

jump start your
career
& get off to an
electric start

guide to
short courses

Resources 

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Courses Available

The course List – an open ended course directory, if you don't see the course you want here, call us and we'll find it for you.

The Programme

The Programme will enable clients to get jobs by providing certificates and licences that are essential for so many jobs in the modern labour market. This new provision will complement other training programmes in the district. Specifically the programme aims to allow clients to enter employment immediately on completion of a short course or to greatly enhance their prospects of securing employment.

The programme will also support job preparation training for larger recruitment exercises.

Clients will be interviewed by Resources within 5 days of referral. The provision will where ever possible be available within 2 weeks of referral, dependant upon the availability of the requested training.

Recruitment and Eligibility

Jobcentre plus customers will be eligible for Short Course Provision on production of either a guaranteed job offer or evidence that the course will significantly enhance their employability e.g. copies of vacancies they would be eligible to apply for and obtain on completion of the requested training. Provision must not be available via either the New Deal Contract or ESF contracts.

Clients will be in receipt of Jobcentre Plus Benefits and will include:

- New Deal for Young People
- New Deal 25+
- New Deal for Lone Parents
- New Deal for Partners
- New Deal for Disable People
- People in receipt of Incapacity Benefit, Income Support, Disability and Caring Allowances

Referral & Interview

A single point of contact is provided for Jobcentre Plus Staff to seek advice and make referrals to Short Course Provision, for all enquiries **Telephone 0191 477 3040**

Clients will be interviewed at Resources Gateshead office, their nearest Jobcentre, or other venue of choice.

Referrals should be made by Ref2. Clients will be interviewed within 5 days and their job prospects and training needs discussed and assessed. Resources staff will provide advice and guidance to referrers about suitability for requested training. Final decisions on eligibility will be the responsibility of Jobcentre Plus advisers who will endorse eligibility prior to the client commencing the provision.

Induction

When training is agreed an induction interview will be arranged for clients at which all course joining instructions will be given to the client. This will include health and safety, equal opportunities as well as company policy relating to grievance and complaints procedures.

An SL2 will be provided by Jobcentre Plus referring officer for clients' signature. The training needs of clients are frequently met by sub-contracting the required training to specialised companies in the occupational area required. All training arrangements with sub contractors will be arranged by Resources.

Where are we?

Resources Head Office

Camden Centre,
70 – 72 Camden Street,
North Shields,
Tyne & Wear,
NE30 1NH,

Tel: 0191 296 0239

Fax: 0191 296 0248

Resources

Short Course & Construction Routeway
191 High Street,
Gateshead,
Tyne & Wear,
NE8 1AS

Tel: 0191 477 3040

Fax: 0191 477 3131

www.resourcesdev.co.uk

Resources also run training from offices in Northumberland and North Tyneside

Got an enquiry?

For information about Short Course you can call 0191 477 3040 or Visit www.resourcesdev.co.uk.

You can download training information and all email and telephone contacts will be answered within 48 hours, for email services simply go to '**Contact Us**' and fill out the '**Contact Form**'. We look forward to hearing from you.

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Facilities

Resources HQ, North Shields

Our head office in North Shields is situated next door to the new Netto Supermarket; North Shields Job Centre Plus is based in Howard Street just behind Camden Street. The Centre is a five minute walk away from both the metro and bus services.

There is ample parking space available in the secure multi storey car park and in the surrounding streets but please be aware that all parking is pay and display, an hour will cost approximately 50p.

Resources, Gateshead is located next door to Jobcentre Plus Gateshead office with parking available in the near by Tesco Car Park, public transports is also easily accessible by bus or metro.

We also have a skilled and highly qualified team of basic skills & NVQ Trainers, Assessors, qualified teachers and dedicated support personnel waiting to help clients throughout their training and with job search.

Refreshments and relaxation areas are available at all our sites as is access to computers, telephones, email and the internet.

Support Services

- Travel costs to training
- Training materials
- Personal Protective Equipment
- Access to PC's and the Internet
- Careers Advice
- CV construction for all occupational levels
- Letter writing and application form completion
- Interview skills & development training
- Coaching
- Email set up and Instruction

Resources provide or arrange basic skills training, access to on line materials and one to one support.

Resources have an absolute commitment to Equal Opportunities, Facilities are available to help everyone to use a PC, to construct a CV, brush up on interview skills and apply for jobs. In addition we have built networks with a broad range of training providers and specialist agencies to ensure all clients are able to access the support they need to progress through training and achieve their goals.

About Us

Resources has provided the Short Course Provision for 7 years, our experienced teams are led by David Miller and Roy Smith. David leads the Short Course and Construction Routeway teams in Gateshead and Roy currently manages Short Course for Northumbria from our North Shields Branch.

Our course list is vast and open ended, clients who require training not identified can still be accommodated.

Due to our efforts and experience, Resources is a market leader in short course Provision. Our experience and the satisfaction with our services is evidenced by the close working relationships we enjoy with Jobcentre Plus Local Office staff and especially by the frequency at which they ask us for our advice. We are similarly consulted by Action Teams, Work Finders, Job Brokers, Local Authorities, Further Education Colleges and Employers.

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Courses Available

The following list of courses is not exhaustive, a client may well require an alternative course, we are happy to source the training needed to ensure the clients skills development and progression into sustainable employment.

Short Course Provision

	Qualification Title	Duration
A		
Abrasive Wheel	CITB Certificate	1 day
ADR Carriage of Dangerous Goods	C&G Certificate	4 days
ADR Including Tankers	C&G Certificate	4 days
Advanced Fire fighting	MNTB Certificate	4 days
Asbestos Removal	CITB Certificate	2 days
Assessors Award	OCR Certificate	20 days
B		
Basic Bookkeeping	Accounts 1	2 days
Basic Fire fighting	MNTB Certificate	3 days
Basic Food Hygiene	CEIH Certificate	1 day
Basic Offshore Emergency Upgrade	OPITO Certificate	3 days
Basic Offshore European Refresher	OPITO Certificate	3 days
Basic Offshore Safety Induction and Emergency Training	OPITO Certificate	3 days
Body Piercing	Certificate	2 days
Bricklaying	CITB Certificate	4 days
Bus Driving Assessment Drive	N/A	1 hour
Bus Driving Provisional License	Provisional License	N/A
Bus Driving Test	PSV License	1 Day
Bus Driving Theory Test	Certificate	1 hour
Bus Driving: Medical	Medicial Certificate	1 hour
Bus Driving: Retest	PSV License	1 hour
Bus Driving: Theory Book	N/A	N/A

C

Cabin Crew	Certificate	10 Days
Canoeing Coach	BCU Certificate	10 days
Canoeing 1,2,3,4 Star Skill Awards	BCU Certificate	5 days
Car / Light Vehicle: Assessment	N/A	1 hour
Car / Light Vehicle 10 hours tuition + Theory Test	Certificate	5 days
Car / Light Vehicle 20 hours and Driving Test	License	10 days
Car / Light Vehicle 32 hours tuition and all Tests	License	20 days
Car / Light Vehicle: Provisional License	Provisional License	N/A
Car / Light Vehicle: Theory Book	N/A	N/A
Car / Light Vehicle: Theory Test	Certificate	1 hour
Car /Light Vehicle: Driving Test	License	1 day
Care Assistant Course	Certificate	5 days
Care Course	Certificate	10 days
CITB Site Safety	CITB Certificate	1 day
CITB Trainee Card	CITB Card	N/A
Cladding	CITB Certificate	4 days
Confined Spaces	Certificate	3 days
CPC (Certificate of Professional Competence) International	Certificate	3 days
CPC (Certificate of Professional Competency) National	Certificate	4 days
CPSC and RB	STCW Certificate	5 days
Crane: Crane Driving/Slinging (Pendant controlled or Radio controlled)	CITB Certificate	1 day
Crane: Crawler Crane	CITB Certificate	10 days
Crane: Lorry Mounted	CITB Certificate	5 days
Crane: Mobile Crane Driving	CITB Certificate	10 days
Crane: Tower Crane	CITB Certificate	10 days
CSCS Card (Construction Skills Certification Scheme)	CITB Certificate	1 day
Cherry Picker Mobile Elevating Platform	CITB Certificate	5 days

Copper Cabling for Datacomms	Certificate	5 days
D		
Doorman's License	License	5 days
Driving Instructor	License	30 days
Driving Instructor Resit Tests	License	1 day
Driving Instructor Trainee License	License	N/A
Dry Lining Combined	CITB Certificate	5 days
Dry Lining: DryWall	CITB Certificate	5 days
Dry Lining: Hand Jointing	CITB Certificate	5 days
Dry Lining: Metal Stud Partitioning	CITB Certificate	5 days
Dry Lining: Skim Finishing and Basic Trowel Skills	CITB Certificate	5 days
Dry Lining: Speedtape Mechanical Jointing	CITB Certificate	5 days
Dry Lining: Taping, Jointing and Finishing by Hand	CITB Certificate	5 days
Dry Liner System	CITB Certificate	5 days
E		
Earth Moving Equipment: 180 degree assessment	CITB Certificate	1 day
Earth Moving Equipment: 180 Degree Excavator	CITB Certificate	3 days
Earth Moving Equipment: 180 Degree Excavator (JCB)	CITB Certificate	3 days
Earth Moving Equipment: 360 degree assessment	CITB Certificate	1 day
Earth Moving Equipment: 360 Degree Excavator over 5 tonne	CITB Certificate	10 days
Earth Moving Equipment: 360 Degree Excavator under 5 tonne	CITB Certificate	10 days
Earth Moving Equipment: Forward Tip Dumper	C&G Certificate	3 days
Earth Moving Equipment: Rear Tip Dumper	C&G Certificate	5 days
EDH: Established Deck Hand	MCA Certificate	5 days
Electrical Installation-AM2	AM2 Certificate	5 days
Elementary First Aid	Certificate	1 day
F		
Fibre Optic	Certificate	5 days
Final Accounts Parts 'A' and 'B'	Certificate	5 days

First Aid (At Work)	Certificate	2 days
First Aid (Emergency)	Certificate	1 day
Flooring Basic Ceramic Tile Fitting	FITA Certificate	3 days
Flooring Basic Wood Flooring Fitting	FITA Certificate	3 days
Flooring Estimating and Planning	FITA Certificate	2 days
Flooring Floating Wood/Laminate Fitting	FITA Certificate	2 days
Flooring Intensive Carpet Fitting	FITA Certificate	4 days
Flooring Know Your Carpets	FITA Certificate	2 days
Flooring Natural Floor Cover Fitting	FITA Certificate	2 days
Flooring Vinyl Floor Cover Fitting	FITA Certificate	3 days
Flooring Vinyl Tile Designer Floor Fitting	FITA Certificate	3 days
Flooring: Advanced Carpet Fitting	FITA Certificate	4 days
FLT Counter Balance/Reach Combined	RTITB Certificate	6 days
FLT Counterbalance	RTITB Certificate	4 days
FLT Driving (Experience)	RTITB Certificate	2 days
FLT Driving (Refreshers)	RTITB Certificate	2 days
FLT Instructor	RTITB Certificate	20 days
FLT Reach	RTITB Certificate	4 days
FLT Refresher	RTITB Certificate	2 days
FLT Rough Terrain	RTITB Certificate	5 days
FLT Tele Handler	RTITB Certificate	5 days
FLT Tele Handler Retest	RTITB Certificate	3 days
Football Coach	Certificate	15 days
Further Offshore Emergency Training	OPITO Certificate	1 day
G		
Gas Modules: CEN11	CEN11	2 days
Gas Modules: CKR1	CKR1	2 days
Gas Modules: DAH1	DAH1	2 days
Gas Modules: HTR1	HTR1	2 days
Gas Modules: MET1	MET1	2 days

Gas Modules: WAT1	WAT1	2 days
Gas Regs for Plumbers (LPG)	Regs Certificate	3 days
Gas Regs for Plumbers (NACS)	Regs Certificate	3 days
Gas: CCN1 + CENI All Categories	CCN1	15 days
Gas: CORGI Registration	CORGI Registered	1 day
Glaziers	CITB Certificate	5 days
Graphic Design using Publisher for Windows	Clait+	5 days
H		
Hazardous Area	COMPEX Cert	5 days
Health and Safety Awareness	HSE Certificate	1 day
Helicopter Evacuation	OPITO Certificate	1 day
I		
Inspection, Testing & Certification of Electrical Installations	C&G 2391	5 days
Inspection, Testing & Electrical Installation 16th Edition	IOE 16 th Edition	3 days
Intensive Fluency Courses	Certificate	8 days
Internet Skills(including Outlook Express 5)	Certificate	3 days
L		
Legal Secretary (Various)	Certificate	5 days
LGV C/C1/C+E	DSA License	7 days
LGV Certificate of Professional Competence	DSA License	10 days
LGV Medical	Medical Certificate	1 hour
LGV Provisional License	Provisional license	N/A
LGV Retest	DSA License	1 day
LGV Theory Book	N/A	N/A
LGV Theory Test	Certificate	1 hour
Licensees Award	Certificate	5 days
Licensees Certificate	Certificate	3 days
Life Saving	RLSA Certificate	5 days
Lifting & Handling	Certificate	1 day

Load Retention	RTITB Certificate	2 days
M		
Manual Handling	Certificate	1 day
Marine Safety: Initial Shipboard Operations	OPITO Certificate	5 days
Marine Safety: Offshore Sea Survival	OPITO Certificate	3 days
MCSE Courses	Cert of Readiness	30 days
Medical Offshore	UKOOA	1 hour
Medical Offshore Universal Combined	UKOOA	1 hour
Medical Secretarial	Certificate	15 days
Mobile Elevated Platform: Cherry Picker	CITB Certificate	5 days
Motorcycle Direct Access	License	5 days
Motorcycle Instruction (CBT)	License	1 day
Motorcycle Instructor	License	30 days
Motorcycle: CBT	Certificate	1 day
N		
National Licensees Certificate	Certificate	5 days
NEBOSH	H&S Certificate	15 days
NEBOSH National Diploma Part 1 & 2	H&S Diploma	30 days
New Roads and Street Works (NRASWA)	RASWA Certificate	5 days
Non Destructive Testing	Certificate	5 days
P		
Paint Inspection	Inspector Grade3	10 days
Painting and Decorating	CITB Certificate	5 days
Plant Operator: Demolition Safety Awareness	CITB Certificate	1 day
Plant Operator: Loading Shovel	CITB Certificate	2 days
Plant Operator: Telescopic Handler	CITB unit A17	5 days
Plant Safety Awareness	CSCS Certificate	1 day
Plastering - 1 Week Certification	Certificate	5 days
Plastering & Patching	Certificate	5 days
Plastering/Tiling/Plumbing	Certificate	15 days

PAYE	PAYE	5 days
Pedestrian Pallet Stacking	Certificate	1 day
Portable Appliance Testing	Certificate	1 day
Power Press	Certificate	5 days
Purchase Ledger	Accounts 1 Cert	1 day
R		
Railways: Personal Track Safety Signalman	Rail Track Cert	2 days
Railways: Personal Track Safety: Lookout	Rail Track Cert	2 days
Railways: Personal Track Safety: Picow	Rail Track Cert	3 days
Railways: Personal Track Safety: Basic	Rail Track Cert	2days
Rope Access Technician	IRATA Certificate	5 days
RYA / DOT Small Craft Survival	RYA Certificate	1 day
Royal Yachting Association Boat Handling Level 2 for Life Guards	Level 2 Certificate	2 days
Safe Use of Pesticides PA1 Foundation	NPTC Certificate	3 days
S		
Safe Use of Pesticides PA6 Hand Sprayer	NPTC Certificate	3 days
Safety Passport - National for Engineering and Construction	National Passport	2 days
Safety Passport - Pan European Engineering and Construction	European Passport	3 days
Sales Ledger	Accounts 1	2 days
Saws: Chainsaw: CS 30 + CS31 plus book	CS30 & CS31	5 days
Saws: Stihl	CITB Certificate	1 day
Seafood Industry (Libra)	Certificate	
Scaffolding Mobile Elevated Working Platforms (MEWP)	CITB Certificate	3 days
Scaffolding NVQ Registration	CITB Certificate	N/A
Scaffolding: Advanced	CITB Certificate	10 days
Scaffolding: Aluminum Tower	CITB Certificate	1 day
Scaffolding: CITB Basic Card	CITB Certificate	1 day
Scaffolding: CITB Part 1	CITB Certificate	10 days

Scaffolding: CITB Part 2	CITB Certificate	10 days
Scaffolding: House Builders Course	CITB Certificate	5 days
Scaffolding: Inspection	CITB Certificate	2 days
Scaffolding: System Scaffold	CITB Certificate	3 days
Shot Blasting	CITB Certificate	10 days
Site Safety Awareness Module	CITB Certificate	1 day
Slinger/Banksman	CITB Certificate	1 day
Slinger/Signaller (New Entrant)	CITB Certificate	3 das
T		
Tattooing	Certificate	3 days
Taxi License	License	5 days
Teaching English As a Foreign Language	Certificate	20 days
Teeline Shorthand Theory	Certificate	15 days
Tennis Coach	PTRC	5 days
Tractor Mounted Spraying (Boom Spraying)	PA1 Mandatory	1 day
U		
Universal Combined Survival and Fire Fighting	OPITO Certificate	5 days
W		
Welding (ASME) 10 day depending on skill	ASME Certificate	10 days
Welding (ASME) 2 day depending on skill	ASME Certificate	2 days
Welding (ASME) 3 day depending on skill	ASME Certificate	3 days
Welding (ASME) 5 day depending on skill	ASME Certificate	5 days
Welding Inspector (CSWIP)	CSWIP Certificate	5 days
Welding Stove	Certificate	12 days
Welding: Assessment	Certificate	1 Hour
IT:		
Access	Units of IT NVQ	5 days
Adobe	Certificate	5 days
Audio Word Processing	Certificate	5 days
Cisco	Certificate	20 days

CLAIT	Clait+ Certificate	10 days
Computer Graphic Design	OCR Certificate	5 days
Computer Networking	Units of IT NVQ	20 days
Dream Weaver	Units of IT NVQ	5 days
ECDL	BCS Certificate	5 days
Excel	Units of IT NVQ	5 days
IT Technician	NVQ Level 1-3	20 days
Keyboard Speed Development	Certificate	5 days
Linux 6	Certificate	20 days
Lotus	Certificate	5 days
Microsoft Windows	Certificate	5 days
PC Technician A+	CompTIA A+	20 days
Network+	CompTIA Cert	20 days
Using Java	Certificate	5 days
Web Design	Units of IT NVQ	5 days
Visual Basic	Certificate	5 days
NEW COURSES:		
Call Centre & ICT Skills	Certificate	5 days
National Certificate for Security Guards	Certificate	5 days
Part P for electrical Installations	Part P Module Cert	1 day
CRB Check	Certificate	1 day
Green hand offshore operatives	Certificate	5 days
Offshore Crane Operative	Certificate	5 days
Asbestos New Operative	Certificate	5 days
Locksmith Training	Certificate	5 days
Energy Assessor	Certificate	5 days
Pre-employment Courses	Certificate	5 days

For any information about Resources and our courses call 0191 296 0239 a member of our experienced team will be happy to help you!

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