

Programme Guide



Who are UCQ?

Established in 1994, UCQ work closely with employers, charities, referral organisations, and community groups to deliver vocationally specific courses to both employed and unemployed students across the North East. UCQ also deliver management degree apprenticeships across England for a wide range of industry leading public and private sector organisations.

Our learning programmes include:

Essential Work Skills

Our Essential Work Skills programmes are designed for those seeking employment with a focus on the care, construction, retail and manufacturing sectors.

Distance Learning

For individuals and employers wishing to upskill, train, or retrain, we have a range of distance learning courses available where students can gain a valuable Level 2 certificate.

Work-Based Learning

A range of work-based learning courses and packages are available to support employers and employees across a range of sectors to provide upskilling and retraining opportunities.

Degree Apprenticeships

Developed by employers, for employers, degree apprenticeships are an innovative new form of work-based learning, offering individuals an alternative way of achieving a degree while at work.





Types of Delivery

At UCQ we customise delivery to meet the needs of students, employers and stakeholders.

Classroom and Workshop-based

Scheduled classes, workshops and seminars support a range of face-to-face delivery across all our provision. These sessions are facilitated by dedicated UCQ tutors who provide vocational or academic expertise.

Remote Learning

Where classroom sessions are unavailable, all adult education programmes are available by remote learning and will be delivered online from enrolment to completion. Your dedicated tutor will provide scheduled support with online materials and assessment via telephone, Microsoft Teams, email and our e-portfolio system.

Distance Learning

Similar to remote learning, distance learning courses are delivered online using electronic resources, assessment and support from a distance learning tutor. Contact times are arranged to meet your needs and advice and guidance will be provided throughout.

Work-based Learning

These programmes are delivered in the workplace to meet the needs and shift patterns of employers. Delivery includes 1-2-1 sessions, workshops, training and development.

Our sites

UCQ Newcastle

UCQ Stockton

UCQ Leeds

UCQ Manchester

UCQ Liverpool

UCQ Birmingham

UCQ London



Wherever you're located, we have delivery to meet your needs.

Adult education programmes are delivered across the North East of England in Newcastle and Teesside at our training centres and community locations.

While our Degree Apprenticeship programme is delivered on employer premises or at our business centres across England.

Training Centres

- Newcastle, Stockton

Community Locations

- Darlington, Durham, Gateshead, Hartlepool, Middlesbrough, North Tyneside, Northumberland, Redcar, and Sunderland

Degree Apprenticeships

- Birmingham, Leeds, Liverpool, London, Newcastle and Manchester



Essential Work Skills

We work with a range of referral organisations to develop our Essential Work Skills (EWS) courses to meet the needs of your clients or community.

Designed for those aged 19+, these courses help to prepare students for work, volunteering, or progression to other education or training.

Each course is designed so that relevant topics are covered, students gain an understanding of what employers are looking for, and they receive support in finding employment in that sector.

Courses are available in a classroom setting across Teesside or online allowing you to study from home. Funding is currently available for students living in Tees Valley, South Tyneside and County Durham subject to eligibility and availability, allowing you to study at no cost.

Course Fees: Fully funded subject to availability

Course Delivery: Classroom or Remote

Duration: 2 – 10 weeks

Study Format:

Classroom: Either 2 days per week over 6 weeks or 5 days per week over 2 or 3 weeks, depending on the programme. Sessions run from 09.30-15.30 but can be customised to meet the needs of stakeholders

Remote: Online classroom, daily 1-2-1 tutorials for the duration of the programme, independent online study, remote group work activity and assessment, and into work support. You will also be required to attend assessment in centre



EWS Courses

Essential Skills for Care

This programme has been carefully designed to provide you with the necessary knowledge, skills and behaviours required for working in a health and social care setting.

You will learn some basic concepts of care including safeguarding, understanding your duty of care and handling information. Employability skills are also an important part of this programme and will help improve your chances of securing employment in adult social care.

Qualifications: NCFE Level 2 Certificate in Preparing for Adult Social Care. Emergency First Aid or Food Hygiene can also be included, subject to availability

Study Format: Online/classroom, remote group work activity, assessment and into work support and 121 tutorials

Duration: 3 weeks, 30 hours per week with flexible start dates

Essential Skills for Construction Labouring

If you're interested in working as a labourer in the construction sector, this is the programme for you.

It will develop your knowledge and skills in health and safety requirements, effectively receiving and checking incoming materials, ensuring effective safety precautions and much more.

You'll also undertake the Health and Safety Construction Level 1 qualification and attend an external centre to undertake the Health, Safety and Environment test. Achieving this will allow UCQ to apply for your CSCS Card enabling you to work on a construction site.

Qualifications: 2 x EAL PMO Level 2 qualifications in Receiving and Checking Incoming Materials; Transferring Materials; Health and Safety in Construction L1; and Health, Safety and Environment Test

Study Format: Online/classroom, remote group work activity, assessment and into work support and 121 tutorials

Duration: 2 weeks plus external tests

Essential English Skills for Work

Our English Skills for Work courses are available at various levels to suit you, from Entry Level 3 to Level 2. All you need to study with us is a computer, tablet or mobile phone.

At the start of the programme you will undertake an initial assessment followed by a diagnostic test to identify which areas require further development. Throughout the programme, you will be supported by a dedicated tutor who will work with you to develop the skills required for employment.

Qualifications: NCFE in Functional Skills English

Study Format: Online/classroom, remote group work activity, assessment and into work support and 121 tutorials

Duration: 2 weeks, 30 hours per week with flexible start dates

Essential Employability Skills

Carefully selected units provide you with the necessary knowledge, skills and behaviours to help you gain employment. On top of this core learning, you will develop a range of transferable skills including communication, personal motivation, and timekeeping skills.

At the start of the programme, you will be allocated a dedicated Essential Work Skills Employment Coach. They will guide you through each step as you learn how to improve your chances of securing employment through changing your mindset, learning how to prepare for interviews and understanding the job application process.

Qualifications: NCFE Level 1 Employability Skills

Study Format: Online/classroom, remote group work activity, assessment and into work support and 121 tutorials

Duration: 1 week, 30 hours per week with flexible start dates



Essential Skills for Retail

If you're looking to get a job in retail, our fully funded Essential Skills for Retail course can help you develop the skills employers are looking for – increasing your chances of securing employment.

From processing payments and working in a team, to dealing with customer queries and complaints, this programme has been carefully designed to provide you with the necessary knowledge, skills and behaviours required for working in a retail environment.

Qualifications: NCFE Level 2 Diploma in Retail Skills with the option to work towards an EAL Level 2 in transferring materials

Study Format: Online/classroom, remote group work activity, assessment and into work support and 121 tutorials

Duration: 2 weeks, 30 hours per week with flexible start dates

Essential Skills for Warehousing

Increase your chances of securing employment with a major retailer or distribution centre in Tees Valley with our fully funded Essential Skills for Warehousing course.

This course will improve your knowledge and understanding of safely receiving and moving materials, packaging, processing, and more. On top of the PMO units, you'll also develop a range of transferable skills including communication, time management and organisational skills

Qualifications: Level 1 qualifications in moving materials, packaging operations, processing operations and more

Study Format: Online/classroom, remote group work activity, assessment and into work support and 121 tutorials

Duration: 4 weeks, 30 hours per week with flexible start dates

Distance Learning

Working closely with partner organisations, we develop and deliver distance learning programmes where students can achieve a Level 2 certificate in a range of topics.

Employers who wish to train new staff or upskill existing staff can benefit from funding and make sure their employees have the necessary training and qualifications to fulfil their job role.

For people who want to boost their CV or gain a qualification in their field, our distance learning courses are a great option that allows them to work at their own pace and gain a valuable Level 2 certificate.

Students are given a designated tutor and can access the course and learning materials online anytime so it fits around working hours and other commitments. Funding is available so employees can access this training for free subject to eligibility.

Course Fees: Funded subject to eligibility

Course Delivery: Online

Duration: Up to 10 weeks

Study Format: Remote work activity, assessment and robust feedback, and 121 tutorials

Awarding Organisation: TQUK





Distance Learning Courses

- Certificate in Awareness of Bullying in Children and Young People
 - Certificate in Awareness of Mental Health problems
 - Certificate in the Principles of Dementia Care
 - Certificate in the Principles of End of Life Care
 - Certificate in Equality & Diversity
 - Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings
 - Certificate in the Principles of Team Leading
 - Certificate in Safeguarding, Prevent & British Values
 - Certificate in Understanding Behaviour that Challenges in Children
 - Certificate in Understanding the Care and Management of Diabetes
 - Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care
 - Certificate in Understanding the Safe Handling of Medication in Health & Social Care
 - Level 2 Award in the Prevention and Control of Infection
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Work-Based Learning

We work closely with employers to develop and deliver work-based training that provides upskilling and retraining opportunities that meets sector priorities.

Our range of work-based learning courses and packages are available to support employers and employees across a range of sectors with each programme helping employees improve on their current practices and provide training for future opportunities.

We can help both existing and new employees with succession planning, personal development and inter-work progression.

In addition, when you choose to partner with UCQ you can access bespoke programmes at no additional cost.

To discuss your training requirements drop us an email today.

Course Fees: Funding available depending on your requirement

Course Delivery: In the workplace and scheduled to avoid disruption

Course Location: Work from home

Duration: To meet employer needs





Degree Apprenticeships

The Chartered Manager Degree Apprenticeship (CMDA) is ideal for new or experienced managers or for employees who aspire to move into their first management role.

The programme has been specifically developed, and is delivered, by our work-based academic specialists to students nationally. The majority of activities focus on the students' job role and the employer's business so they are of direct benefit to the organisation from the get go.

The UCQ programme is delivered and assessed using a range of methods and activities including live webinar, academic assignments, projects, case studies, reports, portfolio building, presentations, self-directed study and also group working.

Awards include the UCQ BA (Hons) Professional Management degree, CMI Level 5 Diploma in Management and Leadership, Chartered Manager status (CMgr MCMI) and Chartered Manager Degree Apprenticeship certificate of completion.

Course Fees: Funded through the Apprenticeship Levy or via the Education and Skills Funding Agency with a 5% employer contribution

Course Delivery: Remote

Course Location: Online delivery and work-based

Duration: 3 years

Study Format: Live online lectures, remote 121 and group tutorials, and 121 assessor observation

Awarding Organisation: UCQ & CMI







Essential Work Skills

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Distance Learning

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Work-Based Learning

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