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Enabling You To Achieve



TRAINING RESOURCES Brochure – 2014



SECTIONS – Click Title to go to that Section

TEACHING & CHILDCARE – TRAINING RESOURCES

BUSINESS & MANAGEMENT

HEALTH & SOCIAL CARE

CIEH COURSES

GENERAL INTEREST

(including forensic psychology)

Each Training Resource (except CIEH*) is supplied as a single pack. Additional assessment booklets are available to purchase, for your trainees

PLEASE NOTE: All Training Resources purchased as a postal option incur a £9.50 + VAT postage and packaging fee

*CIEH Resources are exclusively online. A login and password are provided and all learning and assignments are completed online.

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each

TEACHING & CHILDCARE

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Our aim is to provide you with the best deal available when purchasing Training Resources, so, the registration fee, certification fee, Tutor guide and end of unit examination are included in the course price for you.

ASPERGER SYNDROME AWARENESS

The Asperger Syndrome Awareness course will provide you with a detailed understanding of Asperger's and its effect on those with this condition.

ASPERGER SYNDROME AWARENESS LEVEL 2

Asperger syndrome is a condition that affects how an individual can interpret the world around them, the processing of sensory information and how they relate to, and get along with, other people. Aspergers is generally recognised as being a milder form of autism and it is important that the full autistic spectrum is considered when learning about this condition.

This programme has been written for everyone who would benefit from understanding Asperger Syndrome (and autism) and its effect on those with this condition. This would include relatives, friends, and anyone within a working environment who may come into contact with individuals with this condition, such as teachers and healthcare professionals.

MODULES

- Module 1: An Introduction to Asperger Syndrome
- Module 2: Asperger's in education
- Module 3: Asperger's and health
- Module 4: Asperger's and employment
- Module 5: Asperger's and the public sector/front line staff
- Module 6: A vision for the future

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.



AUTISM AWARENESS

The Autism Awareness programme will enable you to become familiar with various approaches to autism and the best professional approach to the management of autism.

AUTISM AWARENESS LEVEL 2

Autism is a diverse and mystifying condition that has been the focus of much scientific research over the last few decades. The Autism Awareness course aims to develop your understanding of autism and gives practical suggestions when working with autistic individuals.

Today, autism refers to a whole range of social, language and communication problems. Severity ranges from hardly there at all, often undiagnosed and even unrecognised, to severe, where it is virtually impossible for people to participate in society. There are no boundaries between the conditions Kanner and Asperger identified, often people are in-between, whether in between Asperger's syndrome and Kanner's, or in between "normal" and Asperger's syndrome. Therefore, collectively we refer to "autistic spectrum disorder", or ASD, as this allows for the differences in both symptoms and severity. A person without ASD is called a neuro-typical.

This course will enable you to become familiar with various approaches to autism, have increased awareness of how to obtain a diagnosis and enable you to understand genetic environmental causes of autism. The Autism Awareness Diploma will also explain how research in other conditions can help research into autism.

PROVEN BENEFITS

- Gives the best professional approach for the management of Autism
- Helps staff understand Autism, which helps others cope with the condition
- Enhances your career development

MODULES

Module 1: What is Autism?

Module 2: Legislation and Autism

Module 3: Triad of Impairments

Module 4: Explaining Autistic behaviours

Module 5: Causes of Autism

Module 6: Diagnosing Autism

Module 7: Approaches to Autism

Module 8: Practical Suggestions when Working with Autistic Individuals

Module 9: Explaining the Myths

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

AUTISM AWARENESS FOR EDUCATORS

The Autism for Educators course aims to develop your understanding of autism and gives anybody in a education capacity the ability to be effective when working with Autistic individuals.

AUTISM AWARENESS FOR EDUCATORS LEVEL 3

Autism Spectrum Disorders, including Asperger Syndrome, may affect as many as 1% of the population. Those with such conditions are far too frequently left undiagnosed and spend much of their formative and educational life being bullied and misunderstood, often underachieving even though their actual intelligence and IQ levels may be considerably above average.

Children on the autistic spectrum think and experience the world and other people differently, resulting in them misinterpreting and misunderstanding. Educators therefore, need to be aware of how they can best support children on the autistic spectrum to receive an appropriate education, get along with others, and function independently in the world. Wherever possible, children with autism should be educated in a mainstream school, which means that classrooms must be inclusive, balancing the needs of the autistic child with the needs of others, creating an appropriate learning environment for all. Other children with autism may need to be educated in independent schools, residential schools, special needs schools or schools for gifted children.

PROVEN BENEFITS

- Specifically designed course for educators dealing with Autism sufferers
- Developing knowledge of how to support and understand those suffering with Autism
- Understanding the best ways to tackle Autism in an education setting

MODULES

Module 1: What is Autism?

Module 2: Autism and Education

Module 3: What is Challenging Behaviour?

Module 4: Learning Styles and Autism

Module 5: Supporting Understanding of Other People

Module 6: Supporting Communication

Module 7: Building Positive relationships and Achieving Diversity

Module 8: Supporting Work and the Curriculum

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

CHALLENGING BEHAVIOUR (CHILDREN AND YOUNG PEOPLE)

Challenging Behaviour (Children and Young People) aims to provide an understanding of how to improve the lives of individuals who display challenging behaviour, and how to counter negative behaviours with positive actions.

CHALLENGING BEHAVIOUR (CHILDREN AND YOUNG PEOPLE) LEVEL 2

This course will help staff to improve the lives of people who display challenging behaviour as it is concerned with how staff can support children and young people to replace the behaviours with positive actions. Module 1 begins by exploring what behaviour and communication are and what functions they serve. We adopt the view that challenging behaviour almost always has an underlying cause. Module 2 explores the concept of challenging behaviour and different definitions of this. Modules 3 and 4 look at how challenging behaviour can be assessed and some of the strategies that can be used to help promote positive behaviour. Module 5 looks in detail at the important issue of physical intervention whilst Module 6 gives advice on how to record incidents. Modules 7, 8 and 9 give specific information regarding challenging behaviour and mental health, learning disabilities and sensory issues and autism. The final module looks at current UK legislation relevant to the field of challenging behaviour.

This course supports care workers by identifying what they can and cannot do, gives advice as to how they can remain safe, keep children and young people safe and act within organisational, local and national procedures.

This course will appeal to staff from a variety of social care settings. Staff will be supporting children and young people who display behaviours considered to challenge, in settings ranging from residential care, respite care, day services, educational provision and the voluntary sector.

The programme is divided into 10 modules, all of which are core modules, each one concentrating on an important and specific aspect of challenging behaviour in children and young people.

PROVEN BENEFITS

- Understand how to improve the lives of children and young people who display challenging behaviour
- Identify how to support service users to replace the negative behaviours with positive actions
- Understand how to remain safe, keep service users safe and act within organisational, local and national procedures.

MODULES

Module 1: What is behaviour?

Module 2: What is challenging behaviour?

Module 3: Assessment of challenging behaviour

Module 4: strategies to minimise effects

Module 5: Physical intervention

Module 6: Recording, monitoring and record keeping

Module 7: Challenging behaviour and mental health

Module 8: Learning Disabilities

Module 9: Sensory issues and autism

Module 10: Legislation

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

DIABETES IN CHILDREN AND YOUNG PEOPLE

The Diabetes in Children and Young People aims to provide care staff with an understanding of Diabetes and how this condition affects many areas of life including medication and diet.

DIABETES IN CHILDREN AND YOUNG PEOPLE LEVEL 2

This distance learning programme has been written for people who are involved in the care sector and is aimed to give all staff, supervisors and managers the essential knowledge needed to offer the very best professional approach to the management of diabetes.

Diabetes is a serious health condition where the amount of blood glucose in the body is much higher than its requirements. Consequently, the body cannot use it as efficiently as it should do. This is due to the pancreas – a small organ that is situated behind the stomach, either not producing any insulin or it doesn't produce enough insulin -this all depends on the type of diabetes a person has. Fundamentally, there are two types of diabetes: type 1 and type 2. It is a common degenerative health problem for people all over the world, both male and female.

Although diabetic symptoms and the conditions that are associated with diabetes can be treated to a certain extent, unfortunately there is as yet no known cure. It is crucial to spot the symptoms of diabetes sooner rather than later.

This is to prevent any of the many serious complications associated with the condition developing, or progressing further, in service users that already have some of the serious problems linked to diabetes.

PROVEN BENEFITS

- This programme will help you to become more effective in many areas of your work
- Helps staff understanding diabetes to helping others cope with it
- Enhance career development in care

MODULES

Module 1: The Nature of Type 1 Diabetes

Module 2: Identification of Young People with Diabetes

Module 3: Understanding Medication

Module 4: Complications of Diabetes

Module 5: Diet and Lifestyle Changes

Module 6: Living with Diabetes

Module 7: Growing Up With Diabetes

Module 8: Diabetic Emergencies

Module 9: Pregnancy

THE PROGRAMME

The programme is divided into nine core modules, each concentrating on an important aspect of diabetes. This is designed to be used as reading material to support workshop style delivery or as a flexible learning package, which you can work through at your own pace.

Each module asks you to complete a number of structured questions and activities to ensure that you have absorbed the required underpinning knowledge on health and safety, and to provide evidence for core skills assessment. The Activities and Assessments Workbook that is included in your learning pack contains all of these questions, as well as exercises and activities for revision to reinforce your learning. All of these must be assessed by your Tutor/mentor.

FIRST AID AWARENESS

This course is suitable for individuals in a variety of workplaces who may be interested in becoming a designated first aider.

FIRST AID AWARENESS LEVEL 2

Designed as an introductory guide to providing basic first aid at work, the course is ideal if you're working in a low risk business and are looking to assign the 'appointed person' to oversee basic first aid responsibilities.

Covering relevant areas such as; incident awareness, responding to accidents and emergencies and minor injury treatment, this programme provides a suitable platform for individuals looking to progress with further first aid training or assist with basic first aid practices, within their limitations and sphere of competence.

PROVEN BENEFITS

- Understand the role of a first aider and how this relates to work requirements
- Improves ability to identify a range of different injuries and establish the severity of different incidents
- Learn basic techniques on how to effectively treat minor injuries

MODULES

Module 1: An Introduction to First Aid

Module 2: Roles and Responsibilities of the First Aider

Module 3: First Aid Equipment

Module 4: Incident Awareness and Assessment

Module 5: Responding to Accidents and Emergencies

Module 6: Minor Injury Treatment

Module 7: First Aid Developments

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

FOETAL ALCOHOL SPECTRUM DISORDERS (FASD)

This FASD course covers a wide range of issues associated with alcohol use during pregnancy, and provides the student understanding that can be applied on personal, professional or voluntary levels.

FOETAL ALCOHOL SPECTRUM DISORDERS (FASD) LEVEL 3

This programme is designed to increase recognition and appropriate care of children who have been adversely affected by prenatal exposure to alcohol. Many clinicians, teachers and most families, have limited clinical expertise in this relatively un-publicised syndrome. The course will therefore be beneficial to professionals and families alike and will help them to develop increased understanding of the issues and the possible responses and interventions.

The course covers the clinical issues involved in alcohol use during pregnancy, together with the clinical symptoms and developmental outcomes. It then looks at the neuropathology of Foetal Alcohol Spectrum Disorders (FASD), including psychopathy and cognitive functioning. Finally, it will examine interventions, including prevention and rehabilitation approaches.

PROVEN BENEFITS

- Covers a wide range of issues associated with alcohol use during pregnancy and the variety of clinical symptoms and developmental outcomes and possible interventions
- Provides the student with knowledge and understanding that can be applied by those who either personally, voluntary or professionally have a special interest in this field
- Enhances staff members career development

MODULES

Module 1: The History of Foetal Alcohol Spectrum Disorders

Module 2: Taking Responsibility for the Unborn Child

Module 3: Prenatal Alcohol Exposure and Screening

Module 4: Children with Foetal Alcohol Spectrum Disorders (FASD)

Module 5: Behavioural Phenotypes of FASD

Module 6: Growing up with FASD

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

The Safeguarding Children and Young People course identifies a number of factors that can harm children and young people and how to deal with the issues effectively.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE LEVEL 2

The Level 2 Certificate in Safeguarding Children and Young People is an ideal programme for those who work with children and young people who require specific training in this area.

A child may be defined as a young person between the stages of infancy and youth. The United Nations Convention on the Rights of the Child (1989) defines a child as an individual aged 0 to 18 years old, but within British Criminal law, a child is considered any person up to the age of 14, although they can be convicted of an offence from the age of 10. A young person may be defined as someone in the first or an early stage of life, growth or development or more specifically an individual between the ages of 14-19. It is important to note that a person's development depends on a number of genetic and environmental factors and where these are affected in a negative way, so will the young person's development.

Although Safeguarding has not been given a specific definition in law, it may be considered in its simplest form as 'keeping children safe from harm, such as illness, abuse or injury.' Following the implementation of the Every Child Matters agenda, the term 'Child Protection' has been replaced by 'Safeguarding' and is the responsibility of all professionals who work with children and young people. All professionals i.e. professional careers, parenting workers and care assistants, now have a duty of care to the children and young people they work with and are expected to protect a child's emotional, physical and sexual well-being as well as to ensure the child is not being neglected.

A child or young person may be harmed in many different ways and it is not always obvious to the outsider as to what is happening in a young person's life or if they are safe or being harmed.

Children and young people can be harmed by a number of different factors:

- People
- Environment
- Health Issues
- Accidents
- Injuries

PROVEN BENEFITS

- Gives the best professional approach for the management of Safeguarding Children and Young People
- Helps staff understand Safeguarding Children and Young People
- Enhances your career development

MODULES

Module 1: Explore and understand roles in safeguarding and promoting the welfare of children and young people

Module 2: Understand legislation and policies which safeguard children and young people

Module 3: Develop personal skills to effectively contribute to the safeguarding of children and young people

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

From
£25.00*
each
to £250.00*

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*Level 3 Management £250 Human Resources £150 (see description pages)

CONFLICT RESOLUTION IN THE WORKPLACE

Conflict Resolution in the Workplace is the ideal way to educate yourself on the procedures to avoid any conflicts within the workplace.

CONFLICT RESOLUTION IN THE WORKPLACE LEVEL 2

Conflict is unfortunately an ever increasing subject both personally and at work. However with the right guidance and techniques you can overcome and avoid conflict in most situations that you could be unwillingly faced with. On the Conflict Resolution in the Workplace Programme, you will learn effective techniques for dealing successfully with anger and hostility.

This programme is designed for people who wish to gain an understanding of principles and practice of Conflict Management. The programme will offer you the skills necessary to mediate and negotiate when faced with conflict and to understand situations from which anger and confrontation can arise. Upon completion of the Conflict Resolution in the Workplace Programme, students will have adopted the knowledge to demonstrate five conflict handling styles, demonstrate mediation techniques, understand basic concepts of conflict management and to adopt good listening techniques, to name but a few of the objectives covered in the Conflict Resolution in the Workplace Programme.

PROVEN BENEFITS

- Understand the right guidance and techniques to overcome and avoid conflict
- Learn effective techniques for dealing successfully with anger and hostility
- Create the skills necessary to mediate and negotiate when faced with conflict and to understand situations from which anger and confrontation can arise

MODULES

Module 1: Diffusing Difficult Situations in the Workplace

Module 2: Preventing and Managing Physical Abuse in the Workplace

Module 3: Mediation in the Workplace

Module 4: Legislation Affecting Personal Safety at Work

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

EFFECTIVE CUSTOMER CARE

Effective Customer Care is ideal for individuals currently in or looking for a customer focused role. The course aims to develop customer care and provide essential knowledge to offer a professional approach to customer care.

EFFECTIVE CUSTOMER CARE LEVEL 2

The Certificate in Effective Customer Care is ideal for those looking to develop a career in a customer focused role. The aim of the programme is to give people, at all levels, the essential knowledge needed to offer the best professional approach to customer service. It will highlight the key areas that can improve the services you offer and show how these can benefit your business.

PROVEN BENEFITS

- Develops staffs customer care
- Gives the essential knowledge to offer the best professional approach
- Enhances your business reputation

MODULES

Module 1: Recognising Customers

Module 2: The Importance of Exceptional Customer Care

Module 3: Customer Care and Service Principles

Module 4: Providing Information, Advice, Products and Services to Customers

Module 5: Responding to Special Requests

Module 6: Customer Service and Legislation

Module 7: Dealing with Customer Complaints

Module 8: Helping Customers with Particular Needs

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

EQUALITY AND DIVERSITY

The Equality and Diversity programme will aid you in understanding policies and legislation relating to equality and diversity as well as learning about the impact of prejudice and discrimination in the workplace.

EQUALITY AND DIVERSITY LEVEL 2

The aims of the Understanding Equality and Diversity course are to give learners an introduction to the issues around equality, diversity, stereotyping, prejudice and discrimination; to identify the legislation that protects all people and to examine equality and diversity in the workplace.

The objectives of the material are to help learners to raise their awareness of the issues surrounding equality and diversity and demonstrate this awareness through their actions in the workplace.

This course is designed to complement practical work, giving you the theoretical knowledge you need. You'll look at the various laws (legislation) which affect equality and diversity, and how your workplace has to take account of them.



PROVEN BENEFITS

Understand policies and legislation relating to equality and diversity

Develop personally and professionally

Learn about the impact of prejudice and discrimination and employer and individual rights and responsibilities.

MODULES

Module 1: Defining Equality and Diversity

Module 2: Legislation in Equality and Diversity

Module 3: Equality and Diversity in the Workplace

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

FIRE WARDEN

The Fire Warden programme is suitable for everyone involved in a business and aims to provide staff with the knowledge to assume the role of fire warden effectively.

FIRE WARDEN LEVEL 2

This Fire Warden programme is suitable for everyone who is involved in or works in any industry of business setting and is aimed to give all staff, supervisors, and managers and associated personnel the knowledge needed to be able to deliver a professional approach to Fire Safety and to implement the role of the Fire Warden.

This Fire Warden programme will help you to become more effective in fire safety in your business to allow you to understand the dangers and risks associated with fire, and how to work safely and effectively to reduce work place fires. This programme will also give you the knowledge in how to act and respond in the event of a work-based fire. The programme will give you opportunity to relate fire safety to your individual organisation and understand the role and function of the fire warden.

PROVEN BENEFITS

- Effectively understand and implement role of a fire warden
- Provide a broad understanding of every aspect of fire safety and prevention
- Allow you to relate appropriate fire safety to your business or organisation

MODULES

- Module 1: Legislation
- Module 2: The Fire Warden
- Module 3: Causes of Fire
- Module 4: How Fires behave and spread
- Module 5: Fire Detection
- Module 6: Raising the Fire Alarm
- Module 7: Fire Evacuation
- Module 8: Fire Fighting
- Module 9: Fire Extinguishers
- Module 10: Fire Risk Assessment
- Module 11: Fire Equipment and Maintenance
- Module 12: Fire Prevention

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

FIRST AID AWARENESS

This programme is suitable for all members of staff and will provide a basic awareness of the actions involved in providing simple first aid in the workplace.

FIRST AID AWARENESS LEVEL 2

This course is suitable for individuals in a variety of workplaces who may be interested in becoming a designated first aider.

Designed as an introductory guide to providing basic first aid at work, the course is ideal if you're working in a low risk business and are looking to assign the 'appointed person' to oversee basic first aid responsibilities.

Covering relevant areas such as; incident awareness, responding to accidents and emergencies and minor injury treatment, this programme provides a suitable platform for individuals looking to progress with further first aid training or assist with basic first aid practices, within their limitations and sphere of competence.

PROVEN BENEFITS

- Understand the role of a first aider and how this relates to work requirements
- Improves ability to identify a range of different injuries and establish the severity of different incidents
- Learn basic techniques on how to effectively treat minor injuries

MODULES

Module 1: An Introduction to First Aid

Module 2: Roles and Responsibilities of the First Aider

Module 3: First Aid Equipment

Module 4: Incident Awareness and Assessment

Module 5: Responding to Accidents and Emergencies

Module 6: Minor Injury Treatment

Module 7: First Aid Developments

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

FOOD HYGIENE

The Food Hygiene course has been written for everyone who is involved in any industry associated with food and provides the knowledge for staff to adopt a professional approach to food hygiene.

FOOD HYGIENE

Food poisoning often happens because of a lack of awareness and poor food hygiene. This is why, by law, everyone who handles food must receive training and/or supervision in food hygiene, specifically appropriate to the job they do.

The distance learning Food Hygiene course has been written for everyone who is involved in any industry associated with food preparation. It aims to give all staff, supervisors and managers the essential knowledge needed to offer the very best professional approach to Food Hygiene.

As most food poisoning cases are caused by simple mistakes and lack of awareness, training is universally recognised for its vital role in improving standards of food hygiene and meeting your customers' demands for safer food. By UK law all food handlers are now required to receive instruction/supervision and or appropriate training in food hygiene, so there has never been a better time to act.

PROVEN BENEFITS

- Understand the need for Food Hygiene in the workplace
- Provides a professional approach to Food Hygiene
- Opens up the ability for the learner to prepare food safely

MODULES

Module 1

- Legislation
- What is Food Hygiene?
- Food Contamination
- Food Poisoning
- How Bacteria Multiply
- Preventing Food Poisoning
- Personal Hygiene
- Safe Food Preparation
- Cleaning and Disinfecting
- Food Storage
- Waste Disposal and Pest Control
- Buildings and Equipment

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. The programme is assessed through a multiple choice question paper and completion of the workbook.

HEALTH AND SAFETY AWARENESS (PAPER)

The Health and Safety awareness course aims to provide a basic overall knowledge of Health and Safety and its importance withing a workplace.

HEALTH AND SAFETY AWARENESS LEVEL 1

This programme will offer you an introduction to the basic principles of health and safety, including hazards and risks within the workplace. On completion of the programme the learner will understand the positives to thorough health and safety procedures as well as the consequences of poor health and safety.

The Health and Safety programme is divided up into 3 Core Modules which are focused around providing you with a basic knowledge of Health and Safety and how it should be implemented in the workplace.

This programme will help you to develop techniques to prevent accidents within the workplace and give you the ability to assess risk sufficiently.

Each unit will include a number of questions to test your knowledge on the course material. When you have the ability to answer all of the questions with confidence, you will then be awarded the Health and Safety Awareness Certificate.

PROVEN BENEFITS

- Understand the importance of health and safety procedures
- Raise awareness of the potential hazards and risks in the workplace
- Know key rights and responsibilities relating to health and safety

MODULES

Module 1: Understand the importance of Health and Safety in the workplace

Module 2: Understand the need for risk assessment

Module 3: Requirements of Health and Safety in the place of work or learning

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

HEALTH AND SAFETY IN THE WORKPLACE

The Health and Safety programme aims to provide a thorough understanding of hazards that arise in the workplace and how to rectify these issues effectively.

HEALTH AND SAFETY LEVEL 2

This course aims to provide you with a thorough understanding of hazards that can arise in the workplace. On completion of the programme the individual will gain a greater understanding of key health and safety issues including; first aid, fire safety and risk assessment.

The Health and Safety programme is divided up into 11 Core Modules and 4 optional each concentrating on important aspects of Health and Safety in the workplace.

This programme will help you to become more effective in many areas of your work, from understanding and identifying potential hazards in the work place and minimising the risk of any health and safety hazard from occurring.

Each module asks you to complete a number of structured questions and activities to ensure that you have absorbed the required underpinning knowledge on Health and Safety, and to provide evidence for core skills assessment. The Activities and Assessments Workbook that is included in your Health and Safety learning pack contains all of these questions, as well as exercises and activities for revision to reinforce your learning.

PROVEN BENEFITS

- Understanding of hazards in the workplace
- Improve First Aid
- Awareness of fire safety and risk assessments

MODULES

Module 1: Health & Safety at Work Act 1974

Module 2: Management of Health & Safety at Work Regulations

Module 3: Risk Assessment

Module 4: Manual Handling Operations Regulations 1992

Module 5: Health and Safety (Display Screen Equipment) Regulations 1992 (optional)

Module 6: Provision and Use of Work Equipment Regulations (optional)

Module 7: Personal Protective Equipment Regulations

Module 8: Workplace (Health Safety and Welfare) Regulations

Module 9: Fire Safety

Module 10: First Aid

Module 11: Accident Reporting

Module 12: Health & Safety Training

Module 13: Lifting Operations & Lifting Equipment Regulations 1998 (optional)

Module 14: Electricity at Work (optional)

Module 15: Hazardous Substances

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

RISK ASSESSMENT

The Risk Assessment course is suitable for any industry and will improve your ability to identify potential risks and hazards and in turn how to implement effective control measures within your working environment.

RISK ASSESSMENT LEVEL 2

This programme has been written for everyone who is involved in or works in any industry or business setting and aims to provide all staff, supervisors, managers, and associated personnel with the knowledge needed to be able to deliver a professional approach to risk assessments and risk assessing.

This programme will help you to become more effective in assessing risk in your business. It will allow you to understand the dangers and risks associated with the workplace and the practices that are carried out within it, as well as how to work safely and effectively to reduce work place accidents and near-misses.

This programme will also give you the knowledge of how to identify hazards and risks and how to identify and use control measures. The programme will give you opportunity to relate assessing of risks to your individual organisation and understand the purpose of risk assessments.

PROVEN BENEFITS

- Improves ability to identify any potential risks, hazards in the workplace
- Understand how to identify and implement effective control measures
- Opportunity to relate assessing of risks to your individual organisation and understand the purpose of risk assessments

MODULES

Module 1: What Are Risk Assessments?

Module 2: Legislation

Module 3: Who Is Responsible for Risk Assessing in the Workplace?

Module 4: Five Steps to Risk Assessment

Module 5: Managing Risk

Module 6: Assessing Risk in YOUR Workplace

Module 7: Completion of Risk Assessments

Module 8: Recording Risk Assessments

Module 9: Sharing Information on Risk Assessments

Module 10: Record Keeping

Module 11: Reviewing Risk Assessments

Module 12: Updates on Risk Assessment Practice

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

TEAM LEADING KNOWLEDGE

The Certificate in Team Leading Knowledge programme will provide you with an understanding of the responsibilities involved in a team leader role and how to complete the responsibilities successfully.

TEAM LEADING KNOWLEDGE LEVEL 2

This Programme aims to provide you with the underpinning knowledge and understanding of the broad range of responsibilities involved in taking on a team leader role within the workplace.

Maybe team leading has been your career goal for some time, maybe you had never really expected to become team leader or you would aim to be at some point in the future. Whatever your experience there is still lots to learn. This programme will provide you with all the relevant knowledge you need to know and provides you with the opportunity to gain a certificate of achievement.

It should help to improve your own job performance and develop the skills necessary to be an effective team leader.

The programme is designed to assist you to convert theory into practice and help you to succeed in the workplace.

PROVEN BENEFITS

- Develops your leadership abilities and enables you to lead a team effectively
- The learner will understand how to improve and assess their own job role
- Aids with understanding of the development and support of team members

MODULES

Module 1: Preparing to Lead the Team

Module 2: Support Development of Self and Team Members

Module 3: Communication and the Team Leader

Module 4: Equality, Diversity and the Team Leader

Module 5: Motivating the Team

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.



HUMAN RESOURCES LEVEL 3 (£150)

The Human Resources Level 3 course is an in depth distance learning resource that cover many aspects of HR. The course covers a large number of topics ranging from recruitment, selection and induction to termination of employment.

HUMAN RESOURCES LEVEL 3

A successful business must ensure that it effectively and efficiently manages its resources, to provide a service or product that goes beyond what the customer is expecting. A business has a number of resources to manage, including, materials, equipment, facilities and human, holding most importance of these are human resources, or employees. From the boardroom to the shop floor, a successful business relies on the experience, skill, expertise and ingenuity of all of its employees.

In this Human Resources Diploma we will be looking at the range of work most usually performed by the Human Resources department, and in particular the knowledge and skills that you will require as Human Resource Personnel, working under whatever circumstances, to fulfill this demanding yet rewarding role. The Human Resources Level 3 course consists of six modules, each of which relate to a particular aspect that is important and relevant to the work of the HR Personnel.

This course is perfect for any individual who is looking to improve their skills in the field of HR. The course ensures the learner understands the ins and outs of all aspects of HR rules and regulations.

PROVEN BENEFITS

- Will improve your ability to work effectively in a HR role
- Understand how to use HR theory effectively in a working environment
- Overall understanding of HR general practice and methods

MODULES

Module 1: Recruitment, Selection and Induction

Module 2: Producing and Maintaining Personnel Records

Module 3: Staff Management and Relationships

Module 4: Staff Training, Support and Development

Module 5: Staff Disciplinaries, Grievances and Tribunals

Module 6: Termination of Employment

THE PROGRAMME

The good news is no prior knowledge or experience is needed to take this Human Resources course and is openly available for anyone wanting to learn more about the subject.

The programme is carried out using a comprehensive blended learning resource pack, the learner is provided with the resources to gain a thorough understanding of HR. Assessment is through a multiple choice question paper which will be completed at the end of the course.

MANAGEMENT LEVEL 3 (£250)

A manager needs to do more than just plan and organise, and staff their team to achieve their goals. They must also lead.

MANAGEMENT LEVEL 3

This is an all encompassing Level 3 Management course that provides a detailed analysis of management techniques and how they are implemented in a workplace setting. There are 10 modules within the course, varying from Supporting organisational change to the Key principles of management and leadership.

This Management course is a must for any individual currently employed in a management role or for those aspiring to a management role in their future career.

PROVEN BENEFITS

- Understand practical applications of management theory
- Understand how to manage staff, resources and change effectively
- Identify key issues in the workforce, and learn how to deal with personnel

MODULES

Key Principles of Management and Leadership
 Improving Your Own Management and Leadership Skills
 Principles of Budgeting and Financial Information
 Supporting Organisational Change Incentives
 Managing the Delivery of Customer Services
 Principles of Project Management
 Developing Working Relationships with Team Members
 Coaching Skills in team Leading and Management
 Ethical Issues in Management
 Managing Physical Resources

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

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Our aim is to provide you with the best deal available when purchasing Training Resources, so, the registration fee, certification fee, Tutor guide and end of unit examination are included in the course price for you.

ACQUIRED BRAIN INJURY

The Acquired Brain Injury programme focuses on the importance of the brain and the effects of ABI on an individual. The course will aid carers in understanding how to provide support to an individual with an acquired brain injury, throughout the rehabilitation process.

ACQUIRED BRAIN INJURY LEVEL 2

Acquired Brain Injuries challenge an individual's quality of life, dignity and independence. People who have a brain injury have to learn to live life as fully as possible, often needing to relearn previously acquired skills. The Acquired Brain Injury programme will provide all health care workers with a broad understanding of brain injuries in order to support individuals with a brain injury through this process.

The course will explore how the brain works and the part it plays in everyday functioning of the body, including movement, thought, language, memory and controlling of the senses. This will help the learner understand the impact that brain injuries can have on an individual.

Brain injuries can be very diverse with regards to how they affect an individual. This course will look at some of the common problems this client group experience, including cognitive, physical and emotional effects. The learner is also given "good practice" tips, practical strategies and advice on how to work with a person who is affected by a brain injury, including helping a person adjust to living with a brain injury.

PROVEN BENEFITS

- Understand the importance of the brain and the effects of ABI
- Provide practical strategies to help individuals with a different range of ABI's overcome problems they may experience
- Gain a detailed understanding of how to effectively support and rehabilitate an individual with ABI

MODULES

Module 1: The Brain and the Central Nervous System (CNS)

Module 2: What is ABI and what causes it?

Module 3: Treating ABI

Module 4: Rehabilitation

Module 5: Effects of ABI

Module 6: Practical strategies to overcome the effects of ABI

Module 7: Adjusting to life after a brain injury

Module 8: Legislation

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

ADMINISTRATION IN MEDICAL SETTINGS

The course is ideal for those who are interested in working in a medical administrative setting such as a doctors, or dentist reception; or for those who aim to develop within their current role as a medical administrator.

ADMINISTRATION IN MEDICAL SETTINGS LEVEL 2

This Medical Administration programme is suitable for anyone who wishes to enter the role of administration within a medical environment. With this course you will become familiar with the names and terminology that are used within the medical profession.

This course teaches the routine duties that are expected of a person in this role, such as greeting patients, dealing with their requests, making appointments and filing using the appropriate systems. It also covers other daily duties such as arranging transportation for patients, organising primary and secondary appointments and the use of a diary.

You will learn how to communicate professionally with patients and the importance of data protection within the environment and how they should maintain patient confidentiality at all times.

This course also enables the learner to understand the role of preventative medicine and the purpose of medical screening as well as being educated on the importance of drug control and the storage of prescription drugs as well as health and safety procedures that are relevant to this type of environment.

PROVEN BENEFITS

- Use different systems to record a range of patient information
- Understand the importance of interpersonal skills within a medical environment
- Study the principles of preventative medicine

MODULES

Module 1: Medical vocabulary

Module 2: Medical administration skills in the work setting

Module 3: Communication skills in a medical setting

Module 4: Principles for the administrator in a medical setting

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

CARE PLANNING

Care Planning creates a professional approach to agreeing, arranging and managing the services required to enable a person to live at home or to move into a residential or nursing home.

CARE PLANNING AND DOCUMENTATION LEVEL 2

Care Planning is a way of agreeing, arranging and managing the services required to enable a person to live at home or to move into a residential or nursing home.

Whether you are an experienced health care worker or new to the industry caring for clients or patients in a work environment, we believe that this Care Planning and Documentation programme will assist you with your personal development.

The aim of this programme is to promote nursing and care theory, with specific regard to care planning, and to assist with applying that theory in practice. These aims will facilitate the overall objective of bringing about improvements in the standard of Care Planning and Documentation.

PROVEN BENEFITS

- Improves and speeds up the managing of services
- Enhances personal development in the caring of patients in the work environment
- Improves the standard of Care Planning and Documentation.

MODULES

Module 1: Nursing / Care Process

Module 2: Models of Nursing / Care

Module 3: Legal Aspects of Record Keeping

Module 4: Assessment

Module 5: Risk Assessment

Module 6: Planning

Module 7: Implementation

Module 8: Evaluation

Module 9: Computer Based Care Planning Systems

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

CARE SKILLS

The Care Skills programme gives learners the opportunity to gain a general understanding of the level of care that should be provided to all patients under their supervision.

CARE SKILLS LEVEL 2

You may be an experienced health care worker caring for clients or patients in a work environment. Alternatively, you may be new to the Industry or considering a career in Care. Whatever your background or experience, we believe that this learning programme will assist you with your personal development.

The Care Skills course will provide you with an understanding of the various skills needed to be effective in a nursing or residential home position. The course will look at nutrition, communication, hygiene and other key areas of the care and nursing profession. You will also learn about the GSCC Code of Practice for Social Care Workers and the responsibilities of the care worker.

The Certificate in Care Skills is ideal for individuals engaged within either a nursing or residential care environment but is also ideal to gain more knowledge about this subject or use as a stepping stone for a career change.

PROVEN BENEFITS

- Personal development in expanding your skill set in regard to care
- Gain an understanding of the essential skills needed to be effective in a care environment
- Understand the various needs of individuals within your care

MODULES

Module 1: Values

Module 2: Communication

Module 3: Hygiene

Module 4: Nutrition

Module 5: Pressure Care

Module 6: Elimination

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

CHALLENGING BEHAVIOUR (ELDERLY)

The Challenging Behaviour (Elderly) programme aims to provide an understanding of how to improve the lives of people who display challenging behaviour, and how to counter negative behaviours with positive actions.

CHALLENGING BEHAVIOUR (ELDERLY) LEVEL 2

This course will help staff to improve the lives of people who display challenging behaviour as it is concerned with how staff can support service users to replace the behaviours with positive actions.

This course supports care workers by identifying what they can and cannot do, gives advice as to how they can remain safe, keep service users safe and act within organisational, local and national procedures.

This course will appeal to staff from a variety of social care settings. Staff will be supporting adults who display behaviours considered to challenge, in settings ranging from residential care, respite care, day services, educational provision and the voluntary sector.

The programme is divided into 10 modules, all of which are core modules, each one concentrating on an important and specific aspect of challenging behaviour in elderly people and the role of the carer.

PROVEN BENEFITS

- Understand how to improve the lives of people who display challenging behaviour
- Identify how to support service users to replace the negative behaviours with positive actions
- Understand how to remain safe, keep service users safe and act within organisational, local and national procedures.

MODULES

Module 1: Understanding challenging behaviour

Module 2: Improving quality of life for people with challenging behaviour

Module 3: Causes of challenging behaviour

Module 4: Minimising effects of challenging behaviour

Module 5: Working in services for those considered to challenge

Module 6: Dignity

Module 7: Legislation

Module 8: Physical intervention: Moral, legal and ethical issues

Module 9: Supporting positive behaviour in people with learning difficulties

Module 10: Supporting positive behaviour in people with dementia

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

COMMON INDUCTION STANDARDS

The Common Inductions Standards course is ideal for those who are entering the world of health and social care, covering areas such as personal development and equality and inclusion.

COMMON INDUCTION STANDARDS LEVEL 2

The Common Induction Standards course is aimed at those who are new to work in a health and social care setting with adults.

The programme is divided into eight core units, each concentrating on an important aspect of the Common Induction Standards.

The development of your care skills will depend heavily on the way you're inducted into the care setting environment. A basic knowledge of the 8 standards is essential for those looking to develop a career in health and social care. The standards are also important for employers, the standards ensure all staff have a basic level of training that can be built upon with further training in the future.

PROVEN BENEFITS

- Gain a practical understanding of the requirements necessary to become a health care worker
- Develop a basic knowledge of the theory behind the provision of care
- Provides a general introduction to health and social care for anyone looking to form a career in this sector

MODULES

Standard 1: Role of the Health and Social Care Worker

Standard 2: Personal development

Standard 3: Communicate Effectively

Standard 4: Equality and Inclusion

Standard 5: Principles for Implementing Duty of Care

Standard 6: Principles of Safeguarding

Standard 7: Person-Centred Support

Standard 8: Understanding Health and Safety

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

COUNSELLING SKILLS

The Counselling Skills course is designed for any individual who encounter people with any number of issues, from bereavement to stress.

COUNSELLING SKILLS LEVEL 2

The Counselling Skills Level 2 Course aims to introduce you to the theory and practice of Counselling Skills in a way that is informative, supportive and enjoyable. This course will lay the foundations of some important core skills involved in counselling.

The course has been written to be useful for staff to apply in their everyday work and will help lay the foundations of some important core skills involved in counselling. Perhaps you are working in Education, Social Services, the NHS or a Health and Social Care organisation that provides help and support for people with certain issues. This course will help you on your way to being a skilful worker.

Each of the four modules will cover different aspects of Counselling and the use of Counselling skills, and each successive module will build on the previous one to support you in deepening your exploration of this interesting and valuable field of work.

PROVEN BENEFITS

- Gain an understanding of the nature of counselling and the helping process
- Develop key communication skills in counselling
- Understand the helping process and how to provide skilled help

MODULES

Module 1: Introduction

Module 2: Models and approaches of helping

Module 3: Working with feelings

Module 4: Goals - and moving on

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

DIGNITY AND RESPECT

The Dignity and Respect programme helps people provide a more dignified care service and understand legislation that affects human rights within the care sector. Dignity should be at the centre of all care activities and defines a good care service.

DIGNITY AND RESPECT LEVEL 2

Dignity is the single biggest challenge to good practice in health and social care. Dignity should be at the centre of all care activities and defines a good care service. This programme explores dignity issues and looks at what care workers can do to provide a dignified service.

Module 1 explores what dignity is, in relationship to respect and looks at some of the current UK legislation relevant to this field.

Module 2 looks at environmental and social issues that challenge dignity and suggests ways these can be overcome.

Module 3 outlines SCIE's ten dignity factors and how these can be used to model good practice and improve the lives of people receiving social care.

Module 4 provides a framework for improving standards of dignity, suggesting practical steps that can be taken to help services improve.

The programme helps people provide a more dignified care service and is therefore beneficial to people working in a range of care settings, for example, nursing homes, care homes, domiciliary agencies or day services. Carers will learn how to put dignity issues at the centre of all their care activities, but the course will also appeal to other staff within a care environment and how they can use dignity to promote independence.

PROVEN BENEFITS

- Understand what dignity is and how it is applicable to the care environment
- Gain knowledge of the legislation that affects human rights within the care sector

MODULES

Module 1: Introduction to Dignity Issues

Module 2: Dignity Challenges

Module 3: Good Practice

Module 4: Creating a more Dignified Service

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

DIABETES AWARENESS

The Diabetes Awareness course is designed so carers can develop the best professional approach for the management of diabetes as well as helping others to cope with the condition.

DIABETES AWARENESS LEVEL 2

The Diabetes Awareness programme is aimed to give all staff, supervisors and managers the essential knowledge needed to offer the very best professional approach to the management of diabetes.

This programme will help you to become more effective in many areas of your work, from understanding diabetes to helping others cope with it. If you are looking to enhance your career development in care, this Diabetes Awareness programme will give you the opportunity to look at parts of the job you may not currently be involved with.

The Diabetes Awareness programme is divided into nine core modules, each concentrating on an important aspect of diabetes. This is designed to be used as reading material to support workshop style delivery or as a flexible learning package, which you can work through at your own pace.

Each module asks you to complete a number of structured questions and activities to ensure that you have absorbed the required underpinning knowledge on health and safety, and to provide evidence for core skills assessment. The Activities and Assessments Workbook that is included in your Diabetes Awareness learning pack contains all of these questions, as well as exercises and activities for revision to reinforce your learning.

All of these must be assessed by your Tutor/Mentor.

PROVEN BENEFITS

- Gives the best professional approach for the management of Diabetes
- Helps staff understand diabetes, which helps others cope with the condition
- Enhances your career development

MODULES

- Module 1: The nature of diabetes
- Module 2: Identification of people with diabetes
- Module 3: Detection and management of diabetes
- Module 4: Complications of diabetes
- Module 5: Diet and nutrition in diabetes
- Module 6: Management of diabetic emergencies
- Module 7: Management of diabetes in the elderly
- Module 8: Diabetic foot care
- Module 9: Dealing with viruses

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

END OF LIFE CARE

End of Life Care is given to a person with an advanced, life-limiting illness, for which there is no cure. This course provides an understanding of how to support their patients' needs from a physical, emotional and spiritual perspective.

END OF LIFE CARE LEVEL 3

The End of Life Care course is ideal for individuals who wish to develop a greater understanding of caring for those with a life limiting illness. It will also allow the learner to develop their knowledge of the factors and issues that relate to providing end of life care for a person.

The course seeks to provide the learner with a greater understanding of what end of life care involves and how the candidate can best support their patient's needs from a physical, emotional, and spiritual perspective. It also includes information on the support for relatives and friends, both during the person's illness and after their death in the form of bereavement care.

PROVEN BENEFITS

- Understand different attitudes to death and dying
- Understand communication skills in relation to end of life care
- Understand the holistic approach to end of life care

MODULES

Module 1: Understanding care at the end of life

Module 2: Communication throughout end of life care

Module 3: Assessment and care planning in end of life care

Module 4: Person-centre approaches to care at the end of life

Module 5: Care during the final hours of life and bereavement care

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

FIRST AID AWARENESS

This programme is suitable for all members of staff and will provide a basic awareness of the actions involved in providing simple first aid in the workplace.

FIRST AID AWARENESS LEVEL 2

This course is suitable for individuals in a variety of workplaces who may be interested in becoming a designated first aider.

Designed as an introductory guide to providing basic first aid at work, the course is ideal if you're working in a low risk business and are looking to assign the 'appointed person' to oversee basic first aid responsibilities.

Covering relevant areas such as; incident awareness, responding to accidents and emergencies and minor injury treatment, this programme provides a suitable platform for individuals looking to progress with further first aid training or assist with basic first aid practices, within their limitations and sphere of competence.

PROVEN BENEFITS

- Understand the role of a first aider and how this relates to work requirements
- Improves ability to identify a range of different injuries and establish the severity of different incidents
- Learn basic techniques on how to effectively treat minor injuries

MODULES

Module 1: An Introduction to First Aid

Module 2: Roles and Responsibilities of the First Aider

Module 3: First Aid Equipment

Module 4: Incident Awareness and Assessment

Module 5: Responding to Accidents and Emergencies

Module 6: Minor Injury Treatment

Module 7: First Aid Developments

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of the workbook.

FOOD HYGIENE

The Food Hygiene course has been written for everyone who is involved in any industry associated with food and provides the knowledge for staff to adopt a professional approach to food hygiene.

FOOD HYGIENE

Food poisoning often happens because of a lack of awareness and poor food hygiene. This is why, by law, everyone who handles food must receive training and/or supervision in food hygiene, specifically appropriate to the job they do.

The distance learning Food Hygiene course has been written for everyone who is involved in any industry associated with food preparation. It aims to give all staff, supervisors and managers the essential knowledge needed to offer the very best professional approach to Food Hygiene.

As most food poisoning cases are caused by simple mistakes and lack of awareness, training is universally recognised for its vital role in improving standards of food hygiene and meeting your customers' demands for safer food. By UK law all food handlers are now required to receive instruction/supervision and or appropriate training in food hygiene, so there has never been a better time to act.

PROVEN BENEFITS

- Understand the need for Food Hygiene in the workplace
- Provides a professional approach to Food Hygiene
- Opens up the ability for the learner to prepare food safely

MODULES

Module 1

- Legislation
- What is Food Hygiene?
- Food Contamination
- Food Poisoning
- How Bacteria Multiply
- Preventing Food Poisoning
- Personal Hygiene
- Safe Food Preparation
- Cleaning and Disinfecting
- Food Storage
- Waste Disposal and Pest Control
- Buildings and Equipment

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. The programme is assessed through a multiple choice question paper and completion of the workbook.

LEARNING DISABILITY AWARENESS

This Learning Disability Awareness programme is suitable for staff working in a variety of settings and aims to provide a detailed understanding of learning disabilities and their effects.

LEARNING DISABILITY AWARENESS LEVEL 3

The Learning Disability Awareness course aim to build on your understanding of what it means to have a learning disability and your experience in this area of work. The course will suggest lots of ideas about how you can help to support people with learning disabilities who you may work with.

The course is suitable for staff working in a variety of settings. It will be useful whether you work in a health or social care setting, in a community or an educational setting and whether you work in a paid or voluntary role. The effect of learning disabilities throughout the lifespan is considered, but there is a particular emphasis on children, adolescents, and young adults.

PROVEN BENEFITS

- Gain a detailed understanding of Learning Disabilities and their effects
- Understand the importance of communication when working with individuals
- Looks specifically into the connection between mental health care and learning disabilities

MODULES

Module 1: Learning Disability Overview

Module 2: The Effects of Learning Disability on the Person and their Family

Module 3: Supporting People with Learning Disabilities by Enabling Communication

Module 4: Supporting People with Learning Disabilities: Environment and Behaviour

Module 5: Supporting People with Learning Disabilities: Physical Care

Module 6: Mental Health Care and Empowering People with Learning Disabilities

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through completion of the workbook and a multiple choice question paper.

MEDICATION AND DOMICILIARY CARE

The Medication and Domiciliary Care course takes a detailed look into fundamental areas relating to medication and domiciliary care including policy and procedure guidelines, different forms of medication and the management of medicines.

MEDICATION AND DOMICILIARY CARE LEVEL 2

The Medication and Domiciliary Care programme is ideal for all staff, supervisors and managers within the care sector and will provide the essential knowledge needed to offer the best professional approach to medication in domiciliary care.

The Medication and Domiciliary Care programme is divided into seven modules, each concentrating on an important aspect of medicine and domiciliary care. This course is designed to be a flexible learning package, which you can work through at your own pace.

The course takes a detailed look into fundamental areas relating to Medication and Domiciliary Care including policy and procedure guidelines, different forms of medication and associated risks, and the management of medicines appropriate to a domiciliary care setting.

Each module asks you to complete a number of structured activities to ensure that you have absorbed the required underpinning knowledge and to provide evidence for core skills assessment. The Activities Workbook that is included in your learning pack contains all of the activities required for revision to reinforce your learning. All of these must be assessed by your Tutor.

PROVEN BENEFITS

- Provides staff with a knowledge of Person Centred Planning
- Highlights the risks associated with medication and appropriate assessment and documentation
- Enhances staffs personal and professional development

MODULES

Module 1: Policies and legislation

Module 2: Formulations and routes of administration

Module 3: Supporting people taking medications

Module 4: Medications risk assessment and documentation

Module 5: Supply, storage and disposal of medications

Module 6: Roles and responsibilities

Module 7: Errors and near misses

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

MENTAL HEALTH AWARENESS

The Mental health Awareness programme addresses how to treat and manage mental health problems. The course covers issues such as stress, phobias, anxiety and post-natal depression.

MENTAL HEALTH AWARENESS LEVEL 2

The most common factors that can contribute to mental health conditions include stress, anxiety and phobias – all everyday issues.

The Mental Health Awareness Programme covers topics such as stress, phobias, anxiety, eating disorders, post-natal depression and schizophrenia among others – all conditions labelled under the topic mental health. Whether you are an experienced health care worker or new to the industry caring for clients or patients in a work environment, we believe that this Mental Health Programme will assist you with your personal development.

PROVEN BENEFITS

- Learn about the signs of symptoms of such disorders as depression, anxiety, obsessive compulsive disorder, post-traumatic stress disorder and bipolar disorder
- Analyse how we can treat and manage mental health problems
- Laws and legislation.

MODULES

Module 1: Understanding Mental Health Legislation

Module 2: Understanding Stress

Module 3: Understanding Anxiety

Module 4: Understanding Phobias

Module 5: Understanding Depression

Module 6: Understanding Post-natal depression

Module 7: Understanding Bipolar disorder

Module 8: Understanding Schizophrenia

Module 9: Understanding Dementia

Module 10: Understanding Eating disorders

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

PHYSIOLOGICAL MEASUREMENTS

The Physiological measurements programme provides the underpinning knowledge for taking and recording physiological measurements.

PHYSIOLOGICAL MEASUREMENTS LEVEL 2

Taking physiological measurements are a practical activity. This programme aims to provide you with the knowledge and understanding that underpins the taking and recording physiological measurements as part of the individuals care plan. However, it cannot teach you the practical skills which are required to perform the job effectively and safely.

Part of the learning processes for this module requires you to investigate the legislation, policies, procedures and protocols which affect your work particularly in relation to: 1. taking physiological measurements 2. health and safety and infection control measures 3. handling of equipment 4. accountability and responsibility for checking equipment.

It is possible that there may be areas in which the guidance given in this unit differs from your workplace policies and procedures. In such instances, please discuss matters with your manager and, if needed, refer directly to the relevant National Standards and Regulations.

Please note that your responsibility to record physiological measurements may at some stage change in accordance with the service user's condition, for example, when care and such procedures become the registered practitioner's responsibility.

Background information about the various measurements indicated is given first, providing foundation knowledge for the rest of the programme.

Throughout the programme, you will have the opportunity to demonstrate your understanding of these elements through activities.

PROVEN BENEFITS

- Introduces information about the types of physiological measurements you may be asked to undertake and the normal limits for them
- Enables you to recognise the abnormal, and the factors that affect them
- Enhances your career development

MODULES

Module 1: Introducing Physiological Measurements

Module 2: How to Prepare The Service User and the Necessary Equipment and the Resources for Taking Physiological Measurements

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

POSITIVE DEMENTIA CARE

The Positive Dementia Care course aims to create an understanding of the different types of dementia as well as the range of activities which would create a meaningful and positive day for the patient.

POSITIVE DEMENTIA CARE LEVEL 2

This Positive Dementia Awareness course is ideal for Individuals who are either currently working or plan to work as employees or volunteers in care of the elderly environments. It is particularly focused to address the needs of people engaged in the nursing of the elderly, those working in a residential care environment or domiciliary staff.

It can also be beneficial for People working in the care sector who wish to develop their skills in the workplace and for career progression.

This Positive Dementia Awareness course explains facts about dementia and shows students how they can combine key ingredients of people-centred care in order to improve the daily life of those with dementia. To provide excellent quality care, care-staff will learn to recognise people with dementia as whole individuals, and understand all the needs that sufferers with varying conditions have.

TESTIMONIALS

“Our staff team have already completed the first module and they have found it very thought provoking and informative. The staff especially like how the Dementia course helps you to relate to the client, they also described it as a real eye opener. We certainly recommend it and were impressed by the speed of delivery and the telephone support from the training resources provider.”

David Stringer, Mencap Service Manager (Positive Dementia Care)

PROVEN BENEFITS

- Improve understanding of the different types of dementia, the early symptoms and current treatments available. This knowledge is linked with person centred care and the ability to improve the lives of people with dementia.
- Develop an awareness of the range of activities which would create a meaningful and positive day for the patient.
- Develop a clear vision of their roles in caring for people with dementia

MODULES

Module 1: Realising Feelings Matter Most in Dementia Care

Module 2: Understanding Dementia, the Brain and People’s Feelings

Module 3: Valuing a Person’s Well-Being

Module 4: Working Positively with a Person’s Disability

Module 5: Becoming a Person-centred Dementia Care Worker

Module 6: Communicating with a Person with a Dementia through Feelings

Module 7: Focusing on the person when providing Personal Care

Module 8: Creating a Positive, Meaningful, Active Day

Module 9: Appreciating How Behaviours Link to Feelings

Module 10: Applying Person-Centred Care

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

POSITIVE DEMENTIA CARE FOR DOMICILIARY WORKERS

The Positive Dementia Care for Domiciliary Workers programme provides development in understanding the aspects affect the life of a Dementia Sufferer, as well as providing the learner with the skills to provide the best care possible to these individuals.

POSITIVE DEMENTIA CARE FOR DOMICILIARY WORKERS LEVEL 3

Dementia itself is not a single disease or illness, but is an umbrella term used to describe lots of different types of conditions, all of which have one thing in common - they attack and destroy the cells in the brains of people with a dementia.

To provide good quality care, care workers need to recognise people with a dementia as individuals. A key aspect of being a domiciliary dementia care worker is the ability to look beyond the dementia and instead, see the whole person.

This course looks at the meaning of person-centred care. The starting point as a care worker is to imagine how it would feel to have a dementia. By doing this, you will develop an increased feeling of empathy – putting yourself in someone else’s shoes. This will enable you to see that people with a dementia are no different to any of us; they still feel as we feel. As a care worker, it is important to understand the world of people with a dementia. This world is the same as ours but dementia can make it feel muddled at times.

PROVEN BENEFITS

- Understanding how to provide the highest standard of care for Dementia sufferers
- Develop knowledge of providing a high standard of person-centred care
- Developing skills in providing enriching lives for Dementia sufferers

MODULES

Module 1: Realising feelings matter most in Dementia Care

Module 2: Understanding Dementia, the Brain and People’s Feelings

Module 3: Valuing a Person’s Well-Being

Module 4: Working Positively with a Person’s Disability

Module 5: Becoming a Person-centred Dementia Care Worker

Module 6: Communicating with a Person with a Dementia through Feelings

Module 7: Focusing on the person when providing Personal Care

Module 8: Creating a Positive, Meaningful, Active Day

Module 9: Appreciating How Behaviours Link to Feelings

Module 10: Applying Person Centre Care

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

SAFEGUARDING OF VULNERABLE ADULTS

The Safeguarding of Vulnerable Adults Program identifies the characteristics of those at risk and types of abuse and harm. The learner will attain personal growth and theoretical development in the area of caring for vulnerable adults.

SAFEGUARDING OF VULNERABLE ADULTS LEVEL 2

This programme will enhance the learner's personal growth and development enabling them to undertake their role with greater confidence. The Quality Care Commission recommends that all care workers understand training associated with the Safeguarding of Vulnerable Adults.

The programme will provide a foundation of basic academic skills in Safeguarding of Vulnerable Adults at an introductory level.

PROVEN BENEFITS

- Understand the roles and responsibilities and accountability of all those involved in the Safeguarding of Vulnerable Adults.
- Ability to recognise those at risk and the types of abuse and harm

MODULES

Module 1: What is Safeguarding of Vulnerable Adults?

Module 2: Understanding Abuse and Neglect

Module 3: Understanding the importance of communication in care

Module 4: Understanding challenging behaviour

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

SAFE HANDLING OF MEDICINES

Safe Handling of Medicines is designed to ensure that candidates will understand policies and procedures for the safe handling and storing of medicines as well as the correct method of record keeping.

SAFE HANDLING OF MEDICINES LEVEL 2

The Safe Handling of Medicines programme is aimed at people working or wishing to work in a health and social care context and is ideal for those who wish to develop a basis of transferable knowledge and skills in the safe handling of medicines. The course is designed to ensure that candidates will gain an understanding of policies and procedures for the handling and storing of medicines and the correct method of record keeping.

It can also support the requirement to meet the content of the Skills for Care Knowledge Set for medicines, and it can contribute to the Skills for Care Common Induction Standards.

PROVEN BENEFITS

- The ability to understand policies and procedures for handling medicines
- The ability to understand the policies and procedures for storing medicines
- The ability to use the correct method of record keeping

MODULES

Module 1: Medication and Prescriptions

Module 2: Requirements for the supply, storage and disposal of medication

Module 3: Requirements for the safe administration of medication

Module 4: Keeping records and understanding the audit processes for medication administration and storage

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

SKIN LESIONS AND BREAKDOWN

The Skin Lesions and Breakdown programme aims to develop understanding in prevention and care of pressure ulcers as well as carrying out appropriate assessment and alleviation of discomfort.

SKIN LESIONS AND BREAKDOWN LEVEL 2

It cannot be overemphasised that anyone who develops a pressure ulcer is in a potentially life-threatening situation. Prevention of pressure ulcers is almost certainly better than cure and starts by identifying those who are at risk of developing a pressure ulcer, and then taking the necessary action to avoid skin breakdown. If someone is found to have an existing pressure ulcer, the aim will be to treat and prevent the ulcer from deteriorating any further. Any intervention will vary depending on the client and the risks that have been identified.

This programme has been written for everyone who will benefit from learning how to undertake risk assessment in relation to pressure area care and the risk of skin breakdown. This process could take place across a variety of health and social care settings, throughout hospitals, including operating departments, hospices, nursing and residential homes, day centres, and clients' own homes. Risk assessment includes the use of different assessment tools selected for use to fit the client and the environment. The assessment could be undertaken by a variety of staff within the various care settings and is an ongoing process demanding constant review and evaluation.

PROVEN BENEFITS

- Ability to identify skin lesions and to carry out appropriate risk assessment regarding skin breakdown
- Identify the causes of pain concerned with skin lesions including the assessment and alleviation of discomfort
- Provides staff with the relevant tools to carry out continuous assessment and evaluation

MODULES

Module 1: Identify Clients at Risk of Skin Breakdown

Module 2: Prepare for and Carry out Risk Assessment

Module 3: The Causes, Effects and Control of Pain

Module 4: Report on, Review and Update the Risk Assessment

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice exam and completion of the workbook.

STROKE AWARENESS

The Stroke Awareness Course aims to build understanding of what it means for someone to have a stroke. The course covers signs and symptoms and appropriate assessment and treatment.

STROKE AWARENESS LEVEL 3

The Stroke Awareness aims to build on your understanding of what it means for someone to have a stroke and your caring experience. The course will suggest lots of ideas about how you can help people in your care during and after a stroke.

The programme is suitable for staff working in hospitals, care homes, day centres, and in people's own homes. This is reflected in the words used throughout the course to refer to the people receiving care; 'patient', 'resident', and 'client' are used.

The Stroke Awareness programme is at Level 3, the equivalent of GCSE or 'O' Level. This programme is divided into ten key modules, each covering a different aspect of caring for people after a stroke. Transient Ischaemic Attacks (TIAs) are also discussed.

PROVEN BENEFITS

- Provides a full overview of a stroke including signs and symptoms and appropriate assessment and treatment
- Gives a detailed understanding of the essential caring skills required to ensure the best possible recovery of the client
- Details how to maximise a stroke survivor's strengths

MODULES

Module 1: Brain attack! What a stroke is

Module 2: Assessment, treatment and care after a stroke in the UK

Module 3: Working as a team

Module 4: Essential skills: helping with positioning and mobility after a stroke

Module 5: Essential skills: ensuring good nutrition after a stroke

Module 6: Essential skills: helping people improve bladder and bowel function after a stroke

Module 7: Essential skills: enabling people to communicate after a stroke

Module 8: Essential skills: helping people with sensory, perception and responsiveness difficulties after a stroke

Module 9: Essential skills: helping people with cognitive and emotional issues after a stroke

Module 10: Positive care: maximising strengths

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

THERAPEUTIC ACTIVITIES

The Therapeutic Activities course provides understanding of how to plan, implement and evaluate activities as well as identify the link between therapeutic activities and positive mental health.

THERAPEUTIC ACTIVITIES LEVEL 2

The Therapeutic Activities programme will help you to become more effective in many areas of your work and will help staff to gain a better understanding of what activity provision is and how simple everyday activities can be therapeutic and have an impact on our mental health. The relationship between engagement in everyday activity and well being will be explored. Learners will be guided through supporting the assessment, planning, implementation and evaluation of activities, including the skills and knowledge required to provide an inclusive and person centred service.

This distance learning programme has been written for people who are involved in the care sector and is aimed to give all staff, supervisors and managers the essential knowledge needed to offer the very best professional approach to supporting activity provision in the care setting.

The programme is divided into five core modules, each concentrating on an important aspect of supporting therapeutic activity provision in a care setting.

PROVEN BENEFITS

- Adheres to requirements set by Skills for Care
- Meets Care Quality Commission (CQC) standards
- Designed against the QCF Standards - Supporting Activity Provision in Social Care
- Provides knowledge which allows staff to provide an inclusive and person centred service

MODULES

Module 1: Understand Activity Provision in Social Care

Module 2: Understand the Benefits of Engaging in Activities in Social Care

Module 3: Understand the Delivery of Activities in Social Care

Module 4: Therapeutic Approaches for Activity Provision in Social Care

Module 5: Contribute to Supporting Group Care Activities

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

UNDERSTANDING EPILEPSY

The Understanding Epilepsy program will help carers explore causes and effective management of epilepsy, as well as how to support those living with epilepsy.

UNDERSTANDING EPILEPSY LEVEL 3

The Understanding Epilepsy programme aims to build on your understanding of what it means to have epilepsy and your caring experience. The course will suggest lots of ideas about how you can help people in your care who have this condition.

The course has been written to be useful for staff to apply in their everyday work. It describes up-to-date practices in the care of people who have epilepsy. This is a fascinating area to work in, with new developments all the time.

The programme is suitable for staff working in hospitals, care homes, day centres, and in people's own homes. This is reflected in the words used to refer to the people receiving care; 'patient', 'resident', and 'client' are used.

PROVEN BENEFITS

- Gain a broad knowledge of epilepsy syndromes including causes, diagnosis and treatment
- Develop effective management of Epilepsy including the process to follow when someone a client is having a seizure
- Understand how to support individuals living with epilepsy
- Provides a full overview of a stroke including signs and symptoms and appropriate assessment and treatment

MODULES

Module 1: An introduction to the brain

Module 2: Different epilepsy syndromes

Module 3: Causes of epilepsy

Module 4: Diagnosing epilepsy

Module 5: Treating epilepsy

Module 6: What to do when someone is having a seizure

Module 7: Managing epilepsy

Module 8: Impact of epilepsy on a person's life

Module 9: Supporting vulnerable people with epilepsy

Module 10: Maintaining dignity and respect

Module 11: Explaining the myths

Module 12: Relevant UK legislation

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

UNDERSTANDING INFECTION CONTROL

The Understanding Infection Control programme provides personal development for experienced care workers and novices alike in managing and controlling infection risks.

UNDERSTANDING INFECTION CONTROL LEVEL 2

Managing and controlling the risk of infection can be a matter of life or death. Whether you are an experienced health care worker caring for clients or patients in a work environment or are new to the industry or even simply considering a career in Care, we believe that this Infection Control course will assist you with your personal development. Acquire an understanding around real concerns such as MRSA, and gain invaluable grounding in the general safeguards that can be employed to reduce the risk of infection.

Our Infection Control course is supported by the Infection Prevention Association (IPA) and will be highly appreciated by your employer.

PROVEN BENEFITS

- Personal Development in Managing and controlling infection risks
- Gain Understanding around real concerns such as MRSA
- Gain Valuable information in the safeguards that can be employed to reduce risk of infection

MODULES

Unit 1: The Principles of Infection Prevention and Control

Unit 2: Cause and Spread of Infection

Unit 3: Cleaning, Decontamination and Waste Management

THE PROGRAMME

The programme is carried out using a comprehensive blended learning resource pack which can be kept to record a staff members development in the subject. Assessment is through a multiple choice question paper and completion of workbook.

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CIEH COURSES



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A login and password are provided and all learning and
assignments are completed online.

FOOD SAFETY IN CATERING

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

The programme focuses on the slightly more advanced aspects of food safety and makes employees aware of the many variables that can impact handling and preparing food. If you are looking to develop skills in food safety, this course will fulfill all of your needs.

FOOD SAFETY IN CATERING LEVEL 2

The purpose of this course is to provide food handlers with the knowledge of the fundamentals of good food hygiene practices. It will also prepare them with the practical skills required to work in a safe environment with food.

In 2006, new EU legislation introduced HACCP (Hazard Analysis Critical Control Point) legislation into the UK.

This necessitated a review of food safety training to combine the old 'Basic Food Hygiene' training with HACCP. The new training is called Food Safety Training at levels 1 & 2. These standards have now replaced the old Basic Food Hygiene standards.

This course is ideal for employees who work in a catering, retail or manufacturing environment. This can include people who are preparing, handling and also the cooking of food.

The programme focuses on the slightly more advanced aspects of food safety and makes employees aware of the many variables that can impact handling and preparing food. If you are looking to develop skills in food safety, this course will fulfill all of your needs.

PROVEN BENEFITS

- Provides a detailed look into the many aspects affecting food safety
- Aims to give staff an understanding of how to implement techniques to ensure overall food safety
- Can be completed entirely online in around 4 hours

COURSE TOPICS

- Legislation
- Temperature control
- Food safety and hygiene hazards
- Food handling, refrigeration
- Chilling and cold holding
- Cooking, hot holding and reheating
- Cleaning
- Food premises and equipment
- Principals of safe food storage

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course lasts approximately 4 hours (depending on learning speed) making for a time efficient way of educating yourself or staff members.

The course examination consists of 20 multiple choice questions, of which 90% need to be answered correctly in order to receive certification.

FOOD SAFETY FOR MANUFACTURING

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

The programme focuses on the understanding the terminology used in food safety as well as understanding the laws and legislation that apply to the food manufacturing business.

FOOD SAFETY FOR MANUFACTURING LEVEL 2

All workers that are involved with the manufacturing process of food involving preparing, cooking and handling of food are required by law to demonstrate that their production practices comply with legislation, and also adhere to the Food and Drug Administration's standards.

This course is ideal for people that work in the food and drink manufacturing industry. Areas that will be looked at include the storage, processing and also packaging of food.

This course will give students a basic awareness of good hygiene and safety issues. Owners, managers and supervisors have a duty for monitoring food safety in a manufacturing environment.

The programme focuses on the understanding the terminology used in food safety as well as understanding the laws and legislation that apply to the food manufacturing business.

PROVEN BENEFITS

- Helps candidates to understand the concept of food hazards and how the risk of food poisoning can be contained
- Aims to give learners an understanding of safe food storage and effective temperature control
- Develops general knowledge of many aspects of food safety in manufacturing

COURSE TOPICS

Introduction to food safety
The law
Food safety hazards
Temperature controls
Heat processing of foods
Food handlers
Principles of safe food storage
Cleaning
Food premises and equipment

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists a multiple choice questions.

HEALTH AND SAFETY LEVEL 1

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

The aim of the Health and Safety course level 1 is to provide students with a fundamental knowledge of the skills required to monitor a safe working environment, as well as the information needed for safe working practices.

HEALTH AND SAFETY LEVEL 1

The aim of the Health and Safety course level 1 is to provide students with a fundamental knowledge of the skills required to monitor a safe working environment, as well as the information needed for safe working practices. This is the perfect introduction to Health and Safety and is suitable for anyone who has not received any formal training.

This course is suitable for anyone in a work environment. All employees have a duty to provide a safe and healthy working environment. Employees are responsible for ensuring they complete activities in a safe manner for themselves and those around them. This course will equip employees with the knowledge and skills necessary to provide a safe working environment.

This is a vital piece of training that ensures that employees are competent and understand the importance of how to work safely. Learners will gain the knowledge and be able to develop a safe working environment for all. It is a legal requirement that all companies comply with the Health and Safety legislation in order to protect all staff. Undertaking the necessary training will lead to staff taking charge of their own health and safety as well as of others around them.

PROVEN BENEFITS

- Workers will be able to create a healthy and safe working environment
- Reduced risk of accidents and reduced financial costs
- Reduced risk of demotivated staff and loss of productivity

COURSE TOPICS

General Health and Safety
Legislation
Fire Safety
Manual Handling

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists a multiple choice questions.

HEALTH AND SAFETY LEVEL 2

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

This course is suitable for anyone in a work environment. All employees have a duty to provide a safe and healthy working environment.

HEALTH AND SAFETY LEVEL 2

This course is suitable for anyone in a work environment. All employees have a duty to provide a safe and healthy working environment. Employees are responsible for ensuring they complete activities in a safe manner for themselves and those around them. This course will equip employees with the knowledge and skills necessary to provide a safe working environment. It is suitable for people who have already received training in Level 1 Health and Safety.

This is a vital piece of training that ensures that employees are competent and understand the importance of how to work safely. Learners will gain the knowledge and be able to develop a safe working environment for all.

It is a legal requirement that all companies comply with the Health and Safety legislation in order to protect all staff. Undertaking the necessary training will lead to staff taking charge of their own health and safety as well as of others around them.

PROVEN BENEFITS

- Workers will be able to create a healthy and safe working environment
- Prevent the risk of accidents and reduced financial costs
- Reduced risk of demotivated staff and loss of productivity

COURSE TOPICS

Health and safety matters
A safe workplace
Working safely
Vehicles, noise and heights
Manual handling
Fire and electrics
COSHH
When things go wrong

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists of multiple choice questions.

HEALTH AND SAFETY IN HOSPITALITY

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

This course is suitable for anyone working within the hospitality sector. The course will equip staff with the key knowledge to provide a safe working environment to all employees.

HEALTH AND SAFETY IN HOSPITALITY LEVEL 2

This course is ideal for anyone with responsibility for any aspect of health and safety within the mainstream hospitality sector such as hotels, restaurants, retail and leisure venues. This course will equip employees with the knowledge and skills necessary to provide a safe working environment.

The course provides a thorough overview of key legislation, safety management processes, risk assessment and prevention.

This is a vital piece of training that ensures that employees are competent and understand the importance of how to work safely.

It is a legal requirement that all companies comply with the Health and Safety legislation in order to protect all staff. Undertaking the necessary training will lead to staff taking charge of their own health and safety as well as of others around them.

PROVEN BENEFITS

- Workers will be able to create a healthy and safe working environment
- Prevent the risk of accidents and reduced financial costs
- Reduced risk of demotivated staff and loss of productivity

COURSE TOPICS

Legislation
Health
Safety
Welfare
The workplace and equipment
Risk assessment
Hazardous substances
Ergonomics and workstation design
Transport and vehicles
Noise and vibration

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists of multiple choice questions.

INTRODUCTION TO FIRST AID AWARENESS

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

Suitable for a variety of candidates, this course provides students with the skills and knowledge to deal with first-aid situations in low-risk work environments such as shops and offices.

INTRODUCTION TO FIRST AID AWARENESS

Health and Safety is of paramount importance. Employers have a legal obligation under the Health and Safety Regulations 1981 to ensure that there is adequate First Aid provision for their employees. These regulations apply to all workplaces including those with five or fewer employees and to the self-employed.

Suitable for a variety of candidates, this course provides students with the skills and knowledge to deal with first-aid situations in low-risk work environments such as shops and offices.

The course has been developed to provide a user friendly and easily understandable training resource to help the development of employees First Aid awareness. The course is an interactive, online experience including a number of learning styles to ensure that you have the best learning experience possible.

PROVEN BENEFITS

- Understand the importance of providing sufficient First Aid within the work place
- Provides an overall introduction to First Aid in the workplace
- Complies with regulations for employee First Aid training

COURSE TOPICS

Legal aspects of First Aid at Work

The Treatment of burns, poisoning and eye injury

Basic Life Support

Wounds and bleeding

Choking

Shock

Dealing with minor injuries

The treatment of the unconscious, wounded, bleeding or shocked casualties

The treatment of fractures and dislocations

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists of 20 multiple choice questions.

LICENSING LAW AWARENESS

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

The Licensing Law Awareness course is ideal for anyone who works within a retail organisation; this can include companies which serve alcohol to the public. This course allows the student to be aware of their duties and legal requirements.

LICENSING LAW AWARENESS

The Licensing Law Awareness course is ideal for anyone who works within a retail organisation; this can include companies which serve alcohol to the public. This course allows the student to be aware of their duties and legal requirements.

The increasing legislation around licensing and the way in which the laws are implemented is essential for employees to understand, and this course provides a general introduction to a wide range of topics with the licensing law.

The course has been developed to provide a user friendly and easily understandable training resource to help the development of employees Licensing Law awareness. The course is an interactive, online experience including a number of learning styles to ensure that you have the best learning experience possible.

PROVEN BENEFITS

- Understand the importance of adhering to licensing laws
- Provides an overall introduction to licensing law in the UK
- Aids in the development of skills to ensure businesses are acting within the law

COURSE TOPICS

The Licensing Law Act (2003)

Underage drinking

Drug awareness

The effects of alcohol including preventing trouble

Personal responsibilities when serving alcohol

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists of multiple choice questions.

MANUAL HANDLING

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

The aim of this course is to provide students with an in depth knowledge of how to minimise the risks of injury in the workplace to both themselves and those around them. This can be done through increasing awareness of possible manual handling hazards in the workplace, and there effects.

MANUAL HANDLING LEVEL 2

The aim of this course is to provide students with an in depth knowledge of how to minimise the risks of injury in the workplace to both themselves and those around them. This can be done through increasing awareness of possible manual handling hazards in the workplace, and there effects.

This training course allows the student to develop their knowledge on Manual Handling. They will gain the understanding in order to develop safer manual handling methods. This course introduces learners to the risks and hazards involved in everyday manual handling.

This course is suitable for all employees who carry out manual handling at work, whether that be in an industrial or office environment. It provides an effective means of ensuring that employees are aware of their responsibilities and have understood the principles of the safe moving and lifting of loads.

PROVEN BENEFITS

- Understand the common causes of workplace injury/harm, the significance of manual handling injuries/harm and the benefits of appropriate risk controls.
- Explaining with reference to manual handling what is meant by the terms 'hazard', 'risk' and 'control measure'.
- Understand appropriate general actions that can be taken to reduce the risk from manual handling injuries including ergonomics.

COURSE TOPICS

Introduction to manual handling
Manual handling hazards
Legislation and guidance
Risk assessment
Controls and reducing the risk of harm

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists 30 multiple choice questions.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

This course is of paramount importance for workers when it comes to the Control of Substances Hazardous to Health (COSHH). It is vital that managers and employees have the necessary knowledge in controlling hazardous substances in order to provide and work in a safe environment.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH LEVEL 2 (COSHH)

This course is of paramount importance for workers when it comes to the Control of Substances Hazardous to Health (COSHH). This includes workplaces in areas such as manufacturing, cleaning, healthcare, transport, utilities and office environments. It gives candidates the knowledge and skills to recognise the risks associated with hazardous substances and how to control them.

It is vital that managers and employees that work with food have the necessary knowledge in order to provide and work in a safe environment. The owner, supervisor, or a person in charge is responsible for the COSHH assessment. This should be completed and documented. The purpose is to comply with health and safety systems in place.

This is a crucial part of training when it comes to people who work with dangerous substances. This piece of legislation is frequently developed and updated meaning refresher training is important and should be undertaken on a regular basis.

PROVEN BENEFITS

- Detail the importance of identifying hazardous substances that are brought into the workplace, as well as those produced by work activities and processes
- Define what is meant by the terms 'hazard' and 'risk' and give examples.
- Detail the use and care of personal protective equipment and clothing in controlling risks from hazardous substances and state personal protective equipment limitations

COURSE TOPICS

Introduction to COSHH
 COSHH regulations
 Health problems
 Identifying hazardous substances
 Controlling hazardous substances
 COSHH assessments

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists of 30 multiple choice questions.

ENVIRONMENTAL AWARENESS

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

The environment is an issue that is a concern to us all. This can be on a personal, national, global or business level. The purpose of the course is to provide students with knowledge of environmental legislation and responsibilities.

ENVIRONMENTAL AWARENESS

The environment is an issue that is a concern to us all. This can be on a personal, national, global or business level. The purpose of the course is to provide students with knowledge of environmental legislation and responsibilities. The information provided allows learners' to gain an understanding of how to put these requirements into practice.

Learners will gain an understanding of environmental impacts, as well as personal and social responsibility. Students will explore the importance of the environmental law and how to ensure compliance with legislation.

The course has been developed to provide a user friendly and easily understandable training resource to help the development of employees Environmental Awareness. The course is an interactive, online experience including a number of learning styles to ensure that you have the best learning experience possible.

PROVEN BENEFITS

- Understand the importance of environmental impacts
- Provides an overall understanding and knowledge of environmental legislation and corporate responsibilities
- Helps the learner to understand how businesses can minimise their impact on the environment

COURSE TOPICS

Climate change

Pollution (air, water, and land)

Business and the environment – the links between the products and services of the organisation and a range of environmental issues

The management of the environment

Waste management (recycling)

Transport and the impact on the environment

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists of multiple choice questions.

FIRE SAFETY AWARENESS

ACCREDITED BY CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)

The purpose of this course is to give the learner a detailed understanding of Fire Safety. This course is aimed at all staff, particularly new starters in any workplace, where a basic understanding of fire safety is required.

FIRE SAFETY AWARENESS LEVEL 1

The purpose of this course is to give the learner a detailed understanding of Fire Safety. This course is aimed at all staff, particularly new starters in any workplace, where a basic understanding of fire safety is required.

It is a requirement under fire safety legislation that all employees must receive adequate fire safety training. This training should be maintained by the company and staff should be provided with refresher courses to keep their knowledge up to date.

The programme focuses on the understanding the terminology used in fire safety as well as understanding the laws and legislation that apply to the fire safety within the workplace.

PROVEN BENEFITS

- Understanding the main causes and effects of fires in the workplace
- Outlining the main fire prevention measures, and how to implement these measures to effectively minimise fire risk
- Develops general knowledge of many aspects of fire safety in the workplace

COURSE TOPICS

The characteristics of fire and smoke
 Fire control methods
 Causes of fire in the work place and fire hazards
 Fire detection and raising the alarm
 Means of escape
 Extinguishing fires
 Legal duties and penalties
 Fire risk assessment and safety inspections

THE PROGRAMME

The programme is carried out entirely online through our training resources provider's Virtual Learning Environment. The course examination consists of 15 multiple choice questions.

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£220.00

each

GENERAL INTEREST

Each Training Resource is supplied as a single pack. Additional assessment booklets are available to purchase, for your trainees



PLEASE NOTE: All Training Resources purchased as a postal option incur a £9.50 + VAT postage and packaging fee

CREATIVE WRITING

Creative writing is one of the most enjoyable past-times and whether you are writing just for enjoyment or because you want to make it a career, this course will help you to explore your writing and find ways to improve it. The course includes writing exercises and assignments that you will submit to your tutor.

CREATIVE WRITING COURSE LEVEL 3

MODULES

- Module 1: Creative writing and you
- Module 2: Exploring different texts and genres
- Module 3: Starting to write
- Module 4: The short story
- Module 5: Poetry
- Module 6: Writing for radio
- Module 7: The novel
- Module 8: Life writing
- Module 9: Writing for children
- Module 10: Non-fiction writing
- Module 11: Scriptwriting
- Module 12: The editing process
- Module 13: Getting published
- Module 14: Being a writer

ASSESSMENT

You will complete this course through self-guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam.

But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Creative Writing upon completion of the course.

CRIMINAL PSYCHOLOGY COURSE

Interest in the field of criminology and forensics has rocketed in recent years due to extensive news coverage and the rise of crime themed TV shows!

There are many branches of Psychology which deal with different aspects of the psychology of the criminal, including criminal behaviour and the law, punishment and rehabilitation.

CRIMINAL PSYCHOLOGY COURSE LEVEL 4

In this field of study there are a number of different terms such as Forensic Psychology, Legal Psychology, Police Psychology and of course, Criminal Psychology. Criminal Psychology takes very much a broad overview of the discipline and is, quite simply, the psychology of criminal behaviour.

The terms Criminal Psychology and Forensic Psychology are very similar, rather than two separate fields of study. With this in mind, this course will look at the characteristics and causes of criminal behaviour and will encourage you to think about aspects of Criminal and Forensic Psychology. During this course aspects of legal psychology such as psychology in the investigative process and the impact of psychology within the criminal justice system will also be covered.

This course will take you step by step through the key areas of the intriguing discipline of Criminal Psychology with topics ranging from theories of crime to a detailed examination of the various types of crime (e.g. serial killing, arson, terrorism). The course will also look at profiling techniques and other investigative tools such as interviewing and lie detection. Finally the course explores various topics within legal psychology, considered a sub-discipline of both Forensic Psychology and Criminal Psychology.

If you are fascinated by episodes of CSI and would like to understand the workings of the criminal mind, this is the perfect course for you!

MODULES

Module 1: Theories of Crime (I) – Psychological

Module 2: Theories of Crime (II) – Biological

Module 3: Theories of Crime (III) – Sociological

Module 4: Theories of Crime (IV) – Developmental

Module 5: Substance Misuse (Drugs, Alcohol & Crime)

Module 6: Violence & Violent Offences

Module 7: Sex Offences

Module 8: Arson

Module 9: Stalking

Module 10: Serial Murder

Module 11: Terrorism

Module 12: Mental Health & Crime

Module 13: Offender Profiling

Module 14: Geographic Profiling

Module 15: Police Interviewing – The Suspect & The Witness

Module 16: Detecting Deception (Lie Detection, Polygraph etc.)

Module 17: Eyewitness Testimony

ASSESSMENT

You will complete this course through self guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam.

But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Criminal Psychology upon completion of the course.

FORENSIC PSYCHOLOGY COURSE

The Forensic Psychology Course will give you an insight into the minds of criminals, and help you decipher the thoughts of a criminal mastermind!

FORENSIC PSYCHOLOGY COURSE LEVEL 3

Forensic psychologists are concerned with the application of psychology to the criminal justice system, and with understanding the psychological processes related to criminal behaviour. They are sometimes known as 'criminal psychologists' or 'investigative psychologists'. Forensic psychology is viewed by many as criminal profiling. While this is one aspect there are many other aspects, forensic psychology also relates to the assessment and treatment of those individuals displaying criminal behaviour. Forensic psychologists have the ability to interact effectively not only with criminals, but with victims and police officers as well.

The course then takes a look at the issue of violent crime and gives the student the links between mental disorders and violent crime. Following on from this the Forensic Psychology course makes a brief examination of serial murder and the different causal factors that have been put forward as contributing to the development of the serial killer.

The Forensic Psychology course then proceeds to examine the links between substance abuse serious crime, violent crime, acquisitive crime and mental disorder and governmental responses to substance abuse.

The student is then led to the courtroom and an examination of criminal responsibility and psychiatric defences. This course features a whole host of interesting modules and topics for the learner to get their teeth into. The comprehensive online course is wide reaching, and will give you an in depth understanding of the criminal mind.

MODULES

- Module 1: Introducing Research Methods
- Module 2: Introducing Basic Statistics
- Module 3: Psychology and Violent Crime
- Module 4: Serial Killers
- Module 5: Crime and Substance Abuse
- Module 6: Child Abuse
- Module 7: The Evidence of Children
- Module 8: Criminal Responsibility and Psychiatric Defences
- Module 9: Mental Disorder as a Defence
- Module 10: Eyewitness Testimony
- Module 11: Psychology in a Correctional Setting
- Module 12: Psychology and Police Selection, Recruitment and Training
- Module 13: Police Stress
- Module 14: The Decision to Assist
- Module 15: The Research Proposal and the Research Project Report

ASSESSMENT

You will complete this course through self guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam. But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Forensic Psychology upon completion of the course.

FORENSIC SCIENCE COURSE

The Forensic Science Course offers an insight into the world of Crime Scene Investigation!

FORENSIC SCIENCE LEVEL 3 COURSE

The Forensic Science Level 3 course aims to provide an understanding of applying scientific theories to the law. If you're grabbed by the fascinating world of CSI, then this is the perfect course for you.

There are a wide range of interesting topics featured in this course, all relating to the features that are involved in forensic science. This in depth, 21 module course not only assesses the theoretical aspect of Forensic Science but also looks into crime scene examination and also case studies of previous investigations.

Developing your interest alongside your understanding throughout, the course will guide the learner through the practical applications of Forensic Science from the crime scene to the courtroom.

From Serology (study of bodily fluids) to Ballistics, this exciting course is written by experienced educational author Tom Hannon. The gripping nature of this course means that it is suitable for any individual with even a slight interest in Forensics, from complete beginners to experienced professionals. Learn the ins and outs of what makes a Forensic Scientist with This training resource.

MODULES

Module 1: Pioneers of Forensic Science

Module 2: Case Study 1 – The Bodies under the Bridge Case

Module 3: Forensic Pathology

Module 4: Forensic Anthropology

Module 5: Forensic Biology

Module 6: Case Study 2 The Body in the Carpet

Module 7: Cranio-facial Reconstruction

Module 8: Serology – DNA – Body Fluids

Module 9: Case Study 3 – Who Killed Bambi?

Module 10: Crime Scene Management

Module 11: Ballistics

Module 12: Fingerprints

Module 13: Forensic Photographer

Module 14: Case Study 4 – Doctor Death

Module 15: Forensic Toxicology

Module 16: Disputed Documents

Module 17: Computer Crime

Module 18: Case Study 5 Miscarriages of Justice

Module 19: The Chain of Evidence/The Professionalisation of the Investigative Process

Module 20: Case Study 6 Cold Cases

Module 21: Careers in Forensics

ASSESSMENT

You will complete this course through self guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam. But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Forensic Science upon completion of the course.

EVENT MANAGEMENT COURSE (ONLINE)

The event management course provided by our training resources provider gives students the knowledge to organise any event with style and panache. From your own event, to a career in the industry, this course will give you the springboard you need!

EVENT MANAGEMENT COURSE LEVEL 3

Event planning has become one of the most glamorous industries in the world, with the growing appeal of celebrities and their renowned star studded events. Step away from this slightly and you will realise that events are serious business, with events companies holding great focus on fine details and pin point precision upon delivery of a smooth event.

There are a number of different types of events that can require event planners, from business meeting and conferences to music festivals or conferences. There are a number of opportunities to build an interest in event planning into your very own business. Self-employed event planners are in high demand, with many event hosts wanting 100% commitment from their planner which they may not always get from some of the larger companies.

This program has been put together to give you the knowledge you need to feel confident in planning your very own event, and also gives you a skill set that will be applicable when pursuing a career in the industry.

The progression for an individual in an industry such as this can offer rich rewards. This course will provide an opportunity to learn more about events and take your progression at your own pace, today organising your friends 30th birthday to tomorrow the main stage at Glastonbury!

MODULES

- Module 1: Destination Management
- Module 2: Introduction to the Event Planning Process
- Module 3: The Venue
- Module 4: Catering
- Module 5: Entertainment
- Module 6: Photography and Audio Visual Requirements
- Module 7: Staging the event
- Module 8: Preparing event proposals
- Module 9: Marketing and selling your Event Planning Service
- Module 10: Setting up your business
- Module 11: Preparing your own task lists and action plans

ASSESSMENT

You will complete this course through self guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam.

But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Event Management upon completion of the course.

GENEALOGY COURSE

This Genealogy course will cover everything you need to know to successfully trace the history of a family tree. It can unearth some great stories and provide no end of fun and pleasure.

GENEALOGY COURSE LEVEL 3

Researching your family history is swiftly becoming one of the most popular hobbies within the UK and it is said to be the second most popular topic searched for on the internet!

One of the most interesting things about genealogy is that anyone – young, old or from any background – can trace their family history. There is one thing we all have in common: ancestors. Everyone has them, and everyone's lineage has a fascinating story to tell! Whether you are descended from royalty or your heritage is a little less grand than that, everyone is equally able to research his or her own family tree.

Thanks to the development in technology, it has never been easier to trace your ancestors. Information has now spread worldwide and the chances of you being able to unearth interesting information about remote branches of a family tree are much higher with the advent of the internet.

This course is perfect for anyone who has ever wondered about his or her ancestors; how they looked, what they did for a living and how they behaved. It is also ideal for anyone who is keen to pursue the discipline of genealogy in a professional capacity and wants to learn more about what is involved.

This diploma assumes that you have no prior knowledge of family history or experience of this type of research. It will guide you, step by step, through the process of tracing your own or someone else's family tree and history.

With this diploma, you will be able to make huge progress researching a genealogy. There's plenty here to help you ensure that you can take a family line back hundreds of years. How much or how little information you chose to source is up to you. You never know what fascinating facts you might find!

MODULES

- Module 1: An Introduction to Genealogy
- Module 2: Career or Hobby?
- Module 3: The History of Surnames
- Module 4: Using Birth, Marriage and Death Records
- Module 5: Using the Census
- Module 6: War/Prison/Immigration Records
- Module 7: Using Workhouse Records and Tracing Noble Ancestry
- Module 8: Other Sources Available: Wills, Newspapers, and Research Centres
- Module 9: Recording a Family Tree Online and Other Ways
- Module 10: What to Do with Your Findings and How to Write Up a Family Tree

ASSESSMENT

You will complete this course through self guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam.

But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Genealogy upon completion of the course.

PERSONAL ASSISTANT COURSE

The role of a personal Assistant is a challenging yet rewarding position. This course covers the key subject areas that a Personal Assistant will need to master to work successfully in this job role.

PERSONAL ASSISTANT COURSE LEVEL 3

The role of a Personal Assistant is to assist managerial staff with business or personal tasks by providing secretarial and administrative support. A personal Assistant can be expected to help with time management, daily schedules and correspondence, just to name a few key responsibilities!

Although the overall purpose of the Personal Assistant is 'to provide comprehensive support to senior management', the practical role requires much more than sound administrative skills. To be successful as a Personal Assistant, it is also essential to have strong personal skills and a firm grasp of business requirements and procedures.

A Personal Assistant needs extensive knowledge of the company they are working for and also needs to have a detailed understanding organisations aims and objectives. They are often a key point of contact for both internal and external personnel and so have to make the best, most professional impression at all times.

Managers often rely heavily on their Personal Assistant to continue the running of their work area in their absence and so discretion and confidentiality are also vital attributes.

As you have probably gathered the role of a Personal Assistant is a busy yet rewarding job and they are often a crucial part of many organisations.

This course covers all the key subject areas that a Personal Assistant will need to have an understanding of to work efficiently and effectively, including professionalism, communication, time management and office management systems.

MODULES

- Module 1: Understanding organisations
- Module 2: Professional approach to work
- Module 3: Communication
- Module 4: Time management
- Module 5: Managing business information
- Module 6: Office management systems and procedures
- Module 7: Customer service
- Module 8: Working with others
- Module 9: Legal and regulatory requirements
- Module 10: Handling difficult situations

ASSESSMENT

You will complete this course through self guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam.

But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Personal Assistant upon completion of the course.

PLAN YOUR OWN WEDDING COURSE

The Plan Your Own Wedding course offered by our training resources provider gives you the knowledge and skills needed to successfully plan your own dream wedding!

PLAN YOUR OWN WEDDING LEVEL 3 COURSE

There are so many things to consider when planning your own wedding such as the venue, catering, transportation and entertainment, just to mention a brief few! The thought of covering all these fine details can be an intimidating prospect for many people planning their own wedding.

This course will provide you the knowledge and skills needed to successfully plan your own dream wedding and will also encourage your own personal development in an area that is, understandably, incredibly important to you.

This practical programme is designed for when you are learning how to plan your own wedding. Throughout the course you will be able to apply the key topics in the course material to the process of planning your own wedding and will also be able to apply your own experience and common sense to better understand the course information.

The Plan Your Own Wedding Course covers everything you need to know to plan your big day down to the finest detail. The course can even be used as a guide throughout the planning process. In addition to this the course also covers organisational techniques to track your plans and will assist you in preparing that crucial action plan and task list.

MODULES

Module 1: Wedding History, Trends and Ceremony background

Module 2: The Marriage Ceremony

Module 3: The Venue

Module 4: Theme a Wedding

Module 5: Catering

Module 6: Printed material and wedding gift lists

Module 7: Entertainment

Module 8: Transportation

Module 9: Photography and Videography

Module 10: Bridal Party Attire

Module 11: Tracking your wedding plans

Module 12: Preparing your own Task List and Action Plan

ASSESSMENT

You will complete this course through self-guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice exam. Don't worry too much, as you can re-sit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

On completion of the course, all learners will receive a Level 3 Certificate in Planning Your Own Wedding!

WEDDING PLANNER COURSE

The wedding planning course offered by our training resources provider gives you an insight into the steps you must take to plan the dream wedding for your clients, or even yourself!

WEDDING PLANNER COURSE LEVEL 3

The Wedding Planner Level 3 course has been developed to give the learner an insight into the wonderful world of weddings and the techniques used by professionals to create that perfect day. The wedding industry has seen a massive boom in recent years, with it now being worth approximately \$48 billion worldwide and this is the perfect course to get you well on the way to forging your career in wedding planning.

This course is also suitable if you are planning your own wedding. It is important to understand the background in which a Wedding Planner operates and what are the national trends for marriage ceremonies in the UK. The Office for National Statistics provides up-to-date information on wedding trends.

MODULES

- Module 1: The Wedding Planning Process
- Module 2: The Marriage Ceremony
- Module 3: The Venue
- Module 4: Themes
- Module 5: Catering
- Module 6: Printed material and wedding gift lists
- Module 7: Entertainment
- Module 8: Transportation
- Module 9: Photography
- Module 10: Bridal Party Attire
- Module 11: Preparing wedding proposals
- Module 12: Marketing and selling your Wedding Planning Service
- Module 13: Setting up your business
- Module 14: Preparing your own Task Lists and Action Plans

ASSESSMENT

You will complete this course through self guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam. But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Wedding Planning upon completion of the course.

PSYCHOLOGY OF CRIMINAL PROFILING COURSE

The Psychology of Criminal Profiling course offered by our training resources provider gives students a detailed look at the techniques used by psychological investigators to track down some of the worlds most infamous criminals.

PSYCHOLOGY OF CRIMINAL PROFILING COURSE LEVEL 3

The Psychology of Criminal Profiling Level 3 course takes an in-depth look at some of the world's most notorious serial killers. The course delves deep into the criminal minds of infamous criminals such as "The Monster of Dusseldorf" and "The Acid Bath Murderer" to discover the mental state of individuals who commit such horrific crimes.

This course gives the learner an opportunity to gain an understanding of the mental state and motivations. Investigators strive to understand the workings of the criminal mind, and one of the techniques adopted is known as psychological profiling. The theoretical basis of this practice is that not only do criminals leave physical evidence at the scene, but psychological evidence as well. This psychological evidence is put together to create a profile of the criminal using a mixture of common sense, observation, background knowledge and geographical factors.

This program features a host of interesting case studies for learners to gain a real life understanding of how investigators use their techniques to apprehend their targets.

MODULES

Module 1: An Introduction to Profiling Criminals

Module 2: Cayetano Santos Godino

Module 3: The Monster of Dusseldorf

Module 4: The Mad Bomber of New York

Module 5: The Acid Bath Murderer

Module 6: Who was the Boston Strangler?

Module 7: The Yorkshire Ripper

Module 8: John Wayne Gacy

Module 9: The Muswell Hill Murderer

Module 10: Doctor Death

Module 11: The Dunblane Massacre

Module 12: Conclusion

ASSESSMENT

You will complete this course through self guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam. But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Psychology of Criminal Profiling upon completion of the course.

SPORTS PSYCHOLOGY COURSE

Sports psychology like general psychology is part of the social sciences. Sport psychology is a new, challenging and exciting field of study. Due to its relatively young age, the field of sport psychology is a fascinating area of growth and development and is becoming increasingly popular.

SPORTS PSYCHOLOGY COURSE LEVEL 3

Sports psychology aims to understand the psychological variables that can affect the behaviour of individuals, teams or organisations in sport, and how lifestyle issues influence their well-being. Practitioners in sport psychology offer services to athletes, teams and to others engaged in competitive sport, to promote performance enhancement and personal development.

Sports Psychologists can work in a variety of sports and exercise related environments working with a diverse range of clients at different levels including youth, recreational, amateur and elite.

This Sports Psychology course focuses on the scientific study of people and their behaviours in sport contexts and the practical application of that knowledge.

Whether you want to gain an edge coaching your local youth football team or to understand your favourite athletes a little better, this course will provide you with a key understanding of Sports Psychology from athlete motivation to competition related stress!

MODULES

Module 1: Introduction to Sports Psychology

Module 2: Aspects of Sports Personalities

Module 3: Motivation and Goal Setting

Module 4: Stress & Anxiety

Module 5: Relaxation in Sport

Module 6: Aggression in Sport

Module 7: Burnout

Module 8: Hypnosis in Sport

Module 9: Imagery in Sport

Module 10: Positive and Negative Thinking in Sport

ASSESSMENT

You will complete this course through self guided study, and will not receive any tutor support with the course. Working your way through the online course materials, you will then complete a multiple choice question and answer exam.

But don't worry too much, as you can resit your exam as many times as you like...at no extra cost!

THE PROGRAMME

The great news is that there are no entry requirements or previous knowledge required to start this course.

All learners will receive a Level 3 Certificate in Sports Psychology upon completion of the course.

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