

# Adult and Community Learning Online

A range of qualifications and courses have been made available for learning on-line. Many are free and subsidised, depending on your circumstances. These qualifications and adult learning courses aim to support your wellbeing, develop digital skills, improve employability prospects and help you find a career change. All listed training providers are approved and funded to deliver Adult Education. For further details contact the training provider. Course listing compiled 21.5.20 and is subject to change.



## Bolton College

[www.boltoncollege.ac.uk/courses/community/](http://www.boltoncollege.ac.uk/courses/community/)

Email: [Communitylearning@boltoncc.ac.uk](mailto:Communitylearning@boltoncc.ac.uk)

### **Cookery for Lockdown: 18-hour course**

This course will help develop your confidence and cooking skills within the kitchen. You will learn how to use up ingredients from your cupboard, freezer and fridge, during lockdown. You will develop your knife skills and safety in the kitchen when using appliances and utensils, whilst being aware of good food and personal hygiene. The course will help you understand weights and measurements when using recipes.

### **Food for Mood (CE558): 18-hour course**

This course introduces learners to the importance of gut health for building immunity, and its potential for affecting how we think and feel. You identify specific food groups to lift mood, increase focus & concentration and promote healthy brain function for improved mental wellness. You will have an opportunity to connect with other learners via a weekly 'Check-in' using apps to help with feelings of isolation during the current lockdown situation.

### **Deaf Awareness: 12.5-hour course**

An introduction to the importance of being aware of the life of deaf people in society. It will also give a brief history of the deaf community and their challenges about living in a "hearing" world.

### **Lockdown Skills for Independence: 30-hour course**

This course provides online activities for adults with learning difficulties to provide structure and learning activities in their lives during. Students will engage in life skills, using a budget, planning a journey and living healthily and new activities such as home cookery skills and creative crafts.

### **Wellbeing for Lockdown (CE559): 18-hour course**

This course aims to engage learners to explore ways we can look after our well-being during the current lockdown situation. Each week new tips and ideas will be presented for coping well. Learners will have the opportunity to develop their creativity and digital confidence while using technology to connect with others and learn new skills. You will have an opportunity to connect with each other via a weekly 'Check-in' using group apps to help with feelings of isolation during the current lockdown situation.

# Adult and Community Learning Online



brightdirectiontraining

## Bright Direction Training

[www.brightdirectiontraining.co.uk](http://www.brightdirectiontraining.co.uk)

Email: Christina@brightdirectiontraining.co.uk

Tel: 01204 859859 8am-5pm (Monday-Friday)

### **Level 2 SIA Security Officer Routeway: 15-day qualification**

This SIA Routeway gives learners the skills and qualifications to gain employment in the private security industry. Customers will complete Level 1 Workskills certificate to improve employability skills, teamwork, problem solving, preparing for interview and health and safety knowledge. Learner will also complete Level 1 Award in customer service and Level 2 Award in Security officer, gaining an insight into the security sector and understanding their role and responsibilities. Exams included and SIA Licence funded by provider. Customer must have a smartphone and laptop/computer to complete online exams

### **Level 2 Retail Knowledge: 7-day qualification**

The qualification is to support a role in the workplace or for learners who are looking to develop their knowledge and understanding to obtain employment within the retail sector. These include Understanding customer service in the retail sector, understanding how a retail business maintains health, safety and security on its premises and Understanding how the effectiveness of store operations can be improved.

### **Level 2 Warehouse and Storage Routeway: 7-day qualification**

The qualification is designed to prepare learners to progress to a qualification in the same subject area but at a higher level or where more specific knowledge, skills and understanding is required. This is a knowledge only qualification which can be used to prepare learners to enter employment within a warehousing and storage environment.

# Adult and Community Learning Online



## Alliance Learning

[www.alliancelearning.com](http://www.alliancelearning.com)

Email: [info@alliancelearning.com](mailto:info@alliancelearning.com)

**Fully Funded remote training available to businesses in Greater Manchester or Lancashire that employ less than 250 staff. A company training needs analysis must be completed first to check on all eligibility. Staff undertaking the training must be employed and can undertake if furloughed or remote working.**

Business Administration NVQ Level 2 over 12 – 18 months

Business Administration Level 3 Unit - hours dependent on individual or company

Customer Service NVQ Level 2 over 12 – 18 months

Customer Service Level 3 Unit - hours dependent on individual or company

Team Leading NVQ Level 2 over 12 – 18 months

Performing Manufacturing Operations NVQ level 2 over 12 – 18 months



## Raise the Youth

<http://www.raisetheyouth.co.uk/>

Email: [Lorna.King@raisetheyouth.co.uk](mailto:Lorna.King@raisetheyouth.co.uk)

### **Level 2 Award in Youth Work Practice: 3-month qualification**

This course will provide people with the knowledge and skills to work with young people It will also prepare individuals to move onto the Level 2 certificate which is a minimum requirement in some youth work positions. Online/virtual support from a dedicated tutor with live interactive group sessions.

### **Preparation for Work-CV building: 7-hour course**

This will enable learners to understand what an employer is looking for from a CV, how to tailor your skills and experience towards a job specification. It will also include cover letters, speculative cover letters and how to access online services

### **Conflict Resolution-7 to10-hour course**

This course will look at how to use restorative justice with individuals and the language you should use. It will also explain the benefits of using these techniques and how to apply them.

### **Safeguarding: 7 to10-hour course**

This course will encompass the safeguarding needs of young people with some aspects of vulnerable adults. It will explain what to do should you have a safeguarding concern and the channels to go through.

# Adult and Community Learning Online



## North of England Training

[northofenglandtraining.co.uk/information/contact-us/](http://northofenglandtraining.co.uk/information/contact-us/)

Email: Ben@northofenglandtraining.co.uk

*\*ALL COURSES BELOW TO BE CONFIRMED SUBJECT TO CENTRE APPROVAL*

### **CACHE Level 1 Caring for Children: 10-hour qualification**

This course is for individuals who are looking to start a career in childcare or want to understand the skills and knowledge to work with children.

### **CACHE L2 Understanding Children & Young People's Mental Health: 20-hour qualification**

This qualification aims to increase learner's knowledge and awareness of children and young people's mental health.

You will develop knowledge of:

- children and young people's mental health in context
- mental health problems commonly associated with children and young people
- the impact of mental ill-health on children and young people
- support available to maintain mental wellbeing in children and young people

### **CACHE Level 1 Award in Preparing to Work in Schools: 10-hour qualification**

This qualification prepares learners for further learning and training whilst developing an understanding of the teaching and learning environment in a school setting. It covers areas such as how to support the well-being of a child or young person and child and young person development.

### **CACHE Level 2 in Understating Behaviour that Challenges and its Effects: 20-hour qualification**

This qualification is designed to increase learners' awareness and understanding of behaviour that challenges and its effects.

### **CACHE Level 2 in Understanding Specific Learning Difficulties: 20-hour qualification**

This qualification aims to give learners knowledge of different Specific Learning Difficulties, how they are diagnosed and how individuals can be supported. The qualification can be used by a wide range of learners looking to improve their knowledge and awareness in this subject area.

### **CACHE Level 2 in Understanding Safeguarding and Prevent: 20-hour qualification**

The purpose of this qualification is to increase the learner's knowledge and awareness of the Prevent Duty and safeguarding, including online safety. By completing the qualification, learners will develop knowledge of safeguarding in an environment where they have a duty of care.

# Adult and Community Learning Online



## Stanguide Ltd

[www.standguide.co.uk/time-to-learn/](http://www.standguide.co.uk/time-to-learn/)

Email: Claire.donohue@standguide.co.uk

### **Certificate in Preparing to Work in Adult Social Care Level 2: 179-hour qualification**

This course is an ideal taster for anyone who may be new to the sector and would like to understand about working within Health and Social Care. The qualification covers the areas of communication, equality, diversity and inclusion, personal development, role of the social care worker, handling information, health and safety, safeguarding, duty of care and person-centred approaches.

### **Award in Preparing to Work in Adult Social Care Level 1: 53-hour qualification**

This qualification develops a basic knowledge of the adult social care sector. It covers the type of job roles and services within it, the role of communication and the importance of valuing the individuals being cared for.

### **Understanding Excellence in Customer Service for Hospitality L2: 125-hour qualification**

In the hospitality sector, staff are often the forefront of the business and first impressions are vital. It is therefore important that those working in hospitality are highly professional. Understanding how to communicate effectively, the importance of teamwork and the importance of maintaining food hygiene is essential for staff in these roles.

### **Certificate in Principles of Customer Service Level 2: 180-hour qualification**

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles. Learners will have essential knowledge of how to carry out tasks such as managing information and supporting events.

### **Certificate in Creating a Business Start Up Level 2: 121-hour qualification**

Over half a million businesses are started every year: however, 30% of these fail within the first two years. Having a better understanding of the initial processes and requirements of a business start-up can increase the chances of your business succeeding. If you're looking to start your own business, or already have a business but want to develop and progress your business plan, this qualification will support you with the skills and knowledge you need.

### **Certificate Customer Service for Health & Social Care Settings L2: 94-hour qualification**

This qualification is designed for learners who want to develop an understanding of how to deliver effective customer service in health and social care settings.

### **Award in Managing Money Level: 48-hour qualification**

This is an ideal qualification to provide learners with the knowledge and skills to manage personal finance beneficially and to anticipate future needs and wants.

### **Time to Get Work Ready: 45-68-hour course**

Covers a range of skills to help you find employment or progress within your existing job when life gets back to normal. We will teach you how to find vacancies, make the most of your CV and succeed at application and interview. Using our vast network of employer connections, we can even put you in touch with live vacancies.

# Adult and Community Learning Online



The  
Growth  
Company

## The Growth Company

[www.growthco.uk](http://www.growthco.uk)

Email: [Jeanne.brincat@gcemployment.uk](mailto:Jeanne.brincat@gcemployment.uk)

Tel: 07774 666 978

### **Certificate in the Principles of Maintaining Well-being at Work: 2-week course**

Learn how to answer questions like - What are the benefits of mental wellbeing? What measures can be put in place to help support our mental state? Can a healthy balanced diet support your mental health wellbeing?

### **Money Management: 2-week course**

This course will enable the learner to understand managing their finances, understand credit & debt and where to gain advice and guidance when necessary.

### **Certificate in Retail Knowledge: 2-week qualification**

Understanding the business of retail. Understanding customer service in the retail sector.  
Understanding the retail selling process

### **Certificate in Customer Service: 2-week qualification**

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles. Learners will have essential knowledge of how to carry out tasks such as managing information and supporting events.

### **Skills for Working in the Health, Adult and Child Care Sectors: – 2-weeks course**

An introduction to Care which will enable the learner to gain the knowledge required to decide within which area of Care they would like to work

### **Certificate in Introduction to the Facilities Industry: 2-week qualification**

These qualifications can help you to build up your knowledge and skills and progress in a wide range of roles. Covers Health & Safety in the workplace, specialist cleaning, manual handling, PPE.

### **CSCS course: 2-week course**

If you interested in a career in construction and want to gain your 5-year general operative CSCS card. The Works are offering an online course to achieve your card. Please contact Tracey Roberts to enroll – 07540 919 845



# Adult and Community Learning Online



## Total People

[www.totalpeople.co.uk/employers/courses](http://www.totalpeople.co.uk/employers/courses)

Email: [enquiries@totalpeople.co.uk](mailto:enquiries@totalpeople.co.uk)

### **Level 2 Certificate in Principles of Customer Service: 8 to12-week qualification**

This qualification enables learners to develop existing skills and gain knowledge of key areas for efficient customer service, such as communicating with customers and handling customer information. This course is suitable for anyone interested in customer service and for those who are hoping for career progression or employment opportunities in the customer service industry.

### **Level 2 Certificate in Principles for Digital Skills in Employment: 8 to12-week qualification**

Learners will be equipped with an understanding and knowledge of the digital skills and resources needed to search and apply for employment, including an awareness of finding and managing relevant and good quality information, as well as the importance of online identities. Learners will also explore the importance of digital skills in the workplace itself, considering how to communicate effectively using technology and how to protect data and devices, alongside other organisational policies and procedures.

### **Level 2 Certificate in IT User Skills: 8 to12-week qualification**

This course offers the chance for learners to develop professional skills in a range of IT skills including using various software and tools which will help to improve productivity and establish a good understanding of IT security. This course consists of five manageable units: Unit 1: Using IT to increase productivity, Unit 2: IT software fundamentals, Unit 3: IT security for users, Unit 4: Presentation software, Unit 5: Spreadsheet software.

### **Functional Skills English and Math's Qualification: 8 to12-week qualification**

We offer Functional Skills English and or Math's at either Level 1 or Level 2. This is an online course studied via distance learning. To complete this course, learners will need access to a computer and a basic level of IT knowledge.

### **Level 2 Certificate in Equality and Diversity: 8 to12-week qualification**

This Level 2 qualification promotes social awareness and good practice of equality and diversity within a community, at work, at home and in society in general. Learners on this course will be able to develop a keen understanding of what equality and diversity means, the principles of equal opportunities, and legal aspects related to equality, diversity and human rights.

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## **L2 Certificate in the Principles of the Mental Health Care Worker: 8 to12-week qualification**

This course will equip learners with a detailed understanding of mental health and mental health issues. It will explore the principles and duties of the mental health care worker, approaches to patient care and the duty of care in adult health and social care. Learners on this course will be able to gain understanding in the support available to people suffering from mental health conditions.

## **Level 2 Certificate in the Principles of Dementia Care: 8 to12-week qualification**

This course will explore what dementia is, the behaviors associated with the condition, the techniques that will reinforce a person-centered care approach and the medications appropriate for people with dementia.

## **Level 2 Certificate Understanding Dignity& Safeguarding in Adult Health and Social Care: 8 to12-week qualification**

This qualification will provide learners with a thorough understanding of the importance of dignity and safeguarding and will explore issues including dilemmas and public concerns in adult health and social care. All of which will enable learners to make an effective difference to the lives of many vulnerable people.

## **Level 2 Certificate in Understanding Autism: 6 to 8-week qualification**

Learners on this course will gain an understanding of the spectrum of autistic disorders and the different ways autism can affect people. The course explores the importance of using a person-centered approach to provide support and care. It also explores how to use appropriate communication skills and positive behavior to encourage individuals with autistic spectrum conditions to live fulfilling and independent lives.

## **Level 2 Certificate Principles of the Prevention and Control of Infection in Health Care Settings: 8-week qualification**

This course can help to tackle the outbreak of infection in hospitals and healthcare settings by giving learners a comprehensive understanding of the causes of infections, how they can spread and the best practices used to control it.

## **Level 2 Certificate in Principles of Team Leading: 8 to12-week qualification**

On this course, learners will develop practical skills to become successful team leaders and to improve morale and productivity within the workplace. This course will provide comprehensive knowledge in all aspects of leading a team including understanding procedures around health and safety, communicating effectively, building relationships and managing performance.