Training Course Directory

Course	Course Breakdown*
Functional Skills Maths *(Revision course – no accredited qualification available)*	Level 1 = 3 modules + assessments Level 2 = 3 modules + assessments
Functional Skills English *(Revision course – no accredited qualification available)*	Level 1 = 3 modules + assessments Level 2 = 3 modules + assessments
GCSE Maths *(Revision course – no accredited qualification available)*	Part A = 4 modules + assessments Part B = 4 modules + assessments
GCSE English *(Revision course – no accredited qualification available)*	Part A = 4 modules + assessments Part B = 4 modules + assessments
Foundation Maths	3 modules + assessments
Foundation English	2 modules + assessments
Everyday English: Punctuation	1 module
Working from Home: An Introduction	1 module
Working from Home: Mental Health	1 module
GDPR Awareness	1 module
Equality and Diversity in the Workplace	1 module
Rights for Younger Workers	1 module
Harmful Gambling	1 module
Raising Awareness: Mental Health	1 module
Raising Awareness: Mental Health *(for Healthcare Professionals)*	1 module
Raising Awareness: Menopause in the Workplace	1 module
Raising Awareness: Manual Handling	2 modules
Workplace Upper Limb Disorders	1 module
An Introduction to Substance Misuse	1 module
An Introduction to Substance Misuse *(for Healthcare Professionals)*	1 module
An Introduction to Online Security	1 module
An Introduction to COSHH Awareness in the Workplace	1 module

*   The running time of a module is **one month.** During the running time of your module you should log in **every day** (except weekends).

Course	Summary	Key Topics		Breakdown
Functional Skills Maths Level 1	This revision course is designed to help you improve your numeracy skills and become more confident in everyday life and in the workplace.	▪ Numbers ▪ Shapes and sizes	▪ Calculations ▪ Statistics	3 modules + assessments Running time = 1 month per module *(3 modules = 3 months)*
Functional Skills Maths Level 2	This revision course builds on the topics in Level 1, helping you to further improve your numeracy skills and increase your confidence in everyday life and the workplace.	▪ Numbers ▪ Shapes and sizes	▪ Calculations ▪ Statistics	3 modules + assessments Running time = 1 month per module *(3 modules = 3 months)*
Functional Skills English Level 1	This revision course is designed to help you communicate in a wide range of everyday and formal situations. It aims to reinforce the essential skills required to adapt our communication depending on whom we are communicating with.	▪ Reading ▪ Writing	▪ Speaking ▪ Listening	3 modules + assessments Running time = 1 month per module *(3 modules = 3 months)*
Functional Skills English Level 2	This revision course provides a more in-depth look at the topics explored in Level 1. It is designed to help you communicate information, ideas and opinions confidently in a wide range of everyday and formal situations.	▪ Reading ▪ Writing	▪ Speaking ▪ Listening	3 modules + assessments Running time = 1 month per module *(3 modules = 3 months)*
GCSE Maths Part A	This revision course is designed to help you improve your mathematical skills and develop techniques in order to solve problems.	▪ Number skills ▪ Geometry and measurements ▪ Statistics	▪ Fractions, decimals and percentages ▪ Trigonometry	4 modules + assessments Running time = 1 month per module *(4 modules = 4 months)*
GCSE Maths Part B	This revision course explores the topics covered in Part A in greater depth, helping you further improve your mathematical skills and develop techniques in order to solve problems.	▪ Number skills ▪ Geometry and measurements ▪ Fractions, decimals and percentages	▪ Algebra ▪ Statistics and probability ▪ Ratio and Proportion	4 modules + assessments Running time = 1 month per module *(4 modules = 4 months)*

Course	Summary	Key Topics		Breakdown
GCSE English Part A	This revision course is designed to help you build your competence and confidence in spelling, punctuation, reading and writing, grammar, spoken communication, creative writing, and analysing structure and language.	▪ Language features ▪ Spelling, punctuation and grammar ▪ Types of information ▪ Types of sentences	▪ Analysing language and structure in text ▪ Use of technical writing skills ▪ Points of view ▪ Tense ▪ Narrators	4 modules + assessments Running time = 1 month per module *(4 modules = 4 months)*
GCSE English Part B	This revision course builds on what was taught in Part A, exploring the topics in greater detail and developing your understanding of written and spoken English, creative writing and structure analysis.	▪ Language features ▪ Spelling, punctuation and grammar ▪ Points of view ▪ Tense	▪ Analysing language and structure in text ▪ Types of information ▪ Types of sentences	4 modules + assessments Running time = 1 month per module *(4 modules = 4 months)*
Foundation Maths	An introduction to fundamental Maths skills. This course offers an opportunity to boost basic knowledge and confidence.	▪ Numbers ▪ Calculations ▪ Fractions	▪ Measurements ▪ Shapes ▪ Handling data	3 modules + assessments Running time = 1 month per module *(3 modules = 3 months)*
Foundation English	An introduction to fundamental English skills. This course offers an opportunity to boost basic knowledge and confidence.	▪ Spelling, punctuation and grammar	▪ Reading and writing	2 modules + assessments Running time = 1 month per module *(2 modules = 2 months)*
Everyday English: Punctuation	Punctuation is the system of signs and symbols used to show how a sentence is constructed and how it should be read. This module looks at the basic rules of punctuation needed to construct clear written communication.	▪ Apostrophes ▪ Commas ▪ Hyphens and dashes	▪ Colons and semicolons ▪ Ellipsis	1 module Running time = 1 month

Course	Summary	Key Topics		Breakdown
Working from Home: An Introduction	This module will show you how to get the most out of working from home. Whether you are new to working remotely or an experienced homeworker, this module is full of hints and tips to get your working more effectively.	▪ Building a workspace ▪ Communicating online	▪ Staying organised ▪ Mindfulness and wellbeing	1 module Running time = 1 month
Working from Home: Mental Health	This module explores the importance of looking after your mental health while working from home.	▪ Developing a routine ▪ Mindfulness and wellbeing ▪ Dealing with stress	▪ Physical activity and your mind ▪ Self-help ▪ Food and mood	1 module Running time = 1 month
GDPR Awareness	This module is designed to increase your general awareness and knowledge of the General Data Protection Regulation (GDPR). The GDPR, which became EU law in May 2018, aims to make data processing more transparent and give data subjects greater control over how their data is handled. The purpose is to reduce the severity and likelihood of data breaches and the mishandling of personal data by organisations.	▪ Personally identifiable information ▪ Purposes of the GDPR ▪ How the GDPR affects organisations and individuals ▪ Rights under the GDPR ▪ Being GDPR compliant	▪ Penalties for non-compliance ▪ Data processing and encryption ▪ Requesting consent ▪ The lawful bases for data processing	1 module Running time = 1 month

Course	Summary	Key Topics		Breakdown
Equality and Diversity in the Workplace	This module explores the importance of equality and diversity and its relevance within the workplace with a focus on the Equality Act 2010. This Act provides a framework of how to protect the rights of individuals, as well as support equal opportunities for everyone in order to create a fair environment.	▪ What is diversity? ▪ Equality Act 2010 ▪ Types of discrimination ▪ Protected characteristics	▪ Reasonable adjustments ▪ Demonstrating empathy ▪ Flexible working	1 module Running time = 1 month
Rights for Young Workers	This module is designed as an introduction to the rights for younger workers in the UK. As a worker, it's important that you know what your rights are, as well as the responsibilities of your employer when it comes to worker rights.	▪ Statutory rights ▪ Equality Act 2010 ▪ Contracts and working hours ▪ Minimum and living wages ▪ Reasonable adjustments	▪ Protected characteristics ▪ Workplace training ▪ Whistleblowing ▪ Responsibilities of employers	1 module Running time = 1 month
Harmful Gambling	This module is designed to increase your awareness of the signs and consequences of harmful gambling, as well as advice on how to address it.	▪ Spotting the signs of harmful gambling ▪ Gambling and young people ▪ Negative effects of harmful gambling	▪ Most common types of gambling ▪ Reasons people gamble	1 module Running time = 1 month

Course	Summary	Key Topics		Breakdown
Raising Awareness: Mental Health	This module aims to support learners by helping them understand some common signs and symptoms of mental health issues and by equipping them with the tools to promote mental health awareness.	- What is mental health? - Depression and anxiety - What is mental health? - Reasonable adjustments	- Mental health discrimination - Eating disorders - Post-traumatic stress disorder - Types of therapies	1 module Running time = 1 month
Raising Awareness: Mental Health *(for Healthcare Professionals)*	This course aims to support learners by equipping them with the basic skills required to identify and understand some of the common signs and symptoms of mental health problems. Developing such skills will also aid learners when promoting mental health awareness in the community and the workplace.	- What is mental health? - Definitions of mental health disorders - Types of anxiety and depression - Mental health and the workplace	- Post-traumatic stress disorder - Misconceptions about mental health - The Mental Capacity Act - Symptoms of stress and how. to tackle it	1 module Running time = 1 month
Raising Awareness: Menopause in the Workplace	This module is designed to help you understand what the menopause is and to increase general awareness of the potential effects of the menopause in the workplace.	- Types of menopause - Common menopausal symptoms - Factors that worsen the symptoms	- How employers can help employees going through the menopause - Reducing the risk of developing poor health post-menopause	1 module Running time = 1 month

Course	Summary	Key Topics		Breakdown
Raising Awareness: Manual Handling	This course, made up of two modules, is an introduction to the Health and Safety Executive's guidelines for manual handling in the workplace.	▪ Risk assessment guidelines ▪ Best practices for heavy lifting ▪ Managing hazards and risks	▪ The duties of employers ▪ Good posture ▪ Health and Safety Executive guidelines	2 modules Running time = 1 month each *(2 modules = 2 months)*
Workplace Upper Limb Disorders	This module is an introductory guide to understanding and managing upper limb disorders (ULDs) in the workplace.	▪ Causes of ULDs ▪ How to reduce the risk of developing a ULD ▪ Duties of the employer ▪ Reasonable adjustments and flexible working ▪ Relevant UK legislation	▪ The importance of employee training ▪ Display screen equipment ▪ Good posture ▪ Risk assessments ▪ Impact of work-related illnesses	1 module Running time = 1 month

Course	Summary	Key Topics		Breakdown
An Introduction to Substance Misuse	This module is designed to raise awareness of the misuse of substances and to help you spot the signs.	▪ Physical effects of drugs and related health issues ▪ Psychological effects of substances ▪ Signs of substance misuse ▪ Legal classifications of substances and the law	▪ Substance use and mental health disorders ▪ Regulations in the workplace ▪ Reasons people might use substances ▪ Effects of caffeine	1 module Running time = 1 month
An Introduction to Substance Misuse *(for Healthcare Professionals)*	This module, aimed at healthcare professionals, is designed to raise awareness of the misuse of substances and to help you spot the signs.	▪ Drink driving offences and penalties ▪ Signs and symptoms of alcohol dependency ▪ Alcohol poisoning ▪ Drug tests ▪ Misuse of Drugs Act 1971	▪ Punishments imposed for using substances while driving ▪ Legal classifications of substances ▪ New psychoactive substances ▪ Short and long-term effects of drug misuse	1 module Running time = 1 month

Course	Summary	Key Topics		Breakdown
An Introduction to Online Security	This course aims to build confidence by providing a basic introduction to online security. Covering topics such as malware, identity theft, cyber bullying and the importance of password protection.	▪ Passwords ▪ Dealing with security issues ▪ Using secure networks ▪ Types of risks	▪ Spotting and avoiding phishing scams ▪ Cyberbullying ▪ Staying safe within your organisation and at home	1 module Running time = 1 month
An Introduction to COSHH Awareness in the Workplace	This module is designed to increase your awareness of hazardous substances in the workplace, the health risks they pose and precautions that should be taken when dealing with them.	▪ Health problems linked to hazardous substances ▪ Potential risks in the workplace	▪ Safety precautions and risk assessments ▪ UK legislation	1 module Running time = 1 month

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