

READY-MADE LEARNING

# Course Library

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A library of over 200 e-learning courses for organisations or individuals.

# Data protection

| COURSE TITLE                                    | DURATION    |
|---|-------------|
| Data protection                                 | 30 Minutes  |
| Freedom of information act 2000                 | 30 Minutes  |
| GDPR – Board training                           | 90 Minutes  |
| GDPR – Core training (for staff)                | 75 Minutes  |
| GDPR – Foundation training                      | 210 Minutes |
| GDPR – Practitioner training                    | 300 Minutes |
| GDPR – Refresher training                       | 45 Minutes  |
| GDPR for the HR professional                    | 210 Minutes |
| GDPR for the marketer                           | 195 Minutes |
| Handling information for health and social care | 15 Minutes  |
| Information and cyber security                  | 30 Minutes  |
| Information governance                          | 90 Minutes  |
| Information governance for health               | 105 Minutes |
| Information sharing and consent                 | 90 Minutes  |
| Keeping good records                            | 32 Minutes  |

# Procurement\*

| COURSE TITLE  | DURATION    |
|---|-------------|
| * Adding social value   | 60 minutes  |
| * Bidding fundamentals  | 30 minutes  |
| * Commercial and procurement training                           | 60 minutes  |
| * Effectively engaging the market                               | 30 minutes  |
| * Effectively specifying for remanufacturing                    | 45 minutes  |
| * How to effectively procure and manage contracts               | 60 minutes  |
| * Preparing a bid strategy                                      | 45 minutes  |
| * Preparing for a procurement                                   | 60 minutes  |
| * Preparing tender documentation                                | 45 minutes  |
| * Procurement fundamentals                                      | 60 minutes  |
| * Running effective sourcing events                             | 45 minutes  |
| * Gypsy and traveller cultural awareness                        | 75 Minutes  |
| * Supporting male victims of domestic abuse                     | 120 Minutes |
| * Supporting mental wellbeing and emotional health in education | 30 Minutes  |
| * Developing the specification                                  | 35 Minutes  |
| * Benefits of remanufacturing                                   | 45 Minutes  |

\*All of these courses are built with partners

# Business essentials

| COURSE TITLE  | DURATION    |
|---|-------------|
| Achieving objectives                                | 15 Minutes  |
| Age discrimination awareness                        | 10 Minutes  |
| *NEW AI awareness - ethics and use in the workplace | 15 Minutes  |
| Anti-bribery and corruption                         | 30 Minutes  |
| Anxiety and depression awareness                    | 15 Minutes  |
| Avoiding ambiguity                                  | 10 Minutes  |
| Bipolar disorder awareness                          | 20 Minutes  |
| Building team trust                                 | 10 Minutes  |
| Building workplace confidence                       | 30 Minutes  |
| Bullying and harassment in the workplace            | 30 Minutes  |
| Coaching skills                                     | 10 Minutes  |
| Complaint handling                                  | 90 Minutes  |
| Counter terrorism                                   | 30 Minutes  |
| Creative thinking                                   | 10 Minutes  |
| Customer service                                    | 30 Minutes  |
| Data protection                                     | 30 Minutes  |
| Disability awareness                                | 30 Minutes  |
| Drive aware – prevention and protection             | 25 Minutes  |
| Duty of Candour                                     | 20 Minutes  |
| Effective delegation                                | 10 Minutes  |
| Embarking on change                                 | 10 Minutes  |
| Emotional intelligence                              | 10 Minutes  |
| Environmental awareness                             | 22 Minutes  |
| Fighting fraud in local government                  | 30 Minutes  |
| Financial management and budgeting                  | 20 Minutes  |
| Fraud awareness                                     | 30 Minutes  |
| GDPR – Board training                               | 90 Minutes  |
| GDPR – Practitioner training                        | 300 Minutes |
| Having difficult conversations                      | 10 Minutes  |
| Infection prevention and control                    | 45 Minutes  |
| Influencing for success                             | 20 Minutes  |
| Information and cyber security                      | 30 Minutes  |
| Introduction to project management                  | 10 Minutes  |
| Leading meetings                                    | 10 Minutes  |
| Learning disabilities awareness                     | 120 Minutes |
| Managing angry customers                            | 20 Minutes  |
| Managing teams                                      | 25 Minutes  |
| Managing the probationary period                    | 30 Minutes  |

# Business essentials

| COURSE TITLE                            | DURATION    |
|---|-------------|
| Managing virtual teams                  | 30 Minutes  |
| Managing your mental health             | 20 Minutes  |
| Mental health awareness                 | 45 Minutes  |
| Net zero awareness                      | 30 Minutes  |
| Objective setting                       | 10 Minutes  |
| Operating in teams                      | 10 Minutes  |
| People skills                           | 23 Minutes  |
| Recruitment and selection               | 40 Minutes  |
| Resilience                              | 60 Minutes  |
| Safeguarding awareness                  | 90 Minutes  |
| Setting performance expectations        | 10 Minutes  |
| Sexual harassment in the workplace      | 30 Minutes  |
| Solving Problems: Definition to Options | 10 Minutes  |
| Stress in the workplace                 | 60 Minutes  |
| Successful change                       | 10 Minutes  |
| Successful time management              | 15 Minutes  |
| Taking meeting minutes                  | 45 Minutes  |
| Training for landlords                  | 105 Minutes |
| Unconscious bias                        | 30 Minutes  |
| Unlocking team performance              | 10 Minutes  |
| Whistleblowing                          | 60 Minutes  |
| Working collaboratively                 | 10 Minutes  |
| Working remotely                        | 30 Minutes  |
| Working with display screen equipment   | 30 Minutes  |
| Workplace wellbeing                     | 60 Minutes  |

# Food safety

| COURSE TITLE                       | DURATION    |
|------------------------------------|-------------|
| Food allergy awareness             | 58 Minutes  |
| Food safety and hygiene essentials | 24 Minutes  |
| Food safety and hygiene – level 2  | 220 Minutes |

## Health and safety

| COURSE TITLE                                      | DURATION    |
|---|-------------|
| An introduction to managing health and safety     | 30 Minutes  |
| Asbestos awareness                                | 30 Minutes  |
| Basic life support (BLS)                          | 65 Minutes  |
| Catheter care                                     | 15 Minutes  |
| Control of substances hazardous to health (COSHH) | 63 Minutes  |
| Driving safely – the basics                       | 20 Minutes  |
| Fire safety awareness                             | 82 Minutes  |
| Fire warden for care                              | 55 Minutes  |
| First aid   | 180 Minutes |
| Health and safety for health and social care      | 75 Minutes  |
| Health and safety in the workplace                | 140 Minutes |
| Legionella and legionnaire's disease awareness    | 20 Minutes  |
| Managing continence                               | 10 Minutes  |
| Managing stoma care                               | 30 Minutes  |
| Managing your mental health                       | 10 Minutes  |
| Manual handling                                   | 75 Minutes  |
| Personal protective equipment essentials          | 10 Minutes  |
| Personal safety – lone worker                     | 30 Minutes  |
| Risk assessment in the workplace                  | 30 Minutes  |
| Working at height                                 | 25 Minutes  |
| ADHD Awareness                                    | 20 Minutes  |
| Slips, trips & falls awareness                    | 22 Minutes  |

## Equality and diversity

| COURSE TITLE                             | DURATION    |
|--|-------------|
| Autism awareness                         | 90 Minutes  |
| Equality and diversity                   | 60 Minutes  |
| * Gypsy and traveller cultural awareness | 75 Minutes  |
| Learning disabilities awareness          | 120 Minutes |
| LGBTQ+ awareness                         | 45 Minutes  |
| Menopause awareness                      | 45 Minutes  |
| New and expectant mothers                | 45 Minutes  |

# Safeguarding adults

| COURSE TITLE  | DURATION    |
|---|-------------|
| Adult self-neglect  | 30 Minutes  |
| Adult sexual exploitation   | 22 Minutes  |
| Anti-social behaviour – Early intervention and prevention measures    | 30 Minutes  |
| Anti-social behaviour – Legal tools and powers and community trigger  | 30 Minutes  |
| Anti-social behaviour – Partnership and multi-agency working          | 30 Minutes  |
| Anti-social behaviour – Statement taking and interviewing skills      | 30 Minutes  |
| Anti-social behaviour – Taking on a case – case management principles | 45 Minutes  |
| Anti-social behaviour – Training programme                            | 165 Minutes |
| Anti-social behaviour – Vulnerable witnesses and perpetrators         | 30 Minutes  |
| Aphasia   | 30 Minutes  |
| Autism awareness  | 45 Minutes  |
| Bullying and harassment in the workplace                              | 30 Minutes  |
| Care act – Assessment and eligibility                                 | 75 Minutes  |
| Care act – Care and support planning                                  | 90 Minutes  |
| Care act – Charging and financial assessment                          | 75 Minutes  |
| Care act – Deferred payments  | 75 Minutes  |
| Care act – Direct payments  | 75 Minutes  |
| Care act – Independent advocacy                                       | 75 Minutes  |
| Care act – Information and advice                                     | 60 Minutes  |
| Care act – Integration cooperation and partnerships                   | 75 Minutes  |
| Care act – Introduction and overview                                  | 90 Minutes  |
| Care act – Personal budgets   | 30 Minutes  |
| Care act – Review of care and support plans                           | 30 Minutes  |
| Care act – Transition to adulthood                                    | 75 Minutes  |
| Care act 2014 – Full training suite                                   | 735 Minutes |
| <b>*NEW</b> Coercive control  | 15 Minutes  |
| Conflict management   | 30 Minutes  |
| Dementia awareness  | 73 Minutes  |
| Diabetes awareness  | 110 Minutes |
| Domestic abuse and intimate partner violence                          | 30 Minutes  |
| Hate crime  | 30 Minutes  |
| Hoarding and scamming   | 45 Minutes  |
| Honour-based violence and forced marriage                             | 150 Minutes |
| Human rights act 1998   | 30 Minutes  |
| Human trafficking and modern day slavery                              | 90 Minutes  |
| <b>*NEW</b> Knife crime awareness                                     | 30 Minutes  |
| Loneliness and isolation  | 25 Minutes  |
| Loss and bereavement  | 50 Minutes  |
| Mental Capacity Act   | 105 Minutes |

# Safeguarding adults

| COURSE TITLE                                  | DURATION    |
|---|-------------|
| Mental Health Act                             | 110 Minutes |
| Parkinson's disease                           | 65 Minutes  |
| Professional boundaries – working with adults | 30 Minutes  |
| Safeguarding adults – level 1                 | 75 Minutes  |
| Safeguarding adults – level 2                 | 95 Minutes  |
| Safeguarding adults – levels 1 and 2          | 180 Minutes |
| Safeguarding adults refresher                 | 30 Minutes  |
| Substance misuse                              | 80 Minutes  |
| Suicide prevention                            | 45 Minutes  |
| * Supporting male victims of domestic abuse   | 120 Minutes |
| Supporting winter warmth                      | 15 Minutes  |
| Trauma awareness                              | 103 Minutes |

# Safeguarding children

| COURSE TITLE   | DURATION    |
|--|-------------|
| Abuse related to beliefs in witchcraft                                 | 90 Minutes  |
| Assessment and approval of adopters                                    | 30 Minutes  |
| Assessment and approval of foster carers                               | 30 Minutes  |
| Autism awareness   | 45 Minutes  |
| Bullying and cyberbullying   | 60 Minutes  |
| Child sexual exploitation – level 1                                    | 165 Minutes |
| Child sexual exploitation – level 2                                    | 90 Minutes  |
| Child sexual exploitation – levels 1 and 2                             | 255 Minutes |
| Children's workforce induction   | 785 Minutes |
| Common assessment framework (CAF / early help) covering CAF assessment | 35 Minutes  |
| Conflict management  | 30 Minutes  |
| Criminal exploitation and county lines                                 | 30 Minutes  |
| Cultural awareness in safeguarding                                     | 375 Minutes |
| Diabetes awareness   | 90 Minutes  |
| Effective communication with children and families                     | 90 Minutes  |
| Emotional abuse  | 60 Minutes  |
| Female genital mutilation (FGM)  | 135 Minutes |
| Framework for the assessment of children and their families            | 18 Minutes  |
| Gangs and youth violence   | 97 Minutes  |

# Safeguarding children

| COURSE TITLE   | DURATION    |
|--|-------------|
| Hate crime   | 30 Minutes  |
| Hidden harm – parental substance misuse, parental mental ill-health and domestic abuse | 170 Minutes |
| Honour-based violence and forced marriage  | 150 Minutes |
| Human rights act 1998  | 30 Minutes  |
| Human trafficking and modern day slavery   | 75 Minutes  |
| Lead professional  | 75 Minutes  |
| Missing children   | 45 Minutes  |
| Multi-agency working   | 30 Minutes  |
| Neglect  | 60 Minutes  |
| Online safety – risks to children  | 30 Minutes  |
| Online safety for parents and carers   | 30 Minutes  |
| Physical abuse   | 25 Minutes  |
| Private fostering  | 20 Minutes  |
| Professional boundaries – working with young people                                    | 30 Minutes  |
| Safeguarding against radicalisation – the prevent duty                                 | 75 Minutes  |
| Safeguarding awareness for higher education  | 90 Minutes  |
| Safeguarding children – level 1  | 135 Minutes |
| Safeguarding children – level 2  | 135 Minutes |
| Safeguarding children – level 3  | 135 Minutes |
| Safeguarding children – levels 1 and 2   | 240 Minutes |
| Safeguarding children for education – level 1  | 150 Minutes |
| Safeguarding children for education – levels 1 and 2                                   | 195 Minutes |
| Safeguarding children in sport   | 30 Minutes  |
| Safeguarding children refresher  | 25 Minutes  |
| Safeguarding children with disabilities  | 30 Minutes  |
| Safer recruitment  | 160 Minutes |
| Self-harm in children and young people   | 40 Minutes  |
| Sexual abuse and recognising grooming  | 60 Minutes  |
| Sexual harassment in education   | 75 Minutes  |
| Substance misuse   | 90 Minutes  |
| Suicide prevention   | 30 Minutes  |
| * Supporting mental wellbeing and emotional health in education                        | 30 Minutes  |
| Teenage pregnancy  | 45 Minutes  |
| Trauma awareness   | 90 Minutes  |
| Understanding behaviour of children and young people                                   | 95 Minutes  |
| Understanding child development  | 40 Minutes  |
| Violence reduction   | 90 Minutes  |



# Adults social care

| COURSE TITLE  | DURATION    |
|---|-------------|
| Aphasia   | 45 Minutes  |
| Autism and learning disabilities (health and social care)   | 180 Minutes |
| Basic life support (BLS) for health and social care         | 60 Minutes  |
| Care act – Assessment and eligibility                       | 60 Minutes  |
| Care act – Care and support planning                        | 60 Minutes  |
| Care act – Charging and financial assessment                | 60 Minutes  |
| Care act – Deferred payments                                | 60 Minutes  |
| Care act – Direct payments                                  | 60 Minutes  |
| Care act – Independent advocacy                             | 60 Minutes  |
| Care act – Information and advice                           | 60 Minutes  |
| Care act – Integration cooperation and partnerships         | 60 Minutes  |
| Care act – Introduction and overview                        | 90 Minutes  |
| Care act – Personal budgets                                 | 30 Minutes  |
| Care act – Review of care and support plans                 | 30 Minutes  |
| Care act – Transition to adulthood                          | 60 Minutes  |
| Care act 2014 – Full training suite                         | 720 Minutes |
| Care certificate – Digital learning suite                   | 600 Minutes |
| Care certificate Assessor Training                          | 105 Minutes |
| Catheter care   | 15 Minutes  |
| Dementia awareness  | 45 Minutes  |
| Deprivation of liberty safeguards                           | 70 Minutes  |
| Diabetes awareness  | 90 Minutes  |
| Duty of Candour   | 20 Minutes  |
| Duty of care for health and social care                     | 30 Minutes  |
| Dysphagia awareness   | 10 Minutes  |
| Eating disorders  | 70 Minutes  |
| Effective communication for health and social care          | 30 Minutes  |
| Epilepsy awareness  | 25 Minutes  |
| Equality and diversity for health and social care           | 30 Minutes  |
| Falls and fracture prevention                               | 40 Minutes  |
| Fluids and nutrition for health and social care             | 45 Minutes  |
| Handling information for health and social care             | 30 Minutes  |
| Hate crime  | 30 Minutes  |
| Health and safety for health and social care                | 90 Minutes  |
| Hoarding and scamming                                       | 30 Minutes  |
| Infection prevention and control for health and social care | 45 Minutes  |
| Information governance for health                           | 90 Minutes  |
| Information sharing and consent                             | 80 Minutes  |

## Adults social care

| COURSE TITLE   | DURATION    |
|--|-------------|
| Keeping good records   | 45 Minutes  |
| Managing continence  | 10 Minutes  |
| Medication awareness and safe handling of medicines                                    | 55 Minutes  |
| Mental Capacity Act  | 120 Minutes |
| Mental Health Act  | 105 Minutes |
| Mental health, dementia and learning disability (awareness) for health and social care | 90 Minutes  |
| Moving and positioning of individuals  | 35 Minutes  |
| NHS continuing healthcare  | 30 Minutes  |
| Palliative care and end of life care   | 40 Minutes  |
| Parkinson's disease awareness  | 60 Minutes  |
| Pressure area care awareness   | 20 Minutes  |
| Privacy and dignity for health and social care   | 45 Minutes  |
| Reablement   | 45 Minutes  |
| Safeguarding adults in health and social care  | 105 Minutes |
| Stroke awareness   | 45 Minutes  |
| Substance misuse   | 90 Minutes  |
| * Supporting male victims of domestic abuse  | 120 Minutes |
| Understand your role for health and social care  | 30 Minutes  |
| Work in a person centred way for health and social care                                | 45 Minutes  |
| Your personal development for health and social care                                   | 15 Minutes  |

## Children's social care

| COURSE TITLE  | DURATION    |
|---|-------------|
| Autism and learning disabilities (health and social care) | 180 Minutes |
| Basic life support (BLS) for health and social care       | 60 Minutes  |
| Care certificate – Digital learning suite                 | 600 Minutes |
| Care certificate – Training for assessors                 | 90 Minutes  |
| Catheter care   | 15 Minutes  |
| Deprivation of liberty safeguards                         | 80 Minutes  |
| Diabetes awareness  | 90 Minutes  |
| Duty of care for health and social care                   | 30 Minutes  |
| Dysphagia awareness                                       | 10 Minutes  |
| Eating disorder awareness                                 | 60 Minutes  |
| Effective communication for health and social care        | 30 Minute   |

# Children's social care

| COURSE TITLE   | DURATION    |
|--|-------------|
| Effective communication with children and families                                     | 60 Minutes  |
| Emotional abuse  | 30 Minutes  |
| Epilepsy awareness   | 30 Minutes  |
| Equality and diversity in health and social care                                       | 30 Minutes  |
| Female genital mutilation (FGM)  | 120 Minutes |
| Fluids and nutrition for health and social care  | 60 Minutes  |
| Framework for the assessment of children and their families                            | 30 Minutes  |
| Gangs and youth violence   | 60 Minutes  |
| Handling information for health and social care  | 30 Minutes  |
| Hate crime   | 30 Minutes  |
| Health and safety for health and social care   | 90 Minutes  |
| Hidden harm – parental substance misuse, parental mental ill-health and domestic abuse | 120 Minutes |
| Honour-based violence and forced marriage  | 150 Minutes |
| Infection prevention and control for health and social care                            | 30 Minutes  |
| Information governance for health  | 90 Minutes  |
| Information sharing and consent  | 80 Minutes  |
| Keeping good records   | 45 Minutes  |
| Lead professional  | 45 Minutes  |
| Managing continence  | 10 Minutes  |
| Medication awareness and safe handling of medicines                                    | 60 Minutes  |
| Mental health, dementia and learning disability (awareness) for health and social care | 90 Minutes  |
| Missing children   | 45 Minutes  |
| Multi-agency working   | 30 Minutes  |
| Pressure area care awareness   | 20 Minutes  |
| Privacy and dignity for health and social care   | 30 Minutes  |
| Private fostering  | 30 Minutes  |
| Safeguarding adults in health and social care  | 105 Minutes |
| Safeguarding children (awareness) for health and social care                           | 60 Minutes  |
| Safeguarding children for health – level 1   | 120 Minutes |
| Safeguarding children for health – levels 1 and 2                                      | 240 Minutes |
| Substance misuse   | 90 Minutes  |
| Understand your role for health and social care  | 30 Minutes  |
| Understanding behaviour of children and young people                                   | 150 Minutes |
| Understanding child development  | 30 Minutes  |
| Violence reduction   | 90 Minutes  |
| Work in a person centred way for health and social care                                | 30 Minutes  |
| Your personal development for health and social care                                   | 30 Minutes  |