



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)	50 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

<b>PARTNER*</b> Adding social value — how procurement can create benefits for society	54 minutes
<b>PARTNER*</b> Benefits of remanufacturing	45 minutes
<b>PARTNER*</b> Bidding fundamentals	30 minutes
<b>PARTNER*</b> Commercial and procurement training	45 minutes
<b>PARTNER*</b> Developing the specification	35 minutes
<b>PARTNER*</b> Effectively engaging the market	45 minutes
<b>PARTNER*</b> Effectively specifying for remanufacturing	45 minutes
<b>PARTNER*</b> How to effectively procure and manage contracts to create social value	75 minutes
<b>PARTNER*</b> Preparing a bid strategy	45 minutes
<b>PARTNER*</b> Preparing for a procurement	60 minutes
<b>PARTNER*</b> Preparing tender documentation	45 minutes
<b>PARTNER*</b> Procurement fundamentals	60 minutes
<b>PARTNER*</b> Running effective sourcing events	45 minutes

# Business Essentials

## COURSE TITLE

## DURATION

Achieving objectives	15 minutes
Age discrimination awareness	10 minutes
AI awareness — ethics and use in the workplace	15 minutes
Anti-bribery and corruption	30 minutes
Anti-money laundering awareness	25 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
Disciplinary and grievance procedures	20 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
Financial sanctions	30 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	110 minutes
Managing angry customers	20 minutes

# Business Essentials

## COURSE TITLE

## DURATION

Managing teams	25 minutes
Managing the probationary period	30 minutes
Managing virtual teams	30 minutes
Managing your mental health	20 minutes
Mental health awareness	30 minutes
Net zero awareness	30 minutes
Objective setting	10 minutes
Operating in teams	10 minutes
People skills	23 minutes
Performance management	20 minutes
<small>NEW*</small> Preventing sexual harassment in higher education — for staff	45 minutes
<small>NEW*</small> Preventing sexual harassment in higher education — for students	40 minutes
Preventing sexual harassment in the workplace — Offices	30 minutes
Recruitment and selection	40 minutes
Resilience	60 minutes
Setting performance expectations	10 minutes
Sickness absence	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
Talent management	20 minutes
Tax evasion and avoidance	25 minutes
Training for landlords	75 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

# Business Essentials

## COURSE TITLE

## DURATION

Managing teams	25 minutes
Managing the probationary period	30 minutes
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Net zero awareness	30 minutes
Objective setting	10 minutes
Operating in teams	10 minutes
People skills	23 minutes
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Preventing sexual harassment in higher education — for staff	45 minutes
Preventing sexual harassment in higher education — for students	40 minutes
Preventing sexual harassment in the workplace — Offices	30 minutes
Recruitment and selection	40 minutes
Resilience	60 minutes
Setting performance expectations	10 minutes
Sickness absence	30 minutes
Solving Problems: Definition to Options	10 minutes
Stress in the workplace	60 minutes
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Successful time management	15 minutes
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Talent management	20 minutes
Tax evasion and avoidance	25 minutes
Training for landlords	75 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**

Food allergy awareness  
Food safety and hygiene — level 2  
Food safety and hygiene essentials

## **DURATION**

60 minutes  
220 minutes  
15 minutes

# Health and safety

## **COURSE TITLE**

An introduction to managing health and safety  
Asbestos awareness  
Basic life support  
Catheter care  
Control of substances hazardous to health (COSHH)  
Driving safely — the basics  
Fire safety awareness  
Fire warden for care  
First aid  
Health and safety for health and social care  
Health and safety in the workplace  
Legionella and legionnaire's disease awareness  
Managing continence  
Managing stoma care  
Managing your mental health  
Manual handling  
Mental health awareness  
Personal protective equipment (PPE) essentials  
Personal safety — lone worker  
Risk assessment in the workplace  
Slips, trips and falls awareness  
Working at height  
Working with display screen equipment

## **DURATION**

20 minutes  
30 minutes  
40 minutes  
15 minutes  
65 minutes  
20 minutes  
80 minutes  
55 minutes  
210 minutes  
110 minutes  
140 minutes  
20 minutes  
10 minutes  
30 minutes  
20 minutes  
75 minutes  
30 minutes  
10 minutes  
30 minutes  
30 minutes  
22 minutes  
25 minutes  
30 minutes

# Equality and diversity

## COURSE TITLE

## DURATION

ADHD awareness	20 minutes
Autism awareness	75 minutes
Equality and diversity	75 minutes
<small>PARTNER*</small> Gypsy and traveller cultural awareness	75 minutes
Learning disabilities awareness	110 minutes
LGBTQ+ awareness	45 minutes
Menopause awareness	35 minutes
New and expectant mothers	45 minutes

# Safeguarding adults

## COURSE TITLE

## DURATION

Adult self-neglect	34 minutes
Adult sexual exploitation	22 minutes
Anti-social behaviour — Statement Taking and Interviewing Skills	30 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 — 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	75 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

# Safeguarding adults

## COURSE TITLE

## DURATION

Care Act — Transition to adulthood	75 minutes
Care Act 2014 — Full training suite	735 minutes
Coercive control awareness	15 minutes
Conflict management	30 minutes
Dementia awareness	75 minutes
Diabetes awareness	110 minutes
Domestic abuse and intimate partner violence	30 minutes
Hate crime	35 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
Knife crime awareness	30 minutes
Loneliness and isolation	25 minutes
Loss and bereavement	50 minutes
Mental Capacity Act	95 minutes
Mental Health Act	110 minutes
Mental health awareness	30 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 hours
Safeguarding adults refresher	30 minutes
Safeguarding awareness	95 minutes
Safeguarding awareness for higher education	120 minutes
Substance misuse	80 minutes
Suicide awareness and 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	65 minutes
Assessment and approval of adopters	30 minutes
Assessment and approval of foster carers	30 minutes
Autism awareness	75 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	735 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	110 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
Hate crime	35 minutes
Hidden harm	170 minutes
Honour-based violence and forced marriage	150 minutes
Human rights act 1998	30 minutes
Human trafficking and modern day slavery	90 minutes
Knife crime awareness	30 minutes
Lead professional	75 minutes
Mental health awareness	30 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	80 minutes
Safeguarding awareness	95 minutes
Safeguarding awareness for higher education	120 minutes

# Safeguarding children

## COURSE TITLE

## DURATION

Safeguarding children — level 1	135 minutes
Safeguarding children — level 2	135 minutes
Safeguarding children — level 3	135 minutes
Safeguarding children — levels 1 and 2	255 minutes
Safeguarding children (awareness) for health and social care	45 minutes
Safeguarding children for education — level 1	150 minutes
Safeguarding children for education — levels 1 and 2	195 minutes
Safeguarding children for health — level 1	135 minutes
Safeguarding children for health — levels 1 and 2	240 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	80 minutes
Suicide awareness and prevention	45 minutes
Supporting mental wellbeing and emotional health in education	30 minutes
Teenage pregnancy	45 minutes
Trauma awareness	103 minutes
Understanding behaviour of children and young people	95 minutes
Understanding child development	40 minutes
Violence reduction	90 minutes

# Adult social care

## COURSE TITLE

## DURATION

Aphasia	
Awareness of learning disability and autism for health and social care	30 minutes
Basic life support (BLS) for health and social care	180 minutes
Care Act — Assessment and eligibility	60 minutes
Care Act — Care and support planning	75 minutes
Care Act — Charging and financial assessment	90 minutes
Care Act — Deferred payments	75 minutes
Care Act — Direct payments	75 minutes

# Adult social care

## COURSE TITLE

## DURATION

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
Care certificate — Digital learning suite	765 minutes
Care certificate Assessor Training	105 minutes
Catheter care	15 minutes
Dementia awareness	75 minutes
Deprivation of liberty safeguards	70 minutes
Diabetes awareness	110 minutes
Duty of Candour	20 minutes
Duty of care for health and social care	45 minutes
Dysphagia awareness	10 minutes
Eating disorders	65 minutes
Effective communication for health and social care	30 minutes
Epilepsy awareness	25 minutes
Equality and diversity in 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	15 minutes
Hate crime	35 minutes
Health and safety for health and social care	110 minutes
Hoarding and scamming	45 minutes
Infection prevention and control for health and social care	45 minutes
Information governance for health	105 minutes
Information sharing and consent	90 minutes
Keeping good records	32 minutes
Knife crime awareness	30 minutes
Managing continence	10 minutes
Medication awareness and safe handling of medicines	55 minutes
Mental Capacity Act	85 minutes
Mental Health Act	110 minutes
Mental health and dementia (awareness) for health and social care	90 minutes
Mental health awareness	30 minutes

# Adult social care

## COURSE TITLE

## DURATION

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
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Mental health and dementia (awareness) for health and social care	90 minutes
Mental health awareness	30 minutes

## Adult social care

### **COURSE TITLE**

### **DURATION**

Moving and positioning of individuals	35 minutes
NHS continuing healthcare	30 minutes
Palliative care and end of life care	40 minutes
Parkinson's Disease	65 minutes
Pressure area care	20 minutes
Privacy and dignity for health and social care	30 minutes
Reablement	45 minutes
Safeguarding adults in health and social care	105 minutes
Stroke awareness	45 minutes
Substance misuse	80 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 social care

### **COURSE TITLE**

### **DURATION**

Awareness of learning disability and autism for health and social care	180 minutes
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Catheter care	15 minutes
Deprivation of liberty safeguards	70 minutes
Diabetes awareness	110 minutes
Duty of care for health and social care	45 minutes
Dysphagia awareness	10 minutes
Eating disorders	65 minutes
Effective communication for health and social care	30 minutes
Effective communication with children and families	90 minutes
Emotional abuse	60 minutes
Epilepsy awareness	25 minutes
Equality and diversity in health and social care	30 minutes
Female genital mutilation (FGM)	135 minutes

# Children social care

## COURSE TITLE

## DURATION

Fluids and nutrition for health and social care	45 minutes
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Lead professional	105 minutes
Managing continence	10 minutes
Medication awareness and safe handling of medicines	55 minutes
Mental health and dementia (awareness) for health and social care	90 minutes
Mental health awareness	30 minutes
Missing children	45 minutes
Multi-agency working	30 minutes
Pressure area care	20 minutes
Privacy and dignity for health and social care	30 minutes
Private fostering	20 minutes
Safeguarding adults in health and social care	105 minutes
Safeguarding children (awareness) for health and social care	45 minutes
Safeguarding children for health — level 1	135 minutes
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Understand your role for health and social care	30 minutes
Understanding behaviour of children and young people	95 minutes
Understanding child development	40 minutes
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Work in a person centred way for health and social care	45 minutes
Your personal development for health and social care	15 minutes