

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
	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
*NEW	Damp and mould awareness	35 Minutes
	Data protection	30 Minutes
	Disability awareness	30 Minutes
*NEW	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
	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	

# 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
*NEW Performance management	20 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
*NEW 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
*NEW Talent management	20 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
	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
*NEW	Damp and mould awareness	35 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	90 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
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
*NEW 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	90 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