

# Course Catalogue Summer 2020

## Over 70 courses:

- Accredited courses
- CPD modules
- IEMA Workforce Certification



Employment			
<b>Teaching Assistant - An Introduction</b>		<b>Travel and Tourism - An Introduction</b>	
	This course explains the requirements to become a TA and the workings of a modern school. The course also introduces Safeguarding and Special Educational Needs.		This course gives an introduction to those considering a career in the Travel and Tourism Industry. The course gives an overview of the different types of work within tourism and explains how different tourist businesses rely on each other.
<b>Business Administration - An Introduction</b>		<b>Early Years Childcare (2 courses: Childminder / Nursery)</b>	
	Business Administration is an important role in many organisations. This course will help candidates understand the role and develop many useful skills including: planning, prioritisation and customer service.		These two Early Years Childcare courses provide core training and outline roles and responsibilities for those wishing to work in: 1) Childminding or 2) a Nursery. Both courses cover safeguarding and the Early Years Foundation Stage.
<b>Warehousing and Logistics</b>		<b>Food Hygiene and Safety (2 courses: Level 1 / Level 2)</b>	
	Warehousing and logistics are key employers within the modern world of business. Our online learning explains the basic operations of a warehouse and includes specific training on operational health and safety within this area.		The food hygiene courses cover food hygiene, hazards and poisoning, how food becomes unsafe, personal hygiene, awareness of contamination, proper cleaning and sanitising, premises and equipment and food handling responsibilities.
<b>Retail Skills and Values</b>		<b>Call/Contact Centre</b>	
	This course gives the learner a good understanding of the need for excellent customer service and communication skills within the Retail sector. It goes on to give useful tips to improve and develop these skills.		This online learning module provides a good understanding of contact centre operations. By the end of the course, you will be able to demonstrate an understanding of the purpose of a contact centre and the role of an agent.
<b>Customer Service and Care - an Introduction</b>		<b>Restaurant Hospitality</b>	
	This course is designed to cover a range of areas, including the principles of excellent customer care; how to provide excellent customer care; and, how to communicate effectively with customers.		An online learning course to explain the basics in good hospitality skills including best customer service. It will also show how it can be equally useful for workers in other areas of hospitality such as bars, cafes and coffee shops.
<b>Control of Substances Hazardous to Health (COSHH)</b>		<b>Planning to Start Your Own Business</b>	
	The COSHH course explains all the rules, regulations and good practices which cover the laws relating to the common hazardous substances found in most workplaces. This course is valuable to those working across many industries.		This course is designed to give you guidance about how to turn your ideas into a simple business plan and provide the basic skills to start a new company. The course is also explores the aims of your business and realistic expectations
<b>Safeguarding Vulnerable Adults</b>		<b>Safeguarding Children and Young People</b>	
	This Safeguarding of Vulnerable Adults (SOVA) course is designed to help those who work with vulnerable adults increase their knowledge. Safeguarding adults is everyone's responsibility and having a thorough understanding is invaluable.		Our safeguarding children course is essential for anybody who works with the young. This course will help you understand your role and responsibilities, and support you in feeling confident in carrying out appropriate actions should you have any concerns.

## Skills and Employment Support

### Essential IT Skills



Our essential IT skills course provides a basic foundation in using a modern computer. The course will introduce the learner to mouse and keyboard usage and slowly build their confidence in using the desktop and the internet.

### Basic Microsoft Word and Excel



The world of work often requires a basic understand of Microsoft Word (for letters and documents) and Microsoft Excel (for handling numbers and calculations). Our accredited short course provides the basic foundation to use these programs at home and at work.

### Social Media Skills



Social Media Skills discusses how to use these online applications in a variety of personal and professional contexts. The course then demonstrates how to use social networks for marketing and selling products and services within a business environment.

### Basic Bookkeeping



Our Basic Bookkeeping course provides an introduction to the concepts behind accounting and explains the role of a bookkeeper. The course covers common tasks in detail. It also provides some practical demonstrations using popular software.

### Volunteering

\*\*\* NEW \*\*\*



Our course on volunteering guides the learner through all the steps of finding and landing the right volunteering role. We also provide some insight into how to succeed as a volunteer.

### Money Sense



The Money Sense course is designed to give the learner a good understanding of personal finance and to help them to reach a realistic and effective balance between the money they have coming in, and money they have going out.

### An awareness of Mental Wellbeing in the Workplace



As well as explaining what is meant by the term "Mental Health", the course aims to raise awareness of common mental health issues. It also suggests what to do if/when working life is affected by a manageable mental health condition, such as stress.

### Managing Mental Health and Wellbeing at Work



As well as explaining what is meant by the term "Mental Health", the course aims to raise awareness of common mental health issues. It also suggests what to do if/when working life is affected by a manageable mental health condition, such as stress.

### \*\*\* Plus New CPD courses \*\*\*

- Understanding Eating Disorders
- Understanding Anxiety
- Understand the Principles of Exercise and Fitness
- Substance Misuse Awareness
- Sexual Health Awareness
- Rights and Responsibilities
- Principles of Weight Management
- Principles of Internet Safety
- Explore the Principles of Health Eating
- Alcohol Awareness
- Prevent Children
- Prevent Adults



## Environmental Sustainability Skills for the Workforce

This online course from The Institute of Environmental Management and Assessment (IEMA) offers an entry level course that provides a foundation for working in a manner that is sustainable to both the environment and the organisation.

**IEMA** Transforming the world to sustainability

The content provides a route to building awareness in any workforce and covers both the environmental and economic benefits of sustainability.

Candidates are awarded IEMA's Certificate once they have passed the formal online assessment (multiple choice exam) at the end of the course.

## Employee Health, Safety and Wellbeing

### Health and safety Awareness for Employees

This course gives a general understanding of the requirements and responsibilities that employees have in respect of health and safety at work. It highlights the additional responsibilities that an employer has to ensure a safe workplace.

### Lone Working

Lone working is covered by health and safety laws and this training highlights the importance of conducting a risk assessment before every lone working episode. It demonstrates what should be involved in a risk assessment and discusses ways of reducing risk.

### Stress Awareness and Management

Our online learning module provides the learner an understanding of what we mean by stress and the typical causes of stress. It goes on to increase the learner's awareness of the signs of stress and to develop strategies to manage it.

### Handling and Resolving Conflict

In this course the learner is introduced to what we mean by the term "conflict"; how to deal with problems positively; how to deal with abusive and violent behaviour; methods for resolving conflict: and how to handle complaints.

### Introduction to First Aid at Work

This online course is designed to provide you with an introduction to the role of the first aider. The module then goes on to describe how to deal with minor injuries and legal obligations of employers and employees.

### Fire Marshal Training

This course covers the key topics to be an effective Fire Marshal in your workplace. The course covers the importance of fire safety, including the law, roles and responsibilities of the employer and the Fire Marshal.

# Construction

## Level 1 Health and Safety in a Construction Environment



This Level 1 qualification is for learners who currently work, or want to work, in construction. Successful completion will enable you to take a step towards applying for the Construction Skills Certificate Scheme Green Card.

## Manual Handling



This course is designed to provide a good understanding of how to safely undertake a manual handling operation. It covers topics including: what is manual handling, the legal requirements and more; risk assessment; and manual handling techniques.

## Asbestos Awareness



Our introductory module on Asbestos Awareness provides employers and employees with an understanding of what is needed to comply with legal requirements when working with asbestos-containing materials.

## Control of Substances Hazardous to Health (COSHH)



This course aims to explain all the rules, regulations and good practices which cover the laws relating to the common hazardous substances found in most workplaces. This course is beneficial to a wide variety of industries including roles in healthcare, cleaning and agriculture.

## Understanding of REACH (Management of chemicals)



This course gives the learner a basic understanding of the regulations that have come to be known as REACH. That is, the registration, evaluation, authorisation and restriction of chemicals. This course will enable the learner to assess their organisation's responsibilities in this area.

## Working at Height



This course defines "working at height", offers an overview of health and safety requirements and details best practice for those working even a small distance above the surface

## Abrasive Wheels - A Guide to Keeping Safe



The aim of this course is to help those working with abrasive wheels do so safely and responsibly following nationally recognised safe practice guidelines. This course is also suitable for those who are responsible – i.e. employers.

## Construction Traffic Marshal



The Traffic Marshal course provides online training for safe vehicle traffic environment on a construction site. The course covers all aspects of the role including establishing a safe site, managing vehicle-related activity and performing appropriate risk assessments.

# Healthcare

## A Guide to Nutrition and Health in Older People



Our web-based training course provides a general understanding of the nutritional requirements of older people. It covers nutrition, food types, choice and variety and exercise.

## A Guide to Dementia Awareness



This course provides an excellent understanding of issues around dementia. It covers topics including: what is dementia and who tends to be affected by it?

## A Guide to the Mental Capacity Act 2005



An online module which covers the Mental Capacity Act (MCA) 2005 and examines, amongst others, such topics as: what is the MCA and who does it cover; statutory procedures within the Act.

## Understanding Diabetes



This course gives the learner a general understanding of diabetes - what it is, the signs and symptoms associated with it, and how to help someone who is experiencing a diabetes attack.

## Understanding Epilepsy



In this course, the learner will be introduced to why epilepsy happens; the process of diagnosing epilepsy; various types of seizures, including symptoms; treatment and management of epilepsy.

## Infection Control



Our "Infection Control" training provides the learner with an excellent understanding of the importance of infection control in a healthcare environment. It covers the three main stages that are crucial for effective control.

## Handling and Administering of Medicines



The purpose of this course is to provide guidance for people in every aspect of health care who are involved in the handling and administering of medicines. The course sets out the principles of appropriate handling of medicines and explains how these apply.

## Information Governance in Health and Social Care



The learner will gain a good basic knowledge of the importance of maintaining a high level of confidentiality when it comes to the handling of patient-identifiable information.

## Leadership and management training

## CPD Certified Courses

### Understanding Leadership



This course provides an introduction to those taking their first steps in supervising and managing others. The course is split into two parts: exploring different leadership styles; and then helping you develop your own leadership style.

### Performance Management



Performance management training courses are a perfect way to learn the key skills needed to effectively manage performance in the workplace, opening up a variety of employment opportunities.

### Organising and Delegating



Performance management training courses are a perfect way to learn the key skills needed to effectively manage performance in the workplace, opening up a variety of employment opportunities.

### Planning and Allocating Work



Interested in studying one of our management development courses? This short, auto-marked programme will build your knowledge of the core skills needed to plan projects and to monitor and manage performance.

### Leading and Motivating a Team



This course aims to give you the knowledge needed to understand how to lead and motivate a team, through effective communication, motivation and individual and team development.

### Solving Problems and Decision Making



This short, auto-marked programme will build your knowledge of how to define, investigate and analyse problems and how to evaluate your options.

### Understanding Equality and Diversity



This course explores the concepts associated with equality and diversity, and will take a broader look at the processes and legislation that are in place.

### Induction of New Staff



This course aims to provide you with knowledge of the induction process for new staff. It is ideal for anyone who is or is aspiring to become a line manager.



Easy to use



Accredited quality learning



Motivating learners

Our web-based platform is designed with both the learner and the support provider in mind. Learners benefit from a simple website that delivers training with the minimum fuss to desktop and mobile devices.

Support providers have access to a more powerful administration portal that simplifies management and reporting of learners, branches and courses.

The Digital College prides itself in the quality of our online learning. Our courses are extensively researched and scripted, producing courses with real education value of between 30 mins and several hours. These courses come with progress quizzes and an end of course assessment.

We offer accredited courses to demonstrate the value of learning to our training partners and candidates alike.

We place learners at the centre of our plans and aim to make online learning as accessible and rewarding for all. Motivating candidates to complete courses and continue learning is a key feature of our approach.

Successful candidates receive on-screen prompts and digital certificates for immediate printing. We can also offer official paper certificates from awarding bodies to provide extra motivation.



### The Digital College Difference

At The Digital College we are passionate about delivering an engaging learning experience that delivers real value to our customers and their candidates.

Accredited courses  
Low-bandwidth content  
Mobile friendly learning

Custom branding  
Motivational messaging  
Delegated management