

ONLINE LEARNING

COURSES FOR ADULTS 2022-23

Qualifications awarded by:

ncfe. **cache**

COURSES

Whether you are looking for a route in to work, developing in your current role, improving your CV or want to learn for personal development a Online Learning course may be the next step for you.

You can choose from a range of fully funded courses, complete with engaging learning content and NCFE approved assessments. We provide all your learning materials either online or in paper format.

You will study at a time and place to suit you, supported throughout by qualified assessors.

The majority of our courses are at level 2, with one at Level 1.

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ONLINE

Most people choose to study online for ease of use and flexibility:

- Learners may complete assessments through any internet enabled device, anywhere, any time. However, we recommend a tablet or laptop to complete the course.
- Printed resources are also provided.

ELIGIBILITY

If eligible, courses are fully funded, however, there is a withdrawal fee of £125 if you do not complete.

Courses are funded if you meet all of the following:

- Aged 24 or more (if you are aged 19 - 23 you must already have a FULL level 2 qualification or equivalent).
- Resident in the UK for three or more years, for purposes other than study.
- Not currently active on any other funded course including an apprenticeship.
- Postcode eligibility applies (funding available for Greater Manchester City Area, Liverpool City Area and any non-devolved postcodes).



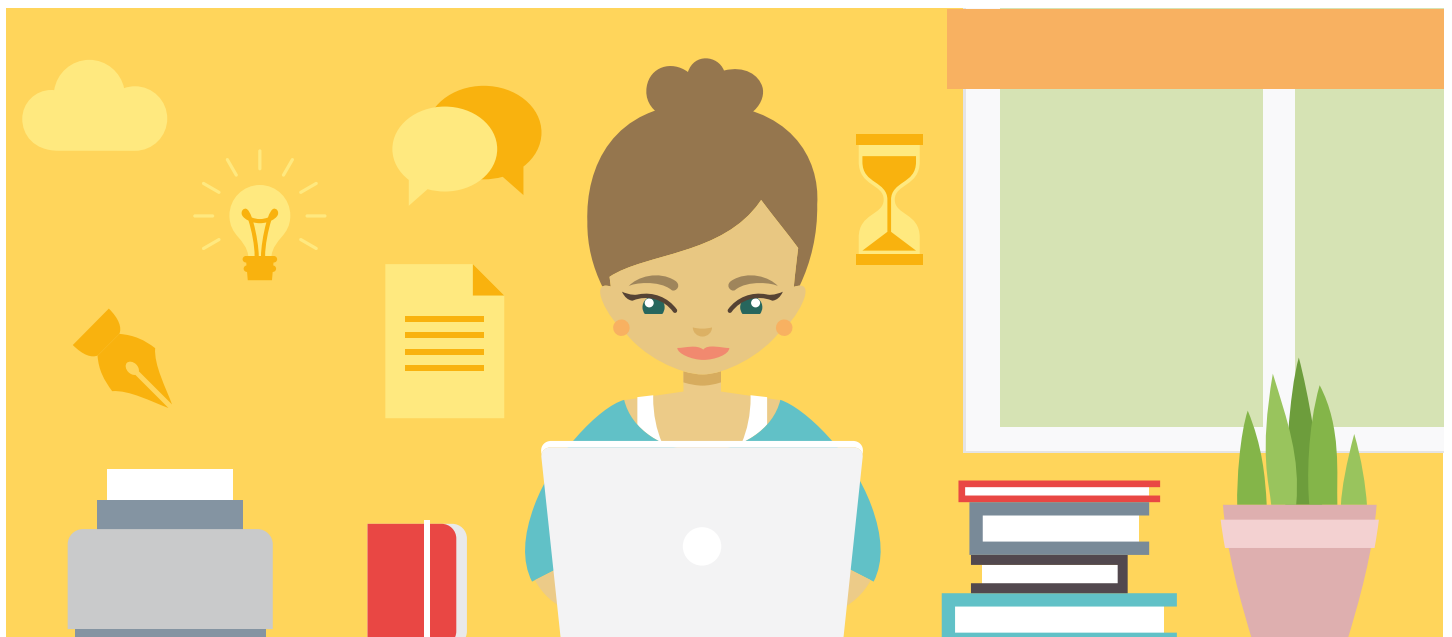
PAPER BASED

Depending on circumstances we also provide a paper based option:

- Learning materials will be posted to you.
- Assessors provide study schedules and personal support by email or telephone.

We recommend you already have at least a Level 1 in English (GCSE grade D or equivalent) or Level 2 in English (GCSE grade C or equivalent) for the following courses:

- Adverse Childhood Experiences
- Information, Advice and Guidance
- Lean Organisation Management Techniques
- Principles of Team Leading.



FIVE BENEFITS OF ONLINE LEARNING

1

FLEXIBILITY

Study from home, work or anywhere with internet access.



2

NO EXAMS

Achieve a fully accredited Level 2 qualification through assessment based learning.



3

APPLY ANY TIME

Enrol within 1-2 days of application.



4

FAST TRACK

Complete within 6, 12 or 16 weeks depending on guided learning hours.



5

CHOICE

Online or paper based learning.





Courses may be relevant for a range of learners but specifically those who work in a business environment.

They are designed to develop an understanding of a range of business processes, as well as effective communication and some management skills in a workplace setting.

CREATING A BUSINESS START-UP

IDEAL FOR

Those who want to develop in-depth knowledge of how to start a business.

COURSE CONTENT

This course provides the knowledge and personal skills to give your business start-up the best chance of success, and to explore the routes you can take when creating your business. It focuses on the procedures and requirements of starting a business, including the potential legal and financial obligations. You will not only gain the skills to create and advance a start-up business, but also those needed for continuous self-development.

- Learn how to develop a business plan and aspects of marketing.
- Suitable for those who have already started their business and want to continue to develop their understanding and skills.

PRINCIPLES OF BUSINESS ADMINISTRATION

IDEAL FOR

Those entering the workplace for the first time, or those who want to develop a career specialising in business admin.

COURSE CONTENT

Good business administration is not only essential to building an efficient workplace, but also key to developing productive working relationships. Continuous development of problem solving and teamwork skills are key to providing quality support within organisations.

- You will learn how to manage information, support events and carry out other administrative tasks.
- You will develop a range of interpersonal and communication skills.
- Understand working practices and systems that can be applied to a variety of industries.

PRINCIPLES OF TEAM LEADING

IDEAL FOR

Practising or potential team leaders in all sectors.

COURSE CONTENT

Strong team leadership is essential for providing guidance, direction and instruction within a group and inevitably leads to more effective teamwork and more motivated employees. Managing a team effectively is critical in the current job market, where employee productivity and team outcomes are closely monitored.

- Establishing the team.
- Motivation.
- Communication.
- Reporting structures.
- Relevant legislation.

UNDERSTANDING BUSINESS IMPROVEMENT TECHNIQUES

IDEAL FOR

Those with the responsibility for improving business performance, or those who want to learn about business improvement techniques.

COURSE CONTENT

Efficient and effective performance is key to business success, especially in competitive environments. Understanding how to implement improvements is essential to a safe and productive working environment.

You will develop an appreciation of the principles and techniques that support workplace organisation, and relationships that can be applied across many different job roles and sectors.

- This course will open up opportunities in a broad range of career paths.
- You will learn how continuous improvement techniques can boost businesses for a competitive advantage.
- Good for those who want a career in the business and management sectors.





Develop skills for working with children for a career in childcare or to progress in your current role.

UNDERSTANDING ADVERSE CHILDHOOD EXPERIENCES

IDEAL FOR

Those who want to increase their knowledge and understanding of adverse childhood experiences.

COURSE CONTENT

Adverse childhood experiences can impact on the development and mental health of children and young people, which may persist into adulthood and affect life chances. These might be personal circumstances, such as the death or divorce of parents, domestic violence, or national and international disasters. Children and young people affected need support to strengthen their resilience to overcome their fears and challenges.

- Develop a career pathway within the health and social care sector.
- Study to enhance your personal skills and professional development.
- Supports progression to further health care qualifications and to relevant employment in the health and social care or education sectors.

UNDERSTANDING CHILDREN AND YOUNG PEOPLE'S MENTAL HEALTH

IDEAL FOR

New and existing childcare practitioners.

COURSE CONTENT

Mental health issues affect around one in ten children and young people. Emotional wellbeing is just as important as physical wellbeing. Those working with children and young people need a good understanding to spot warning signs and identify risk factors.

- Children and young people's mental health in context.
- Factors which may affect children and young people's mental health.
- Understand the impact of children and young people's mental health concerns.
- How to support children and young people with mental health concerns.

UNDERSTANDING COMMON CHILDHOOD ILLNESSES

IDEAL FOR

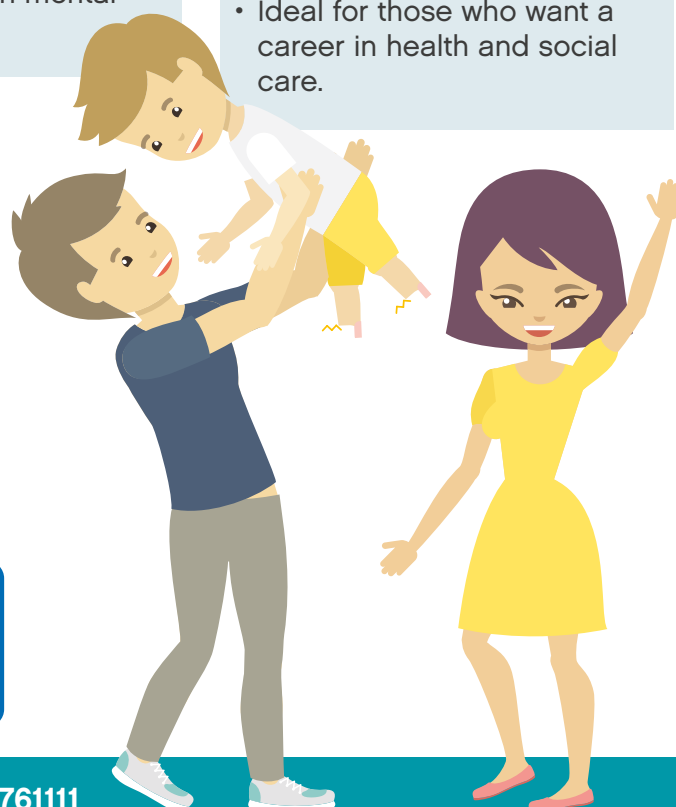
Those who want to develop a career in the health and social care sector, especially in an early years setting, or for those who may already look after children in their job or personal life.

COURSE CONTENT

Develop your understanding of common childhood illnesses and specific health conditions that can lead to emergencies in infants and children.

You will gain insight into how to provide a safe and healthy environment, where children and babies are supported in their growth and development.

- Develop your knowledge of childhood illnesses.
- Improve your understanding of health emergencies in an early years setting.
- Ideal for those who want a career in health and social care.



"Gave me something to think about beyond work and family."



APPLY NOW



Courses may be relevant for a range of learners but specifically those who work in the health and social care sectors, or those who have caring responsibilities in the home.

They are designed to develop an understanding of the importance of mental and physical health and wellbeing, as well as effective communication and management in a workplace setting

COMMON HEALTH CONDITIONS

IDEAL FOR

Employees who work in a care environment.

COURSE CONTENT

Every hour someone in the UK is told they have Parkinson's disease, there are approximately 152,000 strokes in the UK every year (more than one every five minutes) and one in six of the UK population has some form of hearing loss.

These health conditions along with others such as arthritis and dementia affect a substantial number of people in the UK and a good understanding of them is essential in any care environment.

- Understand how to contribute to monitoring the health of those affected by a range of conditions.
- Develop an awareness of sensory loss.
- Develop an understanding of stroke, dementia, arthritis and Parkinson's disease.

PRINCIPLES OF CARE PLANNING

IDEAL FOR

Those who want to develop knowledge and skills relating to care and support for a career in the social care sector.

COURSE CONTENT

You will develop an understanding of the responsibilities of caring for and supporting people. This includes understanding assessments, planning, implementation and reviews. You will learn the principles and processes of person-centred care, including the promotion of health and wellbeing and how to support people's needs and preferences as part of their care package.

- Care planning for the care worker.
- Understanding nutrition and hydration in health and social care settings.
- Principles of support to maintain personal hygiene.
- Understanding continence care.
- Principles of supporting sleep.

PRINCIPLES OF END OF LIFE CARE

IDEAL FOR

Those working in a health and care setting.

COURSE CONTENT

By 2040, the number of people over 64 in Britain is expected to grow from 9.5 million to 15 million.

This means more people will live with serious chronic illness and need end of life care. The problems faced and support needed by people nearing the end of life is wide ranging. A good understanding of pain management, support and quality of life is essential for all carers.

- Support needed to manage pain and discomfort.
- How dementia impacts on end of life care.
- The role of the care worker at time of death.
- The loss and grief process.

PRINCIPLES OF THE PREVENTION AND CONTROL OF INFECTION IN HEALTH CARE SETTING

IDEAL FOR

Those working in a health and care setting.

COURSE CONTENT

About 300,000 patients develop an infection in England each year while being treated by the NHS.

Protecting people from infection is an essential element of providing high quality care, especially considering the capacity some potentially life threatening infections have to spread within care environments.

- Understand the principles of good personal hygiene and maintain a clean environment.
- Causes of the spread of infection in health care settings.
- Decontamination, cleaning and waste management in health care settings.
- Principles of infection prevention and control in a health care setting.

PRINCIPLES OF WORKING WITH INDIVIDUALS WITH LEARNING DISABILITIES

IDEAL FOR

Those working in a care setting.

COURSE CONTENT

Around 1.5 million people in the UK have a learning disability. As they often have difficulty describing their symptoms, a good knowledge of legislation and the healthcare system, as well as an understanding of signs and symptoms of various conditions, is essential for anyone working with people with learning disabilities.

- Support individuals with learning disabilities.
- Safeguarding and protection.
- Positive risk-taking.
- Personalisation in social care.
- Awareness of autistic spectrum conditions.
- Support those with a learning disability to access healthcare.

SAFEGUARDING, PREVENT AND BRITISH VALUES

IDEAL FOR

Those responsible for the safeguarding of people and for helping prevent radicalisation.

COURSE CONTENT

Official data showed that more than 7,500 people were referred to the Prevent programme in 2015/16.

The course provides an understanding of how to recognise the signs of abuse, reduce the risk of radicalisation and the potential consequences of illegal online activity.

- Understand Prevent Duty.
- Safeguarding.
- Online safety.

UNDERSTANDING AUTISM

IDEAL FOR

Those working in a health and social care and/or education setting.

COURSE CONTENT

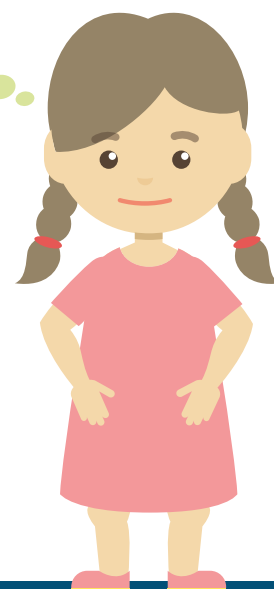
Autism is a spectrum condition that affects how a person communicates with others and how they interpret the world around them. There are around 700,000 people in the UK with autism - more than one in every 100.

- Develop knowledge and awareness of autism.
- How those with autism can be supported to live healthy and fulfilled lives.
- Understand the misconceptions, diagnoses and support surrounding autism.
- Communication and social interaction.
- Sensory processing, perception and cognition.



APPLY NOW

It's okay to be
Different



"I can do the course without having to think about the finance side of it."

UNDERSTANDING CANCER SUPPORT

IDEAL FOR

Those already working in, or intending to work in the healthcare sector. It is also suitable for those who wish to further understand cancer support, or those who care for someone living with cancer.

COURSE CONTENT

One in two people will be diagnosed with cancer in their lifetime. Being able to access the right levels of care and service provides valuable support when people need it most. As cancer treatments are improved and more people survive, an awareness of the impact of living with it long-term and knowledge of how to support people is vital for those with a caring role.

- Ideal continuing professional development for those working in health and social care.
- Suitable for those with a personal interest in caring for someone living with cancer.
- An introduction to the diagnosis and treatment of cancer, the care and support for those living with cancer and end of life and bereavement care.

UNDERSTANDING PERSONAL CARE NEEDS

IDEAL FOR

Those who want a career in the health and social care sector, or who already work in the sector and want to develop specialist knowledge of supporting those with personal care needs.

COURSE CONTENT

This course focuses on developing an understanding of personal care needs and equips you with skills to provide high-quality care. It develops your understanding of the principles of a person-centred approach and equips you with the tools to empower those with personal care needs, treating them with dignity and respect.

- How to support personal hygiene including foot and oral care.
- Understand pressure area care and sepsis.

UNDERSTANDING DIGNITY AND SAFEGUARDING IN ADULT HEALTH AND SOCIAL CARE

IDEAL FOR

Those working in an adult health and social care environment.

COURSE CONTENT

The responsibility of care workers involved in protecting the health, wellbeing and human rights of adults is far reaching.

Allowing people to live free from harm, abuse and neglect can often mean involving health agencies, government departments or the police. Understanding the fundamentals of safeguarding is essential for anyone working in adult health and social care.

- Understand safeguarding.
- Principles of dignity.
- Understand Duty of Care.
- Understand dilemmas and public concerns in adult health and social care.



UNDERSTANDING SPECIFIC LEARNING DIFFICULTIES

IDEAL FOR

Those working in health, social care and education contexts or those who want to improve their knowledge and awareness in this area.

COURSE CONTENT

People with a learning difficulty find it harder to learn certain skills. As this affects around 15% of the population, it is important for those working in the health, social care and education sectors to have some knowledge of different specific learning difficulties, such as attention deficit hyperactivity disorder (ADHD), dyslexia and dyscalculia. This course provides an insight into diagnosis and how people can be supported.

- Understand specific learning difficulties and their effects.
- Diagnosis.
- Supporting those with learning difficulties.
- Understand the context of specific learning difficulties.

UNDERSTANDING THE CARE AND MANAGEMENT OF DIABETES

IDEAL FOR

Those working in the health and care sector.

COURSE CONTENT

Currently, the number of people diagnosed with diabetes in the UK is estimated to be 3.2 million and an estimated 630,000 people have the condition but don't know it. It is believed that deaths from diabetes will rise by more than 50% in the next ten years.

Simple lifestyle measures can be effective in preventing or delaying the onset of this chronic, debilitating and often deadly disease. This course aims to develop awareness and understanding of diabetes and how it is managed.

- The different types of diabetes and how they can occur.
- Understand treatment, management, prevention and early intervention of Type 2 diabetes.
- Learn how the onset of Type 2 diabetes can be delayed with lifestyle changes.
- The importance of ongoing care and the correct treatment of diabetes to control blood sugar levels.

UNDERSTANDING THE SAFE HANDLING OF MEDICATION IN HEALTH AND SOCIAL CARE

IDEAL FOR

Those working in a medical and health and care setting.

COURSE CONTENT

Modern medicines are powerful substances which have beneficial effects for millions of people worldwide.

However, inappropriate use or handling of these substances can have severe consequences, including death. Having good up-to-date knowledge of the safe handling of medicines is essential for anyone working with medication.

- Understand medication and prescriptions.
- The requirements for the safe handling, storage and disposal of medication.
- Safe administration of medication.
- The importance of keeping accurate records and audit processes for medication.





These courses are designed for those who wish to develop their knowledge of mental health problems, the factors that cause mental ill-health and the ways that mental health problems may be managed.

AWARENESS OF MENTAL HEALTH PROBLEMS

IDEAL FOR

Employees who work closely with people on a day to day basis.

COURSE CONTENT

With an estimated 450 million people worldwide living with a mental health issue, around one quarter of British adults will experience some form of mental health problem within the course of a year.

Having a good knowledge of the information available is crucial for care sector employees.

- Develop awareness of a range of issues including stress, anxiety, phobias, eating disorders, post traumatic stress disorder, obsessive compulsive disorder and many more conditions.
- Recognise signs, triggers and symptoms.
- Understand mental health legislation.
- Learn how to manage stress, anxiety and phobias.

COUNSELLING SKILLS

IDEAL FOR

Those who support people with their personal wellbeing.

COURSE CONTENT

Lots of people seek the support of counselling at some point in their lives. If you are working in the caring sector you may want to develop your understanding of counselling to support people in improving their personal wellbeing.

- Diversity and ethics in the use of counselling skills.
- The theory of counselling.
- Counselling skills and personal development.
- Using counselling skills.

PRINCIPLES OF DEMENTIA CARE

IDEAL FOR

Those working in a medical or health care setting or those caring for family at home.

COURSE CONTENT

Dementia affects around 900,000 people in the UK. This figure is likely to rise to 1.6 million by 2040. It is one of the main causes of disability in later life and costs the UK more than £26 billion a year. Understanding dementia and the person centred care required is fundamental to providing high quality care.

- Appreciate and understand the different forms of dementia.
- How to support through person-centred care.
- The influence of positive communication methods.
- Use of medication for those with dementia.
- The importance of offering appropriate activities.
- Equality, diversity and inclusion in dementia care.



"Helped me with next steps to starting a degree."

UNDERSTANDING BEHAVIOUR THAT CHALLENGES

IDEAL FOR

Those working in education and healthcare settings.

COURSE CONTENT

Increase awareness and understanding of challenging behaviour and its effects.

This behaviour can be due to factors such as anxiety, neglect, abuse, learning disabilities and conditions like dementia.

Understanding the causes of challenging behaviour is the first step towards finding ways to support individuals and manage their behaviour.

- Support positive behaviour.
- The importance of effective communication.
- Behaviour management.
- The role of reflection and support for those involved in incidents of challenging behaviour.

UNDERSTANDING MENTAL HEALTH FIRST AID AND MENTAL HEALTH ADVOCACY IN THE WORKPLACE

IDEAL FOR

Those who wish to increase their knowledge of mental health problems and the ways that mental ill health can be managed in the workplace or in daily life.

COURSE CONTENT

Around 450 million people experience mental health problems, with reports suggesting that more than 12 million working days are lost due to work-related stress, depression or anxiety in just one year.

Employers are becoming more transparent and open about mental health issues. This qualification develops an understanding of mental health problems and the support available to colleagues. Increasing the understanding of mental health of staff at all levels builds a culture of care and support.

- Explore mental health.
- Understand how to support those with mental ill health.
- Understand what makes a mentally healthy environment.

UNDERSTANDING WORKING WITH PEOPLE WITH MENTAL HEALTH NEEDS

IDEAL FOR

Those working in a health and care or education setting.

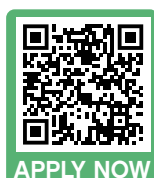
COURSE CONTENT

Mental health presents one of the greatest challenges to society. With an estimated 450 million people worldwide suffering from a mental health problem, around a quarter of British adults will experience some form of mental health issue each year.

While many elements of mental health are still not understood, having a good knowledge of the information that is available is essential in the care sector.

This qualification helps develop the support, understanding and techniques required for working with those who have mental health problems.

- The role of a mental health worker.
- Mental health issues.
- Duty of Care in adult health and social care.
- Approaches to care and management in mental health.
- Understand change and support in relation to mental health.



APPLY NOW

"I learned a lot about a condition which is relevant to my family."



Designed to help improve understanding of personal health or environmental issues.

IMPROVING PERSONAL EXERCISE, HEALTH AND NUTRITION

IDEAL FOR

Those who want to develop their knowledge and skills in personal exercise, diet and health, and different forms of nutrition.

COURSE CONTENT

Poor diet and lack of exercise are recognised as some of the major contributors to ill health. Regular exercise and a balanced diet help to reduce stress and the risk of illness, improve sleep and increase life quality. Having a good understanding of diet and the role of nutrition in exercise and personal motivation is an important part of maintaining wellbeing.

- Understand health, wellbeing and exercise
- Understand the role of nutrition in exercise
- Plan and prepare for personal exercise and nutrition.

UNDERSTANDING CLIMATE CHANGE AND ENVIRONMENTAL AWARENESS

IDEAL FOR

Those who want a greater understanding of climate change and environmental awareness, or those with the responsibility for improving business sustainability.

COURSE CONTENT

This course focuses on the principles of climate change and environmental awareness and the actions organisations can take to reduce carbon footprint.

It will develop your skills in environmental protection, supporting businesses in a range of sectors making positive changes towards reducing environmental impact.

- Knowledge may be applied to different professions.
- The course is also suitable for those who want to change careers.
- You will learn how businesses can reduce their waste, energy consumption and carbon footprint.

UNDERSTANDING NUTRITION AND HEALTH

IDEAL FOR

Those working in sport and recreation, exercise and fitness, hospitality and catering and healthcare. Also suitable for those with a general interest in nutrition and health.

COURSE CONTENT

The number of obese people in the UK has more than trebled in the last 25 years, reaching what many doctors believe to be epidemic proportions.

Insufficient nutrition can lead to a variety of health threatening conditions. More than 60% of adults in the UK are overweight and without action, experts believe that half of these will be obese by 2050. Understanding the benefits of a balanced diet and the role of nutrition in the prevention and treatment of disease is fundamental.

- Principles of healthy eating.
- Nutritional needs of different groups.
- Using food and nutrition to plan a healthy diet.
- Weight management.
- Understand eating disorders.





These courses are designed to develop skills suitable for a range of business sectors.

INFORMATION, ADVICE AND GUIDANCE

IDEAL FOR

Those working in careers guidance and/or education.

COURSE CONTENT

Offering clear and accurate information, advice or guidance and knowing what can be shared legally and professionally can improve outcomes for businesses.

Staff need to be aware of the fundamental rules for successful information sharing. This qualification aims to develop interaction and interpersonal skills to help positively develop service delivery.

- Explore communication techniques.
- Study how values, attitudes and beliefs can affect interactions.
- Develop interaction and interpersonal skills.
- Learn how information, advice or guidance can be explored.
- Learn how to develop group interaction.
- Manage information, including storage and retrieval.
- Learn how to comply with the law.

LEAN ORGANISATION MANAGEMENT TECHNIQUES

IDEAL FOR

Those working in areas where improvements to quality, processes and costs have been identified.

COURSE CONTENT

A lean organisation provides the greatest customer value with the fewest resources, a philosophy increasingly important in today's competitive business market.

A sound understanding of the concept and benefits of a lean environment, as well as knowledge of business techniques and working in teams, is essential.

Our nationally recognised qualification is designed to provide an appreciation and understanding of some key principles of lean organisation management.

- Lean organisation and continuous improvement techniques.
- Principles and techniques of workplace organisation.
- Visual indicators to improve the work environment.
- The benefits of effective team working.
- The role of the team leader.
- How to deal with conflict as a team member or team leader.

PREPARING TO WORK IN ADULT SOCIAL CARE LEVEL 1

IDEAL FOR

Those who want to enter the adult social care sector, or those already working in the sector who want to progress in their role.

COURSE CONTENT

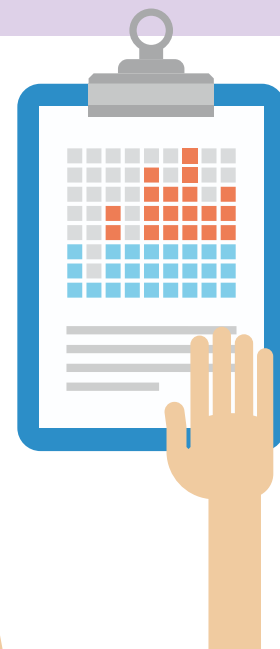
This course will provide you with the fundamentals of the adult social care sector and explore the different roles that make up this field of work.

You will develop a comprehensive understanding of the principles of person-centred care, as well as the values and attitudes needed for this profession.

- Suitable for a broad range of careers.
- You will understand how to progress your career in the adult social care sector and make informed decisions.
- You may also consider the Level 2 course in Preparing to Work in Adult Social Care.



APPLY NOW



PREPARING TO WORK IN ADULT SOCIAL CARE LEVEL 2

IDEAL FOR

Those interested in working in the care sector.

COURSE CONTENT

The need for adult social care continues to rise at a time when the system supporting that care is rapidly and significantly changing. With around 1.5 million people working in adult social care in England, care workers need up-to-date support and guidance in order to provide adequate person-centred care.

- Communication and personal development.
- Equality, diversity and inclusion.
- Safeguarding and protection.
- Duty of Care.
- Understanding the role of the social care worker.
- Person-centred approaches.
- Health and safety and handling information.

“Gave me time to reflect on what I do in work and link it to legislation and theory.”

PRINCIPLES OF WAREHOUSING AND STORAGE

IDEAL FOR

Those who want to enter the warehousing and storage industries, or want to gain the knowledge and skills to progress in their career.

COURSE CONTENT

Develop an in-depth understanding of the warehousing and storage industries. You will gain insight into the organisation and co-ordination required by any successful warehousing and storage operation.

This course will not only provide you with knowledge of receiving and storing goods, but will also equip you with skills in processing orders and stock control methods.

- You will develop knowledge of a range of areas relating to the sector.
- Includes health and safety and customer service.
- You will gain evidence of your professional development with logistical knowledge and skills for a career in the warehousing and storage sector.

UNDERSTANDING TENANT SUPPORT IN SOCIAL HOUSING

IDEAL FOR

Those who want to enter a career in the social housing sector, or those already working in the sector who want to better understand tenants' issues and how they can support them.

COURSE CONTENT

Develop an understanding of the social housing sector and its services. This course also includes the principles of customer service, as well as the responsibility for safeguarding tenants.

You will gain an understanding of the range of potential problems tenants may face and develop skills that enable you to identify, record and report these issues.

- Understand the principles of safeguarding and equality and diversity.
- Understand mental and physical ill health.
- Understand the reasons for problematic behaviour and the issues facing isolated tenants.



For more information email the admissions team on:
applications@wigan-leigh.ac.uk or call **01942 761111**
or visit **wigan-leigh.ac.uk/adult-courses/online-learning**

