

Course Catalogue - Autumn '18

Online Training from The Digital College



4 NEW COURSES

IT ESSENTIALS
SOCIAL MEDIA SKILLS

TRAFFIC MARSHALL
ABRASIVE WHEELS - A GUIDE TO KEEPING SAFE

Employability Skills

Level 1 Food Hygiene and Safety



Our level 1 food hygiene certificate course gives an introduction and basic understanding of food hygiene and is an essential starter course for people who wish to work in the manufacture, preparation and serving of food and food products.

Level 2 Food Hygiene and Safety



Our Food Hygiene Level 2 certificate course covers food hygiene, food hazards, food poisoning, how food becomes unsafe, personal hygiene, awareness of contamination, time and temperature factors, proper cleaning and sanitising, premises and equipment and food handling responsibilities.

Retail Skills and Values



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.

Call/Contact Centre - an Introduction



This online learning module provides a good understanding of contact centre operations - including the more traditional call centre. By the end of the course, you will be able to demonstrate an understanding of the purpose of a contact centre and the job role of a centre agent.

Customer Service and Care - an Introduction



Customer Service is one of the most important aspects in any business. As such, this course has been 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.

Restaurant Hospitality



An online learning course to explain the basics in good hospitality skills and at the same time show how it can be equally useful for workers in other areas of hospitality such as bars, cafes and coffee shops. We will provide the information needed to help you give the best customer service.

Control of Substances Hazardous to Health (COSHH)



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.

Safeguarding Explained



This is our introductory unit for Safeguarding and is designed to provide candidates with a general understanding of the concept of safeguarding of vulnerable adults, children and young people.

Safeguarding Vulnerable Adults



This Safeguarding of Vulnerable Adults (SOVA) course is designed to help those who work with vulnerable adults increase their knowledge on such an important subject. Safeguarding adults is everyone's responsibility and having a thorough understanding is invaluable.

Safeguarding Children and Young People



Our safeguarding children course is essential for anybody who works with the young. This safeguarding 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.

Employment Support

Planning to Start Your Own Business



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 for what is required to meet them.

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 or anxiety.

Managing Mental Health and Wellbeing at Work



This online learning resource offer practical guidance for people whose working life is being affected by a manageable mental health condition, such as depression, anxiety or stress.

Social Media Skills (New)



Our social media module 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.

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.

Construction

Manual Handling



Want to get ahead in construction? The Digital College offers seven courses that provide training in essential construction-related skills areas.



This course is designed to give the learner 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..

Traffic Marshall



The Traffic Marshall course provides online training for this important role responsible 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? Signs and symptoms of dementia; communicating with people; and understanding and respect.

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; decision making and how to decide what is in a person's best interests.

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; and the need to provide an accurate description of observed seizures.

Infection Control



Our "Infection Control" training provide 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.

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 possible 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.

Level 1 Award: 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 will provide you with everything you need 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.