

Course Catalogue Summer 2020

Over 70 courses:

- Six new 100% Online qualifications
- Accredited courses
- CPD and AAT courses
- IEMA Workforce Certification



New Qualifications (RQF) – Study and take assessments online

Level 1 Principles of Health & Safety in Workplace



An introductory qualification covering many aspects of health and safety across common workplace settings. The learner will become familiar with hazards, the concept of risk and a hierarchy of control measure that can be put in place.

Level 1 Health and Safety in 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 (CSCS) Green Card.

Level 2 Control of Substances Hazardous to Health (COSHH)



A COSHH qualification is valuable to those working across many industries where hazardous substances may occur. This course will cover both the legal and practical aspects of dealing with these substances, as well as control measures.

Level 1, 2 and 3 Food Hygiene in Catering



Our range of food hygiene qualifications offer formally assessed training that demonstrates competency in handling food from a basic level up to the more advanced level 3 course often required for supervisory roles..

Employment

Accredited short courses

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. This course is valuable to those working across many industries.

Customer Service and Care - an Introduction



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.

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

Food Hygiene and Safety (2 courses: Level 1 / Level 2)



Our accredited food hygiene courses cover food hygiene, hazards and poisoning, how food becomes unsafe, personal hygiene among other topics. Also available as Qualifications. (see above)

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



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.

Safeguarding Vulnerable Adults



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.

Business Administration - An Introduction



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.

Safeguarding Children and Young People



Our safeguarding children course is essential for anybody who works with the young. This course will explain your role and responsibilities, and guide you in carrying out appropriate actions should you have any concerns.

Plus these accredited courses to introduce new careers

- Warehouse and Logistics
- Travel and Tourism
- Teaching Assistant
- Restaurant Hospitality
- Childcare for Childminders
- Childcare in a Nursery

Skills and Employment Support

Accredited short courses

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.

*** 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

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.



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

Accredited short courses

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



An online learning module which 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



Explore the concepts associated with equality and diversity. Our online learning will take a broader look at the processes and legislation that are in place. Suitable for a wide range of roles and industries.

Induction of New Staff



Inducting new staff is an essential step to help employees start in the best way possible. Our course aims to provide you with knowledge of the induction process and is ideal for anyone who is, or is aspiring to become, a line manager.



AAT Essentials Courses

Across all businesses, many senior job roles now require an understanding of finance. Despite this, it is not uncommon for individuals in these roles to have had no official financial training or accounting experience before taking on these responsibilities.

Whether the student is already in a role that requires knowledge of finance, or are looking to progress into a role of this nature, these courses will provide them with an introduction to finance.

We offer three Essentials courses certified by AAT

- **Cash Flow Management**
- **Finance for Non-financial Managers**
- **Budgeting**



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