

# FREE Distance Learning Courses

## Business

### Information Advice and Guidance NCFE Level 2 Certificate

This nationally recognised qualification is ideal for anyone currently working in or looking to gain employment in information, advice or guidance roles such as a Customer Service Advisor, Support Worker or Peer Mentor.

### Principles of Business Administration NCFE Level 2 Certificate

This qualification provides learners with the knowledge that is required to work in a range of environments in a business administration role. Learners will know how to carry out administrative tasks such as managing information and supporting events and will be able to apply their knowledge in a variety of industries and job roles.

### Principles of Customer Service NCFE Level 2 Certificate

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles. Learners will have essential knowledge of how to carry out tasks such as managing information and supporting events.

### Principles of Team Leading TQUK Level 2 Certificate

This qualification provides learners with the knowledge and understanding to successfully lead a team. Learners will know the principles of team leading, develop an understanding of business and develop the knowledge needed to support communication with various levels of stakeholders.

### IT User Skills TQUK Level 2 Certificate

This qualification is for anyone who wants to develop their IT skills. It is ideal for those who use IT in their current role. You must have access to a computer and a basic understanding of Word, Powerpoint and Excel as this will form part of your assessment.

### Principles for Digital Skills in Employment

#### TQUK Level 2 Certificate

This qualification is for anyone who wants to develop their knowledge and understanding of digital skills in employment, and the importance of it in the workplace.

### Lean Organisation Techniques TQUK Level 2 Certificate

This course is for anyone interested in finding out more about maximising productivity in the workplace. It will give a detailed understanding of lean management systems and ensure effective team work in a variety of business settings.

## Childcare

### Autism CACHE Level 2 Certificate

This course is for those working in, or intending to work in a sector or job roles where an understanding of autism and knowledge of how to support people with autism is required. Topics covered include the person-centred approach and influence of positive communication methods, how to support positive behaviour and how individuals with autism can be supported to live healthy and fulfilled lives.

### Equality and Diversity NCFE Level 2 Certificate

This course will help you understand the concepts of equality and diversity in a variety of environments, highlighting the effects of stereotyping, labelling, prejudice and discrimination. The aim of the course is to raise awareness of the issues surrounding equality and diversity and to apply this awareness through actions.

### Understanding Behaviour that Challenges

#### CACHE Level 2 Certificate

This course is designed to increase your awareness and understanding of behaviour that challenges and its effects. It is useful for those working in education settings. Study units on how to support positive behaviour, the importance of effective communication and the management of behaviour that challenges as well as the role of reflection and support.

### Understanding Children and Young People's Mental Health

#### CACHE Level 2 Certificate

The purpose of this qualification is to increase your knowledge and awareness of children and young people's mental health, including units covering mental health in context, mental health problems, the impact of mental ill-health on children and young people and support available to maintain mental wellbeing.

## Health & Safety

### Cleaning Knowledge and Skills NCFE Level 2 Certificate

This NCFE certificate is perfect for anyone that is looking to develop their cleaning knowledge and skills. They would gain an understanding of the basic principles of cleanliness, hygiene and waste management enabling them to progress within their current role.

## Health & Social Care

### Awareness of Mental Health Problems CACHE Level 2 Certificate

This qualification is designed for those who want to raise their awareness of mental health and the problems that can cause mental ill-health.

### Common Health Conditions Cache level 2 Certificate

For those currently working or intending to work in adult health and social care, this course aims to develop your knowledge and understanding of various common health conditions and how individuals affected by these conditions should be monitored.

### End of Life Care CACHE Level 2 Certificate

This qualification is designed for those who wish to gain an understanding of end of life care. It looks at how to work in end of life care, managing pain and discomfort, care planning, dementia, and the role of the care worker at the time of death.

### Mental Health Awareness CACHE Level 1 Certificate

This qualification provides a good introduction to the subject of mental health, the various illnesses and treatment routes available to sufferers, and would provide a good basis for further learning in the area leading to a career in mental health care.

### Preparing to Work in Adult Social Care CACHE Level 2 Certificate

This qualification is aimed at those interested in, or new to, working in adult social care in England. It doesn't confirm competence but relates to the knowledge elements covering topics including communication, duty of care and safeguarding.

### Prevention and Control of Infection CACHE Level 2 Certificate

For those working or intending to work in health care settings, this course will help you understand the meaning and importance of infection control; the causes of infections, the conditions in which they thrive and the ways that they can be spread and the methods used to prevent and control the spread of infection.

### Principles of Care Planning CACHE Level 2 Certificate

This qualification will help you to understand your role in supporting individuals in relation to their care and support, the development and implementation of care plans and contributing to the review of these by observing, monitoring and reporting on care activities.

### Principles of Dementia Care CACHE Level 2 Certificate

The course is designed for anyone who wants to raise their awareness of caring for those with dementia. It covers areas such as person-centred care, the influence of positive communication methods, issues relating to the use of medication for those with dementia and the importance of providing appropriate activities.

### Principles of Working with Individuals with Learning

#### Disabilities CACHE Level 2 Certificate

This qualification is designed to prepare you for employment and to support a role in the workplace where you may work or interact with people with learning disabilities. You will explore the principles of safeguarding and positive risk taking and gain awareness of the autistic spectrum.

### Safeguarding and Dignity in Adult Social Care

#### CACHE Level 2 Certificate

If you work or intend to work in adult health or social care, this course will help you to gain an understanding of dignity and safeguarding, their relevance in health and social care, how you can work to uphold these key principles and how they are applied in everyday work contexts.

### Safe Handling of Medicines CACHE Level 2 Certificate

Develop your understanding of how to handle medicine safely, including obtaining, storing, administering and disposing of medication, different types of medication and their use, and legislation on medication.

### Understanding Care and Management of Diabetes

#### CACHE Level 2 Certificate

This qualification aims to provide an understanding of the different types of diabetes and how they can occur; develop an awareness of how the onset of Type 2 diabetes can be delayed with lifestyle changes; develop an understanding of diabetes diagnosis and initial care as well as develop an understanding of on-going care and treatment of diabetes to control blood sugar levels.

### Understanding Nutrition and Health

#### CACHE Level 2 Certificate

Increase your understanding of the principles of healthy eating and the role of food in maintaining health. This programme includes planning for a healthy diet, weight management, eating disorders, food labelling and how an individual's dietary requirements change throughout their life.

### Self Harm and Suicide Awareness and Prevention

#### TQUK Level 2 Certificate

This qualification is for anyone who wants to improve their understanding and awareness of self harm and suicide. Whilst not sector specific, it can be applied to a broad range of personal and professional situations.

