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**HARTLEPOOL LEARNING
& SKILLS SERVICE
HARTLEPOOL
BOROUGH COUNCIL**



Online Course Guide 2020/21

Innovative learning your way

Welcome to Hartlepool Learning & Skills Service's Online Learning Guide which contains a wide range of non-accredited and accredited courses that will help enhance your personal, social and employability skills.

The Service has high expectations and is committed to delivering only outstanding provision for all of our learners. These courses are delivered flexibly to suit your individual needs and you will be supported throughout by a dedicated Tutor/Assessor. All learners have access to our online learning platform and you will receive ongoing guidance to achieve your learning and career goals.

Accredited Distance Learning Courses

Business Administration & Management

Course Title	Price	Duration	Awarding Body
Principles of Business Administration Level 2	Free	16 weeks	NCFE
Principles of Customer Service Level 2	Free	16 weeks	NCFE
Information, Advice & Guidance Level 2	Free	16 weeks	NCFE
Lean Organisation Management Techniques Level 2	Free	16 weeks	TQUK
Principles of Team Leading Level 2	Free	16 weeks	TQUK

Childcare & Education

Course Title	Price	Duration	Awarding Body
Awareness of Bullying in Children & Young People Level 2	Free	16 weeks	TQUK
Behaviour that Challenges in Children Level 2	Free	16 weeks	TQUK
Children and Young People's Mental Health Level 2	Free	16 weeks	NCFE
Common Childhood Illnesses Level 2	Free	16 weeks	NCFE
Introduction to Caring for Children & Young People Level 2	Free	16 weeks	NCFE

Health & Social Care

Course Title	Price	Duration	Awarding Body
Awareness of Mental Health Problems Level 2	Free	16 weeks	NCFE
Common Health Conditions Level 2	Free	16 weeks	NCFE
Dignity and Safeguarding in Adult Social Care Level 2	Free	16 weeks	NCFE
Falls Prevention Awareness Level 2	Free	16 weeks	NCFE
Mental Health Awareness Level 1	Free	16 weeks	NCFE
Principles of Working with Individuals with Learning Disabilities Level 2	Free	16 weeks	NCFE
Principles of Care Planning Level 2	Free	16 weeks	NCFE
Principles of Dementia Care Level 2	Free	16 weeks	NCFE
Principles of End of Life Care Level 2	Free	16 weeks	NCFE
Preparing to Work in Adult Social Care Level 2	Free	16 weeks	NCFE
Specific Learning Difficulties Level 2	Free	16 weeks	NCFE
Understanding Autism Level 2	Free	16 weeks	NCFE
Understanding Behaviour that Challenges Level 2	Free	16 weeks	NCFE
Understanding the Safe Handling of Medication Level 2	Free	16 weeks	NCFE

Personal Development

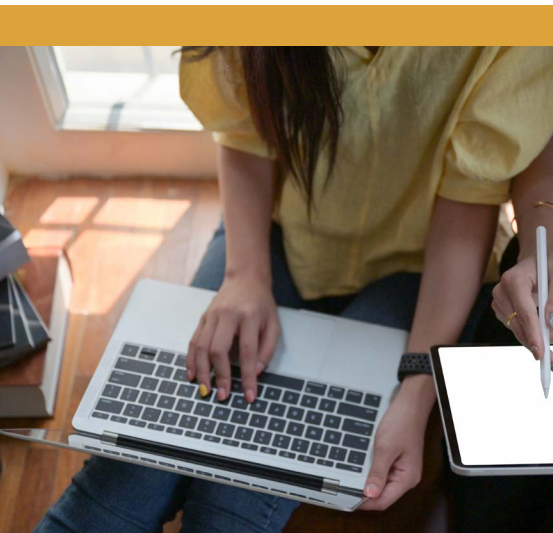
Course Title	Price	Duration	Awarding Body
Digital Skills for Employment	Free	16 weeks	TQUK
Equality and Diversity Level 2	Free	16 weeks	NCFE
IT User Skills Level 2	Free	16 weeks	TQUK
Safeguarding, Prevent & British Values Level 2	Free	16 weeks	TQUK

Retail & Hospitality

Course Title	Price	Duration	Awarding Body
Cleaning Knowledge and Skills Level 2	Free	16 weeks	TQUK
Understanding Retail Operations Level 2	Free	16 weeks	NCFE

Wellbeing

Course Title	Price	Duration	Awarding Body
Understanding Nutrition and Health Level 2	Free	16 weeks	NCFE



“The online course was not only a great way of gaining knowledge but also developing new skills.”



Non-Accredited Distance Learning Courses

Course Title	Price	Duration	Awarding Body
Customer Service	Free	3 hours	Aim Awards
CV Writing	Free	3 hours	Aim Awards
Drug Awareness	Free	3 hours	Aim Awards
Employment Rights, Contracts & Pay	Free	3 hours	Aim Awards
Employment Skills	Free	3 hours	Aim Awards
Equality and Diversity at Work	Free	3 hours	Aim Awards
Healthy Lifestyles: Essentials	Free	3 hours	Aim Awards
Internet Safety for IT Users	Free	3 hours	Aim Awards
Introduction to Hospitality and Catering	Free	3 hours	Aim Awards
Introduction to Construction and Building	Free	3 hours	Aim Awards
Introduction to Transport and Logistics	Free	3 hours	Aim Awards
Job Seeking Skills	Free	3 hours	Aim Awards
Mental Health and Wellbeing: Essentials	Free	3 hours	Aim Awards
Personal Finances	Free	3 hours	Aim Awards
Principles of Building Construction, Information and Communication	Free	3 hours	Aim Awards
Understanding How to be Successful	Free	3 hours	Aim Awards
Understanding Pensions	Free	3 hours	Aim Awards
Working in Construction and Building	Free	3 hours	Aim Awards

Non-Accredited Distance Learning Courses

Short CPD Courses

Course Title	Price	Duration	Awarding Body
Alcohol Awareness	Free	4 hours	-
Dementia Awareness	Free	4 hours	-
Safeguarding Adults and Children	Free	4 hours	-
Sexual Health Awareness	Free	4 hours	-
Awareness of Substance Misuse	Free	4 hours	-
Understanding Anxiety	Free	4 hours	-
Understanding Depression	Free	4 hours	-
Understanding Eating Disorders	Free	4 hours	-
Understanding Stress	Free	4 hours	-
Mental Health Awareness	Free	8 hours	-
Mental Capacity Act	Free	4 hours	-
Understanding the Safe Handling of Medication	Free	4 hours	-
Food Safety Awareness	Free	4 hours	-
Preparing to Deliver Excellent Customer Service	Free	8 hours	-
COSHH Risk Assessment	Free	4 hours	-
Fire Safety Principles	Free	4 hours	-

Course Title	Price	Duration	Awarding Body
Health and Safety in the Workplace	Free	4 hours	-
Manual Handling Safety at Work	Free	4 hours	-
DSE Risk Assessment	Free	4 hours	-
Principles of Internet Safety	Free	4 hours	-
Understanding Leadership	Free	4 hours	-
Performance Management	Free	4 hours	-
Organising & Delegating	Free	4 hours	-
Leading & Motivating a Team	Free	4 hours	-
Conflict Management	Free	4 hours	-
Discipline in the Workplace	Free	8 hours	-
Induction of New Staff	Free	4 hours	-
Planning & Allocating Work	Free	4 hours	-
Stress Management	Free	4 hours	-
*Solving Problems Making Decisions	Free	4 hours	-
Induction Essentials	Free	4 hours	-
Personal Money Management	Free	4 hours	-
Rights and Responsibilities	Free	4 hours	-
Understanding Equality and Diversity	Free	4 hours	-

Course Title	Price	Duration	Awarding Body
First Aid Programme – Zones 1-4	Free	16 hours	-
Explore the Principles of Healthy Eating	Free	4 hours	-
Principles of Weight Management	Free	4 hours	-
Understand the Principles of Exercise and Fitness	Free	4 hours	-
Prevention and Control of Infection	Free	4 hours	-
Principles in Safeguarding	Free	4 hours	-
The Importance of British Values	Free	4 hours	-
Prevent Duty	Free	4 hours	-
The Importance of Online Safety	Free	4 hours	-

Please note that funding is subject to learners meeting eligibility criteria including being aged 19+ and residing in the EU for the past three years.

All eligibility will be confirmed as part of the enrolment process and if you have any queries please contact a member of staff.

“I really enjoyed my course which supported my current role and look forward to completing more in the future.”



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