



## **Hartlepool Borough Council Learning & Skills Online Course Guide 2021/22**

Innovative learning your way



**Enrol now**  01429 868616



[www.hartlepoollearningandskills.com](http://www.hartlepoollearningandskills.com)

Welcome to the Hartlepool Learning & Skills Service Online Course Guide which contains a wide range of non-accredited and accredited distance learning courses to support with personal development and aid career progression.

All courses are free to any learner who completes. All learners can complete in their own time to suit their individual needs and will be supported throughout by a dedicated tutor/assessor. In addition, learners will have access to our online learning platform and will receive ongoing advice and guidance to achieve their learning and career goals.

If you wish to enrol for any of the courses listed in this guide please call **01429 868616** or go to <https://learningandskillsportal.hartlepool.gov.uk/page/findcourse>

## 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
Certificate in Event Planning Level 2	Free	16 weeks	TQUK

### Childcare & Education

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
Certificate in Special Educational Needs Level 2	Free	16 weeks	TQUK

## Health & Social Care

Course Title	Price	Duration	Awarding Body
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
Certificate in Counselling Skills Level 2	Free	16 weeks	NCFE
Principles of Working with Individuals with Learning Disabilities Level 2	Free	16 weeks	TQUK
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
Certificate in Self Harm and Suicide Awareness and Prevention Level 2	Free	16 weeks	TQUK
Certificate in Living in a Fair and Diverse Society Level 2	Free	16 weeks	TQUK
Understanding Mental Health Problems Level 2	Free	16 weeks	NCFE
Certificate in Allergy Awareness for those Working in the Service Sector Level 2	Free	16 weeks	TQUK
Certificate in Allergy Awareness for those Working with Children Level 2	Free	16 weeks	TQUK
Certificate in Allergy Awareness for those Working in Adult Social Care Level 2	Free	16 weeks	TQUK

Course Title	Price	Duration	Awarding Body
Understanding Autism Level 3	(*Free)	20 weeks	NCFE
Understanding Dementia Awareness Level 3	(*Free)	20 weeks	NCFE
Certificate in Understanding Mental Health Level 3	(*Free)	20 weeks	NCFE

## Personal Development

Course Title	Price	Duration	Awarding Body
Digital Skills for Employment Level 2	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
Award in Prevention and Control of Infection Level 2	Free	16 weeks	TQUK

## Retail & Hospitality

Cleaning Knowledge and Skills Level 2	Free	16 weeks	TQUK
Understanding Retail Operations Level 2	Free	16 weeks	NCFE
Certificate in Principles of Warehousing Level 2	Free	16 weeks	TQUK

## Wellbeing

Understanding Nutrition and Health Level 2	Free	16 weeks	NCFE
Personal Exercise, Health and Nutrition Level 2	Free	16 weeks	TQUK

## Functional Skills

Functional Skills in English (Entry 3 to Level 2)	Free	60 hours (per level)	-
Functional Skills in Maths (Entry 3 to Level 2)	Free	60 hours (per level)	-

## Non-Accredited Distance Learning Courses

### Short CPD Courses

Course Title	Price	Duration	Awarding Body
GDPR	Free	4 hours	-
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	-
Health and Safety in the Workplace	Free	4 hours	-
Manual Handling Safety at Work	Free	4 hours	-

Course Title	Price	Duration	Awarding Body
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	-



Course Title	Price	Duration	Awarding Body
Solving Problems Making Decisions	Free	8 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	-
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	8 hours	-
The Importance of Online Safety	Free	4 hours	-
Awareness of Female Genital Mutilation (FGM)	Free	4 hours	-
Lesbian, Gay, Bisexual and Transgender (LGBT+)	Free	4 hours	-
Awareness of Domestic Violence	Free	4 hours	-
Awareness of Gangs and Drug Channels	Free	4 hours	-
Environmental Impact	Free	8 hours	-
Forced Marriage	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.

\*If you are aged 19 or over and have lived in the UK for 3 years or more, you may be able to start this course without paying upfront, if you have not achieved a full Level 3 previously. However, you may also access the Advanced Learner Loan scheme to fund your studies. Call us on 01429 868616 for more information.

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## Careers Service

Are you looking for work or do you want to up-skill and further your career?

Contact our Careers Advisers who offer bespoke support so you can take the next steps, improve your skills and/or progress into employment.

Refer Online: [www.hartlepool.gov.uk/careersservice](http://www.hartlepool.gov.uk/careersservice)

Phone our Careers Hotline: **01429 401831, Monday to Friday 10am-4pm**

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