



HOME LEARNING COURSES



in association with the **skills** network

Welcome



HOME LEARNING

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Working with our training partner, The Skills Network, we have secured a number of funded places on a variety of short-course distance learning qualifications.

This means that we can offer free courses to all staff, helping you reach your personal and professional goals. There are a large variety of development opportunities available, including courses in:

- Personal Health and Wellbeing
- Professional Development
- Health and Social Care.

About Our Training Partner

The Skills Network is established as a leading provider of training, having worked with employers across the country to develop people's knowledge and skills.

Training over 25,000 learners per year, they are the perfect partner to ensure you are provided with an easy and enjoyable learning experience.



How it Works

All of our home learning courses are offered through a distance learning method. This is an alternative to traditional classroom work, meaning you can study from home, from work or wherever you choose – all in your own time.

How Do the Courses Work?

You can sign up and complete your course of choice in a few simple steps;

- Choose your course from the brochure or the dedicated Home Learning site
- Apply online or by emailing your Home Learning Representative (details are below)
- You will receive a personal learning pack including paper-based learning workbooks and assessments
- Choose to complete your course on paper or via online assessment
- Read the workbooks and complete the assessments over a period of 12-16 weeks.

Upon completion you will receive a nationally recognised qualification, certified by our training partner.

Is Learning Support Available?

Yes! Our training partner will provide you with a remote tutor who, if needed, will provide you with all the support you need to complete your course.

How to Apply

To apply, complete an online application form by visiting the dedicated web address (below left) or for more information contact your **Home Learning Representative** using the details at the bottom of this page.

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Personal Health and Wellbeing

COURSES AVAILABLE

ncfe

Level 1 Award in Exercise Studies

This qualification is suitable for those who require a greater understanding of how to improve their personal health and fitness and gain knowledge of the benefits of exercise.

Course Content

- Principles of exercise and fitness
- Safety in exercise
- Applying a training programme



ncfe

Level 2 Award in Nutrition and Health

This course will improve a learner's knowledge surrounding the diet and health of different groups, the values of nutrition and how to prepare healthy food.

Course Content

- Healthy eating
- Nutritional needs
- Planning a diet



Developing skills...
for a million voices...

To view flyers and sample pages of courses available, please visit:

www.theskillsnetwork.co.uk/unison



1: Understand the principles of exercise and...

Unit 1



Certificate in Equality and Diversity

An ideal introduction to the good practices of equality and diversity (E&D), the programme supports individuals to promote E&D in the workplace and the wider community.

Course Content

- Rights/responsibilities
- Promoting diversity
- Diverse communities

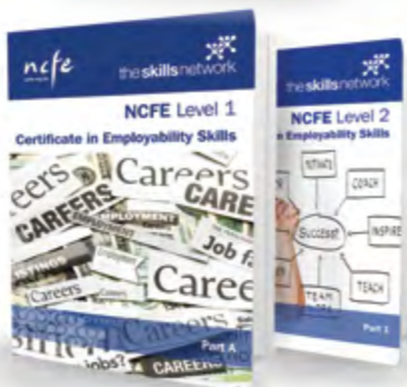


Certificate in Employability Skills

Employability skills have been identified as a priority area so this course is perfect for people wishing to improve their job skills, career progression and employment opportunities.

Course Content

- Problem solving
- Team working
- Interview skills
- Setting targets
- First days at work
- Employment essentials



Certificate in Customer Service Knowledge

This course is ideal for anyone who wants to develop their knowledge or those already in a customer service role. Learners have the opportunity to progress to the level 3 course (see right).

Course Content

- Understanding your organisation
- Prepare to deliver excellent customer service
- Communication in a customer service role



Level 1 Award in Learning to Learn

This is an essential course for learners returning to study or for those wishing to get an introduction to learning and progress to other forms of education.

Course Content

- Course study
- Organising time effectively
- Prioritising
- Using information
- Contributing in learning situations



Certificate in Personal and Social Development

This course is great for anyone wanting to recognise the importance of personal and social skills. Learners will identify and develop these skills, incorporating them into all areas of their life.

Course Content

- Developing self
- Problems in daily life
- Preparation for work
- Working as a group
- Managing social relationships

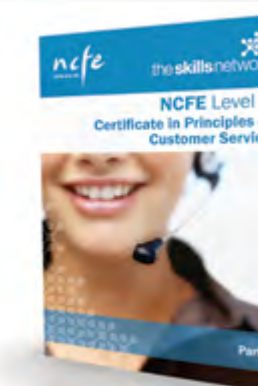


Certificate in Principles of Customer Service

This course aims to develop a learner's knowledge of customer service in different areas. It also provides the knowledge aspect of the Advanced Apprenticeship in Customer Service.

Course Content

- Communication
- Principles of customer service
- Making improvements to customer service



Health and Social Care

COURSES AVAILABLE

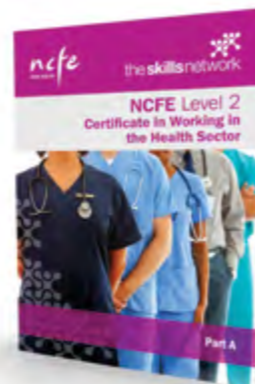
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Certificate in Working in the Health Sector

This course aims to give learners interested in the health sector a great introduction to all areas. It is also beneficial to existing staff looking to extend their personal and professional development.

Course Content

- Communication skills
- People and personal development
- Health, safety and security
- Service improvement
- Quality standards



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Certificate in Understanding the Safe Handling of Medicines

An ideal course to help those working in the sector to understand different types of medication, how they are used, stored and disposed of safely.

Course Content

- Medication and prescriptions
- Supply, storage and disposal
- Administering medication safely
- Record keeping and auditing



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Certificate in The Principles of End of Life Care

This course helps learners to identify, develop and formally recognise their knowledge and skills surrounding the care of patients, friends and families at this sensitive time of life.

Course Content

- Understanding end of life care
- Communication
- Care planning
- Person centred approaches
- Care during the final hours of life



Health and Social Care



Certificate in Understanding Working in Mental Health

A thought provoking qualification for learners wishing to develop an understanding of what is involved when working with people with mental health problems.

Course Content

- Mental health issues • Duty of care • Equality and diversity
- Care and management • Change and support



Certificate in The Principles of Dementia Care

This course is ideal for those wishing to learn about the benefits of positive communication, the issues around the use of medication to treat dementia and the importance of person centred care.

Course Content

- Dementia awareness • Person centred approach
- Communication and interaction • Administering medication



Developing skills... for friends and family...

Your friends and family can also sign up to our courses – for FREE! For more information visit:

www.theskillsnetwork.co.uk/ffoffer




COURSES AVAILABLE





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 **www.theskillsnetwork.co.uk/unison**