



An online brochure to share our library of courses with your organisation.

This document will provide you with the course title, a short description of the course, it's sections and the time it takes to complete.

Contents: Health & Safety Courses;

HR Compliance Courses; Business Compliance Courses;

Soft Skills Courses; Management Courses;

We have courses to benefit many sectors including Manufacturing, Distribution, Service, Education, Healthcare, Food Service, Catering, Construction, Management.

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One credit allows one employee to train on the chosen course

STEP 1. You buy as many has you need to train your
employees and email us the choices

STEP 2. We will send you a quotation

STEP 3 You confirm the order and quantity of credits

STEP 4 We give you full access the training courses

Step 4 Train as and when it suits your business needs.



Health and Safety Courses

Course Title	Description	Sections	Time (mins)
Abrasive Wheels	This online training course was designed for employees who handle, operate, and maintain abrasive wheels in the workplace. Covering the dangers, legal responsibilities, and inspections of abrasive wheels, this course aims to leave the user confident in their day-to-day duties working towards compliance with the PUWER regulations. Abrasive wheels can be extremely dangerous if not used correctly, and this course should not be used instead of practical training, but rather to work alongside practical training to ensure the user understands their legal responsibilities.	<ol style="list-style-type: none"> 1. An Introduction to Abrasive Wheels 2. The Types of Abrasive Wheels 3. Choosing the Right Wheel 4. Wheel Safety and Maintenance 	40
Accident Reporting	Accident reporting plays a crucial role in maintaining a safe workplace, as the aim of the practice is to ensure that the accident is not repeated. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013), employers require "responsible persons" to report accidents, major injuries, dangerous occurrences, and even death in the workplace. Therefore, it is a legal duty to practice accident reporting This course, which is an introduction to accident reporting, helps the user to understand how to fill out an accident report form and what to include in it. Additionally, it covers what sort of accidents need reporting, as well as covering the legal obligations of the person reporting the accident.	<ol style="list-style-type: none"> 1. The background of accident reporting 2. What should be recorded? 3. Reporting an accident 	15
Course Title	Description	Sections	Time (mins)
Anaphylaxis & Allergy Training for Schools & Carers	This online training course has been designed to be used by anyone who cares for children, including those in schools, parents, guardians, youth workers and childminders. Our training will provide you with a step-by-step emergency procedure to	<ol style="list-style-type: none"> 1. Allergies 2. Allergy Management 3. Anaphylaxis 	40



	<p>follow in response to an anaphylactic shock. In just 40 minutes you will learn about what Individual Healthcare Plans are, the different types of allergies and how they are caused, what anaphylaxis is, school policies and responsibilities and the impact that these allergies can have on a child.</p>	<p>4. School Policies and Responsibilities</p> <p>5. The Impact of Allergies on Children</p>	
<p>Asbestos Awareness (+ International Version)</p>	<p>This training course was designed for workers who may potentially come into contact with asbestos whilst at work. The course informs the user of what asbestos is, where it might be found, and what it's used for; and why it's dangerous. Employers have a legal responsibility to ensure that their staff know where asbestos and related materials are likely to be found, how to avoid the risk of exposure and to provide the necessary PPE to keep the worker safe.</p>	<p>1. Asbestos Awareness</p> <p>2. Practical Steps</p>	<p>35</p>
<p>Asthma Training for Schools & Carers</p>	<p>This training course was designed for anyone caring for children that have asthma. This course will provide an overview of the common types of inhalers and how to treat infants, juniors and teens. This course will look at what asthma is, the triggers and symptoms of asthma, the different kinds of medication, what to do when a child has an asthma attack and what your schools responsibilities are.</p>	<p>1. What is Asthma?</p> <p>2. Triggers and Symptoms of Asthma</p> <p>3. Medication</p> <p>4. Asthma Attacks</p> <p>5. School Responsibilities</p>	<p>50</p>

Course Title	Description	Sections	Time (mins)
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<p>Banksman Essentials Training</p>	<p>This online Banksman Essentials Training course has been designed to help remove the risk of accidents occurring whilst carrying out large vehicle manoeuvres. This course helps organisations and employees work towards compliance with current legislation. In the course, the user will learn the common banksman hand signals, gain a better understanding of their duties, and be able to list what's included in the 'Safe Site, Safe Vehicle, Safe Driver' model. The course can be completed in just 20 minutes and provides a printable certificate upon completion of the end-of-course test.</p>	<ol style="list-style-type: none"> 1. Banksman Overview 2. Signalling 	<p>20</p>
<p>Bar Staff Training (Licenced Premises)</p>	<p>This online training course is designed for the use of anyone who works in a place where alcohol is sold or served. It explains the Age Verification process using a step-by-step guide and also offers useful tips on how to refuse to serve somebody. The course follows guidance from The Licensing Act 2003 and covers its 4 aims and the responsibility your organisation has to uphold them. Enrolling your employees on this course helps to minimise the chance of incidents happening on your premises & keep your employees safe.</p>	<ol style="list-style-type: none"> 1. The Licensing Act and its aims 2. Age Verification Process 3. Best Practice Working 	<p>60</p>
<p>Basic Life Support in Care (Standard 12 of the Care Certificate)</p>	<p>Covering Standard 12 of the Care Certificate, this online training course educates the user on the basic administration of basic life support. It is broken down into 3 basic elements, initial assessment (primary survey), airway maintenance, and CPR. The course aims to help the user understand what to do if an adult, a child or an infant is choking. What DRABC stands for and how it allows you to to perform a primary survey, and the knowledge the user is required to know as part of Standard 12 of the Care Certificate.</p>	<ol style="list-style-type: none"> 1. Basic Life Support for Adults 2. Treating a Choking Child 3. Obstructed Airways - Infants 4. Training and Record Keeping 	<p>30</p>



Course Title Time	Description	Sections	Time (mins)
CDM Regulations	This online training course covers everything the user needs to know about planning, managing, and maintaining everyone’s safety throughout construction activities. Aiming to help the user effectively plan their projects, this 30 minute course helps the user to understand the CDM Regulations, and teaches them how to maintain a safe working construction site.	<ol style="list-style-type: none"> 1. What are the CDM Regulations? 2. Planning 3. Safe Sites 	30
Confined Space Training – Working in Confined Spaces	No matter how regularly an employee has to work in a poorly ventilated confined space, it is essential that they are trained to understand the best practices surrounding their safety whilst working in that environment. The importance of this is reflected by the fact that around 15 people in the UK are killed in confined spaces incidents each year. This online training course teaches the user how to work safely in confined spaces and poorly ventilated areas, and also helps them to understand their legal responsibilities when working in confined spaces.	<ol style="list-style-type: none"> 1. What is a Confined Space? Why are they dangerous? 2. Legal Duties and Responsibilities 3. Preparing for Entry 	35
CoSHH	This training course was designed with all levels of employees in mind and covers all the information necessary to keep the user and their colleagues safe from substances that may be potentially harmful to their health. Seeing as hazardous substances account for around 650,000 deaths every year, it is crucial that any employee who works with chemicals (even household chemicals like bleach) understand their responsibilities under COSHH Regulations and how to reduce the chances of an incident occurring.	<ol style="list-style-type: none"> 1. Hazardous Substances, coming into contact with them and the effects of exposure 2. Hazard Symbols 3. 6 Simple Steps 	25



Course Title Time	Description	Sections	Time (mins)
Diabetes Training for Schools & Carers	This training course was designed to help those who work in schools, parents, guardians, youth workers or childminders to care for children with diabetes. This course will also explain how diabetes works and how you can keep a child with diabetes healthy and happy at school. In the UK there are around 35,000 children and young people living with both type 1 and type 2 diabetes. Learners will touch upon the risks children face and your responsibilities, the different kinds of medication, what should happen when a child goes on school trips.	<ol style="list-style-type: none"> 1. What is Diabetes? 2. Everyday Risks and Responsibilities 3. Medication for Diabetes 4. School Trips 5. Education and Well-Being 	40
Display Screen Equipment Training	Anybody who regularly uses display screen equipment is legally required to undertake DSE Training. This training course can help your organisation work towards compliance with The Health and Safety (Display Screen Equipment) Regulations 1992 & can help avoid injuries in the workplace. This DSE Training course helps to ensure that your employees understand how to properly take care of their health whilst at work by ensuring that their immediate working environment is at it's best.	<ol style="list-style-type: none"> 1. Physical - At Your Desk 2. Visual - Looking After Your Eyes 3. DSE Stress 4. Portable Devices 	25
Driver Awareness	Over 15 million individuals drive themselves to work each day in England and Wales alone, and this is highly-likely the most dangerous part of their job. Anybody who drives as part of their job should be trained to understand the legal responsibilities involved in being a safe driver. This training course is designed for all employees who regularly drive as part of their job, and it teaches them simple actions that can make their journey's safer, as well as other handy information, such as what to do if you break down or have an accident.	<ol style="list-style-type: none"> 1. Safe Driver 2. Expect the Unexpected 3. Reading the Road 4. Safe Vehicle 	25



Course Title Time	Description	Sections	Time (mins)
Electrical Safety	Electricity is the main cause of over 15,000 fires per year, so it is apparent that there is an element of danger associated with its use. For this reason, it is essential that those who use electrical appliances at work understand how to safely use and maintain these devices. Our online training course helps the user work towards legal compliance with current legislation, and also how to react in an emergency and deal with electrical injuries and burns	<ol style="list-style-type: none"> 1. Working Safely with Electricity 2. Injuries and Emergency Procedures 3. Electricity and the Law 	30
Emergency First Aid at Work Refresher	This online training course has been designed to refresh the users knowledge about the role of an emergency first-aider and their responsibilities. It is suitable for all levels of employees working in any industry. The course aims to remind the user of their first aid duties in between their practical training. It will refresh their knowledge on how to assess a situation and circumstances to act safely & effectively in an emergency and how to administer CPR and use an AED.	<ol style="list-style-type: none"> 1. The Primary Survey 2. The Secondary Survey 3. First Aid Treatment 	50
Epilepsy Training for Schools & Carers	This online training course should be used by anyone caring for a child with epilepsy. Learners will gain a better understanding of the different types of epileptic seizures and what your responsibilities are when caring for children with epilepsy. The course aims to help the user understand what can trigger a seizure and the larger effects that epilepsy can have on a child's education and wellbeing.	<ol style="list-style-type: none"> 1. The Background of Epilepsy 2. Types of Epileptic Seizures 3. Triggers and Treatment 4. Your Responsibilities 5. How Epilepsy Affects Education and Well-being 	45



Course Title Time	Description	Sections	Time (mins)
Eye-Protection Training	This online training course helps the user to identify hazards and the risk they pose to their eyes, understand how to use the correct Personal Protective Equipment (PPE), first-aid advice, and how to manage risks. As a result of taking this course, the user should be able to know how to identify hazards and keep themselves and others safe at work, recognise the different kinds of eye protection equipment and understand how they protect them, and understand first aid advice for when accidents involving eyes happen and how to prevent long term damage.	<ol style="list-style-type: none"> 1. Risks and Hazards 2. Protecting Yourself 3. Accidents Happen 4. Identifying Risk and Managing Safety 	30
Fire Awareness	No matter what working environment your organisation operates in, it is a legal requirement that your staff complete Fire Awareness Training. This course is designed to cover all industry sectors and assists users in the basics of fire, how to keep their workplace safe, and how to work towards compliance with current legislation. This eLearning course is cost-effective and easy to set up, which is the ideal way to help your organisation comply with current legislation. With thousands of companies across the UK already using this training course, this best-seller is a crucial course for all organisations.	<ol style="list-style-type: none"> 1. The Nature of Fire 2. Fire Signage 3. Fire Hazards 4. Emergency Procedure 5. Portable Fire Extinguishers 	30
Fire Awareness (Care)	A crucial course for anyone working within the care sector, this Fire Awareness in Care Training course should be completed by all staff. The course covers critical information such as emergency procedures, risk assessments, and the different types of fire signage in Care industries. Regardless of the sector you work in, Fire Awareness Training is a legal requirement. This course has been	<ol style="list-style-type: none"> 1. Fire in Care Settings 2. Signs 3. Fire Hazards 4. Emergency Procedure 5. Fire Extinguishers 	45



	<p>produced specifically for the care sector, to help your organisation towards compliance with current legislation. Thousands of care organisations across the UK already use this training. Ensure your workers are equipped with knowledge surrounding fire awareness with this course!</p>		
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Course Title Time	Description	Sections	Time (mins)
<p>Fire Awareness (Construction)</p>	<p>This course was designed specifically for those working in the construction sector to educate them on how to prevent fires, how to properly use a fire extinguisher, how to recognise fire signs, and proper emergency procedure to ensure a safe evacuation of the working premises. Fire Awareness training is a legal requirement for all employees in the UK. This is covered in the CDM regulations and the Health and Safety at Work Act 1974. Ensure that you are showing due diligence with current legislation by getting all staff to undertake this short and cost-effective training course. Designed specifically for this sector, our training course includes information that is specific to construction sites.</p>	<ol style="list-style-type: none"> 1. The Nature of Fire 2. Fire Signage 3. Fire Hazards 4. Discovering a fire 5. Fire Extinguishers 	<p>55</p>
<p>Fire Awareness in Schools</p>	<p>With thousands of fires affecting schools each year, it is essential that your staff are trained to understand fire safety information that can help prevent fires and evacuate the premises safely. This training course was designed specifically for educational institutes and provides scenarios that are relevant to educational settings. It is a legal requirement that all staff, no matter the industry, undertake Fire Awareness Training. Help to keep your school safe by educating staff on the risks that fires pose using this essential training course. This</p>	<ol style="list-style-type: none"> 1. Fire in Schools 2. Signs 3. Fire Hazards 4. Emergency Procedures 5. Fire Extinguishers 	<p>35</p>



	training course will inform staff of how to properly read fire signage, how to use different extinguishers and when they are needed, the different types of fires, and how to safely evacuate the premises.		
Fire Extinguisher Training	Fire Extinguishers should only be used when it's safe to tackle a fire, the rule to follow is one fire one extinguisher - if it looks like it'll take more than one extinguisher to put out the fire, it's too big to tackle and the workplace should be evacuated. This course will educate learners on the different classes of fires, the type of extinguisher you should use for each fire and the technique to use for all of them, including fire blankets.	1. Fire Extinguisher Use	10

Course Title Time	Description	Sections	Time (mins)
Fire Warden	This Fire Warden Training course will help your designated staff members in gaining the knowledge to become a fully trained Fire Warden or Marshal but does not replace practical training. This online training course will help your organisation work towards compliance with the Fire Safety Order 2005. Assigning a responsible person with the duties of a Fire Warden is a critical component in making sure that your organisation reaches satisfactory health and safety standards. It also demonstrates due diligence and commitment to implementing emergency fire procedures at work. This training course is divided into five different easy-to-digest sections, so that the user is able refer back to certain sections of the course if needed.	<ol style="list-style-type: none"> 1. The Nature of Fire 2. Signage 3. Proactive Duties 4. Reactive Duties 5. Fire Extinguisher 	40
Fire Warden (Care)	This online training course provides the user with all the information	1. Introduction	75



	<p>they need to become a trained Fire Warden or Fire Marshal but does not replace practical training. The course was designed specifically for those working in care homes and hospitals. This eLearning course was designed to help the user gain an understanding of their duties when it comes to creating and maintaining risk assessments, coordinating fire evacuations, and managing emergency procedures on the premises. Broken down into five sections, this short training course was designed to be easily-digestible for the appointed person, ensuring that they retain the information once finished.</p>	<ul style="list-style-type: none"> 2. Prevention Measures 3. Performing an Evacuation 4. Types of Extinguishers 5. Relevant Legislation 	
<p>Fire Warden (Construction)</p>	<p>Ideal for those working in the Construction sector, this eLearning course provides all the information needed for somebody to become a qualified Fire Warden or Fire Marshal but does not replace practical training. The training covers their duties, how to use a fire extinguisher, and how to effectively manage fire drills & evacuations. Ensuring that fire warden duties are given to a responsible person on site is an integral part of maintaining an adequate commitment to health and safety, and it demonstrates a commitment to current legislation. Broken down into five sections, this course provides easily-digestible information to the user, to ensure that the information taken from the course is retained once they've finished.</p>	<ul style="list-style-type: none"> 1. Background 2. Fire Prevention 3. Fire Evacuation 4. Fire Extinguishers and Classes 5. Legislation Overview 	<p>100</p>



Course Title Time	Description	Sections	Time (mins)
Fire Warden (Education)	This online Fire Warden Training course was designed specifically for those working in the education sector, and provides scenarios that are relevant to the nature of the work. Broken down into 5 sections, this course covers the basics of fires, preventative measures, how to effectively evacuate the premises, the uses of different fire extinguishers, and the surrounding pieces of legislation. This training course provides the learner with all the knowledge they need to demonstrate in order to be considered a competent person in this designated role.	<ol style="list-style-type: none"> 1. Background 2. Fire Prevention 3. Fire Evacuation 4. Fire Extinguishers and Classes 5. Legislation 	100
First Aid Appointed Person	This online training course is designed for the use of an organisation's First Aid Appointed Person(s) and helps them to work towards compliance with The Health and Safety (First Aid) Regulations 1981. The 20 minute course aims to help them understand legislation surrounding their role, their responsibilities, and what information they need when speaking to emergency services.	<ol style="list-style-type: none"> 1. Health and Safety Requirements 2. Dealing with an Emergency 	20
First Aid at Work Refresher	This online training course should be used in between practical training as a refresher, and it should not be used in replacement for face-to-face practical training. It is designed to be used by all levels of first aiders. The course aims to refresh the users knowledge on what is included in a primary & secondary survey and also refreshes their knowledge on first aid treatment & procedures.	<ol style="list-style-type: none"> 1. The Primary Survey 2. The Secondary Survey 3. First Aid Treatment 4. First Aid Procedures for FULL First Aiders 	80



Course Title Time	Description	Sections	Time (mins)
First Aid Requirements and RIDDOR	This online training course has been created to help your organisation understand your first aid requirements. It also highlights what needs to be considered and reported under RIDDOR. This course aims to work towards compliance with current legislation, gain an understanding of your organisation's health & safety requirements, and know exactly what must be reported.	<ol style="list-style-type: none"> 1. Health and Safety Requirements 2. What is RIDDOR? 	15
Fluids and Nutrition in Care Training (Standard 8 Care Certificate)	This online Fluids and Nutrition in Care Training course covers the content of standard 8 of the Care Certificate. The course provides the user with an understanding of the importance of a balanced and nutritious diet for the elderly in a care setting. This course can be completed in as little as 25 minutes and provides the user with a printable certificate upon completion of the end-of-training test.	<ol style="list-style-type: none"> 1. Nutrition and Hydration 2. Food Safety 3. Promoting Adequate Nutrition and Hydration 	25
Food Allergy Awareness Training	This Food Allergy Awareness Course is part of our Food Hygiene bundle, helping you to work towards compliance with legislation. This training is essential for those producing, selling or handling food. One in three people with known allergies have reported having an allergic reaction in a restaurant. So all staff should understand the importance of the 14 major allergens, the dangers of them and how to avoid cross contamination	<ol style="list-style-type: none"> 1. What are Allergens? 2. The Laws Regarding Food 3. Cross Contamination and How to Avoid It 	35



Course Title Time	Description	Sections	Time (mins)
Food Safety & Hygiene Level 1	This online training course is essential for anyone that works with food, whether it's where it is made, sold or served. Learners will find out more about food hygiene and how to handle food safely. With more than 1 million cases of food poisoning each year, this Level 1 Food Hygiene training will provide an introduction to food safety, explain more about personal hygiene, cleaning and the storage, temperature and time that food can be stored	<ol style="list-style-type: none"> 1. Food Hazards and Food Poisoning 2. Personal Hygiene 3. Cleanliness and Cross-contaminatio 	50
Food Safety & Hygiene Level 2	This Level 2 online training course is aimed at anyone that regularly handles food - whether its during production, preparation or sale. This course will build on the information provided in the Level 1 training to provide users with a more in depth understanding of the topics covered. For those who are required to consistently handle food, they will learn about the procedures and policies that need to be put in place to ensure safety & hygiene practises. They will also learn more about the legislation surrounding food safety.	<ol style="list-style-type: none"> 1. Food Hazards and Food Poisoning 2. Personal Hygiene 3. The 4 C's of Food Safety 4. Procedures and Premises 	70
Food Safety & Hygiene Level 3	This online training course is aimed at those who work with food and are in a managerial/supervisor role or are an employer/business owner. This training matched the CIEH syllabus and meets UK/EU legal requirements. This Level 3 Food Hygiene training will include the content from both the Level 1 and Level 2 training and build on them to give learners an understanding of the additional information needed in their roles. Learn about the importance of implementing good food hygiene management.	<ol style="list-style-type: none"> 1. Introduction to Food Safety 2. Personal Hygiene 3. Cleaning 4. Storage, Temperature & Time 5. HACCP & Legal requirements 	180



Course Title Time	Description	Sections	Time (mins)
General Workshop Safety	This online training course is suitable for anyone who works in a workshop. This training provides information about general safety awareness and is essential for employees to know the best practises in remaining safe when working in a workshop. In 2020, over 38 million working days were lost due to work related ill-health. This course will help employees to reduce the risk of injury by learning about their responsibilities, possible hazards, the common accidents, the safety signs and the Do's and Don't's of workplace safety.	<ol style="list-style-type: none"> 1. Your Workshop 2. Safety Signs 3. Preventing Accidents 	35
HACCP Level 2	Any organisation that produces, handles, sells, or distributes consumable products in the UK are legally required to implement HACCP as a food safety management system. This course teaches the user how to put HACCP principles into practice. HACCP, which is an internationally recognised system in the food industry, ensures that all businesses involved in the production and sale of food make sure that it is safe for consumption. This is an essential training course for all employees in the food industry.	<ol style="list-style-type: none"> 1. What is HACCP? 2. The 12 Steps of HACCP 	35
Hand Arm Vibration	Employees who are frequently exposed to vibrations are in danger of becoming a victim of effects that are accumulative, progressive, and irreversible. These effects are preventable as long as the person is trained on how to reduce harmful exposure to vibrations. This course looks at how to recognise the early signs of HAVS and what to do to make sure the damage doesn't become permanent. Additionally, it covers both the employers and employees responsibility when working towards compliance with The Control of Vibration at Work Regulations 2005.	<ol style="list-style-type: none"> 1. What is Hand-arm Vibration? 2. Understanding Your Responsibilities 	20



Course Title Time	Description	Sections	Time (mins)
Health & Safety Essentials	This Essential Health and Safety Training course covers the key areas of Health & Safety that organisations are legally obliged to train their staff in. This introduction to the major topics in health & safety will help to keep your workplace safe. The training course takes a look at responsibilities and legal requirements, hazards and risks, safety signs, PPE, and workplace emergency procedures such as fire evacuation and calling the emergency services.	<ol style="list-style-type: none"> 1. The Hazards 2. Health and safety responsibilities 	45
Health and Safety for Homeworkers	Regardless of where an employee works, the employer still has a responsibility to ensure the health, safety, and welfare of their employees, as far as is reasonably practicable. It is essential that employers train their homeworkers on how to recognise the possible risks when working at home including manual handling, DSE, slips trips and falls, and fire hazards. This online training course is for people who work at home, some, or all of the time. It is designed to teach the user their responsibilities when it comes to employees working at home, and best practice for safe working from their home.	<ol style="list-style-type: none"> 1. Responsibilities and Legal Requirements 2. Hazards and Risks 3. Working at Home 4. Safety and Emergency Procedures 	50
Health and Safety in Care (Standard 13 Care Certificate)	This online training course covers Standard 13 of the Care Certificate. With over 100 residents in care homes across the UK injured every day, it is essential that care workers understand their health & safety responsibilities in order to reduce risk in the workplace. This online course, which can be completed in just 35 minutes, also helps the user work towards compliance with The Management of Health and Safety at Work Regulations and RIDDOR.	<ol style="list-style-type: none"> 1. Legislation, Policies, and Responsibilities 2. Accidents and Sudden Illnesses 	35



Course Title Time	Description	Sections	Time (mins)
Infection Prevention & Control	Regardless of what industry you operate in, infection prevention is an incredibly important topic for employees to understand. It is essential that staff know the risks, how to stay safe, and how to keep themselves and everyone around them free of infection. This online training course teaches the user about what infections are, where they come from and how to prevent them. Additionally, it gives them a better understanding about personal hygiene and the correct hygiene practises to reduce infection.	<ol style="list-style-type: none"> 1. Infections 2. The Chain of Infection 3. Hygiene 	40
Infection Prevention & Control in Care Training (Standard 15 Care Certificate)	Infection prevention is an incredibly important topic for all employees to understand. It is essential that every member of staff understands the risks, how to stay safe, and how to keep themselves and everyone around them free of infection. This online training course teaches the user about what infections are, where they come from and how to prevent them. Additionally, it gives them a better understanding about personal hygiene and the correct hygiene practises to reduce infection in a work setting	<ol style="list-style-type: none"> 1. Infections 2. The Chain of Infection 3. Hygiene 	40
Ladder Safety	In the UK, ladders account for roughly 40% of accidents that are a result of falling from height. Evidently, employers need to provide their staff with the knowledge on how to safely use a ladder, as well as how to conduct a pre-check before using a ladder. This, in turn, will help organisations to reduce the risk of a fall from height occurring. This online training course helps organisations work towards compliance with the Work at Height Regulations 2005 by helping the user to understand the things they need to do before they use a ladder, as well as during use.	<ol style="list-style-type: none"> 1. Ladder Selection 2. Ladder Pre-Check 3. Ladder Setup 4. Ladder Use 	25



Course Title Time	Description	Sections	Time (mins)
Legionella Awareness	Around 250 people in the UK are diagnosed with Legionnaires disease each year, and although this can normally be treated with antibiotics, it can lead to long term health problems and even death. This course is designed to help users understand the risks of exposure to legionella bacteria. Additionally, this course is useful for those who are responsible for protecting an organisation from this kind of bacterial contamination.	<ol style="list-style-type: none"> 1. Legionella Bacteria 2. Preventing an Outbreak 	25
LOLER	This online training course aims to teach the user how they can best avoid accidents during any lifting operations in their workplace. It can cost an organisation up to £250,000 if they do not comply with LOLER. This course will help the user to plan safe lifting operations, select the correct equipment, and show their commitment to current legislation.	<ol style="list-style-type: none"> 1. What is LOLER? 2. Selecting the right equipment 3. Location of your equipment 4. Planning Lifting Operations 5. Maintenance of Lifting Equipment 	35
Manual Handling	This Manual Handling Training course teaches users to understand what is meant by safe manual handling. Competency in safe carrying and lifting techniques for the workplace is a legal requirement, and this course provides the user with everything they must know. This eLearning course can help to ensure that employees are following best practices and can help reduce the chances of injuries in the workplace as a direct result.	<ol style="list-style-type: none"> 1. Your back during Manual Handling 2. Daily Tasks 3. LITE Assessment 4. Techniques 	35



Course Title Time	Description	Sections	Time (mins)
Manual Handling (including TYRES)	This Manual Handling including tyres Training course teaches users to understand what is meant by safe manual handling. Our specialised section on tyres will cover the lifting and moving of tyres of various sizes. This eLearning course can help to ensure that employees are following best practices and provides users with information about their back, how to prepare for a lift or move and step-by-step guides of manual handling tasks.	<ol style="list-style-type: none"> 1. You and Your Back 2. Preparation 3. Manual Handling 4. Moving and Lifting TYRES 5. Conclusion 	40
Medication Awareness Training for Care	This online Medication Awareness Training for Care is designed for the use of adults working in Care Homes looking after residents who require medication. This course will cover the risks associated with incorrect medication administration, the legislation and policies surrounding medication and how to administer it safely.	<ol style="list-style-type: none"> 1. Policies and The Law 2. Medication 3. Administering Medication 	30
Medication Awareness Training for Education	This online Medication Awareness Training for Schools is designed for the use of adults specifically working in Education. Employees will learn how to look out for children who self medicate and what to do in an emergency. The training course can be completed in just 40 minutes and covers some important topics such as, reading pharmacists labels, how to administer medications and the legal responsibilities for schools and school policies.	<ol style="list-style-type: none"> 1. The Law and School Policy 2. Medication 3. Handling and Administering Medication 4. Managing Medical Needs 	40



Course Title Time	Description	Sections	Time (mins)
Moving & Handling People	This online training course has been designed to explain the steps employees should follow when the need to move or handle a person. Providing step-by-step guidance and teaching employees how to prepare for a lift, this can help prevent workplace injuries. The course is most suitable for those working in the Care sector who regularly have to lift and move people. Employees can complete this course in just 50 minutes.	<ol style="list-style-type: none"> 1. You and Your Back 2. Preparing to Lift Someone 3. Moving and Lifting Someone 	50
Noise Awareness in the Workplace	This online training course has been designed for employees who are frequently exposed to loud noises in the workplace. The course aims to give the user an understanding of the legislation surrounding noise at work, learn about who is responsible for the protection of their hearing, and know how noise can damage their ear and hearing.	<ol style="list-style-type: none"> 1. The Ear 2. Noise & Responsibilities 3. Hearing Protection 	25
Paediatric First Aid Refresher Training	This course focuses on those who work with children or babies or may come into contact with children and babies as part of their work. This course is designed to be used in conjunction with First Aid at Work Refresher OR our Emergency First Aid at Work Refresher. This online training course should be used in between practical training as a refresher, and it should not be used in replacement for face-to-face practical training. In just 20 minutes, users will be provided with visual demonstrations of what to do when a child/baby is choking, how to perform CPR or AED on a child or baby and how to put a child in the recovery position.	<ol style="list-style-type: none"> 1. Introduction 2. First Aid Demonstrations 	20



Course Title Time	Description	Sections	Time (mins)
Personal Protective Equipment	The HSE estimates that roughly 9,000 PPE-related incidents occur each year. With that said, it is evident that employees who require PPE to safely complete their work understand the importance of wearing the PPE, how to wear it correctly, and how to maintain it. This online training course gives the user an understanding of their duties under the Personal Protective Equipment at Work Regulations 1992. Additionally, it covers the types of PPE that might apply to you, as well as the signs that might be in a workplace showing the mandatory PPE and any warning signs.	<ol style="list-style-type: none"> 1. What is PPE? 2. Types of PPE 3. Safety Signs Relating to PPE 	35
PUWER	This online training course teaches the user how to keep safe when using work equipment. It aims to help organisations work towards compliance with PUWER. The course will help the user to understand how to properly maintain equipment, what equipment PUWER applies to, and will also help them to show commitment to the regulations.	<ol style="list-style-type: none"> 1. PUWER Responsibilities 2. Safe Standard 3. Protection and Controls 	30
Risk Assessment in the Workplace	Risk assessments are essential for ensuring that any incidents that have previously occurred do not occur again. Organisations must undertake risk assessments to show their commitment to The Management of Health and Safety at Work Regulations 1999. This online training course teaches the user about the 5 steps of a risk assessment, as well as how to create a plan of action for the hazard you find. Additionally, the course teaches the user when they should fill out a risk assessment and when they are not necessary.	<ol style="list-style-type: none"> 1. Why Assess Risks? 2. When Should I Assess Risks? 3. The 5 Steps to Risk Assessment 4. Risk Assessment Tool 	35



Course Title Time	Description	Sections	Time (mins)
Safeguarding Children (Standard 11 Care Certificate)	This online Safeguarding Children Training course is designed for anybody who comes into frequent contact with children at work. Covering both levels 1 & 2 and also covering standard 11 of the Care Certificate, this eLearning course helps users to understand the different types of abuse, how to identify abuse, and how to properly report concerns. This course takes approximately an hour to complete and provides the user with a printable certificate upon completion.	<ol style="list-style-type: none"> 1. Safeguarding Responsibilities 2. Recognising Abuse in Children 3. Responding to Abuse 4. Recording Observations 5. Reporting Concerns 	60
Safeguarding Adults	This online Safeguarding Vulnerable Adults (SOVA) Training course is designed to be taken by anybody who works with adults at risk. The course covers the different signs of abuse and what to do if you think a vulnerable adult has fallen victim to abuse. This training course takes just 35 minutes to complete and provides the user with a printable certificate upon completion of the course.	<ol style="list-style-type: none"> 1. Safeguarding 2. What is abuse? 3. Dealing with Abuse 	50
School Trips for Organisers and Support	This training course is suitable for anyone working in Education that organises school trips and for anyone who assists on the trip, also known as an Educational Visits Coordinator. Learners will learn what needs to be considered before the trip, health and safety on the trip and residential trips both in the UK and abroad. In just 45 minutes, employees will learn about the importance of safeguarding, keeping students safe on the trips, the documentation children might need and what to do in an emergency.	<ol style="list-style-type: none"> 1. Planning a School Trip 2. Health and Safety on a School Trip 3. The Trip 4. Residential Trips and Trips Abroad 	45



Course Title Time	Description	Sections	Time (mins)
Sharps	This Sharps training is ideal for anyone that might use Sharps in their work, at home or while travelling, regardless of their industry. You will learn about the health risks and disposal of Sharps objects. This online training course can be completed in just 20 minutes and will help employees know ways they can try to prevent injuries and best practices for employees to follow.	<ol style="list-style-type: none">1. What are Sharps?2. Preventing the spread of infections	20
Slips, Trips & Falls	This training course has been designed to help all levels of staff understand why slips, trips, and falls occur and what employees can do to ensure that they are reducing the chance of an incident of the sort occurring. With roughly 29% of all accidents in the workplace being down to a slip, trip, or fall incident, it is essential that all employees have a thorough understanding of their duties to prevent these incidents, and what to do if an incident involving a slip, trip, or fall occurs.	<ol style="list-style-type: none">1. Responsibilities2. Slips & Trips3. Falls	30
Spill Kits Training: Bodily Fluids	This online training course aims to teach the user the best practices surrounding the handling of a spill of bodily fluids. Additionally, it looks into the dangers associated with the spillages. The course aims to ensure the user is working towards compliance with The Control of Substances Hazardous to Health Regulations (COSHH) 2002, and how they can effectively deal with a spill and what procedure they should follow, including what is in a spill kit.	<ol style="list-style-type: none">1. Spill kits2. Spill response procedure	20



Course Title Time	Description	Sections	Time (mins)
Working at Height	As the leading cause of death in UK workplaces, falls from height are accidents that can be avoided if proper health & safety practices are strictly followed. It is essential that those who work from height, and those who supervise it, understand how to prevent accidents from happening. This online training course teaches the user about their legal responsibilities when working from height, and what their employer is responsible for. Additionally, the course helps the user to understand the risks associated with working at height and how you can prevent accidents from happening.	<ol style="list-style-type: none"> 1. Working at Height 2. The Risks 3. Choosing Equipment 	35
Assessing Mental Capacity	This online training course helps the user understand the process of assessing a person's mental capacity to make decisions for themselves. It covers UK law, specifically the Mental Capacity Act 2005 and the 5 key principles involved in assessing mental capacity. The course also shows the user capacity assessment examples and how to deal with disagreements and complaints.	<ol style="list-style-type: none"> 1. The Mental Capacity Act 2005 2. The Five Principles of the Mental Capacity Act 3. Helping People Make Decisions 4. Capacity Assessment 5. Disagreements and Complaints 	15
Bullying & Harassment Training	Designed for the use of all employees, this online Bullying & Harassment Training course provides the user with practical steps and guidance to help combat bullying at work. The CPD Accredited course can be completed in just 15 minutes and provides the user with a printable certificate upon completion of the end-of-training test. This training course will help your organisation towards compliance with current legislation.	<ol style="list-style-type: none"> 1. What are Bullying and Harassment? Differences and Similarities 2. What Should I do if I'm being bullied? 3. Creating a Positive Culture in the Workplace 	15



Course Title Time	Description	Sections	Time (mins)
Communication in Care Training (Standard 6 Care Certificate)	This online training course covers Standard 6 of the Care Certificate and establishes the importance of effective communication in a care setting. The course aims to teach the user about how effective and prominent non verbal communication is, how to reduce the barriers to effective communication, and why good communication skills are so important in the workplace.	<ol style="list-style-type: none"> 1. Communication in Care 2. Communication in Practice 	30
Deprivation of Liberty Safeguards (DoLS) Training	This online training course explains what needs to be done before a deprivation of liberty can be authorised. It is designed for the use of any person who cares for someone who may lack the mental capacity to make decisions for themselves. The course aims to help the user understand the importance of keeping records in relation to DoLS, what deprivation of liberty means and who it affects, and both types of authorisation procedures.	<ol style="list-style-type: none"> 1. What is Deprivation of Liberty? 2. Authorising a Deprivation of Liberty 3. The Safeguards 4. The Importance of Record Keeping 	30
Disability Awareness & Inclusion Training	This online training course has been designed for the use of all levels of employees and aims to provide the user with a better understanding about the equal opportunities those with disabilities should be given. The course is broken down into three sections that can be completed in under an hour. The user will be provided with a printable certificate upon completion of the end-of-training test.	<ol style="list-style-type: none"> 1. Raising Awareness 2. Disability & The Law 3. Workplace Practices & Culture 	55



Course Title Time	Description	Sections	Time (mins)
Drug and Alcohol Awareness Training	This online Drug & Alcohol Awareness Training course has been designed to assist all levels of employees with the knowledge to recognise signs of substance abuse. The course gives the user a clear understanding of the effects of addiction and how to best intervene. The training course can be completed in just 25 minutes and provides the user with a printable certificate upon completion of the end-of-training test.	<ol style="list-style-type: none"> 1. The Problem with Drugs and Alcohol 2. The Effects that Drugs and Alcohol Can Have on Health 3. People and Policies 	25
Duty of Care Awareness Training (Standard 3 Care Certificate)	This online Duty of Care Awareness Training course covers standard 3 of the Care Certificate and provides users with an understanding of what duty of care they have to those receiving care and support in the workplace. This course can be completed in as little as 30 minutes and provides the user with a printable certificate upon completion of the end-of-training test.	<ol style="list-style-type: none"> 1. Duty of Care 2. If things go wrong 	30
Effective Remote Working Training	Aimed at employees who regularly work from home or remotely as part of their job, this online course provides the user with tools to ensure high levels of productivity when they are away from the workplace. With roughly 1.7 million homeworkers in the UK, which is a number that is expected to keep rising, employers must ensure that if they are employing a remote worker, they offer them the tools and knowledge that they need to perform their job effectively.	<ol style="list-style-type: none"> 1. Creating a Productive Workspace 2. Structure 3. Communication 	30



Course Title Time	Description	Sections	Time (mins)
Equality & Diversity in Care Training (Standard 4 Care Certificate)	It promotes equality and respect for diversity by offering the user advice on understanding individuals needs with confidence. The course aims to help the user understand what prohibited behaviour is that it is unacceptable and against the law, how people can be at a disadvantage of not receiving equally level care due to their background and culture, and how to show commitment to The Equality Act 2010.	<ol style="list-style-type: none"> 1. Equality, diversity, inclusion and discrimination 2. Equality and Diversity in Care 	30
Equality, Diversity & Inclusion (EDI) Training	This online Equality & Diversity Training course provides the user with sufficient knowledge about protected characteristics, unfair treatment, and discrimination in the workplace. More than 25% of UK workers say they have experienced workplace discrimination, it is essential that organisations offer this information to their employees. This training course can be completed in as little as 60 minutes and provides the user with a certificate upon completion of the end-of-training test.	<ol style="list-style-type: none"> 1. The Ideal Workplace 2. Unacceptable Behaviour 3. The Protected Characteristics 4. Practical Improvements 	60
FGM Awareness & Prevention Training	This online training course provides crucial information and advice about Female Genital Mutilation (FGM) and will help the user to spot the signs of potential FGM, as well as teach them how to intervene. The course aims to help the user recognise the signs of FGM as part of your safeguarding duty, understand exactly what FGM is and how it can affect the victim, and understand the 4 R's of child protection.	<ol style="list-style-type: none"> 1. FGM Awareness 2. FGM Prevention 	20



Course Title Time	Description	Sections	Time (mins)
Handling Information in Care Training (Standard 14 Care Certificate)	This online training course covers Standard 14 of the Care Certificate. It aims to teach the user how important confidentiality is to individuals who receive care and also how breaching confidentiality can breach any trust between the person and the patient. This course will help the user understand data protection laws, like the GDPR, and how to handle patient/resident data with integrity and confidentiality.	1. Handling Information	15
HR Compliance & Wellbeing Essentials Training	This training course has been designed to provide employees with an overview of the key HR topics that can help to build a positive workplace culture. This course will cover mental health, conflict resolution, equality and diversity, sexual harassment, bullying, and more. This course will look at the relevant pieces of legislation and provide employees with the tools to overcome some of the most common workplace challenges. This course takes just 45 minutes to complete.	1. Equality, Diversity and Unconscious Bias 2. Bullying and Harassment, including Sexual Harassment 3. Conflict Resolution 4. Mental Health	45
Managing Anxiety Training	With over 12.8 million working days lost each year in the UK due to work-related stress, depression, or anxiety, employers should provide their staff with an understanding of how to identify and cope with anxiety to ensure the positive wellbeing of their staff. For every £1 an organisation invests in the mental wellbeing of its employees, they can expect to see an average return of £4.20. This online training course helps the user to understand how to recognise and approach anxious thoughts.	1. Introduction to Anxiety 2. Ideas & Techniques	25



Course Title Time	Description	Sections	Time (mins)
Mental Health Awareness Training	This Mental Health Awareness Training course helps to raise awareness of ill-mental health and offers guidance for daily wellbeing-management. However, the main focus of the course is to remove the negative stigma currently associated with mental health. Happy staff equal healthier, more productive and more successful staff. This course provides easy tips & tricks for day-to-day wellbeing-management.	<ol style="list-style-type: none"> 1. Mental Health Awareness 2. Mental Health Problems 3. Wellbeing Toolkit 4. External Help 	40
Mental Health Awareness Training for Carers and Nurses	Sadly, the suicide rate in the Care Sector is almost twice as high as the national average. This Mental Health Awareness Training for Carers & Nurses course helps to raise awareness of ill-mental health and offers guidance for daily wellbeing-management. But the main focus of the course is to remove the negative stigma currently associated with mental health. Happy staff equal healthier, more productive and more successful staff. This course can be completed in just 40 minutes, providing employees with a wellbeing toolkit to help manage day to day mental health.	<ol style="list-style-type: none"> 1. Mental Health in Care 2. Mental Health Problems 3. Wellbeing toolkit 4. External Help 	40
Mental Health Awareness Training for Education Professionals	This Mental Health Awareness Training for Education Professionals course helps to raise awareness of ill-mental health, offers guidance for daily wellbeing-management and aims to break the stigma Around 67% of teachers report themselves as stressed. Happy staff equal healthier, more productive and more successful staff. This course can be completed in just 40 minutes. surrounding mental ill-health.	<ol style="list-style-type: none"> 1. Mental Health in Education 2. Mental Health Problems 3. Wellbeing toolkit 4. External Help 	40



Course Title Time	Description	Sections	Time (mins)
Mental Health in Construction Training	Our Mental Health in Construction Training aims to break the stigma surrounding mental ill-health in the Construction sector. Poor mental health accounts for over 200 suicides a year in the construction industry. This course aims to raise awareness of ill-mental health and offers guidance for daily wellbeing-management. Happy staff equal healthier, more productive and more successful staff.	<ol style="list-style-type: none"> 1. Mental Health in Construction 2. Mental Health Problems 3. Wellbeing toolkit 4. External Help 	40
Mental Health, Dementia and Learning Disabilities in Care Training (Standard 9 Care Certificate)	The online Mental Health, Dementia and Learning Disabilities in Care Training helps those working in Care looking to complete Standard 9 of the Care Certificate by helping with the theory side of their study. This online course can be completed in as little as 35 minutes and helps users to understand the different mental health problems, learning disabilities someone might experience and the laws surrounding mental capacity.	<ol style="list-style-type: none"> 1. Mental Health Issues 2. Care & Support 3. The Law 	35
New and Expectant Mothers at Work Training	This online New and Expectant Mothers at Work Training course is designed for the use of both employers and employees alike. It covers all the information they need to know about returning to work after pregnancy. This training course can be completed in just 50 minutes and provides the user with a printable certificate upon completion of the end-of-training test.	<ol style="list-style-type: none"> 1. Risk Assessments for New & Expectant Mothers 2. Workplace Risks 3. Equality and Employment Law 	50



Course Title Time	Description	Sections	Time (mins)
Person-Centred Care Training (Standard 5 Care Certificate)	Covering standard 5 of the Care Certificate, this online Person-Centred Care Training course helps those who work in a care setting understand how to work with an individual to plan for their care and support effectively. This course can be completed in as little as 30 minutes, and provides the user with a printable certificate upon completion of the end-of-training test.	<ol style="list-style-type: none"> 1. Values 2. Support 	30
Personal Development in Care Training (Standard 2 Care Certificate)	Covering Standard 2 of the Care Certificate, this online training course provides learners with an understanding of the importance of setting goals in order to develop their skills in a care setting. The 20-minute course aims to provide a clear understanding of different learning styles, the importance of a personal development plan, and the importance of setting clear, measurable and achievable goals.	<ol style="list-style-type: none"> 1. Personal Development Plan 2. Learning and Development 	20
Prevent Duty Training	The online Prevent Duty Training is aimed at those working with children to help prevent children being drawn into radicalisation and terrorism. Users will learn about the 4 R's of child protection and how to report and respond to radicalisation. This online course can be completed in as little as 20 minutes and at the end of the course users will be able to recognise, respond, report and record cases of extremism and radicalisation.	<ol style="list-style-type: none"> 1. Recognise 2. Respond, Report & Record 	20



Course Title Time	Description	Sections	Time (mins)
Privacy & Dignity in Care Training (Standard 7 Care Certificate)	The online Privacy & Dignity in Care Training course covers standard 7 of the Care Certificate. The course provides the user with information about how both privacy and dignity can be respected and protected within a care setting. This online course can be completed within 25 minutes and provides the user with a printable certificate upon completion of the end-of-training test.	1. Privacy and Dignity in Care	25
Returning to Work Training	This online training course helps employees who are returning to work after a long period of time off. It provides all the tools and information that the user needs to ensure a safe and smooth return to the workplace. The course will help the user to be confident in returning to work, have an understanding of their rights when returning to work, and understand how to achieve a smooth transition upon returning to work.	1. Returning to Work	25
Returning to Work (during & after COVID-19) Training	To help with a safe and smooth transition back to the workplace during and after the COVID-19 pandemic, this course covers areas and topics that should be considered before returning to work, and it also looks at what an employee can expect on their first few days and weeks back at work. The course has been designed for the use of all levels of employees, whether they have been working from home for an extended period or have been furloughed.	1. Returning to Work	25



Course Title Time	Description	Sections	Time (mins)
Safer Recruitment in Education Training	The online training course is aimed at hiring staff anywhere where people are working with children in Education. Whether they are volunteers or staff, at least one person on a recruitment board has to have been trained in Safer Recruitment. In just 50 minutes, users will learn more about the legislation and policies relevant to recruitment in the education sector and will have an understanding of DBS checks, probationary period and follow ups.	<ol style="list-style-type: none"> 1. Laws, Policies and Procedures Surrounding Recruitment in Education 2. Pre-Employment Checks 3. Employees and Volunteers 4. Induction and Probation Period 5. The Safer Recruitment Process 	50
Sexual Harassment Awareness Training	The online Sexual Harassment Awareness Training course has been designed to help raise awareness of sexual harassment in a workplace. It provides an insight to users on the grey-areas surrounding sexual harassment, and offers guidance on identifying, preventing, and removing sexual harassment from the users place of work. This 25 minutes online course provides users with a certificate upon completion of the three sections and the end-of-course test.	<ol style="list-style-type: none"> 1. Sexual Harassment Awareness 2. Identifying Sexual Harassment 3. Confronting and Reporting Sexual Harassment 	25
Stress Awareness & Management Training	This online Stress Awareness & Management Training course has been designed for all levels of staff to complete in order to help them identify and prevent stress in the workplace. This eLearning course takes 30 minutes to complete and is followed up with a 20 question test that provides a printable certificate upon completion.	<ol style="list-style-type: none"> 1. Understanding Stress 2. Identifying Stress 3. Reducing and Preventing Stress 	30



Course Title Time	Description	Sections	Time (mins)
Unconscious Bias Training	Roughly 99% of the information that our brain processes happens unconsciously, which often causes unconscious biases to occur in and out of the workplace. It is important that everybody has the knowledge to identify and tackle these biases, as they have a seriously negative impact on staff morale and productivity. This course helps the user to train their mind to reduce bias and understand the dangers of allowing themselves to make assumptions. Additionally, it helps the user to understand the negative impact unconscious bias' can have on organisations.	<ol style="list-style-type: none"> 1. Unconscious Bias in the Workplace 2. Strategies for Reducing Bias 3. What's Next? 	30
Understanding Your Role in Care Training	Covering Standard 2 of the Care Certificate, this online training course makes users aware of their role, behaviours and standards expected of them in a care setting. This course takes roughly 25 minutes to complete and will provide the user with a printable certificate upon completion of the three easy-to-digest sections of the course.	<ol style="list-style-type: none"> 1. Understand Your Role 2. Rights and Responsibilities 3. Works Well With Others 	25
Anti-Bribery Training	This online course is designed to make the user aware of money laundering and the laws, regulations, and employee responsibilities surrounding it. It has a key focus on due diligence and the duty to report suspicious activity. The course aims to provide the user with an understanding of The Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017, and The Proceeds of Crime Act 2002.	<ol style="list-style-type: none"> 1. Money Laundering 2. Customer Verification 3. Suspicious Activity 4. Laws, Acts and Policies 	30



Course Title Time	Description	Sections	Time (mins)
Anti Money-Laundering Training	This online course is designed to make the user aware of money laundering and the laws, regulations, and employee responsibilities surrounding it. It has a key focus on due diligence and the duty to report suspicious activity. The course aims to provide the user with an understanding of The Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017, and The Proceeds of Crime Act 2002.	<ol style="list-style-type: none"> 1. Money Laundering 2. Customer Verification 3. Suspicious Activity 4. Laws, Acts and Policies 	30
Bomb Threats and Suspicious Packages	This online training course is designed for the use of all employees. It explains to the user that it is essential to remain alerted to the possibility of terrorism in the workplace. The course, which is broken down into two sections, covers how to react to a telephone bomb threat and what information should be collected for the police, how to recognise a suspicious package, and how to evacuate your workplace in a dangerous situation.	<ol style="list-style-type: none"> 1. Identifying Risk 2. Evacuation and Searches 	20
Business Compliance Essentials Training	This online training course is the perfect introduction for those wanting to give staff an overview of compliance topics like Cyber Security, Data Protection, Fraud Protection, Bribery, Modern Slavery and more. Providing staff with the information they need to understand and comply with current legislation. You can complete this course in just 45 minutes and it provides the user with a printable certificate upon completion of the end-of-training test.	<ol style="list-style-type: none"> 1. Cyber Security 2. UK GDPR 3. Anti-Bribery 4. Anti-Money Laundering 5. Fraud 6. Modern Slavery 7. Whistleblowing 8. Environmental Awareness 	45



Course Title Time	Description	Sections	Time (mins)
Consumer Rights Training for Retailers - DIGITAL CONTENT	This online training course has been designed for the use of people who sell digital goods. It helps the user to understand consumer law, the rights of a customer, and helps them work towards compliance with current legislation. The course aims to help the user understand who the Consumer Rights Act applies to, know how to resolve any disputes, and know what liability they have regarding digital content.	1. Background 2. Customer Rights Act 3. Terms and Conditions 4. Disputes	35
Consumer Rights Training for Retailers - GOODS	This online training course should be used as a guide for those who sell products to help them understand consumer law and legal standards they must meet. The course aims to help the user understand who the Consumer Rights Act applies to, know how to resolve any disputes, and understand the liability they have when it comes to selling goods.	1. Background 2. The Consumer Rights Act 3. Terms and Conditions 4. Disputes	35
Consumer Rights Training for Retailers - SERVICES	This online training course should be used by individuals who work for an organisation that provides a service. It will help them to better understand consumer law, customer's rights, and the legal standards they must meet. The course aims to help the user understand how to resolve any disputes, know the liability they hold when it comes to services, and know who the Consumer Rights Act applies to.	1. Background of Consumer Rights 2. The Supply of Services 3. Terms and Conditions 4. Disputes	30



Course Title Time	Description	Sections	Time (mins)
Cyber Security Awareness Training	This online training course should be used by all employees within an organisation. It offers straightforward practical steps that will help to protect an organisation from cyber attacks. The course aims to help the user understand how security breaches can occur, what to do to prevent cyber attacks, and how to identify security weaknesses and strengthen them.	<ol style="list-style-type: none"> 1. Cyber Security Overview 2. What You Can Do 3. Security Breaches 	35
Environmental Awareness Training	The Environmental Protection Act 1990 and the Environment Act 1995 state that anybody who produces, handles, or disposes of waste must ensure it's done so safely & properly. Businesses that do not comply can be given fines or even prison sentences. Therefore, it is essential that all employees understand their responsibilities under current legislation. This online training course gives the user an understanding about the impact that workplaces have on the environment, as well as teaching them how they can reduce their impact on the environment as an individual.	<ol style="list-style-type: none"> 1. Global change 2. How workplaces are affecting the environment 3. How individuals can improve their carbon footprint 	45
Fraud Awareness and Prevention Training	This Fraud Prevention and Awareness Training Course covers what can be done to protect the workplace from fraud. Whether it is protecting an individual or the business as a whole, preventing fraudulent activity is vital for the ongoing success of any organisation.	<ol style="list-style-type: none"> 1. What is Fraud? 2. Detecting Fraud 3. Preventing Fraud 4. External Fraud 5. Reporting Fraud 	35



Course Title Time	Description	Sections	Time (mins)
GDPR EU Essentials Training	Everyone who handles personal data must have a broad understanding of the General Data Protection Regulation, or GDPR – which is all about keeping personal data safe and protecting the interests of the people whose data it is. For those employees that have to handle data for work, this training course will teach you about the fundamental requirements needed to comply with the General Data Protection Regulation.	1. Personal Data 2. The Principles of Data Protection 3. Integrity & Confidentiality	35
GDPR EU Refresher Training	This course is suitable for anyone that has already taken GDPR training and wants to refresh their knowledge about the keeping of personal data safe and protecting the interests of the people whose data it is. As part of this refresher training, users who already have a good understanding of the GDPR will be given a recap of personal data, the principles of data protection and the importance of integrity and confidentiality.	1. Personal Data 2. The Principles of Data Protection 3. Integrity and Confidentiality	15
GDPR UK Essentials Training	This GDPR Essentials training course is suitable for anyone who handles personal data at work. It focuses on the GDPR in the UK and by the end of the course, users will have an understanding of the 7 principles of the GDPR in the UK and background knowledge of what it aims to machine and why it exists. The GDPR brings together years of laws in the UK into a single piece of legislation. The course can be completed in just 35 minutes and users will receive a certificate upon course completion.	1. Background 2. The Regulation	35

Course Title Time	Description	Sections	Time (mins)



Course Title Time	Description	Sections	Time (mins)
GDPR UK in Education Training	Working in education means that you're likely to handle special category data on a very regular basis. By the end of this UK GDPR in Education Training users will be able to identify personal data and special category data, know how to keep children's data safe and they will have a clear understanding of the 7 Principles of the GDPR and how they apply to the work they do. This course only takes 40 minutes to complete and users will be provided with a printable certificate upon course completion.	1. Background 2. The Regulation	40
Modern Slavery Training	This online Modern Slavery Training will provide understanding on the various terms that 'modern slaver' covers and understand what slavery is. Learners will also find out what their organisation can do to help eliminate slavery in the UK. This training is suitable for all levels of staff and will help your organisation to show commitment to the Modern Slavery Act 2015.	1. Modern Slavery Spectrum 2. You and Your Organisation	25
Whistleblowing Training	This online training course is designed for all levels of staff and provides the user with information on what a whistleblower is, the laws surrounding whistleblowers, and what constitutes as whistleblowing. The course aims to teach the user how to handle and store disclosure records and the importance of following up once they have raised a concern.	1. Whistleblowing 2. Whistleblowing Policy 3. Follow Up	15



Course Title Time	Description	Sections	Time (mins)
Communication Skills Training	This Communication Skills Training provides staff with the tools they need to overcome potential barriers to effective communication. They will learn more about what communication is, how everyone communicates and the importance of communication in the workplace. This online course can be completed in as little as 10 minutes and provides the user with a printable certificate upon completion.	1. What is Communication? 2. Overcoming Barriers	10
Confidence Building Training	This online training course on Confidence Building will help staff to understand the positive effects confidence can have at work and will give them tools to improve their own confidence. This online course can be completed in as little as 10 minutes and provides the user with a printable certificate upon completion.	1. What is confidence? 2. Boost your confidence	10
Conflict Resolution Training	This online Conflict Resolution Training course is designed for the use of all levels of employees. This course provides the user with effective techniques and strategies to handle conflict in the workplace. This course can be completed in just 30 minutes and it provides the user with a printable certificate upon completion.	1. Introduction to Conflict 2. Tips & Techniques 3. Handling Serious Conflict	30

Course Title Time	Description	Sections	Time (mins)
Critical Thinking Training	This online Critical Thinking Training course can be used by all levels of employees and helps the user to better analyse and solve problems using basic logical methods. Users can complete the course in just 15 minutes and they will receive a printable certificate upon completion.	1. Understanding Arguments 2. Logical Reasoning	15



Course Title Time	Description	Sections	Time (mins)
Customer Service Training	The online Customer Service Training course aims to help users provide high-quality customer service by offering them best-practice techniques when it comes to interacting with customers. This online course can be completed in as little as 35 minutes and provides the user with a printable certificate upon completion.	1. What is good customer service? 2. Communicating with your customer 3. Handling Customer Complaints 4. Room for improvement	15
Customer Service Trainin	The online Customer Service Training course aims to help users provide high-quality customer service by offering them best-practice techniques when it comes to interacting with customers. This online course can be completed in as little as 35 minutes and provides the user with a printable certificate upon completion.	1. What is good customer service? 2. Communicating with your customer 3. Handling Customer Complaints 4. Room for improvement	35
Mindfulness Training	Designed for any level of employee, this online Mindfulness Training course teaches the user how to understand mindfulness and put it into practice. The course can be completed in just 10 minutes and provides the user with a printable certificate upon completion.	1. What is mindfulness? 2. Practicing mindfulness	10

Course Title Time	Description	Sections	Time (mins)
Problem Solving Training	This online Problem Solving Training course has been designed as a starting point for improving an individual's understanding of problem solving and its importance. The course can be completed in as little as 10 minutes and will ultimately help them improve on this highly-valued skill.	1. What is Problem Solving? 2. Problem Solving Process	10



Course Title Time	Description	Sections	Time (mins)
Recognising Your Value Training	This course on Recognising your value will use the Japanese philosophy of Ikigai, this philosophy can be roughly understood as the purpose or meaning of someone's life. This course will help staff to start their own journey of discovery. This online course can be completed in as little as 10 minutes and provides the user with a printable certificate upon completion.	<ol style="list-style-type: none"> 1. Ikigai: A Japanese Philosophy 2. Finding Your Ikigai 	10
Resilience Training	This online training course provides the user with the tools needed to build resilience, which can help them better manage challenges and maintain good personal wellbeing in the face of adversity. This 35 minute course helps the user to learn how to build resilience and deal with challenging situations, as well as covering the 5 Pillars of Resilience; Emotional Wellbeing, Future Focus, Inner Focus, Physical Health, Healthy Relationships.	<ol style="list-style-type: none"> 1. Introduction to Resilience 2. The 5 Pillars of Resilience 3. Resilience Toolkit 	35
Responding to Change Training	This online Responding to Change Training course is designed to enable employees to feel prepared and more comfortable when handling change. Additionally, the course aims to help the user become more open to embracing change, whether it be in a professional or personal setting. Upon completing the course, the user will be presented with a certificate of completion.	<ol style="list-style-type: none"> 1. Change 2. Responding to change 	10



Course Title Time	Description	Sections	Time (mins)
Time Management Training	This Time Management Training course offers the user crucial information on how to best take control of their time - both in and out of a work setting. It is designed to help the user plan and manage their time effectively, whilst providing tips on how to best avoid distractions. This eLearning course is broken down into two simple sections that can both be completed in just 25 minutes. Upon completion of the course, the user will be provided with a printable PDF certificate	<ol style="list-style-type: none"> 1. Planning 2. Time-bandits 	25
Bullying & Harassment Training for Managers	This online training course is designed for the leaders and managers within your organisation. It aims to help the user to create a positive culture by providing practical guidance for preventing bullying in the workplace. The course covers the importance of zero tolerance bullying policies, handling complaints, the differences are between bullying and harassment, and how to prevent and tackle bullying and harassment at work.	<ol style="list-style-type: none"> 1. What are bullying and harassment? 2. How do I tackle bullying? 3. How can I prevent bullying from happening? 	30
GDPR EU Advanced (Management) Training	This online training course helps anyone who makes decisions about collecting, storing, and using people's personal data to handle data on a day to day basis and provide them with an in-depth understanding of the GDPR. It covers what the GDPR is, how data is processed, keeping data secure, the accountability principle and the rights that individuals have over their personal data.	<ol style="list-style-type: none"> 1. What is the GDPR? 2. Processing Data 3. Security 4. Accountability 5. Individual's Rights 	40

Course Title Time	Description	Sections	Time (mins)
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<p>GDPR UK Advanced (Management) Training</p>	<p>Our UK GDPR Advanced training is suitable for staff at a managerial level or anyone who is heavily involved in the creation, implementation, and management of data protection policies and procedures in their business. This course can be completed in 65 minutes and by the end of the course users will have an in-depth understanding of the 7 Principles of the UK GDPR and understand who has responsibilities under this Regulation.</p>	<ol style="list-style-type: none"> 1. A Little Bit of Background 2. The Principles of the GDPR 3. Individual Rights 4. What Have You Learned Today? 	<p>65</p>
<p>Health & Safety for Managers</p>	<p>It is an employers absolute duty to have a health & safety policy and to share it with staff. In this policy, an employer must ensure that all measures taken protect the health, safety, and welfare of the employee, so far as is reasonably practicable. This online training course for managers teaches the user how to show commitment to health and safety law in the UK. The course aims to help the user understand how they can make a safer and healthier workplace, whilst reducing absenteeism.</p>	<ol style="list-style-type: none"> 1. The 10 Steps 2. Legislation relating to Health and Safety 3. Health and Safety Myths 	<p>40</p>
<p>Mental Health Awareness Training for Managers</p>	<p>This online Mental Health Awareness Training for Managers course was designed for the use of managers in the workplace to increase awareness of mental health issues and illnesses. This course can be completed in just 50 minutes and provides the user with a printable certificate upon completion of the end-of-training test.</p>	<ol style="list-style-type: none"> 1. Mental Health Awareness 2. Mental Health Problems . Wellbeing Toolkit 4. Tips for Management 5. External Help 	<p>50</p>

Course Title	Time	Description	Sections	Time (mins)
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School Trips Training for Management	The online training course is suitable for staff in the School Management Team who plan School Trips. The course will focus on the importance of planning, risk assessments and good management to ensure child and staff safety. In this 30 minute course users will learn about the legal responsibilities and duties staff have, the costs, contributions and consent needed for school trips and learn who is responsible for each task for each part of a trip.	<ol style="list-style-type: none">1. Management Responsibilities2. Risk Assessments for School Trips3. Costs and Consent	30
Unconscious Bias Training for Management	This online training course is designed for the use of the management team in any organisation. It aims to help the user identify and reduce biases in the workplace and helps to work towards compliance with The Equality and Diversity Act 2010. By taking this course, the user should be able to reduce the negative impact unconscious bias can have on organisations, understand their responsibilities, and know how biases are formed.	<ol style="list-style-type: none">1. Unconscious Bias in the Workplace2. Strategies for Reducing Bias3. Management Responsibilities4. What's Next?	45