E-learning Courses

Most of these e-learning courses are free for everyone, but some have eligibility criteria which have been specified. Each course details whether you will need to register and includes links to the e-learning course resources.

Art, History, Culture, and the Sciences

Smithsonian Learning Lab

A free, interactive platform providing tools so you can upload, adapt, create, and share content with friends, parents, and your teachers.

- Find images and videos for projects, use the Lab's tools for research, or explore your own interests in history, art, science, or culture.
- Go to learninglab.si.edu/ to start learning. You will need to register in order to keep track of your learning, favourites, collections and more.

Broadcasting

BBC Academy

For people who work at BBC, people who want to, and the wider broadcast industry - help develop the knowledge to get to where you want to be in broadcasting and to excel when you're there.

- Find out more about the roles that make up the industry and what it takes to do them.
- Learn new skills and get to grips with the emerging technologies that are changing the face of broadcasting.
- Go to www.bbc.co.uk/academy/en to start learning or browse their collections at www.bbc.co.uk/academy/en/a-z/collections to view content around a set theme.

Citizenship Test

Go Citizen - Prepare for your Citizenship Test

An online study resource preparing you for the Life in the UK or British citizenship test which is free to all members of Manchester Libraries.

- It provides study materials licensed from the Home Office (the people who set the official test).
- Including hundreds of practice test questions, interactive learning resources and teaching aids.

- Go to manchesterlibraries.gocitizen.co.uk/library/1m0l5ni5fq3y and create an account by filling in the short form. You will need your library card number beginning D9999.

Coding

Codecademy - Learn to Code for Free

An online interactive platform that offers free coding classes.

- Learn to build a website interactively for free using SQL, Java, HTML & CSS, JavaScript and much more.
- If you're not sure where to begin visit the web link below and choose to take their quiz to help you find this out.
- Go to www.codecademy.com/ to register and get started. (The course does not work on Internet Explorer so you will need to use a different browser such as Chrome.)

Dash - Learn to Code for Free

A fun and free online course that teaches you the basics of web development through projects you can do in your browser.

- Dash teaches you how to build a website and works in the browser.
- It will help you learn to code in CSS, HTML and JavaScript, taking you through various tasks that are similar to real life.
- Go to dash.generalassemb.ly/ to start learning. You will need to register to access the course.

Coronavirus

Prevent COVID-19

This course provides learners with information on COVID-19 and suggests best practice for businesses in the current climate. On the course you will learn about:

- The symptoms and what to do if you display them
- Personal hygiene measures to prevent COVID-19
- Tips for social distancing and self-isolating
- What businesses should be doing
- Best practices for work (from home and on location)

Go to www.virtual-college.co.uk/courses/prevent-covid-19-free-training to get started and register.

Helpful Resources

These are not e-learning courses but helpful resources for parents/carers who have children and are looking for guidance on talking with young people about the virus:

- Children's guide to coronavirus:
  www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/
- Talking to your children about the Coronavirus pandemic:
  www.mentalhealth.org.uk/coronavirus/talking-to-children
- Coronavirus (COVID-19): Resources for parents/carers:
  www.socialworkerstoolbox.com/covid-19-coronavirus-resources-parents-carers/

CSCS (Construction Skills Certification Scheme)

The Works E-Learning CSCS Course *(eligibility criteria applies)*

In response to the current health pandemic, The Works in partnership with The Growth Company will soon be offering e-Learning CSCS and health and safety courses.

- Gain the relevant preparation and training needed to complete the CSCS test once the test centres open again.
- Get the wrap around support and virtual classroom-based learning.
- To be eligible for the course, you must be:
  - 19 years or older.
  - Unemployed and claiming a state benefit.
  - Looking for work.

If you're interested, please ring to book an initial discussion with Tracey on 0161 359 3388 between 9:30am – 4:30pm, Monday to Friday.

Digital Skills

Learn My Way - A Range of Free Courses on Using a Computer

Learn My Way is a website of free online courses for beginners, helping you develop digital skills to make the most of the online world. There are free courses on:

- Using your computer or device
- Online basics
- Office programs

- o More internet skills
- o Online safety
- o Finding a job online
- o Improving your health online
- o Managing your money online
- o Public services online
- They have also created e-learning resources relevant to Coronavirus, to guide people through getting reliable health advice and how video calling their GP can help prevent the virus from spreading. You can access this here: www.goodthingsfoundation.org/news-and-blogs/news/coronavirus-supporting-our-partners-and-those-most-need

To access the courses, go to www.learnmyway.com/. You'll need to register to keep track of your courses and to be able to pick-up where you last left off.

Google Digital Garage

Online courses designed for you to grow your career or business. Select individual modules, or dive right in and take an entire course end-to-end.

- The majority of the courses are free, and approved by industry experts, top entrepreneurs and some of the world's leading employers.
- Choose the lessons that are right for you, learn at your own pace, and track your progress and receive an accredited certificate that can help to boost your LinkedIn profile and CV.
- A range of courses are available and include:
    - o Speaking in public
    - o English for career development
    - o Business writing
    - o Python basics
    - o Enterprise system management and security

Go to learndigital.withgoogle.com/digitalgarage/courses to view available courses and get started. You will need to register to start a course.

Disability Awareness

Disability Matters

Free e-learning packages to enable organisations, workers and volunteers to develop the communication and problem-solving skills required to engage confidently with disabled children and young people.

- The e-learning on the Disability Matters website has been written by disabled young people, parent carers and other experts and includes two programmes offering e-learning:
  - *Disability Matters:* all Disability Matters e-learning sessions
  - *Disability Matters Learning Packages:* e-learning sessions that have been grouped together to meet particular learning needs.
- There is also the Disability Matters Resources, which offers face-to-face training resource packs.
- Some of the subjects in the e-learning are hidden disabilities, disability rights, how to communicate with people who have disabilities, and activities for people with disabilities.

Access the online learning at www.disabilitymatters.org.uk/Catalogue/TileView. You don't have to register, but you will need to do so and login if you want your learning activity recorded against your user account.

ESOL (English for Speakers of Other Languages)

ESOL Nexus for Learners

For improving your English and learning more about living and working in the UK. This free website is from the British Council with videos, listening activities, texts and grammar exercises for ESOL learners at every level:

- In Skills you will find interactive activities to improve your speaking, listening, writing and reading.
- In Grammar and vocabulary you can watch grammar presentations, complete practice activities and hear people using the grammar to talk about different topics.
- If you are living and working in the UK you will find lots of useful information in UK Life and English for Work.
- You can also hear from ESOL learners talking about their lives in the UK in Your Turn.

Go to esol.britishcouncil.org/content/learners to get started. You do not need to register to access the site content, but only registered users can leave comments.

Finance/Accounting

Xero Advisor Certification

You'll learn the principles of cloud accounting, setting up and working in Xero and reporting.

- With a Xero advisor certification, you show that you're ready to support over 463,000 subscribers across the UK.

- By the time you have successfully completed Xero Certification you will have a solid understanding of the difference this makes to bookkeeping and accounting tasks and workflow.
- This course if suitable for bookkeeping and accounting professionals, students or those wanting more knowledge of cloud accounting.

Go to www.xero.com/uk/training/certification-equivalent-courses/ to access the course. You will need to register to access the course.

Functional Skills

BBC Bitesize

E-learning resources for students on how to apply practical Maths and English skills to real-life and vocational contexts. Courses available include:

- English (Levels 1 and 2): Includes tips and tricks for reading, writing, speaking and listening. English learning: www.bbc.co.uk/bitesize/subjects/zmqj2nb
- Maths (Levels 1 and 2): Using numbers, carrying out calculations and interpreting results: www.bbc.co.uk/bitesize/subjects/zjd8jty
- The content of these lessons will be backed up by new videos, practice tests, educational games and articles: www.bbc.co.uk/bitesize/articles/zn9447h

Go to www.bbc.co.uk/bitesize/levels/zvhtng8 to get started. You will need to register to save what you've looked at.

Health and Wellbeing

Living Life to the Full, GMHealthHub (eligibility criteria applies)

Boost your wellbeing online for free with GMHealthHub's courses on Living Life To The Full. This is one of the most used resources for improving feelings, beating stress and boosting ability to live well.

- Developed by award-winning expert Dr Chris Williams, it has been proven to positively change people's lives in the UK, Europe and America.
- Free of charge, for all Greater Manchester residents aged 16 or over.
- Courses available include:
    - Low mood and stress (how to feel happier and more relaxed).
    - Physical health (how to feel and cope better with long term illness).
    - New parents and parents to be (how to feel confident and enjoy being a parent).

To get started, go to www.gmhealthhub.org/feeling/living-life-to-the-full and select 'Sign up / log back in here'. This will direct you to the e-learning website where you will need to register. Once logged in you can choose which courses you are interested in and will be presented with a dashboard based on your choices where you can access the learning materials.

Level 1 Award in Wellbeing (eligibility criteria applies)

E-learning based on mental health, looking at the benefits of mental wellbeing and what measures can be put in place to help support our mental state.

If you are aged 19+ and receiving a work-related benefit or earning under £17,750 a year, and you would like to work towards a recognised qualification with flexibility and support from qualified tutors, contact jeanne.brincat@gcemployment.uk or call 07774 666 978.

Mental Health for Small Workplaces

Working in a smaller organisation brings unique challenges and opportunities in supporting your own and colleagues' wellbeing. This short e-learning course can build your confidence in thinking and talking about mental health.

There are three modules which take about 20 minutes to complete, building your awareness, looking after yourself and supporting each other.

To access the training go to smallworkplaces.mind.org.uk/ and choose 'Register' to be able to access the course.

IT Skills

Cisco Online Courses

An introductory course which enables you to take your first steps on your path to becoming an IT professional.

- Enrol in CISCO NetAcad free online courses.
- The Cisco NetAcad courses have a final assessment, but if you don't want to do the final assessment, you can do quizzes and get feedback about your knowledge.
- The courses available are:
  - *Introduction to Cybersecurity*: Explore the broad topic of cybersecurity in a way that matters to you.
  - *Cybersecurity Essentials*: Continues from Introduction to Cybersecurity; develops foundational understanding of cybersecurity and how it relates to information and network security.

- *PCAP Programming Essentials in Python*: Python is the very versatile, object-oriented programming language used by start-ups and tech giants
- *NDG Linux Unhatched*: The "start from scratch" Linux course. A quick intro to the popular operating system.
- *NDG Linux Essentials*: Designed for learners who are beginning to build Linux knowledge for a career in IT.
- *Introduction to the Internet of Things*: Provides an overview of key concepts and challenges related to digital transformation.
- *Introduction to Packet Tracer*: A course designed for beginners with no prior networking knowledge.
- *Get Connected*: Introduces you to basic computer and Internet navigation skills.
- *Entrepreneurship*: Uses interactive, online case studies to show how to apply network technology skills to start a business or advance your career.

To access, click on one of the courses. You will need to enrol (you don't need to fill out the 'Student ID' section), confirm your account via email and then register in order to access each course.

Udacity

This free e-learning course provides and introduction to iOS App Development with Swift.In this course you will build an iPhone app that records a conversation between you and a friend, and then makes your voices sound like a Chipmunk or Darth Vader.

- Introduction to iOS app development in Swift, a new programming language from Apple, and serves as your launching point into the iOS Developer Nanodegree.
- This course assumes prior programming experience. Specifically, you should have a strong understanding of programming concepts like variables, if statements, loops, functions, and classes. Lesson 1 of Intro to Computer Science and Programming Foundations with Python are good courses to take if you are completely new to programming. You will also need access to a Mac computer running OS X 10.10 or later.
- On this course you will learn:
  - Lesson 1: An introduction to Swift and Xcode; the tools of iOS.
  - Lesson 2: iOS app structure; AutoLayout and Buttons.
  - Lesson 3: Using ViewControllers to build an app with Multiple Views.
  - Lesson 4: How to record audio and use the Delegation Design Pattern.
  - Lesson 5: Playback sound and add sound effects.

Go to www.udacity.com/course/intro-to-ios-app-development-with-swift--ud585 to get started and select 'Start Free Course'. You will need to register.

Google AI

Whether you're just learning to code or you're a seasoned machine learning practitioner, you'll find information and exercises to help you develop your skills and advance your projects.

- Based on what you're learning for, Google AI has a number of courses available – from practical introductions to best practices.

Go to ai.google/education/ to choose from a range of courses and other resources to support your learning. It is advised that you register to track your progress.

Job Search Skills

Universal Skills - Get Skills to Start Searching for a Job

Universal Skills is a step by step guide to:

- The latest Universal Credit processes
- How to apply for Universal Credit
- The latest find a job processes
- Write and upload your CVs
- Be prepared: interview techniques
- Basic computer skills

The latest rates of benefits, eligibility, process and the claimant's commitment are all covered.

Go to www.220soft.co.uk/manchester/Universal/ to start learning. On the welcome screen click the image above the text to skip the instructions. You will need your library card number to access the courses. When logging in you can 'Choose the help to view' from either Universal Credit awareness, the find a job process or employability skills awareness.

Learn a Language

Transparent Language

An online learning package offering over 90 foreign language courses and 25+ courses for English learners delivered in their own first language.

- The courses are mainly beginner to intermediate and suit learners through to A level and below.
- The courses can be synced across a number of devices and can be used when travelling – used as a simple phrasebook.
- Courses are delivered by native speakers.

Go to library.transparent.com/manchester/game/ng/#/login and choose 'Sign Up' to register. You will need to enter your library card number or student ID to be able to access the courses.

Duolingo

A free language-learning programme, which aims to make learning fun for people of all ages and levels. It has 32 languages to choose from including Spanish, Japanese and Latin!

- You can access it on the web, or by downloading a free app on your smartphone.
- Duolingo offers a number of short interactive quizzes and games, which take a few minutes to complete at a time.
- If you download the app then it will remind you when it's time to learn – so that you at least get five minutes of practice time each day.
- Whilst you can use Duolingo completely free, you can sign up to a premium subscription if you would prefer to have an ad-free experience and be able to access content whilst offline.

To get started visit www.duolingo.com/register and choose the language you would like to start learning.

Open Culture

This collection on Open Culture features lessons in 48 languages that you can learn for free.

- These include Spanish, French, English, Mandarin, Italian, Russian and more.
- Download audio lessons to your computer or mp3 player and you're good to go.
- Please note that this includes Massive Open Online Courses (MOOCs). If you want to enrol in a free version of a MOOC, please select "Full Course, No Certificate" (edX) or "Audit" (Coursera) option. If you opt to take the course for a certificate/credential, you will be charged.

Go to www.openculture.com/freelanguagelessons to view the list of courses. By clicking on one of the courses you will be directed to the relevant course website, and some of these may require you to register.

Social Care

Dementia Awareness

This course from SCIE (Social Care Institute for Excellence) seeks to improve the wellbeing and experience of people with dementia and of the care staff working with them.

- It aligns with Tier 1 of the National Dementia Training Standards Framework, which is a requirement for all staff working in social care. It will also allow you to collect evidence towards the relevant section of the Care Certificate.
- This course is for all staff who work with people living with dementia, including care assistants, carers, day care assistants, support workers, nursing assistants, volunteers.
- This course is free to use for non-commercial and educational purposes, no certificate is available.

You can sign-up for the course on www.scie.org.uk/e-learning/dementia. You will need to register with the provider to access the course.

Personalisation: Introduction

This course from SCIE (Social Care Institute for Excellence) is aimed at social care professionals and people receiving social care support.

- It will help you to understand personalisation and to explore what you can do to make personalisation happen.
- By the end of this module you should have a better understanding about:
  - what personalisation means and why it's important,
  - where the ideas behind personalisation come from,
  - how people are putting the ideas behind personalisation into practice,
  - what a personalised care and support system looks like and what it can offer people,
  - and how you can be a part of making personalisation happen.
- This course is free to use for non-commercial and educational purposes, no certificate is available.

You can sign-up for the course on www.scie.org.uk/e-learning/personalisation. You will need to register with the provider to access the course.

One Page Profile

This course from SCIE (Social Care Institute for Excellence) will help you understand what a one-page profile is, and how to complete one, to help you achieve excellent person-centred care.

- This course guides you through the process of completing a one-page profile for yourself, as a first step towards using one-page profiles in your work.
- The course also contains video examples and written testimonies showing how one-page profiles can and have changed the lives of individuals.
- It is aimed at all social care professionals and those receiving social care support.

- This course is free to use for non-commercial and educational purposes, no certificate is available.

You can sign-up for the course on www.scie.org.uk/e-learning/one-page-profile. You will need to register with the provider to access the course.

Self-Harm and Risky Behaviour

The Minded 'Self-Harm and Risky Behaviour' online module provides the background to self-harm in children and teenagers, common associated conditions and the optimal approach to managing it in the community.

Go to www.minded.org.uk/course/view.php?id=89 to get started. You will need to register in order to rack your progress.

Suicide Prevention

Developed for the wider public health workforce, 'We need to talk about suicide: helping everyone to feel more confident to talk about suicide' is an e-learning programme for the voluntary sector, blue light services, prison staff and prison listeners health and social care.

- It was developed by a range of experts including experts by experience i.e. those people who have attempted to take their own lives and those bereaved and affected by suicide.
- The learning is specifically aimed at making sure that everyone in contact with the public, in whatever role, knows how to spot any signs of mental distress and feel comfortable in talking about suicide.
- Talking about suicide can be used as a normal part of all our interactions at home, in the workplace and in the wider community.

There is no need to register. You can access the course, which takes approximately 60-90 minutes, by going to: www.nwyhelearning.nhs.uk/elearning/HEE/SuicidePrevention/.

Quality Improvement in Health and Social Care

This course from SCIE (Social Care Institute for Excellence) helps you learn about the process of quality improvement and how to implement it in social care services.

- This online learning resource supports managers and staff working in health and social care to be more knowledgeable about – and understand – the process of using and implementing quality improvement methodology.
- There are two main sections within this resource:
    - A core learning pathway which describes the steps to implement quality improvement using the model for improvement.

- A number of case studies – both individual and organisational – which illustrate how quality improvement has been implemented and measured.
- This course is free to use for non-commercial and educational purposes, no certificate is available.

You can sign-up for the course on www.scie.org.uk/e-learning/quality-improvement. You will need to register with the provider to access the course.

Various (Eligibility Criteria Applies)

This section includes courses which require that you meet certain eligibility criteria to access them such as age, receiving benefits or not being in employment, education or training. Each course includes details on their specific eligibility criteria.

There is a separate section called 'Various (Free for Everyone)' where you don't need to meet eligibility criteria to access them.

Standguide

If you're working or unemployed, furloughed or looking for something positive to do with around 5 hours a week of your time, then "Time to Learn" distance learning courses from Standguide could be for you.

- Learners can choose one of three pathways, or combine elements of all three, so that your learning programmes is bespoke to your individual needs. These include:
    - *Time to Upskill:* includes courses to improve your literacy, numeracy or digital skills.
    - *Time to get Work Ready:* learn skills to help you find employment or progress within your existing job.
    - *Time to Qualify:* get a nationally recognised qualification online, such as Level 2 Certificate in Customer Service or Level 2 Certificate in Creating a Business Start-up.
- You need to be a Greater Manchester resident.
- You will need to call Standguide's referral phone line to register your interest, following which they will call you to discuss your needs and build a programme for you. You will be allocated a tutor and have regular reviews. Programmes are flexible to your circumstances.

Go to www.standguide.co.uk/time-to-learn/ to find out more and get started.

Trafford College

Trafford College Group have Level 2 distance learning courses for you to complete at home with online support.

- Eligibility criteria: must be over the age of ten on the 31st August 2019, reside in the UK with proof of address, have lived in the UK for 3 years.
- Courses are available in:
  - NCFE Level 2 Certificate in Equality & Diversity
  - NCFE Level 2 Certificate in Awareness of Mental health Problems
  - NCFE Level 2 Certificate in Principles of Customer service
  - NCFE Level 2 Certificate in Business Administration
  - NCFE Level 2 Certificate in Principles of Team Leading
  - NCFE Level 2 Certificate in Behaviour that Challenges
  - NCFE Level 2 Certificate in Business Improvement Techniques
  - NCFE Level 2 Certificate in Data Protection and Security
  - NCFE Level 2 Certificate in Lean Organisation Management Techniques
  - NCFE Level 2 Certificate in Digital Skills for Work
  - NCFE Level 2 Certificate in Excellence in Customer Service for Hospitality
  - NCFE Level 2 Certificate in Retail Operations
- You will need to complete an Enrolment Form and Learner Agreement and send this to their Adult Learning Team to access your course.

Go to trafford.ac.uk/adult-courses/professional-courses/distance-learning for more information about each course and how to apply.

Growth Company

Access to current job vacancies in Greater Manchester in sectors such as warehouse and logistics, retail, care and cleaning. If you are unemployed, claiming benefits and are 19 years old or older they can offer you free, fully funded training

Below are the digital courses currently available:

- Level 1 + 2 Retail
- Level 2 spectator safety
- Entry level 2 Personal & Social Development
- Level 2 SIA
- Customer service
- Warehouse Qualification Courses
- L1 - Business Admin/Planning an Enterprise Activity – Starts
- 14 April 2020 – 4/5 weeks
- L2 – Dementia Awareness – Starts 14 April 2020 – 6 weeks
- L1 – Retail – Starts 21 April 2020 – 4/5 weeks
- L1 – Health & Social Care – Starts 21 April 2020 – 6 weeks
- L1 – Childcare – Starts 21 April 2020 – 6 weeks
- E1, E2 & E3 – Maths & English – Starts in May 2020 – tbc

If you have any questions or information about the courses or services, please contact Jayne.livingstone@gcemployment.uk or telephone 07595 465315.

Maximus Training

Fully funded training courses to eligible residents of Greater Manchester aged over 19 years old and not in education, training or employment.

- Learners will need proof of ID, address and benefit verification to start a programme.
- Available courses include:
  - *ESOL:* This course will provide the learner with the essential language skills that you will need to be able to properly communicate in English. Covering areas such as grammar and punctuation, writing and reading, and speaking and listening. They will develop a better understanding of the English language.
  - *English/Maths (Functional Skills):* Functional Skills qualifications are designed to enable students to develop confidence and fluency in Maths and English. They equip learners with the practical skills to get the most out of education, work and everyday life and to help them function more confidently, effectively and independently. Wellbeing and Employability: The course designed to give learners practical knowledge in employability with a focus on personal health and wellbeing. This course allows them to become more confident in not just their own employability, but also provides the tools to better manage their own wellbeing and ability to progress into employment.
  - *Customer Service:* The Awards/Certificates for Introduction to Customer Service qualifications cover the basic elements of how to deliver an excellence customer experience, ranging from answering the telephone to applying legislation. The course will suit the learner if they are looking to work in the customer service industry but currently have no knowledge and experience. At this level they will develop their customer service knowledge.

Below is provided a training schedule of their courses currently planned to run in Manchester over the next few months:

Courses	Course Start Date	Time	Location	Call:
Customer Service with Employability	April 2020 Over 10 days	9.30am–2.30pm	Online	**07584 542577**
Wellbeing programme	April 2020 Over 16 days	9.30am-2:30pm	Online	**07584 542577**
Maths	April 2020 Over 13 days	9.30am-2.30pm	Online	**07584 542577**

English	April 2020 Over 13 days	9.30am-2.30pm	Online	**07584 542577**
ESOL –E1-E2- E3	April 2020 Over 20 days	9.30am-4.30pm	Online	**07584 542577**

A start date cannot be given until the learner has completed their initial assessment. Please contact Steve on 07584 542577 or sconquest@maximus-training.com for induction and assessment dates or for any further information.

Skills People Group

You will need a computer/laptop or tablet to access the courses, internet access and ID documents to prove your eligibility.

- Eligibility criteria: Age 19+. Unemployed and not in full-time education. British/EU citizen or UK resident for 3 years or more.
- The following courses are available to learners (Level 1 courses take place over a 4-week period, and Level 2 courses take place over 8-12 weeks):
  - Level 1 Certificate in Employment Skills
  - Level 1 Certificate in Digital Skills
  - Level 1 Certificate in Personal Development for Employability (RQF)
  - Level 2 Certificate in Business and Administration
  - Level 2 Certificate in Cleaning Principles
  - Level 2 Certificate in Customer Service
  - Level 2 Certificate in Digital Skills for Work
  - Level 2 Certificate in Customer Service for Hospitality
  - Level 2 Certificate in Retail Operations
  - Level 2 Certificate in Team leading
  - Level 2 Certificate in Mental Health Awareness
- Once you have got in touch with Skills People Group you will need to prove your eligibility and will then have an induction before being enrolled on your course and provided with a dedicated tutor.

To find out more about the courses and how you can get started, email Rob@skillspeoplegroup.com or phone Rob on 07494 476497.

Distance Learning Unit

Their Level 1 and Level 2 distance learning courses are subsidised by the college and free of charge UNLESS you fail to complete it. In which case you will be liable to pay £85 to cover

the cost of materials and administration plus any registration costs that may have been incurred.

- You are advised to view the eligibility criteria and other relevant information of your course before proceeding with an application.
- Courses are available in:
  - Level 1 Award in Mental Health Awareness
  - Level 2 Awareness of Mental Health Problems
  - Level 2 Certificate in Creating a Business Start-Up
  - Level 2 Certificate in Falls Prevention Awareness
  - Level 2 Certificate in Improving Personal Exercise, Health and Nutrition
  - Level 2 Certificate in Lean Organisation Management Techniques
  - Level 2 Certificate in the Principles of Care Planning
  - Level 2 Certificate in the Principles of Warehousing and Storage
  - Level 2 Certificate in Understanding Business Improvement Techniques
  - Level 2 Certificate in Understanding Common Illnesses Affecting Children
  - Level 2 Certificate in Understanding Data Protection and Data Security
  - Level 2 Certificate in Understanding Excellence in Customer Service for Hospitality
  - Level 2 Certificate in Understanding Specific Learning Difficulties
  - Level 2 Certificate Understanding Behaviour that Challenges
  - Level 2 Common Health Conditions
  - Level 2 Counselling Skills
  - Level 2 Equality and Diversity
  - Level 2 Information, Advice or Guidance
  - Level 2 Introducing Caring for Children & Young People
  - Level 2 Preparing to work in Adult Social Care
  - Level 2 Principles End of Life Care
  - Level 2 Principles of Business Administration
  - Level 2 Principles of Customer Service
  - Level 2 Principles of Dementia Care
  - Level 2 Principles of Prevention and Control of Infection in Health Care Settings
  - Level 2 Principles of Team Leading
  - Level 2 Principles of working with Individuals with Learning Disabilities
  - Level 2 Understanding Autism in a Health Care Setting
  - Level 2 Understanding Care and Management of Diabetes
  - Level 2 Understanding Children and Young People's Mental Health
  - Level 2 Understanding Dignity and Safeguarding in Adult Health & Social Care
  - Level 2 Understanding Nutrition and Health
  - Level 2 Understanding Retail Operations
  - Level 2 Understanding Safe Handling of Medication
  - Level 2 Understanding Safeguarding and Prevent

o Level 2 Understanding Working with People with Mental Health Needs

Go to distance-learning-courses.co.uk/courses/?_course_type=free_courses to learn more and apply for a course.

B2W Group

E-Learning courses to make it easy and convenient for employees to up-skill themselves in various areas.

- To be eligible for their e-learning courses, you must be aged 16+, have lived in the EU for 3 years and be in Greater Manchester.
- There are Level 2 courses available in:
  o Awareness of mental health problems
  o Business administration knowledge
  o Children's and young people's mental health
  o Common health conditions
  o Data protection and data security
  o Digital promotion for business
  o Equality and diversity
  o Falls prevention awareness
  o Information, advice and guidance
  o Information technology user skills
  o Introducing caring for children and young people
  o Lean organisation management technique
  o Principles of care planning
  o Principles of customer service
  o Principles of dementia care
  o Principles of end of life care
  o Principles of the prevention and control of infection in health care settings
  o Principles of team leading
  o Understanding autism
  o Understanding behaviour that challenges
  o Understanding dignity and safeguarding in adult health and social care
  o Understanding the care and management of diabetes
  o Understanding nutrition and health
  o Understanding safe handling of medication
  o Understanding specific learning difficulties

Go to b2wgroup.com/distance-learning/ for more information about the courses and use the contact details at the bottom of the web page to enquire.

Job Gym

The courses will be delivered virtually using Microsoft Teams, facilitated by a tutor when on the Teams platform.

- PowerPoint will be used and discussion will take place on Microsoft Teams, individual tasks will be set to support learning to be completed by the learner, and in some cases an e-book will need to be completed.
- The tutor will be contactable via phone, email or Teams chat throughout the course to offer support with any issues.
- Learners are required to have:
  - A personal email address.
  - Access to PC, laptop, table or up-to-date Smartphone (although not ideal).
  - Access to 'good' broadband.
  - Pen and paper.
- Courses available include:
  - Award in Health and Safety Awareness Level 1 – 1-day course
  - Certificate in the Principles of Warehouse and Storage L2
  - Certificate in Cleaning Principles – Including deep clean L2
  - Understanding Mental Health, First Aid and Mental Health Advocacy in a Workplace L2
  - Customer Service L1
  - Workskills L1
  - Digital skills EL3 and L1

Find out more by phoning 03332 206 645.

vision2learn - A Range of Free E-learning Courses

Nationally accredited courses funded by the UK Government, so if you are eligible you can study for free!

The government will fund your study if you are:

  - Living in England.
  - Aged 19 or over from the 31 August 2019 (born before 1 September 2000).
  - A citizen of a country within the European Economic Area (EEA) and a resident in the EEA for the last 3 years.
  - Not in receipt of any other government-funded training.
- You may also qualify if you're:
  - Employed and in receipt of a low wage.
  - A non-EEA citizen with permission by UK government to live in the UK which is not for educational purposes, and lived in England for at least 3 years.
  - A family member of an EU national.

- o   A refugee.
- o   Asylum Seeker.
- Visit their FAQ www.vision2learn.net/faq to confirm if you are eligible for free access to the courses.
- Courses available include Nutrition and Health, Business and Administration, Essential IT Skills, Customer Service, and others.

Go to www.vision2learn.net/courses to access the list of courses. You will need to register to access the courses.

Various (Free For Everyone)

These are courses from providers that do not require that you to meet eligibility criteria to access them. Anyone can access these courses.

Alison

It offers courses in academic subjects (in areas such as humanities and science), but it also offers courses in more vocational or practical subjects, for example skilled trades (plumbing, motor etc.), healthcare (including nursing and caregiving) and software development.

- Alison offers certificate and diploma courses, as well as Learning Path courses which are designed to help you gain a much deeper understanding of a subject and move towards mastery.
- You can start all courses any time and depending on what course type you choose, it could take anywhere between two and 20 hours to complete.
- Certification in some areas will be free, but in some instances there may be a fee.

To start learning with Alison visit alison.com/certificate-courses. You will need to register to access the courses.

FutureLearn - A Range of Free E-learning Courses

A diverse selection of free courses from leading universities and cultural institutions around the world.

- There are courses in subject areas including business and management, healthcare and medicine, language, etc.
- Some examples of courses include:
  - COVID-19: Tackling the Novel Coronavirus.
  - Mindfulness for Wellbeing and Peak Performance.
  - Start Writing Fiction.
  - Communication and Interpersonal Skills at Work.

Go to www.futurelearn.com/courses to find out more about free available courses. You will need to register to access the courses.

Coursera

Every course on Coursera is taught by instructors from world-class universities and companies, so you can learn something new anytime, anywhere.

- Hundreds of free courses give you access to on-demand video lectures, homework exercises, and community discussion forums. They include:
  - Improve your English communication skills

- o Introduction to psychology
- o Excel skills for business
- o Introduction to marketing

Go to www.coursera.org/search?query=free to start learning. You will need to register to access the courses.

#UpSkillUK from learndirect

The #UpSkillUK movement is based on the principal of mobilising the UK workforce through education and vocational skills.

- Free courses to improve your employability prospects.
  - o Free English
  - o Free Maths
  - o Free Life Skills
  - o Free Employability
- English and Maths are free for Entry Level 1, Entry Level 2 and Entry Level 3 – charges may apply for Level 1 and Level 2.

If you would like to sign up to any of our free courses in these areas, click on one of the linked to pages above or go to www.learndirect.com/upskilluk/about. You will need to register on the website.

HE+ (University of Cambridge)

Each topic is produced by Cambridge postgraduate students and academics at the cutting edge of research in their field.

- The topics provide guided activities, questions to think about and suggestions for further reading.
- The main subject pages also give you a quick guide to what it would be like to study the subject at university level and suggest some further resources to check out.

To get started to go www.myheplus.com/ and click on a subject icon or search all topics to get started.

iDEA

An international programme that helps you develop/demonstrate your digital, enterprise and employability skills for free.

- Free mini courses are available in topics including coding, blockchain, social media, growth hacking, research, colours, e-safety, virtual reality, and more.

Go to be[idea.org.uk/](idea.org.uk/) to get started. You will need to register in order to access the courses and track your progress.

iTunes U

Educational videos and from universities, museums and media organisations, which you can download to your computer or mobile.

- Learn how to develop iOS apps or start a start-up with Stanford University, or brush up on your philosophy with Yale University.
- You can even download books directly onto your device.
- In the app, students:
    - view assignments and updates in one place, and tick off assignments you complete.
    - submit your work in private courses from other apps, or as annotated PDFs and photos.
    - open audio or video files directly in other apps.
    - ask instructors questions or get feedback in 1:1 messages.
    - start or join group discussions with your class.
    - view your grades and instructor feedback on all past assignments.

Go to apps.apple.com/gb/app/itunes-u/id490217893 to download the app. It is only available on the App Store for iPhone and iPad devices.

Virtual College - A Range of Free E-learning Courses

A range of free e-learning courses in subjects such as Safeguarding Children, Health and Well-Being and Careers Advice.

- You can access the courses at www.virtual-college.co.uk/resources/free-courses
- Below is a list of the courses:
    - [An Introduction to Infection Prevention and Control](#)
    - [Understanding Animal Welfare in Violent Homes](#)
    - [An Introduction to GDPR](#)
    - [Understanding Young Minds](#)
    - [Female Genital Mutilation](#)
    - [Keep Them Safe: Protecting Children from CSE](#)
    - [Awareness of Forced Marriage](#)
    - [Awareness of Type 1 Diabetes](#)
    - [Get Moving, Get Healthy](#)

You will need to register to access the courses.

OpenLearn

Powered by the Open University, which provides online degree courses.

- They have nearly 1,000 courses across eight different subject areas including languages, business and money, health and sports, which are available immediately and you can work at your own pace with no deadlines or time limits.
- Some courses focus on interesting academic subjects, whilst others are designed to help you develop skills needed for study or work.
- Upon completion of a course, you can download a free, Open University Statement of participation.

Go to www.open.edu/openlearn/free-courses/full-catalogue to see the full list of free courses and get started. You will need to register to give you access to your personal learning profile and to keep a record of your achievements while you study.

Open Culture

1,500 free online courses from the world's top universities like Stanford, Yale, MIT, Harvard, Oxford and more.

- You can use this collection of online courses to learn everything you want; from history, philosophy and literature, to physics, biology, psychology, and computer science.
- Please note that this includes a lot of Massive Open Online Courses (MOOCs). If you want to enrol in a free version of a MOOC, please select "Full Course, No Certificate" (edX) or "Audit" (Coursera) option. If you opt to take the course for a certificate/credential, you will be charged.

Go to www.openculture.com/freeonlinecourses to view the list of courses. By clicking on one of the courses you will be directed to the relevant course website, and some of these may require you to register.

Working with Children and Young People

Free CPD Anti-Bullying Alliance Online Training

As part of Anti-Bullying Alliance's 'All Together programme' they have developed a suite of free online training for anyone that works with children and young people.

- The programme was particularly developed to reduce levels of bullying of disabled children and those with special educational needs (SEN) but applies to all children.

- Training courses include: What is bullying? Bullying and the Law, Bullying and SEN/disability, 10 principles to reduce bullying, Preventing bullying, Responding to bullying, and Cyberbullying (Online bullying).
- Each module takes between 30-45 minutes to complete. The training is free to complete online from any computer/tablet. You can complete it at your own pace.
- This ABA online course is CPD approved which means it is certified and counts towards your continuing professional development.

You can sign-up for the course on www.anti-bullyingalliance.org.uk/tools-information/schools-and-teachers/free-cpd-online-training. You will need to register with the provider to access the course.

Keep Them Safe: An Interactive CSE Learning Tool

This e-learning course from PACE (Parents Against Child Exploitation) is for parents, professionals and volunteers who work alongside children and young people.

- This 20-30 minute online learning session is a valuable source of information to:
  - find out more about child sexual exploitation
  - learn the signs and indicators of when a child might be being exploited
  - understand the impact child sexual exploitation can have on families
  - know what to do if you suspect a child might be at risk of this abuse.

You can sign-up for the course on paceuk.info/training/keep-them-safe/. You will need to register with the provider to access the course.

Gender Nonconforming Young People

Working in partnership with GIRES (the Gender Identity Research and Education Society), Surrey and Borders Partnership NHS Foundation Trust has created an online learning course to help healthcare and other staff understand the needs of gender nonconforming young people.

- The course is free, is easily accessible online and takes around 45 minutes to complete.
- It is designed for staff of all levels and disciplines and provides an optional test, as well as a certificate of completion.
- It includes an introduction to gender non-conformity, advice on how to create supportive environments for gender non-conforming young people and critical information about medical interventions and frontline support.

Access the course is via the GIRES website at www.gires.org.uk/e-learning/caring-for-gender-nonconforming-young-people/