

Whilst public health protection measures and restrictions are in place many adult learning providers are offering a **range of qualifications and courses on-line, Bolton College currently is open for learning.** Many of the courses are free and subsidised, depending on your circumstances. These qualifications and courses aim to support your wellbeing, develop digital skills, improve employability prospects, and help you find a career change. All listed training providers are approved and funded to deliver Adult Education. For further details contact the training provider. Course information provided by training providers and **29.10.20** and is subject to change.

**Digital Help** is available at the **Bolton Library Service.** From learning how to use your computer and smart devices to advice and guidance on accessing services online. For further information see [Bolton Libraries Digital Help](#) or ring 01204 332853.



## Bolton College

[www.boltoncollege.ac.uk/adult-learning/](http://www.boltoncollege.ac.uk/adult-learning/)

Tel: 01204 482 155

### Coronavirus Update from Bolton College

At the present time the College remains open and has all the necessary measures in place to help keep you safe. This is subject to change see [www.boltoncollege.ac.uk/coronavirus-update/](http://www.boltoncollege.ac.uk/coronavirus-update/)

### Bolton College Adult Learning: Email: [admissions@boltoncc.ac.uk](mailto:admissions@boltoncc.ac.uk)

Our Adult Course Guide contains a wide range of courses which are sure to peak your interest - [browse our guide online.](#)

- [Access to Higher Education](#)
- [Art, Design and Media](#)
- [Business Admin, Accounting and Management](#)
- [Catering and Hospitality](#)
- [Beauty and Complimentary Therapy](#)
- [Computing and IT](#)
- [Construction](#)
- [Counselling](#)
- [Early Years / Childcare](#)
- [Engineering](#)
- [English and Maths](#)
- [ESOL](#)
- [Foundation Learning](#)
- [Hairdressing and Barbering](#)
- [Health and Social Care](#)
- [Languages and Sign Language](#)
- [Motor Vehicle](#)
- [Online Learning](#) – new courses coming soon!

### Community Learning at Bolton College Email: [Communitylearning@boltoncc.ac.uk](mailto:Communitylearning@boltoncc.ac.uk)

Our adult learning (19+) in the community programme provides a wide range of courses to get you back into learning, refresh your skills, help you find work, find about career pathways and support your wellbeing.

- Employability and Vocational Pathway Skills
- English and Maths

- Health and Wellbeing
- Community Cookery
- Basic Digital and Computing Skills
- Family Learning
- Volunteering and Your Community
- ESOL

Community learning is available in the centres below and at our Deane Road Campus. For further details about the range of courses see:

- [Brownlow Fold BL1](#)
- [Deane and Derby BL3](#)
- [New Bury BL4](#)
- [Adult and Community Learning Course Guide](#)



brightdirectiontraining

## Bright Direction Training

[www.brightdirectiontraining.co.uk](http://www.brightdirectiontraining.co.uk)

Email: [Christina@brightdirectiontraining.co.uk](mailto:Christina@brightdirectiontraining.co.uk)

Contact Number: 01204859859 -8am-5pm (Monday-Friday)

### **SIA Security Officer Routeway – Level 2: 15 days accredited course**

This SIA Routeway gives learners the skills and qualifications to gain employment in the private security industry. Customers will complete Level 1 Workskills certificate to improve employability skills, teamwork, problem solving, preparing for interview and health and safety knowledge. Learner will also complete Level 1 Award in customer service and Level 2 Award in Security officer, gaining an insight into the security sector and understanding their role and responsibilities. Exams included and SIA Licence funded by provider. Customer must have a smartphone and laptop/computer to complete online exams. Ongoing dates available Classroom delivery will be available soon- also ideal for customers without IT skills or equipment at home to complete online.

### **Level 2 Retail Knowledge – 7 days accredited course**

The qualification is to support a role in the workplace or for learners who are looking to develop their knowledge and understanding to obtain employment within the retail sector. These include Understanding customer service in the retail sector, understanding how a retail business maintains health, safety and security on its premises and Understanding how the effectiveness of store operations can be improved.

## Level 2 Warehouse and Storage Routeway – 7 days accredited course

The qualification is designed to prepare learners to progress to a qualification in the same subject area but at a higher level or where more specific knowledge, skills and understanding is required. This is a knowledge only qualification which can be used to prepare learners to enter employment within a warehousing and storage environment.



## Raise the Youth

<http://www.raisetheyouth.co.uk/>

Email: [Lorna.King@raisetheyouth.co.uk](mailto:Lorna.King@raisetheyouth.co.uk)

## Level 2 Award in Youth Work Practice: 3-month qualification

This course will provide people with the knowledge and skills to work with young people It will also prepare individuals to move onto the Level 2 certificate which is a minimum requirement in some youth work positions. Online/virtual support from a dedicated tutor with live interactive group sessions.

## Preparation for Work-CV building: 7-hour course

This will enable learners to understand what an employer is looking for from a CV, how to tailor your skills and experience towards a job specification. It will also include cover letters, speculative cover letters and how to access online services

## Conflict Resolution-7 to10-hour course

This course will look at how to use restorative justice with individuals and the language you should use. It will also explain the benefits of using these techniques and how to apply them.

## Safeguarding: 7 to10-hour course

This course will encompass the safeguarding needs of young people with some aspects of vulnerable adults. It will explain what to do should you have a safeguarding concern and the channels to go through.



[www.mantralearning.co.uk](http://www.mantralearning.co.uk)

Email: [Sharon.g@mantralearning.co.uk](mailto:Sharon.g@mantralearning.co.uk)

Contact Number: 0333 220 6645

## Pre-Employment Training – Digital Enablement EL3 Monday – Friday 10am – 3pm Starting on the 30<sup>th</sup> November running weekly

This programme will enhance knowledge of tools and various platforms which can help support you back in to employment

- Device familiarisation and support – parts and components of devices, using technology for a purpose, identify icons, platforms and the uses

- Virtual platform guide and info – this will tie in with interviews, working safely online etc (Virtual platforms – Teams, Zoom and Skype)
- Using Word and Excel (Entry level) – This will tie in with CV update
- CV workshop – Including suitable email address and contact details
- Interview techniques, planning, questions and scenario’s – including virtual platforms



## North of England Training

[northofenglandtraining.co.uk/information/contact-us/](http://northofenglandtraining.co.uk/information/contact-us/)

Ben@northofenglandtraining.co.uk

*\*ALL COURSES BELOW TO BE CONFIRMED SUBJECT TO CENTRE APPROVAL*

### **CACHE Level 1 Caring for Children: 10-hour qualification**

This course is for individuals who are looking to start a career in childcare or want to understand the skills and knowledge to work with children.

### **CACHE L2 Understanding Children & Young People’s Mental Health: 20-hour qualification**

This qualification aims to increase learner’s knowledge and awareness of children and young people’s mental health.

You will develop knowledge of:

- children and young people’s mental health in context
- mental health problems commonly associated with children and young people
- the impact of mental ill-health on children and young people
- support available to maintain mental wellbeing in children and young people

### **CACHE Level 1 Award in Preparing to Work in Schools: 10-hour qualification**

This qualification prepares learners for further learning and training whilst developing an understanding of the teaching and learning environment in a school setting. It covers areas such as how to support the well-being of a child or young person and child and young person development.

### **CACHE Level 2 in Understating Behaviour that Challenges and its Effects: 20-hour qualification**

This qualification is designed to increase learners’ awareness and understanding of behaviour that challenges and its effects.

### **CACHE Level 2 in Understanding Specific Learning Difficulties: 20-hour qualification**

This qualification aims to give learners knowledge of different Specific Learning Difficulties, how they are diagnosed and how individuals can be supported. The qualification can be used by a wide range of learners looking to improve their knowledge and awareness in this subject area.

### **CACHE Level 2 in Understanding Safeguarding and Prevent: 20-hour qualification**

The purpose of this qualification is to increase the learner’s knowledge and awareness of the Prevent Duty and safeguarding, including online safety. By completing the qualification, learners will develop knowledge of safeguarding in an environment where they have a duty of care.



## Stanguide Ltd

[www.standguide.co.uk/time-to-learn/](http://www.standguide.co.uk/time-to-learn/)

Email: [Claire.donohue@standguide.co.uk](mailto:Claire.donohue@standguide.co.uk)

### **Certificate in Preparing to Work in Adult Social Care Level 2: 179-hour qualification**

This course is an ideal taster for anyone who may be new to the sector and would like to understand about working within Health and Social Care. The qualification covers the areas of communication, equality, diversity and inclusion, personal development, role of the social care worker, handling information, health and safety, safeguarding, duty of care and person-centred approaches.

### **Award in Preparing to Work in Adult Social Care Level 1: 53-hour qualification**

This qualification develops a basic knowledge of the adult social care sector. It covers the type of job roles and services within it, the role of communication and the importance of valuing the individuals being cared for.

### **Awareness of Mental Health Problems Level 2 – 160 GLH**

This qualification aims to raise awareness of mental health and a range of mental health problems. This qualification is designed for anyone looking to develop their understanding of mental health and the problems that can cause mental ill health.

### **Common Health Conditions Level 2 – 121 GLH**

The purpose of this qualification is to give learners currently working in, or intending to work in, adult health and social care an awareness of a range of common health conditions. Learners may then progress to additional qualifications to gain a more in-depth understanding of specific health conditions.

- various common health conditions
- monitoring the health of individuals affected by health conditions.

### **Dementia Care Level 2 – 123 GLH**

Covers areas such as person-centred care, the influence of positive communication methods, issues relating to the use of medication for those with dementia and the importance of providing appropriate activities.

The qualification doesn't infer competence in the work role, but can be used to support the underpinning knowledge and understanding needed for those working in or towards a dementia care role.

### **End of Life Care Level 2 – 135 GLH**

This qualification provides the opportunity to develop an understanding of different perspectives of death and dying, and the impact it has on individuals. It covers the aims and principles of end of life care, communication factors and how to access a range of support services in end of life care.

### **Falls Prevention Awareness Level 2 – 118 GLH**

The purpose of this qualification is to increase learners' awareness and understanding of falls and their prevention which will allow them to progress into, or within, employment in healthcare or social care settings. The objective of the qualification is to allow learner's to gain knowledge and understanding of:

- the impact and consequences of a fall
- risks and hazards which contribute to falls
- reducing the risk of falls.

The qualification also covers the importance of recording and reporting any incidence of falls to ensure that interventions can be put in place to reduce risk and reoccurrence of falls.

This qualification is aimed at anyone working in a healthcare or social care environment, particularly those that support, or have contact with, older people who have an increased propensity to falls.

## **Infection Control Level 2 – 111 GLH**

This qualification aims to help learners to understand:

- the meaning and importance of infection control
- the causes of infections, the conditions in which they thrive and the ways that they can be spread
- methods used to prevent and control the spread of infection

## **Mental Health First Aid and Mental Health Advocacy in the Workplace Level 2 120 GLH**

The purpose of this qualification is to give learners the skills to support colleagues with mental health problems. These skills will be gained by increasing the learner's knowledge and understanding of mental health conditions and the principles of mental health first aid and how this can be implemented in the workplace.

## **Principles of Care Planning Level 2 – 155 GLH**

This qualification aims to develop learners' knowledge and understanding of:

- the principles and processes of person-centred thinking, planning and review
- how to work with individuals to carry out activities specified in their care or support plan, including person-centred assessment, planning, implementation and review
- the promotion of health and well-being through nutrition and hydration
- supporting individuals to maintain personal hygiene
- supporting individuals to manage continence and the use of continence equipment
- supporting individuals with sleep

## **Safeguarding and Prevent Level 2 – 115 GLH**

The purpose of this qualification is to increase the learner's knowledge and awareness of the Prevent Duty and safeguarding, including online safety. By completing the qualification, learners will develop knowledge of safeguarding in an environment where they have a duty of care.

## **Understanding the Safe Handling of Medication in Health and Social Care Level 2 – 120 GLH**

This qualification aims to help learners develop:

- a general understanding of different types of medication and their use
- knowledge of the procedures for obtaining, storing, administering and disposing of medication

- an understanding of legislation and the audit process related to medication and issues of responsibility and accountability
- an understanding of the record-keeping process for medication.

This is a knowledge-based qualification; achievement will not allow learners to be considered occupationally competent in the administration of medication

**Certificate in Principles of Customer Service Level 2: 180-hour qualification**

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles. Learners will have essential knowledge of how to carry out tasks such as managing information and supporting events.

**Digital Skills Level 1 and Level 2 – L1 120 GLH L2 110 GLH**

The purpose of this qualification is to allow learners to demonstrate understanding of and competency in digital literacy skills. It will help learners progress to a work role where digital literacy skills are required

**Certificate in Customer Service for Health & Social Care Settings L2: 94-hour qualification**

This qualification is designed for learners who want to develop an understanding of how to deliver effective customer service in health and social care settings.

**Award in Managing Money Level 1: 48-hour qualification**

This is an ideal qualification to provide learners with the knowledge and skills to manage personal finance beneficially and to anticipate future needs and wants.

**Employability Award Level 1 – 36 GLH**

This qualification aims to develop and enhance skills required for the working environment and improve learners' confidence and communication skills in order to prepare them for employment or for a change in employment.

**Functional Skills English Entry Level – Level 2 – 55 GLH**

Its principal purpose is to engage adults and provide the skills and learning they need to equip them for work, an apprenticeship or further learning. It gives learners practical skills for the modern world and helps them the most from life, learning and work. This specification aims to ensure learners have good communication skills in reading, writing, speaking, and listening

**Functional Skills Maths Entry Level – Level 2 – 55 GLH**

Its principal purpose is to engage adults and provide the skills and learning they need to equip them for work, an apprenticeship or further learning. It aims to promote mathematical thinking and transferable skills. Learners will also cover Maths that is useful in everyday situations and the world of work.



## The Growth Company

<https://www.growthco.uk>

Email: [Jeanne.brincat@gcemployment.uk](mailto:Jeanne.brincat@gcemployment.uk)

Tel: **07774 666 978**

### **Well-being Course – Skills First – Certificate in the principles of maintaining well-being at work/Money management – 2 week course**

Learn how to answer questions like - What are the benefits of mental wellbeing? What measures can be put in place to help support our mental state? Can a healthy balanced diet support your mental health wellbeing? This course will enable the learner to understand managing their finances, understand credit & debt and where to gain advice and guidance when necessary.

### **Highfield – Certificate in Retail Knowledge – 2 weeks course**

Understanding the business of retail. Understanding customer service in the retail sector. Understanding the retail selling process

### **Highfield – Certificate in Customer Service – 2 weeks course**

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles. Learners will have essential knowledge of how to carry out tasks such as managing information and supporting events.

### **C&G – Certificate for skills for working in the Health, Adult and Child Care Sectors – 2 weeks course**

An introduction to Care which will enable the learner to gain the knowledge required to decide within which area of Care they would like to work

### **C&G – Certificate in introduction to the facilities Industry – 2 week course**

These qualifications can help you to build up your knowledge and skills and progress in a wide range of roles. Covers Health & Safety in the workplace, specialist cleaning, manual handling, PPE.

### **CSCS course – 2 week course**

If you interested in a career in construction and want to gain your 5-year general operative CSCS card. The Works are offering an online course to achieve your card.

Please contact Tracey Roberts to enroll – 07540 919 845



## Total People

[www.totalpeople.co.uk/employers/courses](http://www.totalpeople.co.uk/employers/courses)



Email: [enquiries@totalpeople.co.uk](mailto:enquiries@totalpeople.co.uk)

**L2 Certificate in the Principles of the Mental Health Care Worker: 8 to12-week qualification**

This course will equip learners with a detailed understanding of mental health and mental health issues. It will explore the principles and duties of the mental health care worker, approaches to patient care and the duty of care in adult health and social care. Learners on this course will be able to gain understanding in the support available to people suffering from mental health conditions.

**Level 2 Certificate in the Principles of Dementia Care: 8 to12-week qualification**

This course will explore what dementia is, the behaviors associated with the condition, the techniques that will reinforce a person-centered care approach and the medications appropriate for people with dementia.

**Level 2 Certificate Understanding Dignity& Safeguarding in Adult Health and Social Care: 8 to12-week qualification**

This qualification will provide learners with a thorough understanding of the importance of dignity and safeguarding and will explore issues including dilemmas and public concerns in adult health and social care. All of which will enable learners to make an effective difference to the lives of many vulnerable people.

**Level 2 Certificate in Understanding Autism: 6 to 8-week qualification**

Learners on this course will gain an understanding of the spectrum of autistic disorders and the different ways autism can affect people. The course explores the importance of using a person-centered approach to provide support and care. It also explores how to use appropriate communication skills and positive behavior to encourage individuals with autistic spectrum conditions to live fulfilling and independent lives.

**Level 2 Certificate Principles of the Prevention and Control of Infection in Health Care Settings: 8-week qualification**

This course can help to tackle the outbreak of infection in hospitals and healthcare settings by giving learners a comprehensive understanding of the causes of infections, how they can spread and the best practices used to control it.

**Level 2 Certificate in Principles of Team Leading: 8 to12-week qualification**

On this course, learners will develop practical skills to become successful team leaders and to improve morale and productivity within the workplace. This course will provide comprehensive knowledge in all aspects of leading a team including understanding procedures around health and safety, communicating effectively, building relationships and managing performance.

*Seetec*  
OUTSOURCE

**Seetec**

Tel: 0161 519 4900 or 07758 653125

Email: [paul.maleque@seetec.co.uk](mailto:paul.maleque@seetec.co.uk)

**KIND TO YOUR MIND COURSE - Wellbeing Provision in response to Covid 19**

<https://www.seetecoutsource.co.uk/opportunity/health-and-wellbeing-courses/>

Level 1 Accreditation in Wellbeing Award & Level 1 Progression Award Duration – 2 week Courses

Introduction to mental wellbeing: what constitutes good mental health and mental ill-health; how to keep mentally healthy; how to recognise deteriorating mental health and support friends and family with mental health issues; how to access available support.

- Building personal confidence and self-awareness
- Healthy Living / Sleep Hygiene
- Better use in Online platforms and networking
- Personal budgeting and managing money
- Coping with change / Positive plan moving forward looking new options. with changing landscape
- Workshop from the National Career Service during the course

Daily interactive tutorials with a qualified Tutor. Initial support will be given on using online platforms like Skype. Step by step 1-2-1 support as required with workbooks available to accompany the course modules.



## Total Training Provision

<https://www.total-tp.com>

Email: [Jo@total-tp.com](mailto:Jo@total-tp.com)

Tel: 0800 038 5666

### Information, Advice and Guidance – 8 Week Course Level 2

This course is designed to understand how to offer clear and accurate information, advice, or guidance. Knowing what can be shared legally and professionally. Develop interaction skills for effect information, advice, and guidance delivery.

### Generic and Specialist Cleaning Principles – 8 Week Course Level 2

This course is designed to understand how to deal with routine and non-routine waste. Health and Safety of cleaning and support for services industry. How to work others in the cleaning industry. Cleaning interiors and washrooms.

### Principles of Team Leading – 8 Week Course Level 2

This course is designed to understand the Principles of Team Leading, understand business operations and how to communicate work-related information effectively.

### Understanding Autism – 8 Week Course Level 2

This course is designed to provide an introduction to Autism, using a person-centred approach to support individuals with autism. Communication and social interaction, sensory processing, perception ad cognition in individuals with autism. Learn how to support positive behaviours and support individual with autism to live health and fulfilled lives.

### End of Life Care – 8 Week Course Level 2

This course is designed to understand how to work in end of life care, care planning in end of life care. Understand how to provide support to manage pain and discomfort. Learn about end of life care and

<p>dementia. Understand the role of the care worker in time of death and learn how to understand loss and grief in end of life care.</p>
<p><b>Falls Prevention Awareness - 8 Week Course Level 2</b>            This course is designed to understand falls in context, what the risk factors and causes of falls are. How to assess and prevent falls and how to manage falls.</p>
<p><b>Lean Organisation Management Techniques – 8 Week Course Level 2</b>            This course is designed to understand about lean organisation techniques in business. Understand about business improvement tools and techniques and to work effectively in business teams</p>
<p><b>Mental Health First Aid &amp; Mental Health Advocacy in the Workplace – 8 Week Course Level 2</b>            This course is designed to explore mental health, understand how to support individuals with mental ill health and understand a mentally healthy environment</p>
<p><b>Business Administration Knowledge – 8 Week Course Level 2</b>            This course is designed to understand the principles of providing administrative services. Understand the principles of business document production and information management. Understand communication in a business environment, employer organisations and learn how to develop working relationships with colleagues.</p>
<p><b>Equality and Diversity – 8 Week Course Level 2</b>            This course is designed to understand equality and diversity in society, in the community and workplace.</p>
<p><b>Common Health Conditions – 8 Week Course Level 2</b>            This course is designed to understand how to contribute to monitoring the health of individuals affected by health conditions. Introductory awareness of sensory loss. Stroke Awareness, Dementia Awareness, Arthritis Awareness and Parkinson’s Disease Awareness.</p>
<p><b>Awareness of Mental Health Problems – 8 Week Course Level 2</b>            This course is designed to understand Mental Health, Stress, Anxiety, Phobias, Depression, post-Natal Depression, Bipolar Disorder, Schizophrenia, Dementia, Eating Disorders, Attention Deficit Hyperactivity Disorder, Obsessive Compulsive Disorder and Post- Traumatic Stress Disorder.</p>
<p><b>Children and Young People’s Mental Health – 8 Weeks Course Level 2</b>            This course is designed to understand children and young people’s mental health in context. Understand factors which may affect children and young people’s mental health. Understand children and young people’s mental health concerns and the impact of children and young people’s mental health concerns. Understand how to support children and young people’s mental health concerns.</p>
<p><b>Care Planning – 8 Week Course Level 2</b>            This course is designed to understand person centred thinking and planning, care planning for the care worker. Understand nutrition and hydration in a health and social care setting. Principles of supporting individuals to maintain personal hygiene, understand continence care and the principles of supporting sleep.</p>
<p><b>Counselling Skills – 8 Week Course Level 2</b>            This course is designed to understand diversity and ethics in the use of counselling skills. An introduction to counselling skills theories, counselling skills and personal development. Finally, how to use counselling skills.</p>
<p><b>Customer Service for Health and Social Care Settings – 8 Week Course Level 2</b></p>

This course is designed to understand how to prepare to deliver customer service in health and social care settings. Understand effective communication for health and social care and the specific needs of customers and patients accessing health and social care services. Also, learn about teamwork in health and social care settings.

**Customer Service – 8 Week Course Level 2**

This course is designed to understand the principles of customers service and delivery. Learn how to understand customers and understand employer organisations.

**Preparing to Work in Adult Social Care – 8 Week Course Level 2**

This course is designed to understand the principles of communication, personal development, diversity, equality, and inclusion. Principles of safeguarding and protection, an introduction to duty of care. Understand the role of the social care worker and person-centred approaches. Also, you will learn health and safety along with how to handle information.

**Dignity and Safeguarding in Adult Health and Social Care – 8 Week Course Level 2**

This course is designed to understand safeguarding in adult health and social care, the principles of dignity in adult health and social care practice. Understand duty of care in adult health and social care and dilemmas and public concerns in adult health and social care.

**Principles of Prevention and Control of Infection – 8 Week Course Level 2**

This course is designed to understand the principles of the causes and spread of infection in health care settings. The importance of personal hygiene and health in the prevention and control of infection in health care settings. The principles of decontamination, cleaning and waste management and the principles of infection prevention and control in a health care setting.

**Principles of Dementia Care – 8 Week Course Level 2**

This course is designed to understand Dementia awareness, the person-centred approach to the care and support of individuals with dementia. Understand the factors that can influence communication and interaction with individuals who have dementia. Understand equality, diversity, and inclusion I dementia care and the administration of medication to individuals with dementia using a person-centred approach.

**Retail Operations – 8 Week Course Level 2**

This course has been designed to understand customer service in the retail sector. Understand the retail selling process, how individuals and teams contribute to the effectiveness of a retail business. Understand how a retail business maintains health and safety on its premises. Understand retail consumer law and how to deal with customer queries and complaints in a retail environment.

**Principals of Warehousing and Storage – 8 Week Course Level 2**

This course is designed to provide an introduction to warehousing and storage. Understand how to receive and store goods, how to process orders and prepare them for dispatch. Understand how to check stock and update records and learn about customer service in warehousing and storage.

**Understanding the Care and Management of Diabetes – 8 Week Course Level 2**

This course is designed to understand diabetes, prevention, and early intervention of Type 2 diabetes. Understand the initial care of diabetes and understand the treatment and management of diabetes.

**Understanding Safe Handling of Medication – 8 Week Course Level 2**

This course is designed to understand medication and prescriptions, supply, storage, and disposal of medication. Understand the requirements for the safe administrations of medication. Record-keeping and audit processes for medication.

**Understanding Nutrition and Health – 8 Week Course Level 2**

This course is designed to explore principles of healthy eating and consider nutritional needs of a variety of individuals. Use food and nutrition information to plan a healthy diet and understand the principles of weight management. Understand eating disorders.

**Understanding Specific Learning Difficulties – 8 Week Course Level 2**

This course is designed to understand specific learning difficulties, the effects of specific learning difficulties and the diagnosis of specific learning difficulties. Understand how to support individuals with specific learning difficulties and the context of specific learning difficulties.

**Understanding Safeguarding and Prevent – 8 Week Course Level 2**

This course is designed to understand the context of supporting individuals with learning disabilities. The Principles of safeguarding and protection in health and social care and an introduction to personalisation in social care. Principles of positive risk-taking for individuals with disabilities. An introductory awareness of autistic spectrum conditions and the principles of supporting individuals with a learning disability to access healthcare.

**Digital Skills for Work – 8 Week Course Level 2**

This course is designed to understand how to protect devices and data, communicate socially and professionally using technology. Apply digital skills in personal and business situations and use digital resources to facilitate career progression

**Understanding Cancer Support – 8 Week Course Level 2**

This course is designed to increase cancer awareness. Introduction to the diagnosis and treatment of cancer, cancer care and support. Also, an introduction to end of life and bereavement care.

**English, Maths and ICT Functional Skills Level 1 and Level 2**

This specification aims to ensure learners have good communication skills in reading, writing, speaking, and listening.