

Distance Learning Academy

Study **your** way

Online • Face-to-face • Remote delivery

The Distance Learning Academy at North Warwickshire and South Leicestershire College

As recently merged Colleges, North Warwickshire & Hinckley College and South Leicestershire College provide a range of accredited qualifications at competitive rates. Many courses also receive government funding, significantly reducing costs.

Our distance learning courses are ideal for employers looking to upskill their staff and individuals aiming to progress their career.

- ✓ Fully accredited Level 2 courses
- ✓ Fits around work and home life
- ✓ Approximately 12 weeks in duration
- ✓ Learn from home - all materials provided
- ✓ Available to start all year around
- ✓ No exams, no fees (subject to eligibility)
- ✓ Online and remote delivery

Our specialisms are:



Health and
Wellbeing



Business,
Administration
and Management



Customer
Service



Equality and
Diversity



Logistics

Contact the Distance Learning Academy:

✉ distance.learning@nwhc.ac.uk

☎ 024 7624 3504

Delivery options

We offer three delivery options, designed to minimise costs and fit around your organisational needs.



Online learning

Our e-assessor platform is an extremely popular method due to its ease of use and flexibility:

- Allows learners to complete assessments via any internet-enabled device, anywhere, anytime
- Hard copy resources also provided



Face-to-face delivery and assessment

Delivered in the work place, this is a flexible method ideal for training several candidates at a time:

- Reduce costs: no need to release staff for training offsite
- Learning materials provided and can be completed at times convenient to the learner
- Dedicated assessors will arrange on-site visits, study schedules and tutorial support including one-to-one, email and telephone support



Remote delivery and assessment

Dependent on circumstances we can also provide a distance learning option:

- All delivery is remote rather than face-to-face
- Online learning via e-assessor, or postal with reply paid envelopes
- Learning materials provided online or by post
- Dedicated assessors will provide study schedules and personal support via email, telephone or post

Get started straight away!

If you are an individual our team will set up a telephone or face-to-face induction with you. If you are a business, our team will work with you to set up a flexible delivery programme that best fits your needs. **Get in touch to get started!**

5 big benefits of distance learning

01

Flexibility

Study at a time and place to suit you



02

Affordability

Low-cost, nationally-recognised qualifications



03

Studying from home

Ideal if you have a busy work/family life. Internet access is essential!*

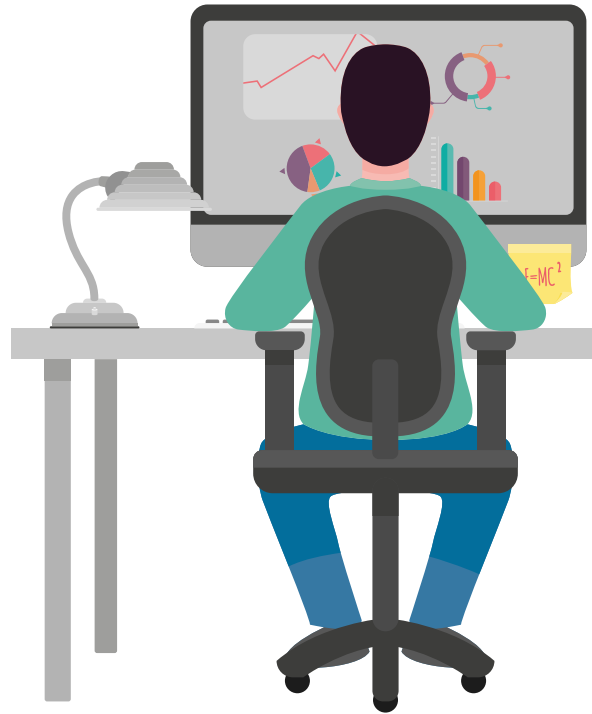
*dependent on course/delivery option



04

Continue to work

The flexibility of our courses means you don't have to attend college to gain a nationally-recognised qualification



05

Attractive to employers

These courses are sought after by employers as they are affordable and totally flexible

Health and Wellbeing

This section includes courses that are relevant to all sectors, specifically the Healthcare and Education sectors.

These courses are designed to develop understanding of the importance of mental and physical health and wellbeing as well as effective communication and management in a workplace setting.

Awareness of Mental Health Problems

Ideal for: any employee working closely with people on a day-to-day basis. This course is suitable for all sectors.

Course content:

As mental health problems are among the most common health conditions, directly affecting about a quarter of the population in any one year, this course is ideal for those working in any sector.

- Raises awareness of a range of mental health issues including ADHD, PTSD and OCD
- Signs, triggers and symptoms
- How mental health can affect an individual's ability to cope and function
- Guidance on how to potentially manage and support people with their illness on a day-to-day basis

Understanding Behaviour That Challenges

Ideal for: those working within education and healthcare settings.

Course content:

This course aims to increase awareness and understanding of challenging behaviour and its effects.

- Supporting positive behaviour
- The importance of effective communication
- Behaviour management
- The role of reflection and support for those involved in incidents of challenging behaviour

Care & Management of Diabetes

Ideal for: those working in the health and care sector.

Course content:

Currently, the number of people diagnosed with diabetes in the UK is estimated to be 3.2 million. This course aims to develop awareness and understanding of diabetes and how it is managed.

- The different types of diabetes and how they can occur
- Understand treatment, management, prevention and early intervention of Type 2 diabetes
- Learn how the onset of Type 2 diabetes can be delayed with lifestyle changes
- The importance of ongoing care and the correct treatment of diabetes to control blood sugar levels

Certificate in Common Health Conditions

Ideal for: those working in a health and care setting.

Course content:

This course covers a range of medical conditions and how they affect individuals.

- Contribute to monitoring the health of individuals affected by health conditions
- Awareness of conditions including: arthritis, stroke, dementia, Parkinson's disease, sensory loss, cardiovascular disease, physical disability, respiratory disease and the impact of brain injury

Customer Service in a Health Care Setting

Ideal for: those working in a health and social care setting.

Course content:

Designed for learners working in health and social care who want to develop an understanding of how to deliver effective customer service in line with customer expectations.

- The importance of teamwork
- Effective communication
- Specific needs of customers who access health and social care services
- How adjustments can be made to ensure expectations are met

Certificate in Falls Prevention Awareness

Ideal for: anyone working in a healthcare or social care environment.

Course content:

- The impact and consequences of a fall
- Risks and hazards which contribute to falls
- Reducing the risk of falls.

Certificate in Introducing Caring for Children and Young People

Ideal for: new and existing childcare practitioners.

Course content:

This course gives a broad knowledge of childcare and prepares learners to work in the childcare sector.

This qualification covers three main areas: childcare and education, babysitting and parenting responsibilities

- Safeguarding
- Child development
- Risks of abusive and exploitative behaviour
- Effective communication
- Identifying steps to overcome disabling attitudes and beliefs



Certificate in Understanding Children & Young People's Mental Health

Ideal for: new and existing childcare practitioners.

Course content:

Emotional wellbeing is just as important as a child's physical wellbeing, therefore, it is important that professionals are trained to spot warning signs and identify risk factors.

- Children and young people's mental health in context
- Factors which may affect children and young people's mental health
- The impact of children and young people's mental health concern
- Children and young people's mental health concerns
- How to support children and young people with mental health concerns.

Certificate in Understanding Safeguarding & Prevent

Ideal for: anyone who is responsible for the safeguarding of people and for helping prevent radicalisation

Course content:

Official data showed that over 7,500 people were referred to the Prevent programme in 2015/16.

- Recognising the signs of abuse
- How to reduce the risk of radicalisation
- Potential consequences of illegal online activity
- How to reduce the risk of radicalisation
- How to recognise signs of abuse or potential harm
- How to reduce the risks posed online.

Dignity & Safeguarding in Adult Health & Social Care

Ideal for: those working in an adult health and social care environment.

Course content:

Learners will investigate the principles and how they are applied in everyday work contexts. They will also have an opportunity to examine the dilemmas that can arise and the consequences when these principles are not upheld.

- Recognising and reporting unsafe practice
- Improve understanding of current legislation
- Protecting the health, well-being and human rights of individuals
- Creating better preventative care by enabling staff to reduce the likelihood of abuse or harm

Prevention & Control of Infection in Health Care Settings

Ideal for: those working in a wide range of health and care settings including hospitals.

Course content:

The rise of MRSA and resistant infections has brought infection control to the forefront of care provider responsibilities.

- Principles of infection prevention and control
- Causes and spread of infection
- Correct cleaning procedures
- Decontamination and waste management

Principles of Care Planning

Ideal for: those working within a care setting.

Course content:

- Understand care plans and how to evaluate plans and processes
- Investigate cleaning principles and how they are applied
- Cover a variety of topics fundamental to working in care
- Person-centred care, safe working practices, duty of care and safeguarding

Principles of End of Life Care

Ideal for: those working within a health and care setting.

Course content:

End of life care aims to help people live as well as possible and to die with dignity.

- Support needed to manage pain and discomfort
- How dementia impacts on end of life care
- The role of the care worker at time of death
- The loss and grief process

Principles of Dementia Care

Ideal for: those working within a medical or health and care setting.

Course content:

Provides underpinning knowledge and understanding needed in a Dementia Care role.

- Appreciation and understanding of the different forms of dementia
- How to support individuals with this condition through person-centred care
- The influence of positive communication methods
- Use of medication for those with dementia
- The importance of offering appropriate activities

Understanding Autism

Ideal for: those working within a health and social care and/or education setting.

Course content:

Autism is a spectrum condition that affects how a person communicates with others and how they interpret the world around them. There are around 700,000 people in the UK with autism – more than 1 in every 100.

- Knowledge and awareness of autism
- How individuals with autism can be supported to live healthy and fulfilled lives
- Understanding of the misconceptions, diagnoses and support surrounding autism

Understanding Nutrition and Health

Ideal for: those working in sport and recreation, exercise and fitness, hospitality and catering and healthcare. Also suitable for those with a general interest in nutrition and health.

Course content:

This qualification is for individuals wanting to recognise the importance of a healthy lifestyle and enhance their knowledge and understanding of a balanced and nutritious diet.

More than 60% of adults in the UK are overweight and without action, experts believe that half of these will be obese by 2050.

- Knowledge and skills surrounding diet and health
- How to prepare healthy food for different groups of people
- Food safety awareness
- Principles of weight management
- The dangers of eating disorders



Understanding the Safe Handling of Medicines

Ideal for: those working within a medical and health and care setting.

Course content:

Develops an understanding of the importance of responsibility, accountability and confidentiality in handling medicines.

- Different types of medication
- The requirements for the safe handling, storage and disposal of medication
- Safe administration of medication
- The importance of keeping accurate records

Understanding Specific Learning Difficulties

Ideal for: those working within healthcare, social care and education contexts and anyone looking to improve their knowledge and awareness in this area.

Course content:

This qualification gives learners knowledge of different specific learning difficulties, how they are diagnosed and how individuals can be supported.

Specific learning difficulties include: Attention Deficit Hyperactivity Disorder (ADHD), Dyslexia, Developmental Coordination Disorder, Dyscalculia, Autism.

Working with Individuals with Learning Disabilities

Ideal for: those working within a care setting.

Course content:

This qualification is designed to provide an understanding of the principles required to ensure that an individual with learning disabilities is provided with high quality person-centred care.

- Supporting individuals with learning disabilities
- Safeguarding and protection
- Positive risk-taking

Working with People with Mental Health Needs

Ideal for: those working within a health and care or education setting.

Course content:

Mental health presents one of the greatest challenges that current and future generations will face.

This qualification helps develop the support, understanding and techniques that are required for working with individuals who have mental health problems.

- Understanding of mental health, mental health illness and regulated legislation
- Processes and approaches involved in the care and support of those who experience mental health issues



Business, Administration and Management

These courses are designed to develop the communication, leadership and customer service skills that are vital to business success.

Information, Advice or Guidance

Ideal for: those working in careers guidance and/or education.

Course content:

This qualification aims to develop interaction and interpersonal skills to help positively develop service delivery.

- Explore communication techniques
- Study how values, attitudes and beliefs can affect interactions
- Develop interaction and interpersonal skills
- Learn how information, advice or guidance can be explored
- Learn how group interaction can be utilised
- Manage information, including storage and retrieval
- Learn how to comply with the law

Lean Organisation Management Techniques

Ideal for: those working in areas where improvements to quality, processes and costs have been identified.

Course content:

A 'lean' organisation focuses on business improvement tools and techniques in order to maximise customer value.

- Lean organisation and continuous improvement techniques
- Principles and techniques of workplace organisation
- Visual indicators to improve the work environment
- The benefits of effective team working
- The role of the team leader
- How to deal with conflict as a team member or team leader



Principles of Business Administration

Ideal for: those working in an administration role across a wide range of sectors.

Course content:

This course reviews the essential knowledge required to carry out every day and more complex administration tasks such as managing information and supporting events.

- Develop understanding of basic administration concepts and practices
- Review essential knowledge for daily and more complex administration tasks
- Learn business and administration national occupational standards

Principles of Customer Service

Ideal for: those working or wishing to work in a customer service related role.

Course content:

This course is ideal for those working in all sectors and can help develop understanding of the importance of excellent customer service to both colleagues and external contacts.

- Increase awareness of understanding and meeting customers' needs
- Giving a great customer experience
- Learning from feedback
- Promoting products and services.

Principles of Team Leading

Ideal for: practising or potential team leaders in all sectors.

Course content:

The course helps to develop a wide range of team leading skills.

- Establishing the team
- Motivation
- Communication
- Reporting structures
- Relevant legislation

Understanding Retail Operations

Ideal for: those new to or seeking employment in the retail industry.

Course content:

This qualification will provide you with a thorough understanding of retail operations.

- Different aspects of the retail industry
- Customer payments and the selling process
- How to provide good customer service
- Dealing with queries and complaints
- Basic retail law
- The importance of correct stock control



Equality and Diversity

Ideal for: employees from all sectors.

Course content:

The updated version of this qualification has been developed in order to address legislation, reinforcing the importance of equality and diversity within different contexts.

- Equality and Diversity in Society
- Equality and Diversity in the Community
- Equality and Diversity in the Workplace

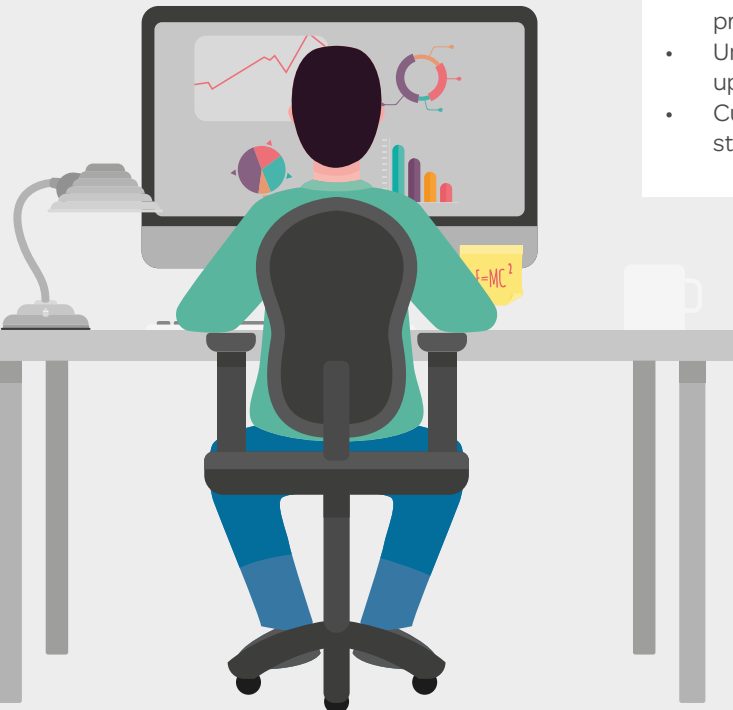
Principles of Warehousing & Storage

Ideal for: learners entering, or progressing from, entry roles in the Warehousing and Storage industries.

Course content:

The course will enable learners to process orders for dispatch and understand the purpose of a stock check.

- Understanding the warehousing and storage industry
- Understanding the functions and benefits of warehousing
- The purpose of a stock check
- Understand how to receive and store goods
- Understand how to process orders and prepare them for dispatch
- Understand how to check stock and update records
- Customer service in warehousing and storage



Important details

Information is correct at the time of going to press. Every effort is made to ensure accuracy. The College reserves the right to withdraw or amend courses, entry requirements, fees and details included in this publication.

Course information courtesy of: www.learningcurvegroup.co.uk

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