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Widnes & Runcorn

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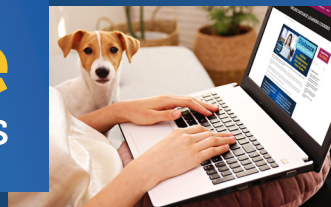


**Free\* online courses you can study from home**  
**Nationally recognised Level 2 qualifications through TQUK in:**

- Management & Professional
- Health & Social Care
- Digital & IT Skills
- Mental Health & Support

**Ofsted**  
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**Our FREE\* online learning courses offer you the opportunity to access a wide range of courses that you can learn from home, at your own pace... all you need is access to the internet.**

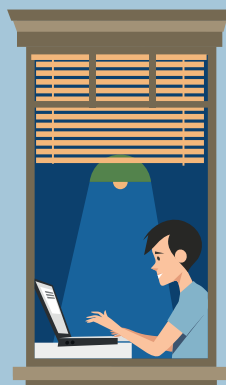
At Riverside College we realise the importance of online learning courses, especially at this time and we have a wide variety of accredited Level 2 courses for anyone aged 19+ that are \*FREE to you, regardless of your circumstances, as long as you complete the course.

You could gain a qualification that helps you in your current job, learn something completely new or even change the direction of your career! They are a great way to boost your confidence, your knowledge and your CV all at your own pace, over 4-16 weeks.

***\*These courses are fully funded with no fee if you complete your course. Fee if you do not complete is £99.***

THE  
COURSE  
IS **FREE**  
IF YOU  
COMPLETE

**APPLY  
ONLINE**  
FOR YOUR  
COURSE &  
OUR TEAM  
WILL  
CONTACT  
YOU



YOU WILL  
NEED  
ACCESS  
TO A  
**LAPTOP/  
TABLET  
& WI-FI**

**COMPLETE  
AT YOUR  
OWN PACE  
WITHIN  
4-16  
WEEKS**

**DEVELOP  
& UPSKILL  
YOURSELF  
DURING  
LOCKDOWN**

# Level 2 Courses

Nationally recognised qualifications through TQUK

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# Management & Professional Level 2 Qualifications



## Equality and Diversity

### Is this for me?

This course is for anyone! Promoting equality and diversity in the workplace and the wider community is crucial to a great working environment. Whether you would like to strengthen your own knowledge, or become more socially aware, this course is perfect for you.

### Course Details

- Equality and diversity in society
- Equality and diversity in the community
- Equality and diversity in the workplace



## Principles of Team Leading

### Is this for me?

This course is suitable for anyone who is new to a team leading role, or those who are hoping to become a team leader. This course will develop and improve your practical skills.

### Course details

- Principles of team leading
- Understand business
- How to communicate work-related information
- How to manage performance and conflict
- Principles of equality and diversity
- Understand how to develop working relationships
- Understand health and safety procedures
- Understand how to develop and deliver a presentation

## Principles of Customer Service

### Is this for me?

This course is ideal for anyone who is currently working in a customer facing role, or anyone who is looking to get a job where the role involves customer service knowledge.

### Course details

- Principles of customer service and delivery
- Understand customers
- Understand employer organisations
- Understand how to communicate with customers
- Understand how to handle customer information
- Understand how to resolve problems and deliver customer service to challenging customers
- Understand how to develop customer relationships



# Management & Professional

## Level 2 Qualifications



### Lean Organisation Management Techniques

#### Is this for me?

This course is ideal for learners who wish to increase their awareness and understanding of the lean management system and the features of a lean environment. This course will equip you with a detailed understanding of the lean management system and how to implement business improvement techniques and employ effective teamwork in a business.

#### Course Details

- Lean organisation techniques in business
- Business improvement techniques
- Effective teamwork in business

### Principles of Business Administration

#### Is this for me?

The course is ideal for anyone with an interest in the responsibilities and tasks involved in a business administration role. By exploring the principles of supporting events, project management and changes within a business environment.

#### Course details

- Principles of providing administrative services
- Principles of business document production and information management
- Understand communication
- Understand employer organisations
- Understand how to develop colleague working relationships
- Understand how to carry out business administration tasks
- Understand how to prepare text



"I liked the flexibility of being able to complete it around other commitments"

# Health & Social Care

## Level 2 Qualifications



### Understanding the Safe Handling of Medication in Health and Social Care

#### Is this for me?

This qualification is ideal for anyone who works in the healthcare sector or anyone who wishes to work in this sector. It is also suitable for anyone who handles medication in a caring role.

#### Course Details

- Medication and prescriptions
- Supply, storage and disposal
- Safe administration of medication
- Record keeping and audit processes



### Understanding the Care and Management of Diabetes

#### Is this for me?

This course would benefit anyone currently working, or looking to work, in the healthcare sector who wishes to learn more about the different types of diabetes and demonstrate a willingness to care for people living with the condition.

#### Course Details

- Understand diabetes
- Prevention and early intervention of type 2 diabetes
- Understanding the initial care of diabetes
- Understanding the treatment and management of diabetes

### Understanding Dignity and Safeguarding in Adult Health and Social Care

#### Is this for me?

This course is ideal for anyone who wishes to learn how to identify safeguarding issues and uphold excellent standards of care provision for vulnerable adults.

#### Course Details

- Understanding safeguarding in adult health and social care
- Principles of dignity in adult health and social care practices
- Understanding duty of care in adult health and social care
- Understanding dilemmas and public concerns in adult health and social care





# Health & Social Care

## Level 2 Qualifications



### Common Health Conditions

#### Is this for me?

The course is suitable for anyone who wishes to further understand a variety of common health conditions they may encounter among people in their care. You will not only gain an awareness of the signs, symptoms and treatments available for a variety of common health conditions, but you will also learn how to care for individuals and enable them to manage, monitor and control their condition.

#### Course Details

- Understand how to contribute to monitoring the health of individuals
- Understand cardiovascular disease
- Stroke and arthritis awareness
- Understand physical disability
- Parkinson's disease awareness

### Prevention and Control of Infection

#### Is this for me?

This course is ideal for anyone who wishes to gain an understanding of how to prevent and control the spread of infection in both the workplace and their personal life.

#### Course details

- Understand the causes of infection
- Understand the transmission of infection
- Cleaning, decontamination and waste management

### The Principles of Prevention and Control of Infection in Health Care Settings

#### Is this for me?

Infection prevention is crucial to saving lives, so this course is of high importance to any existing or new healthcare employees.

#### Course details

- Principles of the causes and spread of infection
- Principles of the importance of personal hygiene and health in the prevention and control of infection
- Principles of decontamination, cleaning and waste management
- Principles of infection prevention and control





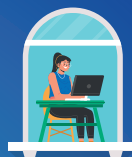
### Understanding Behaviour that Challenges

#### Is this for me?

This course is ideal for learners who wish to develop an in-depth knowledge of behaviour that Challenges in order to progress into related employment in health and social care. You will gain an understanding of behaviour that challenges, including how to support positive behaviour, the importance of effective communication in managing behaviour.

#### Course details

- Understand the importance of effective communication
- Understand the role of reflection and support for those involved in challenging behaviour incidents



### Falls Prevention Awareness

#### Is this for me?

The course is ideal for learners who wish to increase their awareness and understanding of falls and how to prevent them. Anyone who currently works in the health and social care sector and wishes to progress their career would benefit from this course.

#### Course details

- Falls in context
- The risk factors and causes
- Falls assessment and prevention
- Managing falls

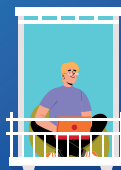
### Principles of Care Planning

#### Is this for me?

This course is suitable for learners who are looking to enter in to, or progress within employment in a variety of sectors and job roles where an understanding of care planning is required. This course will allow you to understand your role in supporting the preferences and needs of individuals in relation to their care. It also enables you to develop and implement care plans.

#### Course details

- Understanding person-centered thinking and planning
- Care planning for the care worker
- Understanding nutrition and hydration
- Principles of supporting an individual to maintain personal hygiene
- Understanding continence care
- Principles of supporting sleep





# Health & Social Care

## Level 2 Qualifications



### Principles of Dementia Care

#### Is this for me?

This course is suitable for those working in the care profession, anyone looking into a career in this field of work, home carers or anyone who has an interest in learning more about dementia.

#### Course details

- Dementia awareness and person-centered approach to the care and support of individuals
- Understand the factors that can influence communication and interaction
- Understand equality, diversity and inclusion
- Understand the administration of medication to individuals
- Understand behaviour in the context of dementia
- Understand the benefits of engaging in activities in social care



### Principles of End of Life Care

#### Is this for me?

The course is suitable for anyone who is caring for a loved one or family member during their final stages of life or anyone wanting to work in the healthcare sector.

#### Course details

- Understand how to work in end of life care and care planning
- Understand how to provide support to manage pain and discomfort
- End of life care and dementia
- Understanding the role of the care worker in time of death
- Understand loss and grief



### Understanding Nutrition and Health

#### Is this for me?

The qualification is ideal for anyone who wishes to develop their knowledge and skills surrounding diet and health, different forms of nutrition, planning a weight management programme and food safety awareness.

#### Course details

- Explore principles of healthy eating and consider nutritional needs of a variety of individuals
- Use food and nutrition information to plan a healthy diet
- The principles of weight management and understanding eating disorders
- Principles of food safety for the home environment





### Principles for Digital Skills in Employment

#### Is this for me?

This course is for those who wish to develop their digital skills in relation to the management of information and digital safety, security and communication or anyone with a basic understanding of IT skills who is searching for career progression. This course will equip you with an understanding of the importance of digital skills in the workplace itself, considering how to communicate effectively and how to protect data and devices, amongst other organisational policies and procedures.

#### Course details

- Developing digital career skills
- Management of information
- Digital device safety awareness
- Communication and productivity
- Digital security



### IT User Skills

#### Is this for me?

This course is ideal for anyone who would like to develop their knowledge, understanding and competence in a range of different IT skills. Learners must already have basic IT skills and basic knowledge of Microsoft Office software (Word, Excel and PowerPoint) to be able to complete the course.

#### Course details

- Using IT to increase productivity
- IT software fundamentals
- IT security for users
- Presentation software
- Spreadsheet software

"I feel like I have gained new skills and it was a very positive experience"

# Mental Health & Support

## Level 2 Qualifications



### Mental Health Awareness

#### Is this for me?

The course is suitable for anyone who wishes to increase their knowledge of mental health problems, the factors that cause mental ill-health and the ways that mental health problems can be managed. Anyone who has seen someone experience mental health problems would benefit from understanding the meaning, causes, effects, symptoms and management of the condition.

#### Course details

- Understanding mental health, stress and post-traumatic stress
- Understanding anxiety, phobias, depression and post-natal depression
- Understanding bipolar disorder, schizophrenia, dementia and eating disorders
- Understanding ADHD and OCD



### Understanding Autism

#### Is this for me?

This qualification is ideal for anyone who wishes to develop their understanding of autism and the principles of supporting individuals to live healthy and fulfilled lives. By completing this course, you will gain an understanding of the spectrum of autistic disorders and how they can affect people in a variety of ways.

#### Course details

- Using a person-centered approach to support individuals with autism
- Communication and social interaction
- Sensory processing, perception and cognition
- Supporting positive behaviour
- Supporting individuals with autism to live healthy lives

### Understanding Dyslexia and Other Specific Learning Difficulties

#### Is this for me?

This course is ideal for learners who wish to develop their knowledge and understanding of Specific Learning Difficulties. The units and topics included are ideal for learners who are looking to support individuals with SpLDs in any environment, be it at home, in the workplace, or in schools.

#### Course details

- Understand specific learning difficulties and the effects
- Understand the diagnosis of specific learning difficulties
- Understanding supporting individuals with SpLDs
- Understand the context of specific learning difficulties



# Mental Health & Support

## Level 2 Qualifications



### Principles of Working with Individuals with Learning Disabilities

#### Is this for me?

This course is suited to anyone currently working, or looking to work, with individuals who have any form of learning disability in order to enhance their knowledge and understanding of personalised care.

#### Course details

- Understand the context of supporting individuals and principles of safeguarding and protection
- Introduction to personalisation in social care and principles of positive risk taking
- Introductory awareness of autistic spectrum
- Principles of supporting individuals with a learning disability to access healthcare



### Understanding Children and Young People's Mental Health

#### Is this for me?

This course is ideal for learners who want to increase their knowledge and understanding of children and young people's mental health. This course will equip you with a detailed understanding of mental health including depression and anxiety, the legislation and guidance surrounding mental health and risk factors that may affect mental well-being.

#### Course details

- Children and young people's mental health in context
- Factors which may affect children and young people's mental health
- Children and young people's mental health concerns and the impact
- How to support children and young people



### Counselling Skills

#### Is this for me?

The course is suitable for those who wish to increase their understanding of counselling skills and techniques in order to engage in helpful interaction appropriately. The course will provide you with an understanding of various theoretical approaches, as well as covering the importance of a counselling relationship and helpful interaction techniques.

#### Course details

- Using counselling skills
- Introduction to counselling skills theories
- Diversity and ethics in the use of counselling skills
- Counselling skills and personal development





### Understanding Behaviour that Challenges in Children

#### Is this for me?

This qualification is aimed at anyone who wishes to develop an in-depth knowledge of behaviour that challenges in children. By completing the course, you will gain a detailed understanding of behaviour that challenges in children, including how behaviour can be assessed and the avoidance techniques that can help minimise the effects of behaviour that challenges.

#### Course details

- Principles of intervention when working with behaviour that challenges
- Behaviour that challenges and mental health
- Behaviour that challenges and learning disabilities
- Behaviour that challenges, sensory issues and autism
- Legislation supporting behaviour that challenges in children



### Awareness of Bullying in Children and Young People

#### Is this for me?

This course is ideal for learners who wish to increase their awareness and understanding of bullying, including how to recognise when bullying is taking place. This course aims to increase awareness of the types of bullying that can occur, what factors can create a bully, the legislation surrounding bullying, and how to help an individual who is being bullied.

#### Course details

- Principles of bullying
- Recognising bullying in children and young people
- Action to be taken when a child and young person is being bullied
- Understand government guidelines for bullying



"I enjoyed online access to a well written course book"

# Mental Health & Support

## Level 2 Qualifications



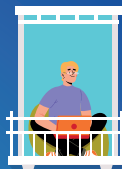
### Self Harm and Suicide Awareness and Prevention

#### Is this for me?

This qualification is aimed at anyone seeking to improve their understanding and awareness of suicide and self-harm including, teachers, mental health workers, crisis helpline volunteers, support workers, individuals in a safeguarding role, parents or guardians, and others working with individuals who may be at increased risk of self-harm or suicide.

#### Course details

- Introduction to suicide and self-harm awareness
- Recognising the signs of suicide and self-harm in individuals
- Principles of suicide and self-harm prevention
- Support for individuals when dealing with grief after suicide



### Special Educational Needs and Disabilities

#### Is this for me?

This qualification is aimed at anyone who currently works in the education and health and social care sectors, as well as anyone with a personal need for or interest in developing a more detailed understanding of Special Educational Needs and Disabilities (SEND).

#### Course details

- Introduction to special educational needs and disability (SEND)
- Understanding equality and diversity in the context of SEND
- Principles of promoting a person-centred approach for individuals with SEND
- Understanding SEND and learning
- Living with special educational needs and disabilities (SEND)

"Completing the course boosted my confidence from the in-depth and positive feedback received"