DISTANCE LEARNING COURSES

Loughborough COLLEGE est. 1909

FOR EMPLOYERS

Loughborough College has a fantastic range of Level 2 accredited Distance Learning Courses available free of charge (*subject to funding criteria)

These are self-study knowledge based short courses lasting 12-16 weeks. You will receive distance learning resources and assessment papers which can be completed paper based or electronically.
Courses are offered as paper-based, online assessments with paper resources and fully online.

Level 2 Award in the Prevention and Control of Infection **FO**
- Causes and Spread of Infection
- The Principles of Infection Prevention and Control
- Cleaning, Decontamination and Waste Management

Allergy Awareness for those Working in the Service Sector **FO**
- Allergens, Allergies and Intolerances
- Food Labelling and Packaging

Allergy Awareness for those Working with Children **FO**
- Allergens, Allergies and Intolerances
- Food Labelling and Packaging

Allergy Awareness for those Working in Adult Social Care **FO**
- Allergens, Allergies and Intolerances
- Food Labelling and Packaging

Adverse Childhood Experiences **P** **E**
- Exploring childhood and family structures
- Introduction to adverse childhood experiences
- Understand strategies to improve outcomes for children affected by adverse childhood experiences

Bullying in Children and Young People **FO**
- Principles of Bullying
- Recognising Bullying in Children and Young People
- Action to be taken when a Child or Young Person is being Bullied
- Understand Government Guidelines for Bullying

Mental Health Care Worker **FO**
- Mental Health and Mental Health Issues
- Principles of the Mental Health Care Work
- Approaches to Care and Management in Mental Health
- Understand Duty of Care in Adult Health and Social Care
- Understanding Change and Support in Relation to Mental Health

FO Fully Online (Resources and Assessments)

OA Online Assessments and Paper Resources

P Paper Assessments and Paper Resources

E Email Submission and Paper Resources

Mental Health First Aid and Mental Health Advocacy in the Workplace **P** **E**

- Exploring mental health
- Understand how to support individuals with mental ill health
- Understand a mentally healthy environment

Workplace Violence and Harassment **P** **E**

- Contributing to a Positive and Safe Working Environment
- Violence in the Workplace
- Understanding Aggression, Bullying and Harassment in the Workplace
- Understand Equality, Diversity and Inclusion in the Workplace

Self harm and Suicide Awareness **FO**

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

Caring for the Elderly **P** **OA**

- Principles of Elderly Care in the UK
- Maintaining Health and Well-Being in Elderly Care
- Common Health Issues Affecting Individuals in Elderly Care
- Individual Rights in Elderly Care
- Minimising Risk in Elderly Care
- Communication in Elderly Care

Personal Care Needs **P** **E**

- Person-centred care
- Understand how to support personal hygiene
- Pressure area care
- Foot care for individuals
- How to support individuals to maintain oral health
- Understand sepsis

Understanding Cancer Support **P** **E**

- Cancer awareness
- Introduction to the diagnosis and treatment of cancer
- Introduction to cancer care and support
- Introduction to end of life and bereavement care

Counselling Skills **P** **OA**

- Using Counselling Skills
- Introduction to Counselling Skills Theories
- Diversity and Ethics in the use of Counselling Skills
- Counselling Skills and Personal Development
- You will need to either film yourself demonstrating particular skills, or have an appropriate witness available to complete a witness statement for you as part of this qualification

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Information, Advice and Guidance **P** **OA**

- Boundaries and Responsibilities
- Interaction Skills
- Signposting and Referral
- Barriers and how to overcome them
- Skills for advice providers

Nutrition and Health **FO** **OA** **P**

- Healthy Eating
- Nutritional Needs
- Planning a Health Diary
- Weight Management
- Eating Disorders
- Food Safety

Improving Personal Exercise, Health and Nutrition **FO**

- Understand health, well-being and exercise
- Understand the role of nutrition in exercise
- Plan and prepare for personal exercise and nutrition

FO Fully Online (Resources and Assessments)

OA Online Assessments and Paper Resources

P Paper Assessments and Paper Resources

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Understanding Common Childhood Illnesses **OA** **P**
- Understand /How to Provide a Safe and Healthy Environment for Babies and Young Children
- Understand Common Childhood Illnesses
- Understand Health Emergencies and Specific Health Conditions in an Early Years Setting

Introducing Caring for Children and Young People **OA** **P**
- Childcare and Education
- Babysitting
- Parenting Responsibilities

Falls Prevention Awareness **OA** **P**
- Falls in Context
- The Risk Factors and Causes of Falls
- Falls Assessment and Prevention
- Managing Falls

Specific Learning Difficulties **OA** **P**
- Understand Specific Learning Difficulties (Dyslexia and Other Learning Difficulties)
- Understand the Effects of Specific Learning Difficulties
- Understand the Diagnosis of Specific Learning Difficulties
- Understand Supporting Individuals with Specific Learning Difficulties
- Understand the Context of Specific Learning Difficulties
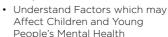
Safeguarding and Prevent **P** **E**
- Understand the Prevent Duty
- Understand Safeguarding
- Understand Online Safety

Safeguarding, Prevent and British Values **FO**
- Principles of Safeguarding
- The Prevent Duty and its Importance in Society
- The Importance of Online Safety
- The Importance of British Values
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Understanding Children and Young People's Mental Health **OA** **P**
- 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
- Understand the Impact of Children and Young People's Mental Health Concerns
- Understand How to Support Children and Young People with Mental Health Concerns

Understanding Behaviour that Challenges **OA** **P**
- Understand Behaviours that Challenge
- Understand How to Support Positive Behaviour
- Understand the Importance of Effective Communication and the Management of Behaviour that Challenges
- Understand the Role of Reflection and Support for those Involved in Incidents of Behaviour that Challenges

Behaviour that Challenges in Children **FO**
- Awareness of Behaviour that Challenges in Children
- Principles of Intervention when Working with Behaviour that Challenges in Children and Young People
- Behaviour that Challenges and Mental Health in Children
- Behaviour that Challenges and Learning Disabilities
- Behaviour that Challenges, Sensory Issues and Autism
- Legislation Supporting Behaviour that Challenges in Children

Equality & Diversity **FO** **OA** **P**
- Equality and Diversity in Society
- Equality and Diversity in the Community
- Equality and Diversity in the Workplace

Living in a Fair and Diverse Society **FO**
- Equality and Diversity
- Promote Equality, Diversity and Inclusion
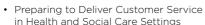- Positive Equality Movements
- British Values

Customer Service for Health and Social Care **OA** **P**

- Preparing to Deliver Customer Service in Health and Social Care Settings
- Understand the Specific Needs of Customers Accessing Health and Social Care Services
- Effective Communication for Health and Social Care
- Teamwork in Health and Social Care Settings

Customer Service (non-sector specific) **FO** **OA** **P**

- Principles of Customer Service and Delivery
- Understand Customers
- Understand Employer Organisations
- Understand How to Communicate with Customers
- Understand How to Develop Customer Relationships
- Understand How to Resolve Problems and Deliver Customer Service to Challenging Customers
- Understand How to Develop Working Relationships with Colleagues

Understanding Excellence in Customer Service for Hospitality

- Principles of Customer Service in the Hospitality Sector
- Understand Effective Teamwork in the Hospitality Sector
- Understand Legislation and Guidance Relevant to the Hospitality Sector
- Understand Professional Personal Standards in the Hospitality Sector

Business Administration **P** **E**

- Principles of Providing Administrative Services
- Principles of Business Document Production and Information Management
- Understand Communication in a Business Environment
- Understand Employer Organisations
- Understand How to Develop Working Relationships with Colleagues
- Understand How to Carry Out Business Administration Tasks
- Understand How to Store, Retrieve and Archive Information

Principles of Care Planning **OA** **P**

- Understand Person-Centred Thinking and Planning
- Care Planning for the Care Worker
- Understanding Nutrition and Hydration in Health and Social Care Settings
- Principles of Supporting an Individual to Maintain Personal Hygiene
- Understanding Continence Care
- Principles of Supporting Sleep

Care and Management of Diabetes **FO** **OA** **P**

- Understand Diabetes
- Prevention and Early Intervention of Type 2 Diabetes
- Understand the Initial Care of Diabetes
- Understand the Treatment and Management of Diabetes

Principles of Team Leading **FO** **OA**

- Understand how to communicate work-related information
- Understand Business
- Understand How to Develop Working Relationships with Colleagues
- Understand Health and Safety Procedures in the Workplace
- Manage performance and conflict
- Equality and Diversity
- How to Develop a Presentation

End of Life Care **OA** **P**

- 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
- End of Life Care and Dementia
- Understanding the Role of the Care Worker in Time of Death
- Understand Loss and Grief in End of Life Care

Dementia Awareness **FO** **OA** **P**

- 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 in Dementia Care
- Understand the Administration of Medication to Individuals with Dementia Using a Person Centred Approach
- Understand Behaviour in the Context of Dementia
- Understand the Benefits of Engaging in Activities in Social Care

Understanding Autism **FO** **OA** **P**

- Introduction to Autism
- Using a Person-Centred Approach to Support Individuals with Autism
- Communication and Social Interaction in Individuals with Autism
- Sensory Processing, Perception and Cognition in Individuals with Autism
- Supporting Positive Behaviour in Individuals with Autism
- Supporting Individuals with Autism to Live Healthy and Fulfilled Lives

Understanding the Safe Handling of Medication in Health and Social Care **OA** **P**

- Understand Medication and Prescriptions
- Supply, Storage and Disposal of Medication
- Understand the Requirements for the Safe Administration of Medication
- Record-Keeping and Audit Processes for Medication

Infection Control in Health Care Settings **FO** **OA** **P**

- Principles of the Causes and Spread of Infection in Health Care Settings
- Principles of the Importance of Personal Hygiene and Health in the Prevention and Control of Infection in Health Care Settings
- Principles of Decontamination, Cleaning and Waste Management in Health Care Settings
- Principles of Infection Prevention and Control in a Health Care Setting

Working with Individuals with Learning Disabilities **OA** **P**

- Understand the Context of Supporting Individuals with Learning Disabilities
- Principles of Safeguarding and Protection in Health and Social Care
- Introduction to Personalisation in Social Care
- Principles of Positive Risk Taking for Individuals with Disabilities
- Introductory Awareness of Autistic Spectrum Conditions
- Principles of Supporting Individuals with a Learning Disability to Access Healthcare

Awareness of Mental Health Problems **OA** **P**

- Understanding Mental Health
- Stress
- Anxiety
- Phobias
- Depression
- Postnatal Depression
- Bipolar Disorder
- Schizophrenia
- Dementia
- Eating Disorders
- ADHD Attention Deficit Hyperactivity Disorder
- OCD Obsessive Compulsive Disorder
- PTSD Post Traumatic Stress Disorder

Working with People with Mental Health Needs **P** **E**

- Understand the role of the Mental Health worker
- Mental Health and Mental Health Issues
- Understand Duty of Care in Adult Health and Social Care
- Approaches to Care and Management in Mental Health
- Understand Change and Support in Relation to Mental Health

Understanding Dignity and Safeguarding in Adult Health and Social Care

FO **OA** **P**

- Understand Safeguarding in Adult Health and Social Care
- Principles of Dignity in Adult Health and Social Care
- Understand Duty of Care
- Understanding Dilemmas and Public Concerns

Common Health Conditions

P **E**

- Understand how to contribute to Monitoring the Health of Individuals affected by Health Conditions
- Introductory Awareness of Sensory Loss
- Stroke Awareness
- Arthritis Awareness
- Understand Acquired Brain Injury
- Parkinson's Disease Awareness
- Understand Respiratory Disease
- Understand Cardiovascular Disease

For further details about these courses please contact: Sharon Jarvis and Sarah Hall

Email: distancelearning@loucoll.ac.uk
Call: 07769 672787

TO ENROL, PLEASE SEND FULL NAME, COURSE REQUIRED AND POSTAL ADDRESS TO OUR EMAIL ADDRESS ABOVE OR VIA THE POSTAL ADDRESS BELOW:

Distance Learning Centre,
Administration Support Service Industries,
FREEPOST LE5 457, Loughborough College, Radmoor Road, Loughborough, Leicestershire, LE11 0BR

Free of charge* - Full Funding is available based on the below criteria;

- Learners must be over 19 years old at the start of the current academic year
- Learners must have been in the UK for 3 or more years
- Learners must not have completed the course previously with us or another provider or be on any other goverment funded qualification
- Learners complete all assessments enabling the certification to be claimed
- Learners must already have a full level 2 or equivalent qualification if 19-23
- Do not live in the below areas: Cambridgeshire & Peterborough, Greater Manchester, Greater London, Liverpool City Region, Tees Valley, West Midlands, West of England and Sheffield City region
- Higher Education students can access funding if they provide evidence that their HE course doesn't duplicate any learning in the distance learning qualification

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