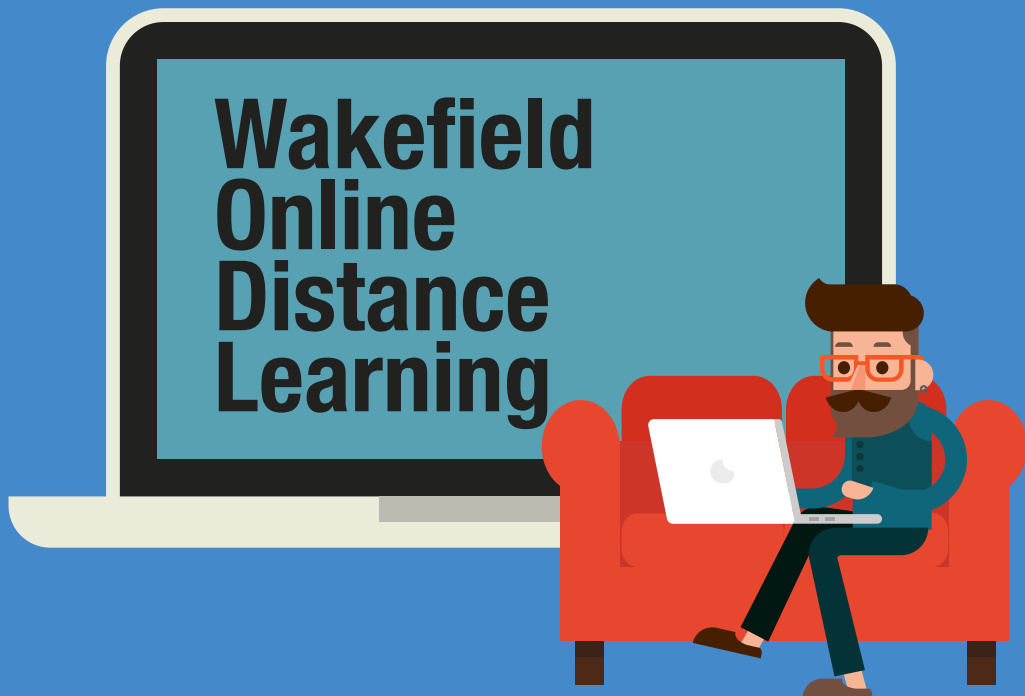
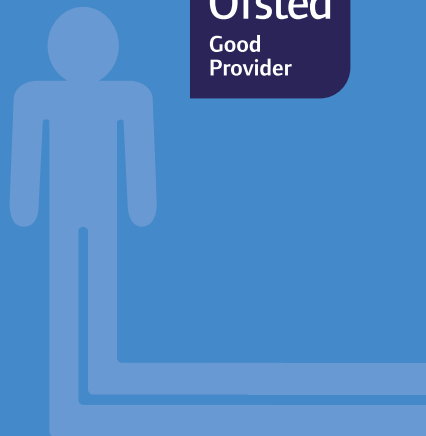


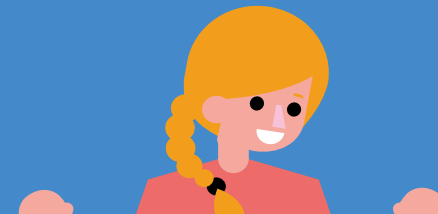
**Wakefield  
Adult  
Education  
Service**

# **Online Learning Course Guide**

2023



**wakefieldcouncil**



## Wakefield Adult Education Online Learning

- Over 40 nationally recognised qualifications
- Can be completed in 8-10 weeks!
- Take advantage of technology and complete around your work and family life!

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#### Contact us

Call 01924 303302 or email  
[wakefieldonlinelearning@wakefield.gov.uk](mailto:wakefieldonlinelearning@wakefield.gov.uk)



## Business Skills

### Principles of Business Administration

Topics include communication, developing working relationships, administrative services and more.

### Understanding Business Improvement Techniques

Topics include safe and effective team working, understanding of continuous improvement techniques, how to identify and solve problems and flow process analysis.

### Principles of Customer Service

Topics include understanding customers, effective customer service, legal requirements and developing customer relationships.

### Understanding Data Protection and Data Security

Topics include understanding procedures, legislation, threats, and consequences of inadequate data protection.

### Information, Advice and Guidance

Topics include effective communication techniques, types of information, advice and guidance, signposting, referring and more.

### Lean Organisation Management Techniques

Topics include business improvements tools and techniques, working in business teams, understanding the role of a team leader and what makes an effective team.

### Principles of Team Leading

Topics include business structures, communicating information, dealing with teams and more.

### Digital Marketing

Topics include social media for business, using email as a promotional tool, understanding search engine optimisation for business and digital marketing for business.



## Children and Young People

### Awareness of Bullying in Children and Young People

Topics include cyber bullying, long term effects of bullying and discrimination and more.

### Adverse Childhood Experiences

Topics include exploring childhood and family structures, understanding strategies to improve outcomes for children affected and more.

### Caring for Children and Young People

Topics include childcare and education, babysitting, parenting responsibilities and more.

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

Topics include factors that may affect children's and young people's mental health, legislation and best practice, how to minimise risk as well as causes and symptoms of mental health.

### Understanding Common Childhood Illnesses

Topics include understanding infections, policies and procedures, providing a safe and healthy environment. Common childhood illnesses, health emergencies and specific health conditions in an early years setting.



## Health and Social Care

### Allergy Awareness (3 options)

Topics include understanding allergens, allergies and intolerances, food labelling and packaging and allergy awareness for those working in the service sector. (Options: Children & Young People, Food Service Sector, Health and Social Care)

### Understanding Cancer Support

Topics include cancer awareness, introduction to diagnosis and treatment of cancer, care and support, end of life and bereavement care.

### Understanding the Care and Management of Diabetes

Topics include, understanding diabetes, prevention and early intervention, understanding care of diabetes and understanding the treatment and management of diabetes.

### Principles of Care Planning

Topics include person centred thinking and care planning, nutrition and hydration in health and social care, supporting personal hygiene, continence care and supporting sleep.

### Caring for the Elderly

Topics include principles of elderly care in the UK, maintaining health and wellbeing, common health issues, individual rights, minimising risk and communication.

### Common Health Conditions

Topics include how you can contribute to monitoring the health of individuals experiencing health conditions, cardiovascular disease, strokes, arthritis, physical disabilities, and Parkinson's disease awareness.

### Customer Service for Health and Social Care Settings

Topics include preparing to deliver customer service, effective communication, teamwork and specific needs of customers in health and social care.

### Oral Care for Health & Social Care

Topics include oral hygiene, basic oral health care, how to assess the mouth and the importance of a person centred approach.



### Principles of Dementia Care

Topics include dementia awareness, support of individuals with dementia, communication, equality, diversity, behaviour, and the benefits of engaging in activities in social care. Level 3 option also available.

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

Topics include safeguarding, dignity in health and social care, duty of care and understanding dilemmas and public concerns.

### Principles of End of Life Care

Topics include communication during end-of-life care, assessment and care planning, person centred approaches and care during the final hours of life, and bereavement care. Level 3 option also available.

### Falls Prevention Awareness

Topics include legislation and guidance relating to falls, how to assess, monitor and review falls and more.

### Prevention and Control of Infection

Topics include how to effectively prevent and control the spread of infection, how to identify infections and different types of infection.

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

Topics include the importance of personal hygiene, decontamination, cleaning and waste management, as well as infection prevention and control in a healthcare setting.

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

Topics include understanding medication and prescriptions, supply, storage and disposal of medication, legislation, administering medication and record keeping.



## Mental Health

### Understanding Mental Health First Aid and Advocacy in the Workplace

Topics include understanding mental health, supporting individuals, principles in the workplace and a mentally health environment.

### Awareness of Mental Health Problems

Topics include varied mental health conditions, high quality care, causes and symptoms, legal frameworks and more. Level 3 option also available.

### Self-Harm, Suicide Awareness & Prevention

Topics include identifying early signs, how to seek help and more.

### Understanding Working with People with Mental Health Needs

Topics include approaches to supporting people with mental health needs, understanding duty of care in health and social care and how to manage mental health.



## Special Education Needs

### Understanding Autism

Topics include using a person-centred approach to support individuals with autism, communications, sensory processing, supporting positive behaviour and supporting healthy and fulfilled lives. Level 3 option also available.

### Special Education Needs (SEN) in Education

Topics include barriers to individuals, learning styles, making adjustments for support, EHCPs and more.

### Understanding Specific Learning Difficulties

Topics include how learning difficulties affect the individual and those around them, how to support people with learning difficulties and more.

### Principles of Working with Individuals with Learning Disabilities

Topics include supporting individuals with learning disabilities, safeguarding and protection in health and social care, personalisation in social care, positive risk-taking and supporting individuals to access healthcare.



## Other Courses

### Understanding Behaviour that Challenges

Topics include understanding how to support positive behaviour, the importance of effective communication and the role of reflection and support for those involved in incidents of challenging behaviour.

### Understanding Climate Change and Environmental Awareness

Topics include understanding climate change, sustainability, environmental protection, industry and the environment.

### Understanding Domestic Abuse

Topics include understanding signs and risk factors relating to domestic abuse, the impact of domestic abuse, policy, response, and intervention in relation to domestic abuse.

### Equality and Diversity

Topics include equality and diversity in society, the community and the workplace.

### Understanding Nutrition and Health

Topics include exploring healthy eating, nutritional needs, weight management, eating disorders and food safety at home.

### Understanding Safeguarding, Prevent and British Values

Topics include safeguarding, the Prevent duty and its importance in society, the importance of online safety and British Values.



## Careers and Progression Advice

Book a 1:1 appointment with our independent Career and Progression Advisors. They can support you with changing careers, getting into volunteering and progressing onto another course.

Contact Manygates on **01924 303302** or email [adulteducationcareers@wakefield.gov.uk](mailto:adulteducationcareers@wakefield.gov.uk) to book an appointment.

## Short CPD Modules

Our short online distance learning courses can help you improve your overall knowledge, compliment your existing studies, or top up your CV. These courses are delivered fully online and marked as you complete each section so feedback and results are given immediately.

Courses include Safeguarding, Performance Management and many more!

Email [wakefieldonlinelearning@wakefield.gov.uk](mailto:wakefieldonlinelearning@wakefield.gov.uk) for more information.



# Centre contacts



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wakefieldadulteducation

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