

# Learning Opportunities 2020

## Fully Funded Level 2 Distance Learning Courses\*

Certificate in Safe Handling of Medication in Health & Social Care  
 Certificate in Common Health Conditions  
 Certificate in Prevention & Control of Infection in Health Care Settings  
 Certificate in Understanding Children and Young People's Mental Health  
 Certificate in Understanding Nutrition & Health  
 Certificate in Improving Personal Exercise, Health & Nutrition  
 Extended Certificate in Health and Social Care Professions  
 Understanding Working with People with Mental Health Needs  
 Certificate in Care & Management of Diabetes  
 Certificate in Understanding Childhood Illnesses  
 Certificate in Lean Organisation Techniques  
 Digital Skills (Level 1)  
 Certificate in IT User Skills  
 Certificate in Information, Advice or Guidance  
 Certificate in Principles of Business Administration  
 Certificate in Equality & Diversity  
 Certificate in Principles of Team Leading  
 Creating a Business Start-up  
 Certificate in Understanding Business Improvement Techniques  
 Certificate in Cleaning Principles  
 Certificate in Counselling Skills

Certificate in Principles of End of Life Care  
 Certificate in Preparing to work in Adult Social Care  
 Certificate in Understanding Autism  
 Certificate in Working with Individuals with Learning Disabilities  
 Certificate in Awareness of Mental Health Problems  
 Certificate in Falls Prevention Awareness  
 Certificate in Introducing Caring for Children & Young People  
 Certificate in Principles of Dementia Care  
 Certificate in Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace  
 Certificate in Understanding Excellence in Customer Service for Hospitality  
 Certificate in Understanding Data Protection and Data Security  
 Certificate in Principles of Customer Service  
 Certificate in Understanding Behaviour that Challenges  
 Certificate in Dignity & Safeguarding in Adult Social Care  
 Certificate in Understanding Specific Learning Difficulties  
 Certificate in the Principles of Care Planning  
 Certificate in Understanding Workplace Violence and Harassment  
 Certificate in Understanding Tenant Support in Social Housing  
 Certificate in Understanding Safeguarding and Prevent  
 Certificate in Understanding Personal Care Needs  
 Certificate in Understanding Technology Enabled Care

## Other Courses

### CPD courses

A range of short courses to help you with your Continued Professional Development (CPD).  
 Our short, bite-sized CPD courses are interactive and engaging, and take on average two hours to complete.  
 Please visit [www.poalearning.org.uk/cpd](http://www.poalearning.org.uk/cpd) for more details.

### FREE Online Courses:

Effective Minute Taking [ivan.judd@poalearning.org.uk](mailto:ivan.judd@poalearning.org.uk)  
 CV Writing & Effective Job Applications [sandra.trigg@poalearning.org.uk](mailto:sandra.trigg@poalearning.org.uk)

### **\*\*Coming Soon\*\*:**

ADHD Awareness, Success Profiles, Resilience, Effective Decision Making and more... we are updating online courses on a regular basis, please visit [www.poalearning.org.uk](http://www.poalearning.org.uk) and follow our Twitter and Facebook pages to be notified when these courses are launched.

### Other Courses:

Award in Education & Training (£249) [gareth.williams@poalearning.org.uk](mailto:gareth.williams@poalearning.org.uk)

Functional Skills: English [susan.hunt@poalearning.org.uk](mailto:susan.hunt@poalearning.org.uk)  
 Mathematics [sunil.patel@poalearning.org.uk](mailto:sunil.patel@poalearning.org.uk)

Community & Family Learning [community@poalearning.org.uk](mailto:community@poalearning.org.uk)

For all other enquiries, please contact: [alison.manion@poalearning.org.uk](mailto:alison.manion@poalearning.org.uk)

*\*Most level 2 distance learning courses are fully funded. There are some exceptions, please contact your local centre for details.*