



short courses - online

The Skills Network offers a range of short courses to help you with your Continued Professional Development (CPD).

Gain access to exciting and flexible online learning content, and study where you like and when you like. All our short courses are delivered online through the EQUAL platform and are auto-marked, meaning that feedback is instant.

Our short, bite-sized CPD courses are interactive and engaging, and take an average of just four hours to complete.

Benefits:



A great addition to your CV to show commitment in a chosen industry, and beneficial for improving overall general knowledge.



Study online with auto-marked assessments. This programme can be completed in your own time.



Childcare and Education

Principle of Internet Safety	This course aims to increase awareness of e-safety and improve knowledge of the dangers online when using the internet. This course is designed to highlight particular areas of concern for internet users, such as sharing personal information online and the possibility of being groomed online.
Safeguarding Adults and Children	This course aims to give you the knowledge you need to understand the impact of and key issues surrounding the safeguarding of adults and children. This includes how to recognise, respond to and reduce the likelihood of abuse.

Business, Leadership and Management

Leading and Motivating a Team	This short course aims to give you the knowledge needed to understand how to lead and motivate a team, through effective communication, motivation and individual and team development.
Organising and Delegating	This short, auto-marked programme will give you the knowledge you need to understand the core skills required to deal with management responsibilities and to develop as a leader.
Performance Management	This short, auto-marked programme will build your knowledge of the core skills needed to manage performance and underperformance and to give feedback in the workplace.
Planning and Allocating Work	This programme will build your knowledge of the core skills needed to plan projects and to monitor and manage performance.
Solving Problems and Making Decisions	This programme will build your knowledge of how to define, investigate and analyse problems and how to evaluate your options.
Stress Management	This short, auto-marked programme will give you the knowledge you need to deal with management responsibilities and to develop as a leader.
Understanding Leadership	Are you looking to improve your leadership qualities by completing a leadership skills training course? This short, auto-marked programme will develop your understanding of leadership styles and qualities, providing you with the core skills needed to progress as an effective leader.



Health and Safety	
COSHH Risk Assessment	This short, auto-marked programme will provide you with the knowledge you need to undertake a COSHH risk assessment and to classify different hazardous substances and how they cause harm to the body.
DSE Risk Assessment	This short programme will give you the knowledge you need to understand workplace risks and how to identify and remove any likely hazards.
Fire Safety Principles	This short programme will give you the knowledge you need to understand fire hazards and risks and how to effectively identify and control any hazards.
Health and Safety in the Workplace	This short, auto-marked programme will give you the knowledge you need to carry out risk assessments and to identify and control the risks from common workplace hazards.
Manual Handling Safety at Work	This programme will give you the knowledge you need to understand the risks associated with manual handling and how to deal with these risks.
Prevention and Control of Infection	By completing this course, you will be equipped with a greater understanding of how to prevent and control the spread of infection, both in the workplace and in the home. You will also gain knowledge of how to identify infections, as well as the different types of infection.
Retail and Hospitality	
Prepare to Deliver Excellent Customer Service	Are you looking to improve your customer service skills by completing some advanced customer service training? This course provides you with key knowledge in relation to the principles of customer service and what it takes to deliver good customer service. You will look at how customer's needs and expectations are identified and the importance of customer service in an organisation. You will gain the crucial skills you need to be a successful customer service advisor, such as handling complaints from customers and the legislation that relates to customer service.
Food Safety Awareness	This course will give you the knowledge you need to understand the key aspects of food safety and will increase your awareness of the risks and diverse health issues relating to food safety. You will learn about hygiene, food poisoning, food safety responsibilities, illnesses, contamination and protective clothing and equipment that is necessary when preparing food.



Health and Social Care

Alcohol Awareness	This Alcohol Awareness distance learning course aims to raise awareness of the harmful effects of alcohol use and the possible health issues surrounding its consumption, as well as where to seek help if needed.
Dementia Awareness	Our Dementia Awareness course will provide you with the vital knowledge needed to begin tackling dementia, through understanding what it is and how to support those who are affected by it.
Sexual Health Awareness	This course provides a wealth of information that will increase your understanding of sexual health issues. It is a great way to enhance your knowledge if you are looking to begin a career within this field or simply want to increase your awareness of the different types of STIs.
Substance Misuse Awareness	This short, auto-marked programme will teach you everything you need to know about substance misuse; develop your knowledge on an important, contemporary issue; and equip you with a skill set that is highly transferrable.
Understanding Anxiety	Are you looking to increase your understanding of anxiety by completing an anxiety training course? This short, auto-marked programme will give you the knowledge you need to understand the causes and effects of anxiety, along with its management.
Understanding Depression	This course aims to give you the knowledge required to understand the impact of and key issues surrounding depression and anxiety – an essential skill for anyone who works with individuals who have depression and anyone who would like more information on this subject for personal reasons.
Understanding Eating Disorders	This course aims to give you the knowledge required to understand the impact of and key issues surrounding eating disorders, as well as an awareness of the harmful effects eating disorders can have on individuals and those closest to them. The course is ideal for anyone who would like more information on this subject for personal reasons, or anyone who would like to work with, and support, individuals with eating disorders.



Health and Social Care

Understanding Stress	<p>This course aims to give you the knowledge required to understand the impact of, and key issues surrounding stress and raise awareness of the harmful effects stress can have on individuals and those closest to them. The course is ideal for anyone who would like more information on this subject for personal reasons, or anyone who would like to work with, and support, individuals with stress.</p>
Understanding the Safe Handling of Medication	<p>Are you looking to study a safe handling of medication course? This course covers legislation associated with handling medication; procedures for receiving, administering, handling, storing and disposing of medication; as well as looking at the most common types of medication that are administered to individuals in a care setting. The course is ideal for anyone currently working in a role where they need to administer medication, or for those who wish to progress into a role of this nature.</p>
Mental Health Awareness	<p>This course can help you to achieve a career in the health and social care sector. It will increase your knowledge and understanding of mental health. It covers the social and personal effects of mental ill health, cultural diversity and mental health issues, responses to mental health issues and looks into the skills needed when working in mental health.</p> <p>This course is an ideal starting point if you are interested in mental health, either for your personal life, or professional interest.</p>
Mental Capacity Act	<p>The Mental Capacity Act (2005) is a key piece of legislation that protects the rights of individuals who lack capacity, as well as providing legal protection to those who provide care, support and treatment for individuals who lack capacity.</p> <p>By completing this course, you will be equipped with a greater understanding of the importance of the Mental Capacity Act (2005), the key elements of the Act and restraining an individual who lacks capacity.</p>



Personal Development and Employability

GDPR	<p>The General Data Protection Regulation (GDPR) came into effect in Europe on 25th May 2018 and was designed to modernise laws that protect the personal information of individuals. It is essential that anyone who handles personal information is aware of GDPR, how to apply its principles in your work and how it promotes the rights of individuals in relation to data collection and management.</p>
First Aid Programme	<p>This course aims to provide you with the knowledge you need to understand the key areas of first aid. The course will enable you to increase the safety of yourself and others in the workplace and in other everyday environments. This is a great course for anyone who is interested in first aid, as it will provide you with crucial skills that apply to all aspects of work and everyday life.</p> <p>This course is broken down into four separate zones and will take approximately 16 hours.</p> <p>https://www.theskillsnetwork.com/learners/courses/first-aid-training-uk-programme</p>
Personal Money Management	<p>This course will enable you to think about your money more carefully and will help you to budget. You will become more aware of what you are spending daily, weekly and monthly, as the course encourages you to evaluate your spending and how necessary this is.</p>
Rights and Responsibilities	<p>Are you looking to improve your knowledge of rights and responsibilities by completing an employment rights and responsibilities course? This course covers all the key information needed to understand the key roles, rights and responsibilities of both employees and employers in the workplace. You will learn who is responsible for specific things in the workplace, and the legislation that supports rights and responsibilities in the workplace. The course also provides you with advice and guidance in relation to what you can do if your employer or an employee is not adhering to their responsibilities.</p>
Understanding Equality and Diversity	<p>This course introduces you to the key aspects of equality and diversity and the importance of equality and diversity in the workplace, in society and in communities. You will look at the main principles of equality and diversity, the rights and responsibilities of both employers and employees in the workplace, diverse communities and the importance of working or learning in a place that promotes diversity.</p>

short courses



Health and Fitness	
Explore the Principles of Healthy Eating	This course will give you the knowledge you need to understand a wide variety of health issues and consider the key aspects of healthy eating, when you are preparing meals for yourself and other people. You will become more aware of your own diet and the methods you can use to ensure you manage a healthy diet. You will consider different aspects of food, such as flavour, texture and colour, and studying this course will change the way you plan your food and think about your diet.
Principles of Weight Management	Are you looking to increase your understanding of weight management by completing a weight management course? Online content and assessments make this course accessible for anyone, anywhere. This short introductory programme of study, will give you the knowledge you need to understand health issues and how to control and manage a healthy diet.
Understand the Principles of Exercise and Fitness	This short 'CPD certified' programme of learning is a great addition to your CV to show your commitment to health and fitness and is also ideal for heightening your awareness of positive lifestyle changes and the benefits they can have.

To register your interest please email acl@iow.gov.uk or telephone Chris Groves (01983) 817280 to request an enrolment form.

These courses are free of charge for individual adults aged 19+, but there may be a cost to businesses and employers.

Find out what other courses are on offer from Adult Community Learning by following us on Facebook www.facebook.com/IWCACL or through the Isle of Wight Council's website www.iow.gov.uk/adultcommunitylearning