


# ONLINE LEARNING

FREE DISTANCE LEARNING  
COURSES TO FURTHER  
DEVELOP YOUR CAREER



THE  
TRAFFORD  
COLLEGE  
GROUP

Our courses are **fully funded** and **online**.  
Many can be completed in only **6 weeks**  
and you can start **straight away**.



**YOU CAN STUDY ONLINE AT  
YOUR OWN PACE TO ACHIEVE  
A NATIONALLY RECOGNISED  
QUALIFICATION TO FURTHER  
DEVELOP YOUR SKILLS AND  
KNOWLEDGE**

Get in touch to find out more

email **[distancelearning@tcg.ac.uk](mailto:distancelearning@tcg.ac.uk)**

or contact the hotline on

**0161 952 4692**



## EXCELLENT ASSESSOR SUPPORT

Be supported by an assessor to gain a recognised level 2 qualification to further progress your career.

## LEARN FROM HOME

All the courses listed in this brochure can be completed from the comfort of your **own home**, with no need to come into College!

## COURSES ARE FREE

Courses are free to anyone aged 19yrs+ who have lived in the UK for a minimum of 3 years.



# CAREER COURSES

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**GET IN TOUCH!** email [distancelearning@tcg.ac.uk](mailto:distancelearning@tcg.ac.uk) or contact the hotline on **0161 952 4692**

# CAREER COURSES



9 week course



Free

## Understanding Behaviour that Challenges



Challenging behaviour is causing increasing concern today, as many individuals have increasing levels of stress and uncertainty in their lives. This behaviour can be due to factors such as anxiety, neglect, abuse, learning disabilities and conditions like dementia. Understanding the causes of challenging behaviour is the first step towards finding ways to support individuals and manage their behaviour.



9 week course



Free

## Principles of Business Administration



This qualification is designed to provide you with the underpinning knowledge to work in a range of different environments in a business administration role.



12 week course



Free

## Business Improvement Techniques



Improving business performance is vital for any business. Making improvements that are more efficient - such as saving on time or costs - can have huge benefits to an organisation, particularly in competitive business environments. This qualification aims to build knowledge on the study of business improvement techniques, including workplace organisation, building effective teams and managing working relationships. It will also teach the importance of improving processes and procedures using visual management systems and flow process analysis.



9 week course



Free

## Principles of Customer Service



Level 2 Principles of Customer Service course is suitable for those wanting to learn more about the skills and knowledge required to work in a customer service role in a range of working environments.

# CAREER COURSES



9 week course



Free

## Understanding Data Protection and Security



Data protection compliance is an essential legal requirement for all organisations. Since the General Data Protection Regulation (GDPR) came into force in May 2018, it is more vital than ever that anyone who works with personal data understands the laws and acts in compliance. Failure to process personal or sensitive data securely and lawfully can lead to severe penalties. Making sure that your employees are acting compliantly and handling data correctly is essential in any sector.



6 week course



Free

## Digital Skills for Work



In an increasingly digital world, it's becoming more important to have the right skills in order to use computers and other technological devices. This course is designed to help support your development with digital literacy skills, encouraging progression into roles where digital literacy is required.

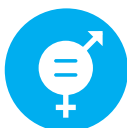


3 week course



Free

## Equality and Diversity



This qualification has been developed in order to address new legislation in this area, reinforcing the importance of equality and diversity within different contexts and ensuring that all learners gain an understanding of the different issues affecting equality and diversity in today's society, the community and the workplace.



9 week course



Free

## Excellence in Customer service for Hospitality



This qualification is designed for learners who want the knowledge and understanding required to successfully work within a retail environment. The retail industry is subject to a number of changes such as economic downturns and multichannel shopping experiences. This course will not only improve knowledge but will equip you with the skills to be able to stay at the forefront of your industry.

# CAREER COURSES



9 week course



Free

## Information, Advice or Guidance



Offering clear and accurate information, advice or guidance and knowing what can be shared legally and professionally can greatly improve outcomes for a business. There are some fundamental rules for successful information sharing and ensuring staff are aware of these is key.



9 week course



Free

## Lean Organisation Management Techniques



A lean organisation provides the greatest customer value with the fewest resources, a philosophy increasingly important in today's competitive business market. A sound understanding of the concept and benefits of a lean environment, as well as knowledge of business techniques and working in teams, is essential. Our nationally recognised qualification is designed to provide individuals with an appreciation and understanding of some key principles of lean organisation management.



12 week course



Free

## Awareness of Mental Health Problems



This qualification is designed for anyone who is looking to develop their understanding of mental health and the problems that can cause mental ill-health.



9 week course



Free

## Retail Operations



This qualification is designed for learners who want the knowledge and understanding required to successfully work within a retail environment. The retail industry is subject to a number of changes such as economic downturns and multichannel shopping experiences. This course will not only improve knowledge but will equip you with the skills to be able to stay at the forefront of your industry.



9 week course



Free

## Principles of Team Leading



This qualification is designed for learners who want the knowledge and understanding required to successfully lead a team. While completing this qualification, you will develop the knowledge, understanding and essential skills employers look for in employees. These range from familiar 'key skills', such as team working, independent learning and problem solving, to more tricky-to-measure skills.





“

The College gave me the skills to enhance my digital literacy skills, encouraging my progression into my new role.

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# HEALTHCARE COURSES

# HEALTHCARE COURSES



12 week course



Free

## Mental Health First Aid & Mental Health Advocacy in the Workplace



This qualification is designed to give anyone the skills to support colleagues with Mental Health problems. The course increases your knowledge in understanding Mental Health conditions, the principles of Mental Health First Aid and how it can be implemented in the workplace. It raises awareness of Mental Health, creating a culture of care and the promotion of positive Mental Health.



6 week course



Free

## Prevention and Control of Infection in Health Care Settings



With approx 300,000 patients developing an infection in England each year, whilst being treated by the NHS, this qualification will provide you with the knowledge on understanding roles, responsibilities and principles of decontamination, infection prevention and control, cleaning and waste management including how to safely handle laundry and sharps.



9 week course



Free

## Preparing to Work in Adult Social Care



With around 1.5million people working in adult social care in England, care workers need up to date support and guidance in order to provide person-centered care. You will achieve a nationally recognised Level 2 qualification providing knowledge of the principles surrounding communication, equality and diversity, safeguarding and protection, health and safety and how to handle information.



9 week course



Free

## Principles of Care Planning



With care workers playing a key role in ensuring their residents/patients are treated with a caring and friendly approach, there has never been a greater need for high quality trained personnel. This nationally recognised qualification provides the knowledge in understanding person-centered thinking and planning, nutrition and hydration, continence care and supporting individuals to maintain personal hygiene.

# HEALTHCARE COURSES



6 week course



Free

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



Modern medicines are powerful substances that are beneficial to millions of people worldwide but inappropriate handling of these substances can have severe consequences including death. This nationally recognised Level 2 qualification will provide up-to-date knowledge of the safe handling of medication and prescriptions, the requirements for safe administration, supply, storage and disposal of medication plus, appropriate record keeping and audit processes.



6 week course



Free

## Understanding Autism



Over 700,000 in the UK are confirmed to have Autism. This qualification will help you gain knowledge of the diagnosis, support and misconceptions surrounding Autism.



6 week course



Free

## Working with Individuals with Learning Disabilities



As there are around 1.5 million people in the UK who have a learning disability and will find it difficult to describe their symptoms, it is essential for anyone working with individuals with a learning disability to have good knowledge of the healthcare system and legislation as well as an understanding of the signs and symptoms of various conditions. This nationally recognised Level 2 qualification provides an understanding of safeguarding and protection from abuse and the person-centered approach to risk-taking, alongside supporting individuals with learning disabilities.



6 week course



Free

## Understanding Specific Learning Difficulties



Learning difficulties affect around 15% of people who find it harder to learn certain skills. It is important for those working in healthcare, social care and education to have knowledge of specific learning difficulties such as: ADHD, Dyslexia and Dyscalculia. This nationally recognised Level 2 qualification will provide you with the understanding of diagnosis, effects and context of specific learning difficulties and how to support individuals.

# HEALTHCARE COURSES



10 week course



Free

## Working with People with Mental Health Needs



With an estimated 450 million people worldwide suffering from a form of mental health problem and many elements that are still not understood, it is essential for individuals working within a variety of care settings to have a good knowledge of mental health problems and how to support those displaying symptoms. This nationally recognised L2 qualification will help you to develop an understanding and appreciation of mental health problems and how this affects the individuals ability to cope and function and how you can provide the right support needed.



6 week course



Free

## Understanding the Care and Management of Diabetes



In the UK alone 3.2 million people are diagnosed with Diabetes and a further 630,000 people unknowingly have the condition. This nationally recognised Level 2 qualification will provide you with the knowledge and understanding, the prevention and early interventions, along with the treatment and management of Diabetes creating better preventative care and how to detect early signs of the disease.



6 week course



Free

## Common Health Conditions



With approximately 152,000 strokes in the UK every year and Parkinsons disease being diagnosed to individuals every hour, these health conditions, along with others such as; Arthritis and Dementia, affect a substantial proportion of the population. This nationally recognised Level 2 qualification will provide an understanding of common health conditions and how to contribute effectively to the monitoring of individuals affected by these conditions.



6 week course



Free

## Customer Service for Health and Social Care Settings



This nationally recognised Level 2 qualification enhances customer service within a range of healthcare settings, which will support you when dealing with residents, patients, families and internal/external customers. You will gain knowledge and insight into effective communication, team working, increasing service standards and understanding the specific needs of customers and patients accessing health and social care services.

# HEALTHCARE COURSES



6 week course



Free

## The Principles of Dementia Care



With Dementia affecting around 820,000 people in the UK and the likelihood of this rising to one million by 2025, the understanding and the person-centered care that is required is fundamental in providing high quality care. This nationally recognised Level 2 qualification provides the knowledge and understanding of the various forms of Dementia and factors that can influence the communication and interaction of individuals. Furthermore, you will understand how to provide the appropriate care and support for engaging in activities, the importance of equality, diversity and inclusion and the administration of medication using a person-centered approach.



6 week course



Free

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



A total of 103,900 safeguarding reports about vulnerable adults were referred in 2014/15. Care workers responsibilities in protecting the health, well-being and human rights of individuals are far-reaching and to allow individuals to live free from harm, abuse and neglect often involve health agencies, government departments or the police. This nationally recognised Level 2 qualification provides an understanding of the fundamentals of safeguarding, including; duty of care, understanding dilemmas and public concerns and dignity which are relevant to a wide range of care settings.



6 week course



Free

## The Principles of End of Life Care



The number of people over the age of 64 in Britain is expected to rise from 9.5 million to 15 million by 2040. As the aging population grows, this means more people will live with serious chronic illness and need end of life care. The support needed is wide-ranging and a good understanding of pain management, support and quality of life is essential for all carers. This nationally recognised Level 2 qualification will provide an understanding of how to work within this setting, how to manage pain and discomfort along with understanding loss and grief in end of life care.



6 week course



Free

## Falls Prevention Awareness



With over 10,000 falls happening each day and representing the most frequent and serious types of accidents in people aged over 65yrs, falls often have both a physical and mental impact on individuals. They can result in lack of confidence, isolation, fractures and broken bones. This nationally recognised Level 2 qualification, will provide an understanding of the risk factors and causes of falls, assessments and prevention, how to reduce the risk and how to manage incidents.

“

After losing my job, I was able to retrain with the College which led to me finding a new, even more rewarding job in the care industry.

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# COMMUNITY COURSES

# COMMUNITY COURSES



9 week course



Free

## Preparing to Work in Adult Social Care (CACHE Level 1 Award)



This course will enable learners to develop a basic knowledge of the adult care sector and is aimed at those considering a career in this field.

The course covers a number of key areas including: the type of social care available, the range of jobs, the essential skills required to work in the sector and the responsibilities of a Adult Social Care Worker.



4 week course



Free

## Employability Skills (NCFE Level 1 Award)



This course is aimed at developing the skills required for the working environment. Learners will improve their communication skills and personal effectiveness as well as gaining in confidence and motivation. The course is a good starting point for anyone trying to enter the jobs market or for those considering a change of employment.



6 week course



Free

## Employability Skills (NCFE Level 1 Certificate)



This course is aimed at developing the skills required for the working environment. Learners will build on their current communication skills and personal effectiveness as well as gaining in confidence and motivation. The course is a good starting point for anyone trying to enter the jobs market or for those considering a change of employment. Learners may have already completed the Level 1 Award programme.



3 week course



Free

## Managing your Money (NCFE Level 1 Award)



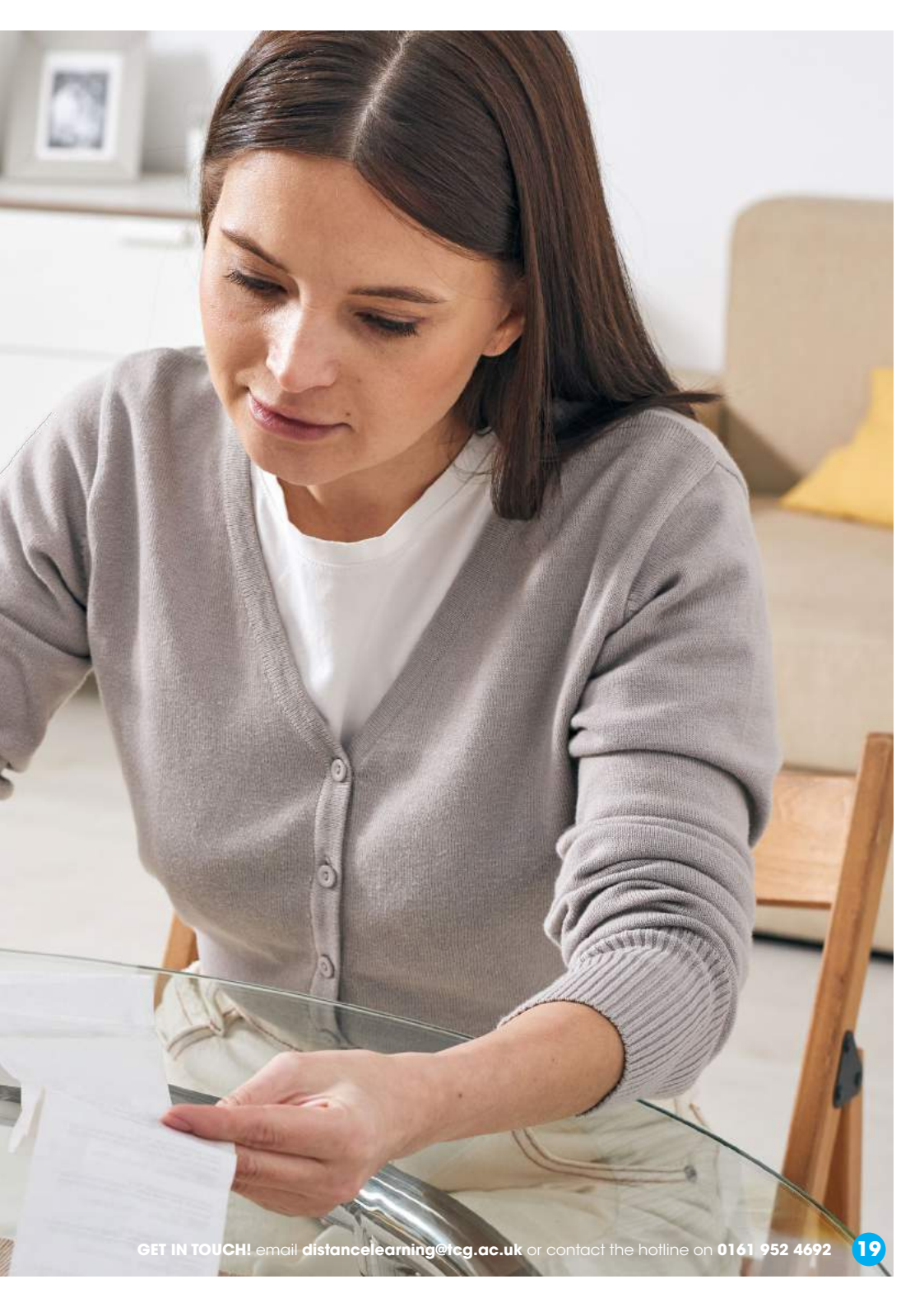
The course has been designed to help learners to better understand and make the most of their personal finances.

The course covers a number of areas including: planning a household budget, understanding the benefits of having a pension, the importance of insurance and avoiding risks when borrowing.

“

The course I studied helped me to finally get on top of my finances and has set me up for a more comfortable future, knowing I can cope with all eventualities.

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