



DISTANCE LEARNING

FREE COURSES FOR ADULTS

Qualifications awarded by:

ncfe. **cache**

Introduction & Contents

Our free distance learning courses are aimed at adults over 24 and are the perfect option for your employees to upskill and progress careers. Many of our courses are aimed at those working in health and social care sectors with some for management and professional employees.

Wigan & Leigh College works in partnership with Learning Curve Group to develop and deliver the Level 2 accredited courses. Learners may choose when and where to study and develop their skills for work or personal development.

- Fully accredited Level 2 courses
- Complete within 12 weeks
- Start at any time throughout the year
- Online and paper based
- Fit around work and home life
- Learn from home - all materials are provided
- No exams and no fees

COURSES

HEALTH & WELLBEING



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ONLINE

Most people choose to study online for ease of use and flexibility:

- Learners may complete assessments through any internet enabled device, anywhere, any time.
- Printed resources are also provided.



PAPER BASED

Depending on circumstances we also provide a paper based option:

- Learning materials will be posted to you.
- Assessors provide study schedules and personal support by email or telephone.

START ANY TIME

Learners need to complete a pre course assessment online at <https://tinyurl.com/assessment-wlc> and an enrolment form before accessing course materials and starting their learning at a time and place to suit them.



FIVE Benefits of Distance Learning

1 FLEXIBILITY

Study from home, work or anywhere with internet access



2 FREE

To adults aged 24 or over



3 EMPLOYER BENEFITS

Upskilled employees may gain nationally recognised sector specific qualifications around work commitments



4 DEVELOP

Skills and interests for personal or professional life



5 CHOICE

Online or paper based





Courses may be relevant for a range of learners but specifically those who work in the health and social care sectors, or those who have caring responsibilities in the home.

They are designed to develop an understanding of the importance of mental and physical health and wellbeing, as well as effective communication and management in a workplace setting.

AWARENESS OF MENTAL HEALTH PROBLEMS

NCFE Certificate

IDEAL FOR

Employees who work closely with people on a day to day basis.

COURSE CONTENT

With an estimated 450 million people worldwide coping with a mental health issue, around one quarter of British adults will experience some form of mental health problem within the course of a year. Having a good knowledge of the information available is crucial for care sector employees.

- Develop awareness of a range of issues including stress, anxiety, phobias, eating disorders, post-traumatic stress disorder, obsessive compulsive disorder and many more conditions.
- Recognise signs, triggers and symptoms.
- Understand mental health legislation.
- Learn how to manage stress, anxiety and phobias.

COMMON HEALTH CONDITIONS

NCFE Cache Certificate

IDEAL FOR

Employees who work in a care environment.

COURSE CONTENT

Every hour someone in the UK is told they have Parkinson's disease, there are approximately 152,000 strokes in the UK every year (more than one every five minutes) and one in six of the UK population has some form of hearing loss. These health conditions along with others such as arthritis and dementia affect a substantial number of people in the UK and a good understanding of them is essential in any care environment.

- Understand how to contribute to monitoring the health of those affected by a range of conditions.
- Develop an awareness of sensory loss.
- Develop an understanding of stroke, dementia, arthritis and Parkinson's disease.

COUNSELLING SKILLS

NCFE CACHE Certificate

IDEAL FOR

Those who support people with their personal wellbeing.

COURSE CONTENT

Lots of people seek the support of counselling at some point in their lives. If you are working in the caring sector you may want to develop your understanding of counselling to support people in improving their personal wellbeing.

- Diversity and ethics in the use of counselling skills.
- The theory of counselling.
- Counselling skills and personal development.
- Using counselling skills.



PREPARING TO WORK IN ADULT SOCIAL CARE

NCFE Certificate

IDEAL FOR

Those interested in working in the care sector.

COURSE CONTENT

The need for adult social care continues to rise at a time when the system supporting that care is rapidly and significantly changing. With around 1.5 million people working in adult social care in England, care workers need up-to-date support and guidance in order to provide adequate person-centred care.

- Communication and personal development.
- Equality, diversity and inclusion.
- Safeguarding and protection.
- Duty of Care.
- Understanding the role of the social care worker.
- Person-centred approaches.
- Health and safety and handling information.

PRINCIPALS OF DEMENTIA CARE

NCFE Certificate

IDEAL FOR

Those working in a medical or health care setting or those caring for family at home.

COURSE CONTENT

Dementia affects around 820,000 people in the UK. This figure is likely to rise to one million by 2025 and two million by 2051. It is one of the main causes of disability in later life and costs the UK over £26 billion a year. Understanding dementia and the person-centred care required is fundamental to providing high quality care.

- Appreciate and understand the different forms of dementia.
- How to support through person-centred care.
- The influence of positive communication methods.
- Use of medication for those with dementia.
- The importance of offering appropriate activities.
- Equality, diversity and inclusion in dementia care.

PRINCIPALS OF END OF LIFE CARE

NCFE CACHE Certificate

IDEAL FOR

Those working in a health and care setting.

COURSE CONTENT

By 2040, the number of people over 64 in Britain is expected to grow from 9.5 million to 15 million. This means more people will live with serious chronic illness and need end of life care. The problems faced and support needed by people nearing the end of life is wide ranging. A good understanding of pain management, support and quality of life is essential for all carers.

- Support needed to manage pain and discomfort.
- How dementia impacts on end of life care.
- The role of the care worker at time of death.
- The loss and grief process.

PRINCIPALS OF THE PREVENTION AND CONTROL OF INFECTION IN HEALTH CARE SETTINGS

NCFE CACHE Certificate

IDEAL FOR

Those working in a health and care setting.

COURSE CONTENT

About 300,000 patients develop an infection in England each year while being treated by the NHS. Protecting people from infection is an essential element of providing high quality care, especially considering the capacity some potentially life-threatening infections have to spread within care environments.

- Understand the principals of good personal hygiene and maintain a clean environment.
- Causes of the spread of infection in health care settings.
- Decontamination, cleaning and waste management in health care settings.
- Principals of infection prevention and control in a health care setting.

PRINCIPALS OF WORKING WITH INDIVIDUALS WITH LEARNING DISABILITIES

NCFE CACHE Certificate

IDEAL FOR

Those working in a care setting.

COURSE CONTENT

Around 1.5 million people in the UK have a learning disability. As they often have difficulty describing their symptoms, a good knowledge of legislation and the healthcare system, as well as an understanding of signs and symptoms of various conditions, is essential for anyone working with people with learning disabilities.

- Support individuals with learning disabilities.
- Safeguarding and protection.
- Positive risk-taking.
- Personalisation in social care.
- Awareness of autistic spectrum conditions.
- Support those with a learning disability to access healthcare.

UNDERSTANDING AUTISM

NCFE Certificate

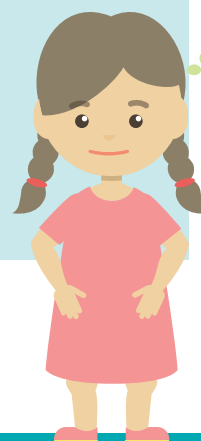
IDEAL FOR

Those working in a health and social care and/or education setting.

COURSE CONTENT

Autism is a spectrum condition that affects how a person communicates with others and how they interpret the world around them. There are around 700,000 people in the UK with autism - more than one in every 100.

- Develop knowledge and awareness of autism.
- How those with autism can be supported to live healthy and fulfilled lives.
- Understand the misconceptions, diagnoses and support surrounding autism.
- Communication and social interaction.
- Sensory processing, perception and cognition.



It's okay to be
Different

UNDERSTANDING BEHAVIOUR THAT CHALLENGES

NCFE Certificate

IDEAL FOR

Those working in education and healthcare settings.

COURSE CONTENT

Increase awareness and understanding of challenging behaviour and its effects. 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.

- Support positive behaviour.
- The importance of effective communication.
- Behaviour management.
- The role of reflection and support for those involved in incidents of challenging behaviour.

UNDERSTANDING THE CARE AND MANAGEMENT OF DIABETES

NCFE CACHE Certificate

IDEAL FOR

Those working in the health and care sector.

COURSE CONTENT

Currently, the number of people diagnosed with diabetes in the UK is estimated to be 3.2 million and an estimated 630,000 people have the condition but don't know it. It is believed that deaths from diabetes will rise by more than 50% in the next ten years. Simple lifestyle measures can be effective in preventing or delaying the onset of this chronic, debilitating and often deadly disease. This course aims to develop awareness and understanding of diabetes and how it is managed.

- The different types of diabetes and how they can occur.
- Understand treatment, management, prevention and early intervention of Type 2 diabetes.
- Learn how the onset of Type 2 diabetes can be delayed with lifestyle changes.
- The importance of ongoing care and the correct treatment of diabetes to control blood sugar levels.

UNDERSTANDING CHILDREN AND YOUNG PEOPLE'S MENTAL HEALTH

NCFE CACHE Certificate

IDEAL FOR

New and existing childcare practitioners.

COURSE CONTENT

Mental health issues affect around one in ten children and young people. Emotional wellbeing is just as important as physical wellbeing. Those working with children and young people need a good understanding to spot warning signs and identify risk factors.

- Children and young people's mental health in context.
- Factors which may affect children and young people's mental health.
- Understand the impact of children and young people's mental health concerns.
- How to support children and young people with mental health concerns.



UNDERSTANDING DIGNITY AND SAFEGUARDING IN ADULT HEALTH AND SOCIAL CARE

NCFE CACHE Certificate

IDEAL FOR

Those working in an adult health and social care environment.

COURSE CONTENT

The responsibility of care workers involved in protecting the health, wellbeing and human rights of adults is far reaching. Allowing people to live free from harm, abuse and neglect can often mean involving health agencies, government departments or the police. Understanding the fundamentals of safeguarding is essential for anyone working in adult health and social care.

- Understand safeguarding
- Principles of dignity
- Understand Duty of Care
- Understand dilemmas and public concerns in adult health and social care.

UNDERSTANDING NUTRITION AND HEALTH

NCFE Certificate

IDEAL FOR

Those working in sport and recreation, exercise and fitness, hospitality and catering and healthcare. Also suitable for those with a general interest in nutrition and health.

COURSE CONTENT

The number of obese people in the UK has more than trebled in the last 25 years, reaching what many doctors believe to be epidemic proportions. Insufficient nutrition can lead to a variety of health threatening conditions. More than 60% of adults in the UK are overweight and without action, experts believe that half of these will be obese by 2050. Understanding the benefits of a balanced diet and the role of nutrition in the prevention and treatment of disease is fundamental.

- Principles of healthy eating.
- Nutritional needs of different groups.
- Using food and nutrition to plan a healthy diet.
- Weight management.
- Understand eating disorders.

UNDERSTANDING SAFEGUARDING AND PREVENT

NCFE CACHE Certificate

IDEAL FOR

Those responsible for the safeguarding of people and for helping prevent radicalisation.

COURSE CONTENT

Official data showed that over 7,500 people were referred to the Prevent programme in 2015/16. The course provides an understanding of how to recognise the signs of abuse, reduce the risk of radicalisation and the potential consequences of illegal online activity.

- Understand Prevent Duty.
- Safeguarding.
- Online safety.



UNDERSTANDING SAFE HANDLING OF MEDICATION

NCFE Certificate

IDEAL FOR

Those working in a medical and health and care setting.

COURSE CONTENT

Modern medicines are powerful substances which have beneficial effects for millions of people worldwide. However, inappropriate use or handling of these substances can have severe consequences, including death. Having good up-to-date knowledge of the safe handling of medicines is essential for anyone working with medication.

- Understand medication and prescriptions.
- The requirements for the safe handling, storage and disposal of medication.
- Safe administration of medication.
- The importance of keeping accurate records and audit processes for medication.



UNDERSTANDING SPECIFIC LEARNING DIFFICULTIES

NCFE CACHE Certificate

IDEAL FOR

Those working in health, social care and education contexts or those who want to improve their knowledge and awareness in this area.

COURSE CONTENT

People with a learning difficulty find it harder to learn certain skills. As this affects around 15% of the population, it is important for those working in the health, social care and education sectors to have some knowledge of different specific learning difficulties, such as attention deficit hyperactivity disorder (ADHD), dyslexia and dyscalculia. This course provides an insight into diagnosis and how people can be supported.

- Understand specific learning difficulties and their effects.
- Diagnosis.
- Supporting those with learning difficulties.
- Understand the context of specific learning difficulties.

UNDERSTANDING WORKING WITH PEOPLE WITH MENTAL HEALTH NEEDS

NCFE CACHE Certificate

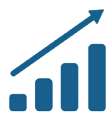
IDEAL FOR

Those working in a health and care or education setting.

COURSE CONTENT

Mental health presents one of the greatest challenges to society. With an estimated 450 million people worldwide suffering from a mental health problem, around a quarter of British adults will experience some form of mental health issue each year. While many elements of mental health are still not understood, having a good knowledge of the information that is available is essential in the care sector. This qualification helps develop the support, understanding and techniques required for working with those who have mental health problems.

- The role of a mental health worker.
- Mental health issues.
- 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.



These courses are designed to develop the communication, leadership and customer service skills vital to business success.

INFORMATION, ADVICE AND GUIDANCE

NCFE Cache Certificate

IDEAL FOR

Those working in careers guidance and/or education.

COURSE CONTENT

Offering clear and accurate information, advice or guidance and knowing what can be shared legally and professionally can improve outcomes for businesses. Staff need to be aware of the fundamental rules for successful information sharing. This qualification aims to develop interaction and interpersonal skills to help positively develop service delivery.

- Explore communication techniques.
- Study how values, attitudes and beliefs can affect interactions.
- Develop interaction and interpersonal skills.
- Learn how information, advice or guidance can be explored.
- Learn how to develop group interaction.
- Manage information, including storage and retrieval.
- Learn how to comply with the law.

LEAN ORGANISATION MANAGEMENT TECHNIQUES

NCFE Certificate

IDEAL FOR

Those working in areas where improvements to quality, processes and costs have been identified.

COURSE CONTENT

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 an appreciation and understanding of some key principles of lean organisation management.

- Lean organisation and continuous improvement techniques.
- Principles and techniques of workplace organisation.
- Visual indicators to improve the work environment.
- The benefits of effective team working.
- The role of the team leader.
- How to deal with conflict as a team member or team leader.

PRINCIPALS OF TEAM LEADING

NCFE Certificate

IDEAL FOR

Practising or potential team leaders in all sectors.

COURSE CONTENT

Strong team leadership is essential for providing guidance, direction and instruction within a group and inevitably leads to more effective teamwork and more motivated employees. Managing a team effectively is critical in the current job market, where employee productivity and team outcomes are closely monitored.

- Establishing the team.
- Motivation.
- Communication.
- Reporting structures.
- Relevant legislation.



Course information courtesy of:
learningcurvegroup.co.uk

For more information email the admissions team on:
applications@wigan-leigh.ac.uk or call **01942 761111**
or visit wigan-leigh.ac.uk/adult-courses/distance-learning