

Over 90 courses

Accredited courses

Qualifications

CPD modules

# ONLINE COURSE CATALOGUE WINTER 2022



## About The Digital College

As we approach our tenth year as an organisation dedicated to offering online learning, it is encouraging to see how we have stayed true to the original aims of the business: to offer accessible learning with official certificates to help people improve their career prospects. With many of our official exams online, support for people with a wide range of English and reading abilities, and the delivery of learning on mobile phones 24 hours a day, our courses have never been more accessible.

Our portfolio of courses continues to evolve as the environment around us changes. We constantly add courses that reflect the skills and support needed in the world of work today. The evolution of our courses goes beyond what's inside; it also drives how our partners and students interact with the courses. We now deliver thousands of qualifications online thanks to secure internet testing, for example. This evolution will remain at the heart of our courses as our company continues to innovate to deliver an ever-improving experience for our learners.

As well as employers and students, we continue to welcome new partners to help us deliver accessible learning to an increasing number of students. Our partner network encompasses a broad range of parties helping people advance their careers. The Digital College works with councils, colleges, housing associations, government contractors, charities and local community associations of all sizes. By using our courses, our partners have access to a huge variety of educational content that is both up to date and ready for delivery to their learners, no matter what access requirements they might have.

Our brochure is our invitation for you, your colleagues, or the people you support, to learn something new and never stop. At The Digital College, we believe learning is for life.

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Our online courses not only offer training and qualifications, but also the flexibility to study wherever and whenever students want, both on their mobile devices and laptops. As well as video tutorials and exam preparation, each course concludes with a web-based assessment that can be completed on learners' laptops from the comfort of their own homes.

## Qualifications (RQF)

### Level 1 Health and Safety in Construction Environment

This Level 1 qualification is for learners who currently work, or want to work, in construction. Successful completion will enable you to take a step towards applying for the Construction Skills Certificate Scheme (CSCS) Green Card.

🕒 6 hrs    ✅ Highfield Qualifications (RQF)

### Level 1 Principles of Health & Safety in Workplace

An introductory qualification covering many aspects of health and safety across common workplace settings. The learner will become familiar with hazards, the concept of risk and a hierarchy of control measure that can be put in place.

🕒 4 hrs    ✅ Highfield Qualifications (RQF)

### Level 2 Control of Substances Hazardous to Health (COSHH)

A COSHH qualification is valuable to those working across many industries where hazardous substances may occur. This course will cover both the legal and practical aspects of dealing with these substances, as well as control measures.

🕒 5 hrs    ✅ Highfield Qualifications (RQF)

### Level 2 and 3 Food Safety in Catering

Our range of food hygiene qualifications offer formally assessed training that demonstrates competency in handling food from a basic level up to the more advanced level 3 course often required for supervisory roles.

🕒 Level 2: 7 hours,    ✅ Highfield Qualifications (RQF)  
Level 3: 20 hours

### Level 2 Award in Customer Service

This Level 2 qualification is for learners who currently work or want to work in a customer services role. By the end of the course, learners will have a good understanding of the importance of delivering excellent customer service, best practices to provide great customer service, and how to resolve customer complaints.

🕒 6 hrs    ✅ Highfield Qualifications (RQF)

### Level 1 Award An Introduction to Mental Health and Wellbeing

Our Level 1 mental health qualification will furnish learners with an understanding of common mental health issues, such as stress, anxiety and depression. They'll gain knowledge of key mental health terms, how to take care of their own mental health and wellbeing, how to support others, such as family and friends, and the different types of support available.

🕒 7 hrs    ✅ Highfield Qualifications (RQF)

### Level 1 Award in Environmental Sustainability (RQF)

This qualification introduces learners to the basic principles of sustainability and impacts upon the environment. It also raises awareness of the key issues surrounding sustainability. Upon completion of the course, learners will be equipped with the knowledge they need to help them make sustainable choices.

🕒 10 hrs    ✅ Ascentis

## CSCS Green Card: online course/exam package

This package includes everything learners need to train for and request a CSCS Green Card. It includes the Level 1 Health and Safety in a Construction Environment qualification and preparation for the CITB Health, Safety and Environment test. Booking of both exams is also included. Upon successfully passing both exams, learners simply speak to CSCS to order their Green Cards, or we can handle this application process for them.





## Employment

### Accredited short courses

#### Teaching Assistant

This course will explain the requirement to become a teaching assistant, the typical role, and how it can be used as a first step in a career in education. The course also introduces useful topics, such as safeguarding, health and safety, and behaviour management.

 60 mins  accredited by Highfield Qualifications

#### Planning to Start Your Own Business

This course is designed to give you guidance about how to turn your ideas into a simple business plan and provide the basic skills to start a new company. The course also explores the aims of your business and realistic expectations.

 90 mins  accredited by Highfield Qualifications

#### Retail Skills and Values

This course gives the learner a good understanding of the need for excellent customer service and communication skills within the Retail sector. It goes on to give useful tips to improve and develop these skills.

 60 mins  accredited by Highfield Qualifications

#### Safeguarding

(2 Courses: Vulnerable Adults, and Children and Young People)

Our safeguarding courses are designed to help anyone who works with vulnerable adults, and children and young people. The courses explain your role and responsibilities, and guide you in carrying out appropriate actions should you have any concerns.

 90 mins  accredited by Highfield Qualifications

#### Customer Service and Care – An Introduction

This course is designed to cover a range of areas, including the principles of excellent customer care; how to provide excellent customer care; and how to communicate effectively with customers.

 60 mins  accredited by Highfield Qualifications



#### Foundation in Sales and Marketing

This course offers key guidance on the worlds of sales and marketing for anyone looking to make their first moves into one of these types of roles. You'll learn all about the function of sales and marketing within organisations, typical activities a marketing person might perform, sales prospects and leads, as well as some handy skills to help you be more effective in selling.

 1.8 hours  accredited by Highfield Qualifications

#### Employability

Our Employability course gives learners foundational knowledge of how to become employed, as well as how they can become self-employed. From CV writing to interview skills, learners will be equipped with the information and skills they need to attain their next job.

 90 mins  accredited by Highfield Qualifications

#### Call/Contact Centre

This online learning module provides a good understanding of contact centre operations. By the end of the course, you will be able to demonstrate an understanding of the purpose of a contact centre and the role of an agent.

 60 mins  accredited by Highfield Qualifications

#### Business Administration – An Introduction

Business Administration is an important role in many organisations. This course will help candidates understand the role and develop many useful skills including: planning, prioritisation and customer service.

 60 mins  accredited by Highfield Qualifications

#### Plus these accredited courses to introduce new careers

- Warehouse and Logistics
- Travel and Tourism
- Childcare for Childminders
- Childcare in a Nursery
- Cleaning Operative (including COSHH)
- Safe Internet Usage



## Skills and Employment Support

#### Essential IT Skills

Our essential IT skills course provides a basic foundation in using a modern computer. The course will introduce the learner to mouse and keyboard usage and slowly build their confidence in using the desktop and the internet.

 60 mins  accredited by Highfield Qualifications

#### Money Sense

The Money Sense course is designed to give the learner a good understanding of personal finance and to help them to reach a realistic and effective balance between the money they have coming in, and money they have going out.

 90 mins  accredited by Highfield Qualifications


#### Basic Bookkeeping

Our Basic Bookkeeping course provides an introduction to the concepts behind accounting and explains the role of a bookkeeper. The course covers common tasks in detail. It also provides some practical demonstrations using popular software.

 90 mins  accredited by Highfield Qualifications

#### Microsoft Word, Excel and PowerPoint

(4 courses: Basic Word and Excel, Basic PowerPoint, Intermediate Word and Intermediate Excel). Our accredited Microsoft Word, Excel and PowerPoint courses cover basic operations and the more advanced functions in Word and Excel. Upon successful completion, learners will have the skills and knowledge they need to use these programs confidently both at home and at work.

 Basic Word and Excel: 90 mins; Basic PowerPoint: 1 hour; Intermediate Excel: 90 mins; Intermediate Word: 75 mins

 accredited by Highfield Qualifications

#### Social Media Skills

This course starts with an introduction to the world of social media to improve personal profiles and career development opportunities. There is specific attention towards using social media for job hunting. The final half of the course covers business usage, including social media advertising.

 60 mins  accredited by Highfield Qualifications

#### Volunteering

Our course on volunteering guides the learner through all the steps of finding and landing the right volunteering role. We also provide some insight into how to succeed as a volunteer.

 90 mins  accredited by Highfield Qualifications

#### Equality and Diversity

As well as explaining the terms “Equality”, “Diversity”, and other key concepts, this course explores legal duties of employees and employers, as well as how to challenge the different types of unacceptable behaviour. By the end of the course, you will have a good understanding of the protected characteristics under the Equality Act 2010 and how you and your organisation can work towards the goal of the ideal workplace.

 75mins  accredited by Highfield Qualifications

#### Prevent Duty

Our Prevent Duty course is designed to help anyone who works with or around young people or teenagers in certain settings, such as education, childcare, and health and social care. Topics covered include the Prevent objectives, the roles of the internet and social media regarding radicalisation, and how to get support and advice.

 75mins  accredited by Highfield Qualifications

#### An Introduction to Project Management

This course provides foundational knowledge of project manager responsibilities. From project management methodologies, to planning and executing a project, learners will be equipped with the information and skills they need to lead a project to a successful conclusion.

 90mins  accredited by Highfield Qualifications

## Hospitality

### APLH Personal Licence Holder Level 2 Award

The official qualification required by local councils for anyone in England and Wales applying for a Personal Licence to serve alcoholic drinks. This course will cover the licensing system in England and Wales and different types of licences, as well as the licensing objectives.

🕒 7 hours   ✅ Highfield Qualifications (RQF)

### Scottish Certificate for Personal Licence Holders (SCPLH)

The official qualification for anyone in Scotland looking to apply for their Personal Licence through their local council. The learner will become familiar with the licensing system in Scotland, different types of licences and the effects of alcohol on both individuals and society as a whole.

🕒 7 hours   ✅ Highfield Qualifications (RQF)

**For both qualifications, candidates are awarded official certificates once they have passed the formal online assessment (multiple choice exam) at the end of the course.**

### APLH Application Bundle

If learners want to avoid the hassle and lengthy process of form-filling, they can leave it to us with the APLH Application Bundle service. We'll take care of the DBS check and council application processes for anyone in England, Wales and Scotland wanting to apply for their Personal Licence.

### The World of Wines

Delve into the world of wines with our accredited short course where you will learn how wine is produced, the history of wine, and different style of wine. You'll also have a good understanding of how to store and prepare wine in the best way, how to select wines for the right occasion, and the correct glassware in which to serve wine.

🕒 90 mins   ✅ accredited by Highfield Qualifications

### Food Hygiene and Safety (2 courses: Level 1 / Level 2)

Our accredited food hygiene courses cover food hygiene, hazards and poisoning, how food becomes unsafe, personal hygiene among other topics. Also available as Qualifications. (see above)

🕒 Level 1: 40 mins, Level 2: 75 mins   ✅ accredited by Highfield Qualifications

### Hospitality Customer Service Skills

This course aims to explain the basics in good hospitality skills and, at the same time, it can be equally useful for workers in other areas of hospitality, such as bars, cafés, and coffee shops. We will provide the information needed to help you give the best customer service.

🕒 45 mins   ✅ accredited by Highfield Qualifications

### Allergen Awareness

The Allergen Awareness course provides essential knowledge of food allergies and intolerances. From allergens and food legislation, to food safety management systems and types of cross contamination, learners will be equipped with the information they need to be aware of allergens in their catering environment.

🕒 90 mins   ✅ accredited by Highfield Qualifications

## Employee Health, Safety and Wellbeing

### Health and Safety Awareness for Employees

This course gives a general understanding of the requirements and responsibilities that employees have in respect of health and safety at work. It highlights the additional responsibilities that an employer has to ensure a safe workplace.

🕒 60 mins   ✅ accredited by Highfield Qualifications

### Stress Awareness and Management

Our online learning module provides the learner an understanding of what we mean by stress and the typical causes of stress. It goes on to increase the learner's awareness of the signs of stress and to develop strategies to manage it.

🕒 90 mins   ✅ accredited by Highfield Qualifications

### Introduction to First Aid at Work

This online course is designed to provide you with an introduction to the role of the first aider. The module then goes on to describe how to deal with minor injuries and legal obligations of employers and employees.

🕒 60 mins   ✅ accredited by Highfield Qualifications

### Lone Working

Lone working is covered by health and safety laws and this training highlights the importance of conducting a risk assessment before every lone working episode. It demonstrates what should be involved in a risk assessment and discusses ways of reducing risk.

🕒 45 mins   ✅ accredited by Highfield Qualifications

**Health, safety and wellbeing in the workplace is vital for both employers and employees. Ranging from fire marshal training and first aid, to lone working and mental health awareness and management, our courses will provide learners with the foundational knowledge they need to be safe and happy in their job.**

### Handling and Resolving Conflict

In this course the learner is introduced to what we mean by the term "conflict", how to deal with problems positively, how to deal with abusive and violent behaviour, methods for resolving conflict: and how to handle complaints.

🕒 45 mins   ✅ accredited by Highfield Qualifications

### Fire Marshal Training

This course will provide the learner with everything they need to be an effective Fire Marshal in the workplace. It also covers topics such as the importance of fire safety, risk assessments and control measures, and Emergency Evacuation Procedures.

🕒 30 mins   ✅ accredited by Highfield Qualifications

### Dealing with Anxiety

Our Dealing with Anxiety course offers learners insight into anxiety and anxiety-related disorders, including signs and symptoms of these conditions. It also covers various strategies for how individuals can lessen the impact of anxiety on their daily life.

🕒 75 mins   ✅ accredited by Highfield Qualifications

### Mental Health & Wellbeing in the Workplace

(2 courses: An Awareness of Mental Wellbeing in the Workplace, and Managing Mental Health and Wellbeing at Work)

Our courses explain what is meant by the terms "Mental Health" and "Wellbeing", and are designed to raise awareness of and provide practical guidance for common mental health issues, such as depression, anxiety or stress. They also explore strategies you can adopt to improve your mental wellbeing.

🕒 Awareness of Mental Wellbeing in the Workplace: 45 mins   ✅ accredited by Highfield Qualifications

🕒 Managing Mental Health and Wellbeing at Work: 90 mins   ✅ accredited by Highfield Qualifications



## Construction

### Abrasive Wheels – A Guide to Keeping Safe

The aim of this course is to help those working with abrasive wheels do so safely and responsibly following nationally recognised safe practice guidelines. This course is also suitable for those who are responsible – i.e. employers.

🕒 50 mins ✓ accredited by Highfield Qualifications

### Asbestos Awareness

Our introductory module on Asbestos Awareness provides employers and employees with an understanding of what is needed to comply with legal requirements when working with asbestos-containing materials.

🕒 2 hrs ✓ accredited by Highfield Qualifications

### CSCS Green Card: online course/exam package

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🕒 8 hours ✓ Highfield Qualifications (RQF) & CITB

### Construction Traffic Marshal

The Traffic Marshal course provides online training for safe vehicle traffic environment on a construction site. The course covers all aspects of the role including establishing a safe site, managing vehicle-related activity and performing appropriate risk assessments. Learners can also receive a Digital College Traffic Marshal/Banksman card.

🕒 90 mins ✓ accredited by Highfield Qualifications

### Control of Substances Hazardous to Health (COSHH)

This course aims to explain all the rules, regulations and good practices which cover the laws relating to the common hazardous substances found in most workplaces. This course is beneficial to a wide variety of industries including roles in healthcare, cleaning and agriculture.

🕒 45 mins ✓ accredited by Highfield Qualifications

### Level 1 Health and Safety in a Construction Environment

This Level 1 qualification is for learners who currently work, or want to work, in construction. Successful completion will enable you to take a step towards applying for the Construction Skills Certificate Scheme Green Card.

🕒 6 hrs ✓ Highfield Qualifications (RQF)

### Fire Marshal Training

This course will provide the learner with everything they need to be an effective Fire Marshal in the workplace. It also covers topics such as the importance of fire safety, risk assessments and control measures, and Emergency Evacuation Procedures.

🕒 30 mins ✓ accredited by Highfield Qualifications

### Manual Handling

This course is designed to provide a good understanding of how to safely undertake a manual handling operation. It covers topics including: what is manual handling; the legal requirements and more; risk assessment; and manual handling techniques.

🕒 60 mins ✓ accredited by Highfield Qualifications

### Understanding of REACH (Management of chemicals)

This course gives the learner a basic understanding of the regulations that have come to be known as REACH. That is, the Registration, Evaluation, Authorisation and Restriction of CHemicals. This course will enable the learner to assess their organisation's responsibilities in this area.

🕒 25 mins ✓ accredited by Highfield Qualifications

### Working at Height

This course defines “working at height”, offers an overview of health and safety requirements, and details best practice for those working even a small distance above the surface.

🕒 30 mins ✓ accredited by Highfield Qualifications

## Healthcare

### Accredited short courses

#### A Guide to Dementia Awareness

This course provides an excellent understanding of issues around dementia. It covers what dementia is and who tends to be affected by it.

🕒 45 mins ✓ accredited by Highfield Qualifications

#### A Guide to Nutrition and Health in Older People

Our web-based training course provides a general understanding of the nutritional requirements of older people. It covers nutrition, food types, choice and variety and exercise.

🕒 45 mins ✓ accredited by Highfield Qualifications

#### A Guide to the Mental Capacity Act 2005

An online module which covers the Mental Capacity Act (MCA) 2005 and examines topics such as what the MCA is, who it covers, and statutory procedures within the Act.

🕒 75 mins ✓ accredited by Highfield Qualifications

#### An Introduction to Substance Misuse

Our Introduction to Substance Misuse course offers essential guidance on key terms and legal implications of substance misuse. It explores topics such as: the 4 main types of drugs; the drug classification system; general and specific signs of substance misuse and addiction; and the types of treatment that are available.

🕒 75 mins ✓ accredited by Highfield Qualifications

#### Handling and Administering of Medicines

The purpose of this course is to provide guidance for people in every aspect of health care who are involved in the handling and administering of medicines. The course sets out the principles of appropriate handling of medicines and explains how these apply.

🕒 90 mins ✓ accredited by Highfield Qualifications

#### Infection Control

Our “Infection Control” training provides the learner with an excellent understanding of the importance of infection control in a healthcare environment. It covers the three main stages that are crucial for effective control.

🕒 45 mins ✓ accredited by Highfield Qualifications

#### Information Governance in Health and Social Care

The learner will gain a good basic knowledge of the importance of maintaining a high level of confidentiality when it comes to the handling of patient-identifiable information.

🕒 45 mins ✓ accredited by Highfield Qualifications

#### Understanding Diabetes

This course gives the learner a general understanding of diabetes – what it is, the signs and symptoms associated with it, and how to help someone who is experiencing a diabetes attack.

🕒 45 mins ✓ accredited by Highfield Qualifications

#### Understanding Epilepsy

In this course, the learner will be introduced to why epilepsy happens; the process of diagnosing epilepsy; various types of seizures, including symptoms, treatment and management of epilepsy.

🕒 45 mins ✓ accredited by Highfield Qualifications



## Leadership and management training

### Fundamentals in Leadership and Management

Our course on leadership and management is designed for anyone looking to progress into one of these types of roles. It covers topics such as key terms, management and leadership competencies and capabilities, types of meetings, and management and leadership best practices.

🕒 75 mins    ✅ accredited by Highfield Qualifications

### Introducing Team Leader & Supervisory Skills

This course guides learners on team leadership and supervisor best practices. From key terms and setting objectives, to effective communication and resolving issues and disputes, learners will be armed with the information and skills they need to apply for their next leadership or supervisory role.

🕒 75 mins    ✅ accredited by Highfield Qualifications

### People Management Skills

Our People Management Skills course offers essential information on the skills you need to manage and lead people successfully. Topics covered include micromanagement, the psychological contract, effective teamwork, leadership styles, and managing conflict.

🕒 90 mins    ✅ accredited by Highfield Qualifications

### CPD Certified Courses

- Organising and Delegating
- Solving Problems and Decision Making
- Performance Management
- Planning and Allocating Work
- Induction of New Staff
- AAT Essentials: Cash Flow Management
- AAT Essentials: Finance for Non-Financial Managers
- AAT Essentials: Budgeting

### Plus new CPD courses

- Understanding Eating Disorders
- Understand the Principles of Exercise and Fitness
- Sexual Health Awareness
- Rights and Responsibilities
- Principles of Weight Management
- Explore the Principles of Health Eating
- Alcohol Awareness



# THE DIGITAL COLLEGE DIFFERENCE

At The Digital College we are passionate about delivering an engaging learning experience that delivers real value to our customers and their candidates.

- Accredited courses
- Low-bandwidth content
- Mobile friendly learning
- Easy to use
- Friendly customer service





# 100% online courses that work for you

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