

The logo for GMB Wales & South West. It features the letters 'GMB' in a large, bold, white sans-serif font on an orange rectangular background. Below this, the words 'WALES & SOUTH WEST' are written in a smaller, bold, white sans-serif font on a black rectangular background. The entire logo is set against a background of a large, multi-story brick building with many windows, seen from a distance across a green lawn. In the foreground, there are many rows of white plastic chairs, and a person wearing a blue graduation cap and gown is seen from behind, sitting in one of the chairs.

GMB

**WALES &
SOUTH WEST**

**A Mixture of
Introductory Short
Courses
&
Accredited
Level 1 to Level 3
Courses**

The Skills Network & GMB

GMB has partnered with The Skills Network to offer our members* access to a range of courses from Introductory 'Short' Courses to accredited Level 1 to Level 3 courses that last between 10 – 12 weeks. All courses are online and the accredited courses offer tutor support and an end assessment.

** Because of the different ways adult education is funded in the UK, Members in England have their courses funded by the Department for Education, Welsh Members are now able to access these courses thanks to the GMB and GMB's WULF Project (Welsh Union Learning Fund).*

To apply for any course please use the details on the last page.

Short Courses – Auto Assessed

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.

Course Name	Approx. Hours of Study
Principles of Internet Safety	4
Safeguarding Adults & Children	4
Understanding Bullying and Discrimination in Children & Young People	2
Understanding Food Hygiene and Safety	3
Prepare to Deliver Excellent Customer Service	4
Food Safety Awareness	4
Social Media for Business	20
Email (as a Promotional Tool for Business)	24
Digital Marketing Review	17
Understanding Search Engine Optimisation for Business	18
Digital Marketing for Business	20
COSHH Risk Assessment	4

Course Name	Approx. Hours of Study
DSE Risk Assessment	4
Health & Safety in the Workplace	4
Manual Handling Safety at Work	4
Prevention and Control of Infection	4
GDPR	4
Induction Essentials	5
First Aid Programme	16
Introduction to First Aid – Zone 1 (The Role, Assessing Injuries, Minor Injuries, Patient Assessment)	4
Introduction to First Aid – Zone 2 (Asthma, Bleeding, Injuries, Shock)	4
Introduction to First Aid – Zone 3 (Choking, Heart Attack, Seizures)	4
Introduction to First Aid – Zone 4 (Head Injuries, Severe Allergic Reactions, Stroke, Unconscious Casualties, CPR)	4
Personal Money Management	4
Principles of Safeguarding	26
Rights & Responsibilities	4
The Importance of British Values	26
The Importance of Online Safety	26
The Prevent Duty and it's importance in society	26
Understanding Equality & Diversity	4
Sexual Consent for Students	10
Sexual Consent for Staff	5
Workers' Rights & Labour Exploitation	10
Domestic Abuse	12
Entry Level Maths (Functional Skills)	60
Entry Level English (Functional Skills)	60
Level 1 Maths (Functional Skills)	60

Course Name	Approx. Hours of Study
Level 1 English (Functional Skills)	60
Level 2 Maths (Functional Skills)	60
Level 2 English (Functional Skills)	60
Career Development (Essentials)	10
Personal Development for Success (Essentials)	10
Developing Behaviours and Attitudes for Life & Work	10
Maintaining Work Standards	20
ITC for Employment	12
Communicating with Others at Work	10
Preparing for Interviews	9
CV Writing	9
Exploring Job Opportunities	10
Developing Personal Confidence & Self Awareness	27
Making Personal Finance	20
Inequality & Race	4
Networking	7
Becoming a Life-long Learner	3
Marketing Personal Brand	4
Negotiating & Influencing	3
Principles of Health Eating	4
Understand the Principles of Exercise & Fitness	4
Conflict Management	4
Discipline in the Workplace	4
Induction of New Staff	2
Leading & Motivating a Team	4
Organising and Delegating	4
Performance Management	4
Planning and Allocating Work	4
Solving Problems & Making Decisions	4
Stress Management	4

Course Name	Approx. Hours of Study
Understanding Leadership	4
Alcohol Awareness	4
Dementia Awareness	4
Safeguarding Adults & Children	4
Sexual Health Awareness (Level 1 Course)	4
Substance Misuse Awareness	4
Understanding Anxiety	4
Understanding Depression	4
Understanding Eating Disorders	4
Understanding Stress	4
Mental Health Awareness	8
The Mental Capacity Act	5
Principles of Sustainable Development	17
Principles of Sustainable Communities	17
Principles of Sustainable Energy Management	17
Social Responsibility of Business in Relation to Sustainability	17
Principles of Waste Management	17
Principles of Sustainable Transport	16
Sustainability in the Construction Industry	2
Sustainability in the Health Care Sector	2
Sustainability in Business Admin and Personal Care Sector	2
Sustainability in the Hospitality Sector	2
Forced Marriage and Honour Based Violence	2
Stalking and Harassment Awareness	2
Suicide Awareness	2
Menopause	2
Knife Crime Awareness	2
Spiking Awareness	2
Safeguarding in and out of School Settings	2
Keeping young People Safe Online	2
Understanding the Power of the Influencer	2

Level 1 to Level 3 Courses

The Level 1 to Level 3 Courses

Level 1 and Level 2 courses are roughly equivalent to GCSE's with Level 3 courses nearer to A-Level standards. These courses differ from most online learning as there are some progress targets for completion of work necessary. The courses are completed over a 10-12 week period with support available from an Assessor or Learner Support Advisor.

All are accredited by the highly respected awarding organisations - TQUK, NCFE/Cache and ILM – and are nationally recognised accredited qualifications.

Level 1 Courses

Award in Alcohol Awareness

Award in Sexual Health Awareness

Award in Mental Health Awareness

Award in Awareness of Substance Misuse

Award in Worker's Rights and Labour Exploitation

LEVEL 2 COURSES

Allergy Awareness for those Working in Adult Social Care

Allergy Awareness for those Working in the Service Sector

Allergy Awareness for those Working with Children

Certificate in Awareness of Bullying in Children and Young People

Certificate in Awareness of Mental Health Problems

Certificate in Behaviour that Challenges in Children

Certificate in Caring for the Elderly

Certificate in Cleaning Knowledge and Skills

Certificate in Common Health Conditions

Certificate in Counselling Skills

Certificate in Equality and Diversity

Certificate in Event Planning

Certificate in Falls Prevention Awareness

LEVEL 2 COURSES

Certificate in Improving Personal Exercise, Health and Nutrition

Certificate in Improving Service User Experience in Health and Social Care

Certificate in Information, Advice or Guidance

Certificate in Introducing Caring for Children and Young People

Certificate in IT User Skills

Certificate in Lean Organisation Management Techniques

Certificate in Living in a Fair and Diverse Society

Certificate in Preparing to Work in Adult Social Care

Certificate in Principles of Business Administration

Certificate in Principles of Customer Service

Certificate in Principles of Team Leading

Certificate in Principles of Working with Individuals with Learning Disabilities

Certificate in Safeguarding, Prevent and British Values

Certificate in Self Harm and Suicide Awareness and Prevention

Certificate in Special Education Needs and Disabilities

Certificate in the Principles of Care Planning

Certificate in the Principles of Dementia Care

Certificate in the Principles of End of Life Care

Certificate in the Principles of the Mental Health Care Worker

Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings

Certificate in Understanding Autism

Certificate in Understanding Behaviour that Challenges

Certificate in Understanding Children and Young People's Mental Health

Certificate in Understanding Common Childhood Illnesses

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

Certificate in Understanding Environmental Sustainability

Certificate in Understanding Nutrition and Health

Certificate in Understanding Retail Operations

LEVEL 2 COURSES

Certificate in Understanding Specific Learning Difficulties

Certificate in Understanding the Care and Management of Diabetes

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

Principles for Digital Skills in Employment

Level 3 Courses

Certificate in the Principles of End of Life Care

Certificate in Understanding the Principles of Dementia Care

Certificate in Understanding Autism

Certificate in Understanding Mental Health

Diploma for the Children's Workforce (Early Years Educator)

Certificate in Teaching & Learning

Certificate in Principles of Customer Service

Certificate in Principles of Leadership and Management



Interested?

Contact either of the following for more details

vincent.board@gmb.org.uk

or

zena.chandler-burnell@gmb.org.uk

or

Fill in our Registration Form

<https://forms.office.com/r/RwGyScecU4>

Criteria (for English and Scottish Members):

- Aged over 19 on 31 August 2019
- Lived in the EU for last 3 years
- If aged between 19–23 on 31 August 2019 (and applying for a Level 2 Course), must have already gained a Full Level 2 Qualification
- Currently live in England or Scotland
- Not studied this course before

NB: You could be liable for a £100 resource and registration fee if you do not complete the course

Criteria for Welsh Members

- GMB Member
- Living or Working in Wales