



Funded by



**FREE**

# ONLINE ACCREDITED COURSES

Whether you are taking your first steps into education or seeking to improve your qualifications to enhance your CV – we are here to help you build the skills you need for the career you want.

In these unprecedented times, we are all asking ourselves how we can use those extra hours at home in a positive way. At Vision West Nottinghamshire College our Community Team have risen to the challenge and tailored a whole suite of new online courses for adults that may just be the thing you are looking for to set you on the path to the career of your dreams.

All courses are FREE and most are fully accredited up to Level 2 (the equivalent of a GCSE qualification), so a valuable new entry on your CV, which will be instantly recognised by a future employer. The courses range from building your skills to work in an office environment to developing your knowledge to work in teaching, adult and social care or retail.

### Office IT and Helpdesk related courses include Level 2 Certificates in:

- IT User Skills
- Principles for Digital Skills in Employment
- Principles of Business Administration
- Lean Organisation Management Techniques

### Customer service and retail courses include Level 2 Certificates in:

- Information, Advice and Guidance
- Principles of Customer Service
- Understanding Retail Operations

### Adult and social care and teaching related courses include Level 2 Certificates in:

- Awareness of Mental Health Problems
- Equality and Diversity
- Preparing to work in Adult Social Care
- Principles of Working with Individuals with Learning Disabilities
- Understanding Behaviour that Challenges
- Understanding Dignity and Safeguarding in Adult Health and Social Care
- Understanding Specific Learning Difficulties

## OUR ONLINE OFFER ALSO INCLUDES

**Basic maths and English skills** which is a non-accredited course to help you take the first steps towards improving your understanding of Maths and English to help in everyday life.

**English and maths functional skills**, accredited courses delivered from Entry 3 to Level 2 at your own pace.

**IT skills**, a non-accredited course suitable for complete beginners or improvers; from an introduction to using computers, to using Microsoft software such as Word and Excel.

**Essential digital skills**, an accredited course from Entry 3 to Level 1, taken at your own pace and including topics in using devices, handling information, editing and being safe online.

Advanced booking is essential for all of these courses, so to book your place or just to find out more from one of our friendly team,

email: **community@wnc.ac.uk**

