**On-line Training for local gov workers – Bursars and finance managers**

Please find below a compilation of on-line and distance training to enable you to continue to develop in terms of your work, your personal skills and your mental health and wellbeing. Training and development is a great way to keep your brain active and your spirits up during this pandemic and after. The CPD focus will also stand you in good stead for personal and career development. Added to this most of these options are free so won’t hurt your bank and the others are discounted for you as UNISON members.

This list of courses is not exhaustive and many more interesting learning opportunities (including those relating to past times and hobbies) can be found with each of these providers / on each of these platforms but these courses will give you a good starting point.

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| **UNISON- E-Learning** |
| Study Area | Course Name | Cost | Link |
| Mental Health and Wellbeing | Staying Strong: Stress Awareness | Free for members | <https://e-learning.unison.org.uk/course/index.php?categoryid=4> |

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| **Skills Academy** |
| If you would like to access Unison’s Skills Academy Platform please email us on l.organising@unison.co.uk and provide your first and second name and your membership number (or DOB and postcode) - platform available until March 21st 2021.  |
| Study Area | Course Name | Cost |
| Finance and Money related CPD training |  | Free to Members |
|  | [Budgeting Basics Certification](https://staffskillstraining.co.uk/course/budgeting-basics-certification/) | Free to Members |
|  | [Budgeting Like a Boss Certification](https://staffskillstraining.co.uk/course/budgeting-like-a-boss-certification/) | Free to Members |
|  | [Cash Flow Statements and Logistics Certification](https://staffskillstraining.co.uk/course/cash-flow-statements-and-logistics-certification/) | Free to Members |
|  | [Financial Documents 101 Certification](https://staffskillstraining.co.uk/course/financial-documents-101-certification/) | Free to Members |
|  | [Fraud Detection Certification](https://staffskillstraining.co.uk/course/fraud-detection-certification/) | Free to Members |
|  | [Fraud Management & Anti-Money Laundering Awareness Certification Level 2](https://staffskillstraining.co.uk/course/fraud-awareness-level-2/) | Free to Members |
|  | [Fundamental Concepts of Fraud Certification](https://staffskillstraining.co.uk/course/fundamental-concepts-of-fraud-certification/) | Free to Members |
|  | [How to Run an Efficient Payroll Certification](https://staffskillstraining.co.uk/course/how-to-run-an-efficient-payroll-certification/) | Free to Members |
|  | [Identity Theft Awareness Certification](https://staffskillstraining.co.uk/course/identity-theft-awareness-certification/) | Free to Members |
|  | [Introduction to Accounting Certification](https://staffskillstraining.co.uk/course/basic-accounting-course/) | Free to Members |
|  | [Payroll – How to Calculate Net and Gross Pay Certification](https://staffskillstraining.co.uk/course/payroll-how-to-calculate-net-and-gross-pay-certification/) | Free to Members |
|  | [Payroll Systems – The Basics Certification](https://staffskillstraining.co.uk/course/payroll-systems-the-basics-certification/) | Free to Members |
|  | [Payroll Systems and Management Certification Level 2](https://staffskillstraining.co.uk/course/payroll-management-certification-level-2/) | Free to Members |
|  | [The Cash Flow Statement Certification](https://staffskillstraining.co.uk/course/the-cash-flow-statement-certification/) | Free to Members |
|  | [The Financial Services and Markets Act Certification](https://staffskillstraining.co.uk/course/the-financial-services-and-markets-act-certification/) | Free to Members |
|  | [Understanding The National Insurance Contributions System Certification](https://staffskillstraining.co.uk/course/understanding-the-national-insurance-contributions-system-certification/) | Free to Members |
|  | [Understanding the PAYE System Certification](https://staffskillstraining.co.uk/course/understanding-the-paye-system-certification/) | Free to Members |
|  | [What is Money Laundering? Certification](https://staffskillstraining.co.uk/course/what-is-money-laundering-certification/) | Free to Members |
|  | [When Employees Pay Less than the NIC Certification](https://staffskillstraining.co.uk/course/when-employees-pay-less-than-the-nic-certification/) | Free to Members |
| Health and Safety | Health and safety for homeworkers | Free to Members |

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| **The social Partnership and OpenLearn (OU) – Free badged courses** |
| Study Area | Course Name | Cost | Link |
| Next steps | Planning a better future | Free for members | <https://www.open.edu/openlearn/money-management/planning-better-future?in_menu=368967> |

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| **OpenLearn : OU** |
| Study Area | Course Name | Cost | Link |
| Finance and Money related CPD training | The economics of flood insurance | Free for all | https://www.open.edu/openlearn/society-politics-law/the-economics-flood-insurance/content-section-0?active-tab=description-tab |
|  | Financial accounting and reporting | Free for all | https://www.open.edu/openlearn/money-business/financial-accounting-and-reporting/content-section-0?active-tab=description-tab |
|  | Fundamentals of accounting | Free for all | https://www.open.edu/openlearn/money-business/fundamentals-accounting/content-section-overview?active-tab=description-tab |
|  | Introducing corporate finance | Free for all | https://www.open.edu/openlearn/money-business/accounting-finance/introducing-corporate-finance/content-section-0?active-tab=description-tab |
|  | [Organisations and management accounting](https://www.open.edu/openlearn/money-business/organisations-and-management-accounting/content-section-0-0) | Free for all | https://www.open.edu/openlearn/free-courses/full-catalogue |
|  | [Organisations and the financial system](https://www.open.edu/openlearn/money-business/organisations-and-the-financial-system/content-section-0) | Free for all | https://www.open.edu/openlearn/money-business/organisations-and-the-financial-system/content-section-0?active-tab=description-tab |
| Leadership and Management | Discovering Management | Free For all | <https://www.open.edu/openlearn/money-business/leadership-management/discovering-management/content-section-0?active-tab=description-tab> |
|  | **Leadership and followership** | Free For all | <https://www.open.edu/openlearn/education-development/learning/leadership-and-followership/content-section-overview?active-tab=description-tab>  |
|  | **Leadership challenges in turbulent times** | Free For all | <https://www.open.edu/openlearn/money-business/leadership-challenges-turbulent-times/content-section-0?active-tab=description-tab>  |
|  | **Step up to Leadership** | Free for all | <https://www.open.edu/openlearn/money-business/leadership-management/step-leadership/content-section-0>  |
| Digital Skills | Digital Literacy: succeeding in a Digital world | Free to all | <https://www.open.edu/openlearn/education-development/digital-literacy-succeeding-digital-world/content-section-overview> |
|  | Introduction to Cyber Security : Stay Safe On-line | Free to all | <https://www.open.edu/openlearn/science-maths-technology/introduction-cyber-security-stay-safe-online/content-section-overview> |
|  | Using a scientific Calculator | Free to all | <https://www.open.edu/openlearn/science-maths-technology/mathematics-statistics/using-scientific-calculator/content-section-0?active-tab=description-tab> |
| Numeracy | Starting with Maths: Patterns and Formulas | Free to all | <https://www.open.edu/openlearn/science-maths-technology/mathematics-and-statistics/mathematics-education/starting-maths-patterns-and-formulas/content-section-0> |
| Literacy | Every day English 1 and 2 | Free to all | <https://www.open.edu/openlearn/languages/free-courses> |

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| Digital Unite |
| Study Area | Course Name | Cost | Link |
| Digital | Free materials and user guides | Free to All | [www.digitalunite.com/technology-guides](http://www.digitalunite.com/technology-guides) |

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| **Future Learn: OU** |
| Study Area | Course Name | Cost | Link |
| Mental health and Wellbeing | Youth Mental Health: Helping Young People with Anxiety | Free for all | <https://www.futurelearn.com/courses/youth-mental-health> |
|  | Emotional Intelligence at Work | Free for all | <https://www.futurelearn.com/courses/emotional-intelligence-at-work> |
|  | Understanding depression and low mood in young people | Free for all | <https://www.futurelearn.com/courses/depression-young-people> |
|  | Mindfulness for wellbeing and peak performance  | Free for all | <https://www.futurelearn.com/courses/mindfulness-wellbeing-performance> |
| Leadership and Management | Management and leadership: Growing as a manager | Free for all | <https://www.futurelearn.com/courses/growing-as-a-manager> |
|  | People Management Skills | Free for all | <https://www.futurelearn.com/courses/people-management-skills> |
| Personal skills and development | Work / life balance and the impact of working remotely | Free for all | <https://www.futurelearn.com/courses/work-life-balance-remote-working> |

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| **E-Careers – 10% discount for members** |
| Study Area | Course Name | Cost | Link |
| Finance and Money related CPD training | A selection of level 2,3 and 4 courses can be found here | 10% off internet prices | <https://www.e-careers.com/courses?subject%5B%5D=accounting&subject%5B%5D=bookkeeping>  |
| School Focused / CPD Development | Recognising and supporting children with special educational needs | £90 | <https://ecareers.unison.org.uk/teaching-childcare-education/special-needs/level-3-recognising-and-supporting-children-with-sen> |
| Leadership and Management | An introduction to conflict management | £90  | <https://ecareers.unison.org.uk/business-work/leadership-management/cache-an-introduction-to-conflict-management> |

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| **Wranx** |
| Study Area | Course Name | Cost | Link |
| work Focused / CPD Development | Raising Awareness: Menopause in the Workplace | Free for members | <https://unionlearn.ulp.wranx.com/> |
|  | Working from Home: An Introduction | Free for members | <https://unionlearn.ulp.wranx.com/> |
| Mental health and Wellbeing | Raising Awareness: Mental Health | Free for Members | <https://unionlearn.ulp.wranx.com/> |
|  | Working from Home: Mental Health | Free for Members | <https://unionlearn.ulp.wranx.com/> |
| Numeracy | Functional Skills Maths Levels 1,2 and 3 | Free for Members | <https://unionlearn.ulp.wranx.com/> |
| Literacy | Everyday English: Punctuation | Free for Members | <https://unionlearn.ulp.wranx.com/> |
|  | Intermediate Everyday English: Punctuation | Free for Members | <https://unionlearn.ulp.wranx.com/> |
|  | Functional Skills English Levels 1,2 and 3 | Free for Members | <https://unionlearn.ulp.wranx.com/> |
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