**On-line Training for Schools Workers – Admin, Secretarial and PA**

Please find, below, a compilation of on-line and distance training to enable you to continue to develop in terms of your work, personal skills and mental health and wellbeing. Possible tutor delivered training (both face to face and virtual) can be viewed here <https://learning.unison.org.uk/member-learning/learning-for-your-job/schools>

Training and development is a great way to keep your brain active and your spirits up and the CPD focus outlined here will stand you in good stead for your career development in your current role or if you decide to look for new work. Added to this most of these options are free so won’t hurt your bank account and the others are discounted for you as UNISON members.

This list of courses is not exhaustive, many more interesting learning opportunities can be found with each of these providers / on each of these platforms, but these courses will give you a good starting point.

|  |
| --- |
| **UNISON - Skills For Schools** |
| Skills For Schools is a website designed to offer free support and guidance surrounding all of the roles our members may have within schools. It offers guidance on training that may help you progress in your current role or enable you to move on to a different role within the school. |
| <http://www.skillsforschools.org.uk/> |

|  |  |  |  |
| --- | --- | --- | --- |
| **UNISON- E-Learning** | | | |
| Study Area | Course Name | Cost | Link |
| School Focused / CPD Development | Coping with care: dealing with healthcare needs in school | Free for members | <https://e-learning.unison.org.uk/course/index.php?categoryid=4> |
| Mental Health and Wellbeing | Staying Strong: Stress Awareness | Free for members | <https://e-learning.unison.org.uk/course/index.php?categoryid=4> |

|  |  |  |  |
| --- | --- | --- | --- |
| 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) |

|  |  |  |  |
| --- | --- | --- | --- |
| **The social Partnership and OpenLearn (OU) – Free badged courses** | | | |
| Study Area | Course Name | Cost | Link |
| School Focused / CPD Development | Supporting Children’s Development | Free for members | <https://www.open.edu/openlearn/health-sports-psychology/supporting-childrens-development?in_menu=368967> |
| Next steps | Planning a better future | Free for members | <https://www.open.edu/openlearn/money-management/planning-better-future?in_menu=368967> |

|  |  |  |
| --- | --- | --- |
| **Skills Academy** | | |
| If you would like to access Unison’s Skills Academy Platform please click the following link and apply by filling in your details: [Skills Academy | UNISON Learning and Organising](https://learning.unison.org.uk/skills-academy/) | | |
| Study Area | Course Name | Cost | |
| Admin, Secretarial and PA CPD training | Admin, PA and Secretarial Certification | Free to Members | |
|  | Becoming an Executive PA Certification | Free to Members | |
|  | Executive Admin and PA Certification Level 3 | Free to Members | |
|  | Executive Secretarial, Admin and PA Diploma – Accredited (Level 3) | Free to Members | |
|  | Minute Taking Certification | Free to Members | |
|  | Office and Reception Management Certification | Free to Members | |
|  | Organisational Skills for Administrators Certification | Free to Members | |
|  | PA Telephone Skills Certification | Free to Members | |
|  | Reception Skills Certification | Free to Members | |
|  | The Effective Secretary Certification | Free to Members | |
|  | Touch Typing and Shorthand Certification | Free to Members | |
| School Focused / CPD Development | Learning Disabilities Awareness Certification | Free to Members | |
| Personal Development | Prevent Duty Certification | Free to Members | |
|  | Safeguarding for Students Certification | Free to Members | |
|  | Tackling Hate Crime Certification | Free to Members | |
|  | Assertiveness Skills Certification | Free to Members | |
|  | Improve Your Assertiveness Certification | Free to Members | |
|  | Building Your Confidence and Self-Esteem Certification | Free to Members | |
|  |  | Free to Members | |

|  |  |  |  |
| --- | --- | --- | --- |
| **E-Careers – 10% discount for members** | | | |
| Study Area | Course Name | Cost | Link |
| Admin, Secretarial and PA CPD training | [Microsoft Office 2016](https://www.e-careers.com/courses/microsoft-office-2016-library-of-15-interactive-courses) | £60 | <https://www.e-careers.com/courses/microsoft-office-2016-library-of-15-interactive-courses> |
| 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> |

|  |  |  |  |
| --- | --- | --- | --- |
| **OpenLearn : OU** | | | |
| Study Area | Course Name | Cost | Link |
| Admin, Secretarial and PA CPD training | Difference and challenge in teams | Free for all | <https://www.open.edu/openlearn/money-business/leadership-management/difference-and-challenge-teams/content-section-0?active-tab=description-tab> |
| School Focused / CPD Development | Childhood in the Digital Age | Free for all | <https://www.open.edu/openlearn/education-development/childhood-the-digital-age/content-section-overview?active-tab=description-tab> |
|  | Inclusive education knowing what we mean | Free for all | <https://www.open.edu/openlearn/education/educational-technology-and-practice/educational-practice/inclusive-education-knowing-what-we-mean/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> |
|  | Collective leadership | Free for all | <https://www.open.edu/openlearn/money-business/collective-leadership/content-section-0?active-tab=description-tab> |
| 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> |
| Personal development | Developing career resilience | Free to all | <https://www.open.edu/openlearn/money-business/developing-career-resilience/content-section-overview?active-tab=description-tab> |
|  | Effective communication in the workplace | Free to all | https://www.open.edu/openlearn/money-business/effective-communication-the-workplace/content-section-overview?active-tab=description-tab |

|  |  |  |  |
| --- | --- | --- | --- |
| **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> |

|  |  |  |  |
| --- | --- | --- | --- |
| **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/> |
| Mental health and Wellbeing | Raising Awareness: 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/> |