**On-line Training for schools –Bursars and Finance**

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

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| **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/> |

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| **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> |

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| **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> |

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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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| **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 | |
| 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 | |

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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 |
| 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> |
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| 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> |