**Online courses for UNISON members in Further and Higher Education**

**Skills Academy**

Apply for a free account in [**https://learning.unison.org.uk/skills-academy/**](https://learning.unison.org.uk/skills-academy/f) for UNISON to cover the cost of these CPD accredited courses. The courses are self-directed learning you can tackle on your own pace. The weblinks below are purely for description of the course content.

|  |  |  |
| --- | --- | --- |
| **Type** | **Course** | **Length** |
| Workplace | [Counselling](https://staffskillstraining.co.uk/course/counselling-certification/) | 0.75 hrs |
|  | [Dealing with difficult people and situations](https://staffskillstraining.co.uk/course/dealing-difficult-people-situations/) | 7 hrs |
|  | [Disability awareness](https://staffskillstraining.co.uk/course/disability-awareness-certification/) | 3 hrs |
|  | [Drug and alcohol addiction awareness](https://staffskillstraining.co.uk/course/drug-alcohol-awareness/) | 15 hrs |
|  | [Equality, diversity & discrimination awareness](https://staffskillstraining.co.uk/course/equality-discrimination-diversity-awareness-certification/) | 2 hrs |
|  | [LGBTQ awareness](https://staffskillstraining.co.uk/course/lgbtq-awareness-certification/) | 2.5 hrs |
|  | [Managing emotions at work](https://staffskillstraining.co.uk/course/managing-emotions-at-work-certification/) | 0.75 hrs |
|  | [Preventing workplace discrimination](https://staffskillstraining.co.uk/course/preventing-workplace-discrimination-certification/) | 3 hrs |
|  | [Promoting positive behaviour](https://staffskillstraining.co.uk/course/promoting-positive-behaviour-certification/) | 2.5 hrs |
|  | [Self-harm awareness](https://staffskillstraining.co.uk/course/self-harm-awareness-certification/) | 0.75 hrs |
|  | [Sexual harassment awareness](https://staffskillstraining.co.uk/course/sexual-harassment-awareness-certification/) | 3 hrs |
|  | [Tackling sensitive workplace conversations](https://staffskillstraining.co.uk/course/tackling-sensitive-workplace-conversations-certification/) | 0.75 |
|  | [Working in teams](https://staffskillstraining.co.uk/course/working-in-teams/) | 8 hrs |
|  |  |  |
| Digital skills | [Excel macros](https://staffskillstraining.co.uk/course/excel-macros-certification/) | 2.5 hrs |
|  | [Microsoft Excel Level 1](https://staffskillstraining.co.uk/course/microsoft-excel-certification-level-1/) | 15 hrs |
|  | [Microsoft Excel Level 2](https://staffskillstraining.co.uk/course/microsoft-excel-certification-level-2/) | 10 hrs |
|  | [Microsoft Excel Level 3](https://staffskillstraining.co.uk/course/microsoft-excel-certification-level-3/) | 10 hrs |
|  | [Microsoft Outlook Level 3](https://staffskillstraining.co.uk/course/microsoft-outlook-certification-level-3/) | 15 hrs |
|  | [Microsoft Word Level 3](https://staffskillstraining.co.uk/course/microsoft-word-level-3/) | 20 hrs |
|  | [PowerPoint Diploma](https://staffskillstraining.co.uk/course/powerpoint-diploma/) | 15 hrs |
|  | [WordPress](https://staffskillstraining.co.uk/course/wordpress-certification/) | 10 hrs |
|  | [Zoom](https://staffskillstraining.co.uk/course/zoom-certification/) | 4 hrs |
|  |  |  |
| Mental health and stress | [How to improve your mental health](https://staffskillstraining.co.uk/course/how-to-improve-your-mental-health-certification/) | 0.75 hrs |
|  | [How to improve your physical health](https://staffskillstraining.co.uk/course/how-to-improve-your-physical-health-certification/) | 0.75 hrs |
|  | [Mental health first aid](https://staffskillstraining.co.uk/course/mental-health-first-aid-certification/) | 2.5 hrs |
|  | [Mental wellbeing in children and young people](https://staffskillstraining.co.uk/course/mental-wellbeing-in-children-and-young-people-certification/) | 2.5 hrs |
|  | [Reducing stress (techniques to relax)](https://staffskillstraining.co.uk/course/reducing-stress-techniques-to-relax-certification/) | 3 hrs |
|  | [Reducing stress with meditation and visualisation](https://staffskillstraining.co.uk/course/reducing-stress-with-meditation-and-visualisation-certification/) | 2.5 hrs |
|  | [Stress management (employees)](https://staffskillstraining.co.uk/course/stress-management-employees-certification/) | 2 hrs |
|  | [Suicide prevention](https://staffskillstraining.co.uk/course/suicide-prevention-certification/) | 3 hrs |
|  | [The power of the mind](https://staffskillstraining.co.uk/course/the-power-of-the-mind-certification/) | 0.75 hrs |
|  | [The self-care](https://staffskillstraining.co.uk/course/the-self-care-certification/) | 4 hrs |
|  |  |  |
| Personal | [Assertiveness skills](https://staffskillstraining.co.uk/course/assertiveness-skills-certification/) | 5 hrs |
|  | [Building your confidence and self-esteem](https://staffskillstraining.co.uk/course/building-your-confidence-and-self-esteem-certification/) | 0.75 hrs |
|  | [British sign language](https://staffskillstraining.co.uk/course/basic-maths-certification/) | 2 hrs |
|  | [Decoding direct/indirect messages](https://staffskillstraining.co.uk/course/decoding-direct-indirect-messages-certification/) | 0.75 hrs |
|  | [Handling conflict in high-value relationships](https://staffskillstraining.co.uk/course/handling-conflict-in-high-value-relationships-certification/) | 2.5 hrs |
|  | [How to build resilience](https://staffskillstraining.co.uk/course/how-to-build-resilience-certification/) | 0.75 hrs |
|  | [How to improve your sleep](https://staffskillstraining.co.uk/course/how-to-improve-your-sleep-certification/) | 0.75 hrs |
|  | [Identifying causes of conflict](https://staffskillstraining.co.uk/course/identifying-causes-of-conflict-certification/) | 2.5 hrs |
|  | [Improve your assertiveness](https://staffskillstraining.co.uk/course/improve-your-assertiveness-certification/) | 0.75 hrs |
|  | [Mindful listening](https://staffskillstraining.co.uk/course/mindful-listening-certification/) | 0.75 hrs |
|  | [Unconscious bias](https://staffskillstraining.co.uk/course/unconscious-bias-certification/) | 2.5 hrs |
|  | [Personal safety](https://staffskillstraining.co.uk/course/personal-safety-certification/) | 2.5 hrs |
|  | [The art of persuasion](https://staffskillstraining.co.uk/course/the-art-of-persuasion-certification/) | 0.75 hrs |
|  |  |  |
| Reading and writing | [English grammar – Improve your English](https://staffskillstraining.co.uk/course/english-grammar-improve-your-english-certification/) | 1.25 hrs |
|  | [Proofreading basics](https://staffskillstraining.co.uk/course/proofreading-basics-certification/) | 0.75 hrs |
|  | [Punctuation mastery](https://staffskillstraining.co.uk/course/punctuation-mastery-certification/) | 0.75 hrs |
|  |  |  |

**FutureLearn, OpenLearn and Open University**

FutureLearn and OpenLearn courses are free to attend and OpenLearn courses come with a certificate of participation. With [FutureLearn](https://www.futurelearn.com/using-futurelearn) paying a fee provides a Certificate of Achievement or Statement of Participation and wider access to courses while free courses can have start-time limitations.

UNISON organises workshops with OU such as Autism awareness and Mental health awareness. Check Learning and Organising [Events page](https://learning.unison.org.uk/events/) for upcoming workshops and courses and [your region](https://learning.unison.org.uk/regional-education-teams/) for their events.

|  |
| --- |
| **FutureLearn** |
| **Type** | **Course** | **Comments** |
| Workplace CPD | [IT and Computer Science](https://www.futurelearn.com/subjects/it-and-computer-science-courses)[Business and Management](https://www.futurelearn.com/subjects/business-and-management-courses)[Science, Engineering & Maths](https://www.futurelearn.com/subjects/science-engineering-and-maths-courses) | Higher Education providers – some courses have a timed start |
| Mental health and stress | [Psychology and Mental Health](https://www.futurelearn.com/courses?filter_category=22&filter_course_type=open&filter_availability=open) | Higher Education providers – some courses have a timed start |
|  |  |  |

|  |
| --- |
| **OpenLearn** |
| **Type** | **Course** | **Comments** |
| Workplace CPD | [Attention](https://www.open.edu/openlearn/society-politics-law/sociology/attention/content-section-0?active-tab=description-tab) | 10 hrs – advanced  |
|  | [Introduction to cyber security: stay safe online](https://www.open.edu/openlearn/science-maths-technology/introduction-cyber-security-stay-safe-online/content-section-overview?active-tab=description-tab) | 24 hrs – introductory  |
|  | [Leadership and followership](https://www.open.edu/openlearn/education-development/learning/leadership-and-followership/content-section-overview?active-tab=description-tab) | 24 hrs – introductory  |
|  | [Step up to leadership](https://www.open.edu/openlearn/money-business/leadership-management/step-leadership/content-section-0?active-tab=description-tab) | 4 hrs – introductory  |
|  | [Understanding autism](https://www.open.edu/openlearn/science-maths-technology/understanding-autism/content-section-overview?active-tab=description-tab) | 24 hrs – introductory  |
|  | [Working in diverse teams](https://www.open.edu/openlearn/money-business/working-diverse-teams/content-section-overview?active-tab=description-tab) | 24 hrs – introductory  |
|  | [Working in groups and teams](https://www.open.edu/openlearn/money-business/leadership-management/working-groups-and-teams/content-section-0?active-tab=description-tab) | 8 hrs – advanced  |
|  | [Workplace learning with coaching and mentoring](https://www.open.edu/openlearn/money-business/workplace-learning-coaching-and-mentoring/content-section-0?active-tab=description-tab) | 9 hrs – advanced  |
|  |  |  |
| Mental health and stress | [Challenging ideas in mental health](https://www.open.edu/openlearn/health-sports-psychology/health/challenging-ideas-mental-health/content-section-0?active-tab=description-tab) | 7 hrs – intermediate |
|  | [Exercise and mental health](https://www.open.edu/openlearn/health-sports-psychology/sport-fitness/exercise-and-mental-health/content-section-0?active-tab=description-tab) | 2 hrs – intermediate |
|  | [Making sense of mental health problems](https://www.open.edu/openlearn/health-sports-psychology/making-sense-mental-health-problems/content-section-0?active-tab=description-tab) | 10 hrs – intermediate |
|  | [Understanding depression and anxiety](https://www.open.edu/openlearn/health-sports-psychology/health/understanding-depression-and-anxiety/content-section-0?active-tab=content-tab) | 8 hrs – intermediate  |
|  | [Work and mental health](https://www.open.edu/openlearn/health-sports-psychology/health/work-and-mental-health/content-section-0?active-tab=description-tab) | 5 hrs – intermediate  |
|  |  |  |
| Personal | [Diversity and difference in communication](https://www.open.edu/openlearn/health-sports-psychology/social-care-social-work/diversity-and-difference-communication/content-section-0?active-tab=description-tab) | 16 hrs – introductory  |
|  | [Making decisions](https://www.open.edu/openlearn/money-business/leadership-management/making-decisions/content-section-0?active-tab=description-tab) | 4 hrs – advanced  |
|  | [Retirement planning made easy](https://www.open.edu/openlearn/money-business/retirement-planning-made-easy/content-section-0?active-tab=description-tab) | 4 hrs - introductory |
|  |  |  |
| English and maths | [English: skills for learning](https://www.open.edu/openlearn/education-development/english-skills-learning/content-section-overview?active-tab=description-tab) | 24 hrs – introductory |
|  | [Numbers, units and arithmetic](https://www.open.edu/openlearn/science-maths-technology/mathematics-statistics/numbers-units-and-arithmetic/content-section-0?active-tab=description-tab) | 5 hrs – introductory  |
|  | [Succeed with maths – Part 1](https://www.open.edu/openlearn/science-maths-technology/succeed-maths-part-1/content-section-overview?active-tab=description-tab) | 24 hrs – introductory  |
|  | [Succeed with maths – Part 2](https://www.open.edu/openlearn/science-maths-technology/succeed-maths-part-2/content-section-overview?active-tab=description-tab) | 24 hrs – introductory |