**Training for Community, Voluntary & Not for Profit: Bursars and Finance Officers**

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](mailto:l.organising@unison.co.uk) and provide your first and second name and your membership number (or DOB and postcode) | | |
| Study Area | Course Name and Link | Cost |
| Finance and Money related CPD training | [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 members | <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 members | <https://www.open.edu/openlearn/money-business/financial-accounting-and-reporting/content-section-0?active-tab=description-tab> |
|  | Fundamentals of accounting | Free for members | <https://www.open.edu/openlearn/money-business/fundamentals-accounting/content-section-overview?active-tab=description-tab> |
|  | Introducing corporate finance | Free for members | <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 members | <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 members | <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 members | <https://www.open.edu/openlearn/money-business/leadership-management/discovering-management/content-section-0?active-tab=description-tab> |
|  | Leadership and followership | Free for members | <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 members | <https://www.open.edu/openlearn/money-business/leadership-challenges-turbulent-times/content-section-0?active-tab=description-tab> |
|  | Step up to Leadership | Free for members | <https://www.open.edu/openlearn/money-business/leadership-management/step-leadership/content-section-0> |
| Digital Skills | Digital Literacy: succeeding in a Digital world | Free for members | <https://www.open.edu/openlearn/education-development/digital-literacy-succeeding-digital-world/content-section-overview> |
|  | Introduction to Cyber Security: Stay Safe On-line | Free for members | <https://www.open.edu/openlearn/science-maths-technology/introduction-cyber-security-stay-safe-online/content-section-overview> |
|  | Using a scientific Calculator | Free for members | <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 for members | <https://www.open.edu/openlearn/science-maths-technology/mathematics-and-statistics/mathematics-education/starting-maths-patterns-and-formulas/content-section-0> |
| Literacy | Everyday English 1 and 2 | Free for members | <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 for members | [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 members | <https://www.futurelearn.com/courses/youth-mental-health> |
|  | Emotional Intelligence at Work | Free for members | <https://www.futurelearn.com/courses/emotional-intelligence-at-work> |
|  | Understanding depression and low mood in young people | Free for members | <https://www.futurelearn.com/courses/depression-young-people> |
|  | Mindfulness for wellbeing and peak performance | Free for members | <https://www.futurelearn.com/courses/mindfulness-wellbeing-performance> |
| Leadership and Management | Management and leadership: Growing as a manager | Free for members | <https://www.futurelearn.com/courses/growing-as-a-manager> |
|  | People Management Skills | Free for members | <https://www.futurelearn.com/courses/people-management-skills> |
| Personal skills and development | Work/life balance and the impact of working remotely | Free for members | <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> |

Don’t forget to check out your regional education website to see what is being organised local to you: <https://learning.unison.org.uk/regional-education-teams/>