**Training for Community, Voluntary & Not for Profit: Housing Officer**

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 are a great way to keep your brain active and your spirits up and the CPD focused courses we have compiled for you will stand you in good stead when it comes time to look for new work or adapting to working in this new ‘normal’. Added to this, most of these options are free so they will not 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 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> |
| Numeracy | The Path to Better Maths Skills | Free for Members | <https://e-learning.unison.org.uk/course/index.php?categoryid=4> |
|  | Making Every Penny Count | Free for Members | <https://e-learning.unison.org.uk/course/index.php?categoryid=4> |

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| **Skills Academy: Online learning** |
| 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)  |
| Study Area | Course Name | Cost |
| Communication Skills | Communication Skills | Free for members |
|  | Data Analysis | Free for members |
|  | Business Letter Writing | Free for members |
|  | Connecting with Customers | Free for members |
|  | Data Protection | Free for members |
|  | Consumer Rights Awareness Certification | Free for members |
|  | GDPR Certification | Free for members |
|  | GDPR in the workplace Certification | Free for members |
|  | Key Account Manager Certification | Free for members |
|  | Operations Management Certification Level 2 | Free for members |
|  | Data Protection Regulation Certificate | Free for Members |
|  | Freedom Of Information Act Certification | Free for members |
|  | Managing Your workload | Free for members |
| Personal Skills and Development | Promoting Positive Behaviour  | Free for members  |
|  | Unconscious Bias Certification  | Free for members  |
|  | Body Language  | Free for members  |
|  | Communication Basics  | Free for members  |
|  | Emotional Intelligence  | Free for members  |
|  | Assertiveness Skills Certification | Free for members |
|  | Building Your Confidence and Self-Esteem Certification | Free for members |
|  | Improve Your Assertiveness Certification | Free for members |
|  | How To Build Resilience Certification | Free for members |
| Health and Safety | Safeguarding Adults Certification | Free for members |
|  | Basic Fire Safety Awareness Certification | Free for members |
|  | Lone Working Awareness Certification | Free for members |
|  | Working at Height Awareness Certification | Free for members |
| Mental Health and Wellbeing  | Mindfulness  | Free for members  |
| Numeracy | Basic Maths | Free for members  |
| Literacy | Basic English | Free for members  |
| Health and Safety | Duty of Care certification  | Free for members  |
|   | Hazard Identification and Risk Control Certification  | Free for members  |
|  | Infection control in the workplace | Free for members  |
|  | Workplace Hygiene  | Free for members  |
| Computing/Technology | Microsoft Excel Certification level 1 | Free for members |
|  | Microsoft Excel Certification level 1-3 | Free for members |
|  | Microsoft Excel Certification level 2 | Free for members |
|  | Microsoft Outlook Certification Level 3 | Free for members |
|  | Microsoft Word Certification level 3 | Free for members |
|  | Microsoft Teams | Free for members |
|  | Zoom Certification | Free for members |

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| Study Area | Course Name | Cost |
| Digital | Free materials and user guide | Free for members |

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| **The Social Partnership Network and OpenLearn: OU – Free Badged Courses** |
| Study Area | Course | Cost/Offer | Link |
| Leadership and Management | Starting your Small Business | Free for members | <https://www.open.edu/openlearn/money-management/starting-your-small-business?in_menu=368967> |
| Digital  | Digital CommunicationsLevel 3 | Free for members | <https://www.open.edu/openlearn/digital-computing/digital-communications/content-section-0?active-tab=description-tab> |

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| **OpenLearn: OU** |
| Study Area | Course | Cost/Offer | Link |
| Leadership and Management | Early Years Teamwork and Leadership | Free for members | <https://www.open.edu/openlearn/education-development/childhood-youth/early-years-team-work-and-leadership/content-section-0?active-tab=description-tab> |
| 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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| **TUC Education:** |
| Study Area | Course Name | Cost | Link |
| Literacy | Write Now | Free to Members | <https://www.tuceducation.org.uk/local/enotes/index.php> |
|  | Read Now | Free to Members | <https://www.tuceducation.org.uk/local/enotes/index.php> |

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| **Future Learn: OU** |
| Study Area | Course Name | Cost | Link |
| Mental health and Wellbeing | Emotional Ability at Work | Free for members | <https://www.futurelearn.com/courses/emotional-intelligence-at-work> |
|  | Mindfulness for wellbeing and Peak Performance | Free for members | <https://www.futurelearn.com/courses/mindfulness-wellbeing-performance> |
| Leadership and Management  | 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 |
| Leadership and Management | Building a Team | £90  | <https://ecareers.unison.org.uk/teaching-childcare-education/school-teaching-environment/level-4-building-a-team> |
|  | An Introduction to conflict management | £90 | <https://ecareers.unison.org.uk/business-work/leadership-management/cache-advanced-conflict-management> |
| Personal Skills Development | Communication Skills | £90 | <https://ecareers.unison.org.uk/business-work/leadership-management/cache-communication-skills> |

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/>