

Online Training for Schools Workers

Admin, Secretarial and PA

Lifelong learning is a great way to keep your mind active and good for your mental wellbeing. Whether you want to learn for your current job role, are thinking about a change of career or for your own interest, we have compiled a list of online and distance learning courses with a focus on continuous personal development. Most of these options are free, so won't hurt your bank balance and the others offer discounts for you as a UNISON member.

This list of courses is not exhaustive, there are many more interesting learning opportunities available with each of these providers, but these courses will give you a good starting point.

Courses, both online and in person, are also available to UNISON members and activists via our UNISON college and your regional education teams. For more information about courses available, please click on the following links to visit [the UNISON college's website](#) and [your regional education team's website](#).

UNISON's Skills for Schools

Skills For Schools is an online guide to careers, training and development for all our members working in 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 your school.

Please click on the following link for more information, [Skills for Schools](#).

UNISON e-learning – free to UNISON members

UNISON e-learning has a number of online learning resources for our members and activists.

There is a schools focused e-note called "Coping with care: dealing with healthcare needs in schools" to more generic e-notes such as "U in UNISON: how your union works", "Staying Strong, stress management and "Your skills, Your future".

For more information, please follow the link, [UNISON college - e-learning](#)

Staff Skills Academy – free to UNISON members

The Staff Skills Academy offers hundreds of free online courses to UNISON members. Whether you want to do something for your professional or personal development. They have something to suit everyone.

If you would like to access UNISON College's Skills Academy learning platform, please click on the following link to see a list of courses available and how to register for an account:

[UNISON College - Staff Skills Academy](#)

[E-Careers – offer a 20% discount to members](#)

E-Careers offer a range of professional courses from book-keeping, business analysis, health and safety, project management and IT & Networking.

Take a look at their website, [UNISON college and e-careers](#) to see the courses on offer. If you are interested in one of their courses, you can apply for your discount by visiting the UNISON college website, [UNISON college and e-careers discount code](#).

[Digital Unite – free to all](#)

Digital Unite offer free IT materials and user guides, www.digitalunite.com/technology-guides

[The Open University's OpenLearn – free to all](#)

OpenLearn is the Open University's free learning platform, with hundreds of courses from introductory to advanced and includes study skills modules to ease you into online learning. Below are some examples of the courses to get you started.

<u>Study Area</u>	<u>Course Name and Link</u>
Professional development and school focused / CPD Development	Effective communication in the workplace
	Diversity and inclusion in the workplace
	Working in groups and teams
	Child mental health: is it in crisis?
	Children's experiences with digital technologies
	OLCreate: NNCO TA Supporting children's development
Leadership and Management	School business manager: Developing the role
	Introducing Black leadership
	Collective leadership
Digital Skills	Digital skills: succeeding in a digital world
	Data analysis: visualisations in Excel
English, numeracy and study skills and personal development	Planning a better future
	Talking about the menopause: symptoms, support and the role of exercise
	Exploring data: Graphs and numerical summaries OpenLearn - Open University

These courses are not intended to replace your employer's statutory training responsibilities and you should always refer to your employer's policies. If you are unsure of the training you should be receiving at work, speak to your local UNISON rep or union learning rep.