

DISTANCE LEARNING COURSES



FREE short courses leading to nationally recognised qualifications

We have a range of short distance learning courses which can be completed in as little as 16 weeks. These are fully funded so there is no cost to either the learner or the employer.

These courses cover a number of key areas from Equality and Diversity, Principles of Team Leading, Principles of Customer Service to Safeguarding and Prevent.

Courses on offer include:

GLH

- | | |
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| • Awareness of Mental Health Problems | *160 |
| • Principles of Business Administration | *125 |
| • Counselling Skills | *120 |
| • Understanding Data Protection & Security | *120 |
| • Equality & Diversity | *180 |
| • Improving Personal Exercise, Health & Nutrition | *110 |
| • Information, Advice & Guidance | *48 |
| • Principles of Customer Service | *60 |
| • Principles of Team Leading | *90 |
| • Principles of Working with Individuals with Learning Disabilities | *143 |
| • Safeguarding and Prevent | *115 |

**Guided Learning Hours (GLH) are important because they are linked to the credit that learners receive for some qualifications. KEITS Training Services Ltd use Guided Learning Hours to decide on funding for a qualification. Learners need to know the actual Guided Learning Hours for any course they take. They can't include unsupervised study or preparation, or the time taken for assessments.*

Eligibility

- For your existing workforce and volunteers (aged 19+)
- Lived in the EU for three years

What does the training programme offer?

- A nationally recognised Level 2 qualification that can be achieved within 16 weeks
- Personal and professional development for staff designed to increase service standards
- Access to a Training & Assessment Consultant for the duration of the course
- An opportunity to study in their own time (following enrolment and induction session)

For further details please contact Mark Livingstone:

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Now**