ew elliswhittam

E-LEARNING
COURSE LIST &
DESCRIPTIONS

2018
VOLUME 1

HEALTH & SAFETY INTERACTIVE

COURSE TITLE	APPROX RUNNING TIME
Abrasive Wheels *	25-30 minutes
Accident Reporting (RIDDOR)	30-35 minutes
Asbestos Awareness	30-35 minutes
CDM Regulations	30-35 minutes
Confined Spaces **	30-35 minutes
COSHH	35-40 minutes
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)	30-35 minutes
Driving Safety *	25-30 minutes
DSE **	35-40 minutes
Electrical Safety	15-20 minutes
Environmental Awareness	25-30 minutes
Farm Safety	30-35 minutes
Fire Safety	35-40 minutes
Fire Wardens	35-40 minutes
First Aid in the Workplace (Employees)	40-45 minutes
First Aid in the Workplace (Managers)	40-45 minutes
Food Allergies	15-20 minutes
Food HACCP Level 3	30-35 minutes
Food Safety Level 1	25-30 minutes
Food Safety Level 2	90 minutes
Food Safety Level 3	90 minutes
GHS Classification	15-20 minutes
Hand Arm Vibration	25-30 minutes
Health & Safety for Cleaners	30-35 minutes
Health & Safety for Managers	40-45 minutes
Health & Safety for Directors	40-45 minutes
Health & Wellbeing	30-35 minutes
Hot Weather Conditions	15-20 minutes
Induction Safety	35-40 minutes
Infection Control	35-40 minutes
Introduction to Health & Safety Audits	35-40 minutes

COURSE TITLE	APPROX RUNNING TIME
Laboratory Safety *	25-30 minutes
Legionella	15-20 minutes
Lifting Operations & Lifting Equipment Regulations (LOLER)	30-35 minutes
Lift Truck Safety	25-30 minutes
Lockout / Tagout	25-30 minutes
Lone Working (Employees)	25-30 minutes
Lone Working (Managers)	25-30 minutes
Malaria Awareness	35-40 minutes
Manual Handling **	30-35 minutes
Medicine Awareness	35-40 minutes
Mental Health Legislation	40-45 minutes
Noise Awareness	25-30 minutes
Norovirus	35-40 minutes
Office Safety	30-35 minutes
Pregnancy	15-20 minutes
Personal Protective Equipment (PPE)	20-25 minutes
Risk Assessment **	30-35 minutes
Safeguarding Adults at Risk	45-50 minutes
Safeguarding Children & Vulnerable Adults *	45-50 minutes
Safeguarding Children Level 1 *	25-30 minutes
Safe Movement of Vehicles	20-30 minutes
Slips, Trips & Falls	30-30 minutes
Spill Prevention & Control	20-25 minutes
Stepladder & Ladder Safety	35-40 minutes
Steward Training	35-40 minutes
Stress Management (Employees)	25-30 minutes
Stress Management (Managers)	30-35 minutes
Winter Weather Awareness	35-40 minutes
Working at Height **	25-30 minutes
Workplace Safety	35-40 minutes
Working with Young People	30-35 minutes
Young People at Work	30-35 minutes

We are proud to announce that these Health & Safety courses have been RoSPA approved.

* Please note that these courses have not been approved by RoSPA as they would have to be delivered in conjunction with face to face training.

** This e-learning course only provides awareness education. Face to face training would be needed in addition in order to complete the all round skills and knowledge to be able to carry this forward practically in your organisation.

ABRASIVE WHEELS

Introduction

Almost half of all accidents involving abrasive wheels are due to operator error or unsafe systems of work. This course will provide the information to help you operate abrasive wheels safely.

Course Overview

At the end of the course, trainees will be able to:

» Define an abrasive wheel and its different types

» Appreciate the key characteristics of abrasive wheels

» Correctly mount and assemble abrasive wheels

» Inspect and test abrasive wheels before use

» Recognise common hazards associated with abrasive wheels

» Take appropriate action when using abrasive wheels.

Course chapters

1. An introduction to abrasive wheels
Define abrasive wheels, the legal requirements and key characteristics.

2. Preparations before using abrasive wheels
Learn about mounting and assembling abrasive wheels.

3. Testing and storing abrasive wheels
Discover how to inspect and test abrasive wheels. Learn how to store, handle and transport abrasive wheels safely.

4. Reducing the risks when using abrasive wheels
Identify the hazards and what personal protective equipment to use.

Who will it benefit?

This course will benefit all workers who handle abrasive wheels and require the knowledge to operate, assemble or move them safely.

> **How it works?**
>
> Abrasive Wheels is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.
>
> Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.
>
> This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

**Course Format: Interactive
Running Time: 25-30 minutes**

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
   » Latest versions as maintained and
    supported by the manufacturer
   » Google Chrome

OS X: » Latest versions as maintained and
    supported by the manufacturer
   » Google Chrome

IOS: » Latest versions as maintained and
    supported by the manufacturer
   » Google Chrome

Android: » Latest versions as maintained and
    supported by the manufacturer
   » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
   » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

ACCIDENT REPORTING (RIDDOR)

Introduction

Accident Reporting will help make you aware of the different kinds of incidents which need to be reported at work, what procedures to follow, how to collect data and maintain proper RIDDOR records.

Course Overview

At the end of the course, trainees will:

» Appreciate the purpose and relevance of RIDDOR

» Recognise the different reports that are required

» Explain recent changes and exemptions

» Identify the reporting requirements

» Explain the ways of making and amending reports

» Identify the guidelines for keeping records

Course chapters

1. What is RIDDOR
Learn what RIDDOR is and what is required under RIDDOR

2. RIDDOR: what's changed?
Discover all about RIDDOR changes and improvements and what has NOT changed

3. What is reportable?
This section will cover what is reportable, occupational diseases, dangerous occurrences and gas incidents

4. Making a report under RIDDOR
Discover when to report and how to make a report as well as amending a report

Who will it benefit?

This training course will help you identify and appreciate the purpose and relevance of RIDDOR.
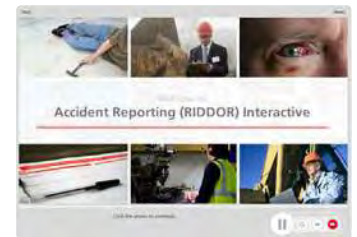

How it works?

Accident Reporting is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

ASBESTOS AWARENESS

Introduction

This asbestos training course will train your employees to recognise different types of asbestos, understand control measures and identify the associated risks.

Course Overview

The inhalation of asbestos fibres is responsible for around 4,000 deaths a year. Provide your employees with essential information about asbestos and its dangers.

At the end of the course, trainees will be able to:

» Recognise the risks and hazards that come with different types of asbestos

» Understand the history of asbestos and the regulations

» Control measures: signs and symbols, registers and asbestos drawings

» Understand the importance of asbestos removal

» The importance of risk assessments

» Understand the emergency procedure.

Course chapters

1. Introduction
A brief definition of asbestos and description of its background.

2. Control measures
Becoming aware of places where asbestos can be found and the Control Measures when working with ACMs (Asbestos Containing Materials).

3. Risk assessment
An overview of asbestos surveys as well as best practises and emergency procedures to follow when exposed to ACM's.

Who will it benefit?

This training is for those persons who are likely to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

How it works?

Asbestos Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

CDM REGULATIONS

Introduction

Construction is considered to be a high risk industry. CDM Regulations provide a single regulatory framework for the entire construction industry. Poor Health & Safety can result in fatalities, ill-health and loss of working days. This course will provide information to help staff identify risks and avoid the dangers during construction work.

Course Overview

At the end of the course, trainees will be able to:

» Identify what construction work is covered by CDM

» Identify the various duty holders under the CDM Regulations

» Recognise when F10 notifications are required

» Distinguish between the roles and responsibilities of duty holders under CDM

» Recognise measures that can promote safer construction work

» Explain what documentation is used and when, to promote safer construction.

Course chapters

1. An introduction to CDM
Learn about the CDM regulations, their aims and what they cover.

2. Responsibilities of duty holders
Discover who the duty holders are under CDM, their responsibilities and find out what work requires HSE notification.

3. Key documentation
Covers the construction phase plan and what must be included in the Health & Safety file.

Who will it benefit?

This course will benefit all workers involved in the different aspects of construction work by enabling staff to understand how the CDM regulations can affect and relate to their responsibilities.

How it works?

CDM Regulations is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
  » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
  » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

CONFINED SPACES

Introduction

A confined space is any place, including any chamber, tank, vat, pit, pipe well or other similar place in which, by virtue of its enclosed nature, there arises a reasonably foreseeable unspecified risk. This course will help you identify the key dangers and risks of a confined space.

Course Overview

At the end of the course, trainees will:

» Define a confined space

» State the legal requirements

» Identify the key dangers and risks

» Take appropriate action to promote safe working in confined spaces

» Implement adequate and suitable emergency procedures before working in confined spaces.

Course chapters

1. An introduction to confined spaces
Learn how to identify confined spaces including the dangers and how to assess the risks when they are identified.

2. Safe working in confined spaces
Safe systems of work, testing the air, gas purging and other communication.

3. Emergency Procedures
Discover all about rescue and resuscitation equipment, emergency arrangements and working with emergency services.

Who will it benefit?

This course will benefit those who work within confined spaces and want to take appropriate action to promote safe working in confined spaces.

How it works?

Confined Spaces is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

This e-learning course only provides awareness education. Face to face training would be needed in addition in order to complete the all round skills and knowledge to be able to carry this forward practically in your organisation.

COSHH

Introduction

Hazardous substances can threaten short or long term health. There are thousands of accidents every year involving hazardous substances. This course is designed to raise awareness of the key points in the safe handling and use of hazardous substances that could harm you or your colleagues.

Course Overview

At the end of the course, trainees will be able to:

• Define what the COSHH regulations are

• Identify the hazards in your workplace

• Recognise the key exposure routes and describe exposure limits

• Understand the importance of Safety Data Sheets

• Understand how to use Personal Protective Equipment correctly

• Recognise the importance of monitoring and health surveillance.

Course chapters

1. Defining COSHH

In this section, we'll cover what COSHH is and who is affected by it, the responsibilities of employers' and employees', what is a hazardous substance and what is covered by the COSHH regulations.

2. Identifying Hazards and Assessing Risks

In this section, we'll cover the COSHH assessment and your role, the key steps of a COSHH assessment, Safety Data Sheets and how they help as well as hazard symbols.

3. Exposure and Control Measures

In this section, you'll cover the key exposure routes and workplace exposure limits. Preventing exposure, controlling exposure and control measures.

4. Personal Protective Equipment

In this section, you'll cover what Personal Protective Equipment is, the types of PPE and their correct uses.

5. Other Factors

In this section, we'll cover monitoring and health surveillance in the workplace, the need for information, training and instruction, as well as how to handle emergencies.

Who will it benefit?

This training course is suitable for all those with responsibility for using, handling, transporting and storing hazardous substances.

How it works?

COSHH is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

DANGEROUS SUBSTANCES & EXPLOSIVE ATMOSPHERES REGULATIONS (DSEAR)

Introduction

DSEAR stands for the Dangerous Substances and Explosive Atmospheres Regulations 2002. Dangerous substances can put peoples' safety at risk from fire, explosion and corrosion of metal. This module introduces the key requirements of DSEAR, how to identify the risks and how stay safe in the workplace.

Course Overview

At the end of the course, trainees will be able to:

• Recognise what constitutes a dangerous substance and an explosive atmosphere.
• Identify your own and your employer's duties and responsibilities under DSEAR.
• Recognise the risks associated with dangerous substances and explosive atmospheres.
• Identify ways of reducing the risks.
• Take appropriate action to maintain safety.
• Put adequate plans in place to deal with accidents, incidents and emergencies.

Course chapters

1. Course Introduction
Introducing the topic, emphasising the potential dangers of working with Dangerous Substances and Explosive Atmospheres through case studies of past incidents.

2. An Introduction to DSEAR
This section introduces the DSEAR regulations, lists examples of dangerous substances and explosive atmospheres, and lists the key duties placed on employers and employees.

3. Identifying and Assessing the Risks
This section of the course provides guidance for recognising risks associated with various substances, the importance of being aware of ignition sources. And the key factors of anticipating the effect and harm.

4. Eliminating or Controlling the Risks
In this final section you'll cover implementing control measures to substitute or eliminate hazards, the different hazardous area classifications zones and also examples of emergency arrangements.

Who will it benefit?

This course is designed for anyone who needs to learn more about the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002.

How it works?

DSEAR is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
   » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
   » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

DRIVING SAFETY

Introduction

Many people don't take any further driving courses once their test has been passed. Many employees are now expected to drive as part of their job, it's important that all employees are aware of the risks and hazards to come with driving for work.

Course Overview

At the end of the course, trainees will be able to:

• Plan your journey and understand what to look for

• Recognise the correct driver attitude and what distracts drivers

• Understand what steps to take during breakdowns and emergencies

• Be aware of your pre-journey checks and cockpit procedure

• Recognise the different hazards between driving in towns, cities, on rural roads and motorways

• Identify the hazards that poor weather and lighting brings to your journey.

Course chapters

1. Driving Awareness
In this section, we'll cover route planning, driver attitude, distracted driving and collisions and breakdowns.

2. Pre-Journey Checks
In this section, we'll cover pre-journey checks, the cockpit procedure and safety equipment

3. On the Road
In this section, we'll cover towns and cities, rural roads and motorways and weather and lighting.

Who will it benefit?

This course is ideal for workers who are required to drive as part of their work or during their working day. This course will make the trainee appreciate the benefits of preparing for their journey ensuring the vehicle is checked regularly and how using a common-sense approach along the journey will help them reach their destination safely.

How it works?

Driving Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

DSE

Introduction

This module covers, the different types of DSE, potential hazards and risks with DSE, keeping your workplace safe, using portable DSE and understanding how simple stretches can help you. The aim is to help reduce the number of DSE related illnesses and accidents in the workplace and to promote good attitudes amongst the staff.

Course Overview

At the end of the course, trainees will be able to:

» Understand the different types of DSE and the best ways in which to use them.

» Recognise the potential hazards and risks that come with using DSE.

» Take action in keeping your workspace safe.

» Know what to keep in mind when using portable DSE.

» Understand how preforming simple stretches can improve your experience while working with DSE.

Course chapters

1. Hazards and risks
This section will cover the hazards and risks of DSE including, musculoskeletal disorders, fatigue and stress as well as eye and eyesight effects.

2. The workstation
This section will cover why your workstation is important including, assessing and adjusting you workstations as well as additional equipment.

3. Working with portable DSE
This section will cover what the hazards with portable DSE are including, what portable DSE is, health and safety hazards as well as what you can do to avoid hazards.

4. Stretches
This section will cover the stretches you can do that will help prevent stiffness in your arms, shoulders, neck, hands, wrists and back.

Who will it benefit?

This course is designed for those who want to learn about the risks and hazards to look out for when working with Display Screen Equipment in your working environment, either in the office or on the move with portable DSE.

How it works?

DSE is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

This e-learning course only provides awareness education. Face to face training would be needed in addition in order to complete the all round skills and knowledge to be able to carry this forward practically in your organisation.

ELECTRICAL SAFETY

Introduction

Electricity is something we take for granted; until things go wrong. Not recognising the dangers associated with electricity can be fatal. This course reveals electrical hazards in the workplace, who is most vulnerable and how to successfully assess and reduce the risks.

Course Overview

At the end of the course, trainees will be able to:

» Define electricity

» Recognise the main electrical risks and hazards

» Recognise what accidents and injuries can occur from electricity

» Assess and reduce the risks of electrical work

» Understand the general rules when working with electricity

» Understand what PAT testing is.

Course chapters

1. What is electricity
Determine key electrical terminology, where electricity may be used in the workplace and what the regulations are.

2. General safety
Learn about both portable and fixed electrical equipment, plugs and sockets as well as cable. safety and PAT testing.

3. Hazards and injuries
Develop awareness of electrical hazards and injuries that may occur in the workplace plus relevant first aid.

4. Assessing and reducing the risk
Understand how to assess and reduce different electrical risks.

Who will it benefit?

All staff who work in an environment that use any form of electrical equipment.

How it works?

Electrical Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 15-20 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
   » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
   » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

ENVIRONMENTAL AWARENESS

Introduction

The way we treat our environment is becoming increasingly important. How we live our lives impacts the earth both on a global and local level. This course is designed to enable the trainee to identify the key areas affecting the environment along with workplace related environmental issues.

Course Overview

This course will help you highlight the importance of environmental awareness and identify the environmental issues within your work environment.

At the end of the course, trainees will be able to:

» Understand what the 'best practise' approach means as well as your duties and legal obligations.

» Be aware of the outcomes when not complying with environment related legislation.

» Recognising when a hazard is an environmental issue.

» Take into account your duties towards controlling water related hazards.

» Understanding the environmental issues of land-filling and the safe disposal of wastes.

Course chapters

1. Environmental aspects
Discover the outcomes of violating environment related legislations, including the 'best practice approach'

2. Water
In this section you will learn all about water resources and how they get polluted

3. Land
Learn about land-filling and environmental problems related to it. You will also learn about the importance of safe disposal of waste and minimisation of waste

4. Air
Discover all about the greenhouse effect and the gases that cause it, and how it affects the environment.

Who will it benefit?

Anyone within a working environment who wants to reduce their carbon footprint and wants to promote the importance of a healthy environment.
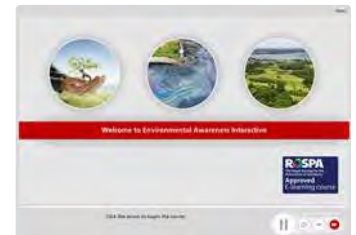
How it works?

Environmental Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FARM SAFETY

Introduction

Agricultural environments can pose a variety of different risks and hazards and not just to farmers. Anyone from vets to estate agents can be at risk if their work brings them into contact with farming.

Course Overview

At the end of the course trainees will be able to:

» Understand the dangers of agriculture
» Recognise the responsibilities of employers, employees and farmers
» Understand the five steps to risk assessment
» Identify the typical hazards on farms
» Recognise the various health problems in agriculture.

Course chapters

1. Roles and Responsibilities
Learn about employers, employees and farmers responsibilities, important personal protective equipment and how a risk assessments must be carried out.

2. Typical Hazards
Discover the nature of typical agricultural hazards including farm vehicles, machinery, livestock and working at height.

3. Farm Scenarios
Determine the risks associated with different aspects of a farm.

4. Health Problems in Agriculture
This section covers relevant health problems, COSHH and manual handling.

Who will it benefit?

This course will benefit staff who have duties within agricultural environments.

How it works?

Farm Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
　　　　　» Latest versions as maintained and supported by the manufacturer
　　　　　» Google Chrome

OS X:　　» Latest versions as maintained and supported by the manufacturer
　　　　　» Google Chrome

IOS:　　　» Latest versions as maintained and supported by the manufacturer
　　　　　» Google Chrome

Android:　» Latest versions as maintained and supported by the manufacturer
　　　　　» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins　　» Flash player: Version as recommended by Adobe
Settings　　» Enable JavaScript
　　　　　　» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM:　　OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FIRE SAFETY

Introduction

Every workplace is at risk of fire. Would your employees know the correct procedure should a fire start? This fire safety training e-Learning course will provide guidance on how fires start and how to prevent them. This is a **must have training course** for every company.

Course Overview

This module will introduce you to the essentials of Fire Safety in the workplace. You will cover risk assessment, housekeeping, the key elements of a fire triangle, equipment, signs and emergencies.

At the end of the course, trainees will be able to understand:

» The cost of fire and the steps of fire risk assessment
» Good housekeeping
» The fire triangle and the key sources of fire
» Fire fighting equipment such as fire extinguishers, alarms and safety signs
» Evacuation procedures
» Your responsibility

Course chapters

1. Fire Prevention
The cost of Fire, what is a risk assessment, the key steps of a risk assessment, housekeeping.

2. What Causes Fire
The fire triangle, the key elements of a fire triangle and sources of fire.

3. Equipment & Signs
Fire fighting equipment, fire extinguishers, safety signs and other fire fighting measures.

4. In an Emergency
The key steps of an evacuation, the evacuation itself and your role.

Who will it benefit?

This course will benefit you and your employees by making sure that they meet the requirements of fire safety law.

How it works?

Fire Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
  » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
  » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FIRE WARDENS

Introduction

As a Fire Warden, you may be part of your organisation's Evacuation Team and you will be responsible for ensuring that your area is evacuated safely and quickly in an emergency. This course will provide you with a guide to your daily duties as a Fire Warden.

Course Overview

At the end of the course, trainees will:

» Recognise the key elements of fire and fire safety provisions

» Recognise the role and responsibilities of the Fire Warden

» Identify the steps to take as a newly appointed Fire Warden

» Distinguish between proactive and reactive duties

» The responsibilities of a Fire Warden during a fire emergency

» State the post-fire duties of the Fire Warden.

Course chapters

1. Fire
Introducing the basics – Learn what exactly is fire, classes of fire, the common causes of fire, fire safety risk assessment and fire equipment and measures.

2. Role & Responsibilities
This section will cover the role and responsibilities of a fire warden, fire marshals and proactive versus reactive.

3. In a Fire Emergency
Learn about emergency evacuation and managing people in an emergency.

Who will it benefit?

This course will benefit managers or employees who have been appointed as Fire Wardens within their organisation. This course will give newly-appointed Fire Wardens advice and sets out the daily duties one takes on.

How it works?

Fire Wardens is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
  » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
  » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FIRST AID IN THE WORKPLACE (EMPLOYEES)

Introduction

First Aid is essential for the immediate treatments of accidents before help from the emergency services arrive. Taking this course could really mean the difference between life and death and help minimise the severity of an injury.

Course Overview

At the end of the course, trainees will:

» Appreciate the importance of first aid at work

» Recognise the legal obligations and minimum provisions with respect to first aid

» Identify the correct steps when responding to an accident, incident or injury

» Take appropriate action in response to accidents and emergencies at work.

Course chapters

1. First Aid in the Workplace
Discover the importance of First Aid, as well as First Aid Regulations and assessing the risks.

2. First Aid provisions
Learn about contents of the First Aid Box, storing and maintaining the First Aid Box, First Aider training and additional provisions.

3. Procedures in First Aid
Assessing the situation, the recovery position, CPR and Abdominal thrusts.

4. First Aid Scenarios
Respiratory Emergency, choking, bleeding, burns, electric shock and other injuries.

Who will it benefit?

This course is designed not only to make employees appreciate the importance of fist aid at work but also learn how to correctly respond to various incidents, accidents or injuries and take appropriate actions accordingly.

How it works?

First aid in the workplace for employees is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FIRST AID IN THE WORKPLACE (MANAGERS)

Introduction

First Aid is essential for the immediate treatments of accidents before help from the emergency services arrive. Taking this course could really mean the difference between life and death and help minimise the severity of an injury.

Course Overview

At the end of the course, trainees will:

» Appreciate the importance of first aid at work

» Recognise the legal obligations and minimum provisions with respect to first aid

» Recognise additional provisions that are required for high-risk workplaces

» Identify the correct steps when responding to an accident, incident or injury

» Take appropriate action in response to accidents and emergencies at work.

Course chapters

1. First Aid in the Workplace
Discover the importance of First Aid, as well as First Aid Regulations and assessing the risks.

2. First Aid provisions
Learn about contents of the First Aid Box, storing and maintaining the First Aid Box, First Aider training and additional provisions.

3. Procedures in First Aid
Assessing the situation, the recovery position, CPR and Abdominal thrusts.

4. First Aid Scenarios
Respiratory Emergency, choking, bleeding, burns, electric shock and other injuries.

Who will it benefit?

This course is aimed at managers who want to appreciate the importance of first aid at work and identify the correct steps when responding to an accident or injury.

How it works?

First aid in the workplace for managers is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FOOD ALLERGIES

Introduction

Food allergies affect 1.5 million people in the UK; of this 1-2% are adults and 5-8% are children. This course will help raise awareness of food allergies and educate your employees of the dangers and the precautions required during food preparation and service.

Course Overview

This course is aimed at raising awareness and educating all members of staff about the dangers of food allergies.

At the end of the course, trainees will be able to:

» Recognise the symptoms linked with food allergies

» Recognise the symptoms and the effects of food intolerances

» Have an insight into food service

» Understand the importance of food preparation, knowledge of ingredients and labelling foods

» Understand what to do in an emergency including an insight into epi-pens.

Course chapters

1. Introduction
Introduction to food allergies and the symptoms linked with food allergies.

2. Food Intolerance
Introduction to food intolerances, the symptoms and effects along with the different allergen groups.

3. Food Service
Introduction to food service and how to deal with customers with allergies.

4. Food Preparation
Introduction to food preparation and how to store and label foods containing allergens.

5. Emergency Procedures
What to do in an emergency and the use of an Epi-Pen.

Who will it benefit?

This course is aimed at raising awareness and educating all members of staff on the dangers of food allergies.
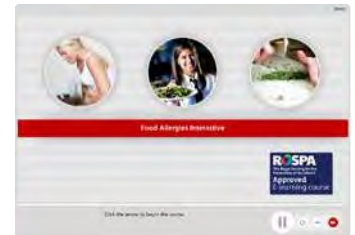
How it works?

Food Allergies is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 15-20 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FOOD HACCP LEVEL 3

Introduction

Unsafe food causes many acute and life-long diseases ranging from diarrhoeal diseases to various long term health issues. This course covers the main principles of HACCP (Hazard Analysis and Critical Control Points).

Course Overview

At the end of the course, trainees will be able to:

• Understand what the HACCP management system is

• Recognise your legal responsibilities related to HACCP

• Understand what good practice guidelines and behaviours are when using HACCP

• Identify and implement the seven principles of HACCP

• Recognise food safety hazards and critical limits

• Maintain an effective HACCP plan in your workplace

Course chapters

1. Introduction to HACCP

In this section, we'll cover what the definition of HACCP is, what the 'farm to fork' life cycle is as well as the regulations that cover food safety and hygiene.

2. Creating and Maintaining a HACCP Plan.

In this section, we'll cover how to create a HACCP plan, why HACCP plans are successful and how you should maintain your HACCP plan.

3. Understanding Critical Limits.

In this section, we'll cover what critical limits are, why monitoring is important and when corrective action is needed.

Who will it benefit?

Ideal for workers who work within the farm to fork life-cycle and must implement the key principles of HACCP when working with or around food products. This module will help you take appropriate action to control and reduce the risks.

How it works?

Food HACCP Level 3 is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
  » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
  » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FOOD SAFETY LEVEL 1

Introduction

This module will focus on the importance of food safety, your obligation to maintain a high standard of personal hygiene and wear appropriate protective equipment. You will look at the importance of effective and regular waste disposal and what contamination and cross-contamination is as well as how to prevent contamination. You will also focus on the basic rules of safe food storage and how you can avoid and prevent pest infestations.

Course Overview

At the end of the course, trainees will be able to:

• Use the right protective clothing effectively,
• Correctly wash your hands to prevent the spread of bacteria,
• Understand the importance of effective and regular waste disposal,
• Identify what contamination and cross-contamination is,
• Recognise the basic rules for safe food storage,
• Identify how you can avoid and prevent pest infestations.

Course chapters

1. Introduction to Food Safety

This section will cover what the definition of food safety is and the importance of understanding the 'farm to fork' life cycle.

2. Personal Overview

This section will cover why personal hygiene is important, how to wash your hands and when you should wash them, as well as the importance of reporting illnesses and sickness to your manager.

3. Work Area and Contamination

This section will cover the clean as you go mentality, key factors of wastes disposal and what food contamination is.

4. Food Hazards and Pest Control

This section will cover the hazards that are caused by pests and the importance of good housekeeping.

Who will it benefit?

This course is designed for those who work around food and would like to learn about what can go wrong when working around food to protect the public from these food hazards and risks.

How it works?

Food Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

PLEASE NOTE THIS COURSE HAS NOT BEEN ACCREDITED

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FOOD SAFETY LEVEL 2

Introduction

This module will focus on the importance of food safety, your legal obligations, the food safety laws and issues of registration and enforcement. You'll consider the key hazard categories and find out about the risks and what can go wrong - including food poisoning, contamination and cross-contamination, and allergies.

Course Overview

At the end of the course, trainees will be able to:

» Appreciate the importance of food safety and hygiene
» Identify the main causes of food poisoning and allergies, including high-risk foods
» Store and prepare food correctly to maintain safety
» Be aware of the importance of temperature in maintaining food safety
» Maintain your personal hygiene when handling or preparing food
» Adopt effective cleaning routines and arrange your working environment to maintain safety
» Take appropriate action to prevent pest infestation.

Course chapters

1. Introduction to Food Safety.
This section will cover Food safety and the law, hazard analysis and Critical Control Points.

2. What Can Go Wrong?
Identify the risks as well as food poisoning and allergies.

3. Good Practice and Food Safety.
This section will cover safeguarding food quality and safety as well temperature control.

4. Maintaining Food Safety.
This section will cover personal hygiene, the importance of effective cleaning and housekeeping.

5. Waste and Pest Control.
This section will cover maintaining waste control measures, pest control and handling infestation.

Who will it benefit?

This course is designed for those who work with food and would like to learn about what can go wrong when working with food and how to maintain food safety and prevent waste and pest issues. This module will also help you take appropriate action to control and reduce the risks.

PLEASE NOTE THIS COURSE HAS NOT BEEN ACCREDITED.

How it works?

Food Safety Level 2 is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 90 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FOOD SAFETY LEVEL 3

Introduction

This module will focus on the importance of food safety and your role as a food supervisor, you will understand what factors effect bacterial growth and what the fourteen types of food allergens are, as well as good food storage practice, workplace design, workplace requirements and much more.

At the end of the course, trainees will be able to:

Course Overview

• Recognise the difference between foodborne disease and illness
• Understand what Hazard Analysis and Critical Control Points (HACCP) is
• Identify good workplace design and effective waste disposal
• Take appropriate action to prevent pest infestation
• Ensure that the personal hygiene of your employees is at a high standard
• Recognise the importance of effective food safety management procedures

Course chapters

1. Introduction to Food Safety
This section covers food safety importance, legislation, poisoning and contamination.

2. Good Practice and Food Safety
This section of the course covers Hazard Analysis and Critical Control Points (HACCP), storing food, stock and temperature control.

3. Workplace Design
Discover all about effective workplace layout and different methods of food storage.

4. Workplace Requirements and Equipment
This section covers equipment requirements, workplace recording and labelling methods.

5. Waste and Pest Control
Discover the key factors of waste disposal, type of pests, as well as risks and hazards of pests.

6. Maintaining Food Safety
This section will cover the importance of personal hygiene of employees as well as PPE.

7. Food Safety Management
Discover all about food safety management tools and identifying methods of documenting.

Who will it benefit?

This course is designed for those who are food supervisors who want to learn about what can go wrong when working with food.

How it works?

Food Safety Level 3 is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 90 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

GHS CLASSIFICATION

Introduction

In this module, you will find out the background to the international system, looking briefly at the relevant legislation and the transitional arrangements which are in place. You will learn about your duties under GHS. How hazards are classified under GHS and see examples of GHS pictograms.

Finally, you'll examine the requirements when communicating hazards and also find out about the new hazard and precautionary statements.

Course Overview

At the end of the course, trainees will be able to:

» State what the GHS Classification is and its background
» Recognise the benefits of GHS and its legislation
» Outline your main duties in relation to GHS
» Identify how hazards are classified and communicated
» Distinguish between the GHS hazard classification categories
» Recognise the new GHS hazard pictograms and hazard statements
» State what information must be provided on labels and packaging.

Course chapters

1. An Introduction to GHS Classification
Introducing the topic of GHS, the legal requirements and your duties under GHS.

2. Hazard Classification
This section of the course covers the hazard classification and GHS pictograms.

3. Hazard Communication
In this final section you'll cover labels and packaging under GHS, hazard and precautionary statements and Safety Data Sheets.

Who will it benefit?

This module is aimed at anyone who wants to learn more about GHS Classification.

How it works?

GHS Classification is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 15-20 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
　　　　　» Latest versions as maintained and
　　　　　　supported by the manufacturer
　　　　　» Google Chrome

OS X:　　» Latest versions as maintained and
　　　　　　supported by the manufacturer
　　　　　» Google Chrome

IOS:　　　» Latest versions as maintained and
　　　　　　supported by the manufacturer
　　　　　» Google Chrome

Android:　» Latest versions as maintained and
　　　　　　supported by the manufacturer
　　　　　» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins　　» Flash player: Version as recommended by Adobe
Settings　　» Enable JavaScript
　　　　　　» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM:　　OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

HAND-ARM VIBRATION

Introduction

Hand Arm Vibration comes from the use of hand-held power tools. This module covers the requirements of current legislation and will help you identify situations where hazards exist and how to assess the risk. It will also discuss basic techniques for control of vibration exposure and identify areas where vibration reduction is required.

Course Overview

At the end of the course, trainees will be able to:

» Define Hand-Arm Vibration (HAV)
» State when and how Hand-Arm Vibration may occur
» Recognise the signs and symptoms of HAVS and CTS
» State the legal requirements in relation to Hand-Arm Vibration
» Understand what types of work and / or tools may pose a risk
» Take appropriate action to protect yourself from Hand-Arm Vibration
» Take appropriate action to control and reduce the risks.

Course chapters

1. What is Hand-Arm Vibration.
This section will cover what hand-arm vibration is, what the consequences are as well as the signs and symptoms of Hand-Arm Vibration.

2. Understand Exposure and Exposure Limits.
This section covers Hand-Arm Vibration and the law, vibration magnitude and the importance of task duration as well as exposure limits to vibration.

3. Understanding the Risk.
Find out who is at risk, what tools or equipment pose a risk and how great the risk is.

4. Reducing the Risks.
This section will look at how to reduce the risk as well as risk reduction options including good practise guidance.

Who will it benefit?

This course is designed for those who use hand-held power tools and would like to learn about the exposures that could pose serious health risks. This module will also help you take appropriate action to control and reduce the risks.
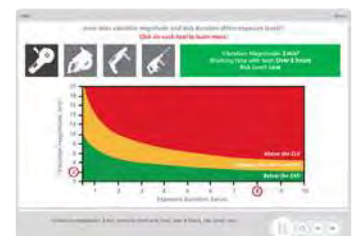
How it works?

Hand-Arm Vibration is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

HEALTH & SAFETY FOR CLEANERS

Introduction

From occupational dermatitis to muscoskeletal disorders, those who work in the cleaning industry can be exposed to a variety of different risks and hazards on a daily basis. This course provides information that can help cleaners to identify, assess and respond to the risks involved in their work.

Course Overview

At the end of the course, trainees will be able to:

» Understand why cleaners are at risks

» Identify if there is a problem

» Understand cleaning risk assessments

» Recognise the various risks and hazards to cleaners

» Understand GHS symbols and Safety Data Sheets

» Use PPE correctly.

Course chapters

1. Health and Safety for Cleaners
Learn why cleaners are at risk, how to know if there is a problem and what to do if symptoms occur.

2. Risk Assessment
Discover what a risk assessment is and the responsibilities involved.safety and PAT testing.

3. Recognising Risks
Understand the risks involved with manual handling, slips, trips and falls and working at height. Find out more about COSHH, occupational dermatitis and injuries to the back and upper limbs.

4. Cleaning Equipment
Learn about cleaning agents, warning signs and safety data sheets, PPE and electrical equipment.

Who will it benefit?

This course covers the risks involved in the cleaning industry within different working environments and will benefit anyone is responsible for carrying out cleaning duties.

How it works?

H&S for Cleaners is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

HEALTH & SAFETY FOR MANAGERS

Introduction

In accordance with law, employers are responsible for Health & Safety management in their workplace. This course is aimed at providing managers with an understanding of the principles of Health & Safety risk management.

Course Overview

This course will teach you important aspects of Health & Safety that you should adopt in your place of work.

At the end of the course, trainees will be able to:

» Understand the principles of effective Health & Safety management
» Recognise the importance of the moral, legal and the economic aspects of Health & Safety
» Develop an insight into risk management, Health & Safety policy, procedures and records
» Recognise the most common types of accidents as well as causes and hidden costs.

Course chapters

1. Introduction
Discover the principles of effective Health & Safety Management.

2. Risk management
Recognise the importance of sensible risk management, Health & Safety policies, procedures and records

3. Accident prevention
Learn about the common types of accidents and understand that unsafe acts and unsafe conditions are the two main causes of accidents.

4. UK and European law
Learn about the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations.

5. Monitoring and review
Learn about Health & Safety management responsibilities and the importance of safety meetings, internal inspections and the health and safety measurement and review.

Who will it benefit?

This course is aimed at managers who want to ensure the safety of their employees.

How it works?

H&S for Managers is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

HEALTH AND SAFETY FOR DIRECTORS

Introduction

This short course is targeted at organisation directors and senior management, it aims to show directors their responsibilities regarding health and safety and that failure to meet their responsibilities for health and safety, could now result in imprisonment.

Course Overview

At the end of the course, trainees will be able to:

• Recognise the costs of poor health and safety at work,

• Understand the importance of the Corporate Manslaughter Act

• Be aware that failure to comply with health and safety can result in fines and imprisonment

• Recognise the different responsibilities for directors

• Understand the Plan-Do-Check-Act framework

Course chapters

Health and Safety for Directors

This is a one section course covering the key points to Health and Safety for Directors, including the Corporate Manslaughter Act, fines and prosecution, director's responsibilities and the Plan-Do-Check-Act framework.

Who will it benefit?

This course is aimed at directors and senior management, in light of new sentencing guidelines, its key that all senior management and directors understand the importance of health and safety.

How it works?

Health & Safety for Directors is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 5-10 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome
OS X:	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome
IOS:	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome
Android:	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
            » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

For more information, please visit our website.

HEALTH & WELLBEING

Introduction

A happy workforce is an efficient and productive one too. However, there are many people who suffer illnesses believed to be caused or made worse by their work. Ensure that your staff know how to maintain good levels of health and wellbeing in their jobs.

Course Overview

At the end of the course, trainees will be able to:

» Understand the benefits of a healthy workplace

» Recognise the signs and symptoms of work-related stress and musculoskeletal disorders

» Recognise and prevent the occurrence of work-related stress and musculoskeletal disorders

» Understand why it's important to comply with your organisation's fitness for work policy

» Recognise and prevent substance abuse.

Course chapters

1. Wellbeing at work
Discover what makes a healthy workplace, the benefits of healthy workplaces and how to promote them.

2. Common health problems
Understand the causes, signs and symptoms of common physical and mental health problems. Learn how to manage and prevent health problems.

3. Substance abuse
Learn about fitness for work, safe limits and dealing with substance abuse.

Who will it benefit?

This course will benefit all workers who are subject to any degree of stress and help employers to create a healthy workplace.

How it works?

Health & Wellbeing is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

HOT WEATHER CONDITIONS

Introduction

In this course you'll explore the key issues and find out how you can prevent heat-related illness in the work you do.

Course Overview

At the end of the course, trainees will be able to:

» Define heat stress

» Recognise the signs and symptoms of heat stress

» Identify who is at risk

» Distinguish between common heat-related disorders and illnesses

» Take appropriate action to prevent heat stress

» Introduce initiatives to protect your employees from heat stress

» Respond promptly and effectively to deal with overexposure.

Course chapters

1. Understanding heat-stress
Determine the signs, symptoms and nature of heat stress and common heat-related disorders/illnesses as well as knowing how to identify who is at risk.

2. Taking action to prevent heat-stress
Learn how you can prevent heat-stress, you're your employers responsibilities are and how to deal with overexposure.

Who will it benefit?

Anyone who works in humid or very hot conditions or is involved in physically demanding work in high temperatures is at risk of heat-related illnesses and so will benefit from this course.
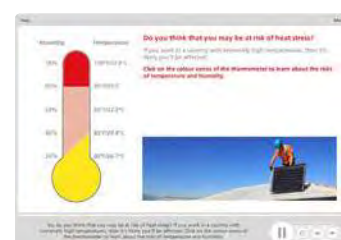
How it works?

Hot Weather Conditions is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 15-20 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

INDUCTION SAFETY

Introduction

This module covers safety at work, fire safety and safety signs, PPE, different types of PPE and correct safety monitoring. The aim is to help reduce the number of accidents and injuries in the workplace and to promote good attitudes amongst the staff.

Course Overview

At the end of the course, trainees will be able to:

» Recognise why induction safety is important
» Understand your organisation's safety procedures
» Assess, avoid and reduce the risks of fire
» Recognise the importance of PPE
» Appreciate why monitoring safety is important in the workplace
» Understand that your welfare is a top priority

Course chapters

1. Introduction
This section will cover what induction safety is, the applicable legislation surroundinginduction safety and important safety procedures.

2. Safety at work
This section will cover the importance of safe practice, risk and hazards at work and important safety signs.

3. Fire safety
This section will cover what you should and should not do in an emergency situation and how you can use good housekeeping practises to reduce the risk of a fire.

4. PPE
This section will cover what PPE is, the different types of PPE and the legal requirementssurrounding PPE.

5. Safety monitoring
This section will cover what safety monitoring is, what welfare measures your work should have in place and some important points to remember.

Who will it benefit?

Employees who have just joined the company or place of work and want to learn about basic rules of Health & Safety.

How it works?

Induction Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

INFECTION CONTROL

Introduction

Everyone is responsible for preventing the spread of infections; this course will help you implement good practices to prevent infection in your working environment.

Course Overview

At the end of the course, trainees will:

» Recognise the importance of infection control

» Identify how infections are caused and spread

» Recognise and implement good practices for personal and equipment hygiene

» Recognise and implement good practices to prevent infection in your working environment

» Define HCAIs.

Course chapters

1. Infections: The Basics
You will learn what HCAIs are, and examine how infections are caused and spread.

2. Controlling and Preventing Infection
You will find out how the spread of infection can be controlled through specific practices – such as hand hygiene and by using PPE, as well as the correct handling and decontamination of sharps and invasive devices.

3. Other Practices to Reduce HCAIs
Learn what other practices you can implement to reduce HCAIs. You will consider asepsis, equipment decontamination, cleaning, and managing waste and laundry.

Who will it benefit?

People taking the infection control module will be able to recognise the importance of infection control, define HCAIs, identify the stages of chain infection and implement good practises to avoid contamination.

How it works?

Infection Control is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
        » Latest versions as maintained and
            supported by the manufacturer
        » Google Chrome

OS X: » Latest versions as maintained and
            supported by the manufacturer
        » Google Chrome

IOS: » Latest versions as maintained and
            supported by the manufacturer
        » Google Chrome

Android: » Latest versions as maintained and
            supported by the manufacturer
        » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
            » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

INTRODUCTION TO
HEALTH & SAFETY AUDITS

Introduction

This course provides an introduction to health and safety auditing. Ideal for anyone new to conducting audits or those with existing responsibilities associated with Health and Safety Auditing.

Course Overview

At the end of the course, trainees will be able to:

• Appreciate what auditing is and why it's important
• Identify the features and benefits of a formal Health and Safety Management System
• Recognise the standards, legislation and best practice, which underpin an audit
• Identify who is responsible for an audit
• Distinguish between the key features of internal and external audits, including hazard-specific audits
• Recognise the steps involved to conduct a successful health and safety audit

Course chapters

1. Introduction

This section introduces the concept of auditing and long with an overview of Health and Safety Management Systems and the underpinning legislation.

2. What's involved?

This section of the course will identify those with responsibilities and take a look at the advantages and disadvantages of internal and external auditing.

3. Conducting a Health and Safety Audit

This section will cover the key points you should be aware of before planning an audit, methods of gathering information and also different performance indicators.

4. After the Audit

In this final section you'll cover the required actions which occur after an audit has taken place, such as providing feedback, setting a strategy and developing a culture of continuous improvement.

Who will it benefit?

This course will benefit anyone who needs to know more about health and safety audits, in particularly anyone with responsibility for carrying out internal health and safety audits.

How it works?

Introduction to Health & Safety audits is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

LABORATORY SAFETY

Introduction

Laboratory safety is a significant legal and moral responsibility for those who work in both academic and industrial laboratories. This course provides health and safety information about handling laboratory equipment and chemicals and provides safety and first aid related tips in the event of an emergency.

Course Overview

At the end of the course, trainees will be able to:

» Understand why laboratory safety is important

» Identify the common hazards and warning signs related to laboratory safety

» Understand the procedure to follow in case of an emergency, such as a spill, a fire or an explosion

» Identify which types of PPE are appropriate for laboratory work

» Recognise which injuries result from laboratory accidents and also state the first aid procedures to follow for common laboratory injuries.

Course chapters

1. Introduction
Discover the importance of laboratory safety and also learn about the common sources of hazards in laboratories.

2. General safety
Safety tips related to various aspects of laboratory safety, such as general and equipment safety, personal hygiene, good housekeeping, fire safety, and emergency procedures.

3. Personal protective equipment
In this section you will learn about PPE regulations and various types of PPE that are appropriate for laboratory work.

4. First aid
Discover the common injuries that result from laboratory accidents and the first aid that should be given in case of these injuries.

Who will it benefit?

This course is designed for those who work in either academic or industrial laboratories.

How it works?

Laboratory Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
   » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
   » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

LEGIONELLA

Introduction

Legionella is a potentially fatal disease that is contracted by breathing in water droplets infected with Legionella bacteria. Any water system, with the right environmental conditions, could be a source for a Legionella bacteria growth. This course will help you to identify the risks and learn prevention and control measures.

Course Overview

At the end of the course, trainees will be able to:

» Explain what Legionella is

» Identify the main areas in your workplace at risk

» Understand what is required when carrying out a risk assessment

» Respond promptly and effectively to prevent and control Legionella.

Course chapters

1. Legionnaire's Disease
Define what Legionella is, what Legionnaire's disease is and what areas of your workplace are at risk.

2. Assessing the risk
Discover the requirements for a risk assessment, how to identify risks within your system and how to carry out record keeping.

3. Prevention and control
Determine a workable course of action and preventative measures.

Who will it benefit?

This course will benefit staff who work in environments where a water system, susceptible to Legionella, is present.

How it works?

Legionella is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 15-20 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (LOLER)

Introduction

Examine the scope of the Regulations, its purpose and what kinds of equipment are covered by LOLER. You will also explore the various measures and controls for maintaining safety whenever lifting equipment is used within the workplace.

Course Overview

At the end of the course, trainees will be able to:

» Identify the key requirements of the LOLER regulations

» State what equipment is covered

» Identify key duties and responsibilities

» Recognise the key risks associated with using lifting equipment

» Identify ways of reducing the risks when using lifting equipment

» Take appropriate action to maintain safety.

Course chapters

1. An Introduction to LOLER.
This section introduces the LOLER regulations, lists examples of which equipment is covered, and lists the key duties placed on employers and employees.

2. Standards and Hazards.
This section of the course provides guidance for the standards of equipment, recognising risks, taking appropriate measures and reducing the risks.

3. Planning and Positioning.
This section covers the various aspects of LOLER associated with planning lifting equipment operations, including levels of planning, plan requirements and positioning lifting equipment.

4. Examinations and Reporting.
In this final section you'll cover the requirements of examination reports and what is requiredshould a defect be discovered during an examination.

Who will it benefit?

This course is designed for anyone who operates or is responsible for the operation of lifting equipment in their job and needs to learn more about LOLER, the Lifting Operations and Lifting Equipment Regulations.

How it works?

LOLER is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

LIFT TRUCK SAFETY

Introduction

The most common types of vehicles that are involved in accidents at work are lift trucks and more than a fifth of non-fatal workplace transport injuries involve a lift truck. This course looks at the main risks when using a lift truck and a guide for their safe use and inspection.

Course Overview

At the end of the course, trainees will be able to:

• Understand why we use lift trucks
• Recognise all the key features of your lift truck
• Conduct a daily vehicle inspection
• Start and move your lift truck safely
• Recognise the risks around your workplace
• Understand the importance of staying visible

Course chapters

1. Introduction to Lift Trucks.
This section will cover why we use lift trucks, the common features of a lift truck and the PUWER and LOLER Regulations.

2. The Operator.
This section will cover the importance of the operator being fit for work, the three types of lift truck training and monitoring and assessments.

3. Safe Use of Lift Trucks
This section of the course provides guidance on daily vehicle inspections, starting and moving the lift truck, the lifting and transporting of loads and refuelling.

4. Your Workplace Environment
In this final section you'll cover the common risks and hazards associated with lift trucks, the importance of staying visible, pedestrians and safety signs.

Who will it benefit?

This course is designed for anyone who needs to learn more about the safe use of lift trucks.

How it works?

Lift Truck Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

LOCKOUT / TAGOUT

Introduction

Lockout/Tagout is a safety measure that is widely used in industrial, manufacturing and process settings. In this course your employees will be able to gain an understanding into the importance of using this particular safety measure to prevent accidents during maintenance.

Course Overview

At the end of the course, trainees will:

» Understand what is meant by Lockout/Tagout and why it's required

» Distinguish between planned and unplanned maintenance

» Recognise the different types of Lockout/Tagout equipment

» State who needs to be protected during maintenance

» Identify the five golden rules to promote safer maintenance

» Take action to promote safer systems of work in your organisation

» Sequence the seven stages of safe lockout

Course chapters

1. Lockout/Tagout: An Introduction
Discover all about Lockout/Tagout and the numerous variations of the theme, as well as group tagout and why Lockout/Tagout is required.

2. The Essentials of Maintenance
Learn about the different types of maintenance, planned and unplanned maintenance and how to use Lockout/Tagout equipment as well as key hazards.

3. Safer Maintenance Practices
This section looks at minimising the risks, following the rules, and how to lock out safely in seven stages.

Who will it benefit?

Whether you are a new or an experienced employee, this interactive course will expand your knowledge of the Lockout/Tagout (LOTO) standard and will help you to safeguard your own and your colleague's safety.

How it works?

Lockout/Tagout is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

LONE WORKING (EMPLOYEES)

Introduction

Is it legal to work alone? Is it safe to work alone? This course is for those who work by themselves without any close or direct supervision. It will give you an insight into the risks associated with working alone and will point out control measures that can minimise them.

Course Overview

This course provides safety and first aid related tips in the event of emergencies. It will give you an insight into the risks associated with working alone and will point out control measures that can minimise them

At the end of the course, trainees will be able to:

» Understand what 'lone working' means and identify the occupations that involve working alone

» Identify the hazards related to lone working and home workers

» Recognise the control measures that can minimise the risks of lone working, and list some practical tips for staying safe when working alone.

Course chapters

1. Lone workers
Learn who is termed as a 'lone worker' and the jobs they perform. You will also discover the duties of employers and employees pertaining to lone working.

2. Hazards faced by lone workers
The hazards related to lone working and the hazards faced by home workers.

3. Control measures
Discover all about the control measures that can minimise the risks of working alone and the risks of working from home.

Who will it benefit?

This course is designed for those who want to minimise the risks associated with working alone.

How it works?

Lone working is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

LONE WORKING (MANAGERS)

Introduction

Managers have a responsibility for the safety of their lone working employees. This course will provide all managers and supervisors with information needed to understand the Health & Safety acts that apply to lone working and the responsibilities of the employer and employee.

Course Overview

At the end of the course, trainees will be able to:

» Understand who is a lone worker, and what their responsibilities are

» Identify how safe your lone worker is and how to identify and evaluate a job for potential risks associated with it

» Identify the potential hazards that come with a home working job.

Course chapters

1. Introduction

You will be introduced to the legal definition of a lone worker, the health and safety acts that apply to lone working and the responsibilities of the employer and employee.

2. Who is a lone worker?

This section highlights the types of lone workers, fixed site and mobile lone workers, as well as home workers and the types of hazards they can face during the course of their work.

3. Personal protective equipment

This section will give an overview of the components of a lone working risk assessment. It introduces the details of how to evaluate a lone working job or a remote area working job, how to question workplace conditions, the importance of medical fitness and communication between worker and supervisor. The potential hazards of a home working situation will also be demonstrated.

Who will it benefit?

This course is designed for those who want to minimise the risks associated with working alone.

How it works?

Lone Working is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
   » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
   » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

MALARIA AWARENESS

Introduction

In recent years, malaria has accounted for the deaths of around 500 thousand people worldwide. Anyone who will be working in an environment where malaria is a risk will benefit from being able to protect themselves and know how to take appropriate action against it.

Course Overview

As well as being able to recognise malaria this course can also help with preventing and treating it correctly.

» Explain what malaria is

» State the main causes of malaria

» Recognise the signs and symptoms of malaria

» Identify the main risk areas

» Take appropriate action to prevent malaria

» Respond promptly and effectively to treat malaria.

Course chapters

1. Malaria
The Essentials- Discover what malaria is, the signs and symptoms, who is at risk and how changing factors can affect the level of exposure.

2. Prevention and treatment
Learn what you can do to prevent, treat and report malaria.

Who will it benefit?

Any staff who may be at risk from malaria due to their working environment can benefit from this course.

How it works?

Malaria Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

MANUAL HANDLING

Introduction

This module covers, what manual handling is and how you can assess and reduce the risks that can occur when lifting and carrying. The aim is to help reduce the number of manual handling related illnesses and accidents in the workplace and to promote good attitudes amongst the staff.

Course Overview

At the end of the course, trainees will be able to:

» Understand what manual handling is,

» Recognise common accidents and injuries,

» Assess the key risks posed by the task, the individual, the load and the environment,

» Use effective techniques to lift and handle loads safely,

» Comply with safe working practices when pushing and pulling,

» Recognise the importance of using mechanical aids to minimise the risks,

» Importance of assessing and reducing manual handling.

Course chapters

1. What is Manual Handling?

This section will cover what manual handling is, the types of accidents, injuries and the risks as well as manual handling regulations and legislations.

2. Assessing the Risks

This section will cover the importance of assessing the risks including, the task and individual preforming the task as well as the load you are lifting and the environment you are lifting in.

3. Better Lifting and Handling

This section will cover betting lifting and handling including, effective lifting and handling techniques, using mechanical aids as well as pushing, pulling and team lifting methods.

Who will it benefit?

This course is designed for those who want to learn about the risk and hazards that come with manual handling in the workplace. From lifting and handling small loads by hand to lifting and handling larger loads using manual handling aids.

How it works?

Manual Handling is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
  » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
  » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

This e-learning course only provides awareness education. Face to face training would be needed in addition in order to complete the all round skills and knowledge to be able to carry this forward practically in your organisation.

MEDICINE AWARENESS

Introduction

Medicines are available in many different forms and have a variety of functions. If you administer or manage medications on behalf of others, it is vital that you have a clear understanding of your responsibilities and you are aware of the types of products you may encounter.

Course Overview

This course looks at the terminology, uses and legal requirements of medicines and drugs. It also covers how to safely administer, handle and store medications.

» Recognise the difference between a medicine and a drug

» Identify the positives and negatives of medicines and drugs

» State the legal requirements of the Medicines Act and the Misuse of Drugs Act

» Recognise the different presentations of specific drugs

» Identify how you should maintain safety when administering, handling and storing medicine

» Store and dispose of medications and drugs correctly

» State the record keeping requirements in respect of medication.

Course chapters

1. Medication
The background- Understand the terminology, benefits, drawbacks and legal requirements surrounding medicines and drugs.

2. Safe administration, handling and storage of medication
Learn how to choose the best administering method, what precautions to take and how to safely handle medication and sharps.

3. Other good practice
This section covers how to correctly dispose of medication and drugs and how to carry out accurate record keeping.

Who will it benefit?

This course will benefit staff who have a responsibility regarding medication and/or drugs for another person.

How it works?

Medicine Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

MENTAL HEALTH LEGISLATION

Introduction

This course looks at the 'Mental Health Act' and its implications for organisations, patients and their relatives.

Course Overview

At the end of the course trainees will be able to:

» Define mental disorder

» Distinguish between what is and is not covered by the Mental Health Act

» Recognise what criteria must be met in relation to the appropriate treatment test

» State the criteria required for patients to be considered for Supervised Community Treatment

» Identify who can be classed as a 'nearest relative'

» Define the term deprivation of liberty.

Course chapters

1. The Act and Mental Health Disorders

Know how to define a mental disorder, what the appropriate treatment test is and what the fundamental principles are that inform all decisions made under the act.

2. The Act and Organisations

Discover which practitioners can perform duties under the act, what supervised community treatments and review tribunals entail.

3. The Act and Patients

Determine who can be classed as a 'nearest relative' and how the Deprivation of Liberty Safeguards are used.

Who will it benefit?

With regard to the updated Mental Health Act 2007, this course will benefit organisations, individuals and their relatives who may be affected by mental health disorders.

How it works?

Mental Health Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

NOISE AWARENESS

Introduction

Many working environments present risks to workers hearing. With 1 in 6 people in the UK have some form of hearing loss- don't let your work be a cause of it.

Course Overview

At the end of the course trainees will be able to:

» Understand what noise is

» Understand the Control of Noise at Work Regulations 2005

» Recognise noise problems

» Assess and control risks

» Understand how noise is controlled

» Recognise different types of hearing protection.

Course chapters

1. Noise - an introduction
Find out what exactly noise is, how we hear sounds and learn about the Control of Noise at Work Regulations 2005.

2. Noise in the Workplace
Understand how noise in the workplace causes hearing damage, the importance of noise risk assessments and reducing noise exposure.

3. Controlling Exposure and Hearing Protection
Ways in which exposure to noise can be reduced through hearing protection and the importance of health surveillance, information and training.

Who will it benefit?

If you or your employees are regularly exposed to noise, then this course will provide the key information to protect hearing.
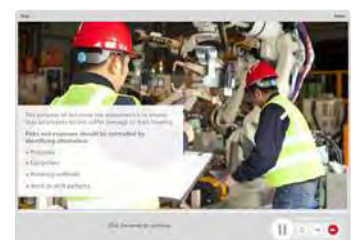
How it works?

Noise Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and
      supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and
      supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and
      supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and
      supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

NOROVIRUS

Introduction

Norovirus - also referred to as the 'winter vomiting bug' is most common in the colder months of the year. Since Noroviruses are highly infectious, good hygiene and effective control measures as well as rapid response methods are extremely important.

Course Overview

At the end of the course trainees will be able to:

» Identify the characteristics and symptoms of Norovirus

» State who is susceptible

» Recognise how Norovirus is transmitted

» Explain the various ways in which Norovirus can be controlled

» Identify guidelines and comply with best practice when managing a Norovirus outbreak

» Identify steps for preventing dehydration.

Course chapters

1. Norovirus: The Basics
This section introduces what Norovirus is, the symptoms and how it is spread.

2. Preventing the Spread of Norovirus
Learn about safe hand hygiene, surface hygiene and handling food.

3. Managing an Outbreak
Discover how to manage the different aspects of an outbreak from preventing dehydration to handling laundry and dealing with soiling and spillage.

Who will it benefit?

This course will benefit those who may have a responsibility regarding prevention or management of the Noroviruses.

How it works?

Norovirus is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

OFFICE SAFETY

Introduction

This module covers which hazardous risks effect office workers in their day to day working activities.

Course Overview

Office workers often think Health & Safety rules don't apply to them. This course will provide top tips on the hazards workers need to look out for in an office environment.

At the end of the course, trainees will be able to:

» Understand general fire safety regulations
» Use effective manual handling techniques
» Recognise the importance of computer safety
» Assess, avoid and reduce the risk of slips, trips and falls
» Recognise the importance of electrical awareness
» Understand general office safety practices.

Course chapters

1. Fire safety

This section will cover what you should and should not do in an emergency situation and how you can use good housekeeping practises to reduce the risk of a fire.

2. Manual handling

This section will cover what the safest way to lift is as well as good and bad examplesof manual handling practise.

3. DSE

Find out what the hazards and risks of working with display screen equipment are.

4. Slips, trips and falls

Find out how you can prevent and avoid slips, trips and falls.

5. Electrical Awareness

This section will cover the hazards and risks of working with electrical equipment.

6. Office security

Find out how you can protect yourself and your organisation.

Who will it benefit?

This course is designed for those who want to learn about the hazards workers need to look out for in an office environment.

How it works?

Office Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

PERSONAL PROTECTIVE EQUIPMENT

Introduction

In this module, you will learn all about Personal Protective Equipment (PPE), you will learn about all the different types of protection and their functions. You will also learn about the responsibilities of employees as well as employers. This module also provides information about the benefits and limitations of PPE and will teach you how to correctly use and store equipment.

Course Overview

At the end of the course trainees will be able to:

» Understand what PPE is

» Recognise different types of PPE and their function

» Identify the responsibilities of employees and employers

» State the benefits and limitations of PPE

» Correctly use and store PPE

» Understand what to do if you have faulty equipment.

Course chapters

1. PPE – A Last Resort.
This section introduces Personal Protective Equipment, common types of PPE and the responsibilities of employees and employers.

2. Types of PPE.
This section of the course provides guidance on the different types of protection, specialist disposable PPE and also looks at the benefits and limitations of PPE.

3. Correct Use, Maintenance and Storage.
In this final section you'll cover selection and use, maintaining your PPE and also storing equipment.

Who will it benefit?

This course is designed for anyone who uses Personal Protective Equipment in their organisation and needs to learn more about PPE.
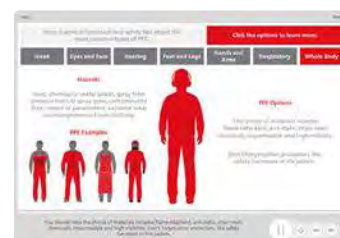
How it works?

PPE is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 20-25 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

PREGNANCY

Introduction

This course is designed to help expectant mothers understand the processes required in the workplace, including the importance of carrying out risk assessments.

Course Overview

There are a number of considerations which must be taken once an employee has discovered she is pregnant. This course is designed for the expectant mother to understand the processes required in the workplace including risk assessments.

At the end of the course, trainees will be able to:

» Understand the importance of safe practice and their do's and don'ts.

» Be aware of what good risk assessment practice is.

Course chapters

1. Introduction
Why we use risk assessments and the law that requires them.

2. Safe practice at work
Some do's and don'ts for new and expectant mothers.

3. Good risk assessment practice
Scenario: How risks for pregnant employees are managed at work.

4. What have we learnt?

Who will it benefit?

This course will benefit pregnant women in the workplace.

How it works?

Pregnancy is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 15-20 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

RISK ASSESSMENT

Introduction

This course is to help provide understanding of risk assessments and why they are needed. Ideal for promoting the need for risk assessments in the workplace with simple and clear training.

Course Overview

This course will show the viewer how risk assessments don't need to be daunting and time-consuming tasks. An emphasis is placed on why risk assessments are needed in the workplace.

At the end of the course, trainees will be able to:

» Understand the importance of a risk assessment.

» Identify what a hazard is, and how to remove and reduce the risk of a hazard.

» Understand how to identify a risk.

» Identify the hazard, understand who's at risk and evaluate that risk.

» Understand the importance of monitoring and reviewing the risk.

Course chapters

1. Introduction
Learn about the importance of a risk assessment and the legislation surrounding them.

2. What is a hazard?
Find out what a hazard is, identifying the hazard and removing or reducing the risk of the hazard.

3. What is a risk?
This section covers what a risk is, identifying risk and reducing risk.

4. Five key steps
This section covers identifying the hazard, who's at risk, evaluating the risk, record your findings monitoring and reviewing the risk.

5. Monitor and review the assessment
Cover elimination, safe working procedures and personal protection.

Who will it benefit?

This course will benefit those who need to conduct risk assessments within the workplace.
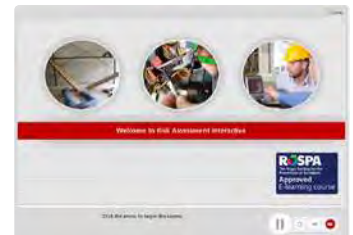

How it works?

Risk Assessment is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

This e-learning course only provides awareness education. Face to face training would be needed in addition in order to complete the all round skills and knowledge to be able to carry this forward practically in your organisation.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

SAFEGUARDING ADULTS AT RISK LEVEL ONE

Introduction

There has been a rise in adult safeguarding activity in recent years. It's estimated that more than 1 in 10 adults experience some form of abuse. This Safeguarding Adults at Risk course provides guidance on preventing and reducing the risks of abuse and neglect.

Course Overview

At the end of the course, trainees will be able to:

• Understand what safeguarding is

• Identify an adult at risk

• Understand your duty in safeguarding

• Identify what abuse is

• Recognise the common types of abuse

• Recognise how a concern may come to your attention

• Respond appropriately to an incident of abuse

Course chapters

1. Introduction to Safeguarding Adults at Risk

In this section, we'll cover, what is safeguarding, identifying an adult at risk, the key principles of safeguarding and your duty in safeguarding.

2. Identifying Abuse

In this section, we'll cover what is abuse, common types of abuse, patterns of abuse and the indicators of abuse.

3. Reporting Concerns

In this final section, we'll cover how a concern may come to your attention, talking to an adult you suspect is being abused, responding to an adult who discloses abuse and raising your safeguarding concerns.

Who will it benefit?

This course is aimed at people who care for or work with adults at risk and have specific safeguarding responsibilities. This course is suitable for anyone that provides care or service to adults at risk.

How it works?

Safeguarding Adults at Risk Level One is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

For more information, please visit our website.

SAFEGUARDING CHILDREN & VULNERABLE ADULTS

Introduction

We all hopefully know that it is unacceptable for a child or vulnerable person to experience abuse or harm of any kind, this course will allow you to define safeguarding and to recognise the importance of it's purpose.

Course Overview

At the end of the course, trainees will:

» Define safeguarding and recognise its purpose

» Identify the key milestones in relation to safeguarding

» Define abuse and distinguish between different types of abuse and their key indicators

» Recognise why people fail to act when they have concerns

» Take appropriate action if you have specific concerns and make referrals to others

» Improve and strengthen the safeguarding policies in your own organisation

Course chapters

1. Safeguarding: an introduction
Discover why safeguarding is everyone's responsibility and find out about it's history

2. Types of abuse
Learn what abuse is, the types of abuse, how to recognise them and criminal offences.

3. The warning signs
In this section you will discover more about abuse; potential indicators, the environment surrounding abuse and patterns of abuse.

4. Best Practise in Safeguarding
Learn when it is best to intervene, key considerations and what your role is when referring a case

5. Learning the lessons
Discover how to improve safeguarding policies, record keeping and DBS checks

Who will it benefit?

This course is great for highlighting safeguarding and will really help you promote the welfare of all children, young people and vulnerable adults within your workplace.

How it works?

Safeguarding Children & Vulnerable Adults is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 45-50 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
 » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
 » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

SAFEGUARDING CHILDREN LEVEL 1

Introduction

Child abuse is a global problem with serious life-long consequences. Every year, between 500 million and 1.5 billion children worldwide endure some form of violence. This module promotes the welfare of children and offers guidance on how to protect them from harm.

Course Overview

At the end of the course, trainees will be able to:

• Define safeguarding
• Distinguish between different types of abuse and their key indicators
• Understand what to do to safeguard children in your care
• Recognise the actions you should take if you're concerned about a child's safety and wellbeing
• Recognise how a concern may come to your attention

Course chapters

1. Introduction to Safeguarding

This section of the course you'll cover what safeguarding is, how to identify the signs of child abuse, recognise what you need to do to safeguard children in your care and how to respond to concerns.

2. Responding to a Disclosure

This section of the course you'll cover how a concern may come to your attention, how to respond to a disclosure and the reasons why some people fail to act when they have concerns.

3. Reporting your Concerns

In this final section, you'll cover how and when to report a concern, what information you'll be asked and what to expect once a report has been made.

Who will it benefit?

This course is designed for all those who come into contact with children in their everyday work.

How it works?

Safeguarding Children Level 1 is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
　　　　　　» Latest versions as maintained and supported by the manufacturer
　　　　　　» Google Chrome

OS X:　　　» Latest versions as maintained and supported by the manufacturer
　　　　　　» Google Chrome

IOS:　　　　» Latest versions as maintained and supported by the manufacturer
　　　　　　» Google Chrome

Android:　» Latest versions as maintained and supported by the manufacturer
　　　　　　» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins　　» Flash player: Version as recommended by Adobe
Settings　　» Enable JavaScript
　　　　　　» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM:　　　OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

SAFE MOVEMENT OF VEHICLES

Introduction

This module provides an introduction to workplace transport and the safe movement of vehicles at work. You will look at facts and figures, and your employer's duties. There will also be a focus on the risks, including common types of accidents.

Course Overview

At the end of the course, trainees will be able to:

» Identify the main types of transport you may use at work
» Appreciate the risks posed by the movement of vehicles at work
» Distinguish between their own and their employer's duties
» Recognise common types of accidents relating to vehicle movement - such as collisionsand non-movement related injuries
» Identify the key components of a risk assessment of transport at work
» Take appropriate action to reduce the risks posed by vehicles at work.

Course chapters

1. Introduction
Introducing the topic, emphasising the dangers of working with vehicles and the importance of taking steps to control the risks.

2. Workplace Transport
This sections covers the definition of workplace transport, and your own and your employer's responsibilities in relation to safe movement of vehicles.

3. Assessing the Risks
This section of the course covers the risks posed by vehicles, non-movement related accidentsand the five steps of risk assessment.

4. Reducing the Risks
This section covers identifying the hazard, who's at risk, evaluating the risk, record your findings monitoring and reviewing the risk.

5. Monitor and review the assessment
In this final section you'll cover the key requirements or employers, signallers, reversing vehicles and vehicle maintenance.

Who will it benefit?

This course will benefit those who need to conduct risk assessments within the workplace.

How it works?

Safe Movement of Vehicles is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 20-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

SLIPS, TRIPS & FALLS

Introduction

Slips, trips and falls are the most common cause of major injuries at work across almost all workplaces. Awareness of the risks, hazards and staff responsibilities can help to prevent these incidents.

Course Overview

At the end of the course trainees will be able to:

» Define slips, trips and falls

» Recognise the costs

» Know how to prevent slips, trips and falls

» Identify slip, trip and fall hazards around your workplace

» Understand employer and employee responsibilities.

Course chapters

1. Slips, Trips and Falls

Identify slips, trips and falls, common injuries, the main causes and how to manage health and safety at work.

2. Main Causes of Slips, Trips and Falls

Learn about the causes of slips, trips and falls and how to identify hazards.

3. Preventing Slips, Trips and Falls

Discover how to avoid slips, trips and falls, employer and employee responsibilities and the importance of cleaning.

Who will it benefit?

Those who work in an environment that creates a risk of slips, trips or falls will benefit from this course.

How it works?

Slips, trips & falls is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

SPILL PREVENTION & CONTROL

Introduction

This course will provide your staff with the information they need to prevent a spill and where this is not possible minimise the impact on themselves, others, your business and the environment.

Course Overview

At the end of the course, trainees will be able to:

• Recognise different types of spills
• Recognise the common types of storage
• Identify the best ways to move and transfer liquids
• Understand how inspection and training can reduce the likeliness of spills
• Respond quickly and correctly to spills in your workplace

Course chapters

1. Spill Prevention

This section will cover the different types of spills, common types of storage and secondary containment. The moving and transferring of liquids, spills and leaks, inspections and training.

2. When a Spill Occurs
This section will cover identifying a spill and the key steps of a spill response.
Common types of spills kits, waste disposal and reporting spills.

Who will it benefit?

This course is designed for those who want to learn more about spill prevention and control.

**Course Format: Interactive
Running Time: 20-25 minutes**

How it works?

Spill Prevention & Control is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
 » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
 » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

STEWARD TRAINING

Introduction

This module introduces the basics of stewarding, what it is and its associated legislation. You'll look at the importance of following recognised procedures, and acting within the law at all times. You'll also cover pre-event routines, your main activities as a steward, dealing with illegal or prohibited items and monitoring and maintaining safety at spectator events.

Course Overview

At the end of the course, trainees will be able to:

» Identify the main duties and legislation that applies to stewarding
» Correctly prepare for spectator events, including pre-event routines
» Control the entry, exit and movement of spectators at events
» Take appropriate action to deal with illegal or prohibited items
» Respond positively to spectators during the event
» Monitor crowds in line with your area of responsibility
» Take action to promote safety at spectator events.

Course chapters

1. Course Introduction.
Cover the duties of a steward as well as the laws and regulations that impact them.

2. Preparing for Spectator Events.
This section covers the common types of equipment that you may be provided, pre-event checks and duties as well as the importance of good conduct and presentation.

3. Assisting Spectators.
This section of the course provides guidance for helping and assisting spectators, the areas of risk and concern associate with large crowds.

4. Refusing Entry.
Find out what to do upon discovering an illegal or prohibited item, guidance for refusing entry.

5. Monitoring and Maintaining Safety.
You will cover monitoring and maintaining safety at spectator events, handling risky situations and dealing with accidents, incidents and emergencies.

Who will it benefit?

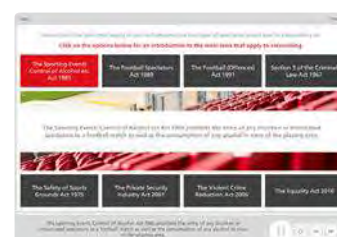This module is aimed at anyone who needs to learn more about stewarding at spectator events.

How it works?

Steward Training is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-35 minutes

Steward Training Interactive

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
 » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
 » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

STEPLADDER AND LADDER SAFETY

Introduction

This module introduces the main risks when using stepladders and ladders at work. You will find out when it is appropriate to use a stepladder or ladder and the law that applies & look at who is eligible to use a stepladder or ladder and the pre-use checks to carry out.

Course Overview

At the end of the course, trainees will be able to:

» Identify the main hazards when using stepladders and ladders

» Explain when it is appropriate to use a stepladder or ladder

» Appreciate the key requirements of the Work at Height Regulations (WAHR) 2005

» State who is eligible to use a stepladder or ladder

» Carry out the relevant pre-use checks to promote safety

» Take appropriate action to minimise the risks.

Course chapters

1. Hazards and Risks
Identify hazards and risks, appropriate use and regulation requirements.

2. Ladders in the Workplace
Define who is eligible, what training is required and which pre-use checks must be performed.

3. Best Practice
Learn about minimising risks, best practice and the environment.

Who will it benefit?

Members of staff who use stepladders or ladders, whether frequently or occasionally, will benefit from this course.
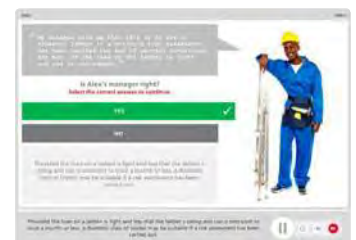
How it works?

Stepladder & Ladder Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
　　　　 » Latest versions as maintained and supported by the manufacturer
　　　　 » Google Chrome

OS X: 　 » Latest versions as maintained and supported by the manufacturer
　　　　 » Google Chrome

IOS: 　　 » Latest versions as maintained and supported by the manufacturer
　　　　 » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
　　　　 » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins 　 » Flash player: Version as recommended by Adobe
Settings 　 » Enable JavaScript
　　　　　 » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: 　　 OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

STRESS MANAGEMENT (EMPLOYEES)

Introduction

Work-related stress, anxiety and depression are all recognised medical conditions that could affect anyone. Make your employees aware of the risks and give some helpful tips on how to overcome stress with this course.

Course Overview

This course will introduce you to work-related stress, how to identify it and what to do to prevent it.

At the end of the course, trainees will be able to:

» Understand what work related stress is and how does it impact you

» Recognise the impact of stress; mental and physical

» Identify the ethical responsibilities of stress, legal obligations and good business practices

» Identify how to tackle stress within the working environment

» Identify hazards, examine personal behaviours and report areas of concern.

Course chapters

1. Introduction
An overview of work-related stress and the devastating effects on your health and the health of your colleagues.

2. Impact of stress
This section gives an insight into how prolonged exposure to work-related stress can adversely impact the physical and/or mental health of employees.

3. Why tackle stress?
Both you and your organisation have a legal obligation to ensure health and safety in the work area under the Management of Health and Safety at Work regulations, 1999 & Health and Safety at Work Act 1974.

4. How to tackle stress?
HSE's 'The Management Standards' target six key areas: Demands, Control, Support, Relationships, Role and Change.

Who will it benefit?

This course will benefit those who want to be able to identify work-related stress and reduce its ill effects.

How it works?

Stress Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
  » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
  » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

STRESS MANAGEMENT (MANAGERS)

Introduction

Statistics reveal that over 13.5 million working days are lost due to stress, depression and anxiety each year. Research shows that 1 in 5 employees state that they find work very stressful.

Course Overview

This course will teach you what stress is and how stress affects your employees and your organisation.

At the end of the course, trainees will be able to:

» Understand what work related stress is and how you can help you employees manage stress

» Recognise the impact of stress on your employees; mental and physical

» Identify the ethical responsibilities of stress, legal obligations and good business practices

» Identify how to help your employees tackle stress and how an ideal work environment should be

» Identify hazards, examine personal behaviours and report areas of concern.

Course chapters

1. Introduction
Identify the importance of managing your employees stress.

2. Impact of stress
This section covers tackling the causes of stress before it can lead to ill health.

3. Identifying stress
Discover who is affected by work-related stress and how it can impact your employees and organisation.

4. Resolving stress
Discover how to identify stress areas and how you can help your employees and organisation.

5. Risk assessment
Learn all about the five steps of conducting a risk assessment for your employees.

Who will it benefit?

This course will benefit managers who want to be able to identify work-related stress and reduce it's ill effects.

How it works?

Stress Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
　　　　» Latest versions as maintained and supported by the manufacturer
　　　　» Google Chrome

OS X:　» Latest versions as maintained and supported by the manufacturer
　　　　» Google Chrome

IOS:　　» Latest versions as maintained and supported by the manufacturer
　　　　» Google Chrome

Android:　» Latest versions as maintained and supported by the manufacturer
　　　　» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins　» Flash player: Version as recommended by Adobe
Settings　» Enable JavaScript
　　　　» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM:　　OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

WINTER WEATHER AWARENESS

Introduction

Winter weather can make driving conditions hazardous. If you are unprepared, you could be in a life-threatening situation.

Course Overview

This course will help prepare you for your journey to work during the cold winter months.

At the end of the course, trainees will:

» Identify the key considerations when deciding whether your journey is essential

» Prepare adequately for your journey to work

» Reduce the risks of slips and falls

» Take appropriate action to maintain safety when working outside

» Recognise the signs of overexposure in cold conditions

Course chapters

1. Is your journey essential
This section will cover the preparation for your journey, getting to your location, visitor safety and driving to work.

2. During the day
Learn about salting; legal liabilities and responsibilities and the snow code.

3. Working in cold conditions
Cold conditions, temperature, ill-health and the law.

4. Preventing slips and falls in winter
Who is at risk if snow falls?

5. Forward planning in adverse weather
Caleb's working day; what to regularly check out for, special requirements in terms of early closure policies.

Who will it benefit?

This course will benefit employers who want to ensure the safety of their employees during the cold winter months.

How it works?

Winter Weather Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

WORKING AT HEIGHT

Introduction

There are many hazards that come with working at height. Being aware of your responsibilities and how you can manage the risks can help to avoid injury and damage.

Course Overview

At the end of the course trainees will be able to:

» Define working at height
» Recognise the different height regulations
» Identify ways of protecting yourself and others
» Recognise the main hazards of working at height
» Maintain equipment correctly.

Course chapters

1. Working at Height
Learn about the Work at Height Regulations, what counts as working at height, how to plan correctly and what the main hazards are.

2. Hierarchy of Control
This section covers the Hierarchy of Control, collective and personal protection plus important 'dos and don'ts'.

3. Type of Equipment
Find out about the different types of equipment used when working at height.

Who will it benefit?

This course will benefit staff who have duties involving working at height.

How it works?

Working at Height is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
　　　　　» Latest versions as maintained and
　　　　　　supported by the manufacturer
　　　　　» Google Chrome

OS X:　　» Latest versions as maintained and
　　　　　　supported by the manufacturer
　　　　　» Google Chrome

IOS:　　　» Latest versions as maintained and
　　　　　　supported by the manufacturer
　　　　　» Google Chrome

Android:　» Latest versions as maintained and
　　　　　　supported by the manufacturer
　　　　　» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins　　» Flash player: Version as recommended by Adobe
Settings　　» Enable JavaScript
　　　　　　» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM:　　　OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

This e-learning course only provides awareness education. Face to face training would be needed in addition in order to complete the all round skills and knowledge to be able to carry this forward practically in your organisation.

WORKPLACE SAFETY

Introduction

It's a fact that we are exposed to a range of risks and hazards during a normal working day. This course will provide the trainee with information about the various hazards within the workplace which they must be aware of.

Course Overview

This course looks at manual handling, computer safety, slips trips and falls, fire safety, electrical safety and security. The aim is to help reduce the number of accidents and injuries in the workplace and to promote good attitudes amongst the staff.

At the end of the course, trainees will be able to:

» Understand the evacuation procedure regarding fire safety, including the use of fire extinguishers, fire safety signs and good housekeeping

» Identify the risks regarding manual handling, as well as the manual handling process and its do's and don'ts

» Recognise the importance of correct posture and the hazards & risks that come with computer safety

» Understand the importance of trying to avoid Slips, Trips & Falls.

Course chapters

1. Fire safety

2. Manual handling

3. Computer safety

4. Slips, trips and falls

5. Electrical awareness

6. Office security

Who will it benefit?

Everyone who wants to reduce the number of workplace accidents and injuries and promote a good health and safety culture.

How it works?

Workplace Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

WORKING WITH YOUNG PEOPLE

Introduction

Did you know that young people are 50% more likely to get injured at work than anyone else? We think that's too high so this module focuses on what you must do to safeguard the health, safety and welfare of young people at work.

Course Overview

At the end of the course, trainees will be able to:

• Identify who is classed as a 'young person'
• Distinguish between related legislation
• Identify common hazards and risks
• Identify applicable rules in relation to young people
• Recognise contributory factors which increase the risk for young people
• Take appropriate action to keep young people safe at work

Course chapters

1. An Introduction to Young People

This section introduces the definition of a young people and children, and covers the key legislation and employment rules associated with young people.

2. Identifying and assessing the risks

This section of the course cover what must be taken into account for young people when conducting a risk assessment, the legal obligations of your organisation and types of prohibited work.

3. Controlling the risks

In this final section you'll cover methods of controlling and reducing risks as well as techniques for aiding you getting the message of health and safety across and alternative areas to find further advice with regards to young people.

Who will it benefit?

This course is designed for anyone with responsibility for young people at work - whether they're employed part-time, full-time, as an apprentice, on work experience or doing voluntary work.

How it works?

Working with Young People is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

YOUNG PEOPLE AT WORK

Introduction

You may be entering work for the first time or starting a job in a new workplace. The risk of injury in most workplaces are low, but you need to be aware of the hazards and risks you may face in your workplace. This module is all about safety at work.

Course Overview

At the end of the course, trainees will be able to:

• Recognise the importance of inductions at work
• Recognise why workplace safety is so important
• Identify your legal responsibilities
• Find out what's expected of you
• Recognise common hazards and risks and correctly assess risks at work

Course chapters

1. Welcome to the Workplace
This section introduces to inductions and what you can expect to learn from them, as well as how to make the most of your training and also the importance of speaking up.

2. What is Expected of You?
This section of the course will outline what will be expected of you in terms of your attitude, your duties and responsibilities under the law and the different policies and procedures that you will be expected to adhere to.

3. Workplace Hazards
This section of the course will cover some of the most common workplace risks, as well as explaining risks, hazards and control measures.

4. Staying Safe
In this final section you'll be introduced to the topics of safety signs, the correct lifting process, slips trips and falls, fire safety and evacuation and PPE.

Who will it benefit?

This course is designed for any young worker who is new to the workplace, volunteering or just starting work for the first time.

How it works?

Young People at Work is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

HEALTH & SAFETY REFRESHER TITLES

COURSE TITLE	APPROX RUNNING TIME
Workstation Setup (Interactive)	10-15 minutes

Keep your employees thinking about Health & Safety throughout the year with this selection of Refresher Training Courses.

For more information about these specific courses, please contact our e-Learning experts on 0345 226 8393.

We are proud to announce that these Health & Safety courses have been RoSPA approved.

WORKSTATION SETUP ASSESSMENT

Introduction

This assessment will make you aware that it's important that you assess your working environment so that you can be sure that you are not putting yourself at any risk.

Course Overview

This course looks at how you can setup your workstation so that you can be as comfortable as possible and so that it can help you avoid any future health problems.

At the end of the course, trainees will:

» Understand the importance of setting up your workstation.

» Identify correct use of DSE equipment.

» Understand the importance of taking breaks whilst working in front of a screen.

» Identify the importance of correct posture.

Course chapters

1. Workplace

Find out how to set up your workstation correctly in order to prevent future health problems.

2. DSE equipment

This section will help you assess the way you position and use your DSE.

3. Posture and breaks

Find out how important it is to take breaks whilst working and how to keep a correct posture.

Who will it benefit?

Everyone who sits at a workstation on a day to day basis.

How it works?

Workstation setup assessment is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 10-15 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
   » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
   » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.
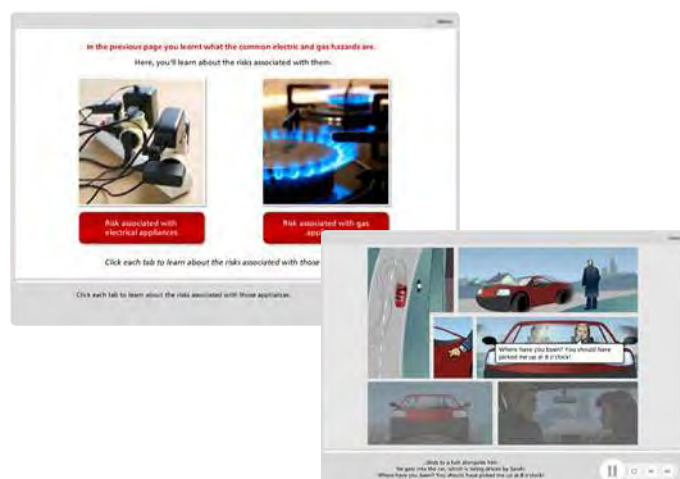
HEALTH & SAFETY
SPECIALIST TITLES

COURSE TITLE	APPROX RUNNING TIME
Driving Safety International * (Interactive)	25-30 minutes
Environmental Awareness International (Interactive)	25-30 minutes
Student Health & Safety (Interactive)	40-45 minutes

We have a variety of specialist courses available upon special request which are not included in a standard course library.

For more information about these specific courses, please contact our e-Learning experts on 0345 226 8393.

We are proud to announce that Ellis Whittam Health & Safety courses have been RoSPA approved.

* Please note that these courses have not been approved by RoSPA as they would have to be delivered in conjunction with face to face training.

DRIVING SAFETY (INTERNATIONAL)

Introduction

Many people don't take any further driving courses once their test has been passed. A number of employees are now expected to drive as part of their job. This driving safety course follows a journey between two colleagues in a comic book strip effect.

Course Overview

This course will make the trainee appreciate the benefits of preparing for their journey ensuring the vehicle is checked regularly and how using a common sense approach along the journey will help them reach their destination safely.

At the end of the course, trainees will be able to:

» Recognise how time pressure and work schedule can effect driving

» Understand which factors can effect the journey, such as speed and distractions

» Be aware of vehicle security and vehicle condition

» Develop an insight into the possible hazards that should be avoided whilst driving; stress, mobile phones, medical conditions, motorcycles and cyclists

» Recognise which factors to look out for whilst on a journey, such as, keeping your distance, bad weather, vehicle dynamics and skidding.

Course chapters

1. The pick up
2. The journey - drive 1
3. The journey - changeover 1
4. The journey - drive 2
5. The journey - changeover 2
6. The journey - drive 3
7. The destination
8. The crash
9. The court
10. The conclusion

Who will it benefit?

Ideal for any workers who are required to drive as part of their work or during their working day. This course tells the story of a business trip and the errors made along the way.

How it works?

Driving Safety Europe is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
   » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
   » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

ENVIRONMENTAL AWARENESS (INTERNATIONAL)

Introduction

The way we treat our environment is becoming increasingly important. How we live our lives impacts upon the earth both on a global and local level. This course is designed to enable the trainee to identify the key areas affecting the environment along with workplace related environmental issues.

Course Overview

This course will help you highlight the importance of environmental awareness and identify the environmental issues within your work environment.

At the end of the course, trainees will be able to:

» Understand what the 'best practise' approach means as well as your duties and legal obligations

» Be aware of the outcomes when not complying with environment related legislation

» Recognising when a hazard is an environmental issue

» Take into account your duties towards controlling water related hazards

» Understanding the environmental issue of land-filling and the safe disposal of wastes.

Course chapters

1. Environmental aspects
Discover the outcomes of violating environment related legislations, including the 'best practice approach'.

2. Water
In this section you will learn all about water resources and how they get polluted.

3. Land
Learn about land-filling and environmental problems related to it. You will also learn about the importance of safe disposal of waste and minimisation of waste.

4. Air
Discover all about the greenhouse effect and the gases that cause it, and how it affects the environment.

Who will it benefit?

Anyone within a working environment who wants to reduce their carbon footprint and wants to promote the importance of a healthy environment.
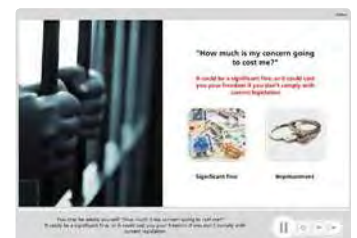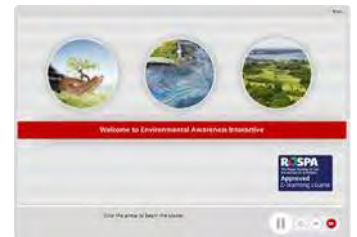
How it works?

Environmental Awareness is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

STUDENT HEALTH & SAFETY

Introduction

For many students, going to university is their first experience of independence.
This course covers fire safety, alcohol and drug awareness and personal safety.

Course Overview

This course will provide students with information on how to correctly and safely identify hazards and risks as well as covering alcohol and drug awareness and their personal safety.

At the end of the course, trainees will be able to:

» Understand what hazards to look out for on a daily basis and what risks are associated with these hazards

» Identify what fire hazards are and how to avoid injury

» Recognise the importance of personal Health & Safety.

Course chapters

1. Hazards and risks

Identify what hazards students face on a daily basis and what risks are associated with them. The hazards include electrical, working with chemicals, manual handling and IT equipment.

2. Fire safety

In this section you will cover fire hazards, reducing the chance of injury from fire, causes of fire, correct evacuation procedure, safety signs and types of fire extinguishers.

2. Personal health and safety

In this section you will cover alcohol and drug awareness, personal safety and safe sex.

Who will it benefit?

All students are responsible for the health and safety of themselves and others who may be affected by their actions.

How it works?

Student Health & Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
        » Latest versions as maintained and
          supported by the manufacturer
        » Google Chrome

OS X: » Latest versions as maintained and
          supported by the manufacturer
        » Google Chrome

IOS: » Latest versions as maintained and
          supported by the manufacturer
        » Google Chrome

Android: » Latest versions as maintained and
          supported by the manufacturer
        » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
         » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

COMPLIANCE & SOFT SKILLS INTERACTIVE

COURSE TITLE	APPROX RUNNING TIME
Alcohol Licensing Law	20-25 minutes
Alcohol Licensing Law Scotland	20-25 minutes
Anti-Money Laundering	40-45 minutes
Bribery Act	25-30 minutes
Computer Safety in the Workplace	35-40 minutes
Customer Service Essentials	25-30 minutes
Change Management	35-40 minutes
Communication	40-45 minutes
Data Protection	25-30 minutes
Energy Efficiency (Employees)	25-30 minutes
Energy Efficiency Awareness (Managers)	25-30 minutes
Equality & Diversity	25-30 minutes
Freedom of Information Act	25-30 minutes
General Data Protection Regulations	45-50 minutes
Information Security	45-50 minutes
Innovation	35-40 minutes
International Business Travel	40-45 minutes

COURSE TITLE	APPROX RUNNING TIME
Introduction to Basel	50-55 minutes
Leadership	40-45 minutes
Modern Slavery Act	25-30 minutes
Payment Card Industry (PCI) Awareness	25-30 minutes
Preventing Radicalisation & Extremism in Education	30-35 minutes
Serving Alcohol Responsibly	40-45 minutes
Sexual Harassment	25-30 minutes
Social Media Use	30-35 minutes
Sustainable Development	55-60 minutes
Talent Management	35-40 minutes
Teamwork	35-40 minutes
Time Management	30-35 minutes
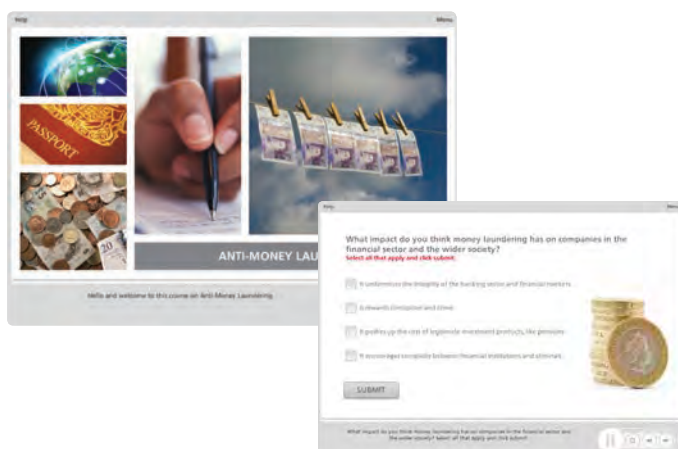
ALCOHOL LICENSING LAW

Introduction

Business, organisations and individuals who want to sell or supply alcohol in England and Wales must have a license. This interactive course will help you gain more of an understanding into the process of applying and being a license holder.

Course Overview

At the end of the course, trainees will:

» Identify the four statutory objectives which must be considered in respect of licenses.

» Recognise the types of businesses that need a license and the types of licenses that are granted.

» Recognise the mandatory licensing conditions.

» Identify the responsibilities of personal license holders.

» Know how to amend and make changes to licenses.

» Understand the licensing rules in respect of temporary events.

Course chapters

1. Introduction to licensing law
Discover what activities are licensable, what licenses are granted, statutory objectives and who needs a license.

2. Applying for a personal license
Learn about personal license criteria and time-scales of your license.

3. Mandatory Licensing Conditions
In this section you will discover all about the five new conditions which apply to all licensed premises.

4. The Responsibilities of Personal License Holders
Discover all about a designated premises supervisor.

5. Licensing and temporary events
In this section you will cover the two types of Temporary Event Notices; standard and late.

Who will it benefit?

This course will benefit the types of business and organisations that need alcohol licenses, such as; pubs and bars, cinemas, theatres, nightclubs, supermarkets and late-opening cafés.
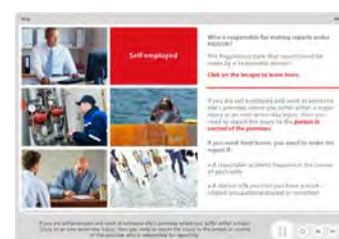
How it works?

Alcohol Licensing Law is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 20-25 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

ALCOHOL LICENSING LAW SCOTLAND

Introduction

Business, organisations and individuals who want to sell or supply alcohol in England and Wales must have a license. This interactive course will help you gain more of an understanding into the process of applying and being a license holder.

Course Overview

At the end of the course, trainees will:

» Understand the definition of 'alcohol'

» Identify the five statutory objectives

» Recognise the types of businesses that need a licence and the types of licences that are granted.

» Understand mandatory licensing conditions

» Identify the responsibilities of personal licence holders and premises managers

» Know how to amend and make changes to licenses.

Course chapters

1. Introduction to licensing law
Discover what activities are licensable, what licenses are granted, statutory objectives and who needs a license.

2. Applying for a personal license
Learn about personal license criteria and time-scales of your license.

3. Mandatory Licensing Conditions
In this section you will discover all about the five new conditions which apply to all licensed premises.

4. The Responsibilities of Personal License Holders
Discover all about a designated premises supervisor.

Who will it benefit?

This course will benefit the types of business and organisations that need alcohol licenses, such as; pubs and bars, cinemas, theatres, nightclubs, supermarkets and late-opening cafés.

How it works?

Alcohol Licensing Law Scotland is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 20-25 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

ANTI-MONEY LAUNDERING

Introduction

This course on Anti-Money Laundering will help explain the stages of the money laundering process, what it actually is, who is involved and the scope of the problem.

Course Overview

This training course is crucial for those who handle the company's finances.
At the end of the course, trainees will be able to:

» Define money laundering and recognise its impact

» Distinguish between the stages of the money laundering process

» Recognise key provisions of the money laundering regulations

» Identify the main supervisory authorities and the penalties for breaches of relevant regulations.

» Identify who is a politically-exposed person

Course chapters

1. Introduction

A brief introduction into Money Laundering and course learning objectives.

2. What is money laundering

Learn about the definitions of money laundering and the impact it can have on companies in the financial sector.

3. Sanctions and non-compliance

An overview of The UK's Financial Sanctions regime, the cost of non-compliance, enforcement and penalties.

4. Complying with legal requirements

In this section you will discover more about managing and assessing the risks of money laundering.

Who will it benefit?

This course is crucial not only for employees who handle your company finances but for those who may be responsible for signing off invoices, instructing new suppliers or even the person who pays the milkman!
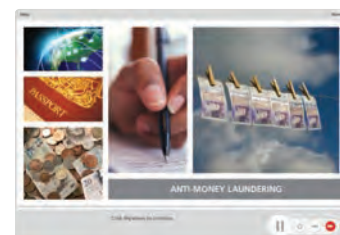
How it works?

Anti-money laundering is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

For more information, please visit our website.

BRIBERY ACT

Introduction

This course looks at the issue of bribery, the main offences that may be committed and the key terminology.

Course Overview

Users will gain an understanding of the relevant legal principles and will help them recognise and avoid situations likely to lead to prosecution under the UK Bribery Act.

At the end of the course, trainees will be able to:

» Define bribery

» Identify the main offences that may be committed

» Recognise the key provisions of the UK Bribery Act and related legislation

» Identify who is a foreign public official and the offences that might arise

» Take appropriate action in different situations to ensure transparency and integrity

» State the likely penalties for breaches of anti-bribery law.

Course chapters

1. Defining bribery

Find out what Bribery actually is, what are the main offences of bribery and gain an understanding into key terminology.

2. Meeting legal requirements

This section will cover The UK Bribery Act and other related legislation as well as the bribery of foreign public officials.

3. Preventing bribery

An overview of anti-bribery procedures, enforcement and penalties and defences for certain bribery offences.

Who will it benefit?

Your sales, procurement and senior management staff will benefit from this course by gaining an understanding of what is appropriate and not appropriate in a business negotiation process.

How it works?

Bribery Act is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

COMPUTER SECURITY IN THE WORKPLACE

Introduction

Computer crime is a very real threat that needs to be addressed, which is why computer security is increasingly important to ensure the best protection. Simple human error and a lack of security awareness are often the root causes of computer security breaches in the workplace. This module provides guidance for employees to maintain security when using the computers in the workplace.

Course Overview

At the end of the course, trainees will be able to:

• Identify the common threats, distinguish between authentic and suspicious emails and links
• Understand the risks of removal media
• Know how to download files safely
• Understand the value of good password practice
• Recognise the risks of mobile working
• Know what to do in the event of a computer security incident.

Course chapters

1. Introduction to computer security.
In this section, you'll cover what is Cyber-Crime? What is Computer Security? Policies and procedures, common threats and spam and phishing.

2. Policies and Processes
In this section, you'll cover identifying suspicious emails, the importance of keeping a clean machine, the risks of removable media, safe downloading, good password practice and the risks of mobile working.

3. Maintaining Computer Security
In this section, you'll cover staying alert and speaking up, the warning signs that your Computer may be infected and what to do in the event of a computer security incident.

Who will it benefit?

Employees have a critical role to play in their organisation's security. Protecting your organisation begins with ensuring you are prepared to assist in keeping your computers and networks safe. This course will benefit anyone who works on a computer.
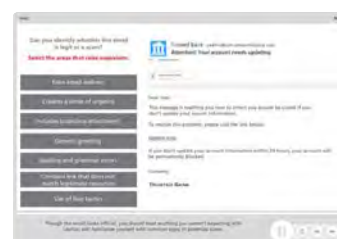
How it works?

Computer Security in the Workplace is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

CHANGE MANAGEMENT

Introduction

Change is constant in many of our lives. All around us, technologies, processes, people, ideas and methods often change, affecting the way we perform our daily tasks and live our lives. This course will enable you to gain valuable skills for when changes do occur.

Course Overview

By taking this course you will be able to recognise the importance of change management

At the end of the course, trainees will be able to:

» Define change management and recognise the benefits of managing change more effectively

» Identify your own strengths and weaknesses in managing change

» Distinguish between the three steps of Lewin's Change Management model

» Recognise the steps in Kotter's 8-step change management process

» Distinguish between the stages of the ADKAR model

» Take appropriate action to manage change more effectively

Course chapters

1. What is change management

This section will cover the definitions of change management.

2. Change management techniques

Find out about Lewin's change management model, Kotter's 8-step process and the ADKAR model.

3. Managing change more effectively

This section will cover the priorities of a successful transition, identifying and overcoming obstacles in relation to change, embedding change, how to deal with resistance and selecting an appropriate strategy.

Who will it benefit?

The change management course will give any leader the tools to implement changes more smoothly and to have those changes better accepted. This course will also give you an understanding of how change is implemented.

How it works?

Change Management is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

COMMUNICATION

Introduction

This course looks at all aspects of communication; what it is, the barriers of communication and the communication process.

Course Overview

By taking this course you will be able to recognise the importance of effective communication.

At the end of the course, trainees will be able to:

» Define Communication

» Sequence the key steps of the communication process

» Identify common barriers to effective communication

» Differentiate between effective and ineffective communication

» Appreciate the different methods of communication

» Recognise the importance of tailoring your communication to the receiver

» Take action to refine your message

» Distinguish between the 7Cs model to improve your communication

Course chapters

1. Communication - The basics

This section will cover what communication is, the communication process and barriers of communication.

2. Methods of communication

Find out about oral or verbal communication, written communication and non-verbal communication.

3. Techniques to improve your communication

This section will cover how to tailor your communication to the receiver, reflecting and refining your message and all about the 7Cs model to success.

Who will it benefit?

This course will benefit those who want to improve on their communication skills and want to recognise the importance of tailoring their communication to promote understanding.

How it works?

Communication is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

CUSTOMER SERVICE ESSENTIALS

Introduction

In this module, you will examine what customer service is, what impact it has on organisations and how you can measure it. You will explore the link between customer service and customer satisfaction, using examples to identify good and poor practice, and identify some of the skills that you need to deliver good customer service.

Finally, you will consider how these skills can be used to good effect when customers make contact - such as in person, by telephone, by letter or electronic means (including social media).

Course Overview

At the end of the course, trainees will be able to:

» Define customer service and identify the benefits
» Recognise the value of customer service for your organisation
» Identify ways of measuring customer satisfaction
» Appreciate the expectations of customers
» Identify the key elements of customer service
» Recognise and develop skills to deliver exceptional customer service

Course chapters

1. An Introduction to Customer Service.

Introducing the topic and understanding what is customer service? What are the benefits of good customer service? And measuring customer satisfaction.

2. What is Good and Bad Customer Service?

This section of the course covers customer service and customer satisfaction, recognising good and bad customer service and understanding the needs of the customer.

3. Delivering Exceptional Service to Customers.
In this final section you'll cover personal skills and delivering exceptional customer service.

Who will it benefit?

This module is aimed at anyone wanting to improve their customer service skills.

How it works?

Customer Service Essentials is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

DATA PROTECTION

Introduction

The data protection course is perfect for those who want to understand the importance and principles of the Data Protection Act and how it affects their working environment.

Course Overview

This training course is crucial for those who handle personal data and have responsibility for data protection.

At the end of the course, trainees will be able to:

» Recognise the importance of protecting personal data and identify what constitutes sensitive personal data.

» Identify the eight principles of the Data Protection Act and explain the rights of data subjects under the act.

» Recognise the requirements for notification that apply to all data controllers.

» Outline the guidelines associated with compliance and examples of offences.

Course chapters

1. Introducing the Data Protection Act

This section will cover why there is a need for data protection, what is personal data including data subjects, controllers and processors and the importance of protecting personal data.

2. The eight principles of the Data Protection Act

Discover all about the eight different data protection principles.

3. Rights and responsibilities

Find out what rights to data subjects have and who are data controllers.

4. Regulation and enforcement

In this section you will cover the action taken to ensure compliance, regulations and enforcement and the consequence of non-compliance.

Who will it benefit?

This course will benefit those who want to improve on their communication skills and want to recognise the importance of tailoring their communication to promote understanding.
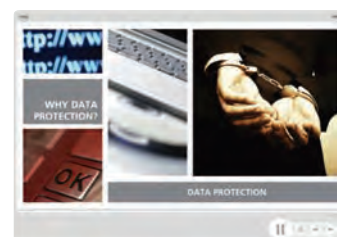
How it works?

Data Protection is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 45-50 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
     » Latest versions as maintained and supported by the manufacturer
     » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
     » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
     » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
     » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
     » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

ENERGY EFFICIENCY (EMPLOYEES)

Introduction

Following a few simple good housekeeping ideas could improve your business' energy efficiency. This course has been designed to help raise awareness of energy efficiency in the workplace.

Course Overview

We can all make a difference to energy consumption, if we take time to think about how we use it.

At the end of the course, trainees will:

» Understand how taking control of your heating will help you be energy efficient.

» Understand the importance of switching off lights, including daylight and task lighting.

» Identify energy saving features and powering off.

Course chapters

1. Heating
How to take control of heating and efficiency.

2. Lighting
You will cover the importance of switching off, daylight & task lighting and reporting problems.

3. Equipment
This section will cover the importance of switching off lights, including energy saving.

4. At home
Some top tips for improving energy efficiency in your home.

Who will it benefit?

This course will benefit those who want to help their company to reduce its costs by being energy efficient.

How it works?

Energy Efficiency is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 15-20 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
   » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
   » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

ENERGY EFFICIENCY (MANAGERS)

Introduction

Did you know that you could cut your energy costs by up to 20% by employing easy measures that may not cost anything?

Course Overview

This course can help you identify the areas where you can save money and energy in the workplace.

At the end of the course, trainees will:

» Understand why it is important to save energy.

» Raise awareness and develop an energy saving culture.

» Understand what an energy review is and how to conduct a energy review.

» Understand and identify the key areas; air conditioning, heating and electrical equipment.

Course chapters

1. Efficiency

Energy Efficiency can save your company money, prepare for future regulations and help the environment.

2. Awareness

Awareness is key to having an energy efficient workplace. Raising awareness and reinforcing good working practices will encourage all staff to support the energy saving culture.

3. The energy review

An energy review helps to identify bad practice, inefficient equipment and poor energy habits in areas of your workplace.

4. Key areas

Electrical equipment, lighting, air conditioning and heating are the four key areas of energy waste.

Who will it benefit?

This course will benefit managers who want to raise awareness in order to help their company to reduce its costs by being energy efficient.
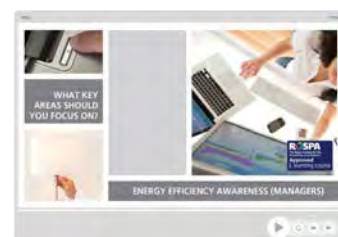
How it works?

Energy Efficiency is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 15-20 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
   » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
   » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
   » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

EQUALITY & DIVERSITY

Introduction

Undertaking the Equality & Diversity training course will be a great way for you and your employees to understand more about the meaning and importance of equality and diversity.

Course Overview

Users will gain an understanding of the different types of discrimination and identify harassment, victimisation and bullying behaviour in your workplace.

At the end of the course, trainees will be able to:

» Define Equality & Diversity.

» Identify ways of promoting Equality & Diversity.

» Recognise and distinguish between direct and indirect discrimination.

» Identify harassment, victimisation and bullying behaviour.

» Take appropriate action to develop a fairer, more inclusive working environment for all.

Course chapters

1. Defining equality and diversity

Find out what is meant by Equality and Diversity and how they can be promoted within a working environment.

2. Meeting legal requirements

This section will cover The Equality Act 2010 and the nine protected characteristics, including age, disability, gender management, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender and sexual orientation.

3. Types of discrimination

Find out about direct and indirect discrimination including the definition of victimisation bullying and whistleblowing. Discover how you can personally help to develop a fairer, more inclusive working environment.

Who will it benefit?

This course will enable your employees to develop a fairer, more inclusive working environment.

How it works?

Equality & diversity is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
  » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
  » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

FREEDOM OF INFORMATION ACT

Introduction

This course will promote an understanding of how Freedom of Information works in practice and will enable the trainee to gain skills necessary for analysing and managing freedom of information requests in accordance with the law.

Course Overview

At the end of the course, trainees will:

» Recognise the purpose and identify the key principles underpinning the Act

» State who the Act applies to

» Explain the provisions for making and handling requests under the Act

» Identify the criteria, fees and time-scales relating to FOI requests

Course chapters

1. The Freedom of Information Act

Learn what the Freedom of Information Act is, including it's key principles and who is covered

2. Requests for information

Discover the rules for making FOI requests, your duties and obligations and responding to FOI requests.

3. Improving the FOI process

This section will cover key indicators of a vexatious request, exemptions, sending a refusal note, the publication scheme and the internal review process

Who will it benefit?

This course will benefit all members of staff who wish to gain an understanding of the legislation and is advisable for staff working in Marketing, Administration and Customer Services.

How it works?

Freedom of Information Act is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

> Latest versions as maintained and supported by the manufacturer
> Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

Introduction

This course highlights the key themes of the General Data Protection Regulation (GDPR) to help organisations understand the new legal framework in the EU.

Course Overview

At the end of the course, trainees will be able to:

• Define the key concepts and terminology of the GDPR
• Recognise the importance of protecting personal data
• Identify which information the GDPR applies to
• Identify the principles of Data Protection
• Explain the rights of Data Subjects under the Act
• Understand the responsibilities of Data Controllers
• Outline the consequences of non-compliance

Course chapters

1. Introduction to the General Data Protection Regulations (GDPR)

In this section, we'll cover why data protection? And what is personal data? You'll identify which information the GDPR applies to, and understand the importance of protecting personal data.

2. Rights and responsibilities

In this section, we'll cover who does the GDPR apply to and outline the individual rights of Data Subjects and the responsibilities of Data Controllers.

3. Regulation and Enforcement

In this section, we'll cover the data protection principles, data breaches, and notification of a data breach. We'll cover basic guidelines to help prevent security and outline the consequences of non-compliance breaches.

Who will it benefit?

Ideal for anyone who works in any type of organisation that handles data. This course will allow employees to understand what General Data Protection Regulations are and why it's important to follow these requirements in order to protect Data Subject's data.

How it works?

GDPR is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
 » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
 » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

INFORMATION SECURITY

Introduction

In today's high technology environment, organisations are becoming more and more dependent on their information systems. The public is increasingly concerned about the proper use of information, particularly personal data.

This course introduces the key elements of information security, what it is and why it is so important.

Course Overview

At the end of the course, trainees will be able to:

» Define information security and identify why it's important.

» Identify types of information that need to be secured.

» Appreciate different threats in relation to information and distinguish between threats.

» Comply with organisational procedures and best practice to maintain information security.

» Appreciate your role in securing our information assets and identifying any suspicious activity and taking appropriate action.

Course chapters

1. What is information security

What is information security, why is information security important and types of threats involved with information security.

2. What are the key risks

This section will cover business sensitive data, personal data, privacy and portable media and devices.

3. Minimising the risks

In this section you will cover applying the procedures, security, your role and dealing with suspicious activity.

Who will it benefit?

This course is designed for employers and employees who want to gain the knowledge and skills needed to implement information security.

How it works?

Information security is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 45-50 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

INNOVATION

Introduction

Innovation can help drive business growth and this course will help you gain a better understanding of the differences between invention and innovation and help you take appropriate action to become a more effective innovator.

Course Overview

By taking this course you will be able to recognise the importance of innovation
At the end of the course, trainees will be able to:

» Define innovation and identify the main benefits and risks of innovation.

» State the personal attributes required for innovation and recognise your own strengths and weaknesses.

» Identify the key steps of the Linear model and distinguish between the stages of the Chain-linked model.

» Recognise the 12 dimensions of business innovation.

Course chapters

1. Defining innovation

Find out what the differences between invention and innovation are and why innovation is so important as well as the risks and attributes of innovation.

2. The basics of innovation

In this section we'll cover the linear model and Kline's Chain-linked model.

3. Better innovation

This section will cover the innovation radar, the Apple Revolution, overcoming the challenges, diffusion of innovations, the adopter categories and finally Maloney's 16% Rule.

Who will it benefit?

The benefits of being innovative are endless, not only are there technological benefits but your employees will feel able to bring out new ideas and think outside the box.

How it works?

Innovation is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.
Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

INTERNATIONAL BUSINESS TRAVEL

Introduction

International Business Travel will introduce learners to the key areas that should be considered when planning and undertaking an international trip ensuring appropriate action is taken to keep you safe, secure and healthy.

Course Overview

This course will help protect your company and demonstrate a commitment towards your travelling staff.

At the end of the course, trainees will be able to:

» Identify the key issues to consider before and when travelling internationally

» Plan and prepare well for a successful, secure and safe business trip

» Identify guidelines for making sure you are safe, secure and healthy while on a business trip.

» Take appropriate action to maintain your safety and security while on business trips.

» Take appropriate action when you return from your journey.

Course chapters

1. Preparing for your trip

This section will cover getting approval for your trip, researching your destination, including; climate, geography, security issues and travel warnings.

2. On your trip

Discover more about safety when travelling, the key international travel risks and how to identify the risks.

3. Returning from your trip

In this section you will cover getting back safely and how to remain vigilant to risks when travelling back from the airport. Find out how to debrief your manager, security department or human resources on your return.

Who will it benefit?

This course will benefit anyone who travels internationally with work.
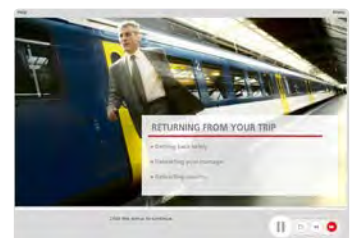

How it works?

International business travel is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

INTRODUCTION TO BASEL

Introduction

This course introduces the Basel Committee on Banking Supervision (BCBS), and gives you a comprehensive overview of the key recommendations and guidelines of Basel.

Course Overview

By taking this course you will gain a better understanding of Basel, as well as the risks and regulations that come with pillar I, 2 and 3.

At the end of the course, trainees will be able to:

» Recognise the function of Basel

» Identify the three pillars and their risks

» Recognise the approaches for managing capital risks and maintaining regulatory capital

» Explain how LCR is calculated

» Identify the features and principles of supervisory review

» Appreciate the value of stress testing

Course chapters

1. Basel basics

This section will cover the background of Basel and its milestones, the three pillars of Basel and bank capital requirements.

2. Pillar 1 minimum capital requirements

In this section you will cover credit risk, market risk and operational risk.

3. Pillars 2 and 3

The principles of Supervisory Review, Pillar 2 risks, Stress testing and The Disclosure Rules.

Who will it benefit?

This course will benefit those who want to gain more of an understanding into Basel, including senior managers, credit officers, compliance officers and advisors of banks and financial institutions.

How it works?

Introduction to Basel is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 50-55 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

  » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
  » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

LEADERSHIP

Introduction

This course introduces the key elements of leadership, what it is, and what qualities make a good leader.

Course Overview

By taking this course you will be able to take appropriate action to lead others more effectively.

At the end of the course, trainees will be able to:

» Define leadership and identify the main benefits of effective leadership

» Appreciate the purpose of leadership and recognise the qualities of a good leader

» Identify your own strengths and weaknesses when leading others

» Distinguish between different leadership styles

» Recognise the key points of the behavioural-continuum model

Course chapters

1. Leadership

What is it? Find out what leadership is, why it is important, and the qualities of a good leader and how effective you are as a leader.

2. Leadership theories

This section will discuss Lewin's leadership styles, the behavioural continuum model, McGregor's theory X and theory Y and finally learn all about the five practical model.

3. Leading others more effectively

In this section you will cover adopting a leadership mind-set, transformational leadership and charismatic leadership.

Who will it benefit?

This course will benefit employers who want to maximise the leadership and management potential of their employees.

How it works?

Leadership is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome
OS X:	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome
IOS:	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome
Android:	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins Settings	» Flash player: Version as recommended by Adobe
	» Enable JavaScript
	» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

MODERN SLAVERY

Introduction

There are as many as 21 million people in forced labour around the world, which is estimated to generate a profit of £120 billion per annum. Organisations can be implicated in modern slavery both directly and indirectly in a variety of ways such as, in their own operations, through their global supply chains and through their involvement with business partners.

Course Overview

At the end of the course, trainees will be able to:

• Understand what modern slavery means

• Recognise what the Modern Slavery Act 2015 is

• Identify the signs of modern slavery

• Identify what makes people vulnerable to modern slavery

• Recognise how to make a change to modern slavery

• And understand how to report modern slavery.

Course chapters

1. Introduction to Modern Slavery

In this section, we'll cover what modern slavery means today, what the modern slavery act is and the reality of modern slavery.

2. Recognising Modern Slavery

In this section, we'll cover what the signs of modern slavery are, the different modern slavery offences and how we can make a change.

3. Taking Action Against Modern Slavery

In this section, we'll cover steps your organisation takes, how to report modern slavery and how to create a modern slavery statement.

Who will it benefit?

Ideal for workers who work in any type of organisation who have large expansive work forces, who work with another organisation who do the same. The most vulnerable sectors are agriculture, construction, hospitality and manufacturing. Anyone can be the victim of Modern Slavery inside and outside of your organisation so it bears keeping this in mind and to train yourself and all your staff in becoming aware of Modern Slavery.

How it works?

Modern Slavery is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Ellis Whittam e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
　　　　　　» Latest versions as maintained and
　　　　　　　supported by the manufacturer
　　　　　　» Google Chrome

OS X: 　　» Latest versions as maintained and
　　　　　　　supported by the manufacturer
　　　　　　» Google Chrome

IOS: 　　　» Latest versions as maintained and
　　　　　　　supported by the manufacturer
　　　　　　» Google Chrome

Android: » Latest versions as maintained and
　　　　　　　supported by the manufacturer
　　　　　　» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins 　» Flash player: Version as recommended by Adobe
Settings 　» Enable JavaScript
　　　　　　» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: 　　OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

PAYMENT CARD INDUSTRY (PCI) AWARENESS

Introduction

Payment Card Industry Data Security Standard, also known as PCI DSS, are the technical and operational requirements set by the PCI Security Standards Council (PCI SSC) to protect cardholder data. These standards apply to all organisations that store, process or transmit cardholder data, with guidance for software developers and manufacturers of applications and devices used in those transactions.

Course Overview
• Understand what the Payment Card Industry Data Security Standards (PCI DSS) is,
At the end of the course, trainees will be able to:
• Recognise the PCI security standards and requirements,

• Appreciate the benefits for the organisation and its customers,

• Take appropriate action to prevent common fraudulent practices,

• Take appropriate action to protect cardholder data,

• Identify why it's important to create secure passwords,

• Understand how you report issues.

Course chapters

1. PCI Requirements

In this section, we'll cover what PCI DSS is, why you need to be compliant and the benefits for your organisation and its customers.

2. Security controls and processes

In this section, we'll cover common fraudulent practices, payments card security features and the key features of PCI DSS compliance systems.

3. How to comply with PCI DSS

In this section, we'll cover protecting cardholder data, creating and maintain secure passwords and management reports issues.

Who will it benefit?

Ideal for workers who work in any type of organisation where cardholder data is stored, processed or transmitted. This course will allow employees to understand what PCI DSS is and why it's important to follow these requirements in protecting cardholder data.

How it works?

Payment Card Industry is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins   » Flash player: Version as recommended by Adobe
Settings   » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

PREVENTING RADICALISATION AND EXTREMISM IN EDUCATION

Introduction

This module will introduce you to the governments CONTEST Strategy, Prevent programme and the Channel Process. It will explain how it aims to safeguard vulnerable people from being radicalised will help you to identify signs of radicalisation, and understand when and how to report concerns to others.

Course Overview

At the end of the course, trainees will be able to:

• Identify the aims and objectives of the Prevent Programme
• Define key terms that are used
• Identify those who are vulnerable and at risk
• Recognise your role and legal duty to safeguard vulnerable people
• Take appropriate action to safeguard vulnerable people
• Escalate concerns promptly to relevant people

Course chapters

1. An introduction to the prevent strategy

This section introduces and outlines the CONTEST strategy, as well as the Prevent Programme and the Channel Process.

2. Identifying the risks

This section of the course covers those who are vulnerable and at risk of radicalisation or extremism, the factors which should be considered to assess someone's vulnerability and actions which you can take to help safeguard young people from violent and extremist views.

3. Controlling the risks

This section of the course provides guidance for recognising risks associated with various substances, the importance of being aware of ignition sources. And the key factors of anticipating the effect and harm.

4. Eliminating or Controlling the Risks

In this final section you'll cover the key roles associated with making referrals as well as documentation requirements.

Who will it benefit?

This course is designed for anyone in education who needs to learn more about the Government's Prevent strategy, aimed at preventing radicalisation and extremism in schools.

How it works?

Preventing Radicalisation & Extremism in Education is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

  » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
  » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
  » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

SERVING ALCOHOL RESPONSIBLY

Introduction

Although it can be fun, the alcohol industry involves a huge amount of responsibility. Ensuring the safety of others as well as yourself is paramount and often poses challenges.

Course Overview

At the end of the course trainees will be able to:

» Recognise your responsibilities as a server of alcohol

» Identify the responsibilities of Designated Premises Supervisors or Premises Managers

» Identify the effects alcohol has on the body

» Understand Age Verification Policies

» Recognise false or inadequate identification

» Be aware of how best to refuse service, and keep a record of it.

Course chapters

1. Alcohol Law and Your Responsibility

Learn about Alcohol Licensing Law, responsibilities when serving alcohol and the supervisors' responsibilities.

2. Recognising and Preventing Intoxication

Determine the effects alcohol has on the body, the different alcohol weights and measures and recognising when someone is intoxicated.

3. Checking Identification

This section covers age verification policies, recognising fake identification and logging refusals.

4. Penalties and Enforcement

Learn what 'test purchases' involve, what the penalties are for serving someone under-age and how these are enforced.

Who will it benefit?

People who have responsibility regarding the sale or supply of alcohol can benefit from this course.

How it works?

Serving Alcohol Responsibly is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 40-45 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

SEXUAL HARASSMENT

Introduction

All employers are obligated to maintain a harassment-free workplace for its employees at all times. This course will allow your employees to recognise, prevent and take the appropriate action when regarding sexual harassment.

Course Overview

At the end of the course, trainees will:

» Recognise what types of behaviours constitute sexual harassment

» Identify the key legislation relating to sexual harassment at work

» Distinguish between your own and your employer's duties and responsibilities

» Take action to prevent sexual harassment

» Escalate your concerns through the correct channels

» Identify occasions where the situation may deteriorate further

Course chapters

1. Recognise Sexual Harassment
Discover the differences between harassment and friendly gestures, what to do when identifying incidents and different examples of sexual harassment.

2. Preventing Sexual Harassment
Learn about your duties and responsibilities, how to take a proactive approach and how to lead by example.

3. Taking appropriate action
This section will help you recognise how to support others with harassment including reporting concerns, seniority for investigators and victimisation.

Who will it benefit?

Harassment, if it is not handled correctly, can lead to cases of unfair or constructive dismissal, victimisation and costly legal action. This course is perfect for those who want to gain a more of an understanding into your employer's duties and responsibilities as well as your own concerns when regarding sexual harassment.
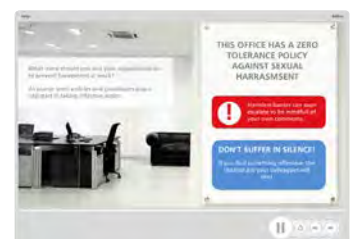
How it works?

Sexual Harassment is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

SOCIAL MEDIA USE

Introduction

Social Media has rapidly become part of everyday life at home and in the workplace. This module introduces the topic of social media and provides information on the various risks and benefits, including the ethical and legal issues and appropriate and inappropriate use of social media.

Course Overview

At the end of the course trainees will be able to:

» Appreciate why individuals and organisations use social media

» Recognise the benefits and risks of social media

» Identify the legal and ethical issues associated with social media

» Distinguish between appropriate and inappropriate use

» Take appropriate action when using social media to safeguard yourself and your organisation

» Use social media responsibly.

Course chapters

1. Course Introduction.
Introducing the topic, emphasising the popularity of social media in modern day businesses and it's wide spread use by both organisations and internet users.

2. An Introduction to Social Media.
This section covers the risks and benefits of social media use and examines the legal and ethical issues associated with using social media in the workplace.

3. Social Media and Your Organisation.
This section of the course provides guidance with regards to using social media whilst representing your organisation.

4. Social Media Responsibility.
In this final section you'll cover the responsibilities associated with social media including usage both within and outside of the workplace and online harassment.

Who will it benefit?

This course is designed for anyone who uses social media as part of their job, and want to learn more about social media and how to use it responsibly.

How it works?

Social Media Use is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use.

Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

» Latest versions as maintained and supported by the manufacturer
» Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

SUSTAINABLE DEVELOPMENT

Introduction

This course will introduce to you the concept of sustainable development and will give you an overview of the key milestones including the five principles of sustainable development and the key action areas to meet them.

Course Overview

By taking this course you can help your organisation get more involved with sustainability issues and show your dedication to your wider ethical responsibilities.

At the end of the course, trainees will be able to:

» Outline the key milestones in the history of sustainable development and distinguish between the key pillars.

» Appreciate why sustainable development is important to business

» Recognise the five principles of sustainable development and identify key action areas

» Identify guidelines to plan for sustainability

» Engage with consumers and stakeholders more effectively

Course chapters

1. Defining sustainable development

Find out what it is and all about the three pillars of sustainable development.

2. The principles of sustainable development

This section covers the principles of sustainable development, creating a strong, healthy, sustainable economy and how to promote good governance.

3. The road ahead

Planning for sustainability, consumer and stakeholder engagement and engaging with sustainability issues.

Who will it benefit?

This course will benefit those who want to learn more about sustainability and appreciate the importance of sustainability development within the workplace.
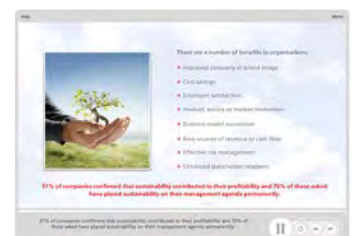
How it works?

Sustainable Development is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 55-60 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

> » Latest versions as maintained and supported by the manufacturer
> » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
> » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
> » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
> » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
> » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

TALENT MANAGEMENT

Introduction

This course introduces the key elements of talent management, what it is and why it is important.

Course Overview

By taking this course you will be able to appreciate the effectiveness of talent management.

At the end of the course, trainees will be able to:

» Define talent management and recognise its importance.

» Appreciate the value of a top-down commitment to talent management.

» Assess ways of attracting top talent to your team and boosting the talent in it.

» Manage and reward talent appropriately and manage employee turnover to retain talent.

» Measure the effectiveness of talent management in your organisation.

Course chapters

1. The basics of talent management

In this section you will cover what talent management is, why talent management is important and all about 'top-down' commitment.

2. Recruiting, recognising and rewarding talent

Learn about attracting talent, boosting your talent and managing and rewarding your talent.

3. Retaining talent

This section will cover how to keep your talent motivated, managing employee turnover and measuring the effectiveness of talent management.

Who will it benefit?

This course will benefit employers who want to maximise the leadership and management potential of their employees.

How it works?

Talent Management is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome
OS X:	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome
IOS:	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome
Android:	» Latest versions as maintained and supported by the manufacturer
	» Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins	» Flash player: Version as recommended by Adobe
Settings	» Enable JavaScript
	» Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

TEAMWORK

Introduction

This course focuses on teamwork; the key strengths and weaknesses of team working, as well as different types of teams.

Course Overview

By taking this course you will be able to work more effectively as a team, identify different types of teams and identify the key stages of team development.

At the end of the course, trainees will be able to:

» Define teamwork and identify types of teams

» Recognise the strengths and weakness of team working, and the key stages of team development.

» Identify the main team roles according to Belbin's theory

» Recognise the value of knowing your own team

» Identify common 'flashpoints', the possible consequences of conflict and the characteristics of effective and ineffective teams.

» Recognise the value of celebrating team success and learning from any mistakes.

Course chapters

1. Team working - The basics
Find out about the types of teams and why choose teams.

2. Teams - Theories and dynamics
This section will cover the stages of team development and Belbin's team roles.

3. Successful team working
Knowing your team, working in teams, managing team conflict and celebrating and learning.

Who will it benefit?

This course will benefit those who work as part of a team on a daily basis and want to recognise the values and strengths of team working.

How it works?

Teamwork is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 35-40 minutes

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

>> Latest versions as maintained and supported by the manufacturer
>> Google Chrome

OS X: >> Latest versions as maintained and supported by the manufacturer
>> Google Chrome

IOS: >> Latest versions as maintained and supported by the manufacturer
>> Google Chrome

Android: >> Latest versions as maintained and supported by the manufacturer
>> Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins >> Flash player: Version as recommended by Adobe
Settings >> Enable JavaScript
>> Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

TIME MANAGEMENT

Introduction

This course introduces the key elements of time management, what it is and what the consequences are if you fail to manage your time adequately.

Course Overview

By taking this course you will be able to recognise the importance of time management

At the end of the course, trainees will be able to:

» Define time management and identify the main benefits of managing your time efficiently.

» Recognise your own strengths and weaknesses in managing your time

» Explain how Pareto Principle relates to time management

» Acknowledge the pitfalls of procrastination

» Classify work tasks more effectively

» Take action to manage your time more effectively.

Course chapters

1. What is time management

Find out what time management is and why it is important.

2. The basics of time management

This section will cover The 80/20 Rule: The Pareto Principle, procrastination and classifying work tasks.

3. Better time management

Find out how to organise and prioritise your work, as well as The Pomodoro Technique.

Who will it benefit?

This course is designed for workers wishing to make effective use of their time, in order to manage and improve efficiency and communication in their organisation.

How it works?

Time Management is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer

 » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
 » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
 » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.