



Event | Medical | Training

online training

hot

## General Introduction

As a trainer, I strongly believe that when delivered properly, nothing can replace the interactive nature of classroom based face-to-face learning. HOWEVER, there is most definitely a place for e-learning as part of an organisations **blended learning toolkit**, to ensure that employees are up-to-date with role-specific knowledge and maintain compliance.

## Benefits of E-Learning

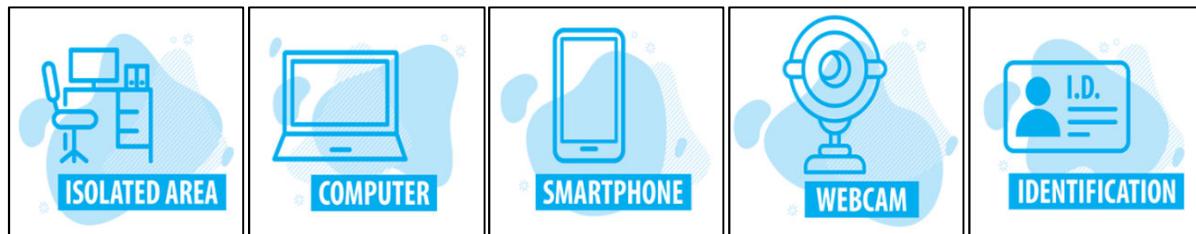
- **Lower costs** –travelling **expenditure** and external training fees
- **Time efficient** – less time travelling and training, **less business interruption** and **Immediate workplace benefit**
- **Reduced administrative effort** – for co-ordinators.
- **Learning flexibility** – 24/7 stop-start login.
- **Eco-friendly** – less Co2 emissions.
- **Consistent message** – via multi-award winning and 20 year established e-learning organisation and awarding body.

## Over-Coming Challenges

- **Access to IT** – Learner needs access to a laptop or tablet (not ideal for mobile phones).
- **Functional skills** – We can help you, if your learner needs support.
- **Interactive E-Learning** – with scenarios, videos and activities throughout to support understanding; formative and summative assessment.
- **“But what if I have a question . . .”** – learners can get support via our company or highfield e-learning support
- **“Tell me and I will forget; show me and I may remember; involve me and I will understand”** (acc. to Benjamin Franklin). – As a training centre for Highfield (Awarding Body), we can provide the supplemental face-to-face training candidates need to round-off their training (e,g, Level 1, Level 2, Level 3, etc) this is the requirement of the qualification they are trying to obtain.

**N.B.** There are also now options to **Qualify at Home**, where we can add to e-learning, with e-assessment and remote invigilation; which can be done at home or work with certain controls in place.

**Qualify at Home** essentially means that the leaner can achieve the full Level 1, 2 or 3 qualification (usually requiring an invigilated exam at a training centre or venue) at home or work. So what's needed?



## The Learner Journey “How it works”

Let us know what e-learning you want to do

We will send the e-learning licence and log in

Complete the e-learning within your own schedule requirements

Once completed download your own e-learning certificate

If Qualify at Home, let us know when you are ready to take your final assessment and Highfield will confirm schedule and help you set up

We will send your Level 1, 2 or 3 Certificate in the post

## Highfield E-Learning Opportunities & Further Information

I have identified below all the e-learning courses currently available from Highfield and put them in to an order or orientation (e.g. Health & Safety, etc), fact sheet availability, estimated time a learner should take for completion and link to further training upon completion.

E-Learning	Fact Sheet	Estimated Duration	Qualify at Home	Link to Further Training (Key: E = E-Learning, F = F2F Trainer/Assessor Req)
<b>Compliance (H&amp;S) Orientated</b>				
Health and Safety Lv1	Yes	1-2 hrs	Yes	Lv2 H&S (E or F)
Manual Handling	Yes	30-40 m	No	Lv2 Manual Handling (F) or Lv2 H&S (E or F)
Asbestos Awareness		1-2 hrs	No	Lv2 H&S (E or F)
Health and Safety Lv2	Yes	2-3 hrs	Yes	Lv3 H&S (E or F), Lv2/3 Risk Assessment (F)
Fire Safety Lv2	Yes	2-3 hrs	Yes	Practical Fire Extinguisher Training (F)
Health and Safety Lv3	Yes	6-9 hrs	Yes	IOSH Managing Safely (F)
Display Screen Equipment	Yes	20-40 m	No	Lv2 H&S (E or F)
Intro to Fire Safety	Yes	20-40 m	No	Lv2 Fire Safety (E or F) or Lv2 H&S (E or F)
Managing Conflict	Yes	20-40 m	No	Lv2 Conflict Management (F)
Stress Management	Yes	20-40 m	No	Lv2 H&S (E or F), Mental Health First Aid (F)
<b>Service Industry Orientated</b>				
Customer Service Lv2	Yes	1-2 hrs	Yes	n/a
Personal Licence Holders Lv2	Yes	4-5 hrs	Yes	n/a
Food Safety Lv1	Yes	2-3 hrs	Yes	Lv2 Food Safety (E or F)
Introduction to Allergens	Yes	1-2 hrs	No	Lv2 Food Safety (E or F)
Food Safety Lv2	Yes	4-5 hrs	Yes	Lv3 Food Safety
Food Safety Lv3	Yes	9-14 hrs	Yes	n/a
<b>First Aid</b>				
First Aid at Work	Yes	4-5 hrs	No	Lv3 First Aid at Work (F)
Emergency First Aid at Work	Yes	3-4 hrs	No	Lv3 Emergency First Aid at Work (F)
Paediatric First Aid	Yes	6-8 hrs	No	Lv3 Emergency & Paediatric First Aid (F)
Anaphylaxis & Autoinjectors	Yes	20-40 m	No	Lv3 FAW, EFAW, PFA or EPFA (F)
Infection & Prevention Control	Yes	20-40 m	No	Lv3 FAW, EFAW, PFA or EPFA (F)
<b>Specialisms</b>				
Awareness of Understanding Stewarding at Spectator Events	Yes	6-7 hrs	No	Lv2 Understanding Stewarding at Spectator Events (F) or Lv2 NVQ Spectator Safety (F)
Awareness of Spectator Safety	Yes	9 hrs	No	Lv2 NVQ Spectator Safety (F)
Awareness of Warehousing and Storage	Yes	2-3 hrs	No	Lv2 Warehousing and Storage (F)
Care Certificate (15 Standards)	Yes	30-60 m/s	No	Lv2 Care Certificate (F)
<b>Administration &amp; Finance Orientated</b>				
Communication	Yes	20-40 m	No	n/a
Equality and Diversity	Yes	20-40 m	No	
General Data Protection Regs	Yes	20-40 m	No	
Safeguarding Children	Yes	20-40 m	No	
Self-Awareness & Personal Dev	Yes	20-40 m	No	
Team Working	Yes	20-40 m	No	
Intro to Bribery Act 2010	Yes	20-40 m	No	
Intro to Prev of Money Laundering	Yes	20-40 m	No	
Intro to Fraud & Fraud Prev	Yes	20-40 m	No	