



INNOVATIVE SOLUTIONS FOR OUR PROGRESSIVE CLIENT

1 SIMPLIFY YOUR ONBOARDING PROCESS



2 EMPOWER YOUR TEAM



3 FLEXIBLE & ADAPTABLE E-LEARNING





A CREATIVE

eLearning Experience

Our courses have been designed to give a good awareness and everything your employees need to know in under 1 hour, this has been done to give minimum disruption to your employees work days.

We know that skill development in the workplace is the key to improving a company's performance. That's why our e-learning courses don't just engage your staff, they help empower them to be the best at whatever skill they choose.

Whether it's mandatory courses to meet the required needs or extra skills to help better the workplace, our e-learning courses are designed to help! From off the shelf ready-to-go video training courses, to fully tailored video training courses, we fit your employee training needs!

We have created a catalogue of **Fully Customisable** industry-leading employee training courses to enable full compatibility and integration with your business processes and include your logo and branding to look and feel like you, making them genuinely yours!



CUSTOMISABLE



OUR CATEGORIES

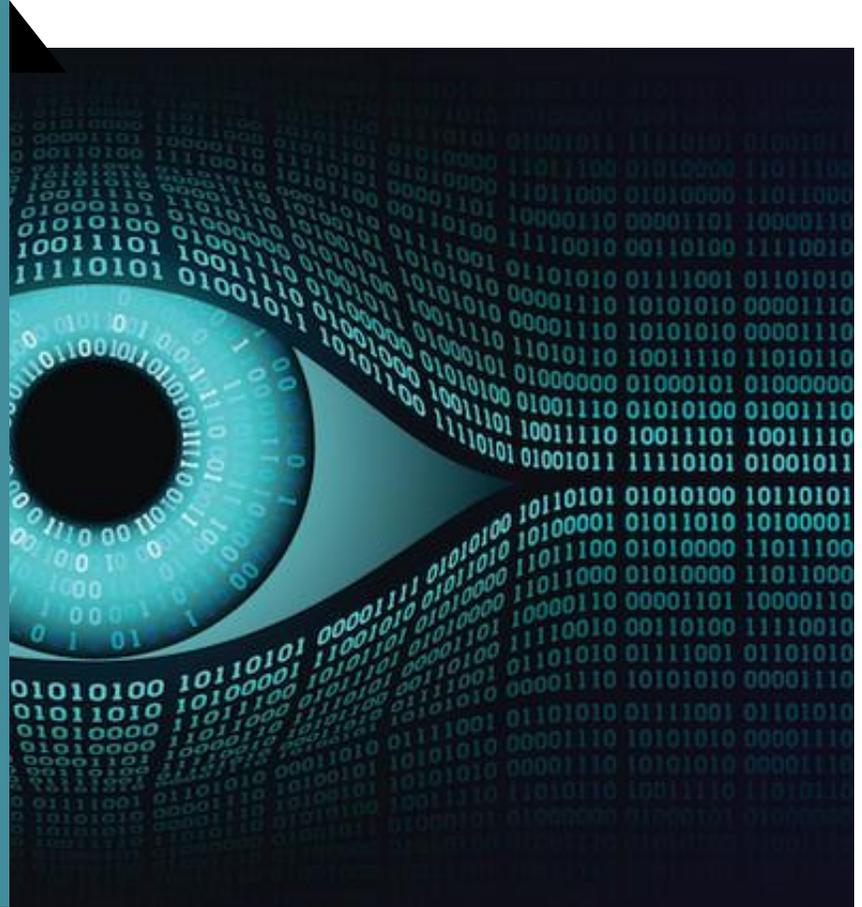
27 Courses Covering **Cyber Security**
& The Mandatory **GDPR**

17 of the Most Sought After **H&S**
Courses for Employees

Our most Popular Course Covering
Environmental **Awareness**
& Environmental **Legislation**

SECURITY AWARENESS TRAINING

Protect your company's most valuable information with easy-to-understand online video sessions for all employees



Cyber threats are not only IT-related problems anymore. Since almost every employee in a company is doing part of the job online (through emails, social media, etc.), employees who are unaware of the risks can easily invite a cyber-attack which can cost a company a lot of money. With that in mind, we have developed a comprehensive online security awareness program which will help you educate your employees by providing simple techniques for protecting company information assets.

We have chosen the following topics and created a general security awareness program applicable to all employees in a company. In this program, we cover all the threats to which companies are exposed. After going through these videos, which are designed for total beginners in cybersecurity, your employees will become an effective shield and will be able to protect your company from cyber-attacks.

Set the most effective schedule for your employees to complete this security awareness training program split into 25-bite-size videos.

- ✓ Insider threats
- ✓ Management role in cybersecurity
- ✓ Measuring information security
- ✓ Information Risk management
- ✓ Securing supplier relationships
- ✓ Access control
- ✓ Backup
- ✓ Cloud security
- ✓ Importance of Cybersecurity
- ✓ Email security
- ✓ Human error
- ✓ Identity theft
- ✓ Cybersecurity Incidents
- ✓ Protecting intellectual property
- ✓ Mind of a hacker
- ✓ Network security
- ✓ Social engineering
- ✓ Passwords
- ✓ Physically securing information and devices
- ✓ Privacy
- ✓ Protecting paperwork
- ✓ Security of mobile devices
- ✓ Social media
- ✓ Teleworking
- ✓ Viruses

The Mandatory GDPR



Course Duration: 15 min

Course Duration: 20 min

In the digital age, peoples information and data is an essential tool, Companies in particular have a requirement to process this information for legitimate business needs.

You may process the information of customers, employees or business partners on a daily basis as data, meaning you come in contact with this data regularly.

In order to ensure this personal data is handled in the correct way, these courses will give you and your staff a better understanding of how to relate the security of information (information security) to your daily work. You will also understand how to think about personal data in a practical and useful manner.

- ✓ Demonstrating knowledge and awareness of the GDPR
- ✓ Become more aware in data handling
- ✓ Greater decision-making.

Data Protection vs **GDPR** | The Basics

Designed to give users the basic knowledge needed to comply with the GDPR.

Data Protection Principles

This course is aimed at office personnel who process information and aims to provide users with a broader understanding on the GDPR.

Environmental Awareness & Legislation



Course Duration: 30 min

Environmental issues such as global warming have meant that more than ever it's important for companies to educate their workforce on environmental awareness. In addition there are severe penalties for companies who neglect their environmental responsibility.

Awareness and compliance can only be achieved if all the workforce are onboard and behind the business.

We can help you achieve this with this three part environmental awareness course.

It helps all staff realise the need for environmental awareness and an understanding of the aims of the company.

Learning outcomes

By the end of the course you will have learned about:

- The main environmental issues including pollution
- Dealing with packaging & waste
- The reasons for conserving energy
- Awareness of the main components of environmental law & environmental management

Awareness of Health & Safety at Work



Course Duration: 1 Hour

These modules are designed to provide basic health and safety knowledge and an awareness of essential workplace health and safety issues. Perfect for Health & Safety induction training for new employees.

It is appropriate for employees and employers and will promote a safe working and risk management culture at work.

You will learn about health and safety statistics, terminology, benefits, legislation and enforcement, risk assessments, health and safety policies, employer and employee responsibilities and what to do if you have concerns.

Learning outcomes:

- ✓ Understand the key principles of workplace health and safety
- ✓ Outline accident prevention, investigation and reporting
- ✓ Communicate health and safety information
- ✓ Recognise common health and safety hazards and how they can be controlled

Abrasive Wheel Training



Course Duration: 40 min

This Abrasive Wheels online training course raises awareness of the dangers associated with Abrasive Wheels and the practical steps that can be taken to minimise and control the risks that working with Abrasive Wheels present.

The course covers what an abrasive wheel is, key legislation and guidance, the common hazards, selection and handling of wheels, safe use of wheels, the use of personal protective equipment and respiratory protective equipment and controlling the risk posed by dust.

In this module you will learn about:

- ✓ What is an abrasive wheel?
- ✓ Legislation and guidance

Asbestos Awareness



Course Duration: 50 min

Asbestos may be present in buildings that were built, or refurbished, up until the year 2000. This Asbestos Awareness online training course raises awareness of the dangers associated with asbestos so that the risk of exposure can be reduced.

This online Asbestos Awareness training course covers:

- ✓ What asbestos is
- ✓ The main types of asbestos encountered in the UK
- ✓ How asbestos causes harm
- ✓ Factors that affect the chances of harm being caused
- ✓ Many examples of where asbestos is found in the UK, including:
 - Loose asbestos in cavities
 - Lagging
 - Sprayed coatings
 - Asbestos Insulating Board (AIB)
 - Floor tiles
 - Textiles
 - Composites
 - Textured coatings
 - Asbestos cement products
- ✓ How to reduce the risk of being exposed to asbestos
- ✓ What to do in an emergency

COSHH Training



Course Duration: 30 min

This online COSHH training course has been created to provide people at any level and in any sector, with guidance that will help them to work safely with substances that are hazardous to health and comply with COSHH regulations.

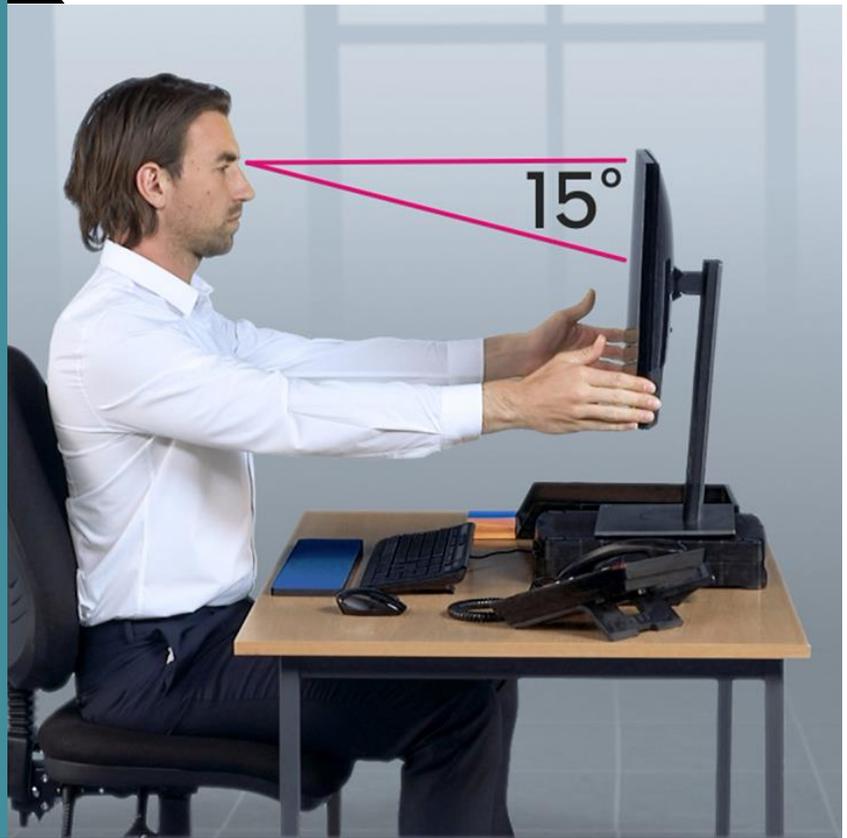
Upon completion of this course, you will be able to satisfy your legal obligations for appropriate training and minimise the risk of bad publicity or lawsuits. This course will also help to ensure the safety of you, and your staff, when working with hazardous substances.

This module will provide people at any level, in any sector, with the guidance that will help them to work safely with substances that are hazardous to health.

By completing this module, you will be able to demonstrate an understanding of the following:

- ✓ COSHH Legislation
- ✓ Employer responsibilities under COSHH
- ✓ Employee responsibilities under COSHH
- ✓ Harmful substances in the workplace and their effects

Display Screen & Workstation Assessment (DSE)



Course Duration: 40 min

The Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety Miscellaneous Amendments Regulations 2002 places significant responsibilities upon employers for the health and safety of their staff.

This course has been developed to enable organisations comply with the law by providing learners with an increased understanding of health and safety relating to display screen equipment and workstations.

It provides learners with the knowledge and skills required to carry out a thorough assessment of their workstation, identifying potential risks and implementing corrective action where necessary.

On completion of this e-learning course learners will have covered:

- ✓ The risks from DSE work
- ✓ The importance of good posture and changing position
- ✓ How to adjust furniture to help avoid risks
- ✓ Organising the workplace to avoid awkward or frequent stretching
- ✓ Avoiding reflections and glare on or around the screen
- ✓ Adjusting and cleaning the screen and mouse
- ✓ Organising work for activity changes or breaks if necessary
- ✓ Completing individual self-assessments

Fire Marshal & Warden Training



Course Duration: 25 min

Whatever the organisation or premise, the Regulatory Reform (Fire Safety) Order 2005 requires employers to have a fire safety strategy, which will allow all occupants to be evacuated safely in the case of a fire. As a way of ensuring the effectiveness of their strategy, many businesses are appointing a fully-trained fire warden as part of the emergency evacuation strategy.

It is this important role that is the focus of this elearning course.

Key Roles of the Fire Warden or Fire Marshal

Having a designated fire warden at your workplace will help ensure your business is prepared for a fire emergency and can conduct a safe evacuation of the business premise. The Fire Marshal role is also to identify potential workplace fire hazards and report any hazards found to the appropriate person. Also to assist in the implementation of fire safety best practices and improving effective fire emergency procedures in your workplace.

In the event of a fire or fire alarm is triggered Fire Marshal or Fire Warden need to ensure that the premises get evacuated and searched in a timely. The Fire Warden could be the person most at risk during the evacuation process, because they may be the last person to evacuate the building after completing a search of the affected building.

This course will provide people at any level, in any sector, with guidance that will help them to understand the role of the fire marshal or warden

By completing this course, you will be able to demonstrate an awareness and understanding of:

- ✓ The day-to-day role of the fire warden
- ✓ The role of the fire warden when the alarm sounds
- ✓ The fire warden's responsibility in terms of fire safety briefings
- ✓ The key points the fire warden needs to know and understand

Fire Safety Training



Course Duration: 1 Hour 15 min

Employers are legally required by Fire Safety Regulations (The Regulatory Reform (Fire Safety) Order 2005) to provide information, instruction and training to employees about fire precautions in the workplace. This course is targeted at businesses needing to train their staff in fire safety procedures. However, it is also applicable to anyone who wishes to learn how to prevent fire in the workplace and deal with it effectively should it occur.

Training outcomes

- ✓ Learners will understand the key legislation involving fire safety
- ✓ Learners will understand the legal requirements for workplace safety
- ✓ Learners will understand the "Fire Triangle" and how it may be used
- ✓ Learners will know how to react in a fire and understand the different warning systems
- ✓ Learners will understand the importance of an evacuation plan and key evacuation legislation
- ✓ Learners will understand the different types of fire and what the causes may be
- ✓ Learners will understand which type of fire extinguishers to use
- ✓ Learners will be able to take steps to minimise the risk of a fire occurring

First Aid Primary Survey



Course Duration: 40 min

This course is designed for anyone who may find themselves the first person at the scene of an incident involving a casualty. This may include a workplace environment - including shops, restaurants or in an office - whilst volunteering, or in a personal capacity such as an accident or an incident at home.

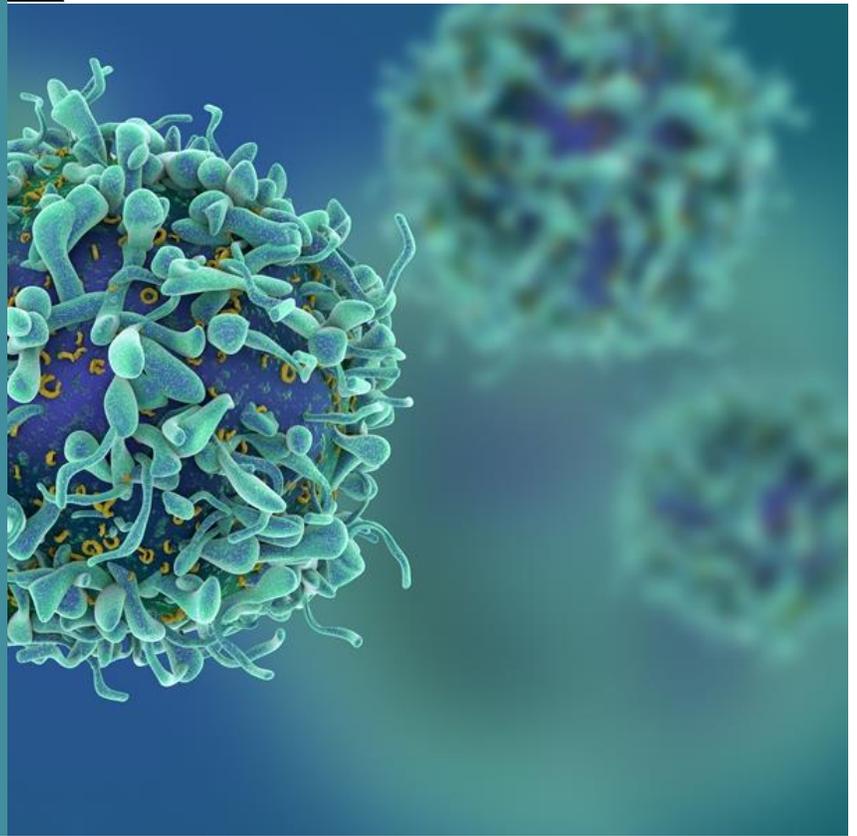
This course teaches learners to follow the Resuscitation Council (UK) Guidelines for basic to advanced life support training. Learners will be taught what to do if they are first on the scene of an incident, how to assess the situation as a potential danger zone and understand the importance of the recovery position and how they may apply it.

Upon completion of this course, learners will understand what is meant by the AVPU scale (Alert, Voice, Pain, and Unresponsive), be able to follow guidelines for the use of Automated External Defibrillators and know the key processes to follow in an emergency and what to do for each one: Danger, Response, Shout, Airway, Breathing, and Circulation.

This course is suitable for anyone who needs to:

- Carry out first aid risk assessment
- Learn new first aid skills
- Refresh your first aid skills
- Gain new first aid knowledge
- Keep their first aid skills up-to-date

Infection Prevention & Control



Course Duration: 5 min

In this short course we look at how you can contribute to infection prevention and control in your workplace by taking appropriate precautions and understanding your responsibilities.

Engaging with this course will enable you to;

- ✓ Know how you can contribute to infection prevention and control in your workplace
- ✓ Be able to demonstrate standard infection prevention and control precautions
- ✓ Understand your responsibility to prevent passing on infections in the workplace

Manual Handling in the Workplace



Course Duration: 40 min

This module will provide people at any level and in any sector, with guidance that will help them to handle objects safely whilst minimising the risk of injury.

By completing this course, you will be able to demonstrate an awareness and knowledge of the following:

- ✓ Explain why it is important to move and handle objects carefully
- ✓ Describe how your spine works
- ✓ Identify common injuries and explain how to avoid them
- ✓ List the key factors to take into account before undertaking the moving or lifting of a load
- ✓ Identify key legislation and employer/employee responsibilities

RAMS

Risk Assessments & Method Statements

LIKELIHOOD OF A HAZARDOUS EVENT OCCURRING

Unlikely to happen	Possibly could happen	Very likely to happen
Moderate	High	Very High
Moderate	Moderate	High
Moderate	Moderate	High
Low	Mod	High
Very Low		Moderate

Course Duration: 40 min

Course Duration: 30 min

Risk Assessment In the workplace

This Risk Assessment in the Workplace course will provide people at any level and in any sector with the guidance that will help them to carry out risk assessments.

By completing this course, you will be able to demonstrate an awareness and knowledge of;

- ✓ The importance of risk assessments
- ✓ The definitions of hazards and risks
- ✓ The underpinning principles of risk assessment

Method Statement Awareness

Method statements are often used to communicate safe systems of work between organisations and to those that are going to perform work.

This course serves as a quick, simple, effective way of explaining how to develop, implement and maintain a method statement. It also describes what to look out for if you are responsible for checking method statements prepared by others.

Also included in this course is a downloadable and editable method statement form which you can take away and use.

Personal Safety for Lone Workers



Course Duration: 40 min

Personal safety for lone workers is of prime importance. Every day in the UK, thousands of workers will be exposed to situations in which their safety could be put at risk, when they are left alone with customers or other members of the public.

Why take this course?

Safety risks can be more of an issue when staff are working in isolation without the support of colleagues to help them should an emergency or dangerous situation arise. Safety precautions for lone workers are therefore essential to protect their wellbeing, personal safety and the business they are working for too.

Undertaking our Personal Safety for Lone Workers e-learning course can help staff learn how to safeguard themselves and the premises they look after, minimising risk for all.

After completing the course, learners will know:

- ✓ What lone working is and why it is an issue worth finding out about
- ✓ The personal safety responsibilities that both employer and employee have
- ✓ The basic process of how people's roles are assessed to see what potential risks exist from lone working
- ✓ Key questions you can ask yourself in order to assess your own situation each time you work alone
- ✓ Important advice on how to act and what precautions to take in order to reduce the risks of lone working

Working at Height



Course Duration: 45 min

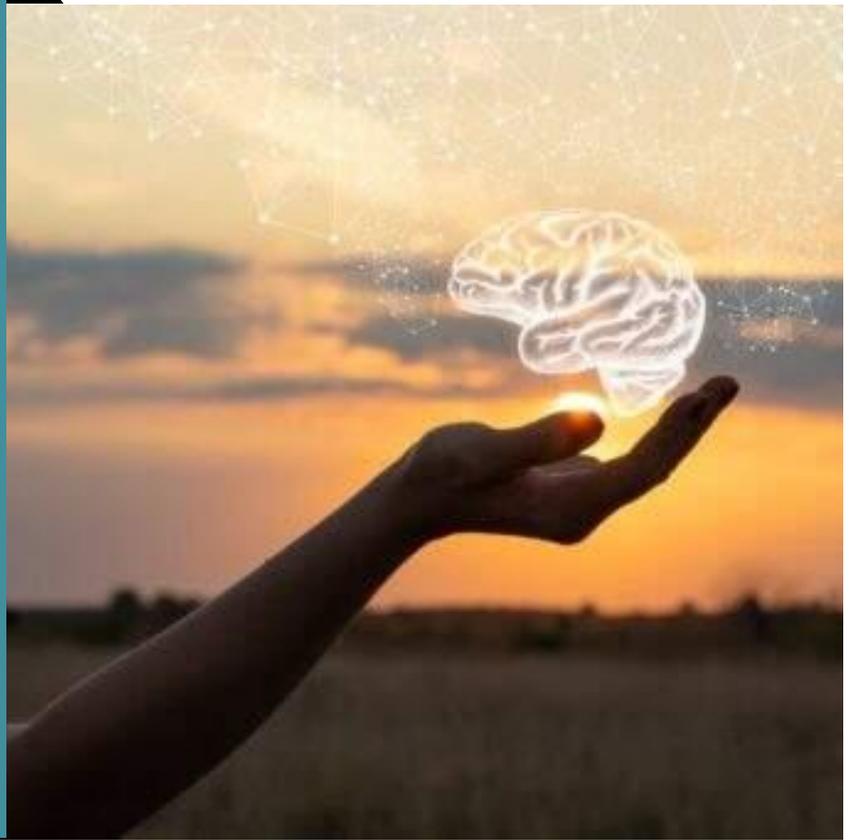
In this course, we'll cover current legislation around working at heights and the equipment you'll need, along with some more specific precautions to bear in mind when working with ladders, scaffolds and on roofs.

This training course will explain why working safely at height is important, and how individuals can contribute to their own wellbeing and the wellbeing of their colleagues.

Learning outcomes:

- Recognise different types of access equipment and their uses
- Know what is required to work safely with ladders
- Be aware of current legislation
- Know what is required to work safely with general access scaffolds
- Know what is required to carry out roof work safely

Mental Health Awareness



Course Duration: 35 min

This Mental Health Awareness course will help you recognise the common mental health issues that can affect people and will help you decide on the appropriate action to take.

The course covers the common types of mental health problems including: Anxiety, Post Traumatic Stress Disorder (PTSD), Panic attacks, Depression, Phobias, Obsessive Compulsive Disorder (OCD), Eating disorders, Bipolar disorder, Schizophrenia, Loneliness and Stress. It also describes how you can look after your own mental health and support others with their mental health issues.

Mental Health Awareness For Managers



Course Duration: 1 Hour

This Mental Health Awareness for Managers course will help managers recognise the common mental health issues that can affect workers and will help them decide on the appropriate action to take.

The course covers the common types of mental health problems including: Anxiety, Post Traumatic Stress Disorder (PTSD), Panic attacks, Depression, Phobias, Obsessive Compulsive Disorder (OCD), Eating disorders, Bipolar disorder, Schizophrenia, Loneliness and Stress. It also describes how managers can look after their own mental health and support others with their mental health issues.

Important

Awareness training, such as this course, helps to identify and reduce risks. But additionally context-specific information, instruction, training and/or supervision may be necessary given the unique nature of your organisation, your role within it, the tasks you perform and the environment in which you operate.

Extremism & Radicalisation Awareness



Course Duration: 1 Hour

This Extremism and Radicalisation Awareness online training course raises awareness of the risks of radicalisation and extremism in various forms and settings. It also covers practical steps that can be taken to recognise and minimise the risk of people becoming radicalised.

Course content

- ✓ Why you need to know about extremism and radicalisation
- ✓ Key definitions
- ✓ People at risk of radicalisation
- ✓ How radicalisation can occur
- ✓ The warning signs that can indicate radicalisation is taking place
- ✓ The Prevent duty, including:
 - The Counter-Terrorism and Security Act 2015
 - The Prevent duty
 - Duties under Prevent
- ✓ Assessing and controlling the risk, including:
 - Assessing the risk of radicalisation
 - Counter-Terrorism Local Profiles (CTLP)
 - Action plans
 - Channel
 - The Channel process
 - Criticisms of Prevent

Sector-specific duties, including:

- ✓ Local Authorities
- ✓ Schools and Registered childcare providers
- ✓ Higher education establishments and Universities
- ✓ The Police
- ✓ Prisons
- ✓ Probation services
- ✓ The health sector

OUR PRICING

	Access Only	*LMS
Access to all courses	✓	✓
Unlimited Users	✓	✓
Competency Tests	✓	✓
Automatically Issued Certificates of Completion	✓	✓
Unlimited Access (Only sign-up once)	One-month access	✓
CPD Accreditation for your Organisation		✓
Branded Platform Using your branding means your eLearning Hub is an extension of your organisation's brand. Learners are engaged because it looks, feels and sounds like your organisation.		✓
User Reports: ✓ All enrollments ✓ Completed enrollments		✓
Automation Set automations for training programmes and refresher training.		✓
Customisable Test Criteria		✓
Custom course development. <i>You name it, we'll make it.</i> (Extra Charges Apply)		✓
Converting your Organisations Training Material (Extra Charges Apply)		✓
TOTAL	£50 / Per Month	£200 / Per Month Billed Yearly or £300 / month billed monthly

*Learning Management System

FAQ's

What is an LMS?

A Learning Management System (LMS) provides staff with an online platform that they can log in to and access e-learning training exercises in a central, secure location.

Why does my company need an LMS?

Using e-learning instead of or alongside face-to-face learning can help to reduce training costs and improve productivity across a business. For example, mandatory staff training like fire safety or awareness of health and safety at work can be allocated when work is quiet, rather than sending people out of the office for a whole day or more.

Do I need such a tool?

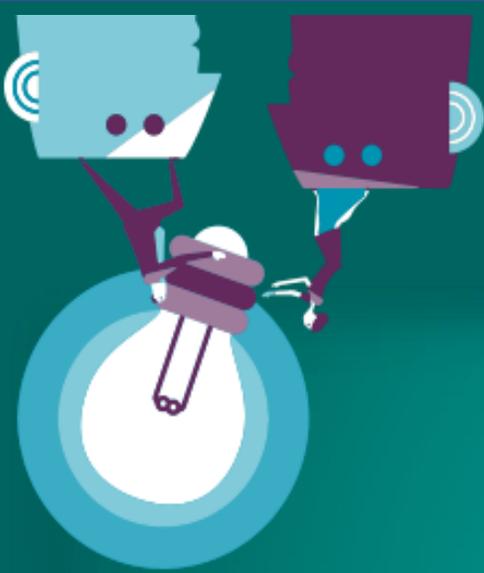
If your business is serious about training its employees then the answer is yes. Online training can be used in conjunction with your current training process or even as a complete replacement. There are a variety of benefits when you move to online training such as: reduced costs, reproducibility of training, no time or place restrictions, automating many of the processes and comprehensible reporting on who was trained in what.

Is it right for my industry?

The Learning Hub can be used in a wide range of industries that need to offer some sort of training. These include but are not restricted to: Education, Retail, Manufacturing, Construction, Public sector, Mining, Hotel, Non Profit, Marketing and Advertising, Law, Finance and Accounting, Real Estate, Health Care, Well-being and Non-profits. Actually, almost all industries can make use of some good training.

Is it secure?

Yes, it is as secure as it gets. All data is transmitted over a secure and encrypted channel. People cannot share your material with their URL since it expires after a few minutes.



An Advanced Training Approach for Modern Business.

Always Looking Forward.

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