

Course Title	Total Hours	Outcome
ICT / COMPUTER COURSES		
Online Basics – <i>Short course on grasping the basics</i>	6	Certificate
Understanding Twitter	3	Certificate
Using Social Media to communicate branch activities	3	Certificate
Mail Chimp – Start your own E-Newsletter	3	Certificate
Level 2 Certificates IT elements including; <ul style="list-style-type: none"> • Word Processing • Spreadsheets • Publishing • File Management • Digital Photography • Internet Security • Bespoke courses available on request 	10	Certificate
ICT Level 1 – Full qualification covering basics of MS Office	30	Level 1
ICT Level 2 –	45	Level 2
Essential IT User Skills (Level 2) – Distance Learning	128	Level 2
Functional Skills		
Numeracy Level 1	40	Level 1
Numeracy Level 2	45	Level 2
Literacy Level 1	40	Level 1
Literacy Level 2	45	Level 2
Distance Learning (Paper Based or Online)		
Understanding Working With People with Mental Health Needs	128	L2
Awareness of Mental Health Issues	128	L2
Understanding Autism	128	L2
Principles of Working With Someone With Learning Difficulties	128	L2
Principles of Dementia Care	128	L2
Principles of Care Planning	128	L2
Understanding End of Life Care	128	L2
Common Health Conditions	128	L2
Counselling Skills	128	L2
Prevention & Control of Infection in Healthcare	128	L2
Safe Handling of Medicines	128	L2
Understanding the Care and Management of Diabetes	128	L2
Dignity and Safeguarding in Health and Social Care	128	L2
Preparing to Work in Adult Social Care	128	L2
Nutrition and Health	128	L2
Essential IT User Skills	128	L2
Information Advice and Guidance	128	L2
Principles of Customer Service	128	L2
Business Administration	128	L2
Principles of Team Leading	128	L2
Equality and Diversity	128	L2
Cleaning Knowledge and Skills	128	L2

For further details, contact your local GMB Union Learning Rep or the GMB Reachout Team on **0161 877 9439**
Email: Courses@gmbreachout.org.uk
Website: www.gmbreachout.org.uk

Principles of End of Life Care	128	L3
ILM Diploma In Leadership & Management	128	L3
Preparing to Work in Adult Social Care	128	L3
E-NOTE COURSES (ONLINE)		
Language Support for Workers	1	Certificate
Working with Figures	1	Certificate
Mental Health in the Workplace	1	Certificate
Cancer In the Work Place	1	Certificate
Pregnancy and Maternity Discrimination	1	Certificate
Mentoring - Guide for Reps	1	Certificate
ULR Introduction	1	Certificate
Supporting Learners Into Higher Education	1	Certificate
Migration - The fight Against Exploitation	1	Certificate
Fit for Work	1	Certificate
Work Related Upper Limb Disorders	1	Certificate
Domestic Violence	1	Certificate
Building a Stronger Workplace Union	1	Certificate
Facility Time	1	Certificate
A Living Wage	1	Certificate
Apprenticeships	1	Certificate
Equality Law	1	Certificate
Industrial Partnerships	1	Certificate
Supporting Mid Life Development	1	Certificate
Additional Paternity Leave	1	Certificate
Understanding Universal Credit	1	Certificate
Supporting Learners	1	Certificate
Vulnerable Employment	1	Certificate
The Sick Note	1	Certificate
European Works Council	1	Certificate
FUTURE LEARN (ONLINE)		
Get Started with Online Learning	6	Certificate
Numeracy Skills for Employability & the Workplace	12	Certificate
Starting Writing Fiction	24	Certificate
Introduction to Italian	36	Certificate
Palliative Care: Making it Work	9	Certificate
Caring for Vulnerable Children	24	Certificate
The Power of Social Media	6	Certificate
How to Succeed at Interviews	9	Certificate