

**FULLY
FUNDED
COURSES
AVAILABLE**

See inside for
further details

Online Courses Guide 2022

Find out more
www.ncl-coll.ac.uk/online-courses



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Online learning is a great way for people to upskill at any time, but never more so than during these current times. I'm delighted that we're launching a range of online training courses, which will be delivered by one of our partner college's West Lancashire College, designed to help you develop new skills or build on existing ones.

Available on a rolling basis, our online qualifications are delivered by distance learning and offer nationally recognised Level 1 or 2 qualifications for students aged 19 or over on 31 August 2020. The courses are great for evidencing your competency to employers, will further your personal and professional development and will give you the relevant skills, knowledge and understanding leading to career progression, a career change and/or improved employment prospects.

These online courses give you the flexibility to carry out training in your own time, whenever and wherever is most convenient for you without the need to attend college. At the start of your course you will be allocated a Personal Tutor who will support you through your qualification and you will be provided with all learning and assessment materials which have been specifically developed to support you in

meeting the qualification requirements. Your tutor will also provide you with written feedback on the assessments you submit as well as ongoing support through a remote tutorial.

Studies have shown that learning has a positive effect on our wellbeing, it can help us develop self-confidence, as well as develop our skills to enable career progression and help us feel a sense of achievement. Within this brochure you will find courses that will help you develop your skills for many different employment sectors including Business, Childcare, Retail, Warehousing and more. And, the great news is courses are fully funded* for many people.

Learning is lifelong, so no matter what your age or motivation, whether you want to study for leisure, gain skills and knowledge needed to fulfil a lifelong ambition, secure a promotion or change your career, these online programmes have something to offer you.

I do hope you find something that interests you and very much look forward to hearing of your future success.

Best wishes

Scott Bullock, Principal

*Courses fully funded if you have a low income, are on benefits or unemployed. If you are aged 19-23 years and wish to study a Level 2 qualification, in order to be eligible you must also have already achieved a full Level 2 qualification or above previously e.g. 5 GCSEs Grades A-C, BTEC Level 2 etc.

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Business and Management

Course	Course Description	Start Date	Duration	Fee*	Delivery
Creating a Business Start-Up Level 2 Certificate	Explore business ideas and learn how to develop and progress your business plan so you fully understand your target market. The course will also teach you about marketing your business and the important legal and financial requirements you have to follow.	Flexible	6 wks	Fully funded*	Online
Lean Organisation Management Techniques Level 2 Certificate	This course will help you to understand the concept of a lean environment and its benefits, as well as how to implement a productivity needs analysis and develop an understanding of what makes an effective team.	Flexible	5 wks	Fully funded*	Online
Principles of Business Administration Level 2 Certificate	Gain knowledge to work in a range of different environments in a business admin role. Whether you would like to brush up on your skills or pick up some new ones, this course will give you the knowledge you need to provide high-quality support to the business you work for.	Flexible	12 wks	Fully funded*	Online
Principles of Customer Service Level 2 Certificate	This course can help you improve your skills and make sure every customer has a great experience. You will increase your awareness of how to understand and meet customers' needs, as well as learn how to improve your performance using feedback, plus how to successfully promote products and services.	Flexible	12 wks	Fully funded*	Online
Principles of Team Leading Level 2 Certificate	This qualification will teach you the principles of team leading, how to use different styles of leadership to enhance your team's performance, and how to motivate team members to get the best out of them. You'll learn how to manage conflict within teams, how to handle dissatisfied customers and how to be the best mentor possible	Flexible	10 wks	Fully funded*	Online
Understanding Business Improvement Techniques Level 2 Certificate	Learn the principles of team leading, how to use different styles of leadership to enhance your team's performance, and how to motivate team members to get the best out of them. You'll also learn how to manage conflict within teams, how to handle dissatisfied customers and how to be the best mentor possible.	Flexible	10 wks	Fully funded*	Online
Understanding Data Protection and Data Security Level 2 Certificate	This fully online Level 2 Certificate in Data Protection and Data Security will provide you with essential knowledge on data protection compliance. The qualification will help to develop your understanding of key data legislation such as the General Data Protection Regulation (GDPR) and the Data Protection Act. You will learn the steps that organisations can take to protect data from common threats to ICT systems, as well as the consequences that failing to protect data can have for individuals and organisations.	Flexible	8 wks	Fully funded*	Online
Understanding Workplace Violence and Harassment Level 2 Certificate	With our Level 2 Certificate in Understanding Workplace Violence and Harassment qualification, you will gain an understanding of how to create a safe working environment. You'll learn about important policies and procedures, why workplace violence may occur, and how the risk of workplace violence can be reduced by good practices. The qualification will also give you the skills to champion equality and diversity within your workplace and make it more inclusive.	Flexible	8 wks	Fully funded*	Online

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Caring For Children and Young People

Course	Course Description	Start Date	Duration	Fee*	Delivery
Introducing Caring for Children and Young People Level 2 Certificate	Learn the strategies and procedures used to protect young people from abuse and exploitive behaviour, and ensure their safety.	Flexible	6 wks	Fully funded*	Online
Principles of Working with Individuals with Learning Disabilities Level 2 Certificate	This qualification is ideal for you if you're working within healthcare or social care but may also be useful if you're working in education or a housing support role. The course aims to help you develop your underpinning knowledge and understanding to support your role working with people with learning disabilities. You will explore the principles of safeguarding and positive risk taking and gain awareness of the autistic spectrum.	Flexible	10 wks	Fully funded*	Online
Understanding Common Childhood Illnesses Level 2 Certificate	This course will increase your knowledge and understanding of common childhood illnesses and enable you to support the development and wellbeing of infants and children that you support/care for.	Flexible	6 wks	Fully funded*	Online
Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace Certificate	In this fully online course, you'll build an understanding of mental health problems and the support available in the workplace. You will learn how to support individuals with their mental health, as well as what a mentally healthy environment is like.	Flexible		Fully funded*	Online
Understanding Specific Learning Difficulties Level 2 Certificate	Learn about a range of specific learning difficulties, including ADHD, dyslexia and dyscalculia. This course is great for people working in a variety of sectors, such as healthcare, social care and education.	Flexible	6 wks	Fully funded*	Online

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Cleaning and Infection Control

Course	Course Description	Start Date	Duration	Fee*	Delivery
Cleaning Principles Level 2 Certificate	If you're starting a career in the cleaning industry, this course is the best way to brush up on your skills and show your competency to employers in one of the largest business sectors in the UK. You'll learn how to use and dispose of chemicals, and why health and safety must be at the forefront of everything you do, plus how to tackle cleaning tasks from floors and washrooms to specialist areas with ease.	Flexible	6 wks	Fully funded*	Online
Principles of the Prevention and Control of Infection in Health Care Settings Level 2 Certificate	Gain the skills you need to tackle the risk of infection in your workplace. The course covers procedures and regulations surrounding infection control, as well as the importance of maintaining a clean environment.	Flexible	6 wks	Fully funded*	Online

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Digital Skills

Course	Course Description	Start Date	Duration	Fee*	Delivery
Cyber Security	This online course is a key starting point for anyone looking to begin their career in cyber security.	Flexible	8 wks	Fully funded*	Online
Digital Skills for Work Level 2 Award	This course allows learners to demonstrate understanding of and competency in digital literacy skills. It will help you to progress to a work role where digital literacy skills are required and provide opportunities to acquire a number of practical skills.	Flexible	8 wks	Fully funded*	Online
Understanding Coding Level 2 Certificate	This course is designed for anyone who is looking to gain an introduction to coding. As the world is evolving digitally and the digital sector is growing, this course will give you an insight into the principles of coding, and how coding is used in practice for software development.	Flexible	8 wks	Fully funded*	Online

Environmental

Course	Course Description	Start Date	Duration	Fee*	Delivery
Understanding Climate Change and Environmental Awareness Level 2 Certificate	Learn the principles of climate change so you can drive positive change and become 'greener' in the workplace and at home. You will learn about the impact of pollution, the barriers to a sustainable future and how to challenge these barriers. The qualification also covers the advantages of renewable energy and how to reduce energy consumption and carbon footprints for a better world	Flexible	6 wks	Fully funded*	Online

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Health and Care

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Customer Service for Health and Social Care Settings Certificate	This fully online Level 2 Certificate in Customer Service for Health and Social Care Settings is designed to help you develop these positive working relationships. You will learn about customer expectations and how to adapt environments and your communication styles for customers with specific needs. You'll also gain a better understanding of what makes effective teams work.	Flexible	8 wks	Fully funded*	Online
Common Health Conditions Level 2 Certificate	This course covers a variety of health conditions including dementia, strokes, sensory loss, arthritis and Parkinson's disease. It's a great way to increase your understanding of these conditions and help you to monitor the health of people affected by them.	Flexible	6 wks	Fully funded*	Online
Personal Exercise, Nutrition and Health Level 2 Certificate	The Level 2 Certificate in Improving Personal Exercise, Health and Nutrition will enable you to develop the skills you need to reach your health and fitness goals. You will learn how to assess your fitness levels, how to design a healthy personalised diet and exercise plan, and develop your understanding of anatomy and physiology. The course will also teach you about healthy lifestyles and how technology can be used to help you on your journey.	Flexible	8 wks	Fully funded*	Online
Preparing to Work in Adult Social Care Level 2 Certificate	This course will help you gain an appreciation of what it's like to work in the adult social care sector. You will learn about person-centred care and safe working practices, as well as the importance of safeguarding, equality and diversity, and duty of care	Flexible	12 wks	Fully funded*	Online
Principles of Dementia Care Level 2 Certificate	Learn all about approaches to dementia care, gain insight into how dementia affects the way people behave and interact, as well as how best to communicate with people who have dementia	Flexible	6 wks	Fully funded*	Online
Principles of Dementia Care Certificate Level 3	This course allows learners to develop in-depth knowledge and understanding of dementia and its effects. Learners will gain an understanding of the types of dementia, the importance of early diagnosis and the role of communication, interaction and inclusion in dementia care and support.	Flexible	16 wks	Fully funded*	Online

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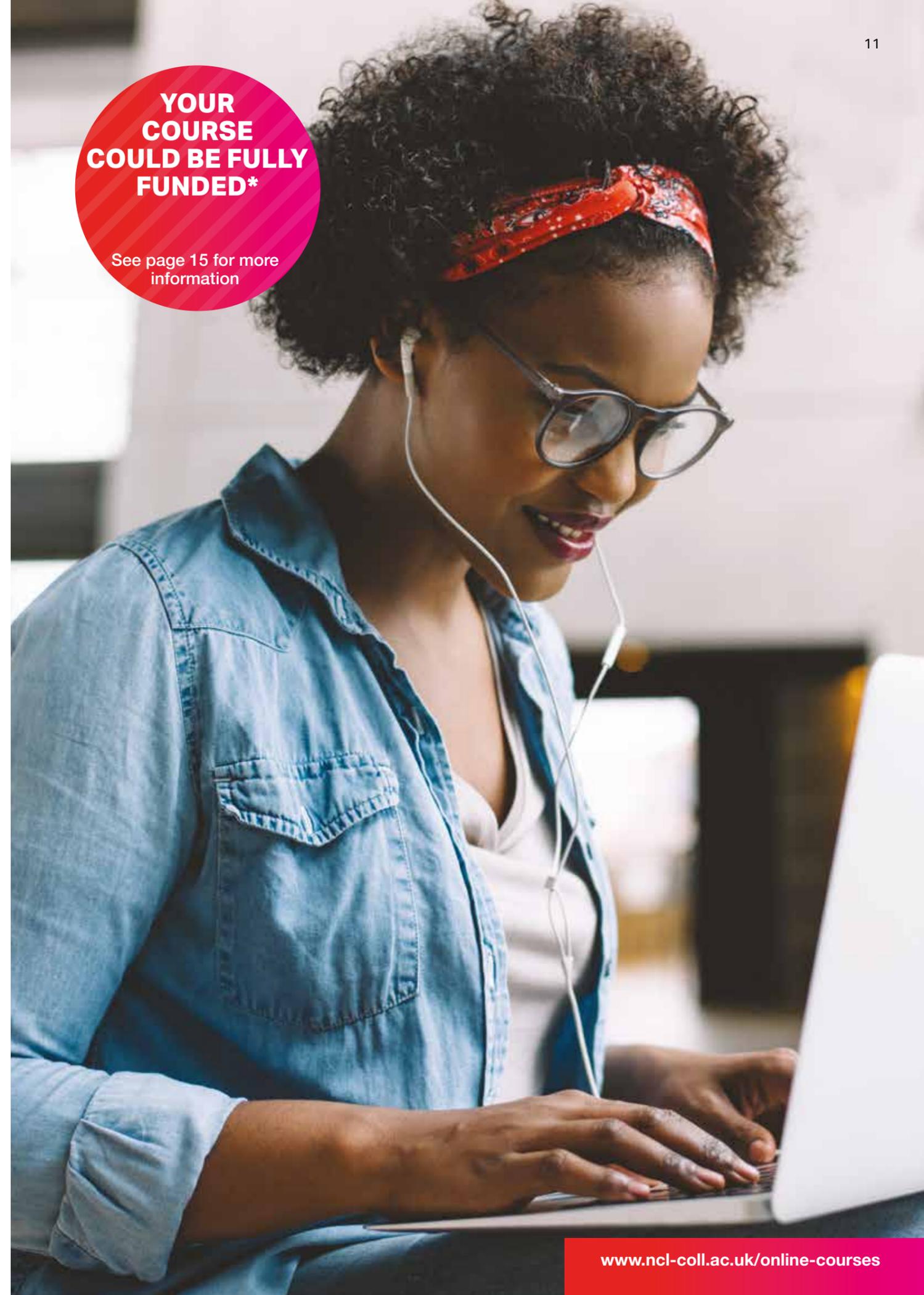
Health and Care

Course	Course Description	Start Date	Duration	Fee*	Delivery
The Principles of End of Life Care Level 3 Certificate	This course offers the knowledge and understanding needed to care for patients approaching the end of their lives. It covers a wide range of care settings, including hospices, care homes, care in the community and primary care. In this qualification, you will look at the common questions and themes in end of life care. You'll also gain an understanding of how to support a person's familial, spiritual, social and emotional needs.	Flexible	16 wks	Fully funded*	Online
Understanding Adverse Childhood Experiences	This course offers the opportunity to study exploring childhood and family structures, gives an introduction to adverse childhood experiences and provides guidance on developing strategies to improve outcomes for children affected by adverse childhood experiences.	Flexible	8 wks	Fully funded*	Online
Understanding Autism Level 3 Certificate	This course is designed for learners who want to increase their knowledge and understanding of the condition, and the challenges and strengths that autistic people may experience. You will learn about characteristics, diagnosis and how understanding and different theories surrounding autism have developed over time.	Flexible	16 wks	Fully funded*	Online
Understanding Customer Service for Health and Social Care Settings	This fully online Level 2 Certificate in Customer Service for Health and Social Care Settings is designed to help you develop these positive working relationships. You will learn about customer expectations and how to adapt environments and your communication styles for customers with specific needs. You'll also gain a better understanding of what makes effective teams work.	Flexible	8 wks	Fully funded*	Online
Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace Certificate	In this fully online course, you'll build an understanding of mental health problems and the support available in the workplace. You will learn how to support individuals with their mental health, as well as what a mentally healthy environment is like.	Flexible		Fully funded*	Online
Understanding Nutrition and Health Level 2 Certificate	Whether you work in the healthcare or fitness industry and want to enhance your knowledge, or whether you just want to make some lifestyle changes yourself, our Level 2 Certificate in Understanding Nutrition and Health is perfect for you. This fully online course will teach you about the role food and exercise play in maintaining health, and what the information on food labelling really means and how to use it correctly. You will also gain insight into creating a diet and exercise plan that's tailored to each individual's needs, and understand how to manage food hygiene to achieve maximum results.	Flexible	6 wks	Fully funded*	Online

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Understanding Technology Enabled Care Certificate	This qualification helps you understand the positive impact technology can have on people and the improvements it can make to their quality of life. You will learn about different types of TEC available and how they can support people's independence and well-being.	Flexible	8 wks	Fully funded*	Online

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Retail

Course	Course Description	Start Date	Duration	Fee*	Delivery
Understanding Retail Operations Level 2 Certificate	This course covers everything from the selling process to retail law to handling customer complaints. It's a great way to make sure you have the skills you need to do your job.	Flexible	6 wks	Fully funded*	Online

Warehousing

Course	Course Description	Start Date	Duration	Fee*	Delivery
Principles of Warehousing & Storage Level 2	The course will give you the skills to process orders for dispatch, understand the purpose of a stock check and many other practical aspects needed for operating a warehouse.	Flexible	6 wks	Fully funded*	Online

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How to enrol

Choose from a wide range of online courses listed throughout this guide. You will need to apply via West Lancashire College's website. You can access this through our website at www.ncl-coll.ac.uk/online-courses

Once you have decided what to study, you can enrol online as follows:

Enrol Online

- Visit www.ncl-coll.ac.uk/online-courses
- Select any course that begin with ONLINE
- Click apply and follow the steps to make your application
- Once we receive your application, you will be sent a link to complete the enrolment process for your course

What will I need to enrol?

- You will need to have knowledge of your current qualifications as well as your National Insurance number.
- If you are a fee-paying student, you will require a credit or debit card to pay for your course.

What will I pay?

Courses are fully funded to many of our students, however the cost of your course depends on your individual circumstance and there are lots of funding opportunities available to help pay for your course. If you do have to pay for your course the cost is £362.

TUITION IS FULLY FUNDED FOR ADULT LEARNERS	EVIDENCE REQUIRED
Undertaking a First Full Level 2 qualification aged 19-23	Self-certification to be signed at enrolment
Undertaking a First Full Level 3 qualification aged 19-23	Self-certification to be signed at enrolment
Studying English or maths Basic Skills up to and including Level 2	None
Aged 19 or over in receipt of Job Seeker's Allowance including those receiving National Insurance Credits only and Employment Support Allowance (work related activity groups)	Current Letter authorised by the Job Centre (JSA Book not accepted). Bank statement
Aged 19 or over in receipt of UCRED, unemployed and mandated by Job Centre and earning less than £330 per month (All Work-Related Requirements Group, Work Preparation Group and Work-Focused Interview Group)	Current Letter authorised by the Job Centre
In receipt of other State Benefits who are unemployed and wishing to return to work	Income Support – current letter/bank statement Housing/Council Tax Benefit – letter from council or bank statement. Working Tax Credit/Pension Credits – current award notice.
TUITION MAY BE FULLY FUNDED FOR LEARNERS WHO	EVIDENCE REQUIRED
Want to be employed (or progress into more sustainable employment) and earning less than £17,004.00 annual gross salary	Proof of income eg: individual payslips (3 months), P60 Contract of employment
Have a low household income who are not eligible for free tuition and have a gross household income of less than £20,817 or independent income of £12,400. Learners are required to apply to the Discretionary Learner Support Fund for financial help towards their tuition fee	Proof of income eg: household payslips (3 months), P60, current award notice



Payment

Course fees are payable at enrolment and we accept payment by credit or debit card.

Please note, there is a £125 cancellation fee if a learner enrolls and fails to complete or withdraws early from the course. This is to cover administration costs.

If your course fee is being paid by a third party (e.g employer) you will be sent the appropriate documentation at enrolment.

Call **01695 52443** and ask for Learner Services to find out if you are eligible for assistance.

Fee refunds

Where the college has to cancel a course, the college will credit the fee and refund any fee payment to the learner. If the student agrees to an appropriate alternative course, then the original fee payment would be credited against the new alternative course. Students may apply to the college for a refund or partial refund of tuition fees if there are extenuating circumstances.

Newcastle College and NCG

Newcastle College is proud to be part of NCG, one of the country's leading college groups. We are one of seven colleges across the country that make up NCG, meaning we're a key part of providing education and training to learners, apprentices and employers across the UK. NCG's mission is to enable social mobility and economic prosperity through exceptional education. This mission sits at the heart of West Lancashire College and every college in our group plays an important role in achieving it. Through ambitious teaching, innovative courses and outstanding learning environments, NCG and all of its colleges aim to inspire excellence, spark curiosity and make a real impact on our learners and communities. Being part of NCG enables all seven colleges to work collaboratively to achieve these goals. Separately, we each work in close partnership with employers and local industry to offer education and skills training that leads to real employment opportunities for our learners and makes strong local economic impact. Together, we share expertise, support each other to grow, help each other to innovate and accomplish real change for young people, communities and economies across the country. www.ncgrp.co.uk



SAFEGUARDING

We are committed to safeguarding and ensuring all students experience a secure, safe and welcoming environment in which they can fulfil their potential. We are also committed to assisting students to develop the skills necessary to take responsibility for their own safety. Specific policies and procedures are in place to safeguard young people (students under 18 years of age) and adults at risk; these are robust and are reviewed regularly. Procedures are in place to take all reasonable measures to ensure risk is minimised and appropriate action is taken to address welfare concerns of young people and vulnerable adults. Our college community includes young people aged 14 to 18 and adults at risk. For this reason and as part of our commitment to safeguard our students and provide a safe place to learn, we are asking all potential students to disclose if they have a violent or sexual conviction. You will be asked to complete a declaration at the point of enrolment. If you do have convictions of this nature, you won't be automatically excluded from enrolling on a college course. Each case will be considered on its own merits. For further information please ask to speak to a member of the Safeguarding team. Newcastle College welcomes diversity in its student population - valuing differences in race, gender, sexual orientation, disability, religion or belief, class and age. We actively oppose discrimination, aim to remove all conditions that put people at a disadvantage, strive to improve access and to provide outstanding support. We are committed to providing an inclusive learning environment. We have produced a NCG Equality Strategy which sets out our response to statutory obligations and our approach to the active promotion of equality and diversity. Please discuss your support needs with us and we will make every reasonable effort to make adjustments to help you succeed.

DISCLAIMER

Every effort is made to ensure that the information contained in this booklet is correct at the time of publication. We reserve the right however, to make alterations or amendments to the details contained in this booklet. Courses will operate subject to sufficient numbers.

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