



online training

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

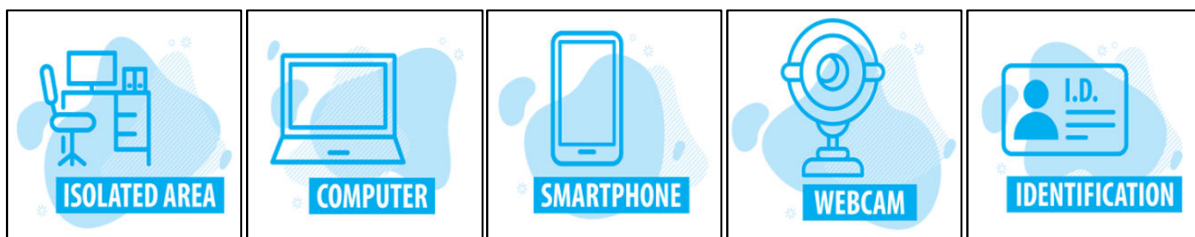
- **Lower costs** –travelling **expenditure** and external training fees
- **Time efficient** – less time travelling and training, **less business interruption** and **Immediate workplace benefit**
- **Reduced administrative effort** – for co-ordinators.
- **Learning flexibility** – 24/7 stop-start login.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

Over-Coming Challenges

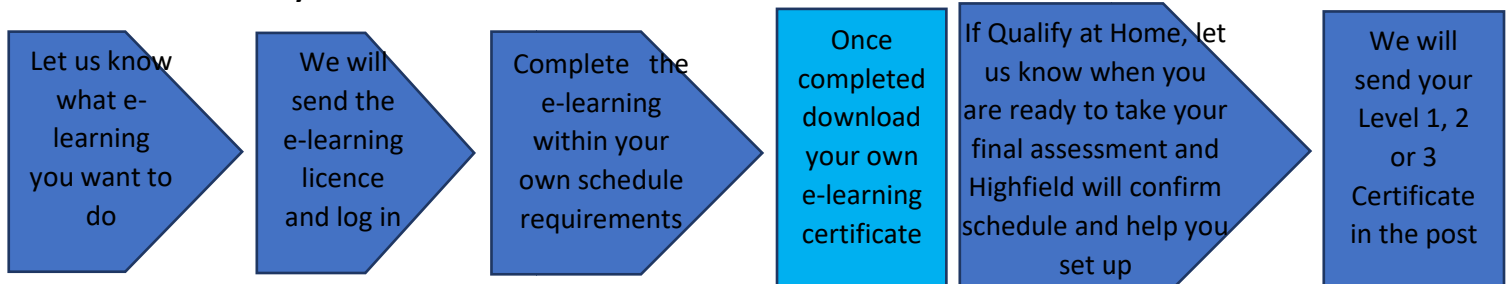
- **Access to IT** – Learner needs access to a laptop or tablet (not ideal for mobile phones).
- **Functional skills** – We can help you, if your learner needs support.
- **Interactive E-Learning** – with scenarios, videos and activities throughout to support understanding; formative and summative assessment.
- **“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 learner 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”



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)
Compliance (H&S) Orientated				
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)
Service Industry Orientated				
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
First Aid				
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)
Specialisms				
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)
Administration & Finance Orientated				
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 Laun	Yes	20-40 m	No	
Intro to Fraud & Fraud Prev	Yes	20-40 m	No	