



LIFELONG LEARNING



Fire Brigade Union's **National Learning Centre**

A large, dark blue, stylized graphic of a fire helmet with flames, serving as a background for the central text.

**COURSE  
GUIDE  
2018/19**

unionlearn  
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Union  
Learning  
Fund

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# AN INTRODUCTION TO OUR COURSES

We are now taking applications for courses running from September 2018 to June 2019. Places are limited so apply early to avoid disappointment.

Many of our courses can be studied as part of a distance learning programme, so whether you're upgrading your skills or want a change of direction, we've got something for you.

Expressions of Interest will be stored in the Learning Centre and we will then contact learners to arrange enrolment. Learners must complete their courses within agreed timelines and should spend time considering if they have the time and capacity to complete all units and return work within the timescales agreed with the Learning Centre.

All of our courses are distance learning apart from ECDL and Functional Skills, again only available in certain regions.

### Distance Learning courses:

Flexible

Designed around fire service shifts

Timescales agreed with learner at enrolment

Accredited learning at Level 2

Learning Centre support available

Certificate issued on completion and verification

### Level 2 qualifications

What are they?

Level 2 courses are GCSE A-C grade equivalent.

### HOW TO APPLY

Interested learners can apply by registering their interest on our website

[www.fbueducation.org](http://www.fbueducation.org)

or by contacting the FBU Learning Centre staff or their local Project Support Organiser or Union Learning Rep for more details – these courses and qualifications are accredited and must be completed by learners so consideration should be given to the time needed to complete these courses by all potential learners.

# DISTANCE LEARNING COURSES

## Regional availability

### NCFE Level 2 certificate ▼

Autism Awareness  
Code: 601/6330/6

### Course information

The NCFE Level 2 Certificate in Autism Awareness is designed to develop learners' understanding of autism and the principles of supporting individuals with autism covering the person centred approach and influence of positive communication methods, how to support positive behaviour and how individuals with autism can be supported to live healthy and fulfilled lives.

The certificate consists of three assessments papers, normally taking up to 12 weeks to complete. The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessments are based on a combination of knowledge and skills learned on the programme. You must complete the paper based assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of both unit assessments you will be awarded the NCFE Level 2 Certificate in Autism Awareness

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

- Introduction to autism
- Using a person-centred approach to support individuals with autism
- Communication and social interaction in individuals with autism
- Sensory processing, perception and cognition in individuals with autism
- Supporting positive behaviour in individuals with autism
- Supporting individuals with autism to live healthy and fulfilled lives

### Duration/dates

12 weeks – Flexible learning, with various start and end dates between September 2018 – June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12

## Regional availability

### NCFE Level 2 certificate ▼

Common Health Conditions  
Code: 601/4306/6X

### Course information

This level 2 course will not only give you an awareness of the signs, symptoms and treatments available for a variety of common health conditions, but you will also learn how to care for individuals and enable them to manage, monitor and control their condition. The certificate consists of 6 units, 4 assessments, normally taking up to sixteen weeks to complete. You will receive your learning resources/information pack at your induction session, which we will arrange with you at a location and date that is mutually convenient.

The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessments are based on a combination of knowledge and skills learned on the programme. You must complete the paper based assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of both unit assessments you will be awarded the NCFE Level 2 Certificate in Common Health Conditions

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with The Skills Funding Agency and our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

- Understand how to contribute to monitoring the health of individuals affected by health conditions
- Understand cardiovascular disease
- Stroke awareness
- Arthritis awareness
- Understand physical disability
- Parkinson's disease awareness

### Duration/dates

16 weeks – Flexible learning, with various start and end dates between September 2018 – June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12

# DISTANCE LEARNING COURSES

## Regional availability

### NCFE Level 2 certificate ▼

Principles of Dementia Care  
Code: 601/6355/5

### Course information

This course will teach learners about the benefits of positive communication, issues around the use of medication for those with dementia and the importance of person-centred care. Learners will develop their knowledge and understanding of the different types of dementia as well as how to take a person-centred approach to dementia care and support. Upon completion, learners will be able to recognise individual needs surrounding issues such as equality, diversity and inclusion that are fundamental to one-to-one and individual care.

At your induction, which we will arrange with you, at a mutually convenient date and location, you will receive your learning resources, information pack and all three assessments papers. We will agree your learning plan and your course completion dates, on average approx 16 weeks. The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessment is based on a combination of knowledge and skills learned on the programme. You must complete all three assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of all three assessments you will be awarded the Level 2 Certificate in the Principles of Dementia Care

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with The Skills Funding Agency and our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

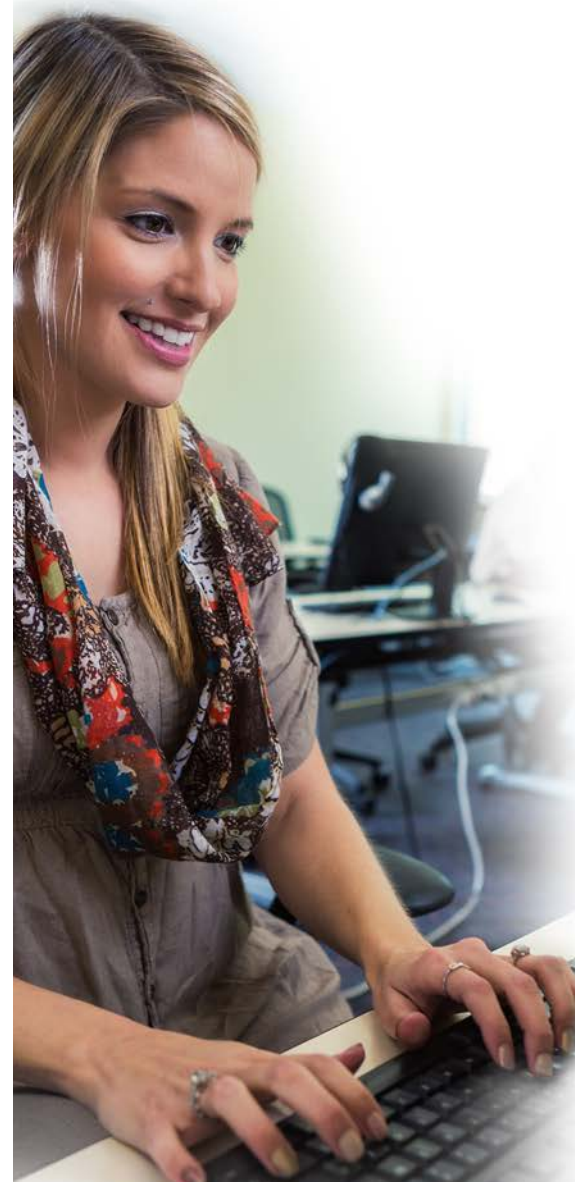
- Dementia awareness
- The person centred approach to the care and support of individuals with dementia
- Understand the factors that can influence communication and interaction with individuals who have dementia.
- Understand equality, diversity and inclusion in dementia care
- Understand the administration of medication to individuals with dementia using a person centred
- Understand behaviour on the context of dementia
- Understand the benefits of engaging in activities in social care

### Duration/dates

12 weeks – Flexible learning, with various start and end dates between September 2018 – June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12



# UNDERSTANDING SPECIFIC LEARNING DIFFICULTIES

## Regional availability

### Certificate ▼

Understanding Specific Learning Difficulties  
Code: 603/2041/2

### Course information

The Understanding Specific Learning Difficulties qualification covers a range of areas, including, how to support individuals with Specific Learning Difficulties and the context and diagnosis of Specific Learning Difficulties.

This qualification will help you to further your understanding of Dyslexia, ADHD and other Specific Learning Difficulties.

The certificate consists of two assessments normally taking up to twelve weeks to complete and there is no need to attend a college to gain the qualification. The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessments are based on a combination of knowledge and skills learnt on the programme. You must complete the paper based assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of all unit assessments you will be awarded the NCFE Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities.

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

- Understand Specific Learning Difficulties
- Understand the effects of Specific Learning Difficulties
- Understand the diagnosis of Specific Learning Difficulties
- Understanding supporting individuals with Specific Learning Difficulties
- Understand the context of Specific Learning Difficulties

### Duration/dates

Duration/dates: 12 weeks – Flexible learning with various start and end dates between September 2018 - June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12



# DISTANCE LEARNING COURSES

## Regional availability

### NCFE Level 2 certificate ▼

Equality and Diversity  
Code: 601/3145/7

### Course information

The programme is designed for anyone who wishes to develop their knowledge of the issues and anti-discrimination laws that relate to equality and diversity. This qualification is ideal to support continuous professional development for people who are already in work, or enhance their career opportunities. The underlying principles of the programme are applicable to all walks of life exploring diversity issues that are relevant at work and in social situations.

At your induction, which we will arrange with you a mutually convenient date and location, you will receive your learning resource/information pack.

The Certificate consists of two assessments normally taking up to four weeks per assessment so there is no need to attend a college to gain the qualification. The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessment is based on a combination of knowledge and skills learned on the programme. You must complete both assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of both unit assessments you will be awarded the NCFE Level 2 Certificate in Equality and Diversity.

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

- Equality and Diversity in Society
- Equality and Diversity in the Community
- Equality and Diversity in the Workplace

### Duration/dates

10 weeks – Flexible learning, with various start and end dates between September 2018 - June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12

## Regional availability

### NCFE Level 2 certificate ▼

Information, Advice and Guidance  
Code: 601/4321/6

### Course information

The Information, advice and guidance programme covers a range of areas, including, providing information, offering advice and signposting people and supporting people in their chosen path. This programme will help you to develop the skills and knowledge needed to give information, advice and guidance to both individuals and groups.

The Certificate consists of two assessments normally taking up to four weeks per assessment. You will receive your learning resource/information pack which includes your workbooks and assessments papers at your induction, which will arrange with you at a mutually convenient date, time and location.

The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessment is based on a combination of knowledge and skills learned on the programme. You must complete both assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of both assessments you will be awarded the Level 2 Certificate in Information, Advice or Guidance.

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with The Skills Funding Agency and our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

- Developing interaction skills for information, advice or guidance  
Information, advice or guidance in practice
- Information, advice or guidance work with groups
- Managing information
- Signposting and referral – information, advice or guidance

### Duration/dates

12 weeks – Flexible learning, with various start and end dates between September 2018 - June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12

# DISTANCE LEARNING COURSES

## Regional availability

### NCFE Level 2 certificate ▼

Working with Individuals with Learning Disabilities  
Code: 601/1687/0

### Course information

The NCFE Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities is designed to provide learners with a comprehensive understanding of issues surrounding different types of learning disabilities and how these affect individuals in their daily lives, including safeguarding, positive risk taking and an awareness of the autistic spectrum. At your induction you will receive your learning resource/information pack which includes three assessments covering six units normally taking up to twelve weeks to complete.

The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessments are based on a combination of knowledge and skills learnt on the programme. You must complete the paper based assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of all unit assessments you will be awarded the NCFE Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities.

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with The Skills Funding Agency and our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

- Understand the context of supporting individuals with learning disabilities
- Principles of safeguarding and protection in health and social care
- Introduction to personalisation in social care
- Principles of positive risk taking for individuals with disabilities
- Introductory awareness of autistic spectrum conditions
- Principles of supporting individuals with a learning disability to access healthcare

### Duration/dates

12 weeks – Flexible learning, with various start and end dates between September 2018 - June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12

## Regional availability

### NCFE Level 2 certificate ▼

Awareness of Mental Health Problems  
Code: 601/3438/0

### Course information

The NCFE Level 2 Certificate in Mental Health Awareness is designed to help you raise your understanding and awareness of mental health and the problems that can cause mental illness. This course gives you knowledge of a range of different mental health issues, covering causes of the issues as well as how mental health problems can be managed and treated. At your induction, which we will arrange with you at a mutually convenient date and location you will receive your learning materials /information pack and assessments papers .

The Certificate consists of four assessments papers, normally taking up to sixteen weeks to complete. The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessments are based on a combination of knowledge and skills learned on the programme. You must complete the paper based assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of both unit assessments you will be awarded the NCFE Level 2 Certificate in Mental Health Awareness

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

- Understanding mental health
- Understanding stress
- Understanding anxiety
- Understanding phobias
- Understanding depression
- Understanding post-natal depression
- Understanding bipolar disorder
- Understanding schizophrenia
- Understanding dementia
- Understanding eating disorders
- Understanding attention deficit hyperactivity disorder (ADHD)
- Understanding obsessive compulsive disorder (OCD)
- Understanding post-traumatic stress disorder (PTSD)

### Duration/dates

16 weeks – Flexible learning, with various start and end dates between September 2018 - June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12

# DISTANCE LEARNING COURSES

## Regional availability

### NCFE Level 2 certificate ▼

Nutrition and Health  
Code: 601/3389/2

### Course information

This course provides an opportunity to improve your knowledge and understanding of nutrition and healthy eating, offering practical advice alongside tips on how to live healthier, develop eating plans and recognising the inclusion of additives in processed food. Throughout the course, you will increase your understanding of the principles of healthy eating and the role of food in maintaining health. This qualification is an insight into food labelling, eating disorders and the role of a healthy diet for weight management.

At your induction, which we will arrange with you at a mutually convenient date and time you will issued with your learning resources and assessment papers. The certificate consists of three assessments normally taking up to four weeks per assessment so there is no need to attend a college to gain the qualification. The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessment is based on a combination of knowledge and skills learned on the programme. You must complete all three assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of all three assessments you will be awarded the Level 2 Certificate in Nutrition and Health

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with The Skills Funding Agency and our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

- Explore principles of healthy eating
- Consider nutritional needs of a variety of individuals
- Use food and nutrition information to plan a healthy diet
- The principles of weight management
- Understanding eating disorders
- Principles of food safety for the home environment

### Duration/dates

12 weeks – Flexible learning, with various start and end dates between September 2018 - June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12

## Regional availability

### NCFE Level 2 certificate ▼

Team Leading Knowledge  
Code: 601/7072/4

### Course information

This level 2 course will provide you an insight into the roles and functions of a team leader. By developing the skills you need to deal with key areas revolving around team leading such as; challenges within a team, maintaining a harmonious working environment and supporting effective teamwork. You will develop your understanding of how to be an effective team leader. This programme will teach you how to; support the development of team members, set objectives, improve communication and team motivation. Also maintain the health, safety and security of yourself and your team as well as other core abilities of a team leader.

At your induction, which we will arrange with you at a mutually convenient date and time you will receive your learning resource/information pack. The certificate consists of 3 assessments normally taking up to twelve weeks to complete and there is no need to attend a college to gain the qualification. The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessments are based on a combination of knowledge and skills learned on the programme. You must complete the paper based assessments, within the agreed timescales and submit these for marking by our team of qualified tutors. Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of both unit assessments you will be awarded the NCFE Level 2 Certificate in Team Leading Knowledge

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with The Skills Funding Agency and our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

### Course units

- Preparing to lead the team
- Support development of self and team members
- Communication and the team leader
- Equality, Diversity and the team leader
- Motivating the team

### Duration/dates

12 weeks – Flexible learning, with various start and end dates between September 2018 - June 2019.

### Regional availability

2 3 4 5 6 7 8 9 10 11 12

# SKILLS CHECK: MATHS, ENGLISH & ICT

Take the Skills Check to see an overview of what level you are currently working at in Maths, English and ICT.

To access this, see the following:

## Web version

To access the web version, go to <https://skillcheck.unionlearn.org.uk>

From here you can register to access SkillCheck or you are able to login if you have already registered previously.

## Apple version

To access the Apple version, go to <https://itunes.apple.com/US/app/id1278657803?mt=8>

## Android version

To access the Android version, go to <https://play.google.com/store/apps/details?id=com.myknowledgemap.myprogress.mobileapp>

Remember...when logging in and registering...**select the Non-Unionlearn option** which will then allow you to **select FBU on the drop down menu**.

All you need to do is register and provide a few details to begin.

Results will store on the system and if you would like to progress your skills further and complete a nationally recognised qualification you can enrol onto the following:

**NCFE Functional Skills in Maths\***

**NCFE Functional Skills in English\***

**Level 2 ECDL Extra (see next page)\***

\*Functional Skills and ECDL are only available in specific regions, please contact your Project Support Organiser or the FBU Learning Centre to find out more.

# ECDL INFORMATION

## Regional availability

### Certificate ▼

ECDL Extra Level 2 – Code: 500/6242/6

Please contact the Learning Centre or your Regional Project Support Organiser to see if this is available in your region.

## Course information

ECDL Extra provides you with the skills required to use standard computer applications such as word processing, spreadsheets and presentation software. The Word Processing Unit ensures you can create and edit documents and work with tables, graphics and features such as mail merge. You will learn how to create, format and work with data, formulae and charts in the Spreadsheet Unit. The Presentations Unit teaches how to create, edit and design presentations applying effects, transitions and animation to ensure your finished product looks professional. The Improving Productivity Using IT Unit ensures that you learn the most effective and efficient ways to use all these applications.

The Certificate consists of three modules; and four exams, normally taking up to four weeks per module so there is no need to attend a college to gain the qualification. The online learning materials contain the knowledge needed to pass the exam requirements of the course and online assessments allow you to practice your skills and test your learning prior to examination. You must complete and pass all examinations within the agreed timescales at your local FBU accredited Learning Centre. Your tutor will provide feedback, advice and

guidance to ensure you can complete the course. Upon successful completion of all examinations you will be awarded the BCS Level 2 ECDL Extra Certificate.

There are no fees for this course as the Fire Brigade's Union Learning Centre has secured funding with our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education Partners.

## Course units

- Word Processing
- Spreadsheets
- Presentations
- Improving Productivity

## Duration/dates

16 weeks – Flexible learning with various start and end dates between September 2018 and June 2019.

# SPECIAL REQUEST COURSES

The Learning Centre also delivers other distance learning VRQ courses at special request. To find out what these are please contact the Learning Centre on: 01670 621215.

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## PROJECT SUPPORT ORGANISERS:

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### **Ian Dick – Regions 3 and 4**

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## Project Manager

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## FBU ULF Finance Manager

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