INVERCLYDE COUNCIL COMMUNITY LEARNING AND DEVELOPMENT

EXPANDING LEARNING OPPORTUNITIES

Inverclyde's Community Learning & Development Service and West College Scotland are working together to offer you the freedom to decide what, where and how you study in our virtual campus.

Our online learning courses are effective, powerful, easy to use and give you training on your device along with a completion certificate.

In today's busy society, flexibility is the key and we are here to provide solutions and ongoing support to meet your individual learning goals.

As part of our ongoing commitment to you we offer tutorials, drop-in sessions and individual support for learning to complement the courses on offer and provide advice and guidance on progression into further learning opportunities within Community Learning & Development or West College Scotland.

If you are interested in accessing support for any the courses please contact Community Learning & Development on 01475 715450 or email: CLD.Admin@inverclyde.gov.uk

Community Learning & Development
Supporting Communities... Creating Change

Inverclyde council

WEST COLLEGE SCOTLAND

Family Learning

Introduction to Caring for Children SCQF Level 4

What will I learn?

This is an entry level course designed for candidates to develop a basic knowledge and understanding of caring for children by helping them to understand and meet their needs. The course includes the following topics:

- Physical and emotional wellbeing of a child
- Nurturing self-sufficiency
- Helping children to understand their physical needs
- Meeting children's physical needs
- Providing a nutritionally balanced diet
- Preparing food safely and hygienically

What qualifications do I need?

There are no formal entry requirements for this course; however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet.
This course does not require a personal statement.

What can I do after?

This course provides progression to an NC in Early Education and Childcare. It is also a good starting point for those individuals who are interested in entering a career in the child care sector.

Play, Development and Learning SCQF Level 4

What will I learn?

This is an entry level course designed for candidates to develop an awareness of play, development and learning – focusing on identifying needs, supporting development and providing play and learning experiences. The course includes the following topics:

- Children's interests and developmental needs
- How to observe children
- Different developmental areas of babies and infants
- Range of play and learning environments
- Cognitive and creative development
- Fine and gross motor skills

What qualifications do I need?

There are no formal entry requirements for this course, however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet.
This course does not require a personal statement.

What can I do after?

This course provides progression to an NC in Early Education and Childcare. It is also a good starting point for those individuals who are interested in entering a career in the child care sector.

Promotion of Child Health SCQF Level 4

What will I learn?

This is an entry level course designed for candidates to develop an understanding of how to promote child health and to support the prevention of infection and illness in a child. The course includes the following topics:

- The components of a balanced diet
- Cultural differences and practices
- Meeting nutritional needs of children
- Prevention of infection
- Signs and symptoms of illness in a child
- Responding to illness in a child

What qualifications do I need?

There are no formal entry requirements for this course, however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet.
This course does not require a personal statement.

What can I do after?

This course provides progression to the NCFE Certificate in Nutrition and Health. It is also a good starting point for those individuals who are interested in entering a career in the child care sector.

Personal Development

Introduction to Personal Development SCQF Level 4

What will I learn?

This is an entry level course designed for candidates to develop a range of personal skills including time management, stress management, assertiveness and negotiation. The course includes the following topics:

- Principles of personal effectiveness
- Self-analysis – personal opportunities and threats
- Time management techniques
- Causes and symptoms of stress and strategies to reduce stress
- Assertiveness skills
- Negotiation skills

What qualifications do I need?

There are no formal entry requirements for this course, however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet.
This course does not require a personal statement.

What can I do after?

This course is a good starting point for those individuals who are interested in developing their personal effectiveness.

Introduction to Photography SCQF Level 3

What will I learn?

This course is designed to enable candidates to develop knowledge and understanding of the effective operation of a digital camera. The course includes the following topics:

- How Digital Cameras Work
- Theory of Digital Image Formation
- Lens Characteristics and exposure Control
- Framing and Composition
- Studio Lighting
- Editing and Correcting Digital Photographs

What qualifications do I need?

There are no formal entry requirements for this course, however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet.
This course does not require a personal statement.

What can I do after?

This course is a good starting point for those individuals who are interested in entering a career in photography. It is also an attractive option for those who are in employment and would like to undertake subject specific continuous professional development or develop their interest in photography.

Introduction to Counselling SCQF Level 5

What will I learn?

This is an entry level course to introduce candidates to counselling. This course is designed to enable the candidate to develop the knowledge and understanding to provide counselling to an individual. The course includes the following topics:

- Aims and concepts of counselling
- Communication skills in a counselling setting
- Building and maintaining counselling relationships
- Approaches to counselling
- Non-directive counselling
- Counselling meeting skills

What qualifications do I need?

There are no formal entry requirements for this course, however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet.
This course does not require a personal statement.

What can I do after?

This course provides progression to an HNC in Counselling. It is also a good starting point for those individuals who are interested in a career in counselling.

Health and Wellbeing

Introduction to Food Safety SCQF Level 5

What will I learn?

This course introduces candidates to the knowledge and skills required to ensure food safety in the hospitality industry. The course includes the following topics:

- HACCP system of food safety
- Food safety at the purchasing stage
- Choosing a supplier
- Process for receiving goods
- Process for storing dry, chilled and frozen goods
- Risk aspects in the preparation, cooking and serving

What qualifications do I need?

There are no formal entry requirements for this course, however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet.
This course does not require a personal statement.

What can I do after?

This course is aimed at those individuals who are looking to undertake subject specific continuous professional development.

HIV and Hepatitis B and C SCQF Level 4

What will I learn?

This is an entry level course to introduce candidates to HIV, Hepatitis B and C. This course is designed to enable the candidate develop the knowledge and understanding of how HIV and Hepatitis B and C enter and spread throughout the body, their symptoms and the strategies that can prevent their spread. The course includes the following topics:

- How the viruses enter and spread through the body
- The possible side effects of the viruses
- The symptoms of the viruses
- Strategies to prevent the spread of the viruses
- How carers can assist those with HIV or Hepatitis B and C
- Carers responsibility for themselves and others

What qualifications do I need?

There are no formal entry requirements for this course, however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet.
This course does not require a personal statement.

What can I do after?

This course provides progression to the NCFE Certificate in Common Health Conditions. It is also a good starting point for those individuals who are interested in a career in the health and social care sector.

Professional Development

Plan, Prepare and Deliver Training SCQF Level 6

What will I learn?

This is an entry level course designed for candidates to develop knowledge and skills required to plan, prepare and deliver a training session to individuals and small groups. The course includes the following topics:

- Basic learning theory
- Write learning aims and objective
- Plan a training session
- Training methods/techniques
- Resources required to deliver a training session
- Presentation skills

What qualifications do I need?

There are no formal entry requirements for this course, however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet. This course does not require a personal statement.

What can I do after?

This course is a good starting point for those individuals who are interested in a career in learning and development. It is also an attractive option for those in employment and who wish to undertake subject specific continuous professional development.

Introduction to Assessment and Evaluation SCQF Level 4

What will I learn?

The aim of this course is to enable you to carry out a range of assessment activities and conduct an evaluation of a training session. The course will cover the following areas:

- Assessing training sessions
- Assessment decisions
- Provide feedback
- Plan for evaluating training
- Collect and analyse information
- Plan to improve training

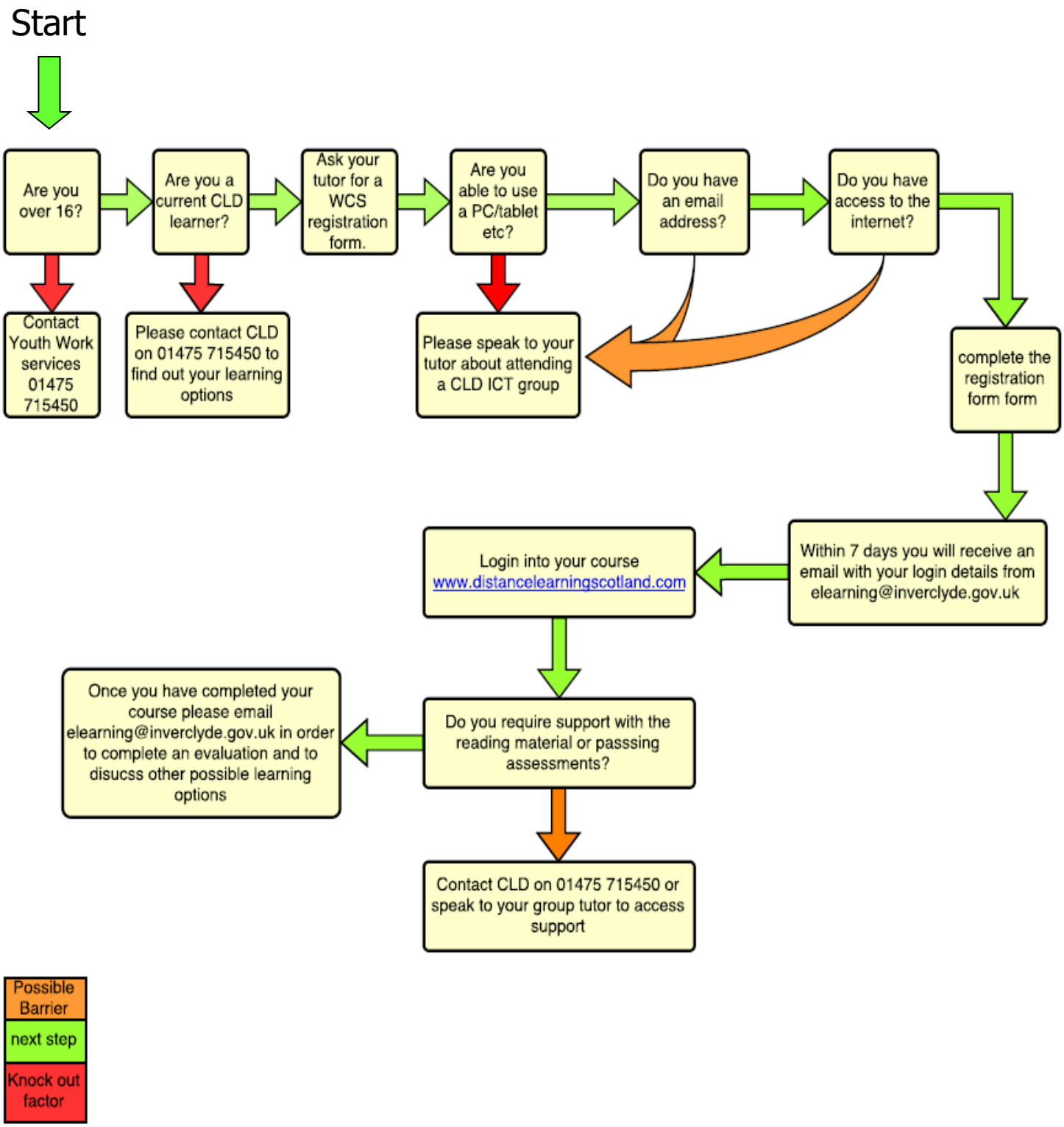
What qualifications do I need?

There are no formal entry requirements for this course, however, as it is delivered online it would be beneficial if the candidate had basic competence in IT and the internet. This course does not require a personal statement.

What can I do after?

This course is a good starting point for those individuals who are interested in a career in learning and development. It is also an attractive option for those in employment and who wish to undertake subject specific continuous professional development.

Learner Pathway



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Supporting Communities...
Creating Change

If you would like more information please email:

elearning@inverclyde.gov.uk

or phone:

01475 715450

CONTACT

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