

National Careers Service are working with several Training Providers to offer a range of free distance learning courses detailed below. For further information regarding the courses, please contact the National Careers Service on 0800 100 900 so a telephone appointment can be arranged.

Alternatively, if you already met with a National Careers Service Adviser, please contact them for further information:

Adviser email address –

Adviser telephone number –

ESP:	
Warehouse and Storage - Level 2	
Functional Skills UK (for customers based in Sussex, Surrey and Kent):	
FUNCTIONAL SKILLS COURSES:	
English – Entry Level 1	
English – Entry Level 2	
English – Entry Level 3	
English – Level 1	
English – Level 2	
Maths – Entry Level 1	
Maths – Entry Level 2	
Maths – Entry Level 3	
Maths – Level 1	
Maths – Level 2	
ICT – Entry Level 1	
ICT – Entry Level 2	
ICT – Entry Level 3	
ICT – Level 1	
ICT – Level 2	
ISOLATION COURSES – NCFE CACHE LEVEL 2 CERTIFICATES:	
Awareness of Mental Health Problems	
Dignity & Safeguarding in Adult Health & Social Care	
Equality and Diversity	
Improving Personal Exercise, Health and Nutrition	
Information, Advice or Guidance	
Lean Organisation Management Techniques	
Understanding Nutrition and Health	
Working with People with Mental Health	
Business and Administration	
Understanding Safeguarding and Prevent	
Cleaning Principles	
Customer Service for Health & Social Care Setting	
Customer Service	

Retail Operations
Understanding Autism
Understanding Behaviour That Challenges
Understanding Children and Young People's Mental Health
Understanding Data Protection and Data Security
Understanding Excellence in Customer Service for Hospitality
Common Health Conditions
Creating a Business Start-Up
Counselling Skills
Understanding Specific Learning Difficulties
Mental Health First Aid
Principles of Team Leading
Understanding Workplace Violence and Harassment
Infection Control
Understanding Data Protection and GDPR
Behaviour That Challenges
Business Improvement Techniques
Nutrition and Health
Digital Skills For Work
Wine Services
ISOLATION COURSES – LEVEL 3
Level 3 Leadership and Management ILM Level 3 Qualifications
Go Train:
Business Improvement Techniques - Level 2
Functional Skills English - Entry Level 2
Functional Skills English - Entry Level 3
Functional Skills English - Level 1
Functional Skills English - Level 2
Functional Skills Maths - Entry Level 2
Functional Skills Maths - Entry Level 3
Functional Skills Maths - Level 1
Functional Skills Maths - Level 2
Certificate in Customer Service - Level 2
Digital Skills - Level 1
Award in Equality and Diversity - Level 1
Award in Personal Health and Wellbeing - Level 1
Award in Mental Health and Wellbeing - Level 1
Award in Food Safety in Catering - Level 2
Award in Environmental Sustainability - Level 2
Award in Health and Safety - Level 1
Sage Award in Computerised Accounting for Business - Level 1
Sage Certificate in Computerised Accounting for Business - Level 2
Sage Award in Computerised Payroll for Business - Level 1
Sage Certificate in Computerised Payroll for Business - Level 1
Certificate in Enterprise
Certificate in Customer Service
Certificate in Character Education
Certificate in Employability Skills
Certificate in Retail Skills
Award on Understanding Employment, Business and Enterprise

Grasp Learning – Sussex Customers only:

Current Courses Available:

Understanding Behaviour that Challenges – Level 2
Understanding Nutrition and Health – Level 2
Understanding Safeguarding and Prevent – Level 2
Understanding Mental Health First Aid – Level 2
Digital Skills for Work (online only) – Level 2
Equality & Diversity – Level 2
Principles of the Prevention and Control of Infection – Level 2
Understanding Autism – Level 2
Understanding Care & Management of Diabetes – Level 2
Certificate in Digital Skills – Level 2

Courses starting in May:

Awareness of Mental Health Problems – Level 2
Information, Advice and Guidance – Level 2
Customer Service – Level 2
Principles of Dementia Care – Level 2
Understanding Specific Learning Difficulties – Level 2
Understanding Children's and Young People's Mental Health – Level 2
Understanding Data Protection & Data Security – Level 2
Principles of Team Leading – Level 2
Principles of Business Administration – Level 2

Courses starting in June:

Lean Organisation Management Techniques – Level 2
Understanding Business Improvement Techniques – Level 2

Kent Adult Education:

GCSE Maths

GCSE English

Functional Skills Maths - Level 2

Functional Skills English - Level 2

*Functional Skills Level 1 in both Maths and English can be arranged if there is demand (following completion of assessments).

The Skills Network – (courses for customers aged 19 and over):

Level 2 Certificate in Awareness of Bullying in Children and Young People
Level 2 Certificate in Behaviour that Challenges in Children
Level 2 Certificate in Understanding Common Childhood Illnesses
Level 2 Certificate in Introducing Caring for Children and Young People
Level 2 Certificate in Understanding Autism
Level 2 Certificate in Understanding Specific Learning Difficulties
Level 2 Certificate in Understanding Children and Young People's Mental Health
Level 2 Allergy Awareness for those Working with Children
Level 2 Certificate in Principles of Business Administration
Level 2 Certificate in Principles of Customer Service

Level 2 Certificate in Principles of Team Leading
Level 2 Certificate in Lean Organisation Management Techniques
Level 2 Certificate in Event Planning
Level 2 Certificate in Awareness of Mental Health Problems
Level 2 Certificate in Common Health Conditions
Level 2 Certificate in Counselling Skills
Level 2 Certificate in Falls Prevention Awareness
Level 2 Certificate in Information, Advice or Guidance
Level 2 Certificate in Preparing to Work in Adult Social Care
Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities
Level 2 Improving Service User Experience in Health and Social Care
Level 2 Certificate in the Principles of Care Planning
Level 2 Certificate in Principles of Dementia Care
Level 2 Certificate in the Principles of End of Life Care
Level 2 Certificate in Principles of the Prevention and Control of Infection in Health Care Settings
Level 2 Certificate in Understanding Behaviour that Challenges
Level 2 Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care
Level 2 Certificate in Understanding the Care and Management of Diabetes
Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care
Level 2 Allergy Awareness for those Working in Adult Social Care
Level 2 Certificate in Cleaning Knowledge and Skills
Level 2 Certificate in Understanding Retail Operations
Level 2 Extended Certificate in Understanding Stewarding at Spectator Events
Level 2 Allergy Awareness for those Working in the Service Sector
Level 2 Certificate in Equality and Diversity
Level 2 Certificate in IT User Skills
Level 2 Principles for Digital Skills
Level 2 Certificate in Improving Personal Exercise, Health and Nutrition
Level 2 Certificate in Understanding Nutrition and Health
Level 2 Certificate in Safeguarding, Prevent and British Values
Level 2 Certificate in the Principles of a Mental Health Worker
The Skills Network – (courses for 18 Year Olds Only):
Level 2 Certificate in Awareness of Bullying in Children and Young People
Level 2 Certificate in Behaviour that Challenges in Children
Level 2 Certificate in Understanding Common Childhood Illnesses
Level 2 Certificate in Introducing Caring for Children and Young People
Level 2 Certificate in Understanding Specific Learning Difficulties
Level 2 Certificate in Understanding Children and Young People's Mental Health
Level 2 Certificate in Lean Organisation Management Techniques
Level 2 Certificate in Common Health Conditions
Level 2 Certificate in Counselling Skills
Level 2 Certificate in Falls Prevention Awareness
Level 2 Certificate in Information, Advice or Guidance
Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities
Level 2 Improving Service User Experience in Health and Social Care
Level 2 Certificate in the Principles of End of Life Care
Level 2 Certificate in Principles of the Prevention and Control of Infection in Health Care Settings
Level 2 Certificate in Understanding Behaviour that Challenges
Level 2 Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care
Level 2 Certificate in Understanding Retail Operations
Level 2 Extended Certificate in Understanding Stewarding at Spectator Events
Level 2 Certificate in IT User Skills

Level 2 Principles for Digital Skills
Level 2 Certificate in Improving Personal Exercise, Health and Nutrition
Level 2 Certificate in Understanding Nutrition and Health
Level 1 Awareness of Substance Misuse
Twin Training:
Level 2 Lean Organisation and Management
Level 2 Certificate in the Principles of Team Leading
Level 1 Certificate in Principles of Customer Service
Level 2 Certificate in Principles of Customer Service
Level 2 Certificate in Principles of Warehouse and Storage