



Your union helps you grow

Overview Of Popular Courses

NEBOSH - NATIONAL GENERAL CERTIFICATE

No matter what kind of business you work in, an understanding of good occupational health and safety practice is essential in the workplace. This great-value online course awarded by The National Examination Board in Occupational Safety and Health (NEBOSH) is designed to enable employers and individuals to create a safe work environment. Establishing this is the key to ensuring greater productivity, increased staff retention and even business success.

- Enjoy two full years access to the course content on signing up.
- As well as theoretical knowledge, you will develop a career-boosting practical skillset that will empower you to perform better at work and even shape health and safety policy.
- Completion of the course awards you the status of Associate Member of the Institution of Occupational Safety and Health (IOSH).
- Self-assessments, quizzes, games and other knowledge checkpoints allow you to prepare for the NEBOSH NGC exam in confidence.
- Exams are held four times a year in a choice of hundreds of assessment locations.
- If you fail one part of the exam, you can re-sit that component at any time within five years without having to re-sit the exams you passed.
- Gaining a NEBOSH General Certificate communicates a professional message that inspires confidence in customers and employees alike.
- NEBOSH-certified individuals protect their employers from the risks of prosecution, absence costs, litigation and loss of reputation.

MS EXCEL 2016 - SET OF 3 INTERACTIVE COURSES

MS Excel is widely used in businesses and organisations, so adding advanced skills in this popular computer program to your CV is sure to boost career prospects. Job-seekers and those seeking promotion will find this course package a worthwhile investment, as will business owners looking to make their operations run as smoothly as possible. Many people also utilise Excel spreadsheets for their home and personal admin. Those looking for a flexible study solution will benefit from the convenience of this online, learn anywhere course.

- Study at your own pace, whenever and wherever is convenient.
- Benefit from great value for money with this introductory, intermediate and advanced course package.
- Boost your IT skills with all you need to know about MS Excel 2016.
- Add practical Excel skills to your CV - useful in many jobs and careers.
- A fantastic investment for small business owners.
- Excel is a great tool for keeping track of household finances.
- Technical support available if needed.

PRINCE2®

As the world's leading project management methodology, PRINCE2® has become the industry standard certification for the majority of businesses across the UK. If you are looking to pursue a career in management this is the perfect place to start.

- Fully accredited training materials
- Polish your project management skills
- Unlock new employment prospects
- Increase your salary
- Get noticed by recruiters from across the globe
- Tutoring and Exam booking support
- Official manual available

Most popular course: Certified PRINCE2® Foundation & Practitioner with Exams.

Six Sigma Green Belt

All business can benefit from Lean Six Sigma and as the number one process improvement framework in the world, the certification is highly respected. Become an irreplaceable asset to any organisation and start your quality management training today.

- Obtain a working knowledge of applying efficiency planning, analysis and statistical calculations to any process or situation.
- Learn to build process models to test hypotheses and improvements before applying them to the operating environment.
- Understand how to apply DMAIC Six Sigma processes to create immediate business improvements.
- Develop a suitable level of knowledge and experience to head up a team working on a Six Sigma project.
- Acquire a wider range of employment prospects in other organisations using the Six Sigma framework.

Most popular course: IASSC Accredited Lean Six Sigma Green Belt Training with Exam.

Sage

Sage is used worldwide by every type of company, from start-ups to international corporations. The software provides an effective accounting solution for everyone, as well as a skill for users that is easy to pick up.

With unrivalled simplicity, functionality and success, getting skilled with Sage is a sure-fire way to boost your career.

- Extend your accounting and payroll knowledge to help you progress
- Learn at your own pace. Pause, repeat, rewind or fast forward tutorials or videos, so that your knowledge retention is at as high a standard as possible.
- Tasks and exercises provided throughout, to aid retention and to maintain motivation. Diverse range of study materials to fit your learning profile, including tutorials and videos.
- Business owners can save money by doing their own accounting.
- Walk away with dual certification from both Sage and IAB, as well as a course completion certificate.
- Includes Level 1 and Level 2 of the IAB Computerised Accounting for Business course.
- Eligibility to become an Associate member of the IAB, bringing with it the potential to add AIAB letters after your name.
- Exam fees included in the course, along with 2 retakes (just in case).
- Sage 50 Accounts Professional software included.

- Instil the confidence of future employers with a CV that will impress enough to deserve an interview or better still...a job!

Most popular course: Sage IAB Computerised Accounting for Business Level 1 & 2 - Associate Level.

LEADr

LEADr has set the standards in commerciality education, providing you with a platform that encourages you to build the key skills that are crucial in the business world.

At LEADr we want to bring business and personal skills education to you, breaking down the barriers of business stereotypes. LEADr provides a platform for driven individuals to gain the skills and experience needed to succeed, all you need to bring is your motivation.

- To introduce students to the 54:70 Success Matrix™ and the 9 Key Personal skills required for success.
- To understand the importance of business acumen and how to quantify and develop it to be successful. To understand what makes a business and a business person successful.
- To learn a powerful methodology to understand how to analyse a business and make good decisions.
- To understand the link between commerciality and successful corporate leaders & decision makers.
- To reflect on key strengths as well as areas for improvement and plan for further development.
- To develop proficiency in applying the methodology in the workplace to assess any businesses (external or internal) and identify opportunities.

Most popular course: LEADr Certificate in Commerciality.

DMI - Digital Marketing Institute

Fulfil your aspirations of becoming a Certified Digital Marketing Professional through our globally recognised marketing programmes.

Suitable for beginners to advanced professionals, covering some of the most current and popular digital marketing practices, ranging from social media, search marketing to digital strategy and planning. Successful completion of your digital marketing course will earn you a certification that is mapped onto the European Qualifications Framework and recognised and respected at a global level.

- The global standard
- Gain the most up-to-date digital marketing skills
- Study online
- 24 hour access to training materials
- Relevant to any industry
- Join 18k graduates in over 80 countries
- Learn from the major players: Google, Facebook, Twitter and more
- Opportunity to work with the world's most influential digital brands

Most popular course: Digital Sales Professional.

CompTIA

CompTIA is your gateway to a successful career in IT. Their training prepares you for any IT environment as they cover a range of vendors, including Cisco, Huawei and Microsoft: with qualifications, valid and sought after around the world, you can take your career global.

With qualifications that are developed by a community of industry leading professionals, CompTIA pride themselves on offering the most up-to-date, practical and reputable certifications.

- Live Labs enables you to practice your skills in a risk-free environment
- CompTIA A+ is renowned as the industry standard across IT, making
- it a worldwide recruitment tool
- Official exams are included in the fee
- 24/7 access to course materials

Most popular course: CompTIA A+ Technician Training with Live Labs & Official Exams.

AAT

AAT qualifications are internationally recognised and based on practical, real-world accounting knowledge that you can put-to-use from day one.

Whether you want to move up the ladder or launch a whole new career in accountancy, our qualifications will equip you with the expertise and confidence to succeed.

- The course incorporates SAGE 50, the UK's most popular online accounting and payroll software.
- Tutor support is included for ease of learning.
- The learning experience is tried and tested with 97% of learners recommending the award-winning AAT.
- All course content is designed in consultation with employers, drawing on the practical skills they require from employees, meaning you gain a skillset, not just theoretical knowledge.
- The useful glossary makes learning new terms and vocabulary easy.
- Enjoy a personalised online account with access to discounts and study and career support.

Most popular course: Level 2 Foundation Certificate in Accounting.

ICB

The ICB is the largest bookkeeping institute in the world, promoting and maintaining the standards of bookkeeping as a profession. Become a part of this prestigious network and launch your career today.

- Acquire practical bookkeeping skills that can be applied within almost any kind of business that uses either a manual or computerised bookkeeping system.
- Allows students to boost their existing knowledge and skill-set and climb the next step up their chosen career ladder.
- Students can take the 3 online assessments from the comfort of their own living room, or from their place of work.
- Earn an industry recognised qualification accredited by The Institute of Certified Bookkeepers.
- With this training, students will have gained the knowledge and understanding to apply what they have learnt in a workplace context.

Most popular course: ICB Affiliate - Level 2 Certificate in Bookkeeping (course with exam).

For more information on these and all the other courses available on our new e-learning platform please check out our website.

<https://elearning.unitetheunion.org/home>