**Employment , Education & Skills Online Support Opportunities**

**Get Ready for Recovery**

Providing a brief overview of the online training opportunities and advice available to Liverpool City Region residents and CA staff, across free online courses and websites providing:

* CPD
* Learning
* NHS Support
* Employment Advice
* Reskilling
* CV Support
* Digital Skills
* Emotional, Mental & Physical Health Support

**Employment, CV & Careers Support**

# **Advice & Guidance**

The next few months will be difficult for many people across hard-hit industries. Support and advice can be obtained from a variety of sources across employment support, CV design and careers advice, including:

* <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
* <https://www.citizensadvice.org.uk/>
* <https://www.gov.uk/universal-credit>
* <https://www.gov.uk/employment-support-allowance>
* <https://www.gov.uk/jobseekers-allowance>
* <https://www.gov.uk/contact-jobcentre-plus>
* <https://nationalcareers.service.gov.uk/get-a-job/cv-sections>
* <https://www.cv-library.co.uk/career-advice/cv/how-to-update-your-cv/>
* <https://www.cv-library.co.uk/career-advice/cv/updating-your-cv-5-essential-tips/>
* <https://www.monster.co.uk/cv/post-resume>

**Continuing Professional Development (CPD) Courses**

Free Courses from Open University **(**[**https://www.open.edu/openlearn/**](https://www.open.edu/openlearn/)**)**:

* [Work Relationships](https://www.open.edu/openlearn/money-business/leadership-management/developing-high-trust-work-relationships/content-section-0?active-tab=description-tab)
* [Succeed in the Workplace](https://www.open.edu/openlearn/education-development/succeed-the-workplace/content-section-overview?active-tab=description-tab)
* [Team Management](https://www.open.edu/openlearn/money-business/leadership-management/difference-and-challenge-teams/content-section-0?active-tab=description-tab)
* [Managing People](https://www.open.edu/openlearn/money-business/leadership-management/managing-and-managing-people/content-section-0?active-tab=description-tab)
* [Managing Projects](https://www.open.edu/openlearn/money-business/business-strategy-studies/managing-projects-through-people/content-section-0?active-tab=description-tab)
* [Workplace Communication](https://www.open.edu/openlearn/money-business/effective-communication-the-workplace/content-section-overview?active-tab=description-tab)
* [Employee Engagement](https://www.open.edu/openlearn/money-business/employee-engagement/content-section-0?active-tab=description-tab)
* [Group Discussions](https://www.open.edu/openlearn/money-business/facilitating-group-discussions/content-section-0?active-tab=description-tab)
* [Interpersonal Skills](https://www.open.edu/openlearn/money-business/leadership-management/the-importance-interpersonal-skills/content-section-0?active-tab=description-tab)
* [Leadership Challenges in Turbulent Times](https://www.open.edu/openlearn/money-business/leadership-challenges-turbulent-times/content-section-0?active-tab=description-tab)
* [Marketing Communications](https://www.open.edu/openlearn/money-business/business-strategy-studies/marketing-communications-strategic-function/content-section-0?active-tab=description-tab)
* [‘Step up’ to Leadership](https://www.open.edu/openlearn/money-business/leadership-management/step-leadership/content-section-0?active-tab=description-tab)

**Free courses from LinkedIn Learning** [**https://www.linkedin.com/learning/**](https://www.linkedin.com/learning/)

If you have a LinkedIn account, which is a good way of networking to understand particular employers, why not try LinkedIn Learning it is free for the first 30 days. LinkedIn Learning is an online educational platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos. With more than 5,000 courses and personalised recommendations, you can discover, complete, and track courses related to your field and interests.

**MOOCs (Massive Open Online Courses)**

Massive Open Online Courses (MOOCs) are free online courses available for anyone to enroll. MOOCs provide an affordable and flexible way to learn new skills, advance your career and deliver quality educational experiences at scale.

Millions of people around the world use MOOCs to learn for a variety of reasons, including: career development, changing careers, college preparations, supplemental learning, lifelong learning, corporate eLearning & training, and more.

2,900 are available from edX.org <https://www.mooc.org/>, and more elsewhere.

**Free Tutorials on YouTube**

Most people have used YouTube for more than just music videos, it also has plenty of tutorials on a range of practical and other areas.

# **Developing Career Resilience (OpenLearn)**

[This free badged course](https://www.open.edu/openlearn/money-business/developing-career-resilience/content-section-overview?active-tab=description-tab), ‘Developing career resilience’, will help you to understand the factors that influence career resilience, and offer examples and tactics for you to develop yours further. This course is endorsed by the CPD Standards Office . It can be used to provide evidence of continuing professional development and will help you:

* Identify the strengths of resilient people and recognise which of these strengths you have already.
* Identify tactics for goal setting and overcoming setbacks.
* Recognise how the need for resilience varies in different occupational sectors.
* Understand changing trends in the world of work.
* Work with a model for career resilience and develop personal resources.

# **Developing Leadership Practice in Voluntary Organisations (OpenLearn)**

[This free course](https://www.open.edu/openlearn/money-business/developing-leadership-practice-voluntary-organisations/content-section-overview?active-tab=description-tab) provides individuals engaging in voluntary organisations to help develop energetic, practical and thoughtful leadership practice. The course will take approximately 15 hours to complete, divided up into 5 weeks, each of which follows a standard pattern to make it easier to plan your time.

* approach leadership in a more energetic and thoughtful way
* discuss approaches to leadership in relation to a number of pressing concerns relevant to voluntary organisations
practise leadership in a more robust way within small teams and with volunteers, through drawing on some key practices
* offer a critique of dominant approaches to leadership in relation to cases from the voluntary sector
* discuss and reflect on leadership in the voluntary sector in relation to ethics
* articulate a form of leadership rooted in practice between diverse groups of people and contexts.

# **Entrepreneurial Behaviour (OpenLearn)**

[This free course](https://www.open.edu/openlearn/money-business/business-strategy-studies/entrepreneurial-behaviour/content-section-0?active-tab=description-tab), Entrepreneurial behaviour, will give you the opportunity to consider and reflect on the personal aspects involved in transforming an innovative idea into an entrepreneurial product. You will also learn how to identify the requirements for building an appropriate entrepreneurial team. It will allow you to:

* Understand the nature of entrepreneurship
* Understand the function of the entrepreneur in the successful, commercial application of innovations.
* Confirm an entrepreneurial business idea.
* Identify personal attributes that enable best use of entrepreneurial opportunities.
* Explore entrepreneurial leadership and management style.

# **Introducing the Voluntary Sector (OpenLearn)**

If you feel that you want to learn more about the voluntary sector then [this short 8-week course](https://www.open.edu/openlearn/money-business/introducing-the-voluntary-sector/content-section-overview?active-tab=description-tab) is for you. The course will guide you through some of the distinctive features and values of the voluntary sector, how organisations are funded and involve volunteers and other ‘stakeholders’ in their work. It will also provide you with knowledge and skills you can apply to your own work or volunteering as well as your everyday life. You can progress at your own pace over the 8 weeks; each week will take a minimum of 3 hours of your time. It will allow you to:

* Demonstrate a basic understanding of what is meant by the voluntary sector, its values, contribution and distinctive features.
* Recognise and use some of the terms and concepts associated with understanding the voluntary sector.
* Use and apply your knowledge about the voluntary sector to your own work or volunteering experience.
* Link your learning with your own personal or career goals.

# **Managing My Money (OpenLearn)**

[On this free course](https://www.open.edu/openlearn/money-business/managing-my-money/content-section-overview?active-tab=description-tab) you'll start by learning how to compile a budget and use it to make good decisions about your spending. You’ll explore debts and investments, and find out how mortgages are used to finance home ownership. The critical issue of pension planning is explained, with guidance on different pension products. You'll finish by examining different types of insurance and getting practical advice on how to make rational decisions about which insurance products to buy. Using up-to-the minute data from the UK you develop financial skills and approaches that are relevant globally. The course is rich in high-quality text, images, video, audio and interactive elements to support your learning.

**Digital Technology & Online Courses**

# **Digital Skills**

Key online partners including [Google](https://applieddigitalskills.withgoogle.com/s/en-uk/digital-training) and others offer a range of free online courses for both teachers, students and individuals to learn a range of digital and lifelong skills including:

* Digital planning
* CV Design
* Digital Toolkits
* Project Management

Other providers such as [Code Academy](https://www.codecademy.com/) and [aGupieware](http://blog.agupieware.com/2014/05/online-learning-bachelors-level.html) offer easy to use entry courses into computer science, coding and software design. These will allow you to engage in multiple computer languages such as Python, GIT, SQL and HTML. Other courses include:

* [C Programming](https://www.classcentral.com/course/edx-c-programming-getting-started-11534?utm_source=qz&utm_medium=web&utm_campaign=new_courses_october_2018)
* [Machine Learning](https://www.classcentral.com/course/complexity-explorer-fundamentals-of-machine-learning-11493?utm_source=qz&utm_medium=web&utm_campaign=new_courses_october_2018)
* [Logic](https://www.classcentral.com/course/logic-for-economists-11772?utm_source=qz&utm_medium=web&utm_campaign=new_courses_october_2018)
* [Data Analysis in Social Science](https://www.classcentral.com/course/edx-data-analysis-in-social-science-assessing-your-knowledge-11481?utm_source=qz&utm_medium=web&utm_campaign=new_courses_october_2018)
* [Information Visualisation](https://www.classcentral.com/course/information-visualization-applied-percep-11820?utm_source=qz&utm_medium=web&utm_campaign=new_courses_october_2018)
* [Digital Literacy](https://www.classcentral.com/course/career-credentials-digital-literacy-11860?utm_source=qz&utm_medium=web&utm_campaign=new_courses_october_2018)

There are a large number of learning platforms for digital skills. You have to sign up for most of them but they’re free (a couple give you a free trial).

* <https://www.learnmyway.com/>
* <https://www.codecademy.com/learn>
* <https://academy.hubspot.com/courses?page=1>
* <https://www.futurelearn.com>
* <https://learndigital.withgoogle.com/digitalgarage>
* <https://idea.org.uk/bronze>
* <https://education.hootsuite.com>
* <https://sproutsocial.com>
* <https://mailchimp.com/resources/>
* <https://wordpress.org/support/>

**Health & Wellbeing Courses & Advice**

# **National Health Service (NHS) Advice Links**

There a range of online materials and advice provided by the NHS and third parties, which offer guidance on staying both mentally and physically fit through this difficult period. The below include links to NHS applications, advice programmes and articles to ensure you maintain a strong and balanced lifestyle over the coming weeks and months.

* <https://www.nhs.uk/conditions/coronavirus-covid-19/>
* <https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>
* <https://www.nhs.uk/apps-library/category/online-community/>
* <https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/>
* <https://www.theguardian.com/lifeandstyle/shortcuts/2020/mar/17/how-to-make-a-home-gym-from-household-items-while-self-isolating>
* <https://www.nhs.uk/live-well/eat-well/>

# **Diet & Nutrition (Oxford Home Study)**

[This compact yet insightful course](https://www.oxfordhomestudy.com/courses/nutrition-certificate-programs-online/free-online-nutrition-courses) provides a broad overview of the concept of nutrition, along with how human health is affected by our dietary choices. Learn about the body mass index, the body’s daily energy requirements and so much more besides. It covers multiple areas including:

* Nutrition
* Metabolism
* Healthy Eating for Children
* BMI
* Daily Calorie Requirements
* Energy Balance

**Educational Resources**

# **Parent, Student & Teacher Support**

With the Government’s decision to close all schools to children except for those keyworkers and those with special educational needs, supporting your child through the coming weeks and months at home will be a challenge. Thankfully there is a range of online materials for parents, teachers and students to ensure their time at home can be supported through educational materials, home-schooled lesson plans and interesting online activities from the following sources:

* <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
* <https://news.sky.com/story/coronavirus-homeschooling-five-ways-to-keep-your-kids-learning-happy-and-healthy-11959988>
* <https://www.bbc.co.uk/bitesize>
* <https://chatterpack.net/blogs/blog/resources-list-for-home-learning>
* <https://barclayslifeskills.com/educators/>
* <https://www.stem.org.uk/audience/primary>
* <https://www.england.nhs.uk/participation/learning/schools-resources/>
* <https://www.pearson.com/uk/educators/schools/update-for-schools.html>
* <https://www.tes.com/teaching-resources>
* <https://www.rnib.org.uk/services-we-offer/eLearning>
* <https://www.twinkl.co.uk/>
* <https://www.hamilton-trust.org.uk/>
* <https://www.teachingpacks.co.uk/>
* <https://pages.sumdog.com/>