



# eLearning Course Libraries



[www.theaccessgroup.com/  
digital-learning/elearning-courses/](http://www.theaccessgroup.com/digital-learning/elearning-courses/)





# RoSPA assured Health & Safety Courses

**With over 80 RoSPA assured and CPD certified courses to choose from, this library will help you achieve your health and safety compliance goals efficiently and effectively.**

Whether your organisation needs to get 2,000 employees easily compliant, align training for remote teams, ensure contractors are safe to work on-site, get temp staff on the shop floor quickly or your small team feeling valued - the inclusion of health and safety related courses in your training armoury really raises your profile as an employer.

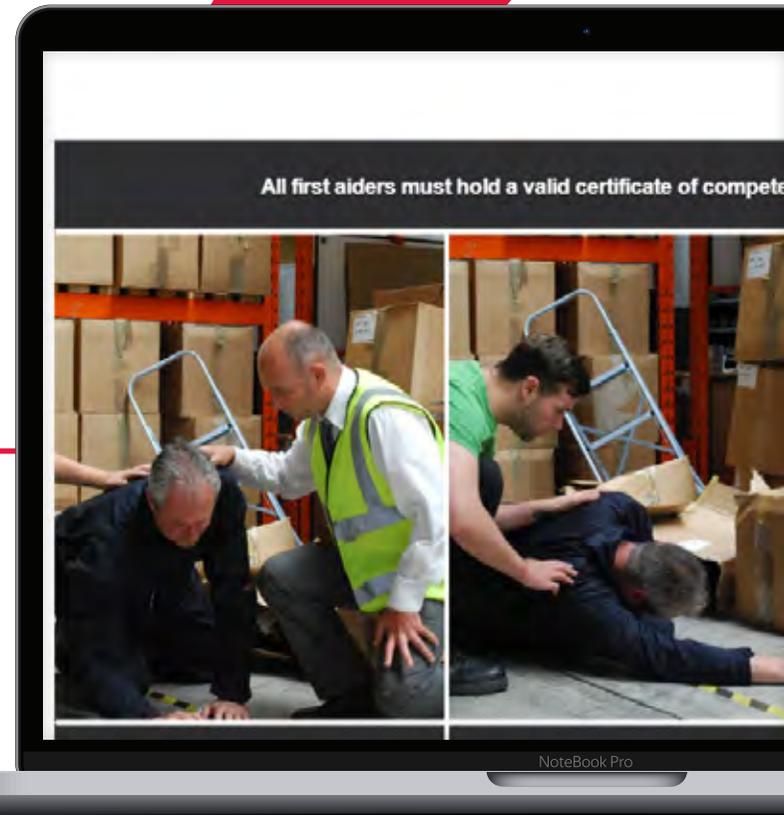
With titles suitable for all staff or people in specialist roles/circumstances, or if your managers need some guidance, the built for purpose library from Access can meet the ever increasing demands of the Health and Safety Executive (HSE) regulations.

DSE, Manual Handling, Fire Safety, and many more topics are covered in this health and safety eLearning catalogue, through both detailed courses and 15 minute refreshers.



**All relevant Health & Safety courses have been RoSPA assured.**

\*Please note that these courses have not been assured by RoSPA as RoSPA does not have access to the required expert knowledge in these subjects or the type of activity requires specialist additional training (such as Driving).



All	Course Duration
Accident Investigation	30-35 mins
Accident Reporting (RIDDOR)	30-35 mins
Driving Safety * (UK & International)	25-30 mins
DSE	30-35 mins
Electrical Safety	15-20 mins
Environmental Awareness (UK & International)	25-30 mins
Fire Safety	30-35 mins
First Aid in the Workplace (Employees)	40-45 mins
Food Allergies	15-20 mins
Health & Safety Culture	25-30 mins

All	Course Duration
Health & Safety for Homeworkers	25-30 mins
Health & Safety in the Home	25-30 mins
Health & Wellbeing	30-35 mins
Induction Safety	35-40 mins
Lone Working	25-30 mins
Manual Handling	25-30 mins
New & Expectant Mothers	15-20 mins
Noise Awareness	25-30 mins
Office Safety	30-35 mins
Personal Protective Equipment	20-25 mins
Slips, Trips & Falls	30-35 mins



All	Course Duration
Stepladder & Ladder Safety	35-40 mins
Stress Management	25-30 mins
Working at Height	25-30 mins
Young People at Work	30-35 mins
Winter Weather Awareness	35-40 mins
Workplace Safety	35-40 mins
Workstation Setup	10-15 mins

Management	Course Duration
First Aid in the Workplace	40-45 mins
Health & Safety for Directors	5-10 mins
Health & Safety for Homeworkers	25-30 mins
Health & Safety for Managers	40-45 mins
Lone Working	25-30 mins
Risk Assessment	30-35 mins
Stress Management	30-35 mins
Working with Young People	30-35 mins



These courses make health and safety compliance simple.



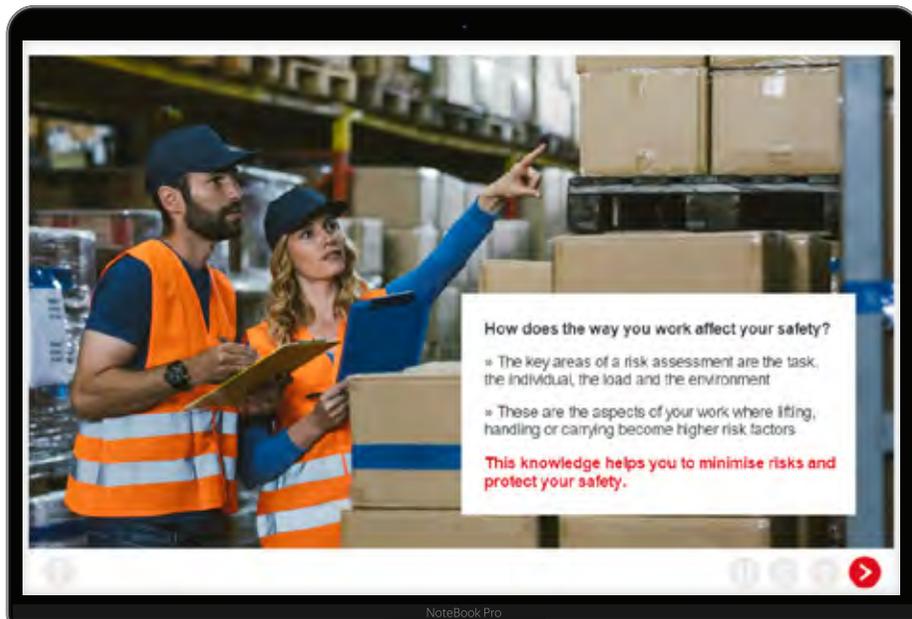
Specialist	Course Duration
Abrasive Wheels *	25-30 mins
Asbestos Awareness	30-35 mins
CDM Regulations	35-40 mins
Confined Spaces	25-30 mins
COSHH	25-30 mins
Dangerous Substances & Explosive Atmospheres Regulations (DSEAR)	15-20 mins
Farm Safety	25-30 mins
Fire Wardens	30-35 mins
Food HACCP Level 3	20-25 mins
Food Safety Level 1/2/3	30/90/30 mins
GHS Classification	30-35 mins

Specialist	Course Duration
Hand Arm Vibration	25-30 mins
Health & Safety for Cleaners	30-35 mins
Hot Weather Conditions	15-20 mins
Infection Control	35-40 mins
Introduction to Health & Safety Audits	35-40 mins
Laboratory Safety*	25-30 mins
Legionella	15-20 mins
Lift Truck Safety	25-30 mins
Lifting Operations & Lifting Equipment Regulations (LOLER)	30-35 mins
Lockout / Tagout	25-30 mins
Malaria Awareness	35-40 mins



Specialist	Course Duration
Medicine Awareness	35-40 mins
Mental Health Legislation	40-45 mins
Norovirus	35-40 mins
Provisions & Use of Work Equipment Regulations (PUWER)	25-30 mins

Specialist	Course Duration
Safe Movement of Vehicles	20-30 mins
Safeguarding Vulnerable Adults Level One*	25-30 mins
Safeguarding Children and Vulnerable Adults*	45-50 mins
Safeguarding Children Level One*	20-25 mins
Spill Prevention & Control	20-25 mins
Steward Training	30-35 mins
Student Health & Safety	40-45 mins
Control of Major Accident Hazards (COMAH) Regulations 2015	20-25 mins



**£35.8 million**  
in fines were issued to duty holders found guilty of health and safety offences in 2019/20.

Specialist	Course Duration
Warehouse Safety	25-30 mins
Virus Protection	20-25 mins
PEEP (Personal Emergency Evacuation Plan)	15-20 mins
Permit to Work	20-25 mins
Safe Use of Hand Tools	15-20 mins
Security & Terrorism Awareness	30-35 mins
Violence & Aggression in the Workplace	30-35 mins

Refresher courses	Course Duration
COSHH Refresher	15 mins
Driving Safety Refresher *	15 mins
DSE Refresher	15 mins
Electrical Safety Refresher	15 mins
Environmental Awareness Refresher	15 mins
Fire Safety Refresher	15 mins
First Aid Refresher	15 mins
Food Safety Refresher	15 mins
Health & Safety Introduction Refresher	15 mins

693k workers sustained a non-fatal injury at work in 2019/20.



Our library's collection of succinct Microlearning modules can be used as standalone training or at refresher intervals. These courses are fully mobile responsive and are delivered in a user-friendly and illustrated style to help employees maintain compliance with important health & safety information.

Refresher courses	Course Duration
 Health & Safety for Homeworkers Refresher	15 mins
Manual Handling Refresher	15 mins
Office Safety Refresher	15 mins
PPE Refresher	15 mins
Risk Assessment Refresher	15 mins
Slips, Trips and Falls Refresher	15 mins





# Make your people your most effective defence against cyberattacks

**Access Cyber Awareness & Resilience helps your people to become your greatest information security asset.**

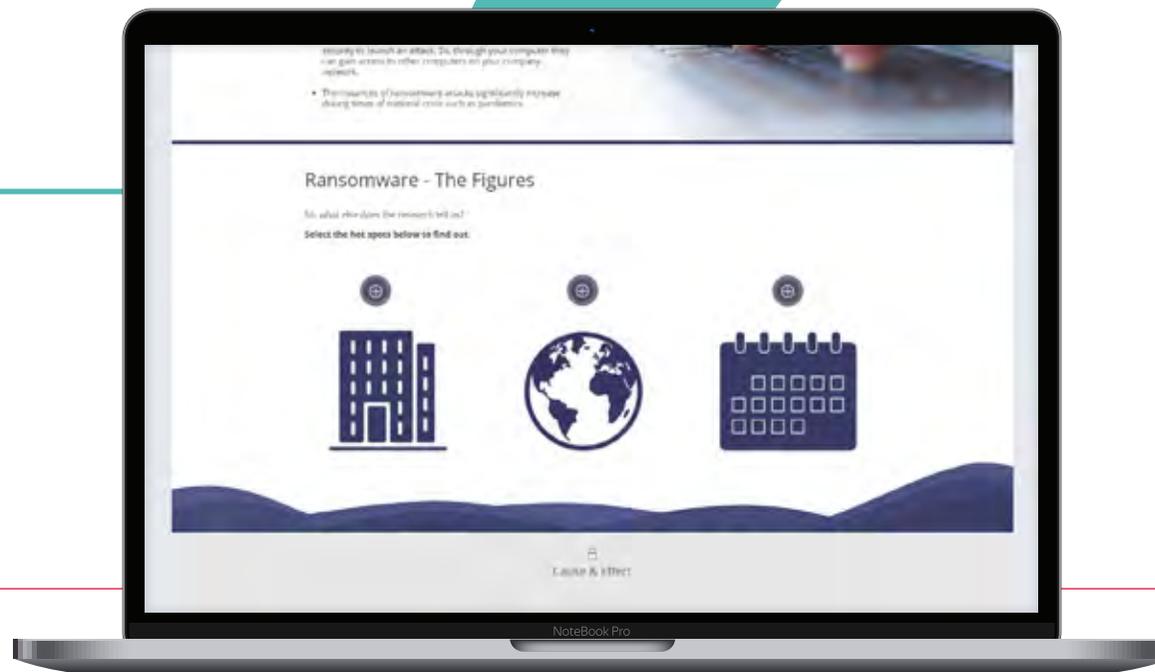
Ensuring your most valuable and precious information remains secure from a cyberattack or data breach is a critical business risk.

But your resilience to these growing threats can only be as good as the vigilance and behaviours of your people, especially when 90% of cyberattacks succeed because of human error.

That's where Access Cyber Awareness & Resilience can help.

Our training package provides your people with NCSC-approved courseware for cybersecurity and data protection awareness training.

Written and designed by cybersecurity experts and learning specialists, the modules help your people embed and sustain cyber resilient behaviours across your organisation.



Keeping Safe Online	Course Duration
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<b>NEW</b> Keeping Safe Online - Introductory video	5 mins
<b>NEW</b> Protecting your family at home	15 mins
Online Safety	15 mins
Social Media Protection	15 mins

Manager Awareness	Course Duration
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<b>NEW</b> Protecting Information - Introductory video	5 mins
<b>COMING SOON</b> Managing your HR human cyber risks	20 mins
Preparing for a Cyber Incident	15 mins
Managing your Supply Chain Risk	15 mins
Data Protection and UK GDPR for Data Controllers and Managers	15 mins

Managing Online Risks	Course Duration
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<b>NEW</b> Managing Online Risks - Introductory video	5 mins
<b>NEW</b> Executive awareness: Whaling attacks	15 mins
<b>NEW</b> Ransomware	15 mins
Phishing Game	10 mins
Phishing	15 mins
Social Engineering	25 mins
Payment Diversion Fraud	25 mins

Protecting Information	Course Duration
<b>COMING SOON</b> Stay safe while travelling	15 mins
Data Protection and UK GDPR: All Staff General Awareness	25 mins
Personal Information	15 mins
Information Handling	15 mins
Removable Media	15 mins

Safe Device Use	Course Duration
<b>NEW</b> Safe Device Use - Introductory video	5 mins
<b>COMING SOON</b> An introduction to mobile phone security	15 mins
Bring Your Own Device (BYOD)	15 mins
Password Safety	15 mins
Remote & Mobile Working	15 mins
Business Email Compromise	15 mins



“ Access Cyber Awareness training helps us stay ahead of the threats ”

CEO,  
Financial Services

Audio Stories	Course Duration
Removable Media - 'Banana Drama'	6 mins
Information Handling - 'Grazing the Free Wifi'	5 mins
Personal Information - 'Lily's Amazing Birthday Cake'	6 mins
Social Engineering - 'One Born Every Click'	7 mins
Social Media Protection - 'One Nil to the Hackers'	5 mins
Online Safety - 'Fine Margins'	6 mins
Remote and Mobile Working - 'Shoulder Surfing'	6 mins
Phishing - 'Speared'	6 mins
Password Safety - 'Stating The Obvious'	6 mins
Bring Your Own Device - 'Too Shiny Too Easy'	5 mins

Learning Animations	Course Duration
Safer web browsing	5 mins
Pretexting	5 mins
An introduction to the Internet of Things (IoT)	5 mins
Steps to prevent identity theft	5 mins
USB drop attacks	5 mins
Deleting data	5 mins
Ransomware	5 mins
Sending information to the wrong person	5 mins
Sextortion	5 mins
Themed Phishing	5 mins





# Personal, bite-sized learning to suit your organisation

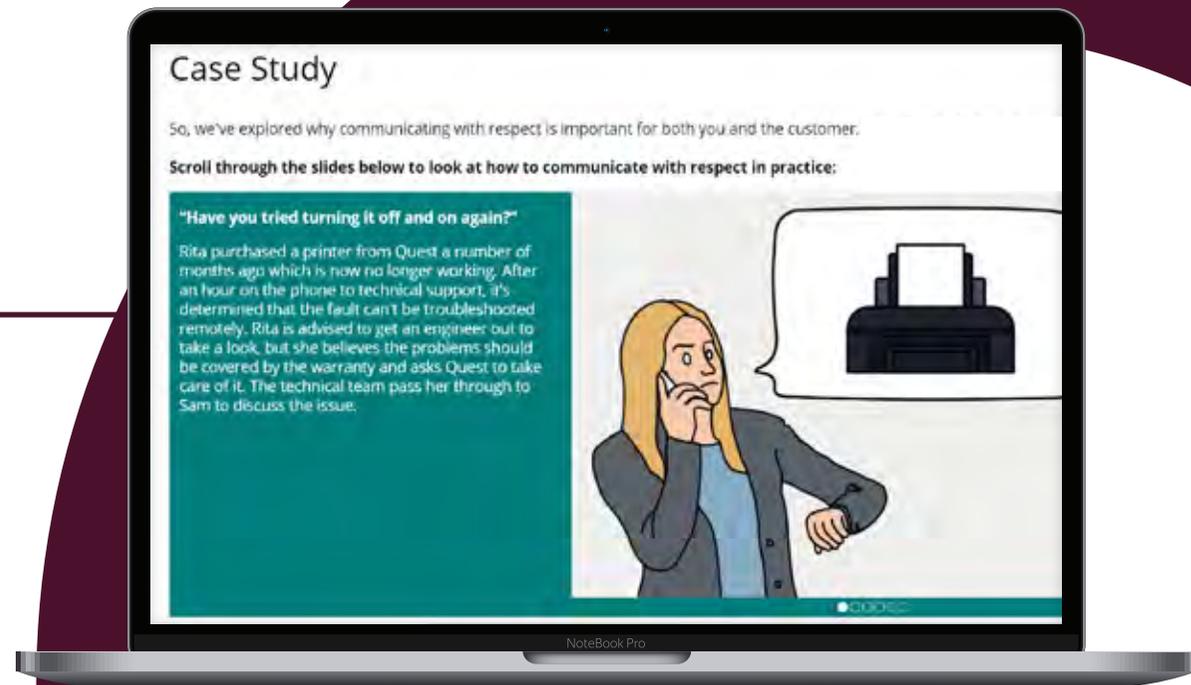
**The Access Soft Skills library is made up of 9 suites, covering an increasing range of essential professional skills.**

An organisation's greatest assets are its people. Soft skills development has proved invaluable to organisations who strive to be increasingly dynamic, interconnected and flexible. It can therefore help attract and retain talented employees as well as increasing business with both new and existing clients.

Although soft skills are often harder to develop and less quantifiable than traditional hard skills, they are essential to developing strong interpersonal, communication and

personal development skills which contribute immeasurably to the overall success of an organisation.

Our effective and engaging Soft Skills catalogue features over 90 courses, covering a growing range of professional skills and topics as well as the popular Workplace Wellbeing range.



## Career Development

Appraisal Interviews

Career Planning

First Impressions

Hiring Right First Time

Inducting a New Team Member

Networking

Tips for the Interviewee

## Change Management

Challenging the Status Quo

Experiencing Change

Making the Change

The Need for Strategy

Thriving in Change

Seeing Change Through

## Communication & Social Skills

Active Listening

Asking the Right Questions

Body Language

Communicating under Pressure

Communicating with Emotional Intelligence

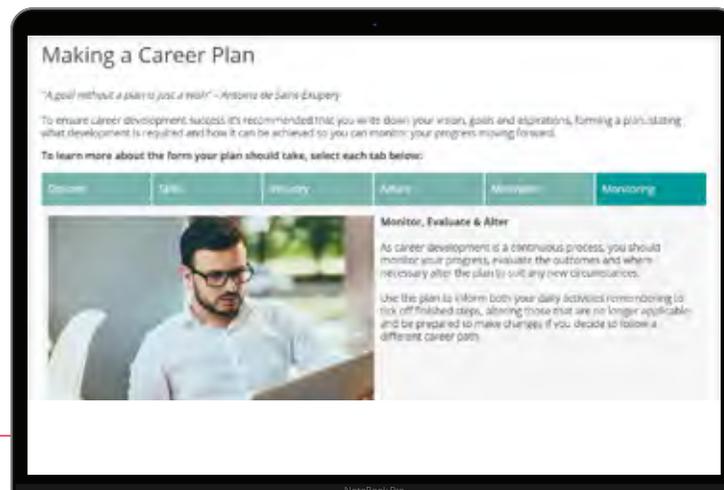
Effective Research

Effective Writing

Expressing Yourself

How to be Assertive

Intelligence





## Communication & Social Skills

Presenting Data

Presenting with Confidence

Social Media Awareness

What's Not Being Said?

Workplace Diplomacy

## Customer Service

A Balancing Act

Approaching New Customers

A Positive Perspective

Caring for Vulnerable Customers

## Customer Service

Communicating with Respect

Email Etiquette

Handling Complaints

Know Your Customer

Maintaining Existing Customers

Managing Expectations

Telephone Manner

Understanding Brand & Reputation

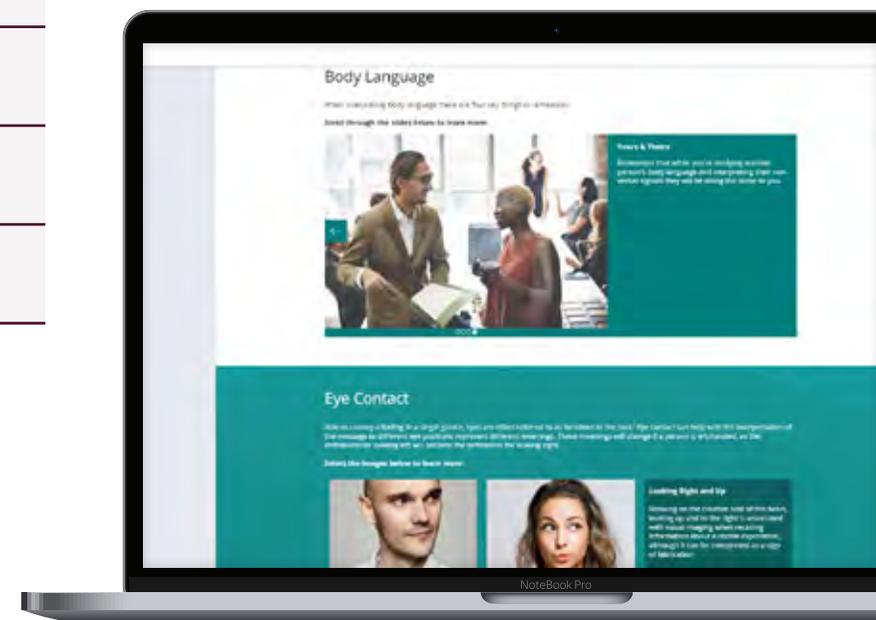
## Literacy Skills

Planning Your Report

Spelling & Punctuation

The English Sentence

Writing Your Report



### Management & Leadership

Coaching & Mentoring

Developing Leadership

Flexible Leadership

Giving & Receiving Feedback

Managing Virtual Teams

Motivation & Effective Feedback

Operational Agility

Performance Management

### Management & Leadership

Planning & Monitoring Team

Performance

Planning for a Crisis

Project Management

Taking the Lead

Taking Action

The Effective Leader

Training for Non-Trainers

Workplace Ethics

### Personal Development

Confidence

Dealing with Stress

Decision Making

Making Objectives Happen

Negotiation Skills

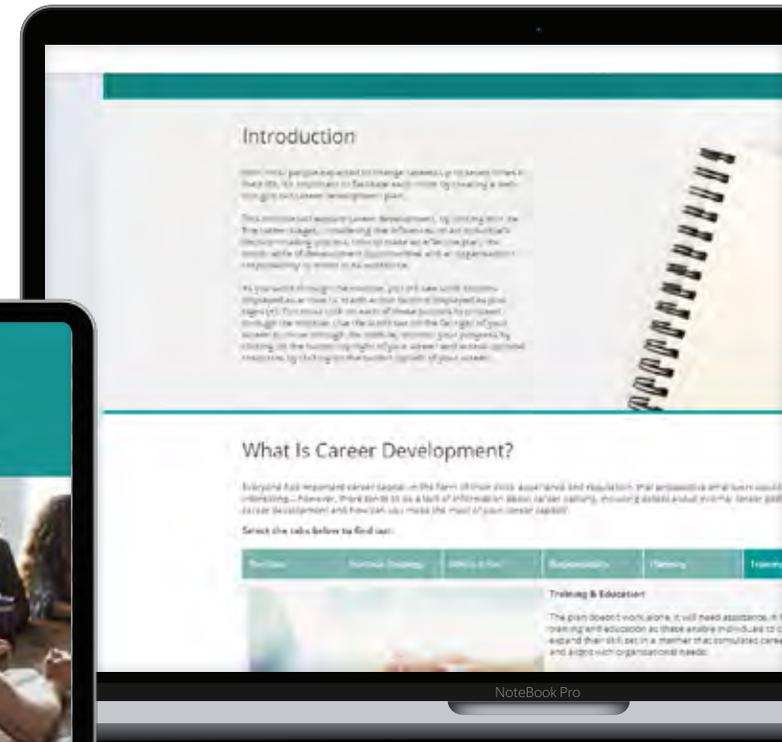
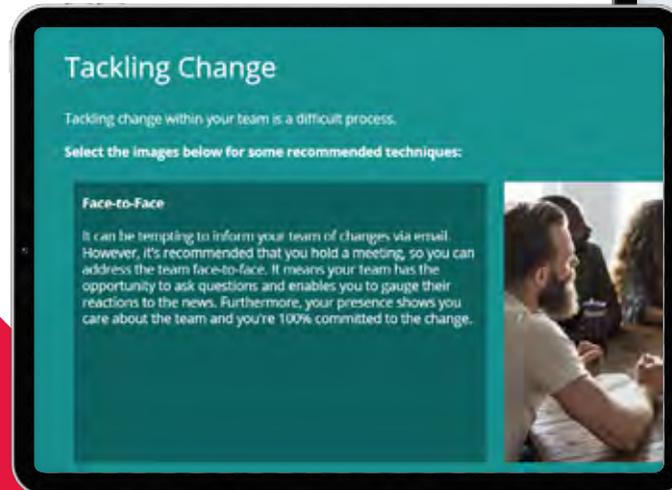
Planning Your Own Development



Personal Development
Problem Solving
Productivity
Remote Working
Setting Objectives
Time Management

Teamwork
Collaborative Working
Dealing with Conflicts
Effective Delegation
Effective Meetings
Find Your Role

Teamwork
Performance Troubleshooting
Working in Teams





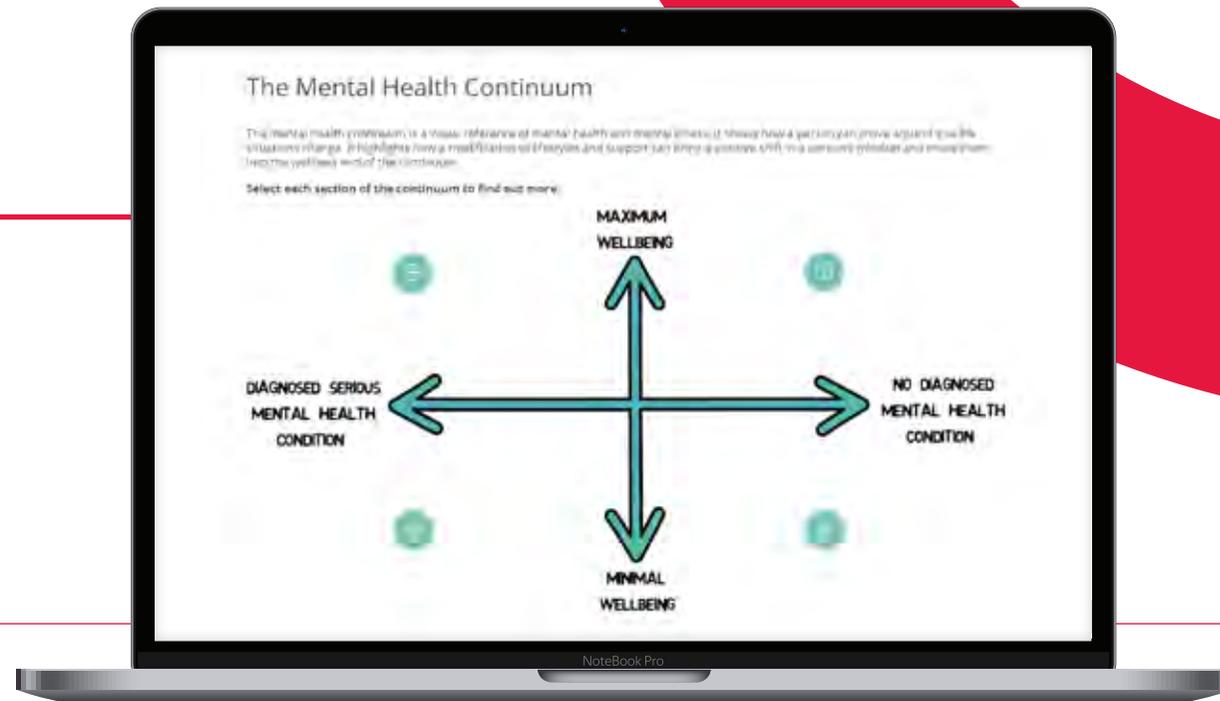
# Mental Health & Wellbeing Library

**The current situation is putting a greater strain on the mental wellbeing of our employees than ever before.**

It is our duty as responsible employers to do all we can to help our people to navigate through these turbulent times and come out the other side with our wellbeing intact.

The positive effects of having a mental health strategy includes lower sickness absence and presenteeism, better employee morale and increased engagement, as well as forging a healthier and more inclusive culture within the workplace.

Our mental health and wellbeing resources allow you to pick and choose the content that suits your people and your organisation. The resources come in bite-sized modules, videos, infographics and factsheets which can help your organisation educate and support teams with their mental health. The wide selection of information means you don't have to be an expert on mental health to create an effective wellbeing campaign.



### Better Decision Making

Better Judgements

Creativity

Critical Thinking

Healthy Living

### Building Resilience

Ambiguity

Changing Behaviours

Letting Go

Life Balance

Personal Agility

### Building Resilience

Everyday Energy

Resilience

Positive Thinking

Stress Management (Employees)

Stress Management (Managers)

Avoiding Burnout

### Managing Emotions

Curiosity

Empathy

Great Conversations

Managing Emotions

Mindfulness

Mindset

Relationship Building

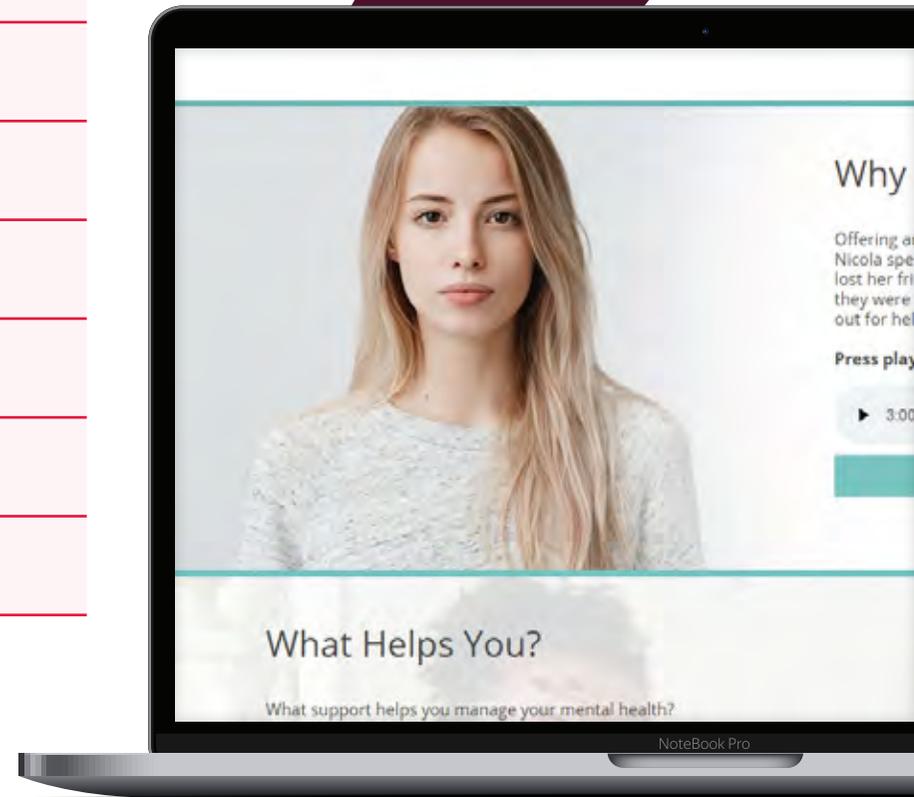
Value and Purpose

Impact and Influence



Wellbeing
Benefits of Good Sleep
Digital Wellbeing
Financial Wellbeing
Relaxation
Winter Wellbeing
Health and Wellbeing

Mental Health Awareness
Coping with Transition and Post Lockdown Anxiety
How To Support Yourself and Others With Mental Health
Introduction To Mental Health
Lets Talk About Mental Health
Recognising and Managing Anxiety
Tackling Mental Health Stigmas and Discrimination
Understanding Loneliness
Understanding Trauma
Understanding Grief and Loss



# About Access People

The HR division of the Access Group, Access People is a leading SaaS technology and HR solutions provider for organisations of any size. Our unrivalled suite spans all areas of HCM – including HR and absence management, Payroll, Workforce Management and Compliance, as well as Recruitment, Talent, Learning, People Analytics, Health & Safety and Risk Management and Reporting – all underpinned by the powerful Access Workspace platform.

With a growing customer base of over 14000 customers and over 3 million users, we provide customers with absolute freedom and flexibility through our innovative solutions that adapt to your evolving business needs. We deliver engaging experiences for your people that empower them to be their best and ultimately shape the future of your business.

The Access Group has been recognised in The Sunday Times Tech Track 100 in 2019 and is a leading provider of business software to mid-sized UK organisations. It helps more than 35,000 customers across commercial and not-for-profit sectors become more productive and efficient. Its innovative Access Workspace cloud platform transforms the way business software is used, giving every employee the freedom to do more.

Founded in 1989, The Access Group has an enterprise valuation of over £1billion and employs more than 2,900 staff. For more information about The Access Group, visit: <https://www.theaccessgroup.com/hr/>

## Contact us today

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