

# Governance, Legal & Regulatory

Training Solutions



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*Professional eLearning & Workforce Development*



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## Anti-Bribery and Corruption

*CPD & Institute of Hospitality Approved*

### Course Description

Acts of bribery and corrupt business practices are still an all too common part of business to business activity in the UK and Worldwide. Inducements can range from small 'facilitation payments' to gifts worth millions of pounds. They can come in many different forms and can sometimes be hard to track down.

This course examines some of the reasons why bribery and corruption occur as well as providing an overview of how common these practices are believed to be, before discussing how normal business activities, such as gifts, hospitality, sponsorship and donations, can be manipulated to become bribes.

It goes on to cover the legislation that is in place both in the UK and internationally and the severe penalties that can be brought against someone found to be acting a corrupt way. It also looks at the effects of bribery at a national level, including corruption in state-owned enterprises and governments, worldwide.

Finally, on a more practical level, it will show you some of the ways management and employees can reduce the risk of bribery and corruption in their organisations, particularly through anti-bribery and anti-corruption policies.

### Learning Objectives

By the end of this course, you will be able to:

- Define Bribery and what it entails and how it differs from gifts by understanding the criteria that can be applied to show the difference.
- Understand the motivation behind bribery and the effects on business and society.
- Identify the main legislation that is involved, the offences that can be committed and the principles promoted by the legislation.
- Be able to reduce the risk of bribery through risk assessment and employee responsibilities.
- Apply the Anti Bribery Management System ISO 37001 and its effectiveness within the world of business and commerce.

### Target Audience

The course content is aimed at employees at all levels of an organisation that may encounter bribery or corrupt working practices.

### Advantages

Training staff in this area can be used as part of a company's proof that they are actively working to discourage corrupt working practices.

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training in around their work and personal life.

### Further Progression

For candidates that want to add more qualifications to their CV our Leadership Skills and Developing Teamwork courses are ILM approved and can provide them with a recognised qualification.



For candidates new to management roles Managing Meetings would be a great next step although working through any of our range of Business Skills courses would be valuable.

Course	Module Number	Module Name	Pass % Required
Anti-Bribery and Corruption	1	Introduction	70
Anti-Bribery and Corruption	2	Why Corruption and Bribery Occur	70
Anti-Bribery and Corruption	3	The UK Bribery Act 2010	70
Anti-Bribery and Corruption	4	Reducing the Risk: Management	70
Anti-Bribery and Corruption	5	ISO 37001 and Employee Responsibilities	70

#### Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 50 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



# Anti-Money Laundering

*CPD & Institute of Hospitality Approved*

## Course Description

Money-Laundering is a major criminal problem, worldwide. This course starts by defining money-laundering and describing the 'regulated sector' as defined by the Proceeds of Crime Act.

The course discusses a number of money-laundering offences, including tax evasion, theft, fraud, bribery and the financing of terrorism. You'll learn about some of the 'red flags' which could indicate illegal activity, and the connections between money-laundering and certain financial institutions.

You'll see how the regulated sector combats money-laundering through compliance, due diligence, and record-keeping.

Finally, the course examines the internal controls and monitoring used by companies to fight against money-laundering, including policy statements, effective reporting systems, and staff responsibilities.

## Learning Objectives

By the end of this course, you will be able to:

- Identify the key pieces of legislation in regard to money laundering and its relation to other offences.
- Define the term Money laundering, what leads to it and the effect it has on others, the business and economy.
- Understand the concept of due diligence and the regulations that is applied and the regulators that can be consulted.
- Evaluate internal controls to help reduce and monitor activities that lead to money laundering.
- Remember employee responsibilities in applying internal control, recognise the signs of money laundering and reporting concerns.

## Target Audience

This course is suitable for anyone working in an organisation that handles large amounts of money. It can also be used as an introduction to the subject for those working or planning to work in a regulated sector.

## Advantages

Training staff in this area can be used as part of a company's proof that they are actively working to identify and discourage money-laundering.

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training in around their work and personal life.

## Further Progression

For candidates that want to add more qualifications to their CV our Leadership Skills and Developing Teamwork courses are ILM approved and can provide them with a recognised qualification.

For candidates new to management roles Managing Meetings would be a great next step although working through any of our range of Business Skills courses would be valuable.



For anyone working in the financial industry our Anti-Bribery and Corruption course would be a good further step as it explores in detail another financial crime and will show you some of the ways management and employees can reduce the risk of bribery and corruption in their organisations.

Course	Module Number	Module Name	Pass % Required
Anti-Money Laundering	1	Introduction	70
Anti-Money Laundering	2	The Law	70
Anti-Money Laundering	3	Money-Laundering	70
Anti-Money Laundering	4	Due Diligence	70
Anti-Money Laundering	5	Internal Controls and Monitoring	70

#### Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 50 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



## Disciplinary Procedures

### *CPD Approved*

The aims of the disciplinary procedure are to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement when necessary.

This course covers the aims of the disciplinary procedure, penalties including investigations, allegations and suspensions, procedures for carrying out hearings, and appeals.

Course	Module Number	Module Name	Pass % Required
Disciplinary Procedures	1	Disciplinary Procedure and Confidentiality	70
Disciplinary Procedures	2	Investigations, Allegations and Suspensions	70
Disciplinary Procedures	3	Notification Of A Hearing, The Right To Be Accompanied, And Procedure	70
Disciplinary Procedures	4	Penalties, Their Effects, And Appeals	70
Disciplinary Procedures	5	Holding Disciplinary Hearings And A Case Study	70

### **Recommended System Requirements**

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 45 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



## Introducing GDPR

*CPD Approved*

### Course Description

The General Data Protection Regulation (GDPR) is designed to strengthen and unify the principles of data protection for all individuals within the European Union and the European Economic Area.

The GDPR is an incredibly important change to data privacy regulations so understanding its correct implementation is vital for all UK businesses and organisations, and particularly for staff who regularly deal with personal data.

This online course is designed specially for those front line staff and provides a clear introduction to the main elements of the GDPR, including compliance and the consequences of non-compliance.

It explains the roles of key players - Data Protection Officers, Data Controllers, Data Protection Leads and Data Processors and covers the main categories of personal data, along with the six lawful bases for processing data, and how to audit the data your organisation holds.

Other topics examined include the Seven Principles of the GDPR and the Eight Rights for Individuals, along with the importance of your Privacy Policy - how to construct one, and how to use it effectively when dealing with data subjects.

Finally, there's important information on data breaches; how to avoid them, what to do if one is discovered and how to file a breach report.

### Target Audience

This course is aimed at anyone who has access to personal data. This mainly applied to front line data processors but will also include HR personnel, supervisors and managers.

### Advantages

Understanding the reasons for and scope of the GDPR can mean that data is handled professionally, securely and in compliance with the Law. This is a benefit for individuals and the company as a whole as it provides a level of confidence that things are being done correctly and protection from potential legal issues.

CPD approval means that this course can be used by those that need to prove they are continually developing themselves.

Online training is flexible, efficient and cost-effective, so candidates can progress through the modules at their own pace, in their own time, making it easy to fit the training around their work and personal life.

### Further Progression

If this course is used as part of employee induction then it can be bundled with other health and safety courses such as DSE Awareness or Basic Fire Safety

For those doing this course to improve themselves we have a wide range of other business skills courses that could further enhance their abilities and knowledge. These include Managing meetings, Time Management and Stress Awareness.



Course	Module Number	Module Name	Pass % Required
Introducing GDPR	1	Introduction	70
Introducing GDPR	2	Data Processing	70
Introducing GDPR	3	Types of Data	70
Introducing GDPR	4	Data Subjects' Rights	70
Introducing GDPR	5	Data Breaches	70

**Recommended System Requirements**

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 60 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions*).



# Introduction to Personal Safety for Lone Workers

*IIRSM & IOSH Approved*

## Course Description

Every day, thousands of people are exposed to situations where they are left alone in work premises, when visiting members of the public during their working day, or working from home.

There are many risks associated with working in isolation, without the support of colleagues. These risks can include accidents and violence.

This course acts as an introduction to personal safety for lone workers and applies to those that work alone within business premises, mobile workers and homeworkers.

It covers the legal responsibilities of both employers and employees, some of the common security precautions that can be implemented, practical steps you can take to avoid conflict in lone worker situations and other elements that can contribute to lone worker safety.

## Learning Objectives

By the end of this course, you will be able to:

Identify the definition of a lone worker

Demonstrate understanding of risk factors to lone workers, and identify methods of reducing risk

Recognise the key components of relevant legislation including the responsibilities of employees and employers as defined by the Health and Safety at Work Act and associated regulations.

Define dynamic risk assessments and understand multi-agency collaboration and issues associated with attending remote locations, including travel.

State where to go for additional training and guidance provided by both internal and external agencies.

## Target Audience

This course is aimed at anyone who works alone or manages people that work alone.

## Advantages

IIRSM approval means that this course meets the rigorous standards of this leading industry body.

Online training is flexible, efficient and cost-effective, so candidates can progress through the modules at their own pace, in their own time, making it easy to fit the training around their work and personal life.

## Further Progression

Courses that would complement this one would be:

Display Screen Equipment for anyone who works from home.

Conflict Resolution for anyone who may find themselves in a conflict situation or that has to work with difficult people as part of their job.

Sales Skills for those people working in a sales role.



Course	Module Number	Module Name	Pass % Required
Introduction to Personal Safety for Lone Workers	1	Lone Worker Personal Safety: The Basics	70
Introduction to Personal Safety for Lone Workers	2	The Law: Responsibilities	70
Introduction to Personal Safety for Lone Workers	3	Assessing the Risks	70
Introduction to Personal Safety for Lone Workers	4	Personal Safety Solutions	70
Introduction to Personal Safety for Lone Workers	5	Practical Tips to Avoid Conflict	70
Introduction to Personal Safety for Lone Workers	6	Reporting and Recording Incidents	70
Introduction to Personal Safety for Lone Workers	7	Final Test	70

#### Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 45 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



# Lifting Operations and Lifting Equipment Regulations (LOLER)

## Course Description

This short course provides you with an introduction to the Lifting Operations and Lifting Equipment Regulations 1998, otherwise known as LOLER.

The course starts by explaining the purpose of LOLER, before setting out what is meant by a lifting operation. It then provides some examples of equipment covered by the legislation.

Next, it explores why lifting equipment safety is so important, detailing the types of injuries that machinery can cause.

Moving on, the course covers the equipment maintenance requirements that must be complied with by law. It provides a detailed explanation as to what is meant by 'thorough examination' under LOLER, then looks at lifting equipment markings and the safe working load.

It finishes by covering what the regulations require of your organisation when it comes to the protection of young persons.

## Learning Objectives

By the end of this course, you will be able to:

- Understand what is meant by LOLER and What equipment is covered by LOLER
- Develop an understanding on Lifting Equipment Safety
- Have an understanding on the importance of maintenance of equipment and lifting equipment markings.
- And finally understand the requirements LOLER requires when it comes to the protection of young persons.

## Target Audience

This course is aimed at those in any industry that are responsible for and the use of Lifting Equipment. This could include site supervisors or managers.

## Advantages

Understanding the risks and how to protect yourself from Lifting Operations and Lifting Equipment.

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training in around their work and personal life.

## Further Progression

For those needing further safety training, courses such as PUWER, Working safely and PPE should be completed alongside this one.

For Supervisors that want to continue to enhance their skills, courses such as Introduction to Risk Assessment or Leadership Skills would make great next steps.



**Modules**

Course	Module Number	Module Name	Pass % Required
Lifting Operations and Lifting Equipment Regulations (LOLER)	1	What is LOLER?	70
Lifting Operations and Lifting Equipment Regulations (LOLER)	2	Why is Lifting Equipment Safety Important?	70
Lifting Operations and Lifting Equipment Regulations (LOLER)	3	Maintenance of Equipment	70
Lifting Operations and Lifting Equipment Regulations (LOLER)	4	Protection of Young Persons	70
Lifting Operations and Lifting Equipment Regulations (LOLER)	5	Final Exam	70

**Recommended System Requirements**

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 28 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



## Lock Out, Tag Out (LOTO)

### Course Description

This short course provides you with an overview of the lock out / tag out process.

It starts by describing what a lock out / tag out system is, detailing its purpose, and what it involves.

The course then moves on to the types of hazard exposures that might require lock out / tag out, and follows this with a look at the laws associated with lock out / tag out, and the responsibilities that you, and your employer, have under these regulations.

Finally, it sets out a six-step process you need to follow to ensure a safe lock out / tag out.

### Learning Objectives

By the end of this course, you will learn:

- What is a Lock Out / Tag Out System?
- What Type of Hazard Exposure Might be Required for Lock Out / Tag Out?
- What Laws are Associated with Lock Out / Tag Out?
- The Six Steps to Successful Lock Out / Tag Out

### Target Audience

This course is aimed at anyone involved with the service, repair or maintenance of machinery or equipment that can unexpectedly release hazardous energy if it is not shut down and isolated correctly. It is also relevant to the employees working alongside these people and their supervisors and managers.

### Advantages

Knowledge of the reasons for a Lockout / Tagout system and awareness of the dangers of not implementing correctly reduces the chances of LOTO accident occurring.

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training around their work and personal life.

### Further Progression

For those needing further safety training, courses such as Electrical Safety and Working Safely should be completed alongside this one.

For Supervisors that want to continue to enhance their skills, courses such as Introduction to Risk Assessment or Leadership Skills would make great next steps



**Modules**

<b>Course</b>	<b>Module Number</b>	<b>Module Name</b>	<b>Pass % Required</b>
Lock Out, Tag Out (LOTO)	1	What is a Lock Out / Tag Out System?	70
Lock Out, Tag Out (LOTO)	2	What Type of Hazard Exposure Might be Required for Lock Out / Tag Out?	70
Lock Out, Tag Out (LOTO)	3	What Laws are Associated with Lock Out / Tag Out?	70
Lock Out, Tag Out (LOTO)	4	The Six Steps to Successful Lock Out / Tag Out	70
Lock Out, Tag Out (LOTO)	5	Final Exam	70

**Recommended System Requirements**

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 25 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



## Lockdown Procedure in Schools

*CPD Approved*

### **Course Description**

In the last decade the threats to our society have multiplied and evolved in many ways. Terrorist organisations have transferred their fight from Iraq and Afghanistan to our back garden, Europe – and we have seen the damage that a small number of determined individuals can do.

This course will start by introducing the role of the lockdown officer then discuss some of the likely reasons for a lockdown, go over some of the steps you can take to prepare your school for lockdown as well as what to do in the event of a lockdown taking place.

### **Target Audience**

The course is aimed at teachers, school administrators and support staff. It gives them an overview of what to expect and how to act in a lockdown situation and is intended to inform and prepare staff rather than alarm them.

### **Advantages**

Being prepared and knowing how to handle an emergency situation can be invaluable as it means that proactive positive action can be taken to protect yourself and others in your care.

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training in around their work and personal life.

### **Further Progression**

Other courses that complement this one include Prevent Duty, Positive Handling in Schools and Safeguarding Children.



Course	Module Number	Module Name	Pass % Required
Lockdown Procedure in Schools	1	Introduction and the Lockdown Officer	70
Lockdown Procedure in Schools	2	Reasons for Lockdowns	70
Lockdown Procedure in Schools	3	The Lockdown Signal and the all Clear Signal	70
Lockdown Procedure in Schools	4	Suitable Rooms for Lockdown	70
Lockdown Procedure in Schools	5	Communication Arrangements	70
Lockdown Procedure in Schools	6	Possible Terminology	70
Lockdown Procedure in Schools	7	Violent Intruder Lockdown	70
Lockdown Procedure in Schools	8	Possible Threat or Danger	70
Lockdown Procedure in Schools	9	Staff Lockdown Responsibilities	70
Lockdown Procedure in Schools	10	Home Office Police Requirements	70
Lockdown Procedure in Schools	11	Simple Measures and Where to Seek Help	70

#### Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 60 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



## Manual Handling

*IIRSM, CPD & IOSH Approved*

Manual handling, or to be accurate, incorrect manual handling, is one of the most common causes of injury at work. To try and combat manual handling problems, the Manual Handling Operations Regulations were introduced.

The Regulations lay out duties for both employees and employers. They give a general requirement that employees must be trained to manually handle correctly including the use of any equipment their employer provides to handle loads safely.

This course outlines exactly what constitutes manual handling and covers the regulations and legislation that apply to manual handling tasks. It then goes on to cover safe handling techniques and how to develop good habits in relation to manual handling. It finishes off by introducing some practical solutions and the use of mechanical aids.

Please note that this is an awareness course only, if your duties include manual handling you will also need further practical training, you can get in touch with us to arrange this.

Training your employees with our online system will go a long way to giving them greater awareness of the dangers that poor manual handling poses, as well as covering safe handling techniques, practical solutions to manual handling issues and the use of mechanical aids.

### Learning Objectives

By the end of this course, you will be able to:

- Define Manual Handling and state the correct technique and application of effective Manual Handling.
- Understand the relevant legislation and comply with the regulations.
- Recognise safe handling techniques and be able to develop good habits.
- Evaluate every manual situation you encounter, recognising risks and when to use mechanical aids.
- Understand the consequences on the body of incorrect handling and the dangers associated.
- State the professionals most at risk from incorrect handling techniques.

Course	Module Number	Module Name	Pass % Required
Manual Handling	1	What is Manual Handling?	75
Manual Handling	2	Manual Handling Regulations	75
Manual Handling	3	Safe Handling	75
Manual Handling	4	Learning Safe Handling Habits	75
Manual Handling	5	Practical Manual Handling Solutions	75
Manual Handling	6	Use of Mechanical Aids	75
Manual Handling	7	Final Test	70



**Recommended System Requirements**

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 75 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



## Modern Slavery

### Course Description

This course covers the main aspects and concerns over modern slavery, particularly in the UK.

Modern slavery is the recruitment, movement, harbouring or receiving of adults and children.

In the UK, it's estimated there are more than 130,000 modern slavery victims, and throughout this course, we'll be presenting example case studies.

Modern slavery is wide ranging and includes forced labour, debt bondage and sexual exploitation, along with forced marriage and criminal exploitation.

You'll discover who's vulnerable to human trafficking and how they are trafficked, recruited and controlled.

We'll discuss the victim's perspective and show the hidden personal signs of modern slavery and how to identify locations that could act as a base.

You'll also learn how to report modern slavery, and the role of the National Referral Mechanism.

We'll suggest ways the government could stop modern slavery and examine the workings of the Modern Slavery Act 2015

We'll look at the role of small businesses in combatting modern slavery and provide practical tips, including how to make an anti-slavery pledge.

Finally, we offer useful contact details – including the authorities and charities that provide specialist support for victims of modern slavery.

### Learning Objectives

By the end of this course you will be able to:

- Understand what is Modern Slavery and the most common forms
- Develop an understanding on who is most vulnerable to Modern Slavery
- Have an understanding on the importance of reporting Modern slavery and how to do this.

### Target Audience

This course is aimed at all employees as it is relevant to most businesses across all industries.

### Advantages

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training around their work and personal life.

Understanding the most common form of modern Slavery, who is most vulnerable and how to report Modern Slavery.

### Further Progression

Courses that could compliment this one include, Safeguarding Adults, Safeguarding Children and Prevent Duty training.



**Modules**

<b>Course</b>	<b>Module Number</b>	<b>Module Name</b>	<b>Pass % Required</b>
Modern Slavery	1	What is Modern Slavery?	70
Modern Slavery	2	Who is Most Vulnerable to Human Trafficking and How Are They Trafficked?	70
Modern Slavery	3	How to Report Modern Slavery	70

**Recommended System Requirements**

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 40 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



## Positive Handling in Schools

### CPD Approved

Positive Handling is a very serious subject. Knowing when and how to act in a difficult situation can be the difference between a positive outcome and a potentially career ending prosecution.

This course will start by looking at some examples and statistics which highlight the seriousness and extent of aggressive pupil behaviour, it will then go on to explain how you can identify the stages of aggression and provide some tips on how you could de-escalate a pupil before they lash out. It also looks at where the law stands on this subject and finally best practice in theory if you ever do need to restrain a pupil.

Course	Module Number	Module Name	Pass % Required
Positive Handling in Schools	1	The Course Structure	70
Positive Handling in Schools	2	A Serious Business	70
Positive Handling in Schools	3	The Aggression Curve	70
Positive Handling in Schools	4	The SCARF Model	70
Positive Handling in Schools	5	Government Advice and Guidance	70
Positive Handling in Schools	6	Making decisions: Duty of Care	70
Positive Handling in Schools	7	The Law	70
Positive Handling in Schools	8	Physical Intervention and Restraint	70
Positive Handling in Schools	9	Screening, Searching and Confiscation	70

### Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 100 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



## Provision and Use of Work Equipment Regulations (PUWER)

### Course Description

This short course provides you with an introduction to the Provision and Use of Work Equipment Regulations, otherwise known as PUWER.

The course starts by explaining the purpose of PUWER, and then turns to look at the types of equipment that fall under this legislation. This is followed by an explanation as to the responsibilities both employers and employees have under the regulations.

Next, the course explores the common hazards associated with the use of work equipment; before moving on to look at different methods of guarding available to keep you safe from injury.

Finally, the course explores the requirements with respect to equipment inspection and maintenance under the regulations.

### Learning Objectives

By the end of this course, you will learn:

- What PUWER stands for
- The Equipment Listed Under PUWER.
- The Responsibilities of the Employer/Employee Under PUWER.
- The common Hazards of Using Work Equipment.
- The different methods of guarding
- How to safety inspect equipment

### Target Audience

This course is aimed at anyone in the workplace that uses machinery. This could include site supervisors or managers.

### Advantages

Understanding how work equipment is maintained safe for use, in a safe condition and suitable for the intended use.

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training in around their work and personal life.

### Further Progression

For those needing further safety in construction training, courses such as Working safely, CDM Awareness and PPE should be completed alongside this one.

For Supervisors that want to continue to enhance their skills, courses such as Introduction to Risk Assessment or Leadership Skills would make great next steps.



**Modules**

Course	Module Number	Module Name	Pass % Required
Provision and Use of Work Equipment Regulations (PUWER)	1	What is PUWER?	70
Provision and Use of Work Equipment Regulations (PUWER)	2	Examples of Equipment Listed Under PUWER	70
Provision and Use of Work Equipment Regulations (PUWER)	3	What are the Responsibilities of the Employer/Employee Under PUWER?	70
Provision and Use of Work Equipment Regulations (PUWER)	4	Common Hazards of Using Work Equipment	70
Provision and Use of Work Equipment Regulations (PUWER)	5	Different Methods of Guarding	70
Provision and Use of Work Equipment Regulations (PUWER)	6	Inspection of Equipment	70
Provision and Use of Work Equipment Regulations (PUWER)	7	Final Exam	70

**Recommended System Requirements**

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 34 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



# Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR

## Course Description

RIDDOR, is a law that requires employers, and those in charge of work premises, to report and keep records of deaths and serious injuries that happen in the workplace.

The course starts by explaining the purpose of RIDDOR, and then moves on to explore the different injuries, diseases and dangerous occurrences which are either covered or exempt under the legislation.

It gives an explanation of how to submit a RIDDOR report, including who can report, and the deadlines set in law for doing so.

## Learning Objectives

At the end of this course you will have learned:

- What RIDDOR 2013 is and the purpose of the legislation.
- What is included or exempt under RIDDOR 2013.
- How to submit a RIDDOR report.

## Target Audience

This course is aimed at supervisors and managers that may be responsible for reporting an incident that takes place in their workplace.

## Advantages

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training in around their work and personal life.

## Further Progression

We offer a full suite of Health and Safety courses that would complement this one as well as several others that cover specific legislations such as the Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER).



**Modules**

<b>Course</b>	<b>Module Number</b>	<b>Module Name</b>	<b>Pass % Required</b>
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR	1	What is RIDDOR 2013	70
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR	2	What is included or exempt under RIDDOR?	70
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR	3	How to report RIDDOR	70
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR	4	Final Test	70

**Recommended System Requirements**

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 25 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)



## Sexual Harassment in the Workplace

### CPD Approved

Sexual harassment is unwanted conduct of a sexual nature. Experiencing sexual harassment can be one of the most difficult situations a worker can face, however it should not be happening and all workers are protected by law from sexual harassment.

Handling accusations of sexual harassment can be difficult, and if not done correctly can lead to the company being held liable along with the perpetrator of the harassment.

This course will start by defining sexual harassment and explaining how protection comes from both employment law and criminal law. You'll see from workplace statistics how widespread and serious the problem is, and how the management response to concerns raised is often poor or non-existent. It also addresses how allegations should be handled, explains the importance of having clear and robust policies and the role line managers tend to take when it comes to dealing with these situations. The course also covers investigation from the employer's perspective, the role of employment tribunals, and concludes with some case studies that will give further insight into what constitutes harassment and the outcome of cases where the businesses did not act appropriately to deal with this behaviour.

Course	Module Number	Module Name	Pass % Required
Sexual Harassment in the Workplace	1	What Is Sexual Harassment?	70
Sexual Harassment in the Workplace	2	Examples and Research	70
Sexual Harassment in the Workplace	3	Dealing With A Complaint	70
Sexual Harassment in the Workplace	4	Policies and The Role of The Line Manager	70
Sexual Harassment in the Workplace	5	Handling Sexual Harassment in the Workplace	70
Sexual Harassment in the Workplace	6	The Law and Sexual Harassment	70
Sexual Harassment in the Workplace	7	Case Studies	70
Sexual Harassment in the Workplace	8	The Worker Protection (Amendment of Equality Act 2010) Act 2023	70

### Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 55 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)

