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## **Cambridgeshire & Peterborough Association of Local Councils**

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# **Introduction to Town and Parish Councils**

This e-learning course is suitable for councillors, clerks and officers and is designed to help broaden and develop your knowledge and understanding of the role of town and parish councils.

### **Objectives**

After completing the course, learners will be able to understand the purpose of the council alongside the role of the councillor and how decisions are made.

### **Topics covered include:**

- The Nolan Principles
- The Legal framework in a local council context
- Managing public finances



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# **Introduction to Planning for Town and Parish Councils**

This e-learning course is suitable for councillors, clerks and officers and is designed to help broaden and develop your knowledge and understanding of the role of town and parish councils in relation to planning matters.

### **Objectives**

After completing the course, learners will be able to understand how the planning system works and the role of the town and parish council in relation to planning matters.

### **Topics covered include:**

- Types of planning applications that exist
- What constitutes material and non-material considerations
- Recommendations the town or parish councils make
- Understanding of planning conditions and developer contributions

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# Managing & Reducing Stress

Most people experience stress from time to time, and this isn't necessarily bad; stress is a natural response, but prolonged periods of stress can be harmful. There are many ways in which employees can reduce or avoid stress, and if they are experiencing stress already, there are approaches they can follow to manage their stress most effectively. This highly interactive course helps your employees prevent, reduce, and manage their stress levels, by providing them with a wide range of tools to deal with stress.

Courses developed by Nimble Elearning have been certified by the **CPD Certification Service** and count towards your annual CPD requirement.

### Objectives

After completing this course, learners will be able to:

- Understand and identify stress and why it can be detrimental
- Identify stress and stressors in themselves and others
- Reduce their exposure to stress
- Develop a Wellness Action Plan
- Implement coping strategies in work and personal life

### Topics

Topics explored in this course, **Managing and Reducing Stress**:

- Causes of stress
- Responses to stress
- Reducing stress
- Wellness Action Plans
- Stress coping strategies

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# Data Protection Essentials GDPR

### Main Features

Every time we buy a product, sign up to a service or get a new job, we willingly hand over our personal information, placing our trust in countless companies to handle our data securely and responsibly, despite frequent news of hacks and data breaches. With technology now playing such an integral role in data management, it has been imperative that data protection laws evolve to reflect this. As a company employee, the responsibility falls on you to keep individuals' data safe, secure and processed appropriately. As such, you need to know about, and comply with, current data protection regulations – the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 – to avoid serious legal consequences for you and your employer. This course will help you understand the aims and provisions of the UK's data protection legislation and offers essential, practical advice on how to make yourself compliant.

### Objectives

*After completing the course, learners will be able to:*

Recognise why fair and effective data management is important to individuals and to society as a whole. Understand relevant data protection legislation and regulations, along with the penalties for breaching these. Work with information in a way that does not breach the data protection principles and individuals' rights. Respond to requests for information from individuals in a way that is legal and effective

Topics explored in this course, Data Protection Essentials:

- Understanding the need for data protection laws
- Explaining the GDPR and Data Protection Act 2018
- Defining personal data
- Individuals' rights



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- Data protection principles
- Working with data

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# Dementia Awareness

There are hundreds of thousands of people living with dementia in the UK alone, and this number is estimated to rise to 2 million by 2050. Dementia comes in many types and can progress at different rates. The support needs of a person with dementia can be vastly different as no two individuals are affected in the same way, regardless of whether their diagnosis is the same.

This course, developed by approved CPD provider and healthcare training specialists **Espirita**, is designed for any staff working with dementia sufferers in a health or social care setting. Learners will gain an understanding of what dementia is, how it can be managed and gather a greater awareness of the sensitive issues faced by these individuals and their families.

### Objectives

After completing the course, learners will be able to:

- Understand the regulations relating to dementia
- Recognise dementia and the different types of scans
- Understand diagnosis
- State the possible signs and symptoms throughout the various stages of dementia
- Explain the different types of treatment
- Understand the importance of communication
- Be aware of the causes of pain in relation to dementia
- Describe their role and responsibilities when supporting an individual with dementia



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### **Topics**

Topics explored in this course, **Dementia Awareness:**

- Defining dementia
- Legislation
- Causes of dementia
- Types of dementia
- Signs and symptoms
- Diagnosis
- Types of scan
- Treatment
- Medication
- Speech and language therapy
- Physiotherapy
- Recognising pain
- Causes of pain
- Different types of communication
- Behaviours that challenge
- Family and carers
- National Dementia Strategy

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# Display Screen Equipment Assessments

Developed by experienced training specialists, **Creative Learning Solutions**, this **Display Screen Equipment** course addresses the fact that it is not the equipment in our daily office lives that is responsible for poor health and absenteeism, but the way in which we use it. The course will enable you to set up and adjust your workstation equipment to the optimum layout and identify the possible health risks associated with using display screen equipment (DSE) incorrectly.

### Objectives

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

- Identify the regulations relating to the use of Display Screen Equipment (DSE)
- Understand the possible health risks associated with using DSE and describe the importance of assessing and controlling those risks
- Identify how to set up and adjust your workstation equipment to the optimum layout
- Understand the importance of distributing tasks during the working day to allow time away from the screen
- State your entitlement to eye and eyesight testing

### Topics

Topics explored in this course, **Display Screen Equipment**:

- The Health & Safety (Display Screen Equipment) Regulations 1992
- Common terms and causes of ill health
- Setting up a workstation
- Tips on using DSE safely



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# Cyber Security Essentials

Cyber attacks, hacktivists and organised crime may all sound rather '007-ish', but as more and more of our everyday devices are now connected to the internet, so our digital footprint grows at pace, leaving us vulnerable to having our personal information used against us. Sadly, cyber crime such as social engineering campaigns and email phishing attacks have become commonplace in our age of connectivity, and it becomes our responsibility to protect ourselves and our businesses from complex cyber threats. This **Cyber User Awareness Training (Basic)** course has been developed by cyber security specialists, **Cyber Security Associates (CSA)**, and has been designed to give us a better insight into the day-to-day cyber challenges we face. It is critical for businesses and organisations to understand that hard-earned trust, reputation and commercial viability are significantly compromised during a single cyber incident. This course provides practical advice on how to better safeguard your company and personal information at work and at home, and offers techniques for identifying different types of potential or actual cyber attacks.

### Objectives

After completing the course, learners will be able to:

- Understand that 'cyber' is more than just IT
- Understand the concept of the Internet of Things
- Have a better understanding of how Data Protection laws are changing
- Explain the key differences between the outside and inside cyber threat and what constitutes these types of threats
- Understand the importance of passwords and their security in defending your information against a cyber threat



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- Understand what makes up your digital footprint, and how it can be used as a means of attack
- Remember ways to control and manage your digital footprint
- Identify ways to stay cyber safe while at work, at home and working on the move
- Know what to do if any of your personal accounts are compromised or hacked

### Topics

Topics explored in this course, **Cyber User Awareness Training (Basic)**:

- What is cyber?
- The cyber threat
- Information security threats
- The outsider threat
- Hackers & hacktivists
- Nation state
- Industrial competitors
- Organised crime
- The insider threat
- Password management
- Digital footprints
- Staying safe at work and at home
- Tips and techniques on safeguarding information

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# Resilience

The fast pace of modern-day working life and the demands that are placed on us by ourselves and others, can sometimes seem overwhelming. With mental health issues on the rise, it has never been more important to arm employees with the coping mechanisms and inner strength necessary to handle the inevitable tsunami of daily stresses.

This **Resilience** course, developed by online training experts, **Espirita**, helps employers and employees to understand, build and maintain personal resilience within the working environment. The better mentally equipped and resilient a person, the less risk there is of them succumbing to mental health problems such as anxiety and depression.

### Objectives

After completing this course learners will be able to:

- Understand the meaning of resilience
- Describe how resilience develops
- Identify the signs of low resilience
- Manage daily routines and sleep
- Know when to relax and where to get help
- Apply various techniques for becoming more resilient
- Understand the importance of developing your social network
- Manage the negative impact of money and relationship issues
- Understand the importance of a healthy mind, body and work life



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### Topics

Topics explored in this course, **Resilience:**

- What is resilience
- How resilience develops
- The signs
- Becoming more resilient
- Learn to relax
- Controlled breathing
- Mindfulness
- Digital detox
- Getting professional help
- Having fun
- Building your social network
- Improve your sleep
- Daily routine
- Bedtime routine
- Sleeping environment
- Stress
- Anxiety
- Depression
- Heart health
- Type 2 diabetes
- Disability
- Benefits and grants
- Budgeting
- Debt



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- Break up of a relationship
- Carers
- Bereavement
- Parental leave
- Sick leave
- Work life balance

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# Equality & Diversity

Certain characteristics are protected by the equality law and it is necessary for every employee to know what these are, so they can abide by the equality legislation. If a person feels your organisation (or someone in your organisation) has treated them unfairly, they can start a grievance procedure or take their case to the employment tribunal. It is important to make sure everyone in your organisation complies with equality law.

The course boosts understanding of the equality and diversity legislation, and its hand-picked examples demonstrate the benefits that come from promoting equality and diversity in the workplace.

Courses developed by Nimble Elearning have been certified by the **CPD Certification Service** and count towards your annual CPD requirement.

### Objectives

After completing the course, learners will be able to:

- Understand what is meant by 'equality' and 'diversity' and recognise how they benefit us
- Identify who is protected by the Equality Act, and explain what happens if their rights are compromised
- Recognise discrimination and other unfair practices in the workplace and know how to act on them
- Understand what they can do to promote equality and diversity



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### Topics

Topics explored in this course, **Equality and Diversity**:

- Equality and diversity
- Facts about equality and diversity
- Equality legislation
- Unlawful behaviour
- Making a complaint
- Discrimination
- Harassment and victimisation
- Responsibilities

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# Phishing

This course, developed by cyber security specialists **Cyber Security Associates**, is designed to enhance the learner's knowledge of one of the fastest growing cyber attack methods: **phishing**. The course is useful for anyone who works with digital devices, and provides learners with details of information security threats, attack methods, and tips and techniques on safeguarding.

In addition to this elearning course, Cyber Security Associates also offer **email phishing campaigns**, which are designed to test and understand the overall 'cyber hygiene' of any organisation. Their standard phishing campaign is designed with an objective of gaining an employee's trust and interaction with a non-business-related email. Each client will have the ability to choose the most suitable framework and content for the email to make it appear as genuine and plausible as possible. Each client will receive a comprehensive view of the results obtained from the campaign to detail both areas of strength and those needing improvement. Please contact Nimble for further information on these email phishing campaigns.

### Objectives

After completing the course, learners will be able to:

- Understand the definition and different types of phishing
- Explain why phishing attacks are used and how your digital footprint can be exploited for these attacks and for social engineering purposes
- Examine the rise of cyber crime and why phishing continues to be a key tool and technique for attacks
- Understand the different types of phishing attacks and how the complexity of each one can be completely different
- Know the best way to respond to phishing attacks when at work and at home





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### Topics

Topics explored in this course, **Phishing**:

- Introduction to phishing
- History of phishing
- Why phishing is used
- Type of attacks
- Staying safe

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# Health and Safety

### Main Features

Keeping your employees healthy and safe should be a major consideration for your organisation; to comply with the Health and Safety legislation and to make sure you have happy and healthy employees. All incidents and injuries in the workplace affect the well-being of your employees and the productivity of your organisation. There are many measures you could put in place to protect the physical and mental well-being of staff. This course discusses these measures and stresses the importance of health and safety to keep employees safe and healthy at work and at home. It uses interactions and specifically designed content to maximise learning outcomes.

This session is worth 1 CPD.

### Objectives

*After completing the course, learners will be able to:*

Recognise why health and safety is important for individuals, employers and society as a whole. Understand the frameworks of health and safety legislation. Recognise the responsibilities your employer has for your health and safety. Use a range of health and safety techniques and good practice to help keep yourself safe at work (and at home!)

Topics explored in this course, Health and Safety:

- Health and safety problems
- Health and Safety at Work Act
- Government's responsibilities
- Risk assessment and reduction
- Safe systems of work
- Accident reporting
- Lifting and carrying



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- Personal safety
- Aggressive behaviour
- Working with computers