

UK FINANCE ELEARNING LIBRARY



UK FINANCE - WHO WE ARE

We are the collective voice for the banking and finance industry.

Representing more than 250 firms across the industry, we act to enhance competitiveness, support customers, and facilitate innovation.

FIND OUT MORE

Contents

Governance, Risk & Compliance Courses

Mortgage and Home Finance

Cyber Awareness & Resilience Training

Workplace Skills

Microsoft Office & Windows

Mental Health and Wellbeing

Health & Safety

Learning Management System (LMS)

UK Finance Training

Through our specialists we provide an unmatched breadth and depth of knowledge, all in one place.

We work for and on behalf of our members to promote a safe, transparent and innovative banking and finance industry. We offer research, policy expertise, thought leadership and advocacy in support of our work.

Our learning activity supports our members in their businesses, helping them to navigate the opportunities and challenges they face. We deliver an extensive programme of training activity one of which includes our portfolio of eLearning content. This is supported by a partnership with **The Access Group, the #1 Learning Management System in Financial Services.**

The eLearning platform offers our members and their firms access to more than 50 bite-size learning titles designed to change behaviours, which are accessible 24/7 from your PC, tablet or mobile. Created by industry experts with over 30 years' practical experience, this is a proven solution trusted by hundreds of thousands of users across hundreds of financial services firms, allowing you to purchase what you need when you need it.

This content helps to inform our members, gives guidance on policy, supports compliance and reflects best practice across a range of topics from financial crime to risk management, to general banking and regulatory matters.

The Content Catalogues

Governance, Risk and Compliance

This catalogue provides users with a base level of knowledge to assist with compliance when working in the financial services sector as well as tapping into each of our policy areas, including:

- Fundamentals
- Conduct
- Financial Crime
- Senior Managers & Certificate Regime
- Specialist

We offer key-point activities of content for those who need a high-level overview or a refresher of the topics.

Mortgage & Home Finance

We can offer a comprehensive knowledge suite to upskill and maintain mortgage and home finance market knowledge. We know the importance of having the right compliance courses in place to make sure you can deliver a reliable and compliant service to your customers.

Cyber Awareness and Resilience training

Certified by the UK's National Cyber Security Centre (NCSC) and written and designed by information cyber security experts and learning specialists. The Cyber Awareness & Resilience training helps your employees understand the cyber risks they face at home and at work and makes it easy to adopt new behaviours to protect your organisation from a range of cyber-attacks.

Governance, Risk & Compliance

Fundamentals	5
Conduct	6
Financial Crime	7
Senior Managers & Certification Regime	9
Specialist	10
Introduction to insurance	11
Insurance Regulation	12

Mortgage and Home Finance

13

Pathway 1 - Buying, selling and financing property: the parties and methods involved
Pathway 2 - Mortgage and home finance regulation and the various types of mortgages
Pathway 3 - Mortgage advice and the criteria to fulfil
Pathway 4 - Insurances to consider alongside a mortgage
Pathway 5 - Equity release, home purchase plans, sale and rent back and commercial mortgages
Pathway 6 - Arrears and possessions
Pathway 7 - Customer interactions

Cyber Awareness & Resilience Training

14

Workplace Skills

16

Compliance & CSR

19

Mental Health and Wellbeing Library

21

Microsoft Office & Windows

23

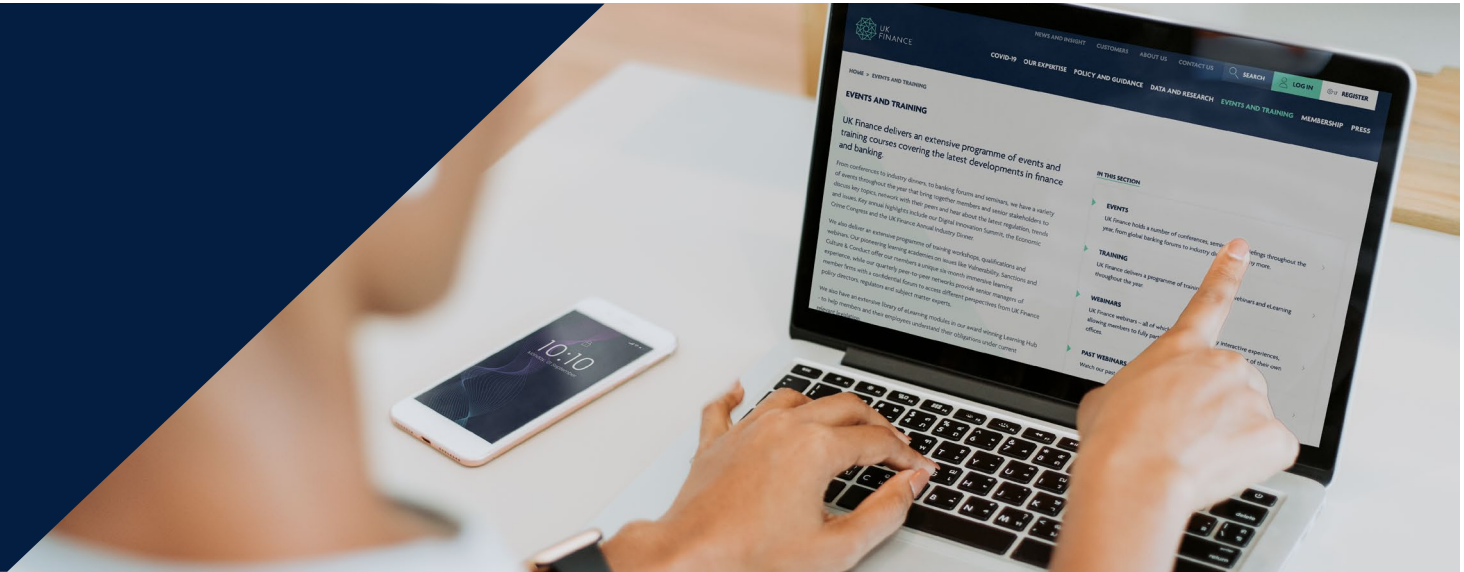
Health & Safety

24

Learning Management System

27

FUNDAMENTALS



The Fundamentals suite provides users with a base level of knowledge to assist with compliance when working in the financial services sector.

It introduces the financial services regulators – providing an understanding of who they are, what they do and why they are there. It takes a high-level view of what is required of firms to comply with the regulations and the consequences of non-compliance.

It also looks at the key legislation around data protection and the security of information, including the wide-reaching implications of GDPR.

FUNDAMENTALS	Sector	Job Role	CPD	Additional key-points summary activities
Green Finance & ESG	All financial services	All	45 mins	Coming Soon
The Data Protection Act 2018 & the GDPR	All financial services	All	1 hr	Yes
Maintaining Information and Cybersecurity	All financial services	All	1 hr 10 mins	Yes
Introduction to the Financial Conduct Authority (FCA)	All financial services	All	1 hr 10 mins	Yes
Introduction to the Prudential Regulation Authority (PRA)	All financial services	All	1 hr	Yes
Risk and operational resilience	All financial services	All	1 hr	Yes
Modern Slavery for financial services	All financial services	All	1 hr	Yes

CONDUCT

The Conduct suite is aligned to the core principles and objectives of the Financial Conduct Authority (FCA).

Conduct rules apply to staff at all levels of financial services firms. This eLearning suite focuses on ensuring all users operate with the appropriate duty of care and due diligence and is aimed at helping to build the right organisational culture.

The suite covers consumer protection, systems, controls and governance. It also offers insight on how to spot and act on wrongdoing such as insider trading or miss-selling – protecting the firm and its customers, and ultimately protecting the market and the economy.



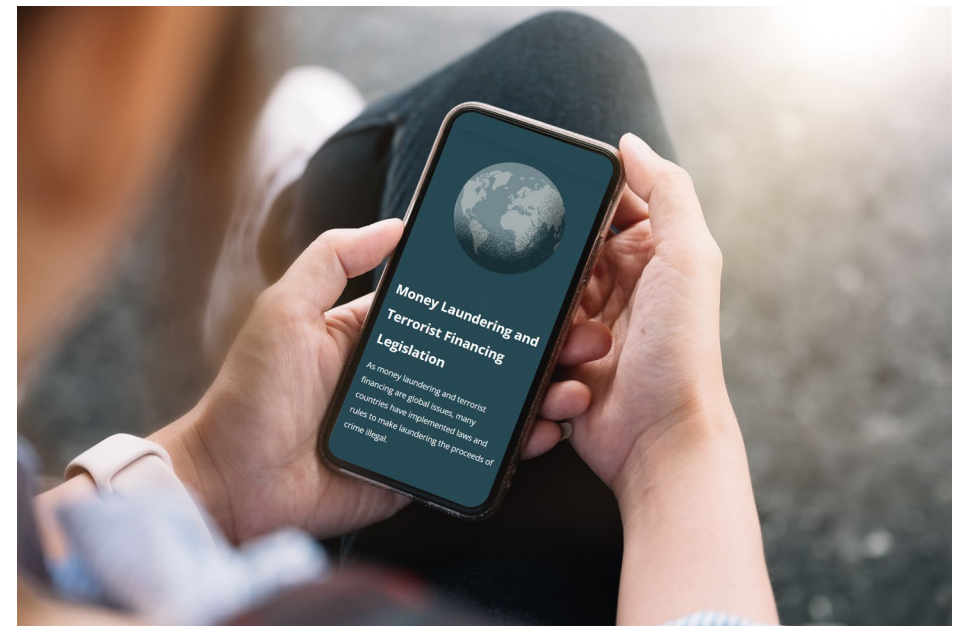
CONDUCT	Sector	Job Role	CPD	Additional key-points summary activities
COBS Appropriateness	Investment banking & insurance	All	1 hr	Yes
COBS Best Execution	Investment banking & insurance	All	1 hr	Yes
COBS Client Categorisation	Investment banking & insurance	All	1 hr 5 mins	Yes
COBS Dealing and Managing	Investment banking & insurance	All	45 mins	Yes
COBS Essentials	Investment banking & insurance	All	1 hr 5 mins	Yes
COBS Suitability	Investment banking & insurance	All	1 hr 15 mins	Yes
How to handle regulated complaints	All financial services	All staff with customer interaction	1 hr 5 mins	Yes
Conduct Risk and Treating Customers Fairly	All financial services	All staff with customer interaction	1 hr	Yes
Consumer credit (CONC) Arrears management	Firms that offer consumer credit	Credit control & arrears handlers	1 hr 5 mins	Yes
Culture and Ethics	All financial services	Management	50 mins	Yes
Understanding vulnerable consumers	All financial services	All staff with customer interaction	55 mins	Yes
Financial Promotions	All financial services	All staff with customer interaction	1 hr	Yes
Introduction to BCOBS and the PSRs (Banking)	Retail banking	All	1 hr 30 mins	Yes
Introduction to BCOBS and the PSRs (Building societies)	Building societies	All	2 hrs	Yes
Managing Conflicts of Interest	All financial services	All	40 mins	Yes
The Conduct Rules	All financial services	All	55 mins	Yes
Whistleblowing with Confidence	All financial services	All	40 mins	Yes
Whistleblowing with Confidence for managers	All financial services	All	35 mins	Yes
Consumer Duty	All financial services	All	1 hr	Coming soon

FINANCIAL CRIME

The Financial Crime suite is essential eLearning for all financial services firms – and indeed all organisations that handle money.

It shows how to protect your firm from exposure to financial crime. Ultimately it helps ensure that your firm is not being used as a tool by criminals, which in turn will protect consumers and the wider economy.

Covering off the key legislative frameworks, including Anti-Money Laundering (AML) IV – and the regulations that firms are required to satisfy under the legislation, it also ensures compliance alongside assisting with prevention.





FINANCIAL CRIME

FINANCIAL CRIME	Sector	Job Role	CPD	Additional key-points summary activities
Anti-Money Laundering and Countering Terrorist Financing	All financial services, including the overseas jurisdictions of Jersey, Guernsey, Gibraltar, UAE, Hong Kong & Singapore.	All	1 hr	Yes
Combating Market Abuse	All financial services	All	45 mins	Yes
Compliance with the Criminal Finances Act 2017	All financial services	All	1 hr	Yes
Complying with Sanctions	All financial services with offshore operations	All	1 hr	Yes
Countering Bribery and Corruption	All financial services	All	1 hr	Yes
Customer Due Diligence	All financial services	All staff with customer interaction	1 hr	Yes
Equity, Diversity & Inclusion	All financial services	All	25 mins	Coming Soon
Fighting Fraud	All financial services	All	1 hr 10 mins	Yes
Introduction to Financial Crime	All financial services	All	1 hr 15mins	Yes
MLRO The Role of the Money Laundering Reporting Officer	All financial services	MLRO & deputy	1 hr 30 mins	Yes

SENIOR MANAGERS & CERTIFICATION REGIME

The Financial Conduct Authority (FCA) believes that holding individuals to account is a key component of effective regulation.

This is shown through the Senior Managers and Certification Regime (SM&CR) which currently applies to dual-regulated firms, insurers and reinsurers - and was also extended to solo-regulated firms from 9 December 2019.

This suite covers the training requirements for all staff under the new regimes. From the Introduction to the Regulatory Framework, training for Senior Management Functions (SMF) and Certificated Individuals through to case studies on Conduct Rules split out by sector, function and job role – it has all the key topics covered.

SENIOR MANAGERS & CERTIFICATION REGIME	Sector	Job Role	CPD	Additional key-points summary activities
Certification Regime	All financial services	Certificated individuals	55 mins	Coming Soon
Senior Management Arrangements, Systems and Controls	All financial services	Senior Managers	55 mins	Coming Soon
Senior Managers Regime	All financial services	Senior Managers	30 mins	Coming Soon
An introduction to the Senior Managers and Certification Regime	All financial services	All	30 mins	Yes

Specialist tools are available to address the additional demands of the senior managers & certification regime. Available at an additional cost, only on single tenancy platforms.



The powerful SMR tool helps with the easy planning, building and maintaining of Responsibilities Maps and Individual Statements of Responsibilities with full auditing capability.



The CR tool enables the identification and management of CR roles, including the definition of criteria that must be met to achieve certification.



SPECIALIST



A range of specialist eLearning courses are available for particular financial services firms.

These highlight essential rules that apply to distinct sectors such as investment banking and consumer credit.

Each course is designed to provide a clear overview of the specific regulation or requirement and includes relevant role-related case studies bringing the content to life and covering training called for by the regulation.

SPECIALIST	Sector	Job Role	CPD	Additional key-points summary activities
An Introduction to MiFID II	Investment banking	All	1 hr 15 mins	Coming Soon
Consumer Credit Regulations (Motor Finance)	Consumer credit for motor finance	All	1 hr 10 mins	Yes
Consumer Credit Regulations (Personal Loans and Credit Cards)	Consumer credit for motor finance	All	1 hr 10 mins	Yes
Cryptocurrencies	Investment banking	All	15 mins	Yes
FATCA	Financial services with operations in the USA	All	1 hr	Coming Soon
The Regulation of Pre-Paid Funeral Plans	Funeral plans	All	1 hr	Coming Soon
Support with regulatory meetings & audits	Senior Managers	All	TBA	Coming Soon
The Basics of CASS	Asset management firms	All	1 hr	Coming Soon
The regulatory regime for claims management companies	Claims management companies	All	42 mins	Coming Soon
Transaction Reporting	Investment banking	Compliance managers	1 hr	Coming Soon

FINANCIAL SERVICES: ADVICE MATTERS

The CPD Solution For Financial Professionals

Many roles within financial services now have a requirement for CPD. In fact most firms and the regulators would agree, that it is paramount for anyone working in the industry to complete a certain level of CPD, to remain competent in their role. Advice Matters is an effective and accessible resource through your LMS solution, to provide 4 hours CPD per year towards your agreed target.

With up-to-date regulatory and technical knowledge, Advice Matters can positively impact your ability to do your job and can give your company a sustainable and competitive advantage.

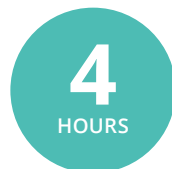
You should know if you're required to complete CPD annually but if you:

- Advise and give recommendations on certain products within financial services;
- Deal with and oversee financial service products;
- And/or, manage investments, you will be required to complete CPD.

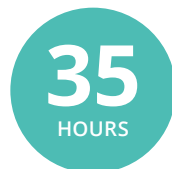
Senior managers and certified individuals also need to evidence CPD. Advice Matters helps you to understand the broader financial service sectors - not just the one you work in.



A brand new
edition released



Of structured CPD
over the year for
advice matters



Is the FCA's TC
Requirements



Dedicated to
structured CPD like
Advice Matters

Includes:

- **Regulatory updates** - Keeping you informed of the changes to regulations that effect your work practices.
- **Technical knowledge** - Aspects of technical knowledge are addressed to keep you up to date, enabling you to have better conversations with your clients.
- **Skills based topics** - Articles to help you be confidently capable and competent within your job role.
- **Tested and verified** - Each edition comes with an assessment based on the publication that will evidence that you have developed your knowledge and skills to accredit the CPD.
- **Every edition is aligned to the Apex standards, summarised with a review demonstrating the learning outcomes and standards covered.**

CHARTERED INSURANCE INSTITUTE (CII) COURSES

We are proud to be partnered with The CII who are a professional body dedicated to building public trust in the insurance and financial planning profession.

Their strapline ‘Standards. Professionalism. Trust’ embodies both our commitments to driving confidence in the power of professional standards: competence, integrity and care for the customer. They’re taken from The CII’s online training, testing and competence solution ‘Assess’, which is powered by the Access LMS. Assess is the must have training, testing and compliance system for the insurance and financial advice sectors, with over 500 insurance related courses on Broker and Insurance Assess and over 300 courses relating to pensions, investment, taxation and protection on Financial Assess.



Introduction to Insurance

These courses are aimed at those who are new to insurance to give them an understanding of the world of insurance and how it works in a simple format. They are suitable to anyone who joins the industry at any level, and in any type of insurance organisation. They are best suited to those where a general high-level overview of insurance and its terminology will be useful.

INTRODUCTION TO INSURANCE	Course Duration
Average and Proximate Cause	25 minutes
Contract and Agency	30 minutes
Classes of General Insurance - Commercial Products	40 minutes
Classes of General Insurance - Personal Products	40 minutes
Claims	35 minutes
Contribution and Subrogation	30 minutes
Ethics, Corporate Governance and Internal Controls	30 minutes
Insurable Interest and Good Faith	25 minutes
The Insurance Market	40 minutes
Indemnity	20 minutes
Insurance Regulation and Legislation	30 minutes
Risk and Insurance	30 minutes

INSURANCE REGULATION

These courses home in on much more specific knowledge all linked to regulation.

They are aimed at those whose role involves regulation or needs to have a good awareness of what is required under each of the headings as listed in table below. These courses would be suitable for those involved in a regulation role, such as compliance, supervision, team leader etc.

INSURANCE REGULATION	Course Duration
Consumer Credit	40 mins
ICOBS	60 mins
Training and Competence	45 mins



UPSKILL AND SATISFY MCD REQUIREMENTS FOR KNOWLEDGE AND COMPETENCE

AVAILABLE FOR AN ADDITIONAL COST

Created in conjunction with UK Finance

The aim of the EU Mortgage Credit Directive (MCD) was to create an EU-wide mortgage credit market with a high level of consumer protection applying to both secured credit and home loans. The UK, as a member state, had to transpose its provisions into national law by March 2016.

The existing regulatory framework in the UK meant that the impact of the MCD was less than in some other EU member states. However, there were a number of changes - one of them being that all those involved in mortgages should have the 'appropriate' level of knowledge and competence.

It extended the remit from those giving advice on mortgages to those involved in the manufacture of mortgages and the offering or granting of mortgages.

The MCD identified 9 knowledge and competence requirements which the Council of Mortgage Lenders (CML) - now part of UK Finance - mapped to the appropriate roles within mortgage lenders and intermediaries.

We have used that mapping to inform our MHF suite. So, whether you work in administration, product design or underwriting, our comprehensive pathways satisfy that MCD requirement as well as upskill your workforce.

7 COMPREHENSIVE LEARNING PATHWAYS

Pathway 1: Buying, selling and financing property: the parties and methods involved

Pathway 2: Mortgage and home finance regulation and the various types of mortgages

Pathway 3: Mortgage advice and the criteria to fulfil

Pathway 4: Insurances to consider alongside a mortgage

Pathway 5: Equity release, home purchase plans, sale and rent back and commercial mortgages

Pathway 6: Arrears and possessions

Pathway 7: Customer interactions

MAPPED TO THE 9 MCD REQUIREMENTS

7+ HOURS OF EVIDENCED CPD

MAKE YOUR PEOPLE YOUR MOST EFFECTIVE DEFENCE AGAINST CYBER-ATTACKS

AVAILABLE FOR AN ADDITIONAL COST

Our catalogue of Cyber Awareness & Resilience learning meets modern learners' expectations through short, meaningful interactions.

All activities adapt seamlessly between mobile and desktop, and can be completed on almost any device, giving the learner access to content whenever and wherever they need it. Each activity includes video learning with cyber industry experts.

We use video to get the message to the learner in a quicker and more concise way. Video delivers the message 60,000 times faster than text.

Our catalogue is fully accessible, adhering to as many WCAG standards as possible. Learners can choose from over 100 languages using the inbuilt translation tool powered by Google Translate.

Video delivers the message 60,000 times faster than text.



CYBER AWARENESS & RESILIENCE	COURSE DURATION
Phishing	10 mins
Passwords & Authentication	10 mins
Handling Data	10 mins
Staying Safe Online	10 mins
Reporting Cybercrime	10 mins
Malware Attack	10 mins
Whaling Attack	10 mins
Safe Device Use	10 mins
Protecting Your Business From a Cyber Attack	10 mins
Responding to a Cyber Attack	10 mins

Assured Service Provider



in association with
National Cyber
Security Centre

APMG
International

PERSONAL, BITE-SIZED LEARNING TO SUIT YOUR ORGANISATION

AVAILABLE FOR AN ADDITIONAL COST

EACH COURSE 15 MINUTES CPD

Access' Soft Skills library is made up of 10 suites, covering an increasing range of essential professional skills.

An organisation's greatest assets are its people. With soft skills development proving invaluable to organisations who strive to:

- be increasingly dynamic, interconnected and flexible;
- attract and retain talented employees; and,
- increase 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.

Access's effective and engaging Soft Skills catalogue features over 70 courses, covering a growing range of professional skills and topics as well as the popular Workplace Wellbeing range, developed in collaboration with the learning architect, Liggy Webb.

COMMUNICATION & SOCIAL SKILLS

Active Listening

Asking the Right Questions

Communicating with Body Language

Communicating under Pressure

Communicating with Emotional Intelligence

Effective Writing

Effective Research

Expressing Yourself

How to be Assertive

Planning Your Report

COMMUNICATION & SOCIAL SKILLS

Presenting Data

Presenting with Confidence

Spelling and Punctuation

The English Sentence

What's Not Being Said?

Workplace Diplomacy

Writing Your Report

Communication

Effective Dispersed Teams

MANAGEMENT & LEADERSHIP

Calm in Conflict - Conflict management

Effective Meetings for Managers

Leadership

Appraisal Interviews

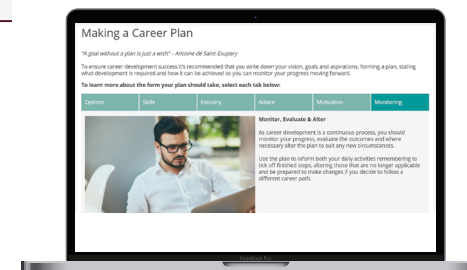
Challenging the Status Quo

Coaching & Mentoring

Coaching

Change Management – Live

Developing Leadership



MANAGEMENT & LEADERSHIP

Change Management

Company Culture

Conducting Annual
Performance Reviews

Experiencing Change

Flexible Leadership

Giving & Receiving Feedback

Hiring Right First Time

Inducting a New Team Member

Innovation

Making the Change

Managing Virtual Teams

Mentoring

Motivation & Effective Feedback

MANAGEMENT & LEADERSHIP

Operational Agility

Performance Management

Planning & Monitoring
Team Performance

Project Management

Seeing Change Through

Talent Management

Taking Action

Taking the Lead

The Effective Leader

The Need for Strategy

Thriving in Change

Training for Non-Trainers

Workplace Ethics

PERSONAL DEVELOPMENT

Career Planning

Confidence

Dealing with Stress

First Impressions

Making Objectives Happen

Managing Personal Finance

Negotiation Skills

Networking

Planning Your Own Development

Problem Solving

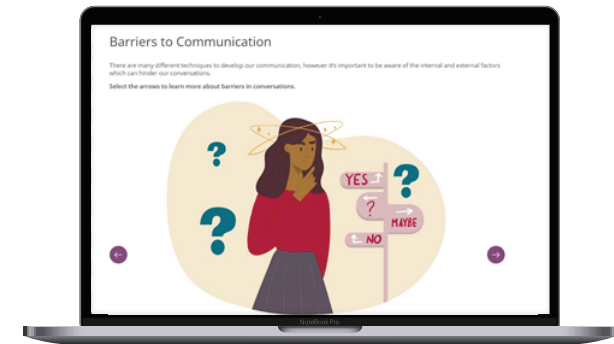
Productivity

Remote Working

Setting Objectives

Time Management

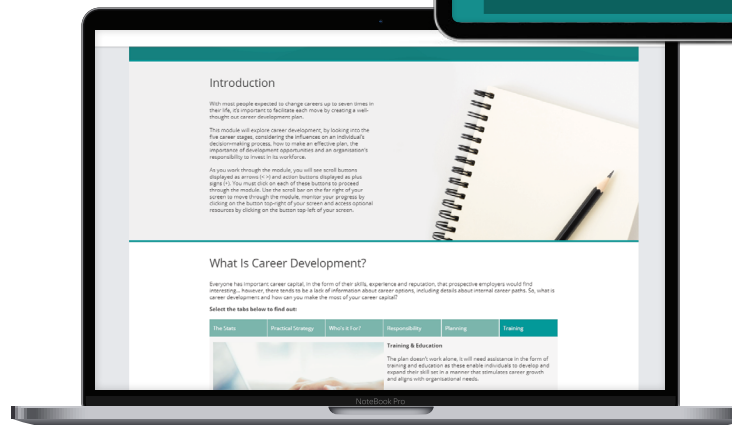
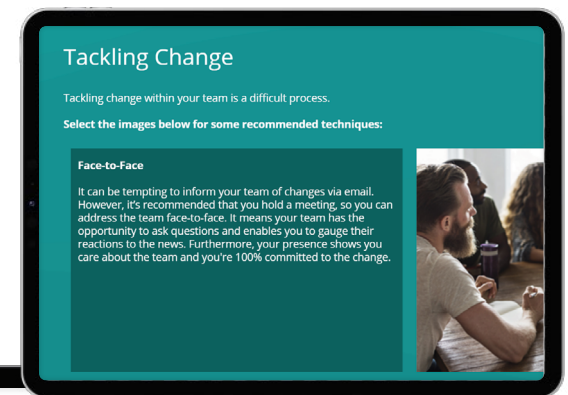
Tips for the Interviewee



AVAILABLE FOR AN ADDITIONAL COST

EACH COURSE 15 MINUTES CPD

PERSONAL DEVELOPMENT	SALES, MARKETING & CUSTOMER SERVICES	TEAMWORK	AVAILABLE FOR AN ADDITIONAL COST
Career Planning	A Balancing Act	Digital Collaboration	EACH COURSE 25 MINUTES CPD
Confidence	A Positive Perspective	Collaborative Working	
Dealing with Stress	Approaching New Customers	Dealing with Conflict	
First Impressions	Brand & Reputation	Effective Delegation	
Making Objectives Happen	Caring for Vulnerable Customers	Effective Meetings	
Managing Personal Finance	Communicating with Respect	Find Your Role	
Negotiation Skills	Email Etiquette	Performance Troubleshooting	
Networking	Handling Complaints	Teamwork	
Planning Your Own Development	Know Your Customer	Working in Teams	
Problem Solving	Maintaining Existing Customer		
Productivity	Managing Expectations		
Remote Working	Communicating over the phone		
Setting Objectives	Customer Experience		
Time Management			
Tips for the Interviewee			



BLENDED MICROLEARNING TO PROMOTE COMPLIANT BEHAVIOUR

With six comprehensive suites, covering a broad range of compliance topics, Access effectively supports organisations in promoting compliant workplace behaviours.

Compliance training is a crucial part of creating a safe and respectful working environment, recognising the importance of ensuring staff understand the laws and regulations which apply at work, to help your organisation detect and minimise potential risks.

Access's comprehensive Compliance catalogue of over 40 courses covers a range of topics including Equality & Diversity, Social & Corporate Responsibility, Finance, Health & Safety and Food Safety & Hygiene.

By utilising accessible and effective compliance training, your organisation will ensure that a productive and informed environment is established, where the welfare of your team is protected.

“ Compliance training is a crucial part of creating a safe and respectful working environment. ”

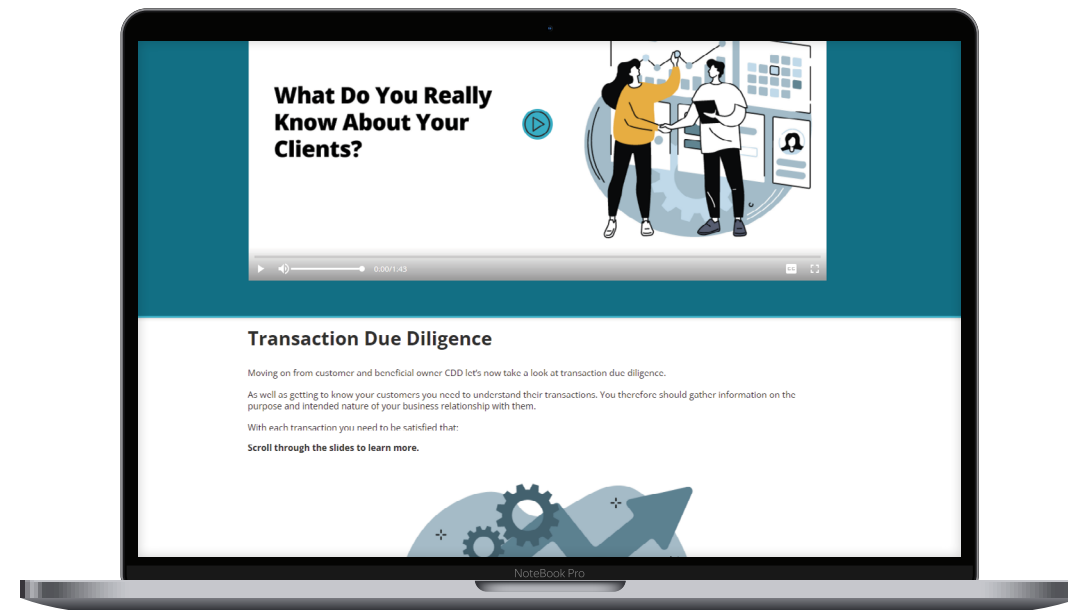
AVAILABLE FOR AN ADDITIONAL COST

ENVIRONMENTAL	COURSE DURATION
Energy Efficiency Awareness (All Staff)	20 mins
Energy Efficiency Awareness (Managers)	20 mins
Environmental Awareness	30 mins
Environmental Awareness (Refresher)	15 mins
Sustainability	15 mins
Sustainable Development	1 hr
DIVERSITY & INCLUSION	COURSE DURATION
Bullying and Harassment	35 mins
Diverse Recruitment	5 mins
Equity, Diversity & Inclusion – Allyship & Microaggressions	15 mins
Leading with Inclusion	5 mins
Neurodiversity Awareness	15 mins
Unconscious Bias	15 mins
Workplace Bullying	15 mins

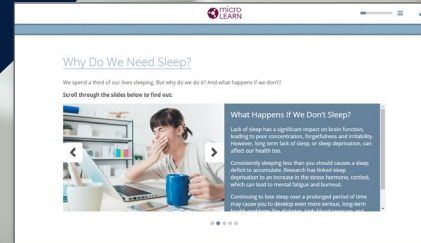
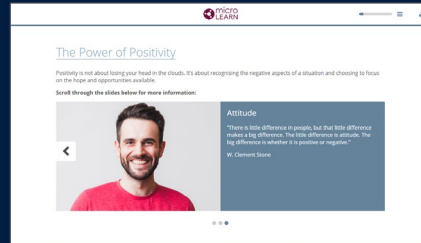
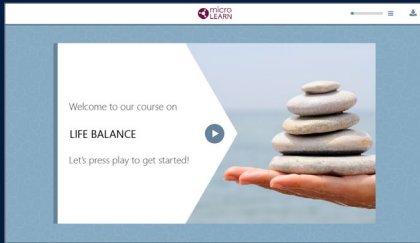
FINANCE	COURSE DURATION
Anti-Facilitating Tax Evasion for Business	1 hr 20 mins
Anti-Money Laundering for Regulated Business	1 hr
Anti-Money Laundering (Refresher)	15 mins
Avoiding Bribery Risks for Business	1 hour
Bribery Act (Refresher)	15 mins
Budgeting Basics	15 mins
Competition Law	15 mins
Criminal Finances Act	20 mins
Finance for Non-Financial Managers	15 mins
Insider Trading	15 mins
Payment Card Industry (PCI) Awareness	25 mins
Payment Card Industry Data Security Standard (PCI DSS) (Refresher)	15 mins

CORPORATE & SOCIAL RESPONSIBILITY	COURSE DURATION
Alcohol Licensing Law	25 mins
Alcohol Licensing Law (Scotland)	25 mins
Supporting Wellbeing and Attendance	15 mins
Anti-Slavery	15 mins
Disciplinary and Grievance Procedures	30 mins
Fair Treatment of Customers	15 mins
Fraud Awareness	15 mins
International Business Travel	45 mins
Modern Slavery Act	30 mins
Preventing Radicalisation and Extremism in Education	30 mins
Right to Work	15 mins
Right to Work	15 mins
Serving Alcohol Responsibly	45 mins
Sexual Harassment	30 mins
Whistleblowing	35 mins
Whistleblowing (Refresher)	15 mins
Workplace Security	15 mins

INFORMATION SECURITY	COURSE DURATION
Data Protection in the EU	15 mins
Freedom of Information (Scotland) (Refresher)	15 mins
Freedom of Information (UK) (Refresher)	30 mins
Freedom of Information Act	15 mins
Data Protection UK	15 mins
UK Data Protection for Managers	15 mins



AVAILABLE FOR AN ADDITIONAL COST



The post-pandemic 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 navigate through turbulent times and come out the other side with their 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 both 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
Everyday Energy
Resilience
Positive Thinking
Avoiding Burnout

BUILDING RESILIENCE
Ambiguity
Changing Behaviours
Letting Go
Life Balance
Personal Agility

MANAGING EMOTIONS

Curiosity

Empathy

Great Conversations

Managing Emotions

Mindfulness

Mindset

Relationship Building

Value and Purpose

Impact and Influence

WELLBEING

Endometriosis

Benefits of Good Sleep

Building Healthy Boundaries

Digital Wellbeing

Fertility

Financial Wellbeing

Menopause

Personal Safety

Relaxation

Winter 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

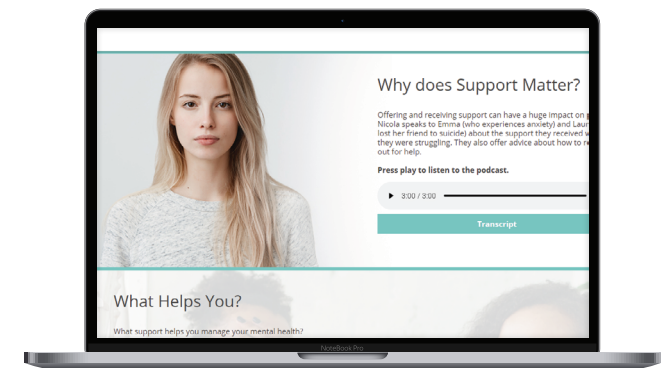
Understanding Loneliness

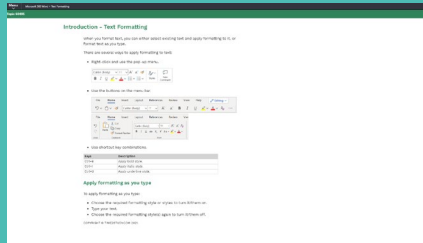
Understanding Trauma

Understanding Grief and Loss

Collective Grief' & the course

Understanding Suicidal Thoughts





Empower your employees with tools and know-how

This catalogue of interactive eBriefings covers the most popular Microsoft business applications. Delivered in a linear course format representing beginner, intermediate and advanced user levels, they have been designed to provide learning through examples and case studies.

COURSE TITLE	COURSE TITLE	COURSE TITLE
Basic concepts update	Microsoft 365 Word	Microsoft PowerPoint 2010, 2013, 2016 - Beginners
Google Chrome	Microsoft Access 2010, 2013, 2016 - Beginners	Microsoft PowerPoint 2010, 2013, 2016 - Intermediate
Google Chrome update	Microsoft Access 2010, 2013, 2016 - Intermediate	Microsoft Project 2010, 2013 - Beginners
Google Docs	Microsoft Edge	Microsoft Publisher Beginners
Google Sheets	Microsoft Excel 2010, 2013, 2016 - Advanced	Microsoft Visio Basic Skills
HTML - CSS Part 1	Microsoft Excel 2010, 2013, 2016 - Beginners	Microsoft Windows 10
Microsoft 365 Excel	Microsoft Excel 2010, 2013, 2016 - Intermediate	Microsoft Word 2010, 2013, 2016 - Advanced
Microsoft 365 OneDrive	Microsoft Excel 2019 Basic Workbook Skills	Microsoft Word 2010, 2013, 2016 - Beginners
Microsoft 365 OneNote	Microsoft Excel 2019 Basic Worksheet Skills	Microsoft Word 2010, 2013, 2016 - Intermediate
Microsoft 365 Outlook	Microsoft Excel 2019 Tools to Get You Going	Zoom
Microsoft 365 PowerPoint	Microsoft Outlook 2010, 2013 - Beginners	Microsoft 365 PowerPoint

DON'T LEAVE HEALTH & SAFETY TO CHANCE

With over 70 ROSPA approved 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 temporary 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 Safety Media can meet the ever increasing demands of the HSE. DSE, Manual Handling, Fire Safety, and so much more is covered in this specialist health and safety eLearning catalogue.



AVAILABLE FOR AN ADDITIONAL COST

ROSPA APPROVED COURSES

GENERAL WORKPLACE SAFETY	COURSE DURATION
Driving Safety (UK & International) *	25 - 30 mins
Driving Safety (Refresher)*	15 mins
The Highway Code: 2022 Changes	10 mins
Display Screen Equipment (DSE) and Workstation Safety	15 mins
Electrical Safety	15 - 20 mins
Electrical Safety (Refresher)	15 mins
Fire Safety	15 mins
Fire Wardens	30 - 35 mins
Fire Wardens (Refresher)	15 mins
First Aid (Refresher)	15 mins
First Aid in the Workplace (Employees)	40 - 45 mins
Building a Health and Safety Culture	15 mins
Health and Safety Introduction	15 mins
Health and Wellbeing	30 - 35 mins
Induction Safety	30 - 35 mins

GENERAL WORKPLACE SAFETY	COURSE DURATION
Manual Handling	25 - 30 mins
Manual Handling (Refresher)	15 mins
New and Expectant Mothers	30 - 35 mins
Office Safety	30 - 35 mins
Office Safety (Refresher)	15 mins
Personal Emergency Evacuation Plans (PEEP)	15 - 20 mins
Personal Protective Equipment (PPE)	20 - 25 mins
Personal Protective Equipment (PPE) (Refresher)	15 mins
Security and Terrorism Awareness	30 - 35 mins
Sickness Absence	15 mins
Slips, Trips and Falls (Refresher)	15 mins
Slips, Trips and Falls	30 - 35 mins
Stepladder and Ladder Safety	35 - 40 mins
Stress Management (Employers)	25 mins

GENERAL WORKPLACE SAFETY	COURSE DURATION	MANAGEMENT SUPPORT	COURSE DURATION	SPECIALIST ENVIRONMENTS	COURSE DURATION
Stress Management (Managers)	30 mins	Accident Investigation	20 - 25 mins	Asbestos Awareness	20 - 25 mins
Stress Management (Refresher)	15 mins	Accident Reporting (RIDDOR)	20 - 25 mins	Asbestos Awareness (Refresher)	15 mins
Violence and Aggression in the Workplace	30 - 35 mins	Accident Reporting (RIDDOR) (Refresher)	15 mins	CDM Regulations	30 - 35 mins
Virus Prevention and Protection	20 - 25 mins	First Aid in the Workplace (Managers)	45 - 50 mins	Confined Spaces	30 - 35 mins
Working at Height	25 - 30 mins	Health and Safety for Directors*	5 - 10 mins	Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)	30 - 35 mins
Workplace Safety	30 - 35 mins	Health and Safety for Homeworkers (Managers)	25 - 30 mins	Farm Safety	30 - 35 mins
Workstation Setup	10 - 15 mins	Health and Safety for Managers	25 - 30 mins	Health and Safety for Cleaners	30 - 35 mins
Young People at Work	30 - 35 mins	Introduction to Health and Safety Audits	35 - 40 mins	Health and Safety for Homeworkers (Employees)	25 - 30 mins
		Lone Working (Managers)	20 - 25 mins	Health and Safety for Homeworkers (Refresher)	15 mins
		Managing Contractors	15 mins	Health and Safety in the Home	15 - 20 mins
		Risk Assessment	30 - 35 mins	Hot Weather Conditions	15 - 20 mins
		Risk Assessment (Refresher)	15 mins	Hot Works	15 mins
		Stress Management (Managers)	25 - 30 mins	Laboratory Safety*	20 - 25 mins
		Working with Young People	30 - 35 mins	Legionella	15 - 20 mins
				Lone Working (Employees)	20 - 25 mins
				Malaria Awareness	20 - 25 mins
				Moving and Falling Objects	15 mins



SPECIALIST ENVIRONMENTS	COURSE DURATION
Noise Awareness	25 - 30 mins
Noise Awareness (Refresher)	15 mins
Norovirus	35 - 40 mins
Steward Training	30 - 35 mins
Student Health and Safety	45 - 50 mins
Warehouse Safety	25 - 30 mins
Winter Weather Awareness	35 - 40 mins

VEHICLES, PLANT & EQUIPMENT	COURSE DURATION
Abrasive Wheels*	25 - 30 mins
Hand-Arm Vibration	25 - 30 mins
Lift Truck Safety	25 - 30 mins
Lifting Operations and Lifting Equipment Regulations (LOLER)	30 - 35 mins
Lockout/Tagout	25 - 30 mins
Permit to Work Systems	20 - 25 mins
Provision and Use of Work Equipment Regulations (PUWER)	25 - 30 mins
Safe Movement of Vehicles	25 - 30 mins
Safe Use of Hand and Power Tools	15 - 20 mins

CHEMICAL HAZARDS	COURSE DURATION
Control of Major Accident Hazards (COMAH) Regulations 2015	25-30 mins
COSHH	15 mins
GHS Classification	15 - 20 mins
Spill Prevention and Control	20 - 25 mins

CORONAVIRUS AWARENESS	COURSE DURATION
COVID-19 Response for Employees	10 - 15 mins
COVID-19 Response for Managers	10 - 15 mins

FOOD SAFETY & HYGIENE	COURSE DURATION
Food Allergies	15 mins
Food HACCP Level 3	30 - 35 mins
Food Law	15 mins
Food Safety (Refresher)	15 mins
Food Safety Level 1 / 2 / 3	30 / 90 / 90 mins
Personal Hygiene	15 mins

Healthcare	Course Duration
Infection Control	35 - 40 mins
Medicine Awareness	35 - 40 mins
Mental Health Legislation	40 - 45 mins

Safeguarding	Course Duration
Safeguarding Adults at Risk Level One*	25 - 30 mins
Safeguarding Vulnerable Adults (Refresher)*	15 mins
Safeguarding Children Level One*	25 - 30 mins
Safeguarding Children (Refresher)*	15 mins
Safeguarding Children and Adults at Risk*	45 - 50 mins

Our library's collection of succinct refresher courses can be used as standalone training or at refresher intervals. These courses are fully mobile responsive, utilising the latest instructional design techniques to equip your teams, whether they are in remote, office or hybrid locations, with the knowledge and skills to be safe and compliant.

DELIVER A CONTINUOUS LEARNING CULTURE WITH OUR AWARD- WINNING LMS



The UK Finance Learning Hub is a scalable platform that can be tailored to meet your specific business needs. It's an end-to-end solution on which you can build and evidence a learning culture.

One single instance gives you access to an easy-to-navigate, customisable learning platform delivering a wealth of industry-leading training courses. It enables a culture of continuous learning with content that is accessible from any device, anywhere, at any time.

But, more importantly, it goes well beyond even that. It delivers a host of powerful tools to manage and evidence competency across your organisation.

LMS highlights



Collaborative and
social learning



Intuitive user
friendly design



Reviews, 1:1s
and managing
competence

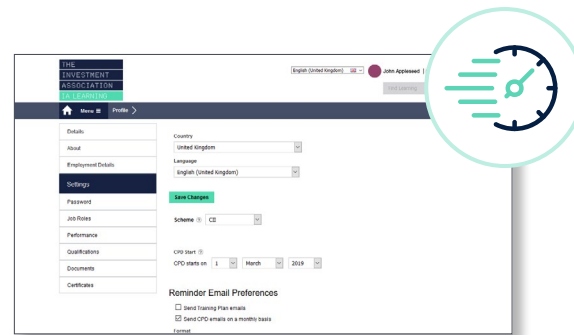


Diagnostics



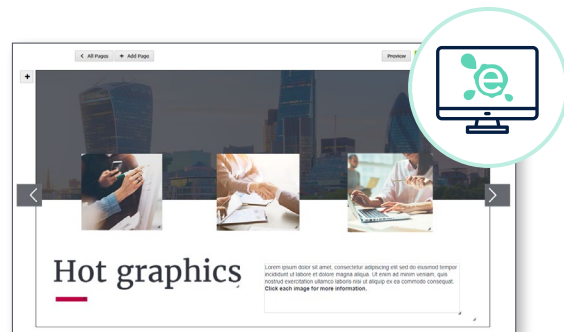
Powerful reporting & audit tools

Quickly highlight knowledge gaps or areas of non-compliance by using the integrated report generator to identify how staff are performing against their training requirements, with the ability to drill down to an individual level to see where action is needed.



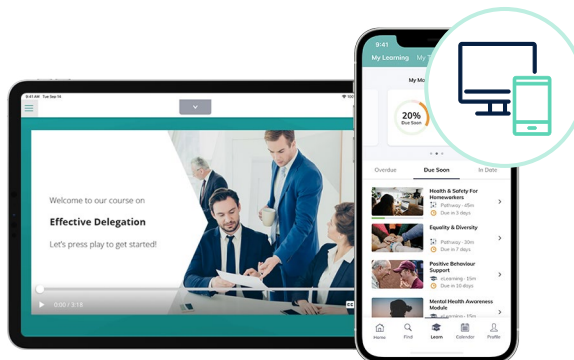
Continuing Professional Development (CPD) tracking

Use the standard scheme or configure your own. Automatically log CPD time accrued from online learning activities, or manually add offline time. Record qualifications held by individuals and monitor completion status for each.



eCreator authoring tool

Create your own microlearning with eCreator – an authoring tool available with every subscription. Build and tailor your own courses or add custom modules to existing pathways.



On-the-go access

Deliver learning content anytime, anywhere and on any device with the free Access Learning mobile app.

LMS highlights



Specialist tools

e.g. Senior Managers & Certification Regime for financial services

Other standard features

- Event management
- Auto-enrolment rules
- Activity ratings
- Job roles and responsibilities
- Question banks and assessments
- Integration tools
- Custom portal branding
- Secure, unlimited hosting



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