

Clusters

Each cluster normally consists of a few related online courses available in the catalogue. Before offering a cluster, learning providers should identify a suitable tutor to run an induction session and provide basic ongoing support as needed. In some instances additional support materials have been provided and the tutor can access these through the [Ids4centres website](#).



Clusters

Care

This cluster comprises of face to face sessions to discuss issues around working in the care industry, and six online tasters to provide a general introduction to aspects of care:

- We Care!
- Early Years Care – Help children when eating and drinking
- Private Lives
- Talking Together
- Protecting You, Protecting Me
- Clean Easy

The programme should be attractive to a wide range of individuals currently employed within care or associated industries, and may also be appropriate for those wishing to explore the possibility of pursuing a career in the industry on either a professional or voluntary basis.

Time to complete: 10-12 Hours

Construction Craft

Face to face sessions and resources to discuss issues around working in the construction industry, and the following online courses:

- Construction – Materials Lab
- Construction Site – Health & Safety

The programme should be attractive to a wide range of individuals currently employed within the construction or associated industries, and may also be appropriate for those wishing to explore the possibility of pursuing a career in the industry.

Time to complete: 10-12 Hours

Construction Small Business

Face to face sessions and resources to discuss issues around running a small construction business, and the following online courses:

- Construction – Small Business Management
- Construction Site – Health & Safety

The programme should be attractive to a wide range of individuals currently employed within the construction or associated industries, and may also be appropriate for those wishing to explore the possibility of pursuing a career in the industry.

Time to complete: 10-12 Hours

Creativity

The ability to think critically and creatively is one of the soft skills that individuals require to enhance their employability. This cluster is made up of a face to face session and the following online courses:

- Creative Thinking 1
- Creative Thinking 2
- Creative Techniques

These materials may alternatively be presented as a more comprehensive course – Creative Thinking and Goal Setting.

Time to complete: 4 Hours

Hospitality & Tourism

This cluster is made up of a face to face session and resource pack, plus the following online courses:

- Tourism – Geography of Scotland
- Learning Hospitality
- Gaelic for TIC Workers

This programme should be attractive to a wide range of individuals looking to move into employment within the Tourism & Hospitality sectors, or perhaps be specifically aimed at tourism SMEs.

Time to complete: 7-9 Hours

Return to Study

People returning to study may have real concerns about what is ahead of them and may be lacking in confidence. It is essential therefore that they are introduced gently to the concepts and encouraged to gradually assume greater responsibility for their learning as they progress.

This cluster is made up of a face to face session and resource pack, plus 3 online courses:

- Learning to Learn
- Typing Tutor
- Workstation Essentials

This programme should be attractive to a wide range of individuals across a range of sectors. For example, people looking to move into employment, get a new job, secure promotion, enhance current job satisfaction or make better use of leisure time.

Time to complete: 7-9 Hours

Return to Work

People returning to work may have real concerns about what is ahead of them and may be lacking in confidence. It is essential therefore that they are introduced gently to the concepts and encouraged to gradually assume greater responsibility as they progress.

This cluster is made up of a face to face session and resource pack, plus the following online courses:

- Creativity cluster (see this for details)
- Typing Tutor
- Workstation Essentials

This programme should be attractive to a wide range of individuals looking to move into employment.

Time to complete: 7-9 Hours

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Teleworking

This cluster is made up of a face to face session and resource pack, plus the following online courses:

- Effective Call Handling
- Providing Superior Customer Service
- Team Communication

The programme should be attractive to a wide range of individuals currently employed within the Teleworking/Call Centre sectors and for those wishing to explore the possibility of pursuing a career in the industry.

Time to complete: 7-9 Hours

Time Management

This cluster is made up of a face to face session and resource pack, plus 3 online courses from business skills – project management:

- Time Management: Developing a plan
- Time Management: Overcoming challenges
- Time Management: Planning your day

This programme should be attractive to a wide range of individuals across a range of sectors. For example, people looking to move into employment, get a new job, secure promotion, enhance current job satisfaction or make better use of leisure time.

Time to complete: 7 Hours
