

Sector Skills

From agriculture to construction to tourism, if you work in a particular industry sector, or you would like to, these courses could help. They cover a variety of topics including budgeting, health & safety and hygiene from an industry-specific angle.



Sector Skills

Agriculture & Environment

Crop Protection

This course will teach you how to diagnose and control crop problems and understand laws around pesticides.

Level: *Beginner*

Time to complete: 2-3 Hours

Environmental Awareness

Raises awareness about important environmental issues; explains the sources and effects of these issues and promotes and highlights ways you can make a difference and help to reduce damage to your environment.

Level: *Beginner*

Time to complete: 30 Minutes

Financial Management

Develop understanding of business finances. This course has a specific focus on the agricultural industry, using examples based on running a farm, it would also be of relevance to anyone seeking to develop an understanding of cash flow, budgeting and accounts.

Level: *Intermediate*

Time to complete: 1-2 Hours

Pesticides 1: Composition and Labelling

This module is part of the advanced crop protection series, developed by the Scottish Agricultural College, and looks at the composition, labelling and safety of pesticides.

Level: *Advanced*

Time to complete: 2 Hours

Pesticides 2: Safe and Efficient Use

This module is part of the advanced crop protection series, developed by the Scottish Agricultural College, and looks at the safe and efficient use of pesticides.

Level: *Advanced*

Time to complete: 2 Hours

Pesticides 3: Safety

This module is part of the advanced crop protection series, developed by the Scottish Agricultural College, and looks at how to ensure pesticide safety.

Level: *Advanced*

Time to complete: 2 Hours

Pesticides 4: Planning and Use

This module is part of the advanced crop protection series, developed by the Scottish Agricultural College, and looks at how to plan for optimal and economically viable crop protection.

Level: *Advanced*

Time to complete: 2 Hours

Pesticides 5: Measuring Success

This module is part of the advanced crop protection series, developed by the Scottish Agricultural College, and looks at how to investigate and measure if you are getting the best results from your crop protection actions.

Level: *Advanced*

Time to complete: 2 Hours

Product Loss and Recovery in Biotechnology

The Product Loss & Recovery course covers technical skills in biomanufacturing and helps learners associated with the biotechnology industry in Scotland who need to strengthen their skills in bioprocessing, and strengthen their role in a bioprocess development.

Level: *Beginner*

Time to complete: 1-2 Hours

Sheep Production

Sheep Production gives you a background to the theory of sheep production. Once you have completed this course you will be able to:

- identify common breeds of Scottish sheep
- predict feeding requirements through the life cycle
- understand the oestrous cycle of ewes
- condition score the sheep
- understand the special requirements of winter housing
- balance the flock

Level: *Beginner*

Time to complete: 2-3 Hours

Sector Skills

Care

Baby Play

An introduction to the sensory development of babies and children. Find out:

- Types of sensory development
- How to stimulate an infant's sensory development
- What to use to stimulate an infant's sensory development

Sections include: Auditory, Visual, Taste and Smell, Multi-sensory, Treasure Baskets and Heuristic Play.

Level: *Beginner* Time to complete: 20 Minutes

Childcare Healthy Eating

Underpins the Early Years Child Care and Education qualification. Using scenarios, it deals with helping children when eating and drinking, and supporting children's physical needs. It introduces the learner to writing a reflective account as evidence gathering for Scottish Vocational Qualifications (SVQs). The content has a number of scenarios focussing on typical activities and issues encountered by child care professionals. Topics covered are:

- Help Children When Eating and Drinking
- Support a Child's Physical Needs
- Writing a Reflective Account

Level: *Beginner* Time to complete: 45 Minutes

Clean Easy

Learn about the importance of personal hygiene for clients, how to identify problems and some useful aids.

Level: *Beginner* Time to complete: 30 Minutes

Come and Meet Our Bones

This learning byte describes the importance of movement, the process of movement and the roles of the bones and muscles in movement.

Level: *Beginner* Time to complete: 30 Minutes

First Steps to Learn

Looks at Early Learning in Scotland and the curriculum framework for children aged 3 to 5. First we will look at children as learners, then on to the Key Aspects of the Curriculum. Learning Themes are explained with some examples and Individual Learning Plans are finally examined.

Level: *Beginner* Time to complete: 30 Minutes

Physically Fun

In this learning byte you will learn about the physical development of a child.

Level: *Beginner* Time to complete: 30 Minutes

Private Lives

This learning byte is based on standards developed by the Training Organisation for Personal Social Services and looks at confidentiality – how to maintain confidentiality, different types of confidentiality, and when to break that confidentiality.

Level: *Beginner* Time to complete: 30 Minutes

Protecting You, Protecting Me

This learning byte is based on standards developed by the Training Organisation for Personal Social Services and provides an introduction to recognise different types of abuse, the effects of abuse and how to respond to abuse. It concentrates mainly on adults, as child abuse is covered in a separate unit.

Level: *Beginner* Time to complete: 30 Minutes

Talking Together

Aimed at promoting effective communication and relationships, and is based on standards developed by the Training Organisation for Personal Social Services. The content identifies some of the cultural beliefs affecting communication, how to recognise situations and how to respond to abuse.

Level: *Beginner* Time to complete: 1 Hour

Target Skills for Work – Care

For people working in the care sector, and those supporting them. The material is mapped to the Adult Literacy and Numeracy Core Curricula, and concentrates on the literacy and numeracy skills required for work, including basic number skills, reading, writing, speaking and listening.

Level: *Intermediate* Time to complete: 2-4 Hours

Walk Through our Ages

In this module you will learn about the different strands of development from birth to old age, including Child, Adolescent, Adult and Older Adult.

Level: *Beginner* Time to complete: 30 Minutes

Watching

This learning byte is aimed at raising awareness of how to observe and assess the behaviour of children, and is aimed at individuals working or studying towards a career in childcare, social work and infant education.

Level: *Beginner* Time to complete: 30 Minutes

We Care!

This learning byte answers "What is the definition of a care worker?" You will also find out the personal qualities required for a care worker. As part of this material you will learn to distinguish between a range of occupational roles in the care industry.

Level: *Beginner* Time to complete: 30 Minutes

Working With Parents

You will study how to establish and maintain working relationships with parents in both centre-based and home-based settings, an essential aspect of work in all types of occupations within the National Health, personal and social services, criminal justice, special needs and housing and community work.

Level: *Beginner* Time to complete: 30 Minutes

Sector Skills

Construction & Engineering

Architectural Features

Guides you through the key architectural features of traditional stone buildings using a 3-dimensional virtual environment, and allows you to test your identification of the features using a virtual camera. The content is particularly appropriate for students of architecture and design or those learning the skills of stone repair and maintenance, though may also be appropriate for anyone in the construction industry, civil engineering, or physical arts.

Level: *Beginner*

Time to complete: 30 Minutes

Concepts of Construction

Learners can interactively experiment online by selecting different techniques to solve construction problems. At the end of the experiment in each module, there is a short test which is scored, followed by the opportunity to complete either an online or a hard copy lab report, as used when conducting real-time experiments. Topic areas covered are: moisture content; efflorescence; damp proof course; corrosion; capillary action; density; solid density; surface tension; water absorption.

Level: *Beginner*

Time to complete: 3 Hours

Construction Site Health & Safety

Virtual construction site set in a 3-dimensional environment, featuring a series of interactive activities to develop understanding of health and safety issues within the construction industry. Topics covered include accident reporting, safety signage, site inspection procedures, hazardous materials, personal protective equipment, safe lifting and handling.

Level: *Beginner*

Time to complete: 2 Hours

Healthy Houses

Animated look at how building materials and methods can impact on the health of buildings by affecting their ability to breathe and get rid of excess moisture.

Level: *Beginner*

Time to complete: 15 Minutes

Introduction to Electrical Engineering

Developed by East Kilbride Group Training Association and learndirect scotland. This training program should not be undertaken without support from a qualified electrical engineering tutor. Working through the program will allow you to discover many of the common electrical elements that are found in modern buildings, explore a wealth of resources covering electrical theory and undertake practical electrical tasks in a virtual environment.

Level: *Beginner*

Time to complete: 10 Hours

Introduction to Engineering

Designed to introduce the learner to basic engineering concepts, terminology and current working practices, providing learners with an insight into modern engineering practices and covering some of the skills required to complete an SVQ in Performing Engineering Operations.

Level: *Beginner*

Time to complete: 2 Hours

Small Business Project

In this module Jack and Sandie from Ur Our Business are here to give you all the advice you need to run your own business. The characters (a husband and wife team) guide you through the range of skills required in running a small construction business, including legal issues, finance and record keeping, and how to estimate costs and quote for work effectively.

Level: *Beginner*

Time to complete: 45 Minutes

Stone Cutting

This module will guide you through the processes involved in cutting and shaping stone blocks from the safety of a 3-dimensional virtual stone masonry workshop.

Level: *Beginner*

Time to complete: 20 Minutes

Target Skills for Work – Construction

For people working in the construction sector, and those supporting them. The material is mapped to the Adult Literacy and Numeracy Core Curricula, and concentrates on the literacy and numeracy skills required for work, including basic number skills, reading, writing, speaking and listening.

Level: *Intermediate*

Time to complete: 2-4 Hours

Sector Skills

Hospitality & Catering

Boil or Poach

Cooking methods is a term used to describe how particular dishes are cooked. This short course will explain what the term actually means to a hospitality professional.

Level: *Beginner*

Time to complete: 1 Hour

Food Hygiene Essentials

This course introduces you to the essentials of basic food hygiene practices.

Level: *Beginner*

Time to complete: 30 Minutes

Food Legislation

This course will introduce you to the main pieces of legislation which affect a food business such as a hotel or restaurant.

Level: *Beginner*

Time to complete: 1 Hour

Good Food, Bad Food

Cross-contamination is a term widely used in the hospitality industry today. This short course will explain why the term is so important and what it means to the industry and the public as a whole.

Level: *Beginner*

Time to complete: 1 Hour

Introduction to Baking – Aeration

This course provides underpinning knowledge of the principles and techniques, ingredients and products, supported by quiz questions, section tests and an end of unit assessment.

Level: *Beginner*

Time to complete: 30 Minutes

Learning Hospitality

Covers the basics of working in the hospitality industry. The course aims to provide users with knowledge in the areas of customer service, health and safety, team work and food and drink service.

Level: *Beginner*

Time to complete: 4-5 Hours

No Nuts Here

Many people have an allergic reaction to different foods in their diet. This course will show the simple steps which help to prevent severe allergic reaction.

Level: *Beginner*

Time to complete: 1 Hour

Preventing Cross Contamination

Employers are required to implement hygienic working practices and to train staff to ensure they are followed. This short course will explain the simple rules that will stop cross contamination from happening.

Level: *Beginner*

Time to complete: 1 Hour

Quality Counts from the Start

The saying 'the proof of the pudding is in the eating' has stood the test of time very well. Customers will vote with their feet, if the quality of the food is not good, they will not buy it. Quality of food is important, there is no argument with that! Poor quality raw materials will lead to a poor quality product. This course tells the learner what to look for in perishable raw materials. By the end of this course you should know:

- what quality indicators are and why they are important
- quality points for raw materials
- storage and handling tips for raw materials to ensure quality is maintained

Level: *Beginner*

Time to complete: 1 Hour

Safely Safely

At work safety is everybody's responsibility. Under the terms of the Health and Safety at Work Act 1974 each one of us has a legal duty to work safely. This course introduces the learner to safe working practices which should be employed when working in a kitchen.

Level: *Beginner*

Time to complete: 1 Hour

Slice or Dice

Preparation methods is a term which describes techniques used to make raw food ready to process or cook. This short course will explain what the term actually means to a hospitality professional.

Level: *Beginner*

Time to complete: 1 Hour

Target Skills for Work – Hospitality and Catering

For people working in the hospitality and catering sector, and those supporting them. The material is mapped to the Adult Literacy and Numeracy Core Curricula, and concentrates on the literacy and numeracy skills required for work, including basic number skills, reading, writing, speaking and listening.

Level: *Intermediate*

Time to complete: 2-4 Hours

The Cutting Edge

Gives you a flavour of how chefs use knives in a professional kitchen. It introduces a range of topics concerned with the safe use of knives for specific tasks, and is aimed at anyone with an interest in food preparation and cooking, including those already working in the industry. The course provides some of the underpinning knowledge requirements for vocational qualifications in this field.

Level: *Beginner*

Time to complete: 1 Hour

The Finishing Touches

Finishing methods is a term used to describe the techniques used to complete the cooking process and present a dish before serving it to the consumer.

Level: *Beginner*

Time to complete: 1 Hour

The Proof is in the Eating

This course looks at aspects of quality in a finished food product, and also at some expectations that customers have.

Level: *Beginner*

Time to complete: 1 Hour

Sector Skills

Hospitality & Catering

The Ryte Byte

Healthy eating is something that everyone is involved in. The Government's targets are to improve the nutritional health of the nation. Chefs and others who produce food for the public must be aware of current nutritional guidelines and good practices.

Level: *Beginner*

Time to complete: 1 Hour

The Veggie Patch

Designed to introduce the characteristics and classifications of vegetables commonly used in the hospitality industry. It is aimed at anyone with an interest in food preparation and cooking, including those already working in the industry. The course provides some of the underpinning knowledge requirements for vocational qualifications in this field.

Level: *Beginner*

Time to complete: 1 Hour

Water of Life

This short course has been designed to introduce the types of whisky produced within Scotland and their basic characteristics. It is aimed at anyone who has an interest in Scotch whisky. It provides useful knowledge to those who work in the licensed trade.

Level: *Beginner*

Time to complete: 30 Minutes

Whisky Labelling Machine Operations

This course supports the line changeover at a whisky bottling plant. Developed with Glenmorangie, the course introduces the processes and timeframe involved in making whisky, and using 3-dimensional interactive models lets learners set up and adjust the high speed machinery used to attach multiple labels to whisky bottles.

Level: *Beginner*

Time to complete: 30 Minutes

Whisky Production Cycle

Developed in partnership with Glenmorangie, this short animated guide takes you through the processes and timescales involved in the production of whisky, from the raw materials through to the finished product.

Level: *Beginner*

Time to complete: 10 Minutes

Sector Skills

Other Sectors

Target Skills for Work – Cleaning

For people working in the cleaning sector, and those supporting them. The material is mapped to the Adult Literacy and Numeracy Core Curricula, and concentrates on the literacy and numeracy skills required for work, including basic number skills, reading, writing, speaking and listening.

Level: *Intermediate*

Time to complete: 2-4 Hours

Target Skills for Work – Logistics

For people working in the logistics sector, and those supporting them. The material is mapped to the Adult Literacy and Numeracy Core Curricula, and concentrates on the literacy and numeracy skills required for work, including basic number skills, reading, writing, speaking and listening.

Level: *Intermediate*

Time to complete: 2-4 Hours

Target Skills for Work – Manufacturing

For people working in the manufacturing sector, and those supporting them. The material is mapped to the Adult Literacy and Numeracy Core Curricula, and concentrates on the literacy and numeracy skills required for work, including basic number skills, reading, writing, speaking and listening.

Level: *Intermediate*

Time to complete: 2-4 Hours

Target Skills for Work – Passenger Transport

For people working in the passenger transport sector, and those supporting them. The material is mapped to the Adult Literacy and Numeracy Core Curricula, and concentrates on the literacy and numeracy skills required for work, including basic number skills, reading, writing, speaking and listening.

Level: *Intermediate*

Time to complete: 2-4 Hours

Target Skills for Work – Retail

For people working in the retail sector, and those supporting them. The material is mapped to the Adult Literacy and Numeracy Core Curricula, and concentrates on the literacy and numeracy skills required for work, including basic number skills, reading, writing, speaking and listening.

Level: *Intermediate*

Time to complete: 2-4 Hours

Sector Skills

Tourism

Aberdeen Regional Overview

Overview of the geography, nature, history, culture, and activities for tourists in the region of Aberdeen. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Accommodation in Scotland – Tourism

Overview of the different accommodation classifications used by VisitScotland, and the related quality assurance processes and schemes. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 30 Minutes

Argyll Regional Overview

Overview of the geography, nature, history, culture, and activities for tourists in Argyll. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Culture of Scotland

Looks at the historical and cultural heritage of Scotland. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Customer Contact – Tourism

Overview of the skills and activities required to provide a quality customer service for the tourism industry, looking at customer types and typical situations. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 30 Minutes

Geography of Scotland

Overview of the geography of Scotland, with sections on physical features, climate, population, wildlife and nature, and leisure activities. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Heart of Scotland Regional Overview

Overview of the geography, nature, history, culture, and activities for tourists in the Heart of Scotland. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Highland Regional Overview

Overview of the geography, nature, history, culture, and activities for tourists in the Highland region. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

History of Scotland

Features a timeline of significant events in the history of Scotland. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Lothian and Borders Regional Overview

Overview of the geography, nature, history, culture, and activities for tourists in the Lothian & Borders region. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Orkney and Shetland Regional Overview

Overview of the geography, nature, history, culture, and activities for tourists in Orkney and Shetland. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

South West Scotland Regional Overview

Overview of the geography, nature, history, culture, and activities for tourists in the South West and Glasgow. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Tourism in Scotland – Organisations

Overview of the major organisations involved in the development and implementation of tourism facilities within Scotland. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Tourism in Scotland – Overview

Regional Overview of Scotland. Level 1 introductory course from the “Scotland – Yours to Discover” series of tourism training materials. Features information on the geography, wildlife, culture and activities of the regions of Scotland. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: *Beginner*

Time to complete: 45 Minutes

Sector Skills

Tourism

Travel and Transport in Scotland

Overview of travel and transport in Scotland, providing guidance and featuring travel related activities for tourists. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: Beginner

Time to complete: 45 Minutes

Western Isles Regional Overview

Overview of the geography, nature, history, culture, and activities for tourists in the Western Isles. Part of the Scotland, Yours to Discover range of tourism industry training materials. These materials will be reviewed and updated in autumn 2006 to reflect changes in the sector.

Level: Beginner

Time to complete: 45 Minutes

Sector Skills

Voluntary

Committee Skills – Meetings

Voluntary organisations could not exist without the time, energy and commitment of their voluntary management committees. But how much do you really know about your roles and responsibilities? This quiz-based game – QUANDSA – will test your knowledge.

Level: *Beginner*

Time to complete: 20 Minutes

Committee Skills – Moneybox

Does the word finance send shivers down your spine? Do you know the difference between a cash flow and a budget or did you think they were the same thing? This game will test your knowledge of the financial responsibilities of committee members.

Level: *Beginner*

Time to complete: 20 Minutes

Working with Volunteers

Produced by Volunteer Development Scotland this course deals with four areas of volunteer management. Planning for volunteer involvement; recruiting volunteers; selecting and matching volunteers; support and retention of volunteers. These topics are available in 2 different learning options – a 15 minute just in time overview, and a more detailed 30 minute guide.

Level: *Beginner*

Time to complete: 45 Minutes
