

Way2Learn

TV *TIMES*

Spring / Summer 2023 *STUDENT TIMETABLE*

Prepare
for a healthy
future with
Way2Learn

**DISTANCE
LEARNING VIA
TV AND DVD**

TWELVE ENGAGING VIDEO BASED COURSES

FOR YOU TO STUDY AND ENJOY

**UWE
Bristol** University
of the
West of
England

**LGV
THEORY**

**CREATIVE
WRITING**

**CUSTOMER
SERVICE**

**HEALTH &
SAFETY**

**DIGITAL
SKILLS**

**WAREHOUSE &
STORAGE**

**JOB
SMART**

**MINUTE
MATHS**

**FITNESS
FOR LIFE**

BUSINESS

**FOOD
HYGIENE**

**CREATIVE
DESIGN**

Brought to you in partnership with the University of the West of England

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Way2Learn TV times

Welcome to the new edition of our course and TV programme guide.

Welcome to the new edition of our course and TV programme guide. We pride ourselves in ensuring that all our courses are developed, written and peer reviewed by qualified tutors and designed to offer progression routes, both within your establishment and beyond. We strive to include a good range of courses delivered as a series of engaging TV programmes.

Each series is paired with a paper-based workbook for you to complete in your rooms, in your own time and at a pace that suits you.

All our courses are introductory and designed as a precursor to starting formal educational. They can also complement work placement training within your establishment. You will receive a certification of completion endorsed by PeoplePlus and also recognised by the University of the West of England UWE (Bristol).

Jezz Wright

Director of Content & Digital Strategies:
Justice



Working in partnership with Way2Learn/PeoplePlus, to recognise these courses, is a fantastic opportunity to endorse the skills and knowledge students will achieve. This education initiative now gives UWE (Bristol) the spring-board to develop further opportunities in this space with PeoplePlus and harness the incredible learning potential within the custodial estate – something I very much look forward to.

Lynda Williams

Associate Director Stakeholder
Engagement,
Bristol Business School, UWE (Bristol).



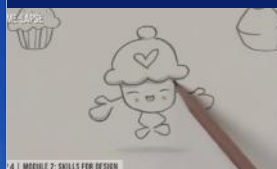


THE KEY BENEFITS



REACHES LEARNERS IN HIGH-RISK GROUPS

Frequently there has been a need to engage with Learners in higher risk groups. Education managers understand the benefits of this engagement but safety concerns can lead to tutors not being able to reach learners who cannot otherwise engage in purposeful activity. Way2Learn solves this problem by bringing the activity to the learner.



REACHES LEARNERS WHO FEAR EDUCATION

Some learners may be fearful of education departments due to previous experiences at school or do not feel comfortable in a classroom setting. Learning in a safe space offers a less formal environment in which to study. This allows learners to study at a pace and in an environment that suits them.



ENHANCES THE EDUCATION EXPERIENCE

Way2Learn keep learners purposefully occupied and leads to tangible outcomes.



Our Course Content

Our course material is primarily based around bespoke videos that we have produced ourselves, showcasing examples from sector experts and publicly available online best-practice clips.

We believe that it's vital our videos are neither too juvenile or high level and are produced with you in mind. The videos are suitably paced with regular recaps and 'breaks' so that you can take notes, 'pause for thought' and reflect on your learning. You will be supplied with a paper-based workbook to complete your course. Workbooks are then sent to us to be marked and we will then award a PeoplePlus Certificate of Achievement or advise if further work is needed.

DO YOU HAVE A THIRST FOR LEARNING?

If the answer is yes, then learners are in the right place. Now, when our students complete and pass four Way2Learn courses or provide us with exceptional workbooks, learners are eligible for a free gift. Now they can enjoy their favourite cuppa with one of our Way2Learn drinking mugs.



SIGN UP



Partnership with The University of the West of England

The University of the West of England is delighted to be working in partnership with PeoplePlus / Way2Learn TV by issuing jointly badged certificates for all courses:

**UWE
Bristol**

University
of the
West of
England

Why UWE Bristol?

The University of the West of England (UWE Bristol) are focused on solving future global challenges through outstanding learning, world-leading research and a culture of enterprise.

UWE Bristol believes that it's only when you ask 'what if?' that you discover 'why not?'. That's why they're not afraid to ask difficult questions – and tackle the big issues head on. It's their way of continuing to make a real difference to the way we learn, analyse and contribute to the world we live in.

But, don't take our word for it.





**UWE
Bristol**

Introduction to LGV Theory

This course is ideal for anyone who wants to start out on the road to becoming a large goods vehicle (LGV) driver.

Whether you have a passing interest in logistics and haulage or a burning ambition for a career on the open roads, then this course is for you.

This course uses the official DVSA question banks and hazard perception testing clips to make this as close to the real-world tests as it's possible to get.

The course is broken down into four bite-sized units, that will lead you through the basics of LGV theory, introduce you to your responsibilities as a LGV driver and teach you how to spot and identify hazards.



**This course is
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West of England**



Introduction to
LGV Theory

Introduction to LGV Theory



Tuesday/Thursday/Saturday

Introduction to LGV Theory - Episode 1-4	Tuesday/Thursday	Saturday
EP 1: Introduction to LGV Theory In this episode we look at how you become an LGV driver, introduce the different categories of vehicle and tackle hazard perception testing.	10:00	3:00
EP 2 : Knowing Your Vehicle This episode looks at the importance of tachographs and demonstrates how to check your vehicle for road worthiness.	10:30	3:30
EP 3 : The Rules of the Road. Road safety when you are in charge of a 30 tonne vehicle, is vital. This episode will look at the rules of the road that will keep you and other road users safe.	4:00	9:00
EP 4 : Safe Loading Practices Large goods haulage depends on the load being delivered safely. This episode demonstrates how to load a vehicle safely and looks further at Hazard perception.	4:30	9:30

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Introduction to LGV Theory

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**UWE
Bristol**

Health & Safety in a Construction Environment

Health and Safety in a Construction Environment

This course is a perfect introduction to keeping safe in a construction environment. Whether you want to top up your knowledge or work towards a career in the construction industry, this course is for you.

This entry-level course is broken down into five bite-sized units. You will learn how important site safety is in a construction environment and be able to demonstrate prior knowledge when progressing into further learning.

You will also gain an understanding of the principles of safe risk assessment and knowledge of how to keep yourself and others safe in a busy construction environment.



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Health and Safety in a Construction Environment



Every Monday, Wednesday & Saturday

Health and Safety in a Construction Environment – Episodes 1 to 4	Monday, Wednesday & Saturday
Episode 1: The Purpose of Risk Assessments In this episode, you will get an overview of risk assessments and gain an understanding of how risks can be assessed to improve site safety.	10:00
Episode 2: The Importance of Safe Manual Handling Manual handling is the biggest cause of injury in a construction environment. This episode will look at safe manual handling practices and how to avoid manual handling related accidents.	10:30
Episode 3: Working Safely at Height This episode looks at safe working practices in relation to working at heights. This includes safe usage of ladders, scaffolding, and roof work.	4:00
Episode 4: Risks to Health There are many risks to health in a construction environment, including contact with chemicals dust and electricity. This episode looks at how these risks can be controlled, to keep the workforce safe.	4:20
Episode 5: Working Safely Around Plant and Equipment Serious accidents can occur when working around plant and equipment. This episode looks at how you can keep yourself and others safe in this environment.	4:45

Health and Safety in a Construction Environment



Fitness for Life

This course is all about achieving a healthier body and how to reach fitness goals; an ideal entry level course for those who want a career in the health and fitness industry.

It covers aspects of health and fitness, together with the benefits of exercise and a healthy diet. It also examines how to improve your health and fitness by establishing goals, routines and looking at safety and hygiene while you train.

It ends with a personal exercise log for you to test your fitness. Once you have completed the course you will have achieved an understanding of the Principles of Health and Fitness and be on the way to a healthier lifestyle.

The fast-paced, magazine style of the episodes has proven a big hit with learners, echoing this vibrant field of study.

“I was worried about my diet and fitness while inside, this has helped me to learn a good routine and take care of myself in prison, and will help me work in a gym when I get out.”

Learner, HMP Wayland



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West of England



Fitness
for Life

Fitness for Life



Monday/Wednesday

Fitness for Life – Episodes 1 to 4	Monday Wednesday
Ep 1: Health & Exercise The definitions and the factors that affect health and fitness. The benefits of exercise and the various components of fitness.	9:00 & 3:00
Ep 2: A Healthy Balanced Diet The importance of a healthy balanced diet plus we also help you to complete a food diary in order to monitor your diet.	11:40 & 5:40
Ep 3: Health & Safety We show you what contributes to a safe and effective activity routine and we'll set smart goals for your personal health and fitness, including the importance of personal hygiene.	12:16 & 6:16
Ep 4: Structured & Self-directed Exercise Exercise and understanding injury prevention. Principles of training and creating an exercise plan. We also guide you through a series of exercises in order to complete your own activity sheet.	12:50 & 6:50

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Fitness for Life

Way2LearnTV



Food Hygiene Awareness

Food Hygiene Awareness

In our Food Hygiene Awareness course you will gain a basic understanding of good food hygiene practices, and also look at the four C's: Cross contamination, cleaning, chilling and cooking.

Unit one offers an introduction to basic food hygiene covering the importance of hand washing, how to prevent cross contamination and how to identify and deal with pests. Unit two continues this theme by covering the importance of good food hygiene and staying clean. It looks at how to safely prepare food and the effects of harmful bacteria.

In units three and four we cover Chilling and Cooking, get lots of tips on how to correctly chill food and gain an understanding of why food must be cooked properly as well as how to safely re-heat it.

The final unit is Understanding the basics of food hygiene. Learn about the four C's and some personal hygiene essentials that must be followed when working in food preparation. You will also find out how food should be stored correctly.

Our bite sized Food Hygiene course covers all of the essential elements of working with food and provides the student with the current best hygiene and food preparation practices.

“We need a course which prisoners can access easily to build food hygiene awareness on the wing and to support work in the kitchens.”

Kitchen Manager, HMP Norwich

Food Hygiene Awareness

Monday/Wednesday



Food Hygiene - Episodes 1-2	Monday Wednesday
Ep 1: Cross Contamination Part one covers cross contamination, chilling, cooking and cleaning (the four C's). Learn about hand washing, pest control, illness at work and re-heating food.	11:00 & 5:00
Ep 2: Personal Hygiene The final of our two videos details, all of the essentials of personal hygiene when working with food and re-caps the importance of hand washing. Learn how to store food correctly and when to report illness.	11:22 & 5:22



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Food Hygiene



**UWE
Bristol**

Introduction to Warehousing and Storage

Introduction to Warehousing and Storage

With online retailing growing rapidly the need for well-trained warehouse employees, for companies such as Amazon, has never been greater.

This course will give you all the information you need to know about working in a warehouse environment.

The easy-to-follow workbook and TV programmes will guide you through all of the different aspects or working in the warehousing and Storage industries.



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Introduction to Warehousing and Storage



Monday/Wednesday

Introduction to Warehousing and Storage – Episodes 1 to 6	Monday Wednesday
Ep 1: Health and Safety We will look at all aspects of health and safety, fire regulations and substance control in a warehouse setting.	1:30 & 7:30
Ep 2: Different Types of Roles in Warehousing You will understand the different types of jobs that are available in a warehousing environment and be introduced to equal opportunities, equality, and diversity.	1:45 & 7:45
Ep 3: Moving or Handling Goods We will look at manual handling in the workplace. In this episode you will be introduced to lifting, carrying, pushing, and pulling.	2:00 & 8:00
Ep 4: Picking Goods In this episode you will be introduced to the safest ways of picking goods in a warehouse setting. You will learn different methods of picking, the equipment needed and health and safety considerations.	2:07 & 8:07
Ep 5: Preparing Goods for Packing In this episode you will understand how to prepare goods for packing, including the use of different wrapping & packing materials & equipment..	2:24 & 8:24
Ep 6: Assembling Goods for Dispatch In this episode you will learn how to correctly, and safely, stack goods prior to moving them to the dispatch area.	2:34 & 8:34

Introduction to Warehousing and Storage



Mind your own business

This course is the perfect introduction to running your own business. Whether you're looking for inspiration or practical advice - you'll find it here.

The course is broken down into three units which help you understand the skills and knowledge you require to run a business, examines how to market your business and looks at how to manage your finances.

Business tutors and successful entrepreneurs feature throughout the episodes - sharing their wisdom, knowledge and top tips with learners.

Whether the course serves as an introduction to the world of business - or as a refresher to those with experience - Mind Your Own Business is guaranteed to pay dividends.



"I like to hear from people who have built their own business, this makes it something I can achieve."

Learner, HMP Wayland



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Mind your own business

Mind your own business



Tuesday/Thursday

Mind Your Own Business – Episodes 1 to 6	Tuesday/ Thursday
Ep 1: Have you got what it takes? Have you got what it takes to be your own boss? Personal financial considerations required – including survival budget tips. How to balance business and personal life.	9:00 & 3:00
Ep 2: Knowledge and Skills Knowledge and skills required to succeed in business. Barriers you may face when starting up a business. What is the best thing about running your own business.	9:17 & 3:17
Ep 3: Market Research Market research – What is it? Why is it so important, how do businesses use it? Different promotional methods including, traditional media, digital media and social media.	9:35 & 3:35
Ep 4: Delivering Products and Services How businesses deliver their products and services to the customer. Customer satisfaction and how this can be measured.	11:00 & 5:00
Ep 5: The Importance of Money The importance of money in a business. How to plan your business finances.	11:15 & 5:15
Ep 6: Business Planning and Cash Flow Documents used to plan and record your business finances. Business plans and cash flow forecast. The importance of good record keeping.	11:34 & 5:34

Mind your own business



Customer Service

This course will give you a great introduction to the knowledge and skills required to work in a customer service role.

It will help you to gain an introductory understanding of the knowledge and attitudes required to deliver customer service effectively.

Learn why good customer service is important and how to deliver customer satisfaction. Find out how an organisation plans and delivers their customer service, understand how to work as part of a team while maintaining required standards of professionalism.

Again, we feature some successful entrepreneurs sharing their wisdom, knowledge and top tips throughout the episodes.

Customer
Service



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West of England**



Customer Service



Tuesday/Thursday

Customer Service – Episodes 1 to 4	Tuesday/ Thursday
Ep 1: The principles of customer service This episode looks at the Principles of Customer Service and helps you to understand why good customer service is so important.	12:00 & 6:00
Ep 2: Planning and Delivery Episode two in this series explores how organisations' plan and deliver their customer service. We take a look at some of the different roles within a customer service team and some of the key aspects that need to be considered.	12:23 & 6:23
Ep 3: Working in customer service Gain a better understanding of how to work in a customer service role, learn the importance of professionalism and how personal behaviour can positively affect the customer experience.	12:46 & 6:46
Ep 4: Working in a team Our final episode will help you to further understand how to work as part of a customer service team, looking at different sources of information and how to use them effectively.	1:09 & 7:09

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SIGN UP NOW

Customer Service

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Jobsmart 2.0

JobSmart is all about getting candidates ‘interview-ready’ and prepared for the world of work.

This course will equip you with the skills to work in today’s modern economy and you will gain a valuable insight into the employability skills needed to succeed in finding and keeping the right job.

The course is split into four units and covers mindsets, finding the right job, interview skills and resolving problems in the workplace.

Praised by employability tutors and learners alike for its relevance and accessibility - JobSmart is in high demand wherever it is offered.

“It is vital for prisoners to have an understanding about their approach to interviews and job roles. This is relevant inside as well as through the gate.”

HOLS, HMP Norwich



This course is recognised by the University of the West of England



Jobsmart
2.0

Jobsmart 2.0



Tuesday/Thursday/Saturday

Jobsmart – Episodes 1 - 4	Tuesday / Thursday	Saturday
Ep 1: Understanding Mindsets The mindset qualities you need in order to succeed in getting and keeping a job.	1:30	1:20 & 7:20
Ep 2: Deciding the Right Job for You Finding the right job for you by considering personal and professional strengths and weaknesses. Also what type of job will suit your current skills and interests.	1:50	1:41 & 7:41
Ep 3: Interview Skills Advice on the skills and information required in order to make a good first impression at your interview.	7:30	2:03 & 8:03
Ep 4: Problem Solving in The Workplace How to deal with issues in the workplace and where to obtain help and advice in dealing with these issues.	7:55	2:28 & 8:28

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SIGN UP NOW

Jobsmart 2.0

Way2LearnTV

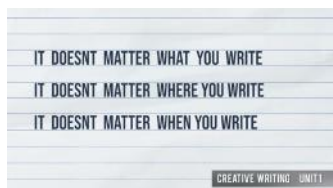


Creative Writing

For all you budding novelists this Way2Learn course will help you to understand how to compose your own piece of creative writing.

During this course you will discover how to become inspired and obtain ideas, explore how to originate engaging characters and learn the techniques used to create interesting settings for your story. You will also learn how to 'plot' your story and write believable dialogue.

This course is ideal for anyone who either enjoys writing or would like to know more about written composition. No experience is necessary. The course is written in association with the Scottish Book Trust and features award winning writer, Phil Earle, who will take you step by step through the writing process.



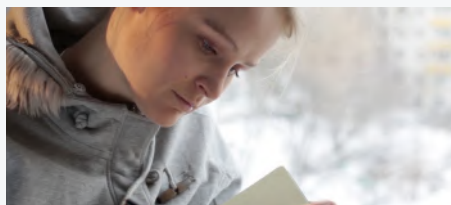
Creative Writing

Creative Writing

Tuesday/Thursday/Saturday



Creative Writing – Episodes 1 to 3	Tuesday / Thursday	Saturday
Ep 1: Sources of Inspiration The first episode explores some of the requirements to becoming a writer, and looks at potential sources of inspiration.	2:15 & 8:15	12:35 & 6:35
Ep 2: Creating Characters In episode two we take a look at creating characters and settings.	2:26 & 8:26	12:47 & 6:47
Ep 3: Creating Plots and Dialogue In our final episode in the creative writing series you will discover how to create effective plots and dialogue.	2:43 & 8:43	1:05 & 7:05



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Creative Writing

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Minute Maths

This popular course is all about making maths accessible and teaching some important core skills.

This course contains multi-level maths problems to test your knowledge and skill. It is set out over twelve sections covering the area, volume and perimeter of different shapes, calculating averages and percentages, and everybody's favourite – fractions.

Minute Maths is written and presented by maths tutor Ryan O'Hara - his presenting style and sense of humour shines through to make this course as entertaining as it is informative.

Since the course launched, establishments have seen a big uptake in applications to study level 1 & 2 maths courses within their education departments. The power of TV!

“It was engaging, fun and made maths simpler.”

Learner, HMP Bedford

Part 1 of 2 - Episodes 1 to 9

Friday & Sunday

Part 2 of 2 - Episodes 10 to 17

Friday & Sunday

Minute
Maths

Minute Maths



Minute Maths – Part 1 of 2 Episodes 1 to 9	Fri / Sun
Ep 1: Area - Calculating the area of regular and irregular shapes.	9:00 & 3:00
Ep 2: Perimeter - Calculating the perimeter of regular and irregular shapes.	9:05 & 3:05
Ep 3: Mean - What the mean average is and how to calculate it.	9:07 & 3:07
Ep 4: Median - How to find the median of a set of numbers.	9:10 & 3:10
Ep 5: Mode - The meaning of the mode and how to find it.	9:13 & 3:13
Ep 6: Range - How to calculate the range of a group of numbers.	9:16 & 3:16
Ep 7: Volume - How to calculate the volume of 3D shapes.	9:19 & 3:19
Ep 8: Fractions - Working out fractions of money.	9:22 & 3:22
Ep 9: More Fractions - Continues with showing how to calculate fractions.	9:25 & 3:25

Minute Maths – Part 2 of 2 Episodes 10 to 17	Fri / Sun
Ep 10: Percentages - How to multiply a number by a percentage.	1:05 & 7:05
Ep 11: More Percentages - Expressing an amount in a percentage of a number.	1:11 & 7:11
Ep 12: Area of a Triangle - How to calculate the area of a triangle.	1:14 & 7:14
Ep 14: Cubing a Number - How to calculate the cube of a number	1:18 & 7:18
Ep 15: Area of a Circle - Calculating the area of a circle	1:22 & 7:22
Ep 17: Ratio - Ratio explained by Ryan	1:27 & 7:27

Minute maths



Creative Design

This course is perfect for those who want to work in graphic design, have an interest in this field or simply want to design their own logo.

As well as covering aspects of logo design, the course explores different roles within the industry and teaches key creative skills.

Candidates will learn how to plan, research and produce a successful logo with a vocational theme that is fit for purpose. Creative Design is split into four units (six episodes) and will give learners easy-to-follow stepping stones for the preparation and design of their marketing logo.

Developed and delivered by a practising graphic designer, the course has been a huge success since its launch - offering insight and practical ways to enter the industry. Design tips, hints and tricks to ensure your logo stands out.

Whether you plan to start your own business or just want to create a logo for your website - this is the course for you.

“I like this art course as this is relevant to my plans for work on release, I have designed my own logo now.”

Learner, HMP Bure



This course is
recognised by the
University of the
West of England



Creative
Design

Creative Design



Friday/Sunday

Creative Design - Episodes 1 to 6	Friday/ Sunday
Ep 1: Working Safely in Design You will be introduced to the role of a graphic designer, as well as health and safety considerations when working in a studio.	11:00 & 5:00
Ep 2: Jobs in Design You'll understand the different assignments a designer takes on – from print and mobile app design, through to signage and logo design. Plus, we look at the different stages of a creative project.	11:18 & 5:18
Ep 3: Jobs in Design We'll look at the responsibilities of a freelance graphic designer and the skills required. Topics covered include finding work, billing clients and dealing with those 'creative blocks'.	12:05 & 6:05
Ep 4: Skills in Design Drawing tutorials, tips and techniques, to help you visualise your ideas and develop striking logo designs. You'll also find sample design briefs to practice with.	2:05 & 8:05
Ep 5: Research, Plan & Design Designing your final logo. In this module, we'll develop your brief and consider what aspects of your logo will make your design a success.	2:39 & 8:39
Ep 6: Design and Evaluation Reviewing your work will help improve your design skills and creative process. This analysis is a key exercise for designers working in the industry.	2:52 & 8:52

Creative Design

Way2LearnTV



Workplace Digital Skills

The new Workplace Digital Skills course is designed to introduce you to the digital world, to help you in your search for work.

The digital age is expanding rapidly with new technology coming to the market every day. This in turn creates more jobs. According to latest statistics, there is a current shortage of 825,000 IT professionals, plus 90% of jobs require some form of digital competency.

No matter which job sector you are looking to work in, digital technology will be used in some shape or form.

The six units in this course will take you on a journey from how to search effectively online for jobs, identify if information you find online is relevant and accurate, keeping yourself safe from viruses and other attacks, together with ensuring your privacy is maintained, and the legal aspects of dealing with people's data, through to applying for jobs by email and using social media to develop your career prospects.



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West of England**



Workplace
Digital Skills

Workplace Digital Skills



Saturday

Workplace Digital Skills – Episodes 1 to 6	Saturday
Ep 1: Using and Managing Information Find smarter ways to search, identify and evaluate information effectively to meet personal and organisational needs. Ensuring that the information that is obtained is reliable and from credible sources.	11:00 & 5:00
Ep 2: Trusting and Organising Information What websites are real or fake? Applying a simple test to decide if you can trust the information. Looking at ways to organise your information so that it is easy to find and identify.	11:18 & 5:18
Ep 3: Keeping Safe Online Prevent yourself and others from being attacked by nasty viruses and bugs, which can compromise your data, devices and systems.	11:30 & 5:30
Ep 4: The Law and Your Data Explaining the rules for businesses in relation to storing people's data, and the implications if data is not processed fairly or securely.	11:44 & 5:44
Ep 5: Communicating Online Think before you tweet! The online equivalent of not revealing too much information about yourself and minding your P's and Q's. What is acceptable behaviour online and what isn't? Communicating effectively using various messaging tools.	12:00 & 6:00
Ep 6: Digital Career Development The art of selling you and your business online. Ways in which to promote yourself and your business to maximise profits and customers and to snare that dream job.	12:18 & 6:18

Workplace Digital Skills

Way2LearnTV



Contact us



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