Learning Material Order Form

**Please email this order form to** **books@learningcurvegroup.co.uk**

**If you have any queries relating to your order, please either contact your Account Director / Manager or call our team on 01388 777129/01388 436169.**

**Sample copies of qualifications will now be available online and in hard copy versions.**

**Online copies of samples can now be accessed via the E-Assessor platform, to gain access to the digital samples you will need to complete a** [**self-registration form**](https://www.e-assessor.co.uk/cgi/radSVQ.cgi/register_LCG_SAMPLES) **and provide the relevant** [**qualification code**](https://www.e-assessor.co.uk/CertificateTemplates/org225/index.html)**.**

**To access the latest version of the order form please make sure to download from** [**here.**](https://www.e-assessor.co.uk/CertificateTemplates/org225/LCG_Order_Form.docx)

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| **Date:** |  | **Purchase Order Number:** |  | **Standard Delivery is 2-3 Working Days** |
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| **Special Instructions:**  |  |
| **Delivery is subject to a minimum order of 10 books. A £20 charge will be applied to all individual orders less than 10.** |
| **Level 2 Qualifications (these contain all required units)** | **Quantity** | **Sample** |
| **NCFE CACHE approved Level 2 Certificate Qualifications (unless stated)** |
| 60162399  | Ascentis Extended Certificate in Health & Social Care Professions (online only) |  |  |
| 60331148 | Digital Skills for Work (online only) |  |  |
| 60134380  | CACHE Awareness of Mental Health Problems |  |  |
| 60107911  | Cleaning Principles |  |  |
| 6014306X  | CACHE Common Health Conditions |  |  |
| 6000728X  | CACHE Counselling Skills |  |  |
| 60304832  | Customer Service for Health and Social Care Settings |  |  |
| 60336328  | Creating a Business Start-Up  |  |  |
| 60000466  | ERR in Health, Social Care or Children and Young People’s Settings (Award) |  |  |
| 60131457  | Equality and Diversity V3 |  |  |
| 60325525  | CACHE Falls Prevention Awareness |  |  |
| 60328319  | Improving Personal Exercise, Health and Nutrition |  |  |
| 60143216  | CACHE Information Advice or Guidance **WB 1&2**  |  |  |
| 60143216  | CACHE Information Advice or Guidance **WB 1&3**  |  |  |
| 60003364  | CACHE Introducing Caring for Children and Young People |  |  |
| 60125305  | Lean Organisation Management Techniques |  |  |
| 60000478  | CACHE Preparing to Work in Adult Social Care |  |  |
| 60175667  | CACHE Principles of Care Planning |  |  |
| 60170700  | Principles of Customer Service |  |  |
| 60063555  | CACHE Principles of Dementia Care |  |  |
| 6013818X  | CACHE Principles of End of Life Care |  |  |
| 60093122  | CACHE Principles of the Prevention and Control of Infection |  |  |
| 60320412  | CACHE Understanding Specific Learning Difficulties |  |  |
| 60116870  | CACHE Principles of Working with Individuals with Learning Disabilities **2 WB** |  |  |
| 60116870  | CACHE Principles of Working with Individuals with Learning Disabilities **3 WB** |  |  |
| 60163306  | CACHE Understanding Autism |  |  |
| 60310625  | CACHE Understanding Behaviour that Challenges |  |  |
| 60328137  | CACHE Understanding Children and Young People’s Mental Health |  |  |
| 6033115X  | CACHE Understanding Common Childhood Illnesses |  |  |
| 60093110  | CACHE Understanding Care & Management of Diabetes |  |  |
| 60336390  | Understanding Data Protection and Data Security |  |  |
| 60131196  | CACHE Understanding Dignity and Safeguarding in Adult Health and Social Care |  |  |
| 60327789  | Understanding Excellence in Customer Service for Hospitality |  |  |
| 60133892  | CACHE Understanding Nutrition and Health |  |  |
| 60133387  | Understanding Retail Operations |  |  |
| 60328186  | CACHE Understanding Safeguarding and Prevent |  |  |
| 60134045  | CACHE Understanding the Safe Handling of Medication in Health and Social Care |  |  |
| 60343060 | Understanding Business Improvement Techniques  |  |  |
| 60342730 | Understanding Tenant Support in Social Housing  |  |  |
| 60306348  | Warehousing and Storage |  |  |
| 60339287  | Understanding Workplace Violence and Harassment |  |  |
| 60134343  | CACHE Working with People with Mental Health Needs |  |  |
| 6035155X | CACHE Understanding to Technology Enabled Care  |  |  |
| 60352863 | CACHE Understanding Personal Care Needs  |  |  |
| 60351482 | CACHE Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace **NEW MARCH 2020** |  |  |
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| **Level 3 NCFE Certificate Qualifications - funded via FE Loans or full cost** |
| 6000048X  | CACHE Preparing to Work in Adult Social Care |  |  |
| 60316184  | Highfield End Point Assessment Award |  |  |
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| **Level 1 products** |
| 60110909 | Maths |  |  |
| 60115300 | English |  |  |
| Various | Construction Maths |  |  |
| 60111641 | Military Maths |  |  |
| 6013558X | Award in Managing Your Money |  |  |
| 60012134 | CACHE Award in Preparing to Work in Adult Social Care |  |  |
| 60029389 | C&G Certificate in Introduction to the Facilities Industry101- Health and safety and security in the facility industry102 - Workplace hygiene in the facilities industry103 - Introduction to working in the facilities industry107 - Customer Services in the facility industry |  |  |
| 60028877 | C&G Award in Introduction to the Facilities Industry = **101, 102, 103 units only**  |  |  |
| Various | Employability Skills (English) |  |  |
| 60146801 | Award in Employability Skills = **1, 3, 4, 22 units only** |  |  |
| 60146813 | Certificate in Employability Skills  |  |  |
| **The above Level 1 qualification contains optional units** |
| **Unit No** | **Credit Value** |  | **Quantity** | **Sample** |
| 1 | 2 | Mandatory – Understanding Mindset  |  |  |
| **Unit****No** | **Credit Value** | **You will need to select optional units to the value of 13 more credits to complete the qualification** | **Quantity** | **Sample** |
| 3 | 1 | Understanding Motivation |  |  |
| 4 | 1 | Dealing with your first days at work |  |  |
| 13 | 2 | Problem Solving |  |  |
| 14 | 1 | Creative thinking |  |  |
| 15 | 1 | Coping Change |  |  |
| 16 | 2 | Taking part Project |  |  |
| 17 | 2 | ICT Employment |  |  |
| 21 | 2 | Tackling Number Problems |  |  |
| 22 | 2 | Working in a team |  |  |
| 23 | 1 | Working with colleagues |  |  |
| 25 | 3 | Using social media |  |  |
| 30 | 1 | Job training search skills |  |  |
| 31 | 1 | Job application skills |  |  |
| 33 | 1 | Writing a CV |  |  |
| 39 | 1 | Job Search Skills |  |  |

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| **This Level 2 qualification contains optional units** | **Quantity** | **Sample** |
| 60338830 | **GLH** | Principles of Team Leading |  |
| Unit no. | 90 | Workbook 1 = Mandatory units 1 - 3 |  |  |
| 100 | Workbook 2 = Optional units 6, 8, 11, 12 and 13 |  |  |
| **You will need to select 5 optional units to make up the additional GLH to complete the qualification if workbook 2 is not selected** |
| 5 | 20 | Understand Customers |  |  |
| 6 | 30 | Understand How to Deliver Customer Service and Resolve Problems |  |  |
| 8 | 15 | Understand How to Develop Working Relationships with Colleagues |  |  |
| 9 | 10 | Understand Health and Safety Procedures in the Workplace |  |  |
| 11 | 20 | Introducing to Coaching |  |  |
| 12 | 20 | Introduction to Mentoring |  |  |
| 13 | 15 | Understand Personal Development |  |  |

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| **This Level 2 qualification contains optional units** | **Quantity** | **Sample** |
| 60170712 | **GLH** | Principles of Business Administration |  |  |
| Unit no. | 120 | Mandatory units 1 – 5 |
| **You will need to select two optional units to make up the additional GLH to complete the qualification** |
| 6 | 30 | Understand how to carry out business administration tasks |  |  |
| 9 | 15 | Understand how to store, retrieve and archive information |  |  |
| 12 | 20 | Understand customer service |  |  |
| 14 | 40 | Principles of customer relationships |  |  |
| 15 | 40 | Know how to publish, integrate and share using social media |  |  |
| 20 | 40 | Principles of digital marketing |  |  |

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| **This Level 1 qualification contains optional units and is online only** | **Quantity** | **Sample** |
| 6033129X | **GLH** | Level 1 Certificate in Digital Skills (online only) |  |  |
| Unit no. | 125 | Mandatory units 1 - 4 |
| **You will need to select an optional unit to make up the additional GLH to complete the qualification** |
| 5 | 10 | Using a Computer |  |  |
| 6 | 20 | Digital Career Development |  |  |

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| **ESF unitised packages (online only)** | **Quantity** |
| ILM Level 2 Effective Team and Sales Skills |  |
| ILM Level 2 Effective Team and Performance Improvement Skills |  |
| ILM Level 2 Effective Team, Coaching and Development Skills |  |
| ILM Level 2 Effective Team, Change Management and Mentoring Skills |  |
| ILM Level 2 Effective Team and Customer Service Skills |  |
| ILM Level 2 Effective Team and Leadership Skills |  |

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| **Non-accredited courses (commercially funded)** | **Quantity** | **Sample** |
| LV2 | Awareness of Food Allergens |  |  |

 Please note that placing an order is acceptance of our terms and conditions. These as well as full details on all the above qualifications and learning aim references can be found at <http://www.learningcurvegroup.co.uk/key-policies>.

Where government funding is used to support the delivery of the qualifications it is your responsibility to check the eligibility criteria of the learners attempting these courses.

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• Consultancy on a range of subject areas.

• Recruitment services for temporary and permanent staff.

• Employer Engagement.

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