



# SHORT COURSES

**AS Training offers a range of short courses to help you with your Continued Professional Development (CPD).**

Gain access to exciting and flexible online learning content, and study where you like and when you like.

All of our short courses are delivered online and are auto-marked, meaning that feedback is instant.

Our short, bite-sized CPD courses are interactive and engaging, and take on average just two hours to complete.

## Benefits:

- A great addition to your CV to show commitment in a chosen industry and beneficial for improving overall general knowledge
- Study online with auto-marked assessments. This programme can be completed in your own time.



# SHORT COURSES



Online



Paper-based



Paper-based with  
online assessments



Fully funded



Advanced Learner Loan



Full cost

## Accounting and Finance

	AAT Essentials: Budgeting						
	Ethics for Accountants – Level 3 Unit Resource and Revision Guide						
	Indirect Tax – Level 3 Unit Resource and Revision Guide						
	Bookkeeping Controls – Level 2 Unit Resource and Revision Guide						
	Elements of Costing – Level 2 Unit Resource and Revision Guide						
	Advanced Bookkeeping – Level 3 Unit Resource and Revision Guide						
	Bookkeeping Transactions – Level 2 Unit Resource and Revision Guide						
	Final Accounts Preparation – Level 3 Unit Resource and Revision Guide						
	Management Accounting: Costing – Level 3 Unit Resource and Revision Guide						
	Spreadsheets for Accounting – Level 3 Unit Resource and Revision Guide						
	Work Effectively in Finance – Level 2 Unit Resource and Revision Guide						
	Level 2 Synoptic Assessment Preparation Revision Resource						
	Level 3 Synoptic Assessment Preparation Revision Resource						

## Business, Leadership and Management

	Leadership and Management Programme						
	Conflict Management						
	Discipline in the Workplace						
	Induction of New Staff						
	Leading and Motivating a Team						
	Organising and Delegating						
	Performance Management						
	Planning and Allocating Work						
	Solving Problems and Making Decisions						
	Stress Management						
	Understanding Leadership						

## Health and Fitness

	Explore the Principles of Healthy Eating						
	Principles of Weight Management						
	Understand the Principles of Exercise and Fitness						

## Health and Safety

	COSHH Risk Assessment						
	DSE Risk Assessment						
	Fire Safety Principles						
	Health and Safety in the Workplace						
	Manual Handling Safety at Work						
	Principles of Internet Safety						

## Health and Social Care

	Alcohol Awareness						
	Dementia Awareness						
	Safeguarding Adults and Children						
	Sexual Health Awareness						
	Substance Misuse Awareness						
	Understanding Anxiety						
	Understanding Depression						
	Understanding Eating Disorders						
	Understanding Stress						
	Understanding the Safe Handling of Medication						
	Mental Health Awareness						
	Mental Capacity Act						

## Personal Development and Employability

	First Aid Programme						
	Introduction to First Aid – Zone 1						
	Introduction to First Aid – Zone 2						
	Introduction to First Aid – Zone 3						
	Introduction to First Aid – Zone 4						
	Personal Money Management						
	Rights and Responsibilities						
	Understanding Equality and Diversity						

## Retail and Hospitality

	Prepare to Deliver Excellent Customer Service						
	Food Safety Awareness						