

**Starts
October
2020**



**FREE
TRAINING**

DISTANCE LEARNING

Level 2 Lean Organisation Management Techniques

This is a Distance Learning course with an estimated completion time of 90 hours.

The aim is to develop your understanding of lean organisation techniques in business.

You will learn about business improvement tools and techniques and how to work effectively in a business team. You will develop valuable transferable skills which employers can draw on to support the improvement of business performance.

This qualification gives you a compact and focused course that is designed to confirm your competence for your role in business development.

You will find this qualification particularly useful if you want to develop your management skills for your workplace and/or your career choice

Level 2 Understanding Data Protection and Data Security

This is a Distance Learning course with an estimated completion time of 110 hours.

This qualification is designed for those wishing to improve their knowledge of data protection and data security.

The course consists of 4 mandatory units

Understand current data protection legislation

Understand organisational procedures concerning data

Understand threats to ICT systems and data

Understand the consequences of not protecting data

The course can assist participants in existing roles with new responsibilities, or those recently employed.

