

# MentorLearn eLearning Courses

Helping you invest in the  
success of your business

MentorLearn is here to provide up to date, relevant and timely learning for you and your employees.

## Your needs

Your people are your greatest asset; and taking care of them and investing in them is essential to business success. You understand how important it is to provide managers and employees with the training and knowledge they need to succeed at work.

## Our solution

Our eLearning packages and individual modules are available for an initial 12 month period, where a specific number of users can access introductory and in-depth modules covering Employment Law & HR, Safety, Health & Environment or Business Protection.

## Benefits

- Engaging and informative courses
- Modules can be completed at a learners own pace and at time that suits them
- Reduce the cost of delivering learning and development in your business
- Instant reports and training records
- The Royal Society for Prevention of Accidents (RoSPA) approval on a selection of our Health & Safety and Environmental courses

- End of course assessments (available for in-depth courses only)
- Printable certificate on completion (available for in-depth courses only)

## Considerations

- MentorLearn modules incur a cost
- The content of the courses relate to the laws of England & Wales, and Scotland only
- Modules may be added/varied/ removed from time to time

## Are MentorLearn eLearning courses right for you?

You might consider MentorLearn eLearning courses if you:



Want comprehensive training services that help you stay on top of legal and regulatory obligations in employment law, HR, health, safety and the environment



Want to maintain compliance and reduce risk while creating a safe, professional and sustainable work environment



Want to access a range of introductory and in depth training modules that suit your business needs

## How it works

### Identify a training need

Speak with the Mentor team to explore how eLearning can help you and choose your package:

Call: 0800634 7002

(Minicom 0800 634 7008)

Email: [info@mentor.uk.com](mailto:info@mentor.uk.com)

Visit: [natwestmentor.co.uk](http://natwestmentor.co.uk)



### Set up on the learning system

You will be set up on our online management system to create user accounts for your employees



### Use the system

Once the employees have been set up, they can access MentorLearn where they can find details of the training modules



NatWest

## Working with you

eLearning is one way which Mentor can support your business to succeed. We provide comprehensive services that should enable you to stay on top of legal and regulatory changes, maintain compliance and reduce risk while creating a safe, professional and sustainable work environment. Our specialists in employment law and HR, health & safety and environmental management can work with you to support you achieve your business ambitions.

Your Challenges	Our Solution
<ul style="list-style-type: none"><li>You want to give your employees access to relevant high quality training</li><li>You need the courses to be available at a time that suits your employees and your business</li><li>You need to keep evidence of the training and development of your employees</li></ul>	<ul style="list-style-type: none"><li>MentorLearn eLearning courses are informative, engaging and some are RoSPA approved</li><li>Modules can be completed at a learners own pace and at time that suits them</li><li>The MentorLearn eLearning system maintains a record of training completed, with printable certificates for in depth courses</li></ul>

## Product Specifications

- **Employment Law & HR modules:**
  - Introductory courses
  - In-depth courses
- **Health & Safety and environmental management modules:**
  - Introductory courses
  - In-depth courses
- **Business Protection modules:**
  - In-depth courses



With the formidable reputation they have in the safety industry, RoSPA approval adds further credibility to online safety training.

## Introductory Courses

Introductory modules cover such topics as recruitment, performance, disciplinary, grievance, risk assessments, fire safety and manual handling.

## In-depth Courses

In-depth courses are as follows:

### Employment Law & HR

Alcohol & Drug Awareness  
Anti-bribery & Corruption  
Bullying & Harassment  
Changing terms & conditions  
Disciplinary Policy  
Equality & Diversity  
Grievance Policy  
Homeworking Policy  
Internet User Policy  
Recruitment - from job offer to induction  
Safeguarding (England & Wales)  
Safeguarding (Scotland)  
Sexual Harassment - Obligations of Employers  
Sexual Harassment - Obligations of Employees  
Social Media Policy  
Stress Essentials

### Health & Safety and Environmental Management

Alcohol & Drug Awareness  
Appointing & Managing Contractors  
Asbestos Essentials \*  
Contractor Safety Procedures\*  
CPR Essentials\*  
Display Screen Equipment (ErgoWise)\*^  
Electrical Safety\*  
Evacuations Procedures\*  
Fire Safety\*  
Fire Warden\*  
Food Safety Essentials\*  
Hazardous Substances (COSHH)\*  
Health & Safety for Managers\*  
Health & Safety Induction\*  
Homeworking Policy  
Legionella Awareness\*  
Lone Working\*  
Manual Handling\*^  
New & Expectant Mothers\*  
Noise at Work\*  
Pandemic Procedures  
Personal Protective Equipment\*  
Risk Assessment\*^  
Safe Driving  
Slips, Trips & Falls\*  
Stress Essentials  
Working at Heights\*^  
Environmental Awareness

### Business Protection

Code of Conduct  
Cyber Security\*\*  
Fraud Prevention  
Freedom of Information  
General Data Protection Regulations (GDPR)\*\*  
Modern Slavery  
Money Laundering  
Pandemic Awareness  
Prevent Duty  
Procurement  
Security & Terror Alerts  
Treating Customers Fairly  
Whistleblowing

\* RoSPA approved course

\*\* Course available as a standalone module

^These courses only provide awareness education. Face to face training would also be needed to complete the all round skills and knowledge to be able to carry these forward practically in your organisation.

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