

Workforce Development Programme

April 2014 – March 2015



For independent & voluntary sector
adult social care **managers, senior
staff, care workers and carers** based
and working in
Brighton & Hove

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BHCC Learning Disability Day Options Our Art Collective



Brighton & Hove
City Council

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Acknowledgements

Thank you to all those who are contributing to the training in this programme and to all those involved in the preparation and administration processes.

Workforce Development Programme

Adult Social Care

Introduction from Denise D'Souza

One of the things that makes a career in adult social care so rewarding is the opportunity to meet and work with a great variety of people. Working with and respecting diversity is explicit in law – as an example the Mental Capacity Act says that a person is not to be treated as unable to make a decision merely because they make an unwise decision. By whose measure is a decision an 'unwise' decision? Everything we do in life has some degree of risk, decisions which some regard as 'unwise' are often decisions associated with significant risks. People who work in social care grapple with these issues daily and we have our own jargon for the work we do – safeguarding; empowerment; capacity; personalisation and duty of care. What is key to our work is listening to what the person says – starting with the person.

2013 saw a good example of this with the production of our Local Account and the first Adult Social Care City Summit. We are continuing to look at what service users and carers tell us and how we can address these issues. Given the huge financial challenges we face our success depends greatly on our ability to work with our many partners including the local NHS, the voluntary sector, private sector, service users and their carers.

Sadly we don't need to look back a long way to see how badly things can go wrong. The terrible treatment of people in Mid Staffordshire Hospital and Winterbourne View Hospital remind us all of the importance of listening, treating people with dignity and respect and speaking out when we have concerns. These scandals were both within health settings yet there are lessons for us all who work with people with support needs. In addition to the Francis enquiry into the Mid Staffordshire Hospital there is a review called the Cavendish Review, which looks at the skills needed for non-medically qualified staff. The Workforce Development Team is engaged with Skills for Care and will respond to the recommendations as these become clearer.

Last year the Workforce Development Team provided over 6,000 places to staff, managers, professionals, personal assistants, carers and others. Returning to the theme of diversity this year's programme offers around 100 different courses and an increasingly diverse way to meet your development needs including e-learning, workbooks and face to face training. Touching upon some of the issues raised above you will find courses on the Mental Capacity Act and Safeguarding Adults through to Accessible information to Telecare. I hope you find the development programme helps you in your important and valuable work.



Denise D'Souza
Executive Director of Adult Social Services

Programmes and services are open to all those who work within adult social care services based in Brighton & Hove. This includes:

- ☑ staff, managers and volunteers from independent and voluntary sector adult social care providers based in Brighton & Hove
- ☑ Brighton & Hove City Council staff where relevant. For directly employed city council staff, please see opportunities on The Wave
- ☑ personal assistants working with and supporting people in Brighton & Hove

Much of the programme is designed to be multi-agency with staff from different professional backgrounds trained together to help promote integrated working.

This guide is divided into the following sections:

- **Induction** – all new staff should complete the Skills for Care Induction for their service area within the first 12 weeks of appointment.
- **Health & Safety** – training to be completed, depending on your role in the organisation, within the agreed timescales.
- **Safeguarding, MCA and DoLS** – mandatory training for all staff and further training for managers.
- **Quality Outcomes** – contains training on specific skills required to carry out your role, including equalities courses
- **Personalised Support** – contains training on specific skills required to support the individual needs of service users, including sensory, mental health, learning disabilities, dementia and health conditions
- **Public Health/Health Promotion** – training opportunities available with Brighton & Hove Primary Care Trust.
- **Management** – training opportunities for Managers and Deputy Managers
- **Qualifications** – Diplomas (i.e. what used to be NVQs)

Our courses are popular and sometimes over-subscribed. Although we try to predict demand as much as possible, we cannot always guarantee places on preferred event dates. Where people are unsuccessful, we will automatically roll nominations forward. Where demand is great we will also endeavour to arrange further dates to meet your learning needs and minimise waiting lists. Some courses in this guide have ‘dates to be confirmed’, where this is the case, if you would like to apply for the course please send in a request form and we shall contact you once courses have been set up.

What’s in the box?

At the top of each page there is table containing specific information relevant to the course such as why and when should you complete/retake the course, see example below:

Why do this course?	This box tells you why this course may be applicable to you e.g. whether it is mandatory
When should you do this course?	This box tells you how soon you need to do this course once appointed into your role
Recertification needed	This box tells you whether and how often you need to retake this course or complete a refresher
National/local directives	The Care Standards Act requires registered services ensure persons employed receive appropriate training to undertake their role. This box also highlights any other national or local directives that underpin the training course
QCF Diploma Units	This box shows links to the diploma units (see below).
Common Induction Standards	This box shows the Common Induction Standards which link to the course.

Mapping

All the courses in this guide have been mapped across the Health & Social Care National Occupational Standards/Qualifications. Staff undertaking a diploma can use this information as a guide as to which courses link to specific units. Although attending a course does not mean you will achieve the corresponding diploma unit, it may help you provide evidence towards achieving the unit.

National Occupational Standards describe best practice by bringing together skills, knowledge and values. National Occupational Standards are a valuable tool to be used as benchmarks for qualifications (for example in a diploma) as well as defining roles at work, staff recruitment, supervision and appraisal – www.skillsforcare.org.uk

Common Induction Standards are designed for people entering social care, and those changing roles or employers within adult social care – www.skillsforcare.org.uk

Frequently Asked Questions

Who can attend the training?
How do I find specific courses?
Where does training take place?
How do I apply for a course?
What happens once I have applied for a course?
Can I have the information sent to me by email?
Can I guarantee a space?
How much do the courses cost?
How do I decide which courses I should go on?
How many spaces are there on each course?
How do I cancel my place?
If I cancel do I need to reapply?
Is there a charge to cancel?
If the course is full do I have to reapply?
Why do I have to fill in a form?
Can I book over the phone?
Why does my manager need to sign the application form?
How do I get the most out of my training day?
What is the Workforce Development team doing to ensure this training makes a difference?
How do you decide what courses go into the programme?
What if I want to do some training in an area that is not covered by the courses that you offer?
How are you promoting equalities and inclusion in training access and delivery?
Could I deliver a training course?
Everybody in my organisation needs to do the same training. Can it be delivered in-house?
How do I request training records?
Do you have service users or carers involved in the training?

Qualifications:

How do I apply for a qualification?
When can I apply for a qualification?
What happens if I don't get a place?
Do I have to pay for my qualification?

If your question is not answered here please submit your query to coursesforcare@brighton-hove.gov.uk and we will get back to you within 5 working days.

Who can attend the training?

Programmes and services are open to all those who work within adult social care services that are based in Brighton & Hove. This includes:

- staff, managers and volunteers from independent and voluntary sector adult social care providers based in Brighton & Hove
- Brighton & Hove City Council staff where relevant. For directly employed city council staff, please see opportunities on the wave
- personal assistants working with and supporting people in Brighton & Hove. Much of the programme is designed to be multi-agency with staff from different professional backgrounds trained together to help promote integrated working.

How do I find specific courses?

At the front of the programme courses are categorised by subject area. There is also an alphabetical index of courses, and dates that they are running, at the back.

Where does training take place?

Our training takes place in Brighton & Hove. Dependent on room availability courses take place at Kings House in Hove, Brighton Town Hall or Montague House. On occasion we also book other venues. Please see your joining instructions which will include a map for specific course details. If you wish to check the venue for a course please email coursesforcare@brighton-hove.gov.uk

How do I apply for a course?

You will need to complete a request form, which can be found at www.brighton-hove.gov.uk/asctraining or the back of the Workforce Development Programme.

What happens once I have applied for a course?

After we receive your application form you will be provisionally booked onto the course. You will then receive notification from us 6 – 4 weeks before the course is due to run to confirm whether or not you have been allocated a place. On occasion we run courses on a first come first served basis

Can I have the information sent to me by email?

Yes. There is space on the application form to include your email address if you would like training correspondence sent to you in this way. Check with your line manager which email address should be supplied as many services now have generic inboxes for training purposes. Multiple email addresses can be accommodated if required.

Can I guarantee a space?

One of the most beneficial aspects of attending training is the opportunity to meet people from a variety of services. To ensure that we get a good mix of people on our courses we shortlist all applications 6 – 4 weeks before the course is due to run. Because of this we are unable to guarantee places for a single person or organisation. On occasion we run courses on a first come first served basis.

Frequently Asked Questions

How much do the courses cost?

Attendance on courses unless advertised otherwise are free to attend. We will need to review budgets throughout the year and should this situation change we will notify organisations accordingly.

Please note that there is a charge for late cancellation or non-attendance on all of our courses.

Please see [‘Is there a charge to cancel?’](#)

How do I decide which courses I should go on?

We offer a broad range of training opportunities, some of which will be mandatory and others will be recommended depending on your area of work. In addition, supervision sessions with your line manager should include discussions around learning and development. It is here that you will be able to decide which training is most suitable for you.

How many spaces are there on each course?

This varies from course to course. Generally maximum capacity ranges between 10 and 20 spaces.

How do I cancel my place?

If you are unable to attend a training session you need to let us know as soon as you can. You can either phone us directly or email coursesforcare@brighton-hove.gov.uk. It is recommended that you keep a written record of any cancellations that you make.

If I cancel do I need to reapply?

If you notify us of a cancellation we will automatically rebook you provisionally onto the next available date unless instructed otherwise. We operate a ‘three strikes and you’re out’ policy, so if you cancel your place on the same course three times you will need to reapply. If you do not notify us and fail to attend your training session you will need to reapply.

Is there a charge to cancel?

We ask for 5 days notice for all cancellations; this gives us enough time to try and reallocate your place on the course. If you do not notify us in time or fail to attend a training session a **£50 charge** will be levied to cover the costs of the lost place. If someone else from your organisation is able to attend in your place the charge will not be applied.

If the course is full do I have to reapply?

We will notify you whether or not you have been allocated a place on the course date you applied for 6 – 4 weeks prior to the course running. If you have been unsuccessful you will be placed on a waiting list for this date in case of cancellations. Failing this you will automatically be booked provisionally onto the next available date without having to reapply. Notification for the new date will again be sent 6 – 4 weeks in advance.

Why do I have to fill in a form?

We need to have your full contact details and agreement from your manager/organisation. All parts of the form must be filled in to give you the highest chance of securing a place. Not fully completing the form may result in your application being returned.

Can I book over the phone?

We are happy to check availability of course dates over the phone but we are unable to book you a place due to reasons outlined above.

Why does my manager need to sign the application form?

All training applications need to be signed off by your line manager to show us that it is relevant and appropriate for you to go on the course. Also, in the case of non-attendance, acceptance of the £50 charge needs to be agreed by your line manager. Forms that are not signed by your line manager (or received from their email account) will be returned.

How do I get the most out of my training day?

Make sure you know what the training is about before you get there! As simple as it sounds, you will get a lot more from the training if you do a bit of background research first. We also send out evaluation forms along with confirmation letters to help you assess your understanding of the subject both before and after the training

What is the Workforce Development team doing to ensure this training makes a difference?

We ask you to complete a post-course evaluation. The course may ask you to identify actions for work, or some will have more formal assessment of your learning. We may contact you or your manager to discuss what difference the training has made.

How do you decide what courses go into the programme?

The courses we offer are informed by Team Development Plans, historical demand for courses, statutory and regulatory requirements, national and local initiatives, and discussions and requests from stakeholders and partners.

What if I want to do some training in an area that is not covered by the courses that you offer?

- You should have an initial discussion with your manager to see if they support you undertaking this learning
- You could contact our team to make us aware of your identified need
- You can identify a suitable course/training provider

How are you promoting equalities and inclusion in training access and delivery?

Please see our Equalities & Inclusion Commitment on p8.

Could I deliver a training course?

Possibly – we value participation in training delivery from service users, practitioners and carers.

Please contact coursesforcare@brighton-hove.gov.uk

Frequently Asked Questions

Everybody in my organisation needs to do the same training. Can it be delivered in-house?

As a general rule we encourage people to access the scheduled courses. We may be able to assist with team training in special circumstances. Please contact Kevin Murphy on (01273) 295279 for information.

How do I request training records or future bookings?

It is the responsibility of each member of staff to maintain a record of their continuing professional development. If you would like information on staff who have attended or booked on future courses please contact coursesforcare@brighton-hove.gov.uk stating the names of the people you are requiring the details of. For data protection reasons we may require further clarification before we release this information

Do you have service users or carers involved in the training?

Yes we are striving to include more service users and carers in the consultation process around training and also in the design, delivery and evaluation of courses where input will enhance the participant's experience. If you know of any service users or carers who would like to become involved at any stage of the training process you can contact coursesforcare@brighton-hove.gov.uk

Qualifications:

How do I apply for a qualification?

Application packs are available from coursesforcare@brighton-hove.gov.uk. Please read the application pack thoroughly, discuss and seek agreement with your line manager and organisation before applying. Full costs will be payable before the course start date

When can I apply for a qualification?

Application packs are generally released 3-4 months prior to confirmed programmes (please see the Workforce Development Programme for details).

What happens if I don't get a place? Applications are short-listed at the closing date. If your application is unsuccessful it will not be rolled over and you will have to apply again for the next qualification programme.

Do I have to pay for my qualification?

You can apply to undertake a qualification with us at full cost. We will be able to sign post you to any funding available to apply for independently.

If your question is not answered here please submit your query to

coursesforcare@brighton-hove.gov.uk and we will get back to you within 5 working days.

Contact Us: coursesforcare@brighton-hove.gov.uk

Phone: (01273) 296185, 295103, 296187, 295282

Post: Workforce Development Team
4th Floor Kings House
Grand Avenue
Hove
BN3 2LS

Equalities and Inclusion Commitment

The Workforce Development Team is committed to challenging discrimination and negative stereotyping of minority groups. We expect all our staff, consultants and trainers to meet this commitment.

Therefore **we will**:

- Challenge behaviour and language that is discriminatory
- Avoid discriminatory language. If this is used, it must be justifiable in terms of facilitating learning, and not gratuitous
- Promote positive images of traditionally excluded groups
- Be open to criticism and learn from this
- Make reasonable adjustments to meet special requirements
- Involve people who use services in development
- Include examples in learning interventions of good practice in supporting people from minority groups
- Use positive short listing for people who identify as having a disability

We ask you to:

- Notify us of any special requirements
- Challenge behaviour or language that you feel is discriminatory
- Ensure that all staff are given opportunities to access learning

Training Recommendations

for staff working in Adult Social Care Services (Updated January 2013)

The following is a summary of the guidance produced by **Skills for Care** to help support providers fulfill their responsibilities in respect of the outcomes in the Care Quality Commission's guidance about compliance with 'Essential Standards of Quality and Safety'.

Who is this guidance for? Although this guidance is for services covered by CQC's regulation this guidance is also relevant to other regulated service types where there is integration with health and to adult social care services that are not subject to regulation – particularly in day care.

Refresher / update frequency: It is generally the rule that requirements for training *do not* come with recommendations about how often people should

complete refresher or further training. Where this is known, this is shown in the tables.

Other recommendations around update and refresher frequencies have been agreed with B&HCC operational managers and workforce development professionals. These recommendations should be taken as strongly indicative of the development needs for staff and managers, rather than carved in stone and definitive. Organisations may choose to adopt or adapt these standards for their own service and workforce development plans and CPD (continued professional development) for care practitioners and registered managers.

The focus of this guidance relates to CQC outcomes 14 and 25 and parts of 12 and 13.

Continuing Professional Development and Qualifications

Development Need	Who	When	Source of Requirement	Ongoing Development
Diploma Health & Social Care Levels 2 & 3	Frontline workers (in registered services or for best practice)	Within 2 years	Skills for Care – 'managers should ensure all front line staff have level 2'	
Level 5 Diploma in Leadership for Health & Social Care and Children and Young People's Services: <i>Three pathways:</i> <ul style="list-style-type: none"> • Adults' Residential Management • Adults' Management • Adults' Advanced Practice 	Provider managers (in registered services or for best practice)	To commence within 3 months and complete within a maximum of 2 years	Skills for Care	Should be offered Continued Professional Development (CPD) thereafter

Specialist

Development Need	Who	When	Source of requirement	Refresher frequency	
Care Planning & Recording	As required for role and service type	During Induction Advanced training should commence within 6 months of appointment to job role, dependent on previous experience	Skills for Care	As required	
Dementia					
Learning Disability					
Diabetes					
Mental Capacity Act	All staff				
Equality	All staff				
Dignity	All staff				
Deprivation of Liberty	Assessment staff; provider managers (plus frontline staff <i>if working in a service where someone is being deprived of their liberty</i>)				
Autism	The appropriate level of training according to role				Local response to Autism Act.
Physical Intervention (BILD approved where appropriate)	As required for role				Local requirement
Positive Behaviour Support	Learning disability services, as required for role	Local requirement			

Development Need	Who	When	Source of requirement	Refresher frequency
Service Induction	All workers	During induction	Service Requirement	Only on change of employer/location/role
Common Induction Standards	All workers complete standards within first 12 weeks of starting role. Lone working should not be permitted until standards are complete and worker assessed as competent by manager		Skills for Care	Only on change of employer/location/role. New manager may need to assess references, certificates or a skills audit and observe practice
Health & Safety	All workers Advanced H&S training dependent on role, function, service and risks		Skills for Care, HSE	As required
Moving & Handling	All workers should be trained prior to undertaking any manual handling activities. Advanced training dependent on role		Skills for Care, B&HCC Safer Manual Handling Standard. HSE	Annually
Fire safety	All workers: note, this is incorporated into the Health & Safety training.		Skills for Care, HSE	Annual team refresher
Emergency First Aid	As required for role following managers risk assessment according to HSE		HSE. All workers according to Skills for Care	3 years (HSE)
Infection Control	All frontline staff There should also be an individual designated as the lead for infection prevention and control who is accountable directly to the registered provider		Skills for Care, HSE.	The CIEH certificate provider recommend this training up updated 3 yearly.
Safeguarding Adults at Risk	All staff – different levels of training available according to role	Basic awareness during induction, then further training according to role	Skills for Care, No Secrets, Safeguarding Adults (ADSS)	For basic awareness annual recorded competency assessment* then update training if required, otherwise update training every 3 years
First Aid at Work (Appointed Persons 3 day course)	As required for role following managers risk assessment. HSE state there should be an appointed first aid person for over 25 staff. "residential services should have an accredited first aider on duty at all times" (Skills for Care)	As required	HSE, Skills for Care	Annual half day update years 1 & 2 + 3 yearly 2 day update (HSE)
Food Safety & Nutrition & Hydration training	Prior to undertaking food or drink preparation or serving. Staff should also have awareness training on nutrition and hydration.		Skills for Care, Food Standards Agency, Chartered Institute of Environmental Health	3 years recommended by CIEH, relevant to catering staff. For other staff competency assessment annually then update training if development needs identified. Nutrition & Hydration training refreshed as required
Medication Safe Handling	Provider staff to be trained prior to administering medication		Skills for Care, guidance from the Royal Pharmaceutical Society	As required

*Safeguarding Competency Assessment Framework and managers guide available at www.brighton-hove.gov.uk/asctraining
Please note this advice will be updated to reflect changes and developments in the qualifications landscape, so please ensure that you check the Skills for Care website for the most up to date and [full guidance notes](#). We will also update this summary in line with the guidance to be available at www.brighton-hove.gov.uk/asctraining

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Overview

Surf2Learn – is the system Brighton & Hove City Council use to deliver elearning. We are pleased to extend access to partner organisations based in Brighton and Hove, free of charge (licence permitting).

Although the courses are written with council staff in mind and may refer to council systems or policies, they will all provide good practice examples, learning and links.

Health & Safety, Wellbeing; Safeguarding; Safer Recruitment and Equality & Diversity are some of the elearning courses available as part of our blended Learning & Development programme.

The benefits of elearning;

- You are in control of your learning at all times and your elearning can be completed at your own pace
- It can be accessed from any computer with an internet connection, either at work, home, Learning Resource Centres and Libraries across the city
- Some elearning is pre-requisite, meaning that you will have to complete the elearning before attending a classroom based training event, which allows you to become familiar with the subject beforehand, saving time in workshops
- Online learning and How To Movies can be used as a future reference guides

Accessing Surf2Learn

To request a Surf2Learn account, email the Organisational and Workforce Development Learning Technologies team elarning@brighton-hove.gov.uk with your contact details.

If you already have a Surf2Learn account login to <http://brighton-hove.learningpool.com>

Access to other FREE elearning catalogues

There are also other free sources of elearning that you may want to access and some of these are noted against courses throughout this guide, notably

[The National Skills Academy](#)

[The Social Care Institute](#) for Excellence

Skills for Care Common Induction Standards

Who should undertake the induction

Staff who are new to adult social care services



Common Induction Standards:

- Standard 1 Role of the health and social care worker
- Standard 2 Personal development
- Standard 3 Communicate effectively
- Standard 4 Equality and Inclusion
- Standard 5 Principles for implementing duty of care
- Standard 6 Principles of safeguarding in health and social care
- Standard 7 Person-centered support
- Standard 8 Health and safety in an adult social care setting.

Each standard contains a number of areas of knowledge that care workers need to know about before they can work unsupervised. Managers have a duty to ensure that new staff know enough to meet the required outcomes in each knowledge area and to issue the Common Induction Standards 2010 Certificate of Successful Completion.

The standards and guidance are available on [SkillsforCare](https://www.skillsforcare.org.uk/) website

Adult Social Care

Workers new to adult social care services should undertake and complete planned learning that meets all the Common Induction Standards, and have their understanding assessed. Workers for Adult Social Care Services who already have a Certificate of Successful Completion will not need to repeat a full common induction. Evidence of successful completion will act as a 'passport' which will enable managers to have confidence in those areas of induction that are common to all establishments. Managers must complete the areas identified by Skills for Care in the Progress Log that are unique to each organisation and must be completed for every new member of care sector staff.

Workers new to the service who hold a professional qualification (Ots, Social Workers etc)

Workers who have a professional qualification or hold a NVQ2/QCF Level 2 Diploma in Health and Social Care or higher will not need to undertake the full Skills for Care Induction.

Induction to Adult Social Care Common Induction Standards & Mandatory Courses

Why do this course?	Requirement for new staff
When should you do this course?	Within first 12 weeks
Recertification needed	As required for specific courses
National/local directive	CQC Essential Standards of Quality and Safety
Adult Social Care Priority	1, 3 4, 5
QCF Diploma Units	HSC024, HSC025, HSC026, HSC027, HSC028
Common Induction Standards	6, 8

Who should attend

All staff new to adult social care.



Overview

This induction programme of mandatory courses will provide much of the skills and knowledge needed to complete the Common Induction Standards 1,2,3,5,6,7 & 8. To complete Standard 4 new staff should also complete Equality and Diversity Awareness elearning module.

Please apply for the next Induction Programme and you will be allocated places on the courses below. If you already have a valid certificate for one of the courses please include the details on your application form.

A [workbook](http://brighton-hove.gov.uk/asctraining) is also available to help gather information and log progress towards achieving the Common Induction Standards. This can be downloaded from brighton-hove.gov.uk/asctraining

By the end of the Induction to Adult Social Care – Common Induction Standards Mandatory Courses and completion of the workbook you will have the skills and knowledge to demonstrate your competence to work unsupervised.

Confirmation of course dates will be sent as separate joining instructions.

June 2014	19	20	23	24	25
	Principles of Care AM Safeguarding Adults PM	Health & Safety	Food Safety	People Handling	First Aid Safer
Sept 2014	22	23	24	25	26
	Health & Safety	Principles of Care AM Safeguarding Adults PM	Safer People Handling	First Aid	Food Safety
March 2015	16	17	18	19	20
	Food Safety	Health & Safety	First Aid	Safer People Handling	Principles of Care AM Safeguarding Adults PM

Personal Assistant eInduction

Why do this course?	If your job requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Putting People First Our Health, Our Care, Our Say
QCF Diploma Units	N/A
Common Induction Standards	1, 2, 3, 4, 5, 6, 7, 8

Who is this elearning for:

People new to the role of a Personal Assistant (PA), people employing PA's, other people supporting or working with PA's or service users who would like an overview.

Overview

Disabled people or older people may need some extra support in their lives. Employing a Personal Assistant (PA) ensures they have control over how their support is provided. The Independent Living Movement says that having control over arranging their own support is fundamental to ensuring that people are:

- Respected as citizens and individuals
- Not reliant on what local authorities or agency care services offer.

This elearning is an ideal induction programme for new Personal Assistants and also a helpful resource for people that are employing PA's. The programme includes:

- Introduction
- The role of the PA
- Relationships
- Personal assistance and practical support
- Practical skills
- Keeping safe
- Developing skills
- Links to further information

The elearning is **FREE** of charge for people in Brighton & Hove. Request a username and password by emailing along with your name and address to coursesforcare@brighton-hove.gov.uk then log on at <http://www.kwango.com/bhovepailogin>

Also available are '**Supporting me**' guides for Personal Assistants. These guides are designed for Personal Assistants (Pas) employed by someone with:

- a learning disability
- Autistic Spectrum Condition (ASC)
- challenging behaviour
- mental Health
- dementia

These guides contain information about what the above conditions, behaviour or disability may mean and how to provide good support. These guides can be accessed on-line at www.brightpart.org/workdev.php and viewed, adapted or printed out

Why do this course?	Mandatory for staff delivering care
When should you do this course?	To be completed within first 12 weeks
Recertification needed	<input checked="" type="checkbox"/> Course to be completed again within 3 years
National/local directive	<input checked="" type="checkbox"/> Health & Safety at Work Act 1974 CIEH Certificated
Adult Social Care Priority	1,4
QCF Diploma Units	HSC027, HSC037, L2EFAW, M1
Common Induction Standards	1, 8

Who should attend

Staff delivering social care and anyone else identified within a work place risk assessment.

Overview

The course enables people to give emergency first aid to someone who is injured or becomes ill.

It includes both theory and practical sessions and is designed to boost candidate confidence. There is no final exam but candidates are assessed throughout the course and certificates, valid for three years, are issued to those who have reached the required standard. Each candidate will be provided with a First Aid manual.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe the role and responsibilities of the First Aider
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer cardiopulmonary resuscitation
- Administer First Aid to a casualty who is a) unconscious (including seizure) b) choking c) wounded and bleeding d) suffering from shock
- Provide appropriate First Aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
- Explain how to use a Defibrillator

Duration: 1 day

Dates	23 June 2014	09 October 2014	15 January 2015
01 April 2014	24 June 2014	13 October 2014	23 January 2015
03 April 2014	25 June 2014	14 October 2014	27 January 2015
10 April 2014	02 July 2014	07 November 2014	04 February 2015
23 April 2014	03 July 2014	10 November 2014	06 February 2015
28 April 2014	14 July 2014	12 November 2014	10 February 2015
06 May 2014	15 July 2014	18 November 2014	19 February 2015
09 May 2014	18 July 2014	20 November 2014	23 February 2015
14 May 2014	10 September 2014	01 December 2014	06 March 2015
19 May 2014	15 September 2014	04 December 2014	10 March 2015
22 May 2014	19 September 2014	09 December 2014	12 March 2015
23 May 2014	25 September 2014	12 December 2014	16 March 2015
05 June 2014	29 September 2014	17 December 2014	18 March 2015
09 June 2014	03 October 2014	12 January 2015	
13 June 2014	08 October 2014	14 January 2015	

[Click to Apply](#)

Food Safety CIEH level 2

Why do this course?	Mandatory for all staff preparing/handling/serving food and drink
When should you do this course?	To be completed within first 12 weeks
Recertification needed	<input checked="" type="checkbox"/> Recommended that course be completed again within 3 years
National/local directive	<input checked="" type="checkbox"/> Health & Safety at Work etc Act 1974 Food Safety Regulations 1995 CIEH Certificated
Adult Social Care Priority	1, 4
QCF Diploma Units	HSC027, HSC2014, ICO1, ICO2, HSC037, M1
Common Induction Standards	8

Who should attend

This course is for anyone who handles, prepares, stores or delivers food on a regular basis including care workers and catering assistants. The course is ideal for those who require training in the fundamental skills of food safety.



Overview

The CIEH Foundation Certificate in Food Safety will ensure that your food handlers meet the training requirements of the Food Safety (General Food Hygiene) Regulations 1995 and are fully conversant with the practical procedures and methods of applying food hygiene in the workplace. The course is of **6 hours** duration and is followed by a thirty question multi-choice examination paper, which may be conducted orally (oral papers must be requested on application). Candidates achieving twenty or more correct answers will be awarded the CIEH Level 2 Certificate in Food Safety in Catering.

NB Candidates will be required to provide photo ID (e.g. Passport/Driving Licence/Work ID) and their date of birth as proof of identity.

Benefits and learning outcomes to you and the organisation

On completion of training, successful candidates should be able to:

- Recognise causes, signs and symptoms of food poisoning
- Explain how to prevent contamination
- Identify good and bad personal hygiene
- Discuss the importance of hygiene in premises, use of equipment and pest control
- Explain cleaning regimes and state the purpose and effect of disinfection

Duration: 1 day [Click to Apply](#)

Dates	04 September 2014	19 December 2014
11 April 2014	26 September 2014	05 January 2015
14 April 2014	03 October 2014	09 January 2015
01 May 2014	07 October 2014	12 January 2015
16 May 2014	13 October 2014	28 January 2015
21 May 2014	15 October 2014	02 February 2015
30 May 2014	04 November 2014	18 February 2015
04 June 2014	06 November 2014	16 March 2015
23 June 2014	27 November 2014	24 March 2015
04 July 2014	01 December 2014	25 March 2015
07 July 2014	11 December 2014	
28 July 2014	12 December 2014	

Why do this course?	Mandatory for all staff preparing/handling/serving food and drink
When should you do this course?	To be completed within first 12 weeks
Recertification needed	<input checked="" type="checkbox"/> Recommended that course be completed again within 3 years
National/local directive	<input checked="" type="checkbox"/> Health & Safety at Work etc Act 1974 Food Safety Regulations 1995 CIEH Certificated
Adult Social Care Priority	1, 4
QCF Diploma Units	HSC027, HSC2014, ICO1, ICO2, HSC037, M1
Common Induction Standards	8

Who should attend

This course is for anyone with minimal or no prior food safety knowledge and/or handles low risk or wrapped foods (category A).



Overview:

The Level 1 Award in Food Safety will ensure that you meet the training requirements of the Food Safety (General Food Hygiene) Regulations 1995 and are fully conversant with the practical procedures and methods of applying food hygiene in the workplace.

The course is of **3 ½ hours** duration and is followed by a 15 question multi-choice examination paper, which may be conducted orally (oral papers must be requested on application).

Candidates achieving ten or more correct answers will be awarded the Level 1 Certificate in Food Safety in Catering.

NB Candidates will be required to provide photo ID (e.g. Passport/Driving Licence/Work ID) and their date of birth as proof of identity.

Benefits and learning outcomes for you and the organisation:

By the end of the course you will be able to:

- Understand the basic requirements of food safety and hygiene
- Explain how to keep food clean and hygienic
- Describe how to keep work areas clean
- Understand the role an individual plays in reducing contamination
- Identify key food safety issues

Duration: ½ day

Dates
28 May 2014
27 October 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Health & Safety in Health and Social Care (Infection Control) CIEH level 2

Why do this course?	Mandatory for all staff
When should you do this course?	To be completed within first 12 weeks
Recertification needed	<input checked="" type="checkbox"/> Please see information below
National/local directive	Health & Safety at Work etc Act (1974) Infection Control Policy & Procedures (2000) CIEH Certificated
Adult Social Care Priority	1, 4
QCF Diploma Units	HSC027, HSC037, ICO1, ICO3, M1
Common Induction Standards	8

Who should attend

Those staff providing direct care and support.

Overview

All social care staff are required to have a good understanding of health and safety including basic hygiene and infection control in order to ensure that a safe environment is provided for service users and colleagues.

This course combines the CIEH Level 2 Awards in Health and Safety in Health and Social Care and CIEH level 2 Award in Hygiene. To provide candidates with an accredited qualification relating specifically to health and safety and infection control within the health and social care sector.

The Awards are assessed by a multiple choice test at the end of the day.

NB Candidates will be required to provide photo ID (e.g. Passport/Driving Licence/Work ID) and their date of birth as proof of identity.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

Describe the nature of health and safety in a health and social care context

Describe the scope of legislative requirements

Explain the principles of accident prevention

Explain employees' and employers' health and safety responsibilities

Describe the main risks and hazards for patients, clients and carers

Duration: 1 day

02 April 2014	09 July 2014	03 November 2014	08 January 2015
07 April 2014	10 July 2014	05 November 2014	13 January 2015
17 April 2014	15 September 2014	14 November 2014	02 February 2015
23 April 2014	22 September 2014	01 December 2014	16 February 2015
27 May 2014	30 September 2014	08 December 2014	19 February 2015
17 June 2014	10 October 2014	09 December 2014	02 March 2015
20 June 2014	14 October 2014	16 December 2014	16 March 2015
02 July 2014	28 October 2014	07 January 2015	24 March 2015

[Click to Apply](#)

Important Information

The certificate for this course expires after three years. Staff should be kept updated on infection control and effective hand washing techniques as required. This course includes information on fire safety and will ensure that staff have the basic knowledge of this area. Staff should receive specific instruction in the fire protocol for their place of work and a record of this kept in the place of work. Staff should do an annual update of fire safety either at their place of work, or via elearning.

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	As required to update
National/local directive	Health & Safety at Work Regulations (1999)
QCF Diploma Units	HSC22, HSC32, HSC3117
Common Induction Standards	3.1/001

Who should attend

Managers and Senior Staff

Overview

Under the Health & Safety at Work etc Act (1974), managers need to have effective Health and Safety policies and have a responsibility for the health and safety of staff, service users and other colleagues.

Benefits and learning outcomes to you and the organisation

This workshop will help you to:

- Organise for health and safety – staff motivation and importance of training and establishing a positive health and safety culture
- Plan and implement – risk assessment, hazard identification, risk control, safe systems of work, and making changes that can lead to improvement in health and safety
- Measure health and safety performance – looking at accident recording and records, audits, and inspections
- Outline health and safety policies for lone workers
- Possible links: NVQ4: HSC42, NMS Domiciliary 10-12, Residential 8, 9, 19.3-5, 26

Duration: 1 day

Dates
19 May 2014
27 January 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Medication – Care & Control of Medicines (Foundation Level)

Why do this course?	Mandatory for staff delivering care
When should you do this course?	To be completed within first 12 weeks
Recertification needed	Ongoing competency assessments in the workplace
National/local directive	Medicines Act (1968) and amendments Health & Social Care Act (2008) Misuse of Drugs Act (1971) and amendments The Handling of Medicines in Social Care (2007) Essential Standards of Quality & Safety, outcome 9 'Management of Medicines' Mental Capacity Act (2005)
Adult Social Care Priority	1, 4
QCF Diploma Units	HSC027, HSC037, HSC3047, ASM 34
Common Induction Standards	1, 5, 8

Who should attend

Care staff involved in the administration of medication.

Overview

This 3-hour interactive course delivered by experienced community pharmacists covers all aspects of administration and handling of medicines in the care home and is accredited by the College of Pharmacy Practice.



By the end of the course you will be able to:

- Explain effective medication procedures to include overview of current legislation guidelines, policies and protocols relevant to the administration of medication.
- Describe the wider responsibilities when administering medicines e.g. the importance of reordering medication when the stock is low, ensuring that when new urgent medicines arrive, they are put straight out and not held in stock, importance of reporting back etc
- Identify procedures and techniques for the administration of medicines
- Explain the different routes of medication administration
- Explain how to monitor individual's medication use and maintain medication records;
- Describe the common types of error and causes e.g. not preparing for the administration of medication; dealing with interruptions; not signing records; administering medication outside normal timing or with special instruction.

Delegates are awarded a certificate on successful completion of a short assessment

Duration: 3 hours

Dates for Care & Control of Medicines	
15 May 2014 am & pm	20 October 2014 am & pm
09 June 2014 am & pm	19 November 2014 am & pm
15 July 2014 am & pm	15 January 2015 am & pm
26 September 2014 am & pm	24 February 2015 am & pm
7 October 2014	

Delegates are required to attend this training every 3 years. Delegates can either re-attend the Care & Control of Medicines or attend the UPDATE sessions (as below)

Duration: 3 hours [Click to Apply](#)

Dates for Care & Control of Medicines – UPDATE	
Fri 16 May 2014 am & pm	Wed 8 October 2014 am & pm
Thurs 7 July 2014 pm	Mon 2 February 2015 am & pm

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	n/a
National/local directive	Medicines Act (1968) and amendments Health and Social Care Act (2008) Misuse of Drugs Act (1971) and amendments Hazardous Waste Regulations (2005) The Handling of Medicines in Social Care (2007) Essential Standards of Quality and Safety, outcome 9 "Management of Medicines" Mental Capacity Act (2005)
Adult Social Care Priority	1, 3
QCF Diploma Units	HSC32, HSC33, HSC375, HSC42, HSC43
Common Induction Standards	n/a

Who should attend

Senior staff who are accountable for the management of medication in **care homes**.

Participants need to have completed **Foundation level Medication** training before attending this course.



Overview

This course includes interactive exercises, group work and case studies covering various problem areas encountered with medication management in care homes.

An in-house audit tool will be issued to participants on completion of the course.

Benefits and learning outcomes to you and the organisation

On completion of training, successful candidates should be able to:

- Successfully manage medication and explain the processes involved
- Audit medication effectively and develop an in-house medication audit protocol
- Reduce the likelihood of error associated with mismanagement of medicines
- Look out for and avoid common errors
- Recognise the importance of an effective ordering and stock management system

Duration: ½ day

Dates	
28 May 2014 am	13 October 2014 pm
21 July 2014 am	27 February 2015 pm

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Medication – Managing Medication For People with Dementia

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	n/a
National/local directive	Medicines Act (1968) and amendments Health and Social Care Act (2008) The Handling of Medicines in Social Care (2007) Mental Capacity Act (2005)
Adult Social Care Priority	1, 3
QCF Diploma Units	ASM34, HSC3047, DEM305
Common Induction Standards	n/a

Who should attend

Those who have responsibility for the management of medication for people with dementia. Staff need to have completed Foundation level Medication training before attending this course.



Overview

This course provides specific information and an opportunity to discuss medication management issues relating to people with dementia.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Outline the most common medications used to treat symptoms of dementia
- Describe how commonly used medications affect individuals with dementia
- Explain the risks and benefits of anti-psychotic medication for individuals with dementia and non-drug strategies
- Explain the importance of recording and reporting side effects/adverse reactions to medication
- Describe how 'as required' (PRN) medication can be used to support individuals with dementia who may be in pain
- Explain the rules surrounding mental capacity and the covert administration of medicines
- Describe measures that can be taken to deal with swallowing difficulties and what to do when clients chew tablets
- Explain the risks of using anti-psychotics
- Describe person-centered ways of administering medicines whilst adhering to administration instructions

Duration: ½ day

Dates
16 June 2014 am

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	As required to update
National/local directive	Health & Safety at Work Regulations (1999)
QCF Diploma Units	HSC22, HSC32, HSC3117
Common Induction Standards	3.1/001

Who should attend

Any care worker who needs to undertake risk assessments. Under the management of Health and Safety at Work Regulations (1999) managers must ensure adequate numbers of risk assessors are appointed to assist in undertaking risk assessments in their area of responsibility.

Overview

This course consists of practical and theoretical exercises to enable candidates to conduct risk assessments in line with legislation and in-house policy. During the period between the first and second sessions of the course, candidates will be required to carry out a work place assessment and a written test at the end of the final session.

Benefits and learning outcomes to you and the organisation

By the end of this course participants will be able to:

- Conduct health & safety risk assessments in line with council policy
- Be able to identify a range of health & safety hazards
- Be able to apply the risk rating criteria effectively

Duration: 2 x ½ day sessions

Dates
04 and 30 April 2014
26 and 09 October 2014
09 and 23 January 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Safer People Handling Basic Awareness

Why do this course?	Mandatory for staff involved in the moving and handling of people
When should you do this course?	Prior to undertaking any manual handling in the workplace
Recertification needed	<input checked="" type="checkbox"/> Refresher to be completed within 12 months
National/local directive	Manual Handling Operations Act (1992) Health & Safety at Work etc Act (1974)
Adult Social Care Priority	1, 4
QCF Diploma Units	HSC027,HSC028, HSC037,HSC038, HSC2028,M1
Common Induction Standards	1, 2, 5, 8

Who should attend

Staff involved in the manual handling of adults, including the use of hoists and other support equipment. All care officers and home care support workers are required to complete this training.



Overview

This **one day course** is designed to increase staff awareness of the possible injuries to themselves and to enable them to carry out transfer operations safely.

The course includes informal discussions and practice in transfer techniques. Numbers on the course are strictly limited to allow time for all participants to practice the various transfer techniques and use of the transfer aids. Participants will receive an attendance certificate to show that they have received training under the Manual Handling Operations Regulations 1992.

Benefits and learning outcomes to you and the organisation

On completion of training, successful candidates should be able to:

- Define what is meant by safer people handling and explain the assessment criteria
- Describe the anatomy, physiology and mechanics of the back
- Know how to use safe hoisting and moving techniques
- Identify the variety of manual handling equipment and know how to use it
- Discuss the importance of reporting in relation to manual handling
- Define Handling the Future, practice single carer handling techniques and equipment
- List a number of employer and employee responsibilities (both legal and moral) that combine to enhance safer people handling practice
- Identify some of the potential barriers to safer people handling that may exist

Duration: 1 Day

Dates		
02 April 2014	11 July 2014	05 December 2014
04 April 2014	17 July 2014	08 December 2014
09 April 2014	04 September 2014	18 December 2014
24 April 2014	12 September 2014	08 January 2015
29 April 2014	16 September 2014	13 January 2015
30 April 2014	22 September 2014	16 January 2015
07 May 2014	24 September 2014	26 January 2015
08 May 2014	02 October 2014	28 January 2015
13 May 2014	06 October 2014	05 February 2015
15 May 2014	10 October 2014	09 February 2015
16 May 2014	21 October 2014	11 February 2015
10 June 2014	23 October 2014	17 February 2015
12 June 2014	05 November 2014	20 February 2015
16 June 2014	06 November 2014	02 March 2015
20 June 2014	17 November 2014	17 March 2015
24 June 2014	21 November 2014	19 March 2015
01 July 2014	25 November 2014	20 March 2015
08 July 2014	02 December 2014	25 March 2015
09 July 2014	03 December 2014	

[Click to Apply](#)

Why do this course?	Mandatory for staff involved in the moving and handling of people
When should you do this course?	Prior to undertaking any manual handling in the workplace
Recertification needed	<input checked="" type="checkbox"/> Refresher to be completed within 12 months
National/local directive	Manual Handling Operations Act (1992) Health & Safety at Work etc Act (1974)
Adult Social Care Priority	1, 4
QCF Diploma Units	HSC027, HSC028, HSC037, HSC038, HSC2028, M1
Common Induction Standards	NA

Who should attend

Those involved in the manual handling of adults, including the use of hoists and other support equipment, who have completed the basic awareness training or a refresher course within the last 12 months.



Overview

It is a national / local directive that staff refresh and update their knowledge and skills regularly. This half-day course will update carers on the possible injuries to themselves and enable them to carry out transfer operations safely. The course includes informal discussions and practice in transfer techniques.

Numbers on the course are strictly limited to allow time for all participants to practice the various transfer techniques and use of the transfer aids. Participants will receive an attendance certificate to show that they have received training under the Manual Handling Operations Regulations 1992.

Benefits and learning outcomes to you and the organisation

On completion of training, successful candidates should be able to:

- Define what is meant by safer people handling
- Explain the assessment criteria
- Describe the anatomy, physiology and mechanics of the back and know how to use safe hoisting and moving techniques
- Discuss the importance of reporting in relation to manual handling
- Identify the variety of manual handling equipment and know how to use it
- Define Handling the Future, demonstrate and practice single carer handling techniques and equipment
- Identify some of the potential barriers to safer people handling that may exist
- List a number of employer and employee responsibilities (both legal and moral) that combine to enhance safer people handling practice

Duration: half day

Dates	11 Sept 2014 am & pm	7 Jan 2015 am & pm
25 April 2014 am & pm	26 Sept 2014 am & pm	19 Jan 2015 am & pm
2 May 2014 am & pm	20 Oct 2014 am & pm	13 Feb 2015 am & pm
20 May 2014 am & pm	11 Nov 2014 am & pm	24 Mar 2015 am & pm
18 June 2014 am & pm	27 Nov 2014 am & pm	
7 July 2014 am & pm	11 Dec 2014 am & pm	

[Click to Apply](#)

People Handling Risk Assessor

Why do this course?	Mandatory for designated staff
When should you do this course?	As needed
Recertification needed	<input checked="" type="checkbox"/> Refresher to be completed within 12 months
National/local directive	Manual Handling Operations Act (1992) Health & Safety at Work etc Act (1974)
Adult Social Care Priority	1, 4
QCF Diploma Units	HSC027, HSC037, HSC2028, M1
Common Induction Standards	NA

Who should attend

Managers responsible for manual handling assessments and for supporting front line staff involved in the manual handling of adults



Overview

The Manual Handling Operations Regulations 1992 require employers to make suitable and sufficient assessments of all manual handling operations and to take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable. This course will provide assessors with the necessary information and skills to undertake assessments of manual handling needs. Participants will receive an attendance certificate to show that they have received training under the Manual Handling Operations Regulations 1992.

Benefits and learning outcomes to you and the organisation

On completion of training, successful candidates should be able to:

- Undertake assessments of manual handling needs in compliance with legislation and council health and safety policy and practice guidelines

Duration: 3 days **PARTICIPANTS MUST COMPLETE ALL 3 DAYS**

Dates
02, 03, 04 June 2014
15,16,17 October 2014
20,21,22 January 2015
03,04,05 March 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	Mandatory for designated staff
When should you do this course?	Within 12 months of completing Manual Handling Assessors course
Recertification needed	<input checked="" type="checkbox"/> Refresher to be completed every 12 months
National/local directive	Manual Handling Operations Act (1992) Health & Safety at Work etc Act (1974)
Adult Social Care Priority	1, 4
QCF Diploma Units	HSC027, HSC037, HSC2028, M1
Common Induction Standards	NA

Who should attend

Managers who have attended the 3 day Manual Handling / People Handling Assessors training within the last year.



Overview

The Manual Handling Operations Regulations 1992 require employers to make suitable and sufficient assessments of all manual handling operations and to take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable. This course will provide assessors with an annual update on the information and skills needed to undertake manual handling assessments. Participants will receive an attendance certificate to show that they have received training under the Manual Handling Operations Regulations 1992.

Benefits and learning outcomes to you and the organisation

On completion of training, successful candidates should be able to:

- Undertake assessments of manual handling needs in compliance with legislation and council health and safety policy and practice guidelines

Duration: 1 day

Dates	
12 May 2014	10 December 2014
09 September 2014	27 February 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Safer Lifting & Handling for Day Centre Staff

Why do this course?	Mandatory for all day centre staff involved in the moving and handling of people
When should you do this course?	To be completed within first 12 weeks
Recertification needed	<input checked="" type="checkbox"/> Recommended that course be completed again within 1 year
National/local directive	Manual Handling Operations Act (1992) Health & Safety at Work etc Act (1974)
Adult Social Care Priority	4
QCF Diploma Units	HSC027, HSC037, M1
Common Induction Standards	1, 5, 8

Who should attend

Anyone involved in the moving and handling of adults who need assistance with moving or who use wheelchairs and attend day centres.



Overview

This **one day course** is designed to increase staff awareness of the possible injuries to themselves and to enable them to carry out transfer operations safely. The course includes informal discussions and practice current accepted good practice in moving people in day centres including unexpected situations. Numbers on the course are strictly limited to allow time for all participants to practice the various transfer techniques and use of the transfer aids.

Participants will receive an attendance certificate to show that they have received training under Manual Handling Operations Regulations 1992.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Define what is meant by safer people handling and explain the load assessment criteria with reference to handling users of day centres
- Describe the anatomy, physiology and mechanics of the back
- Know how to carry, put safe seated transfers and wheel chair usage
- Identify a variety of small handling aids, hoist and slings and know how to use them
- Discuss the importance of reporting in relation to Safer People handling
- List a number of employer and employee responsibilities (both legal and moral) that combine to enhance safer people handling practice

Duration: 1 day

Dates
27 June 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	Mandatory for all staff who at risk at work from lifting, carrying or moving objects
When should you do this course?	To be completed within first 12 weeks
Recertification needed	<input checked="" type="checkbox"/> Recommended that course be completed again within 2 years
National/local directive	Manual Handling Operations Act (1992) Health & Safety at Work etc Act (1974)
QCF Diploma Units	HSC027, HSC037, M1
Common Induction Standards	1, 5, 8

Who should attend

Those who lift or handle objects.

This course is not suitable for staff that move and handle people.

There is a one-day Safer People Handling of People course for staff who move or handle people.



Overview

This course will help you to identify manual handling problems within your area of work.

The correct way to move, lift and carry loads will be demonstrated, in order to reduce your risk of injury. The course will show you how to carry out a risk assessment and teach you about the anatomy of the body and the mechanics of the back and spine, with a practical session to suit the delegates.

Benefits and learning outcomes to you and the organisation

On completion of training, successful candidates should be able to:

- Define Manual Handling
- Outline employers and employees responsibilities according to the Manual Handling Operations Regulations 1992
- Cite the principles of the safer handling of loads
- Undertake an informal risk assessment of an inanimate load
- Safely demonstrate: pushing and pulling, lifting and team handling

Duration: half day

Dates
6 June 2014 am

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Falls Prevention

Why do this course?	Service performance on preventing falls is regarded as an indicator of care quality and will be a key area published on the national NHS choices website about care services. Local safeguarding concerns have been raised around areas of preventive care. Make sure your service is delivering highly skilled, up to date best practice in this area and ensure your service users do not experience preventable falls.
When should you do this course?	As required
Recertification needed	As required to update
National/local directive	CQC Essential Standards

Who should attend:

All care staff

Overview:

To raise awareness of the impact of falls and fractures within care homes, offering strategies to reduce the risk and support your residents to remain safe and independent. Training provided by Fran Hamilton, Falls Specialist Practitioner from the Osteoporosis and Falls Prevention Service, Sussex Community NHS Trust.

Benefits and learning outcomes to you and the organisation:

By the end of the course you will be able to:

- Recognise the impact of falls and fractures on older people
- Understand the factors that affect falls risk for care home residents
- Identify falls risks within your care home environment
- Discuss and implement strategies for preventing falls

2 hour course

Dates
29 April 2014 pm
25 June 2014 am
30 September 2014 am
3 November 2014 am
29 January 2015 pm

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	Mandatory for all staff
When should you do this course?	To be completed within first 12 weeks
Recertification needed	<input checked="" type="checkbox"/> Refresher to be completed every 3 years or annual competency check
National/local directive	No Secrets (2000) Safeguarding Adults (2005) Sussex Safeguarding Adults Policy and Procedures
Adult Social Care Priority	1, 3, 4
QCF Diploma Units	SHC21,SHC24,HSC024, SHC31, SHC34,HSC3045, SHC51,M3,P1
Common Induction Standards	1, 6

Who should attend

This course is for all staff working directly with adults.

Overview

The course considers attitudes and explores practice issues regarding abusive or potentially abusive situations. The focus of the course is the role of a front line professional in supporting vulnerable adults and responding to potentially abusive situations.



Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Name the groups of adults at risk
- Describe the different categories of abuse
- Recognise the signs and symptoms of abuse
- Act in line with the policy and procedures if you suspect abuse
- Describe the role of other agencies, and the impact of legislation on safeguarding work

There will be a quiz at the end of this course, if you have passed you will not hear anything however if you do less well your line manager will be contacted

Duration: ½ day and you will be helped to identify further learning.

A basic awareness elearning course is available on Surf2Learn

Dates		
02 April 2014 am	14 July 2014 pm	28 November 2014 am
07 April 2014 pm	18 July 2014 am	02 December 2014 pm
11 April 2014 am	08 September 2014 am	08 December 2014 am
24 April 2014 pm	17 September 2014 pm	15 December 2014 pm
02 May 2014 am	22 September 2014 am	09 January 2015 am
13 May 2014 pm	30 September 2014 pm	15 January 2015 pm
21 May 2014 am	06 October 2014 am	20 January 2015 am
30 May 2014 am	09 October 2014 pm	30 January 2015 am
05 June 2014 am	14 October 2014 am	03 February 2015 pm
11 June 2014 pm	20 October 2014 am	10 February 2015 am
17 June 2014 am	24 October 2014 pm	20 February 2015 pm
23 June 2014 pm	29 October 2014 pm	27 February 2015 am
27 June 2014 am	04 November 2014 am	04 March 2015 pm
02 July 2014 am	12 November 2014 pm	12 March 2015 am
08 July 2014 pm	20 November 2014 am	18 March 2015 pm
11 July 2014 am	24 November 2014 pm	27 March 2015 am

Safeguarding Adults at Risk Update

Why do this course?	Mandatory for all staff
When should you do this course?	Within 2 years of completing Safeguarding Adults Basic Awareness
Recertification needed	See below – every 3 yrs or competency framework
National/local directive	No Secrets (2000) Safeguarding Adults (2005) Sussex Safeguarding Adults Policy and Procedures
Adult Social Care Priority	1, 3, 4
QCF Diploma Units	SHC21,SHC24,HSC024, SHC31, SHC34,HSC3045, SHC51,M3,P1
Common Induction Standards	N/A

Who should attend

The update training needs to be completed every three years *unless* you are able to evidence competency using the competency framework. The Safeguarding Adults Board recommends all staff should use the competency framework, reviewing this annually to demonstrate competence. If you cannot demonstrate competence you should do an update course.



Overview

The aims of this course are: to remind staff of their responsibilities in relation to the Sussex Policy and Procedures for Safeguarding Adults, to consider the use of the policies and procedures in practice, to increase awareness of vulnerability and risk factors and to update staff on developments in policy and procedures and legislation.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Name the groups of adults at risk
- Describe the different categories of abuse
- Recognise the signs and symptoms of abuse
- Act in line with the policy and procedures if you suspect abuse
- Describe the role of other agencies and the impact of legislation on safeguarding work
- Describe the factors which may contribute to the vulnerability of the people you support
- Explain the relevance of recent legislation to safeguarding vulnerable adults
- Reflect upon practice issues in your own workplace

Duration: ½ day

Dates	
14 April 2014 am	31 October 2014 am
19 May 2014 pm	10 November 2014 am
02 June 2014 am	26 November 2014 pm
20 June 2014 pm	10 December 2014 am
04 July 2014 am	26 January 2015 pm
16 July 2014 am	16 February 2015 pm
24 September 2014 am	06 March 2015 am
10 October 2014 pm	23 March 2015 pm

[Click to Apply](#)

Safeguarding Provider Managers Level 1 Investigations

Why do this course?	Mandatory for Managers within services supporting vulnerable adults
When should you do this course?	To be completed within first 6 months
Recertification needed	N/A
National/local directive	No Secrets (2000) Safeguarding Adults (2005) Sussex Safeguarding Adults Policy and Procedures (2007)
Adult Social Care Priority	1, 3, 4
QCF Diploma Units	HSC024, SHC31, SHC34, HSC3045, SHC51, M3, P1
Common Induction Standards/LDQ	N/A

Who should attend

Managers and senior staff.

Applicants must have completed Safeguarding Adults Basic Awareness or Refresher within the past two years.



Overview

The course will clarify what constitutes an alert; explore the role of the manager within a Level 1 investigation; clarify the role of provider services in level 2, 3 & 4 investigations, and consider the support needs of staff in the safeguarding adults at risk process.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Recognise abuse
- Respond to signs and symptoms of abuse
- Describe the levels of response framework
- Explain your role in the investigation process
- Conduct a level 1 investigation
- Complete a level 1 investigation report
- Work with human resources processes within a safeguarding investigation
- Describe ideas to support people involved in safeguarding issues
- Explain your ideas about how to lead best practice on safeguarding in your workplace

Duration: 1 day

Dates
04 April 2014
24 June 2014
15 September 2014
13 November 2014
06 February 2015
30 March 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Domestic Abuse – Basic Awareness

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Pan Sussex Safeguarding Children and Safeguarding Adults Policy and Procedures
Adult Social Care Outcome	1, 3, 4
QCF Diploma Units	HSC024
Common Induction Standards	4

Who should attend

Those who may be the first point of contact for survivors of domestic abuse. This could include workers in adult and children's services; front line care workers; housing officers; reception staff; specialist staff; schools staff.



Overview

This course is delivered by the local service RISE. It will help dispel some of the myths and fears staff have around working with domestic abuse, and will help you gain an understanding of what local services are available and how to support survivors.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Provide information to victims of domestic abuse about local services and sources of support
- Challenge public misconceptions about domestic abuse
- Respond appropriately to allegations of domestic abuse
- Identify & support people at risk of forced marriage and/or domestic abuse
- Describe local partnerships to tackle domestic abuse

Duration: 1 day

Dates
15 October 2014

[Click to Apply](#)

Further Resources

Domestic Abuse elearning

There is an interactive easy to use elearning package that can be completed at the pace and place that suits you. The modules have stimulating animations, quizzes and tests to capture and maintain your interest. For a demo visit www.safeguardingchildrenea.co.uk
For a password to the course email coursesforcare@brighton-hove.gov.uk

Forced Marriage elearning. This has been produced on behalf of the Home Office and the Foreign & Commonwealth Office: www.fmelearning.co.uk

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Pan Sussex Safeguarding Children and Safeguarding Adults Policy and Procedures
Adult Social Care Outcome	1, 3, 4
QCF Diploma Units	HSC024
Common Induction Standards	4,

Who should attend

All assessment staff working in Adults, Children and Housing services who may be involved in supporting and assessing the needs of victims of domestic abuse.

Attendees must have a basic awareness of domestic abuse before attending this course, see the information below for details of how to access basic awareness training



Overview

This course is delivered by the local service RISE, the Multi-agency Risk Assessment Conference Coordinator and the Domestic Violence Strategic Coordinator. This course will enhance your understanding of the multi-agency approach to domestic abuse, supporting your practice developing effective responses to domestic abuse.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to

- Engage with and support victims of domestic abuse
- Assess the needs of people experiencing domestic abuse
- Assess the risk posed by perpetrators
- Develop plans to manage the risk of harm to victims of domestic abuse
- Describe what interventions are and how these relate to safeguarding adults and children processes
- Deliver Interventions to increase the safety of people experiencing domestic abuse
- Describe how the MARAC works in an integrated Safeguarding Pathway
- Use the domestic abuse, stalking and harassment risk assessment

Duration: 1 day

Dates
04 December 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

elearning: Safeguarding Children Adults Working With Children

Overview

This course explores safeguarding issues, the signs and types of abuse as well as online safety issues and an overview of the referral process. The course is an introduction for anyone working with children.

Benefits and learning outcomes to you and the organisation

- Recognise the context of child protection and why it is everyone's responsibility to keep children safe
- Describe the different signs and types of abuse and neglect
- Recognise how to keep children safe and understand the risks of the internet
- Recognising what action should be taken following a child protection disclosure
- Where to start a referral

To access [Surf2Learn](#) elearning see page 12.

Overview

This is an introductory course that will familiarise you with the definitions, signs and indicators as well as what to do to address the issue. Further training is available in both the children and adults workforce development programmes.

Benefits and learning outcomes to you and the organisation

- What is meant by domestic abuse
- Learn how to recognise abuse is occurring
- Explore the ways children experience domestic abuse
- Assessing children at risk
- Explore how to help victims of domestic abuse

Further Information:

For further information or support on accessing elearning and online resources, see page 12.

Email: elarning@brighton-hove.gov.uk Tel: 01273 29 1405/3009/1404/1403

elearning: Safeguarding Children Non-Children's Service Workers

Overview

This course will help you to recognise when a child may be suffering from abuse and what you can do to keep children safe. This course is aimed at workers who come in to contact with children as part of a wider role (e.g. library, housing, leisure) If your work regularly brings you into contact with children, please complete the "Safeguarding – Adults Working With Children" elearning.

Benefits and learning outcomes to you and the organization

- Understand the importance of child protection and how everyone can keep children safe from abuse
- Describe the different signs and types of abuse and neglect
- Learn how to keep children safe and contact Children's Services
- Understand how professionals assess and use information to decide how to act

Further Information:

For further information or support on accessing elearning, online resources, Surf2Learn and for setting up or activating Surf2Learn accounts see page 12.

Email: elarning@brighton-hove.gov.uk or call 01273 29 1405/3009/1404/1403

Overview

This elearning module is for all people who support vulnerable adults and need to know how to safeguard them from harm. This not only includes front line staff working in adult social care services but anyone who provides services to people including vulnerable adults, e.g. housing, leisure, libraries, reception staff etc

Benefits and learning outcomes to you and the organisation

This elearning module will help you name the groups of adults at risk, describe the different categories of abuse, recognise signs and symptoms of abuse, act in line with policy and procedures

The module covers the following topics:

- What abuse is
- Recognising abuse
- Risk factors
- If you suspect abuse
- Recording abuse
- Referral
- Inter agency approach
- Case scenarios
- Help and support

Further Information:

For further information or support on accessing elearning, online resources, Surf2Learn and for setting up or activating Surf2Learn accounts

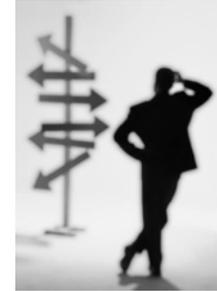
Email: elarning@brighton-hove.gov.uk Tel: 01273 29 1405/3009/1404/1403

Mental Capacity Act Briefing

Why do this course?	As required for role + required for all staff in registered services
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Mental Capacity Act (2005)
Adult Social Care Outcome	1, 3, 4
QCF Diploma Units	SHC23, SHC24, HSC024, SHC33, SHC34, SHC53, ADV305, AVO310
Common Induction Standards/LDQ	1, 3, 7

Who should attend

The Mental Capacity Act (2005) concerns individuals with an ‘impairment or disturbance in the functioning of the mind or brain’, who may at times lack the capacity to make a specific decision. Professionals supporting such people have a duty to abide by the Mental Capacity Act and have regard to the Code of Practice



Overview

The Mental Capacity Act Briefing provides an overview of the Act. It will be relevant to staff supporting adults who may at times lack the capacity to consent.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe the five key principles of the Mental Capacity Act
- Explain the relevance of the key principles to your work practice
- Describe good practice in supporting people in making decisions
- Describe the two stage test for capacity
- Use interviewing techniques when assessing capacity
- Describe some of the relevant measures in making a best interests decision
- Describe the relevance of the Mental Capacity Act to safeguarding vulnerable adults

Duration: ½ Day

Dates	
09 April 2014 am	29 October 2014 am
28 April 2014 am	07 November 2014 am
09 May 2014 pm	26 November 2014 am
28 May 2014 am	05 December 2014 am
13 June 2014 am	14 January 2015 am
30 June 2014 am	28 January 2015 am
15 July 2014 pm	04 February 2015 am
10 September 2014 pm	26 February 2015 pm
26 September 2014 am	05 March 2015 pm
10 October 2014 am	25 March 2015 am

Further Resources The [capability framework](#) on the MCA includes

- Guidance on using the framework to evidence capability
- Extensive links to e-learning, policy and guidance

The framework can be used as a tool to help people think about what they do to support good practice www.brighton-hove.gov.uk/asctraining

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Mental Capacity Act (2005)
Adult Social Care Outcome	1, 3, 4
QCF Diploma Units	SHC23, SHC24, HSC024, SHC33, SHC34, SHC53, ADV305, AVO310
Common Induction Standards	1, 3, 7

Who should attend

Investigating Officers and Investigating Managers in Safeguarding Adults investigations. Staff undertaking complex decisions and assessments of capacity under the Mental Capacity Act.

Overview

This course is aimed at staff who have a basic understanding of the Mental Capacity Act. The course aims to deepen understanding of the Act and the Code of Practice and to develop skills in assessing capacity.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe the five key principles of the Mental Capacity Act
- Explain the relevance of the key principles to your work practice
- Describe good practice in supporting people in making decisions
- Describe the two stage test for capacity
- Use interviewing techniques when assessing capacity
- Describe some of the relevant measures in making a best interests decision
- Describe the relevance of the Mental Capacity Act to safeguarding vulnerable adults

Duration: 1 Day

Dates
23 May 2014
17 September 2014
17 December 2014
20 February 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Further Resources

The [Capability Framework](#) on the MCA includes

- Guidance on using the framework to evidence capability
- Extensive links to elearning, policy and guidance

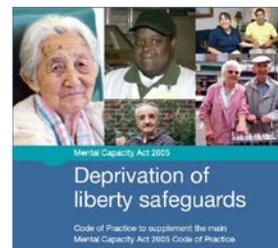
The framework can be used as a tool to help people think about what they do to support good practice www.brighton-hove.gov.uk/asctraining

Deprivation of Liberty Safeguards

Why do this course?	If your job role requires these skills
When should you do this course?	As required once completed Mental Capacity Act Briefing
Recertification needed	N/A
National/local directive	Mental Capacity Act (2005)
Adult Social Care Outcome	1, 3, 4
QCF Diploma Units	SHC23, SHC24, HSC024, SHC33, SHC34, SHC53, ADV310
Common Induction Standards	1, 5, 6

Who should attend

This briefing is for service providers, social workers, care managers and reviewing officers.



Overview

The Deprivation of Liberty Safeguards are an addendum to the Mental Capacity Act, introduced by the Mental Health Act (2007).

They build upon the principle of *least restrictive intervention* and are a set of safeguards that apply to people who are being, or may need to be detained of their liberty in an acute hospital or *registered* care home.

This briefing explores the factors that can contribute to a deprivation liberty, explain what to do if someone is being deprived of their liberty, and looks at the assessment process and checks involved in gaining authorisation for deprivation of liberty.

Participants will require an understanding of the Mental Capacity Act (2005) in order to undertake the Deprivation of Liberty Safeguards Briefing.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Explain what is meant by *restrictive practice*
- Identify factors which may contribute to deprivation of liberty
- Explain the role of the supervisory body in Deprivation of Liberty assessments
- Act in accordance with the Mental Capacity Act and Deprivation of Liberty Safeguards if they think a person is being, or may need to be deprived of their liberty

Duration: 2.5 Hours

Dates
28 April 2014 pm
30 June 2014 pm
10 September 2014 am
10 October 2014 pm
07 November 2014 pm
28 January 2015 pm
05 March 2015 am

Further Resources

The [Social Care Institute](#) for Excellence has [elearning](#) on the Mental Capacity Act and the Deprivation of Liberty Safeguards.

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	No Secrets (2000) Safeguarding Adults (2005) Sussex Safeguarding Adults Policy and Procedures (2007) Self Neglect: Sussex Procedures
Adult Social Care Priority	1, 3, 4
QCF Diploma Units	SHC21,SHC24,HSC024, SHC31, SHC34,HSC3045, SHC51,M3,P1
Common Induction Standards	1, 6

Who should attend

Those who regularly support or have sustained contact with those who are putting themselves at risk of harm through self neglecting including, Adult Social Care staff, Care Support Workers, mental health practitioners, Housing Officers, Community Nurses, GPs, Community Support Workers, Environmental Health Officers, voluntary sector (including animal welfare such as RSPCA employees).

Overview

In the Self Neglect Procedures, self neglect is defined as ‘the inability (intentional or non Intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the self-neglecters and perhaps even to their community.’

(Gibbons, S. 2006. ‘Primary care assessment of older people with self-care challenges.’ *Journal of Nurse Practitioners*, 323-328.)

This course will support frontline staff to work with adults who are believed to be self-neglecting and putting themselves at risk of harm. The course introduces the Sussex Self Neglect Procedures and the multi-agency approach to supporting people who self neglect. Participants will have an opportunity to consider case studies and to meet with colleagues from other disciplines to help develop an understanding of different approaches to working with this complex issue.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe key definitions and signs of self neglect
- Explain when and how to report, and also record concerns of self neglect
- Describe key attitudes and behaviours when working with a person who is at risk of harm through self neglect
- Have knowledge and understanding of factors potentially relevant for individuals who self neglect, and for working positively with them
- Explain the multi-agency approach and their role
- Recognise and consider approaches to help their emotional and psychological wellbeing when supporting a person who is putting themselves at risk of harm through self neglect

Duration: ½ day

Dates
07 May 2014 am
22 May 2014 am
26 June 2014 pm
17 July 2014 am

Self Neglect – Senior Practitioners and Lead Agencies

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	No Secrets (2000) Safeguarding Adults (2005) Sussex Safeguarding Adults Policy and Procedures (2007) Self Neglect: Sussex Procedures
Adult Social Care Priority	1, 3, 4
QCF Diploma Units	SHC21,SHC24,HSC024, SHC31, SHC34,HSC3045, SHC51,M3,P1
Common Induction Standards	1, 6

Who should attend

Those who are supporting and involved in decision making and assessments for people who are believed to be self neglecting and at risk of harm, including Senior Social Workers, Assessment Team Managers, Housing Managers, GPs, Health Professionals, Primary and Community Health Care, and those working in Mental Health Services.

Overview

In the Sussex Self Neglect Procedures, self neglect is defined as ‘the inability (intentional or non intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the self-neglecters and perhaps even to their community.’ (Gibbons, S. 2006).

The procedure sets out a clear multi-agency approach to working with people who self neglect and identifies lead agencies and responsibilities for a planned response. This course is aimed at those involved in the planning of any response.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to

- Describe key definitions and signs of self neglect
- Have considered appropriate interventions for identified risks
- Explain roles and responsibilities under Self Neglect Procedures
- Explain the relevance of mental capacity to working with people who self neglect and discuss legal interventions, limitations and ethical issues
- Describe helpful approaches and interventions
- Review processes and actions in relation to improvements or deteriorations in cases of self neglect, including recognising when to instigate a multi agency planning meeting

Duration: 1 day

Dates
TBC

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Care and Support Planning including Key Working Skills

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4
QCF Diploma Units	SHC24, HSC025, HSC026, LD202, SHC34, HSC036, HSC3020, LD302, M3, HSCM1, SS5.1
Common Induction Standards	N/A

Who should attend All care staff



Overview

This course will ensure key workers for Service Users are clear about the importance and expectations of their role for their Service Users. Care planning is used as an effective means of communicating, in order that service users are understood, and that their needs are met in accordance with their wishes.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Define your understanding of the roles of key workers and the purpose of care and support planning
- Explore and define your understanding of the ingredients of good care and support plans
- Define your ability to evaluate the quality of care and support plans
- Develop skills in producing and using care and support plans which are person-centred and holistic (including for use within short term/fast changing environments)
- Describe how to produce care and support plans which can be used as effective tools for meeting the individual’s needs and goals, and which meet the expected standards

Duration: ½ day x 2

Dates – Day 1	Day 2
3 April 2014 am	16 May 2014 am
17 July 2014 am	28 August 2014 am
2 October 2014 am	6 November 2014 am
8 January 2015 am	19 February 2015 am

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Care Standards and the Care Quality Commission – all care staff

Why do this course?	Recommended to help ensure all staff understand the Care Outcome Standards, and their own role in helping to meet them
When should you do this course?	As required
Recertification needed	N/A
National/local directive	CQC Essential Standards of Quality and Safety
Adult Social Care Priority	1, 3, 4
QCF Diploma Units	HSC3020
Common Induction Standards	1, 5, 6

Who should attend

People new to management and all staff who work in, or with, services that are registered with the Care Quality Commission.



Overview

This course will help services to meet the quality requirements of the Essential Standards of Quality and Safety. It will help staff to understand the importance of their own role in working with the CQC as well as the role of managers and other staff.

The course will cover the role of the Care Quality Commission and their methods of working, Essential Standards of Quality and Safety, CQC Regulations and Review methods, Quality Risk Profiles and Notifications and the importance of the provider's own Quality Assessments.

It will look at a variety of quality assurance methods and how these methods of feedback should be used to assist quality improvement.

Attendees will look at one or two of the Outcome Standards in more detail and how they can be met in practice.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe the role and function of CQC inspectors and the CQC review process
- Describe your role and contribution in meeting standards
- Use the Essential Standards and Regulations as a reference tool
- Describe how staff in services can help to demonstrate that the CQC Outcome Standards are met

Duration: 09:30 – 13:00

Dates
5 September 2014
29 January 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Dealing with Conflict and Aggression in Adult Social Care

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Local/HR policy
Adult Social Care Priority	1, 4
QCF Diploma Units	SHC21, HSC024, HSC31, HSC31, HSC3045, SHC51
Common Induction Standards	3, 8

Who should attend

Front line care staff who deal with sensitive enquiries, face to face or over the phone.



Overview

This practical workshop will equip staff with skills and techniques for dealing with aggressive or violent situations at work, and will focus on attitude, behaviour and communication. Please note that this is an introductory course covering a range of service user groups.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Discuss the social context of violence and aggression
- Recognise the triggers to violence and factors which increase risk
- Identify practical communication techniques to manage potential aggression
- List actions which can help reduce the risk of violence

Duration: 1 day

Dates
13 June 2014
16 July 2014
10 September 2014
16 October 2014
17 November 2014
4 December 2014
14 January 2015
5 March 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Dignity and Empowerment

Why do this course?	Recommended for job role
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Links to Department of Health's Dignity Challenge
Adult Social Care Outcome	1, 4
QCF Diploma Units	SHC23, HSC025, HSC026, SHC33, HSC036, SHC53, M3, HSCM1
Common Induction Standards	5, 7

Who should attend

All those working in care services.



Overview

The course aims to assist participants' understanding of the ways that the principles of dignity, choice, control and empowerment can run through the provision of all aspects of care and procedures. The course also looks at how to keep the individual service user at the centre of care planning and guard against institutional practices. The course will assist service providers to stay at the forefront of providing services in line with the current commissioning dignity priority.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe the 10 Dignity Challenges and how you can contribute to meeting them
- Describe impact of vulnerability and empowerment and the Power of Authority in the professional role
- Describe the impact of environments, the effect on the individual and recognise inadvertent institutional abuse
- Identify ways to empower through communication, environment and procedures
- Explain the impact of the workers' use of 'Self'
- Recognise the need for upholding rights within Risk Assessments and Interventions and using feedback from service users to improve quality of service

Duration: 09:30 – 13:00

Dates
2 May 2014
18 July 2014
12 September 2014
27 November 2014
13 March 2015

Further Resources

Find lots of information and practical advice on promoting dignity on the dedicated [Department of Health](#) website

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	Mandatory for all staff
When should you do this course?	To be completed within the first year
Recertification needed	N/A
National/local directive	Care Standards Act (2000) Anti-Discriminatory Legislation Brighton & Hove City Council Equalities Policy Equality Act 2010
Adult Social Care Outcome	1,4 6
QCF Diploma Units	SHC23, SHC33, SHC53
Common Induction Standards/LDQ	1, 2, 4, 7

Who should attend

Staff in adult social care & learning disability services



Overview

Equalities and Diversity training for adult social care staff is provided in two forms, either as elearning or as a one day course. The one day course is intended for staff who find it difficult to access elearning or who would prefer to spend more time discussing the topics.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Explain key definitions and concepts
- Understand the legislative framework and the council’s equality policies
- Recognise how to provide a service that meets diverse needs
- Know sources of information, support and further learning

Duration: 1 Day

Dates
Dates TBC

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Transgender Awareness

Why do this course?	If your job role requires these skills
When should you do this course?	As needed
Recertification needed	N/A
National/local directive	Equality Act (2010) Anti-Discriminatory Legislation Brighton & Hove City Councils Equality Policy
Adult Social Care Priority	-
QCF Diploma Units	-
Common Induction Standards	-

Who should attend

Managers and carers working in care services.



Overview

People who are transgender are significantly more likely to experience difficulties with accommodation, worklessness and be subjected to hate crime. This course will give you an insight into the experience of people who are transgender and increase your confidence and knowledge of working with people who are transgender.

Benefits and learning outcomes to you and the organisation

- Consider your attitudes to transgender.
- Define and use appropriate language in relation to transgender issues.
- Describe the psycho- social experience of people who are transgender.
- Explain what local services are available to people who are transgender, including people experiencing hate crime.
- Explain the relevance of the Law e.g. Equality Act and Gender Recognition Act.

Specifically in relation to social care you will consider:

- How to change personal details.
- Correct forms of address to use.
- Some of the issues in providing and arranging care for people who are transgender.

Duration: 1 day

Dates
22 July 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Managing Risks and Behaviours Safely with the Least Restrictive Practices

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Care Standards Act 2008
Adult Social Care Outcome	HSC24, HSC234, HSC35, HSC3111, HSC3119,
QCF Diploma Units	1/002, 003, 007, 010
Common Induction Standards	5, 6, 7

Who should attend

Those in services involved in supporting adults at risk and who require an understanding of the need for Restrictive Practices Procedure.

Overview

A restrictive practice is any practice, which could be construed as potentially restricting a person's rights of choice, self-determination, privacy, freedom or freedom of movement.



This workshop will help people identify restrictive practices and examine the requirements of service providers as detailed in the Restrictive Practices Procedures.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Explain what is meant by the term restrictive practice
- List different forms of restrictive practice
- Describe the principles underlying the Restrictive Practices Procedure
- Work with the paperwork with confidence
- Present written evidence when Restrictive Practices Procedures have been followed

Times: 09:30 – 15:00

Dates
01 May 2014
12 June 2014
17 October 2014
21 November 2014
26 March 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

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Why do this course?	If your job requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Care Standards Act 2008
Adult Social Care Outcome	1, 3, 5
QCF Diploma Units	HSC24, HSC234, HSC35, HSC3111, HSC3119,
Common Induction Standards	5, 6, 7

Who should attend

For all night care workers, managers and senior staff

Overview

We frequently focus our development plans on the daytime experiences and tasks in care services. Staff and service users can have very different experiences at night and often feel more vulnerable and less supported.



This course will assist managers to consider the experiences of both service users and staff at night, and how to help further enhance relationships, skills and quality of service.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Identify common issues which arise for night staff
- Describe common issues for service users at night
- Discuss how to work best with staff to enhance skills and support for night teams
- Describe how to assist night staff's ownership of shared goals
- Examine ways of enhancing quality of the night time experience of service users

Duration: ½ day

Dates	
27 March 2014	14:30 – 18:00
3 October 2014	09:30 – 13:00

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Recording Training

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	CQC Outcomes
Adult Social Care Outcome	1, 4, 5
QCF Diploma Units	HSC028
Common Induction Standards	1, 2, 5

Who should attend

All staff working in adult social care services who have responsibilities for maintaining records.



Overview

Care Standards require all care services to keep written records secure, up to date and in good order. This half day course provides an overview of the importance of good record keeping and practical guidelines on writing good records in the workplace.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Recognise the importance of good record keeping
- Recognise legal and internal guidelines on report writing
- Identify appropriate recording styles
- Review your own practice

Times: 09:30 – 13:00

Dates
25 April 2014
09 October 2014
09 January 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

What's happening with Autism training

In September 2014 the Workforce Development Team will be offering a range of courses and qualifications on autism. The revised courses follow consultation with Brighton & Hove's Autism Stakeholder Group and partnership working with colleagues in East and West Sussex. The revised framework integrates the autism knowledge and skills framework developed by Skills for Care and Skills for Health as well as referencing national occupational standards. There is a clear development pathway and a link between courses and qualifications.

The new approach builds on the statutory guidance *Implementing Fulfilling and Rewarding Lives* and introduces autism champions. The following guidance explains what is happening in more detail and aims to answer any questions you may have about the arrangements.

Training for all staff

Training for all staff

All staff should know their responsibilities under the Equalities Act (2010). People with autism are considered to have a protected characteristic under the Act and all staff should know how to make reasonable adjustments in line with the Act. At the time of writing equalities training is under review however training in equalities is relevant to all staff.

The British Psychological Society offers [free e-learning](#) open to a range of learners including members of the public.

Training for Autism Champions

As part of the local response to the autism strategy Brighton & Hove will be establishing autism champions. This is a voluntary role to help improve the experiences of people with autism using the services within which the champion works, particularly within non-specialist services.

The role of an autism champion is:

- To become a knowledgeable and experienced person in their team.
- To keep in touch with other local champions & leads to share ideas and support each other
- To lead good practice in their team
- To advise as appropriate to their level of expertise, or to signpost to appropriate sources of advice and support for people with autism.

Autism champions will be able to access a one-day course on autism spectrum. Champions will be able to network with each other, share ideas and ask questions using social media as well as have the opportunity to meet other champions and autism leads bi-annually. The champions' network will be supported by local **autism leads** drawn from statutory services, the voluntary sector and elsewhere. The leads will contribute their expertise to the champions' network and it is hoped that their involvement will help keep the champions feeling connected and able to develop their skills and understanding.

Autism Training Information

Training for staff in services providing day-to-day support for people with autism

The term 'providing day to day support' applies to social care services that provide regular services to people with autism (hereafter specialist services).

Most staff in specialist services will need to start with the level 2 basic awareness course, then complete the level 3 course. Staff undertaking the level 3 courses will be issued with workbooks and registered to complete a Qualifications & Credit Framework (QCF) Level 3 unit (see below for further information about the QCF).

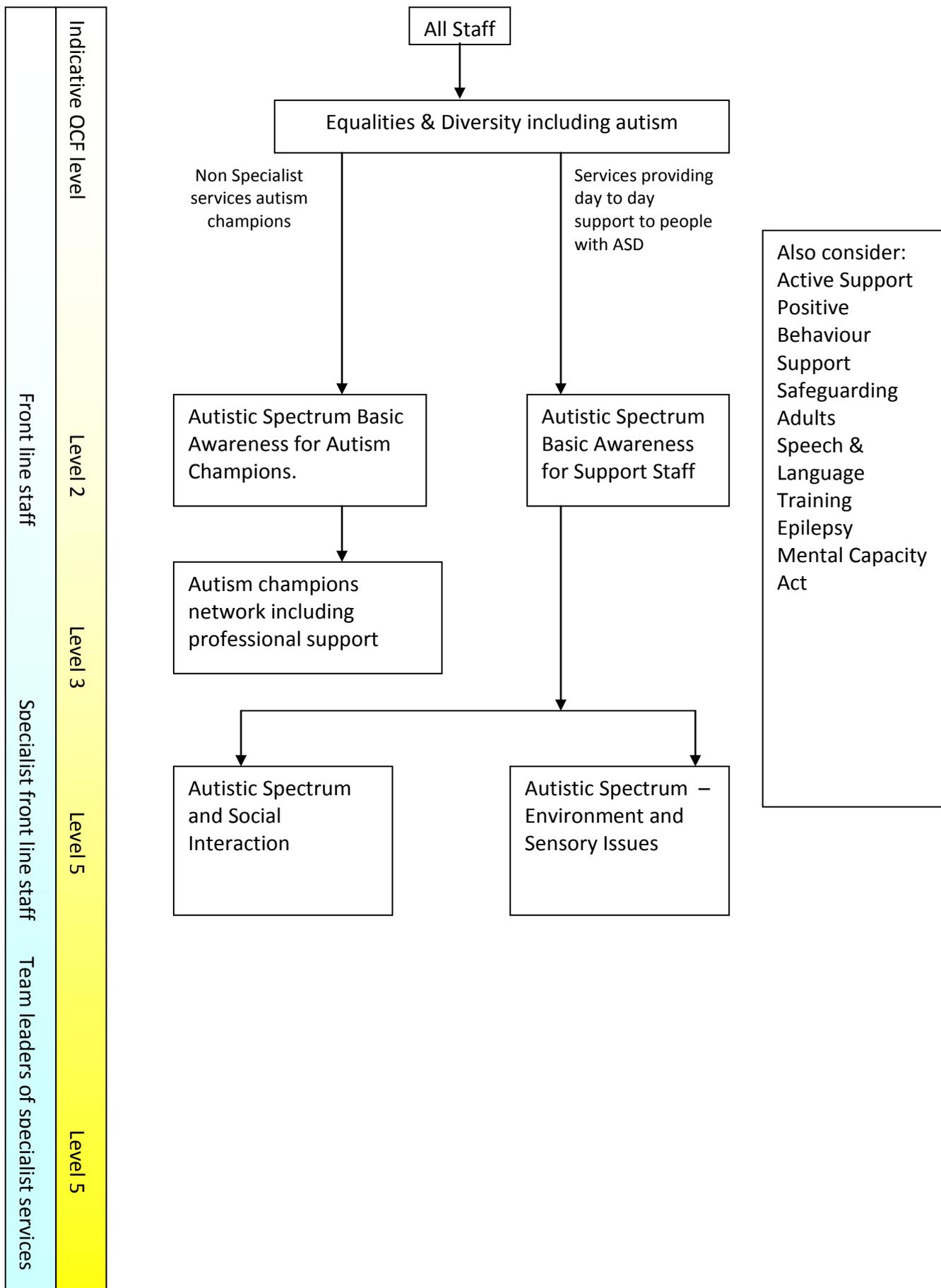
There will be some staff such as reception staff and ancillary workers within specialist services who do not require the full level 3 QCF course, but do require a basic awareness, so these staff should complete the level 2 basic awareness course.

For staff with a management or leadership role in specialist teams there is a level 5 course in development. Staff undertaking this course should complete the lower level courses beforehand.

The Qualifications and Credit Framework (QCF) is the qualification framework that replaced the National Qualifications Framework (NQF) which was the framework that covered the NVQs. The new QCF qualifications are made up from 'units'. Each unit can be achieved in its own right and can be assessed individually or simultaneously. This mix and match approach enables people to gain qualifications at their own pace along flexible routes. Further information on the QCF can be found on the [Skills for Care](#) website.

The Level 2 'Introductory awareness of autistic spectrum conditions' unit and the Level 3 unit in 'understanding how to support individuals with autistic spectrum conditions' are stand alone units that are also part of the Health and Social Care Level 2 and 3 Diplomas (previously NVQ2/NVQ3) and can be used as part of these larger qualifications if staff go on to do these in the future.

If you have further questions or comments, please contact coursesforcare@brighton-hove.gov.uk Lindsey Cockram 296177 or Tim Wilson 296183.



Autism Spectrum & Sensory Awareness

Why do this course?	If you work in ASC, need an awareness of autism with an emphasis on sensory awareness
When should you do this course?	As required
Recertification needed	N/A
National/local directive	New framework established around Skills for care and Skills for Health and with reference to National Occupational Standards -Equality and Diversity -Autism strategy with a focus on sensory awareness
Adult Social Care Priority	1, 2 and 3
QCF Diploma Units	LD 210/310
Common Induction Standards	2,4,7

Who should attend

This course is suitable for staff who have regular contact with adults on the autistic spectrum who have already completed the basic awareness course. This is a course at level 3 QCF and a companion course to autism spectrum and social interaction. Staff undertaking these courses will be issued with a workbook, successful completion of which will lead to a level 3 QCF unit. See separate autism information sheet and development pathway overview for further details on the overall approach to autism training.



Overview:

The aim of this course is to look at the impact of autistic spectrum conditions on sensory perception. Participants will have the opportunity to consider how these issues can affect the people they support and how modifications to the environment can reduce some of the difficulties faced by people with autism. Participants will have the opportunity to hear the first hand experience of people with autism, either through written accounts, video or presentations.

Benefits and learning outcomes to you and the organisation

- Describe some of the difficulties with sensory perception faced by people with autism
- Describe some of the research into people with autism and sensory perception
- Describe some of the evidence base for successful implementations
- Explain the concept of person-environment fit and describe interventions that can help improve the person-environment fit

Duration: Full day

Date
18 July 2014
21 January 2015

[Click to Apply](#)

Further Resources

The British Psychological Society offers [free e-learning](#) open to a range of learners including members of the public

Why do this course?	If you work in ASC, need an awareness of autism with regard to social interaction
When should you do this course?	As required
Recertification needed	N/A
National/local directive	New framework established around Skills for care and Skills for Health and with reference to National Occupational Standards -Equality and Diversity -Autism strategy with a focus on social interaction
Adult Social Care Priority	1, 2 and 3
QCF Diploma Units	LD 210/310
Common Induction Standards	2,4,7

Who should attend:

This course is suitable for staff who have regular contact with adults on the autistic spectrum who have already completed the basic awareness course. This is a course at level 3 QCF and a companion course to autism spectrum and sensory awareness. Staff undertaking these courses will be issued with a workbook, successful completion of which will lead to a level 3 QCF unit. See separate autism information sheet and development pathway overview for further details on the overall approach to autism training.



Overview:

This course looks in more detail at the impact of autism on social interaction and communication, both for the person, and also for family, carers and others. Participants will have the opportunity to hear the first hand experience of people with autism, either through written accounts, video or presentations

Benefits and learning outcomes to you and the organisation

- Describe some of the theories (e.g. theory of mind) about autism and consider their relevance to practice
- Describe some of the techniques that can assist communication with people with autism
- Describe a range of approaches to support the person’s social interaction skills
- Explain the use of social stories

Duration: 1 Day

Date
12 May 2014
17 October 2014

[Click to Apply](#)

Further Resources

The British Psychological Society offers [free e-learning](#) open to a range of learners including members of the public.

Autism Champions' Scheme

Do you want to help improve the way your service works with people with autism?

Autism affects 1 in 100 people. Everyone knows a person with autism or a friend or family member whose life has been affected by knowing a person with autism. There are some specialist services for people with autism; the majority of these are for people with a learning disability who also have autism. Not everyone with autism has a learning disability and this group of people may be accessing; trying to access; or having difficulty accessing other services. Given this situation and the fact that autism is a relatively common condition it follows that including people with autism is everybody's business.

The Autism Act (2009) describes the challenges faced by people with autism and sets the agenda for how things need to improve. Brighton & Hove has developed an Autism strategy¹ that describes the local response to the Autism Act.

About the champions' scheme

The Autism Champions' Scheme is about improving the experiences of people with autism accessing services. Becoming a champion is voluntary and by becoming a champion you will become a person in your team with increased knowledge about autism and where to seek further information.

The role of an autism champion is:

- To become a knowledgeable and experienced person in their team.
- To keep in touch with other local champions & leads to share ideas and support each other
- To lead good practice in their team
- To advise as appropriate to they're level of expertise, or to signpost to appropriate sources of advice and support for people with autism.

Who can become a Champion?

The scheme is open to council and non-council services across the city. Improving services to people with autism is not the sole preserve of champions, but as a champion you will be committed to make a difference. As a champion you will have the support of your manager, and not only become a source of knowledge in the team but also listened to and respected with suggestions that you may offer.

What's involved?

You will attend one day free training explaining more about autism and the champions' role and join an on-line social network of fellow champions. There will be bi-annual gathering of local champions where you can ask questions, extend your networks and further enhance your skills and knowledge.

What is the time commitment?

One day initial training, then around two days a year.

What support is there for champions?

By becoming a champion you will receive some initial training then join a mutually supportive network of autism champions and experts. The [biannual gatherings](#) will also provide the opportunity for formal and informal learning.

Autism Spectrum Basic Awareness for Champions

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4, 5, 6
QCF Diploma Units	SHC21, SHC31, HSC3029, SHC51
Common Induction Standards	3, 7

Who should attend

As part of the local response to the Autism Strategy Brighton & Hove is introducing an autism champion's scheme. This is a voluntary role to help improve the experiences of people with autism using the services within which the champion works, particularly within non-specialist services. This course will enable you to fulfill the Autism Champion role within your team



Overview

The course will consider autistic spectrum as a whole and the social challenges faced by both people with autism and Asperger syndrome. Participants will have the opportunity to hear the first hand experience of people with autism, either through written accounts, video or presentations.

Benefits and learning outcomes to you and the organisation

- Describe the types of difficulty a person with autism might experience
- Adapt style of communication to fit the needs of the person with autism
- Explain why autism is considered a spectrum condition, and the triad of impairments
- Describe other difficulties and conditions associated with autism
- Consider how to improve the quality of your service to people with autism
- List other sources of support
- Explain the role of the autism champion

Duration: Full Day

Dates
10 April 2014
14 July 2014
11 February 2015

Further Resources

The British Psychological Society offers [free e-learning](#) open to a range of learners including members of the public.

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Autism Spectrum Basic Awareness for Support Staff

Why do this course?	If you work in ASC and need a basic awareness of Autism
When should you do this course?	As required
Recertification needed	N/A
National/local directive	New framework established around Skills for care and Skills for Health and with reference to National Occupational Standards -Equality and Diversity -Autism strategy
Adult Social Care Priority	1, 2 and 3
QCF Diploma Units	LD 210/310
Common Induction Standards	2,4,7

Who should attend:

This course is open to all staff in adult social care and is appropriate training for staff who have occasional contact with adults on the autistic spectrum. The course is also suitable for all staff that have regular contact with adults on the autistic spectrum. The basic awareness training is the introductory course and is the first step in a suite of courses designed to further your personal development. See separate autism information sheet and development pathway overview for further details on the overall approach to autism training including further training courses that are available as part of the autism training pathway.



Overview:

The course will consider autistic spectrum as a whole and the social challenges faced by both people with autism and Asperger Syndrome. Participants will have the opportunity to hear the first hand experience of people with autism, either through written accounts, video or presentations.

Benefits and learning outcomes to you and the organisation

- Describe the types of difficulty a person with autism might experience
- Adapt style of communication to fit the needs of the person with autism
- Explain why autism is considered a spectrum condition, and the triad of impairments
- Describe other difficulties and conditions associated with autism
- Consider how to improve the quality of your service to people with autism
- List other sources of support

Duration: Full day

Dates
11 June 2014
04 November 2014
02 March 2015

Further Resources

The British Psychological Society offers [free e-learning](#) open to a range of learners including members of the public.

Why do this course?	If you do activities with people
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1,4,6
QCF Diploma Units	HSC2023, HSC3008
Common Induction Standards	7

Who should attend

Staff in Adult Social Care and Learning Disability Services including Activities Organisers and Volunteers



Overview

There is a lot of evidence that being involved in activities can increase the well being of individuals. This course is an opportunity to discuss how to engage people in activities and how to stimulate participation both individually and in groups. You will discuss the types of activity in which service users can become involved and practice some of these enabling you to develop ideas to take back to the workplace.

“...many beneficial activities are the simple, everyday tasks that many of us take for granted, which may be enjoyed as a solitary pastime, or in pairs or small groups. Simple activities such as taking a walk, polishing a pair of shoes, listening to the radio or looking after a pet can help give pleasure and purpose to the day” **Alzheimer’s Society**

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Explain why involvement in activities is important for the well being of service users
- Consider different approaches when developing activities
- Practice using materials and techniques which could support service users both in groups and individually
- Consider some of the barriers which can prevent service users engaging in activities and discuss how to overcome them
- Devise action plans to support developing activities in the workplace

Duration: 1 day

Dates
TBA

If you are interested in this course please apply and when we have enough applications we will set up a date [Click to Apply](#)

Further Resources

Skills for Care have researched the benefits of involving people in arts in social care. See the [summary](#) and brief video:

Telecare Prescribers

Why do this course?	If you want to find out more about telecare
When should you do this course?	In induction for assessment staff and as required
Recertification needed	N/A
National/local directive	n/a
Adult Social Care Outcome	2, 4
QCF Diploma Units	HSC408
Common Induction Standards	N/A

Who should attend

Carers of vulnerable adults and staff from assessment and provider services including domiciliary care and housing and those in the independent and voluntary sector.



Overview

This is an interactive, hands on course that will allow participants to find out about innovative equipment that can support people to maintain their independence and keep safe as well as providing reassurance to individuals, carers and support staff.

Participants will be able to understand the potential uses and benefits of telecare equipment and feel confident in working with and discussing telecare with individual and carers.

Benefits and learning outcomes to you and the organisation

After completing this course you will be able to:

- Explain what is meant by telecare
- List and know how to work with a broad range of telecare sensors
- Identify and describe the potential benefits of telecare to the people you support
- Identify opportunities when the people you support might benefit from telecare
- Make appropriate referrals when the need for telecare has been identified
- Integrate telecare into care planning and assessment

Duration: ½ day

Dates
21 April 2014 am
27 June 2014 am
21 August 2014 am
07 October 2014 am
05 December 2014 am
10 February 2015 am

Further Resources

Skills for Care have produced a free [assistive technologies app](#) for mobile devices and a learning development framework.

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	National Dementia Strategy (2009) Mental Capacity Act (2005) All relevant local policies
Adult Social Care Outcome	1, 4
QCF Diploma Units	DEM201
Common Induction Standards	3, 7,

Who should attend

Those who need to develop their knowledge of dementia and improve their skills in working with people with dementia.



Overview

This course is intended to raise awareness. More in depth training is offered for all staff working in specialist services for people with dementia.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

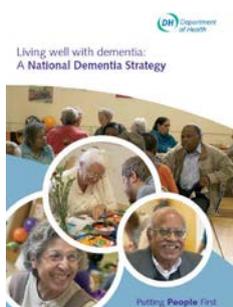
- Describe what dementia is and main types
- Recognise the common signs and symptoms of dementia
- Describe how dementia can impact on communication and list specialist communication techniques
- Explain the importance of the person centered approach in working well with people with dementia and their families

Duration: 1 day

Dates	15 October 2014
22 April 2014	13 November 2014
8 May 2014	3 December 2014
18 June 2014	16 January 2015
1 July 2014	17 February 2015
8 September 2014	13 March 2015

[Click to Apply](#)

Further Resources



[Department of Health Dementia Information Portal](#)

The Social Care Institute for Excellence offer a [free comprehensive elearning suite on dementia](#)

also [TV programmes](#)

They also offer a free elearning suite on the [Mental Health of Older People](#)

Dementia – Advanced Skills

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	National Dementia Strategy Mental Capacity Act (2005) All relevant local policies
Adult Social Care Outcome	1, 4
QCF Diploma Units	DEM202, DEM205, DEM210, DEM308
Common Induction Standards	N/A

Who should attend

Those who want to develop their skills around supporting people with dementia.

Applicants must have attended dementia awareness type training within two years of attending this course. See ‘Dementia – Basic Awareness’.



Overview

This course will provide participants the opportunity to reflect on their practice and to produce actions to develop their skills.

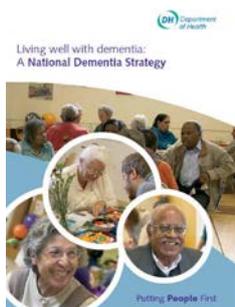
Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Update knowledge on dementia and current evidence based practice
- Review person centered approaches to supporting people with dementia, family carers and staff
- Evaluate current practice in relation to person centered dementia practice
- Identify actions to enhance current work practice of self (and others as appropriate)

Duration: 1 day

Dates
4 June 2014
25 September 2014
10 December 2014
26 February 2015



Further Resources

[Department of Health Dementia Information Portal](#)

[The Social Care Institute for Excellence](#) offer a free comprehensive elearning suite on dementia also [TV programmes](#)

They also offer a free elearning suite on the [Mental Health of Older People](#)

Why do this course?	If your job requires these skills
When should you do this course?	As needed
Recertification needed	N/A
National/local directive	DoH National Dignity Campaign
Adult Social Care Outcome	1, 3, 4
QCF Diploma Units	HSC026, HSC36, HSC3048
Common Induction Standards	4, 7

Who should attend

All care staff



Overview

People in receipt of social care have the same rights to live and also die with dignity as anyone else. This course is for care workers supporting people helping them to live well nearing the end of life with any end stage illness in any setting. It will consider how to provide personalised, culturally appropriate support and the practical skills to offer this.

This workshop will also look at the NHS South East Coast Do Not Attempt CPR (DNACPR) principles, multi agency forms and local adult social care guidance.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Recognise the signs of end of life
- Undertake appropriate and difficult conversations with people nearing the end of life
- Consider the effects of bereavement on staff teams, relatives and residents and helpful coping strategies
- Know your own role and the roles of other professional involved in end of life care
- Describe and recognise national policies and practices e.g. Advanced Care Plans, Liverpool Care Pathway, Gold Standards Framework
- Explain how to operate within the locally agreed NHS South East Coast DNACPR Principles and additional guidance for Adult Social Care

Duration: 1 day

Dates
21 May 2014
24 November 2014
24 February 2015

Further Resources

The Social Care Institute for Excellence has a range of resources in their [End of Life](#) programme. These include Research Briefing and “At a glance” briefing provide summaries of the current research knowledge on end of life care in care home settings.

Three films are also available, covering supporting people to die at home, treating people with dignity and respect, and supporting carers.

End of Life Care: elearning and Resources

The Gold Standards Framework

aims to support people as they near the end of life. It is aligned with the **Department of Health End of Life Care Strategy** and is relevant to both health and care professionals.

Registration is free, and gives you access to newsletter, best practice advice and elearning.

🔗 <http://www.goldstandardsframework.org.uk>

The Royal College of Physicians

has designed a **free elearning resource** and guidance to give staff a good grounding in **advanced care planning**. Advance care planning allows older people to regain some control over their future, by helping to ensure that they receive support and care in accordance with their wishes. An advance care plan can be an important way to ensure dignity in later life. Practitioners need to be knowledgeable, skilled and confident about discussing this vital issue with people nearing the end of life.

🔗 <http://www.advancecareplanning.org.uk/>

Dying Matters Coalition

is dedicated to raising awareness of death, dying and bereavement. It now has a community of 7,000 members, and you can join for free. By joining the Dying Matters Coalition you will play a key role in changing, attitudes and behaviours around death and dying.

Dying Matters can offer members support and assistance in running local campaigns, as well as access to a range of useful resources, including a communications handbook, template media materials and a range of co-brandable promotional materials. www.dyingmatters.org

The Macmillan Learn Zone

A vast suite of on-line learning resources, including e-learning, brochures, links to useful resources, and videos. The e-learning suites are interactive and very well designed, covering a huge range of topics including management, team development, communication, literacy, legislation and Microsoft Office.

There is also a wide range of courses, programmes and information relating to cancer, breaking difficult news, end of life care and more. You have to register, but registration is **free to health and social care professionals**.

🔗 <http://learnzone.macmillan.org.uk/>

End of Life Care for All (e-ELCA)

is an e-learning project, commissioned by the Department of Health and delivered by e-Learning for Healthcare (e-LfH) in partnership with the Association for Palliative Medicine of Great Britain and Ireland to support the implementation of the Department of Health's national End of Life Care Strategy (July 2008).

e-ELCA aims to enhance the training and education of health and social care staff involved in delivering end of life care to people, so that well-informed high quality care can be delivered by confident and competent staff and volunteers, across health and social care, wherever the person happens to be.

🔗 <http://www.e-lfh.org.uk/projects/end-of-life-care/>

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	4
QCF Diploma Units	SHC21, SHC31, HSC3033, HSC3035, SHC51, M3, 040
Common Induction Standards	7

Who should attend

Staff in learning disability services. This course is offered as a team training event. Owing to the nature of the material this course is not recommended for a person who has recently suffered loss, or is likely to experience loss in the near future.



Overview

This course will increase your understanding of loss and the impact of learning disability on bereavement. Participants are encouraged to develop strategies to support service users with loss.

Benefits and learning outcomes to you and the organization

- ✓ By the end of the course you will be able to:
- ✓ Explain what loss and bereavement means and describe cultural and religious practices on loss and mourning
- ✓ List common reactions to loss
- ✓ Describe the factors which affect the experience of loss
- ✓ Explain the impact of learning disability on loss and bereavement
- ✓ Implement approaches to support people facing loss

Duration: ½ day

Dates
TBA

[Click to Apply](#)

To arrange a session for your team or if you or your team has other learning requirements in relation to Loss and Bereavement please contact:

coursesforcare@brighton-hove.gov.uk

Arthritis, Motor Neurone Disease and Multiple Sclerosis

Why do this course?	If your job role requires these skills
When should you do this course?	AS required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 3
QCF Diploma Units	HSC026, PD OP2.1, HSC2004, HSC2007, HSC36, HSC3003, PD OP3.1
Common Induction Standards	5, 7

Who should attend

Those supporting people with these conditions.



Overview

This course aims to give an overview of Arthritis, Motor Neurone Disease and Multiple Sclerosis and how as care workers we can best support people we care for.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Recognise signs and symptoms of Arthritis, Motor Neurone Disease and Multiple Sclerosis
- Describe how these conditions affect service users day to day
- Describe the importance of supporting independence and inclusion
- Describe ways to promote independent living
- Produce an action plan to put this learning into practice.

Duration: ½ day

Dates

07 October 2014

[Click to Apply](#)

Further Resources

The Social Care Institute for Excellence (SCIE) has a large amount of freely available on-line training resources and information. They also offer a free subscription [Athens account](#). By signing up for an Athens account you can access a range of journals including:

- British Journal of Social Work
- Advances in dual Diagnosis
- Journal of Assistive Technologies
- Tizard Learning Disabilities Review
- Social Care and Neurodisability

As well as access to these journals you can also see further resources.

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	CQC Essential Standards or Quality and Standards
Adult Social Care Outcome	4
QCF Diploma Units	HSC2015, HSC2016
Common Induction Standards	1, 5, 7

Who should attend

All carers and staff as relevant



Overview

To enable staff to have a basic understanding of catheter and continence care.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe the different types of urinary incontinence.
- Describe the different management options available to manage service users continence needs
- Describe the impact of incontinence on service user's quality of life.
- Understand the importance and relevance of completing documentation.
- How to care for service users with a catheter.
- Understand the principles behind safe catheter care.

Duration: 1 day

Dates:
27 June 2014
06 October 2014
11 February 2015

Further Resources

There is free elearning on infection control including advice on catheter care for NHS and social care staff on the [NHS Core Learning Unit](#) website

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Diabetes

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	CQC Outcomes
Adult Social Care Priority	4
QCF Diploma Units	HSC026, DEM206, HSC2004, HSC2014, HSC36, DEM302
Common Induction Standards	5, 7, 8

Who should attend

Those supporting people who have diabetes



Overview

The course will enable staff to have a basic understanding of Diabetes

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Recognise signs & symptoms of Diabetes
- Describe the difference between Type 1 and Type 2 Diabetes and various treatments available
- Explain the importance of a healthy balanced diet
- Explain how to support a service user experiencing Hypoglycaemia and Hyperglycaemia

Duration: half day

Dates
14 July 2014
11 September 2014
7 November 2014
23 January 2015
3 March 2015

[Click to Apply](#)

Further Resources

The NHS has launched [free elearning](#) on diabetes: Safe Use of Insulin; The Safe Use of Insulin Infusers and The Safe Management of Hypoglycaemia.

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Reducing Inequality, Developing Our Workforce
Adult Social Care Outcome	1, 3
QCF Diploma Units	HSC2014, HSC2029
Common Induction Standards	1, 5, 8

Who should attend

This course is for you if you support vulnerable adults and young people. The course is in particular for people with a significant role in assisting with menu planning and food preparation who wish to develop their knowledge of food and nutrition.



Overview

Food plays a vital role in maintaining and improving individual's health and wellbeing. This is a new one day course designed to support workers who wish to develop their understanding of healthy eating and the role of food in maintaining health. The course will cover all practical aspects of officering healthy eating advice.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Understand the Eatwell model and why it is used
- Develop confidence in understanding food labeling and portion size
- Identify nutrients and how they relate to health
- Understand food poverty and how it may effect your clients
- Plan what messages to give out about healthy eating

Duration: 1 day

Dates	
10 March 2014	23 September 2014
16 May 2014	07 October 2014
29 August 2014	06 January 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Further Resources

[Healthy diet](#) information

Oral Health Awareness

Why do this course?	If your job role requires these skills
When should you do this course?	As needed
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4
QCF Diploma Units	LD206, LD206C, HSC2015
Common Induction Standards	5, 7, 8

Who should attend?

Anyone interested in the health of their own mouth, or those they work with. The course will cover basic mouth care, prevention and improvement of oral health for staff, their clients and dependents.

Course overview:

To increase overall knowledge of oral care, dental diseases and how to prevent them. The course will cover basic oral care, hygiene and prevention – a holistic approach also looking at how poor oral health can impact on general health.

The second part of the session will be looking at prevention and the support needed for specific client groups that attending delegates work with. This can cover infants, children, vulnerable groups and older people and will include a practical session (if required) on how to clean another person’s mouth.

Learning Outcomes:

- To gain knowledge in the cause and effect of dental diseases.
- To be updated on current evidence based prevention messages
- To be able recognise certain conditions in the mouth and how to alleviate discomfort.
- To increase confidence in cleaning another persons mouth.

Dates & Venues:

Mon 3 March 2014 1.30 – 3.30pm	School Clinic, Morley Street Dental Clinic, Morley Street BN2 9DH
Tues 4 March 2014 10.00 – 12.00pm	Haywards Heath Health Centre, Heath Road RH16 3BB
Wed 4 June 2014 9.30 – 11.30am	Arundel Boardroom 1 st Floor Brighton General Hospital BN2 3EW
Wed 4 June 2014 10.00 – 12.00pm	The Treehouse CFC, Bersted Site, Laburnham Grove Junior School Bognor Regis PO22 9HT
Wed 10 Sept 2014 9.30 – 11.30am	Arundel Boardroom 1 st Floor Brighton General Hospital BN2 3EW
Tuesday 16 Sept 2014 2.00 – 4.00pm	Haywards Heath Health Centre, Heath Road RH16 3BB
Wed 3 Dec 2014 10.00 – 12.00pm	The Treehouse CFC, Bersted Site, Laburnham Grove Junior School Bognor Regis PO22 9HT
Thurs 18 Dec 2014 2.00 – 4.00pm	Arundel Boardroom 1 st Floor Brighton General Hospital BN2 3EW
Tues 3 Mar 2015 2.00 – 4.00pm	Arundel Boardroom 1 st Floor Brighton General Hospital BN2 3EW

Booking Process:

Please email debbie.robinson@nhs.net or call 01273 267345 with your name, contact details and which training date you would like to attend and we will reserve your place. **NB:** If the dates provided are unsuitable or you are interested in bespoke training for your particular area of work, please contact our department as per the booking processes.

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	CQC Outcomes
Adult Social Care Outcome	1, 4
QCF Diploma Units	HSC026, PD OP2.1, HSC2004, HSC2007, HSC36, HSC3003, PD OP3.1
Common Induction Standards	5, 7

Who should attend

Those supporting adults with Parkinsons Disease.



Overview

This half-day workshop session provides a basic understanding of Parkinsons Disease and will enable staff to provide effective and considered care to service users.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Explain what Parkinsons is and how it manifests itself
- Recognise the signs and symptoms
- Describe how Parkinsons affects service users and how to care for them
- Identify strategies for supporting independence, inclusion, self esteem and well being
- Consider the issues in relation to assessment when working with someone with Parkinsons

Duration: ½ day

Dates:
29 September 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Further Resources

The Social Care Institute for Excellence offers a free subscription [Athens account](#)

By signing up for an Athens account you can access a range of journals including:

- Journal of Assistive Technologies
- Social Care and Neurodisability

Huntington's Disease

Why do this course?	If your job role requires these skills
When should you do this course?	As needed
Recertification needed	N/A
National/local directive	N/A
NVQ Units	HSC22, HSC24, HSC234
Common Induction Standards/LDQ	1.1, 1.3, 1.4/003, 007, 010

Who should attend:

Those who support people with Huntington's Disease.

Overview:

This is a course run by the Huntington's Disease Society and also involves a carer of a person with Huntington's Disease. The course will give you an insight and understanding of the impact of the disease and implications for social care.



Benefits and learning outcomes for you and the organisation:

By the end of the course you will be able to:

- Describe the symptoms and diagnoses of Huntington's Disease
- Describe the impact of Huntington's Disease on day-to-day living, mobility, mental health and behaviours
- Explain how Huntington's disease affects the care and support needs for individuals, their family and careers

Time: 13:30 – 16:30

Dates
22 April 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	CQC Outcomes
Adult Social Care Outcome	4
QCF Diploma Units	HSC2015, HSC2016
Common Induction Standards	7, 8

Who should attend

All carers as relevant



Overview

To enable a basic understanding of colostomy care

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Have an understanding why people have stomas
- Describe how to care for a service user with a stoma
- Practice basic stoma care

Duration: ½ day

Dates
13 October 2014 am

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Further Resources

There is free elearning on infection control including advice on catheter care for NHS and social care staff at [NHS Core Learning Unit](#)

Stroke Care

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	National Minimum Standards
Adult Social Care Outcome	3, 7
QCF Diploma Units	HSC24, HSC25, HSC224
Common Induction Standards	1.3

Who should attend

Those working with adults following a stroke, including frontline support workers and staff involved in assessments.



Overview

This one day workshop session provides a basic understanding of the causes and effects of a stroke, how it impacts on communication, independence, dignity and choice of individual. The course will enable staff to provide effective and considered care to service users.

Participants will have an opportunity to talk to a carer of a person who has had a stroke, hearing a first hand account of what makes a difference to services users and carers.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to: -

- Describe what a stroke is; and list the signs, symptoms and causes
- Understand the impact of a stroke on the individual and those around them
- Describe the First Aid response to a stroke, initial treatment, time span and prognosis
- Explain the impact and benefit of person centered care and support and the skills required for effective care and support
- Describe specific problems associated with communication and swallowing including methods of support, the challenges that may present and how to respond to them
- Recognise how dignity, choices and preferences and the support and promotion of independence can enhance the quality of life of the individual

Duration: 1 day

Dates
12 May 2014
06 November 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Pressure Area Care Awareness Training for Care Homes

Why do this course?	Service performance on managing pressure areas is regarded as an indicator of care quality and will be a key area published on the national NHS choices website about care services. Local safeguarding concerns have been raised around key areas of preventive care. Make sure your service is delivering highly skilled, up to date best practice in this area and help ensure your service users experience high quality care
When should you do this course?	As required
Recertification needed	As required to update
National/local directive	CQC Essential Standards

Who should attend:

All care home staff and carers. Staff working in nursing homes can access a full training programme through Sussex Community Foundation Trust

Overview:

To prevent pressure damage wherever possible and to raise awareness and recognition of pressure and moisture related skin damage. To highlight the importance of good skin care, skin observation, repositioning and moisture management for patients who are immobile. Training will be provided by a nurse specialist from the Tissue Viability service from Sussex Community NHS Trust.

Benefits and learning outcomes for you and the organisation:

- Understand how pressure and/or moisture related damage occurs
- Identify patients who are at higher risk of pressure or moisture related skin damage
- Recognise the importance of preventative measure and risk assessment
- Increase awareness of the importance of good skin care and correct use of barrier products
- Know what to do and who to contact for advice and support

2 hour course

Dates
25 June 2014 pm
22 September 2014 am
28 November 2014 am
26 January 2015 am
24 March 2015 am

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Reablement Workbook

Why do this course?	If your job requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Putting People First Our Health, Our Care, Our Say
QCF Diploma Units	HSC026, PD OP2.1, HSC2007, HSC36, HSC3003, PD OP3.1, SoP(OT)1b
Common Induction Standards	1, 5, 6, 7

Overview

The reablement workbook is designed to support staff taking on a reablement role covering the basic principles of reablement and action plan awareness.



Benefits and learning outcomes to you and the organisation

By completing this reablement workbook you will be able to:

- Describe key definitions of reablement
- Describe the history of reablement
- Know about reablement in Brighton & Hove
- Define the role of the professional
- Understand common medical conditions
- Understand outcomes
- Recognise how to support and review a service user's progress

Duration:

This workbook will take approximately 8 hours to complete. The workbook is designed so it can be completed in 80-minute sections.

It is recommended that the workbook is completed online, as there are sections that will require you to watch a film.

NB In order to complete your work book your manager will need to sign off in your supervision records that they are satisfied that you have met the learning objectives.

The [workbook](#) can be accessed on the [Brighton & Hove City Council](#) Website

Why do this course?	If your job role requires these skills
When should you do this course?	As needed
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Priority	4, 5, 6
QCF Diploma Units	HSC2011, HSC3013, HSC3033, HSC3038
Common Induction Standards	4, 7

Who should attend

All staff and carers



Overview This course aims to explore the aspects of ageing and how it affects service users

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe the physiological and psychosocial aspects of ageing
- Explain how people experience ageing
- Develop ideas to foster partnership working with family carers
- Describe the impact of ageing on care planning and resources available to support older people
- Consider the issues in relation to assessing people who are ageing and their carers

Duration: 1 day

Dates
26 June 2014
14 January 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Further Resources

[Department of Health](#) Dementia Information Portal



The Social Care Institute for Excellence offer a free comprehensive [elearning suite on dementia](#)

Also available, a free elearning suite on the [Mental Health of Older People](#)

Buccal Midazolam and Epilepsy Awareness including Rectal Diazepam

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4
QCF Diploma Units	SHC21, SHC31, LD205, LD305, SHC51
Common Induction Standards	5

Who should attend

People who support adults with learning disabilities and epilepsy who administer buccal midazolam or rectal diazepam as part of this support.



Overview

The course covers all the content of the course Epilepsy including Learning Disability – an introduction and continues with the theoretical and practical administration of buccal midazolam. Delegates will have the opportunity to practice administration in a simulated environment.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Offer support and management with different types of seizures
- Undertake risk assessment in relation to epilepsy
- Explain the psychosocial impact of epilepsy
- Describe best practice in the administration of buccal midazolam and rectal diazepam.

Duration: 1 day

Dates
1 April 2014
11 July 2014
1 October 2014
5 December 2014
3 February 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Eating, Drinking & Swallowing Problems in People with Learning Disabilities

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 3, 4
QCF Diploma Units	HSC2014
Common Induction Standards	5, 7

Who should attend

Those supporting people with learning disabilities who have difficulties with eating, drinking and swallowing. This course is primarily aimed at staff in learning disability services, who will be prioritised. Staff in other services can apply to attend this course but should be aware the training will be presented from a learning disability perspective.



Overview

This course will equip participants with an understanding of eating and drinking and the implications of disorders for people with learning disabilities.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Empathise with what it feels like to be helped to eat
- Meet peoples' support needs with eating and drinking
- Support people with posture
- Explain the anatomy and physiology involved in eating and drinking
- Identify risks with eating and swallowing with the people they support

Duration: 1 day

Dates
9 October 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Epilepsy including Learning Disability

An Introduction

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4
QCF Diploma Units	SHC21, SHC31, LD205, LD305, SHC51
Common Induction Standards	5

Who should attend

Those who support adults with learning disabilities.



Overview

This course examines the classification and management of seizures in the context of adults with a learning disability. It considers the psychosocial effects on the individual and staff roles in supporting people with epilepsy.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Offer support and management with different types of seizures
- Undertake risk assessment in relation to epilepsy
- Explain the psychosocial impact of epilepsy

Duration: ½ day

Dates
20 June 2014
4 September 2014
14 November 2014
12 January 2015
6 March 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 3, 4
QCF Diploma Units	SHC21, SHC31, HSC3029, HSC3045, SHC51
Common Induction Standards	3, 4, 7

Who should attend

All staff, parents and carers who support people with learning disabilities.



Overview

Intensive Interaction is an approach to encourage communication with people who maybe difficult to reach or who are withdrawn, in particular people who have severe learning disabilities (SLD), profound and multiple learning disabilities (PMLD) and/or autism.

The aims of Intensive Interaction are:

- To enjoy the wonder, joy and fulfillment of communication and relationships
- To teach the fundamentals of communication
- To open up a variety of other experiences
- To be with someone in a non-demanding way on their terms, without an agenda or a fixed task to achieve
- To increase happiness

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Understand the principles of Intensive Interaction and the fundamentals of communication
- Know and describe how to use natural intuitive teaching strategies
- Describe how to do Intensive Interaction, record it and monitor progress
- Review the ongoing support and training you receive from Intensive Interaction Co-ordinators

Duration: 1 day

Dates
25 November 2014

Further Resources

This course can either be delivered to individuals interested in learning about this approach or as team training. To arrange this training for your team please contact coursesforcare@brighton-hove.gov.uk

Staff undertaking team training days will be required to complete a written plan of commitment prior to attending the training course.

Makaton Foundation Workshop

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4, 5, 6
QCF Diploma Units	SHC21, SHC31, HSC3029, SHC51
Common Induction Standards	3, 7

Who should attend

Staff and carers working with people with learning disabilities who want to develop skills in using Makaton.



Overview

Makaton is a language programme involving speech, manual signs and graphic symbols developed to help people with communication difficulties, especially people with learning disabilities.

By the end of the workshop participants will have improved and developed their skills using Makaton signs & symbols from stages 1-4.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Explain the use and purpose of the Makaton Vocabulary
- Explore the use of augmentative methods of communication
- Introduce signs and symbols from key stages 1-4
- Introduce underpinning theory and research

Further Information

Attendees will be provided with participant manuals featuring all the signs and symbols covered on the course.

Duration: 2 days

Dates
01 & 02 May 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4, 5, 6
QCF Diploma Units	SHC21, SHC31, HSC3029, SHC51
Common Induction Standards	3, 7

Who should attend

Staff and carers working with people with learning disabilities who want to develop skills in using Makaton. Please note that this is not the professional route.



Overview

Makaton is a language programme involving speech, manual signs and graphic symbols developed to help people with communication difficulties, especially people with learning disabilities.

By the end of the workshop participants will have improved and developed their skills using Makaton signs & symbols from stages 1-4.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Have a clear understanding of what Makaton is and how it sits alongside other forms of communication e.g. BSL (British Sign Language)
- Be confident in using signs and symbols from key stages 1-4 of the Makaton Vocabulary
- Share ideas and action plan ways to use Makaton at home or work

Further Information

Attendees will be provided with participant manuals featuring all the signs and symbols covered on the course.

Duration: 2 days

Dates
26 & 27 June 2014
18 & 19 September 2014

[Click to Apply](#)

Fees and non-attendance

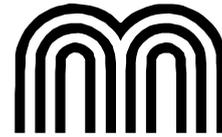
Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Makaton Follow Up Workshop

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4, 5, 6
QCF Diploma Units	SHC21, SHC31, HSC3029, SHC51
Common Induction Standards	3, 7

Who should attend

Staff and carers working with people with learning disabilities who want to develop skills in using Makaton. Please note this is not the professional route.



Participants must have attended Makaton Beginners Workshop before applying for this course.

Overview

Makaton is a language programme involving speech, manual signs and graphic symbols developed to help people with communication difficulties, especially people with learning disabilities.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Be introduced to all 450 signs and symbols in the Makaton Core Vocabulary
- Have an understanding of how to teach these to service users
- Feel confident in incorporating Makaton alongside other communication techniques as part of an overall plan to enhance the lives of service users

Further Information

Attendees will be provided with participant manuals featuring all the signs and symbols covered on the course.

Duration: 2 days

Dates
17 & 18 July 2014
20 & 21 November 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4, 5, 6
QCF Diploma Units	SHC21, SHC31, HSC3029, SHC51
Common Induction Standards	3, 7

Who should attend

Staff and carers working with people with learning disabilities who want to develop skills in using Makaton.

Applicants must have attended the Makaton Foundation workshop before applying for this course.



Overview

Makaton is a language programme involving speech, manual signs and graphic symbols developed to help people with communication difficulties, especially people with learning disabilities.

By the end of the workshop participants will have improved and developed their skills using Makaton signs & symbols from stages 5-8.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Evaluate individual communication needs of service users
- Adapt participants' communication to meet individual needs
- Identify opportunities to develop communication skills
- Introduce signs and symbols from key stages 5-8

Further Information

Attendees will be provided with participant manuals featuring all the signs and symbols covered on the course.

Duration: 2 days

Dates
05 & 06 June 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Person Centred Active Support

Why do this course?	Required for people supporting adults with learning disabilities with day to day activities and skills development
When should you do this course?	As required. It is also a valuable course to do concurrently with Positive Behaviour Support.
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4, 5
QCF Diploma Units	HSC026, LD203, HSC36, HSC3020, LD303
Common Induction Standards	3, 7

Who should attend

Staff, parents and carers supporting adults with learning disabilities in everyday activities.



Overview

This course explains an approach to meaningfully involve people with learning disabilities in day to day activities and how to support people in developing life skills. This training is provided by the Behaviour Support Team (Psychology Service) Community Learning Disability Team.

Benefits and learning outcomes to you and the organisation

By the end of the day you will be able to:

- Define the term Active Support and assess to what extent your own current caring environment promotes Active Support
- Describe the importance of meaningful engagement for people with learning disabilities
- Recognise the 5 structural components of Active Support
- Know the key indicators of success when Active Support is implemented
- Draw up an action plan as to how you can get involved in Active Support

Duration: 1 day

Dates
19 June 2014
21 October 2014
20 January 2015
04 March 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	To be completed within the first year. Participants must have completed Person Centred Active Support.
Recertification needed	To be refreshed as required
National/local directive	DoH Guidance for Restrictive Physical Interventions (July 2000)
Adult Social Care Outcome	1, 4
QCF Diploma Units	SHC21, HSC31, HSC3045, HSC3065, SHC51
Common Induction Standards	7

Who should attend

Staff, Parents and Carers of adults with learning disabilities whose behaviour can cause concern or be described as challenging i.e. behaviours that can negatively impact upon the quality of life and well-being of the person and/or their supporters. This training is provided by the Behaviour Support Team (Psychology Service), Community Learning Disability Service.



Overview

The positive behaviour courses 1-3 aim to equip staff, parents and carers with the skills and knowledge to support adults with learning disabilities whose behaviour can challenge. The assessment and intervention workbook involves work between each day and must be completed appropriate to the needs of the individual that has been focused on for a certificate to be awarded. This course contains a theory test on day 3 and presentations to the rest of the group. **All 3 days should be attended in order to avoid confusion and maximise usefulness.**

Benefits and learning outcomes to you and the organisation

By the end of each day you will be able to:

Day1: Assessment

- Identify what is meant by “Positive Behaviour Support” and why it is necessary
- Define the term challenging behaviour and give examples of reasons for its development and the contexts in which it occurs
- Explain the importance of focusing on happiness and quality of life outcomes as well as the reduction of challenging behaviour as aims of intervention
- Know what a functional assessment entails

Day 2: Proactive intervention

- Describe a range of proactive intervention strategies and assess their level of usefulness with regard to the focal person
- Explain that to change and reduce challenging behaviour, intervention must occur at times when the challenging behaviour is not occurring

Day 3: Reactive Intervention & Physical Interventions

- Describe a range of reactive strategies that can be used to support individuals who may challenge during difficult times
- Pass the theory test
- Pass a group assessment of physical intervention techniques
- Present your finished assessment and intervention workbook to the rest of the group with a focus on interventions considered / planned

Dates for day 1	Dates for day 2	Dates for day 3
01 May 2014	12 June 2014	23 July 2014
17 September 2014	08 October 2014	04 November 2014
13 January 2015	10 February 2015	17 March 2015

Personal Relationships & Sexuality and Adults with Learning Disabilities – The Practitioner’s Role

Why do this course?	If you are supporting adults who are sexually active or undertaking sex education work
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Valuing People Now (2009) BHCC Personal Relationships & Sexuality Policy
Adult Social Care Outcome	1, 6
QCF Diploma Units	NA
Common Induction Standards	NA

Who should attend

Staff and carers supporting adults with learning disabilities who are sexually active or likely to be sexually active.



Overview

This course will equip participants with the knowledge and skills to:

- Undertake sex education work with people with learning disabilities
- Support people with learning disabilities with sexual health

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Name sex education resources and develop ideas of how to use them
- Develop ideas for delivering a sex education programme
- Identify risky sexual behaviour
- Advise people on keeping safe
- Provide information on meeting the diverse sexual needs of people with learning disabilities
- Identify when capacity is present and when to seek specialist advice on capacity
- Manage issues of capacity, risk and duty of care

Duration: 2 days

Dates

07 & 08 May 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As needed
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 4
QCF Diploma Units	SHC22, HSC027, SHC32, HSC037
Common Induction Standards	7

Who should attend

Staff, parents and carers of people with learning disabilities interested in the “conditions and processes that contribute to the flourishing or optimal functioning of people”. This training is provided by the Behaviour Support Team (Psychology Service) Community Learning Disability Service



Overview

This course asks some big questions

- What is Happiness?
- Am I Happy?
- Are the people I care about Happy?
- Can we measure Happiness?
- What are positive psychology interventions and can they increase life satisfaction?
- Can these interventions be used to increase positive outcomes for people with learning disabilities?

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Define what is meant by the terms “happy” and “subjective well-being”
- Describe recent examples of research into the study of the conditions and processes that make life most worth living
- Explain how happiness can be measured and have experience of completing questionnaires / self-reports
- Describe your understanding of which positive psychology interventions have been shown to positively affect levels of subjective well-being
- Recognise that some happiness is volitional; determined by our behaviour attitudes and thoughts

Duration: 1 day

Dates
23 September 2014
01 December 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Supporting Good Health in Adults with Learning Disabilities

Why do this course?	If you support adults with learning disabilities
When should you do this course?	As required
Recertification needed	N/A
National/Local Directive	N/A
Adult Social Care Outcome	1,4,6
QCF Diploma Units	LD308
Common Induction Standards	7

Who should attend

This is a one day intensive course designed for carers and support staff working with adults with learning disabilities in residential, supported living services and day services.



Overview

Attendees will leave the day feeling confident that they have the skills and knowledge to help people with learning disabilities maintain their health in crucial areas.

The day is tailored to address needs identified from local annual health checks, issues arising from referrals to specialist learning disability services and dilemmas raised by support staff from social care on how best to maintain and support good health.

The day will consist of a mix of workshops, presentations, and information sharing.

The key topics to be covered will include:

- Capacity & consent – medical treatment, enabling healthy choices
- Key health issues – e.g. physical activity, cancer screening, foot health and eye care
- Basic Personal Care Checklist – a tool to support good personal care inc. personal hygiene, oral health, shaving, fingernail & toenail care, and hair care
- Carer roles & responsibilities – preparation for health appointments, health action planning, and follow up
- Signposting to local health & health promotion services

Attendees will receive a range of resources and tools on the day – this will include information on local services and key health tools recommended by the Community Learning Disability Team, some of which may support services in evidencing their achievement of CQC standards. Packs of easy read information will also be available for attendees to take away to use with their service users.

Some local health promotion services will also be in attendance, giving attendees the opportunity to make new contacts and develop their understanding of the local services available.

Attendees will be expected to share learning from the day with their colleagues, and follow up will take place to measure what impact the training has had.

Duration: 1 day

Date
01 October 2014

Good Support for People with Learning Disabilities

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	Local/HR policy
Adult Social Care Outcome	1
QCF Diploma Units	LD201
Common Induction Standards	N/A

Who should attend

People from mainstream services that may come into contact with people with a learning disability

Overview

This course is for staff that may come into contact with people with a learning disability in the course of their work and would like to know more about having a learning disability, how it affects people, and some of the barriers faced by people with a learning disability. Participants will hear about recent developments in the quality and type of support for people with learning disabilities.



Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Explain what is meant by the term 'learning disability'
- Describe some of the effects of having a learning disability on individuals
- Consider some of the barriers faced by people with a learning disability
- Describe the key points to offering good support to people with learning disabilities
- Consider how your service might impact upon people with learning disabilities
- Have identified actions to enhance the support you offer to people with learning disabilities

The course will move from a diagnostic definition of learning disability to give a much more personalised insight into what it is like to have a learning disability, and some of the barriers faced by people with learning disabilities. The course will also provide people with an overview of *Valuing People Now*, the Government's vision for people with a learning disability, with an emphasis on Health, employment, housing, leisure and hate crime/safeguarding

Duration: ½ day

Dates
12 December 2014 am

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Alcohol, Substance Misuse and Capacity

Why do this course?	If you work with people to whom this applies
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1,4,6
QCF Diploma Units	ASM1
Common Induction Standards	N/A

Who should attend Who should attend:

Social Workers, Provider Managers, Assessment staff, OT's, Police, Health Staff



Overview: An in depth discussion on the issues relating to alcohol and substance misuse in adults focusing on the links to the Mental Capacity Act, the Mental Health Act and Safeguarding Adults at Risk

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to: -

- Discuss how alcohol and substance misuse can in impact on an individuals decision making
- Consider how the MCA and the MHA can affect those with substance misuse and alcohol problems
- Discuss Safeguarding in the context of substance misuse and alcohol abuse
- Consider appropriate interventions when offering services to people with SMU and alcohol problems
- Discuss dual diagnosis in relation SMU/alcohol and mental health problems
- Discuss roles and responsibilities in relation to multi-agency working

Duration: 1 day

Date

23 April 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If you work with someone who has depression
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1,4,6
QCF Diploma Units	N/A
Common Induction Standards	7

Who should attend

Those who work with service users who have depression



Overview

Depression is extremely common in our society and has often been regarded as a difficult and complex illness. Recent research has shed new light on why people get depressed and stay depressed. This course will look at some of the new approaches which can help support someone with depression

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Discuss the different types, causes, signs and symptoms of depression
- Be aware of current research on depression and depression management
- Explore new approaches to depression management
- Develop depression management skills
- Develop a personal action plan to maintain continuous improvements

Duration: 1 day

Dates
18 November 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Mental Health Awareness

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Priority	1, 3
QCF Diploma Units	SHC23, SHC33, CMH 301, CMH 302, SHC53
Common Induction Standards	4, 7

Who should attend

Those who encounter people that may be experiencing mental distress who wish to be better informed as to how they can help



Overview

An opportunity to discuss the different aspects of mental illness and how you can help someone presenting with these difficulties

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Discuss the prevalence of mental health issues and related stigma
- Recognise different kinds of mental distress
- Provide help and signposting for someone in mental distress
- Enhance the well being of others including those you support
- Develop communication skills to support the people you work with

Duration: half day

Dates
06 May 2014 am
23 July 2014 pm
19 September 2014 am
03 November 2014 pm
19 January 2015 am
09 March 2015 pm

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Dual Diagnosis

Mental Health and Learning Disability

Why do this course?	If you work with someone who may have dual diagnosis
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Priority	1,4,6
QCF Diploma Units	N/A
Common Induction Standards	N/A

Who should attend Front line staff from both Learning Disability and Mental Health Services

Overview:

An opportunity to explore the complex issues relating to Dual Diagnosis – Learning Disability and Mental Health



Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Discuss why people with learning disabilities are at greater risk of developing mental health problems
- Recognise signs and symptoms of mental ill health in someone with a learning disability
- Identify common mental health problems and learning disabilities
- Explain ways of promoting good mental health
- Discuss good practice in working with dual diagnosis

Duration: 1 day

Dates
21 July 2014
12 February 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Older People and Mental Health

Why do this course?	If you work with older people with mental health difficulties
When should you do this course?	When appropriate
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Priority	3
QCF Diploma Units	CMH301, CMH302
Common Induction Standards	7

Who should attend

Those working with older people in adult social care, Housing and mental health services



Overview

This course focuses on functional mental health difficulties, such as depression, psychosis and other disorders, among older people. This is commonly either older adults who have a history of mental health conditions (mood disorders, schizophrenia and other serious disorders) or those who have developed difficulties at a later stage (depression and substance misuse). Participants will have the opportunity to explore the connections between age and mental well being, and to consider the evidence in terms of social and psychiatric outcomes.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Have an awareness of the most common functional mental health difficulties that effect older people
- Understand the links between older people, depression and substance misuse
- Understand the issues associated with an aging population, and how this effects the transition of service users from adult to older people services
- Understand the social exclusion and diversity issues associated with older people's mental health
- Understand the impact of your own beliefs and values on your response and actions as a worker

Duration: 1 day

Dates
18 November 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 3
QCF Diploma Units	CMH301, CMH302
Common Induction Standards	1, 5, 7

Who should attend

People from adult social care, learning disability, mental health and housing services who have some experience of working with people with mental health issues and challenging behaviours



Overview

This one day course aims to dispel the myths around personality disorder. It also offers an opportunity to challenge our own assumptions and beliefs and to learn about current thinking and approaches from a clinical perspective and personal narratives.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Define what is meant by personality disorder
- Explain the DSM-IV personality disorder cluster system
- Describe other models and theories of personality disorder
- Identify some useful treatments and therapeutic interventions
- Identify principles of good practice when working with someone with a personality disorder
- Name local contacts and resources and referral options
- Name national resources, including user led, academic and government reports and websites

Duration: 1 day

Dates
11 June 2014
16 October 2014
23 February 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Schizophrenia

Why do this course?	If your job requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Priority	1, 3
QCF Diploma Units	CMH301, CMH302
Common Induction Standards	1, 5, 7

Who should attend

Those who work with someone who may have a diagnosis of schizophrenia or who are interested in developing their knowledge on the subject



Overview

To raise awareness about schizophrenia and how it affects people with a view to developing skills which can support individuals

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Be aware of how someone with schizophrenia might behave and how they may experience symptoms
- Discuss the treatment options including psychological therapies
- Develop and practice skills which can support someone with schizophrenia
- Be aware of the difficulties faced by someone with schizophrenia and how you can support them

Duration: 1 day

Dates
02 December 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	1, 3
QCF Diploma Units	CMH301, CMH302
Common Induction Standards	1, 5, 7

Who should attend

Those working with vulnerable adults in a range of health and social care settings, who may encounter and need an awareness of suicidal thinking and behaviour.

Overview

This course will consider the issue of suicidal behaviour and ideation (thinking), and will provide the opportunity for workers to explore key issues, risks and values associated with suicide. Social, psychological, cultural and medical responses will be explored, and participants will be provided with practical strategies to help them to better support individuals.

Benefits and learning outcomes for you and the organisation

By the end of the course you will be able to:

- Have an awareness of the signs and symptoms of suicidal ideations and behaviours
- To understand the key risks associated with suicidal ideation and recognise when action is required to preserve life
- To understand the links between suicide, self-harm, mental and physical health
- To understand the social, psychological and cultural implications of suicide
- To identify the impact of your own beliefs and values on you actions and reactions as a worker

Duration: 1 day

Dates
16 September 2014
23 February 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Accessible Information

Why do this course?	To gain skills to produce accessible information
When should you do this course?	As required
Recertification needed	N/A
National/local Directive	Disability Discrimination Act (1995)
Adult Social Care Outcome	3
QCF Diploma Units	N/A
Common Induction Standards	3, 4, 7

Who should attend

The Equalities Act 2010 places a responsibility on anyone providing services to make reasonable adjustments to people with a disability. Such reasonable adjustments can include providing information in an accessible format. This course is relevant to anyone wishing to develop their skills and understanding of providing information in an accessible format.



Easy to read

Overview

The course is delivered by members and supporters of a local learning disability advocacy project, Speak Out. The course aims to increase your confidence and to dispel the myth that providing accessible information is the province of specialists. You will have the opportunity to hear what helps and what doesn't help in producing accessible information. Using readily available resources you will try your hand at improving the accessibility of your written material. Whilst the focus of this course is producing written information that is accessible for people with learning disabilities the tips and techniques you will learn will help you to produce materials accessible to other groups.

Benefits and learning outcomes for you and the organisation

By the end of this course you will be able to:

- Describe what helps and hinders enhancing the accessibility of information
- Identify helpful fonts, script sizes and layouts
- Describe sources of free information and images useful in making documents accessible
- Put straight forward tips and techniques into practice
- Consider making information accessible from the outset

Duration: ½ day

Dates
13 February 2015 am

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As needed
Recertification needed	N/A
National/local directive	CQC Outcomes
Adult Social Outcome	1, 4, 5
QCF Diploma Units	SSMU2.1, SSOP2.2
Common Induction Standards	3, 4

Who should attend

All staff and carers



Overview

The aim of this course is to ensure hearing people understand the needs of Deaf people and also how to address different levels of hearing loss. It is important that all Deaf awareness training promotes positive action. When hearing people accept that barriers exist between themselves and Deaf people, they will have learned through the training that positive action will help reverse the discrimination that exists.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe how discrimination limits the opportunities for Deaf people
- Identify actions which can help reduce discrimination, including:
 - * Identifying & using appropriate communication tactics and human aids
 - * Positive attitudes & avoiding inappropriate terms/discriminatory language
 - * Scope & limitations of the Equalities Act
- Recognise how deafness & attitudes to deafness affect communication
- Identify the main groups of Deaf people & the methods of communication they use/prefer
- Demonstrate an ability to use basic communication tactics
- Define the range, benefits & limitations of technical aids to communication

Duration: ½ day

Dates
4 February 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Combined Sight and Hearing Loss

Why do this course?	If your job role requires these skills
When should you do this course?	As needed
Recertification needed	N/A
National/local directive	National Minimum Standards
Adult Social Care Priority	6, 7, 8
QCF Diploma Units	HSC21, HSC24, HSC233, HSC31
Common Induction Standards	4.1, 4.2/003

Who should attend:

All staff and carers

Overview: This course is designed to give staff an opportunity to discuss the issues relating to combined sight and hearing loss and consider how best to support service users

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Identify the issues relating to combined sight and hearing loss
- Consider communication and practice a variety of communication methods
- Discuss the relevant legislation and the impact of the Mental Capacity Act
- Discuss good practice and learn safe guiding techniques
- Identify tools and services to assist someone with combined sight and hearing loss

Duration: 1day

Dates
TBA

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

The Welfare Rights Team offers a programme of training on all Welfare Benefits.

In the current programme there is training on Welfare Reform covering the new benefit called Universal Credit which replaces all benefits for working age people from October 2013. Also the new replacement benefit for Disability Living Allowance called Personal Independence Payment.

The full training programme covers:

- overview of benefits
- means testing
- housing benefit
- employment support allowance
- attendance allowance
- tax credits with calculations
- pension credit
- benefits for people with mental health needs
- debt advice
- pension credit
- refugees, asylum seekers and vulnerable migrants
- universal credit
- personal independent payment

In addition to a programme of training the team do tailor made training sessions for individual teams of ten or more people

If you are interested in applying or to request to go on the Welfare Rights mailing list, you can do this via their email: welfarerights@brighton-hove.gov.uk

Health Promotion Training

Who should attend

- primary and community health
- education
- housing
- social care
- mental health
- police and criminal justice
- voluntary organisations that support these service areas

Overview

Brighton & Hove City Council offer health promotion training. These courses support you and your organisation to develop the skills, knowledge and confidence needed to improve the health of people living in your area.

To see what training is on offer, and for more detailed course information, take a look at the [Health Promotion Guide](#). You can also download our [course calendar](#) for an overview of the training on offer by month or the [Health Promotion Poster](#). If you are looking at a hard copy of the programme these links can all be accessed via www.brighton-hove.gov.uk/healthpromotion

Substance misuse courses	Behaviour change courses
Ageing & Alcohol Alcohol Screening Brief Interventions Alcohol Substance Misuse and Capacity Blood Borne Viruses, Safer Injecting & Vulnerable Populations Cannabis: All You Need To Know Domestic Abuse Substance Misuse Drug and Alcohol Basic Awareness Dual Diagnosis - Mental Health & Substance Misuse Legal Highs Novel Psychoactive Substances & Emerging Trends Young People & Alcohol	Supporting Behaviour Change Sexual health courses Sexual Health Basic Awareness Sexual Risk Taking Other Training Opportunities - see individual flyers for how to apply C-Card Training (issuing condoms) Oral Health Care Training Providing a Pregnancy Test

How to apply

If you would like to attend any of the courses please complete a [training application](#) and return by email to coursesforcare@brighton-hove.gov.uk

We try to allocate places to a variety of services to give you an opportunity to meet people in various health care roles. All applications are shortlisted approximately six weeks prior to the course and we will let you know whether you have been given a place at this stage.

Charging policy

Courses are free to staff who work in Brighton and Hove within one or more of the following areas:

- Health Services
- Higher Education (colleges, sixth forms, universities)
- Community and Voluntary Sector
- Adult social care providers across the city
- Brighton & Hove City Council

A fee of £50 is levied against any places that are lost due to non-attendance. If you are given a place but are unable to attend we require at least five working days' notice so that we can allocate the place elsewhere. Substitution of a colleague at late notice is acceptable.

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	As required to update
National/local directive	-
QCF Diploma Units	-
Common Induction Standards	-

Who should attend

This workshop is for managers and senior staff responsible for the induction of new staff, staff changing roles and those staff entering your employment who are new to social care

Overview

The Common Induction Standards were launched at the end of September 2006 by *Skills for Care* and replaced the *TOPSS* Induction Standards. Managers are responsible for ensuring all new care staff (and those changing roles or levels of responsibility) achieve the Common Induction Standards within 12 weeks of starting their new role

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe the six key standards and your role and responsibilities within staff induction
- Explain the importance of a good induction process
- Know how to use the CIS in your organisation
- Tips and ideas on how to assess and measure knowledge and understanding against the key standards before staff can work unsupervised and how best to support staff during this process.
- Tools to record, document and monitor individual staff induction

Duration: ½ day

Dates
27 October 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Developing as a Manager

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	As required to update
National/local directive	-
QCF Diploma Units	-
Common Induction Standards	-

Who should attend

Managers and senior staff who are new to a management role.

Overview

The day is designed to develop your understanding of your management role and responsibilities and to support your development in that role

The workshop will provide practical strategies for managing many of the issues that arise when someone is new to a management role.

This will include the following as well as areas identified by you and other participants

- Being an effective role model within your organisation
- Applying different leadership and management styles to practice
- Effective planning and allocating work activities
- Delegating effectively to maximise efficiency and motivation
- Being an assertive manager when negotiating with others and managing conflict
- Implementing, monitoring and evaluating policies and procedures
- Motivating and developing others through effective supervision
- Managing yourself – time and conflicting demands
- Using reflective practice to develop yourself and others

You will have the opportunity to discuss issues you face and to explore a range of options to address these.

Benefits and learning outcomes to you and the organisation

The programme will provide you with some practical strategies to support your development in a management role. It will also provide you with the understanding of how the use of different leadership and management styles can effect the desired changes.

The workshop will also enable you to identify your development needs and write a development plan to meet those needs

Duration:

Dates
19 November 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	As required to update
National/local directive	CQC Essential Standards
QCF Diploma Units	NVQ4: HSC43, HSC440 RMA: O3, C10, C13
Common Induction Standards	NA

Who should attend

Managers and senior members of staff who supervise employees working in adult social care.

Overview

Effective appraisal is vital to efficient management. This workshop will help managers understand how the appraisal process works, how it benefits both organisation and individuals and how to implement an appropriate system that recognises performance as well as identifying training needs of all staff on an annual basis.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Explain the supervision and appraisal process
- Explain the role of a supervision meeting and know how to contract a supervision agreement
- Describe the procedures for recording and confidentiality in supervision
- Recognise how "Appraisal" affects the individual

Duration: 1 day

Dates
02 May 2014
08 July 2014
21 October 2014
04 February 2015

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Quality Assurance – meeting standards and demonstrating outcomes

Why do this course?	Recommended to help understand the Essential Standards and how to meet outcome 16 Quality Assurance
When should you do this course?	As required
Recertification needed	N/A
National/local directive	CQC Essential Standards of Quality and Safety
Adult Social Care Outcome	1, 3, 4
QCF Diploma Units	HSC3020
Common Induction Standards	1, 5, 6

Who should attend

Managers of services that have a role in contributing to the quality of service



Overview

For all services this course will help you to identify good practice in achieving quality outcomes and to measure how well your service is doing. For services registered with the CQC this course will also help to meet quality assurance requirements of the Essential Standards of Quality and Safety in particular outcome 16. It will also assist in understanding the methodology of the CQC, as well as their requirements for gathering information and completion of the Provider Compliance Assessment Audit tool.

This course looks at a variety of quality assurance methods and how these methods of feedback should be used to assist quality improvement.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Describe the role and function of CQC inspectors, the CQC review process and your own role in quality monitoring and improvement
- Use the Essential Standards and Regulations as a reference tool
- Describe how your service can demonstrate that the CQC Outcome Standards are met
- Recognise the ways that quality assurance, and people using services, can contribute to quality improvement
- Know how to meet Outcome 16 of the Quality Assurance Essential Standards
- Meet outcome 16 of the Quality Assurance Essential Standards or demonstrate good practice and quality outcomes for non-registered services

Duration: 1 day

Dates

18 September 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Why do this course?	Requirement for job role
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	N/A
QCF Diploma Units	N/A
Common Induction Standards	7

Who should attend

This course is specifically aimed at managers, assistant managers or seniors who investigate and respond to complaints in adult social care assessment and provider services.



Overview

Complaints are a valuable source of information telling us what people in general think about our services. Complaints that are responded to in a meaningful way can improve the way services are viewed. This sort course will help managers produce effective responses and will demonstrate how to identify and implement service improvements.

Benefits and learning outcomes to you and the organisation

By the end of the course you will be able to:

- Understand policy and procedure for handling complaints
- Identify and define the complaint
- Understand how to undertake interviews and analyse documentation and evidence to inform your investigation
- Describe the emotional issues experienced by complainants raised by the complaints investigation
- Provide quality responses and options to achieve resolution
- Use complaints for service improvement in the workplace

Duration: 1 day

Dates
15 September 2014

[Click to Apply](#)

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Train the Trainer

Why do this course?	If your job role requires these skills.
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	N/A
QCF Diploma Units	N/A
Common Induction Standards	N/A

Who should attend

This course is for those who are new to the role of training and facilitating groups.

Staff who deliver training in their job and would like to know how to improve and get the most from their training delivery.



Participants must either deliver or be expecting to deliver training in the near future. Participants will be expected to deliver a 5 minute training section as part of the course.

This course is **not** suitable for staff seeking **presentation skills training**.

Overview

This course is a one day highly interactive programme introducing you to the key skills, processes and practices required to train and facilitate groups.

Benefits and learning outcomes to you and the organisation

By the end of this course you will be able to:

- Write clear learning objectives
- Prepare a session plan
- Explain learning styles
- Adapt learning materials to meet different learning styles
- Present a training session to colleagues and obtain feedback
- Evaluate training

Duration: 1 day

Dates
15 April 2014
25 June 2014
15 September 2014
27 November 2014
30 January 2015
13 March 2015

NB: Participants who would like presentations skills training please contact:

bola.ajani@brighton-hove.gov.uk 01273 290539

Fees and non-attendance

Course attendance is free, non attendance or cancellation within 5 working days will result in a fee of £50

Practitioners Alliance for Safeguarding Adults

- Meet colleagues from cross sector organisations
- Two-way feedback with Brighton & Hove Safeguarding Adult Board
- Help promote positive outcomes for Adults at Risk
- Hear from key speakers about current issues
- Legislation updates
- Share ideas, ask advice
- Share materials, advice for inducting / training members of staff
- Free opportunity for care workers and other professionals at any level



The network is supported by PASA (Practitioners Alliance for Safeguarding Adults) who support other networks around the country helping to develop practice-based interventions and to generate positive outcomes in working with vulnerable adults. For more information about PASA UK visit <http://www.pasauk.org.uk/home>

The Brighton & Hove PASA group have been meeting for 7 years. The group has a diverse membership with people attending from housing, social care services, community and voluntary groups.

Over the last year the PASA group have invited speakers and identified key topics including; updates on legal changes such as the Care Bill, case study discussion on Self Neglect; and feedback from the local Safeguarding Adults Board

The local PASA meeting is a friendly, self managed group, which provides a great opportunity for learning and discussing common issues. Future planned meeting dates are:

Meeting dates 2014:	All meetings 2 – 3.45pm, Age UK Offices Prestonville Road
Monday 14 April	
Friday 20 June	
Monday 15 September	
Monday 8 December	

If you would like to be added to the circulation list for information on future PASA meets, please let Abigail Smith know by emailing abigail.smith@brighton-hove.gov.uk or phoning 01273 296185

“Makes me feel more confident when dealing with Safeguarding Adults issues and a place to check things out”

“One of the most useful meetings. We all come across situations and it’s a place to check what we know and what we don’t and focus on key issues”

“A really good place to network and a safe place to talk seek advice & update”

Comments from PASA group members

“It is an opportunity rather than a formal training session to ask my questions and share information and issues”

“I was nominated to attend what I thought would be another meeting..... I found the meeting really informative, informal and useful”

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Tri-x Adult Social Care Services [Procedures Manual](#) No longer requires a password!

Edition 8 of the Adult Social Care Services Procedures Manual' is now live. The manual provides: -

- information under relevant headings and structured chapters
- individual 'team sites' for nominated staff teams
- more detailed descriptions of ASC teams, integrated ASC and health teams and functions; and
- useful links to web pages on our external website as well as corporate policies

Check out the 8th Edition, which has had, the password lifted (except for the forms section, which is as follows: user name is 'adults' and the password for all is "password").

<http://brightonadults.proceduresonline.com/index.htm> check it out today (it is web accessible so you can access from home also)

If you notice any errors, inaccuracies or minor amendments to be made, please email these to tri-x.policies@brighton-hove.gov.uk

Notes:

A Governance review panel made up of Senior Managers continues to meet quarterly to review any new policies/procedures to be included in the twice yearly updated editions. Any new policies will be signed off at Senior Manager level 'Network meetings', chaired by Denise D'Souza, Director of Adult Social Care.

All information in this edition is up to date and can be used as evidence for audits and inspections etc. This edition also includes an excel spreadsheet of when each policy/procedure was updated and includes a yearly review date and lead. Reminders are sent to relevant leads every six months, and carried out twice yearly to coincide with updated editions of the manual.

If you would like the Tri-x leads (Commissioning & Support team) Pam Lelliott and Marnie Naylor to attend your staff meeting, please contact Pam to arrange this.

For more information or to provide feedback, please contact Marnie Naylor, Performance and Development Officer on x6033. Or email tri-x.policies@brighton-hove.gov.uk

Level 2 Unit in Dementia Awareness

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	National Dementia Strategy (2009) Mental Capacity Act (2005) All relevant local policies
Adult Social Care Priority	1, 4
QCF Diploma Units	DEM201
Common Induction Standards	3, 7,

Who should attend

Those working in Older People's services



Overview

This QCF unit is a mandatory unit of the Dementia Pathway on the Level 2 Diploma in Health and Social Care. Participants who undertake the Dementia Awareness course, and work in an Older People's setting, will be given a workbook to complete at the end of the one-day course. The workbook will ask you to apply what you learn on the day and give you links to further research on dementia.

Benefits and learning outcomes to you and the organisation

By the end of the workbook you will:

- Achieve the QCF Level 2 unit DEM201 Dementia Awareness
- Define dementia
- Give examples of types of dementia
- Describe the Medical and Social models of dementia
- Explain why dementia should be viewed as a disability
- Describe how attitudes and behaviours of others may impact on people with dementia
- List the potential factors that contribute to development of dementia
- Recognise signs and symptoms of dementia
- Describe how other conditions may be mistaken for dementia

Duration: Those attending and completing the unit are expected to complete their workbook and achieve their DEM201 Unit within one month of undertaking the Dementia Basic Awareness course.

Dates
See Dementia Awareness course dates

To apply you need to apply for the Dementia Awareness course using the standard [request form](#) stating that you wish to complete the level 2 unit

You will be contacted about undertaking the workbook when you are confirmed onto the course. Any questions please contact Lindsey.cockram@brighton-hove.gov.uk

Charges: Free

Why do this course?	For staff working in adult social care
When should you do this course?	To be started within first 12months in post
Recertification needed	N/A
National/local directive	CQC recommendation
Adult Social Care Priority	N/A
QCF Diploma Units	All Level 2 and some Level 3 HSC units
Common Induction Standards	Maps to all CIS

Who should attend

All staff in care services unless they already have the NVQ2 or above in Health and Social Care or a Nursing qualification.



Staff who work unsupervised can go straight on to the Level 3 Diploma in Health and Social Care. Please speak to your manager about which is suitable for you.

Overview

The QCF Level 2 Diploma Health & Social Care award comprises of knowledge and competency units that assesses the skills, knowledge and ability needed by care staff working within care services. This qualification recognises competency, best practice and excellence of care with the awarding of units on the basis of evidence of practice provided by candidates.

Benefits and learning outcomes to you and the organisation

By the end of the programme you will:

- Achieve Level 2 Diploma in Health & Social Care
- Demonstrate competency in care provision and awareness of service issues.
- Have completed nine core units covering the following:
Personal development, Communication, Equality and Inclusion, Duty of care, Role of health and social care worker
Health and safety, Person-centred support, Handling information, Safeguarding of vulnerable adults
- Then follow a specific pathway dependent on your job role, either:
Learning Disability pathway, Dementia pathway, Generic pathway

Duration: Completion is expected within 6-9 months

Release required

4.5 taught sessions (1 day each)

Study leave required

½ day per month

Dates for April 2014 course: TBC closing date end of February 2014	Dates for September 2014 course: TBC closing date end of July 2014
---------------------------------------------------------------------------------	------------------------------------------------------------------------------

Charges: £1400 to be paid prior to enrolment

Level 2 or 3 Diploma Business & Administration

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	N/A
QCF Diploma Units	N/A
Common Induction Standards	N/A

Who should attend

Administration staff



Overview

The Council is committed to supporting the continuing professional development of administrative staff within Adult Social Care Services.

The QCF Diploma in Business & Administration comprises of knowledge and competency units and assesses the skills; knowledge and ability needed by administration staff working within care services. This qualification recognises competency, best practice and excellence of business administration with the awarding of units on the basis of evidence of practice provided by candidates.

Benefits and learning outcomes for you and the organisation

By the end of the programme you will:

- Achieve Level 2 or Level 3 Diploma in Business & Administration
- Demonstrate competency in business administration and awareness of service issues.
- Have completed the following core units:
 - Manage own Performance in a Business Environment
 - (*Evaluate) Improve own Performance in a Business Environment
 - Work in a Business Environment
 - Communicate in a Business Environment
- Completed optional units appropriate for your job role

*Level 3

Duration: Completion is expected within 6-9 months

Release required

None (all undertaken in the workplace)

Study leave required

½ day per month

Dates
Programmes start on a rolling basis. Apply at any time.

Charges: £1300 to be paid prior to enrolment

Why do this course?	Those working in adult social care
When should you do this course?	To be started within first 12months in post
Recertification needed	N/A
National/local directive	CQC recommendation
Adult Social Care Outcome	N/A
QCF Diploma Units	All Level 3 HSC units
Common Induction Standards	Maps to all CIS

Who should attend

Those working in adult social care services.



Overview

The QCF Level 3 Diploma Health & Social Care award comprises of knowledge and competency units that assesses the skills, knowledge and ability needed by care staff working within adult care services. This qualification recognises competency, best practice and excellence of care with the awarding of units on the basis of evidence of practice provided by candidates.

The course is taught alongside the Level 2 Diploma in Health and Social Care. If you have already attended taught sessions for the Level 2 Diploma recently (Please indicate on your application form) then you will not need to attend these again for the Level 3.

Benefits and learning outcomes to you and the organisation

By the end of the programme you will:

- Achieve Level 3 Diploma in Health & Social Care
- Demonstrate competency in care provision and awareness of service issues.
- Have completed nine core units covering the following: Personal development, Communication, Equality & inclusion, Duty of care, Role of health and social care worker, Health and safety, Person-centred support, Handling information, Safeguarding of vulnerable adults
- Follow a specific pathway dependent on your job role, either:
Learning Disability pathway, Dementia pathway, Generic pathway

Duration: Completion is expected within 6-9 months

Release required

4.5 days taught sessions

Study leave required

½ day per month

Dates for April course: Starts 24 th April + 4 taught sessions closing date end of February 2014	Dates for September course: TBC closing date end of July 2014
---------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

Charges: £1630 to be paid prior to enrolment

Level 2 Diploma Food Processing

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Priority	N/A
QCF Diploma Units	N/A
Common Induction Standards	N/A

Who should attend

Chefs, cooks and staff in adult social care.



Overview

The QCF Level 2 Diploma Food Processing comprises knowledge and competency units and assesses the skills, knowledge and ability needed by kitchen staff working within Adult Social Care services. This qualification recognises competency, best practice and excellence of food preparation and cooking with the awarding of units on the basis of evidence of practice provided by candidates.

Benefits and learning outcomes for you and the organisation

By the end of the programme you will:

- Achieve Level 2 Diploma in Food Processing
- Demonstrate competency in food processing and awareness of service issues
- Complete the following core units
 - Maintain food safety when storing, preparing and cooking food
 - Working effectively as part of a hospitality team
 - Maintenance of a safe, hygienic and secure working environment
- Completed optional units appropriate for your job role

Duration: Completion is expected within 12 months

Release required

None

Study leave required

½ day per month

Dates
Programmes start on a rolling basis. Apply at any time.

Charges: £1200 to be paid prior to enrolment

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Outcome	N/A
QCF Diploma Units	N/A
Common Induction Standards	N/A

Overview

The QCF Level 3 Certificate in Advice & Guidance comprises of knowledge and competency units and assesses the skills, knowledge and ability needed by those who provide advice and guidance working within care services. This qualification recognises competency, best practice and excellence of advice and guidance with the awarding of units on the basis of evidence of practice provided by candidates.



Benefits and learning outcomes for you and the organisation

By the end of the programme you will:

- Achieve Level 3 Certificate in Advice & Guidance
- Demonstrate competency in advice & guidance and awareness of service issues.
- Have completed the following core units:
 - Establish communication with clients for advice and guidance
 - Support clients to make use of the advice and guidance service
 - Review own contribution to the service
 - Understand the importance of legislation and procedures
- Completed optional units appropriate for your job role

Duration: Completion is expected within 6-9 months

Release required

None (all undertaken in the workplace)

Study leave required

½ day per month

Dates
Programmes start on a rolling basis. Apply at any time.

Charges: £800 to be paid prior to enrolment

L3 Award in Education and Training

Why do this course?	If your job role requires these skills e.g. you are a trainer.
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
Adult Social Care Priority	N/A
QCF Diploma Units	N/A
Common Induction Standards	N/A

Who should attend

Those who provide training as part of their working role and who do not currently have an equivalent qualification in teaching e.g. City & Guilds 7303, CertEd, PGCE, PTLLS.



Overview

L3 Award in Education and Training is suitable for anyone who is starting out in teaching/training or who has experience in this field and needs to gain this initial qualification. The course offers basic skills in: lesson planning, delivering sessions, education policy and legislation, functional skills and managing people.

Benefits and learning outcomes to you and the organisation

By the end of the programme you will be able to:

- Recognise the different roles, responsibilities and relationships in education and training
- Understand and use inclusive teaching and learning approaches in education and training
- Understand assessment in education and training

Duration: 6 days

Dates
19 March 2014
24 March 2014
25 March 2014
3 April 2014
23 April 2014
28 April 2014

Candidates must attend all 6 days.

The closing date for applications is: **Wednesday 5 February 2014**

Charges: £300 to be paid prior to enrolment

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
National/local directive	New framework established around Skills for care and Skills for Health and with reference to National Occupational Standards -Equality and Diversity -Autism strategy with a focus on social interaction
Adult Social Care Priority	1, 2, 3
QCF Diploma Units	LDS310
Common Induction Standards	

Who should attend

Those working in learning disability services who have not already undertaken this unit as part of the Level 3 Diploma in Health and Social Care.



Overview

This QCF unit is part of the Learning Disability Pathway on the Level 3 Diploma in Health and Social Care. Participants who undertake the Autism Spectrum Level 3 courses, and work in a Learning Disability setting, will be given the opportunity to complete a workbook. The workbook will ask you to apply what you learn on the day and give you links to further research on Autistic Spectrum conditions. Once completed and returned, the workbook will be assessed and the candidate will gain a QCF Level 3 unit in *Understanding how to support individuals with Autistic Spectrum Conditions*.

Benefits and learning outcomes to you and the organisation

By the end of the workbook you will:

- Achieve the QCF Level 3 unit LDS310

Duration: Staff are expected to complete their workbook and achieve their LDS310 Unit within one month of completing both Autism Spectrum level 3 courses.

Dates
See <i>Autism Spectrum & Social Interaction</i> and <i>Autism Spectrum & Sensory Issues</i> course dates

To apply you need to apply for the Autism Spectrum courses using the standard request form. Once you have a place on the course you should contact coursesforcare@brighton-hove.gov.uk to let us know that you would like to undertake the accreditation and we will ensure you are given the workbook to complete.

Charges: Free

Level 5 Diploma Leadership for Health & Social Care

Why do this course?	Statutory for Registered Managers in ASC
When should you do this course?	To be started within first 12 months in post
Recertification needed	N/A
National/local directive	CQC recommendation
Adult Social Care Priority	N/A
QCF Diploma Units	All Level 5 Leadership in HSC units
Common Induction Standards	Maps to all CIS

Who should attend

- Staff in Registered Manager posts (Management and Registered Management pathways). The Management/Residential Management pathway is also offered as a development opportunity for Assistant/Deputy Managers and Managers of Non-registered services.
- Care Managers (Advance Practitioner pathway)



Overview

The Level 5 Diploma in Leadership for Health & Social Care comprises of knowledge and competency units and assesses the skills, knowledge and ability needed by senior staff and managers. These qualifications recognise competency, best practice and excellence of care, management & leadership with the awarding of units on the basis of evidence of practice provided by candidates. It is a statutory requirement that staff in Registered Manager posts hold the Level 5 Diploma in Leadership for Health & Social Care Residential Management or Management Pathway.

Benefits and learning outcomes to you and the organisation

By the end of the programme you will:

- Achieve Level 5 Diploma in Leadership for Health & Social Care
- Meet statutory requirements and/or National Occupational Standards
- Demonstrate competency in care provision and awareness of service issues.
- Have completed the following five core units:
 1. Use and develop systems that promote communication
 2. Promote professional development
 3. Champion equality, diversity and inclusion
 4. Develop health and safety and risk management policies procedures and practices in health and social care or children and young people's settings
 5. Working in partnership in health and social care
- Then follow a specific pathway dependent on your job role, either:
Residential Management pathway, Management pathway or Advanced Practitioner pathway

Duration: Completion is expected within 12 months

Release required

1 x introductory session (½ day)
4 x taught sessions (1 day each)

Study leave required

1 day per month

Dates for September 2014 course:

TBC
closing date for applications: end of July 2014

Charges: £1500 to be paid prior to enrolment

Training Providers

The following providers may be able to provide Literacy, Numeracy, ESOL and IT courses from pre-entry to level 2. Please contact the provider for current information.

<p>City College Brighton & Hove Pelham Street, Brighton BN1 4FA Tel: 01273 667788 Fax: 01273 667703 Web: www.ccb.ac.uk Email: info@ccb.sc.uk</p>	<p>Community Learning Courses Web: Communitylearning@brighton-hove.gov.uk http://www.brighton-hove.gov.uk/content/children-and-education/adult-learning/community-learning-team Tel: 01273 294287</p>
<p>Varndean College Surrenden Campus, Surrenden Road, Brighton BN1 6WF Tel: 01273 508011 Fax: 01273 884186 Web: www.varndean.ac.uk Email: office@varndean.ac.uk</p>	<p>Friends Centre 23 Vine Street, Brighton BN1 4AG Tel: 01273 810210 Fax: 01273 810211 Web: www.friendscentre.org Email: info@friendscentre.org</p>
<p>Brighton Hove & Sussex Sixth Form College 205 Dyke Road, Hove BN3 6EG Tel: 01273 552200 Fax: 01273 563139 Web: www.bhasvic.ac.uk Email: info@bhasvic.ac.uk</p>	<p>Sussex Downs College 1 Mountfield Road, Lewes, BN7 2XH Tel: 01273 483188 Fax: 01273 478561 Web: www.sussexdowns.ac.uk Email: info@sussexdowns.ac.uk</p>
<p>Portslade Adult Learning 6th Form Centre, High Street, Portslade BN41 2PG Tel: 01273 422632 Fax: 01273 422129 Web: http://moodle.portslade.org/ Email: comed@paca.uk.com</p>	<p>Learndirect Tel: 0800 100900 Web: www.learndirect.co.uk</p>
<p>Move On offers a direct approach to promotion, engagement and delivery that highlights opportunity for all rather than need for some. It describes the benefits that learning and qualifications can bring, and encourages people to believe that they can progress. Further information at www.moveon.org.uk</p>	<p>Whitehawk Inn The Whitehawk Inn, Whitehawk Rd, Brighton, BN2 5NS Tel: 01273 682 222 Fax: 01273 647 172 Web: www.whinn.org.uk email: whitehawkinn@whinn.org.uk</p>

Definitions:

Literacy: Ability to read and write. The term may also refer to familiarity with literature and to a basic level of education obtained through the written word

Numeracy: an ability to handle numbers and other mathematical concepts

ESOL: English for Speakers of other Languages. If English isn't 'our main language, you can do a course to help you improve your English. ESOL courses cover: Speaking and listening, reading and writing, vocabulary, punctuation and grammar

Course Title (or booking code):	Preferred Date:
Name:	Line Manager (For Personal Assistants please state Employer or Care Manager name):
Workplace:	
Job Title:	Tel:
Address:	e-mail:
Postcode:	I would like notification by e-mail Y / N
	Managers/secondary email:
Service Area (Please circle or specify):	
Leaning Disabilities Older People Mental Health Other _____	
Access Do you consider yourself to have a disability? Y/N Do require any support to access this training? Y/N If yes, please detail below	
Shortlisting: (detail why you need to attend this course especially if it is a mandatory requirement for your role)	
Ethnicity (Mark one box only)	
White	White British <input type="checkbox"/> White Irish <input type="checkbox"/> Other White <input type="checkbox"/>
Black or Black British	Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Other Black <input type="checkbox"/>
Asian or Asian British	Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other Asian <input type="checkbox"/>
Mixed parentage or heritage	White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/>
	White & Asian <input type="checkbox"/> Other mixed parentage <input type="checkbox"/>
Chinese or other ethnic group	Chinese <input type="checkbox"/> Other ethnic group <input type="checkbox"/>
What is your age group? (please circle/delete as appropriate): <25 25-34 35-44 45-54 55-64 65+	Are you... Male/Female
Charging Policy Notice: Charges are from free and will be applied as advertised. A £50 charge will be levied on non-attendance or late cancellation (notice less than 5 working days) Substitution of staff at late notice is acceptable.	
Name invoice to be made to:	
Full address and Postcode for invoice:	

I have read and agree to the above charging policy notice.

Manager/ Employer: _____ Candidate: _____ Date: _____



Please return the completed form to coursesforcare@brighton-hove.gov.uk
Or Workforce Development Admin, 4th Floor, Kings House, Grand Avenue, Hove, BN3 2LS
Or Fax 01273 296186



Workforce Development Team

4th Floor Kings House, Grand Avenue
Hove BN3 2LS

Tel: 01273 29 6185 / 6184 / 5103

Fax: 01273 296186

Email: coursesforcare@brighton-hove.gov.uk



Brighton & Hove
City Council