

A core training programme to equip the Adult Social Care Workforce with the knowledge, skills, attitudes, and behaviours necessary to provide high quality care and support to Rotherham people

Rotherham Metropolitan
Borough Council

**Adult Social Care Workforce
Training Prospectus
September to December 2021**

*Service Improvement and Governance
Learning and Development
Version 1.0*

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INTRODUCTION

This Training Prospectus gives details of Rotherham Metropolitan Borough Council's Adult Social Care core training programme of short courses, distance learning qualifications and e-learning modules for staff, managers and volunteers who work with people with care and support needs across Rotherham.

We continue to commission a wide variety of learning events for you to access. The way we need to deliver training has changed and only training deemed as 'business critical' is currently being delivered in a classroom environment. All safety recommendations have been followed to ensure the venue, trainers and delegates can adhere to social distancing regulations and ensure that venues are safe to use. Other events are delivered as virtual classroom sessions.

Note – This Prospectus covers the period September 2021 to December 2021 and reflects current delivery methods.

The learning and development events and resources detailed in this Prospectus continue to meet the recommendations of Skills for Care's Core and Mandatory Training Guide, which can be accessed here:

[Core and mandatory training \(skillsforcare.org.uk\)](https://skillsforcare.org.uk)

THE ADULT SOCIAL CARE CORE TRAINING PROGRAMME

This Prospectus details the core training programme available from Rotherham Metropolitan Borough Council to adult social care providers, volunteers and carers. We offer a comprehensive range of courses, e learning modules, distance learning qualifications and other learning resources which cover the following areas:

- Autism and/or Learning Disabilities
- Communicating with People
- Dementia
- Deprivation of Liberty Safeguards
- First Aid
- Health and Safety
- Health-Related Topics
- Infection Prevention and Control
- Mental Capacity Act
- Moving and Handling
- Person Centred Care and Support
- Safeguarding.

BRONZE TO PLATINUM TRAINING PATHWAY

Autism and Dementia training courses follow a Bronze to Platinum tiered training pathway which increases in content and complexity dependent upon who the training is appropriate for. As a general rule e learning is classified as Bronze Level, training for front line support staff

and carers is classified as Silver Level, training for owners, managers and specialist workers is classified as Gold Level and Platinum Level training.

E- LEARNING

Adult social care providers can access the Virtual College e learning platform which supports learners with a fully funded comprehensive e learning programme. The list below details adult social care specific modules but there are many other topics on the platform which are accessible:

- A Person-Centred Approach
- Autism Awareness
- Awareness of Domestic Violence and Abuse
- Dementia Awareness
- Infection Prevention and Control (Clinical)
- Infection Prevention and Control (Non-Clinical)
- First Aid - Primary Survey
- Medication Awareness
- Mental Capacity Act and Deprivation of Liberty Safeguards
- Moving and Assisting People, and Moving & Handling Objects in a Health & Social Care Setting
- Personal Safety for Lone Workers
- Safeguarding Adults
- Statutory & Mandatory Training: Health, Safety & Welfare
- Tissue Viability
- Understand How to Support Individuals with Autism Spectrum Conditions.

For more information and details of how to access the e learning platform please contact: Learning-Development@rotherham.gov.uk.

DISTANCE LEARNING

We work in partnership with a local training provider, CAS Training, who support the workforce with access to a comprehensive range of short qualifications at level 2 and 3. Topics are extensive and cover multiple disciplines, for example (not an inclusive list):

- Business and Administration
- Common Health Conditions
- Counselling
- Customer Services
- Safeguarding
- Dementia
- End of Life Care
- Mental Health
- Medication
- Autism

- Team Leading
- Housekeeping
- Equalities and Diversity.

A link to the CAS Training Website, a list of available courses and how to access them can be found by clicking on this link:

[CAS Training – Linking learners with funded training](#)

You can also contact Learning-development@rotherham.gov.uk for information and support to access distance learning qualifications.

SOCIAL CARE INFORMATION AND LEARNING SERVICE (SCILS)

The Adult Care, Housing and Public Health Learning and Development Team fund SCILS to provide the sector with access to two websites that provide learning materials and information for organisations in the social care sector. Please click on the links below to access further information:

www.scils.co.uk

www.eils.co.uk

Please contact the following for information on how to access the system as you will require a unique code to use when you register to access the SCILS site:

Stephen Kitsios, stephen.kitsios@scils.co.uk, tel 0115 923 0200.

Claire Tester, claire.test@rotherham.gov.uk tel 01709 334086.

GREY MATTER LEARNING

The Adult Care, Housing and Public Health Team fund Grey Matter Learning to provide the sector with access to free online learning. 'Click' is an online learning system used by care providers to put staff through induction and refresher courses. A competence recording system allows for the recording of observations and evidence of competence all in the one place.

Please click on the link below to find out how to sign up:

greymatterlearning.co.uk/rotherham

TRAINING ATTENDANCE AND NON-ATTENDANCE

The Learning and Development Team will not make a charge to independent care sector providers for undertaking any of its core training courses or e-learning modules and it will not make a charge for a course withdrawal if seven working days' notice or more is given and confirmed in writing by email to Learning-Development@rotherham.gov.uk. We will make a

charge however at a rate of £50 for any course place cancelled at six working days' notice or less and £50 for non-attendance at an event where the learner is in paid employment for an organisation. Unpaid carers and volunteers are exempt from these arrangements.

The charge for a cancelled place will be waived if, at the time of cancellation, the employer notifies of their intention to send and subsequently notify of a substitute delegate. The cancellation fee and no-show fee will also be waived in extenuating circumstances, that is, where adverse circumstances arose that prevented a learner from attending a training course either on the day of the course itself or within the seven working day cancellation period. These extenuating circumstances are limited to:

- **Sick leave** – unplanned illness or injury resulting in absence from work.
- **Special leave** – where the learner's employer had approved special leave arrangements for such as bereavement, dependents or children.
- **Major incidents** – significant adverse weather conditions or major travel disruption on the day of the course.

All charges are the responsibility of the employer and not the individual. Non-payment of charges may result in future training places being withheld until payment is made. The Adult Care, Housing and Public Health Learning and Development Team is responsible for the resolution of any charging dispute which should in the first instance be made in writing by email to Learning-Development@rotherham.gov.uk.

ACCESS TO THE CORE TRAINING PROGRAMME

Administration

Rotherham Council's Corporate Learning and Development Team administers the core training programme and may be contacted by telephone on 01709 808201 or by email Learning-Development@rotherham.gov.uk.

Course Calendar

A calendar of scheduled courses is published and emailed out on a regular basis. Requests for the calendar can be made by emailing learning-development@rotherham.gov.uk.

Course Bookings

Rotherham Council employees should book using the www.hrsc-yourhr.co.uk. Other organisations should email Learning-Development@rotherham.gov.uk. Course joining instructions are issued.

FURTHER INFORMATION

To find out more about how the Adult Care, Housing and Public Health Learning and Development Team can assist you to develop and support your workforce please contact:

- Claire Tester, Learning and Development Officer, Adult Care, Housing and Public Health Directorate, claire.test@rotherham.gov.uk, tel 01709 334086.

- Nigel Mitchell, Learning and Development Manager, Adult Care, Housing and Public Health Directorate, nigel.mitchell@rotherham.gov.uk, tel 01709 334066.

For course bookings, enquires and administration, please contact:

- Learning-Development@rotherham.gov.uk, tel 01709 808201.

LIST OF COURSES

Autism Courses

Understanding and Supporting People with Autism and/or a Learning Disability (Silver Level) (Tier 2 Module 2)

Delivery: Course – Virtual Session

Duration: 1 Day

Aim

To introduce and provide an overview of the autistic spectrum and learning disabilities, offering clearer understanding of how it may impact upon an individual's life and how it may affect their ability to interact with other people and their surroundings. To introduce approaches that can help people on the autism spectrum and those supporting them to a better quality of life.

Objectives:

- Recognise the indicators of autism that would signal the need for further assessment, and conditions which may co-occur with autism
- Be aware of some of the key differences between learning disability, autism, mental health conditions and learning difficulties – and understand that individuals may experience more than one of these, or other neurodevelopmental conditions at the same time
- Promote equal access to autism diagnostic assessment, recognising that there may be some girls and women who present with less traditionally obvious characteristics, leading to them historically being excluded from assessment and diagnosis
- Recognise that autistic people can be misdiagnosed and those who display less traditionally obvious characteristics may be masking their difficulties, which can be a barrier to diagnosis and that this may occur in relation to women and girls, men and boys, as well as those who are gender fluid or non-binary
- Know why timely identification of autism is important and the likely outcomes if assessment for diagnosis is delayed
- Explain the benefits of an assessment for diagnosis of autism with sensitivity and in a way that is appropriate to the autistic person and their families and carers
- Avoid the tendency to underestimate the capabilities of less verbal individuals and overestimate the capabilities of those who are more verbal, recognising that receptive and expressive language may affect a person's ability to engage in conversation/interaction
- Be aware of relevant specialist services and support networks locally and nationally and appropriately refer autistic people to them
- Effectively engage with both the autistic person themselves and with families and carers providing care and support.

Sensory Integration Explained (Gold Level) (Tier 2 Module 3)

Delivery: Course – Virtual Session

Duration: 1 Day

Aim

This course is designed to expand on the topics introduced in the Understanding and Supporting People with Autism (Silver Level) 1 Day course. It will enhance understanding of the perspectives of people on the autism spectrum, and support staff to develop person-centred, non-aversive practices, including ideas about how to develop personalised autism profiles or “person focused training”.

Objectives:

- Recognise and understand the early signs of anxiety, behaviour of the individual with autism
- Understand, describe, and identify how the environment may impact on the individuals who experience sensory integration difficulties and offer reasons for behavioural responses
- Appreciate how Sensory Integration Difficulties may affect learning and behaviour
- Identify and help implement coping strategies when confronted with a distressed person with autism and behaviours that may challenge
- Understand the factors that lead to “autistic” and “challenging” behaviour:
 - Internal stimuli and sensory processing differences
 - External (environmental) stimuli and sensory processing differences
 - Developing non-aversive environments that support stress reduction for people on the autism spectrum
- Develop person-focused documents that describe and explain the behavioural responses we see from an autistic perspective and help staff to share best practice for the individual
- Realise, through continued development, the importance of practising skills to help alleviate the difficulties experienced by individuals with autism
- Appreciate how being literal may sometimes affect behaviour
- Understand the difficulties experienced by individuals with autism including facial recognition difficulties
- Know how to write and develop autism friendly documents
- Improve skills to better understand the perspectives of the individual with autism
- Gain an insight into Synaesthesia, Prosopagnosia etc
- Understand the types of behaviour experienced by people with autism, rituals, obsessions etc.

Behaviour Which Challenges and Positive Behavioural Support for Autism and/or Learning Disabilities (Platinum Level) (Tier 2 Module 4)

Delivery: Course – Virtual Session

Duration: 1 Day

Aim

This course is designed to expand on the topics Behaviours that Challenge and Positive Behavioural Support. It will enhance understanding of the perspectives of people on the autism spectrum, and support staff to develop person-centred, non-aversive practices, including ideas about how to develop personalised autism profiles or “person focused training”.

Objectives:

- Understand the factors that lead to “autistic” and “Behaviours that Challenge”
 - Internal stimuli and sensory processing differences
 - External (environmental) stimuli and sensory processing differences
- Develop non-aversive environments that support stress reduction for people on the autism spectrum
- Develop person-focused documents that describe and explain the behavioural responses we see from an autistic perspective and help staff to share best practice for the individual
- Develop non-aversive environments that support stress reduction for people on the autism spectrum
- Understand Mental and Physical Health
- Develop person-focused documents that describe and explain the behavioural responses we see from an autistic perspective and help staff to share best practice for the individual
- Understand Forensic support
- Know how to develop Positive Behavioural Support Plans
- Appreciate and apply reasonable adjustments
- Understand the law, ethics and safeguarding
- Know what Policies and Legislation to consider
- Understand terminology
- Work with Equality, diversity, and inclusion.

Communication with People Courses

Effective Communication and Recording Skills for Care

Delivery: Course – Virtual Session

Duration: 4 Hours

Aim

This course will support participants in developing excellent communication and recording skills, particularly between staff and service users.

Objectives:

- Understand the importance of effective communication
- Identify barriers to effective communication and how to deal with them
- Improve own communication skills
- Understand how communication can affect work relationships, positive or negatively
- Apply the principles and practices regarding confidentiality
- Know how to document clearly and safely
- Understand the importance of a clear audit trail
- Understand the role of accountability and duty of care in relation to customer care and record keeping
- Understand the role of records in complaints and Civil Court cases.

Dementia Courses

Activities, Creativity and Motivation for Older People Including Dementia (Silver Level)

Delivery: Course – Virtual Session

Duration: 4 Hours

Aim

This course will help participants develop an understanding of the potential benefits of engaging individuals, including those with dementia, in a range of activities, to suit their specific needs and abilities.

Objectives:

- Describe the benefits of therapeutic activities for individuals with dementia
- Explain the role of activities in person-centred approaches
- Explain how to adapt activities to meet individual abilities and needs
- Demonstrate how to plan, implement and evaluate activities
- Outline theories of motivation and how to apply them
- Identify activities which are most appropriate for individuals with dementia.

Positive Approaches to Care Training (PAC) (Silver Level) (RDASH)

Delivery Method: Course – Virtual Session

Duration: 3 Hours followed by a 1-hour support workshop

Aim

This course will equip all levels of staff with an understanding of approaches and techniques based on Positive Approaches to Care (PAC) for those in a role supporting people living with dementia. It includes specific skills aimed at increasing understanding of what it is like to live with dementia with a focus on practical skills rather than theories.

Objectives:

- Understand the main sensory processing systems and the dominant role of visual processing and changes
- Understand the impact of sensory changes in processing data for the person living with dementia
- Be able to apply Positive Physical Approach (PPA) and Hand Under Hand (HUH) in everyday situations
- Be able to recognise and respond to unmet needs that lead to distress or behaviours which may challenge.

Understanding and Supporting People with Dementia (Silver Level)

Delivery: Course – Virtual Session

Duration: 4 Hours

Aim

This course will equip participants with a more in depth understanding of dementia and associated issues to deliver person-centred care.

Objectives:

- Understand what dementia is
- Identify the likely signs and symptoms of dementia and how it progresses
- Understand why every individual's experience of dementia is unique
- Describe the importance of working in a person-centred way
- Gain an understanding of, and be able to explain, how to improve communication with an individual with dementia and thereby be able to understand how they are feeling and determine their needs and preferences
- Know how to support individuals with dementia to maintain their skills and abilities for as long as possible
- Understand and react positively to behavioural issues
- Appreciate the use of medication to support people with dementia
- Know how to enable individuals with dementia to feel valued and maintain a sense of well being
- Identify sources of support for individuals, care staff and family members.

Deprivation of Liberty Safeguards Courses

An Introduction to Deprivation of Liberty Safeguards

Delivery: Course – Virtual Session

Duration: 3 Hours

Aim

This course gives an introduction to the Deprivation of Liberty Safeguards for anyone working in Adult Social Care, to enable them to identify the indicators of a Deprivation of Liberty and appreciate their responsibilities under the Deprivation of Liberty Safeguards.

Objectives:

- Explain the difference between restraint, restriction and Deprivation of Liberty
- Identify a possible Deprivation of Liberty, understanding and applying the Bournemouth and Cheshire West cases as a benchmark
- Describe the process to follow if an individual receiving care or treatment is deprived of their liberty
- State the role of the Independent Mental Capacity Advocate (IMCA)
- Consider implications for care planning, risk assessment and recording
- Consider an overview of the impending change from DoLS to Liberty Protection Safeguards.

First Aid Courses

Approved First Aid at Work Qualification (Accredited)

Delivery: Course – Classroom Session

Duration: 3 Days

Aim

This training provides the comprehensive set of practical skills needed to become a confident First Aider at Work, giving both the ability and knowledge to deal with first aid emergencies. The training will be theoretical and practical and meets all the requirements of the amended Health and Safety (First Aid) Regulations 1981.

Objective:

- Once qualified, holders of this First Aid at Work certificate can be used as First Aiders in the workplace in accordance with the Health and Safety at Work Act 1974.

Approved First Aid at Work Qualification Refresher (Accredited)

Delivery: Course – Classroom Session

Duration: 2 Days

Aim

This training will allow delegates to refresh their initial First Aid at Work qualification meeting the statutory requirements of the Health and Safety (First Aid) Regulations 1981.

Objective:

- Once qualified, holders of this First Aid at Work certificate can be used as First Aiders in the workplace in accordance with the Health and Safety at Work Act 1974.

Emergency First Aid - Resus and Refresher Training (Accredited)

Delivery: Course – Classroom Session

Duration: 3 Hours

Aim

This course is ideal for those needing to gain a basic understanding of the principle and practises of first aid in the workplace and in the home. It fulfils the requirements of the HSE with regard to annual refresher training for Resuscitation.

Objectives:

- Understand the role of the First Aider
- Assess the situation in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious
- Administer cardiopulmonary resuscitation to adults and children
- Know how to report an accident.

Emergency First Aid at Work (Accredited)

Delivery: Course – Classroom Session

Duration: 1 Day

Aim

This training will cover all the common first aid situations that can occur and how to deal with them appropriately.

Objectives:

- Understand the role of the First Aider with particular reference to the importance of preventing cross infection and the need to report accidents
- Assess the situation in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is choking
- Administer first aid to a casualty who is wounded and bleeding
- Administer first aid to a casualty who is suffering from shock
- Administer first aid to a casualty who is suffering from burns
- Provide appropriate first aid for minor injuries
- Defibrillator prompts and how to respond
- Defibrillator pad placement.

Health and Safety Courses

Basic Health and Safety

Delivery: Course – Classroom Session

Duration: 1 Day

Aim

This course will equip delegates with a good understanding of health and safety and COSHH regulations within the workplace.

Objectives:

- Understand and apply the principles of health and safety and COSHH regulations within the workplace
- Contribute to any health and safety management system
- Explain the importance of risk assessment as a technique for accident and ill health prevention
- Complete basic risk assessments
- Know how to report accidents
- Explain the responsibilities placed on employers and employees
- Identify the hazard, risk and main causes of harm to workers (manual handling, hazardous substances, exposure to noise and vibration)
- Understand the importance of following systems, procedures and rules
- Describe how individual action can reduce risks to health and safety
- Appreciate how workplace equipment and task design affect health and safety
- Explain the correct use and maintenance of PPE.

Fire Safety

Delivery: Course – Classroom Session

Duration: 3 Hours

Aim

This course will support delegates to develop their basic fire safety awareness in order to assist their employer by undertaking more specific fire safety roles in the workplace to manage fire risk (e.g. as fire wardens/marshals/stewards).

Objectives:

- Identify causes of fire in the workplace
- Identify fire hazards
- Understand fire control methods
- Understand legal duties and penalties
- Understand and implement means of escape
- Understand and implement The Regulatory Reform (Fire Safety) Order 2005
- Understand and implement Fire Risk Assessments
- Describe types, and demonstrate the use, of extinguishers

Lone Working and Personal Safety

Delivery: Course – Virtual Session

Duration: 1 Day

Aim

This course will cover the policies, procedures and skills required for safe practice whilst out and about in the community and in customers' homes. It will also provide an opportunity to consider appropriate responses to challenging and aggressive behaviour caused by various conditions such as alcohol and drug abuse, mental health and dementias, occasionally encountered when working.

Objectives:

- Understand what exactly Lone Working means and covers
- Describe the Lone Working policy and appropriate procedures for your job role.
- Understand what constitutes aggressive and violent behaviours and the potential for dangerous situations
- Recognise how conflict situations can develop and describe appropriate ways of responding in your role
- Follow procedures for safer working and ensure that you work in ways to maintain your safety and that of others.

Health Related Courses

Falls Awareness and Prevention

Delivery: Course – Virtual Session

Duration: 3 Hours

Aim

This course will raise awareness of the importance of minimising the risk of falls within the care sector.

Objectives:

- Explore the context of falls within the care sector
- Consider the risk factors and causes of falls
- Explore falls assessment & prevention
- Explore the management of falls
- Explore support local networks that are available.

Infection Prevention and Control Courses

Basic Infection Prevention and Control

Delivery: Course – Virtual Session

Duration: 3 Hours

Aim

This course will raise awareness of the importance of minimising the risk of infection in the workplace in order to prevent diseases from spreading. It will equip workers with the right skills and knowledge relevant to their role and care setting.

Objectives:

- Understand the importance of infection control measures in the workplace
- List the potential risks to self and others involved in direct care
- State when personal protective equipment should be used and explain why
- Effectively don and doff PPE
- Apply the principles of good hand hygiene
- Describe the importance of good personal hygiene
- Apply the principles of safe handling of infected or soiled linen and clinical waste
- Understand the legal requirements concerning prevention of contamination and the control of risks.

Medication Courses

Medication Awareness

Delivery: Course – Virtual Session

Duration: 3 Hours

Aim

This course aims to provide an awareness of current legislation requirements and good practice relating to administering medication. There is an emphasis on an Adult Social Care Worker's roles and responsibilities, what to do should a problem arise and the practicalities relating to the safe and efficient administration of medications.

Objectives:

- Know what a medicine is
- Understand and comply with legislation, policy and procedures
- Use the BNF – British National Formulary
- Appreciate different roles and responsibilities
- Know the 8 Rights of Medication Administration
- Be able to order, receive and audit prescribed medication
- Be able to stock check
- Work with procedures for good record keeping and maintaining good practice
- Be aware of time sensitive medications, dosage instructions, routes of administration and the importance of medicine labels
- Understand what can go wrong and how to reduce medication errors
- Understand the implications of the Mental Capacity Act 2005.

Mental Capacity Act Courses

An Introduction to the Mental Capacity Act

Delivery: Course – Virtual Session

Duration: 3 Hours

Aims

This course gives an introduction to the Mental Capacity Act for anyone working in Adult Social Care or supporting people who may lack mental capacity, to develop an awareness of the MCA and its implications for practice.

Objectives:

- Appreciate the importance of the Code of Practice
- Define mental capacity
- State how to assess a person's mental capacity to make time and specific decisions
- Identify the factors to be taken into account when making a best interest decision
- State the Independent Mental Capacity Advocate (IMCA) role
- Define restraint and appreciate the circumstances when this is justifiable.

Mental Capacity Assessments and Decision Making for Provider Services

Delivery: Course – Virtual Session

Duration: 1 Day

Aim

Developed for those who support people who may lack the capacity to make certain decisions for themselves, this course refreshes knowledge of the Mental Capacity Act before empowering learners to consider how to assess capacity and Best Interests decision making in practice.

Objectives:

- List legal and policy requirements, roles and responsibilities
- Describe the factors which affect the assessment of capacity
- Demonstrate consideration of, and decision making in, someone's 'Best Interest'
- Explain how to make appropriate records of MCA assessment and decision-making
- Define the meaning of restrictions and deprivation of liberty.

Moving and Handling of People Courses

Moving and Handling of People (Accredited)

Delivery: Course – Classroom Session

Duration: 1 Day

Aim

This course introduces delegates to the hazards and risks involved in manual handling; and equips delegates with the ability to develop safer manual handling techniques in the workplace.

Objectives:

- Describe and apply the safe and correct manual handling techniques and equipment for social care activities/support with customers
- Describe and apply legislation, policy and procedures for identifying, assessing and controlling manual handling risks
- Describe and apply ergonomic principles and capabilities in social care activities/support to prevent or minimise injury to self, co-workers and clients
- Identify hazards and risks within the workplace relating to moving and handling
- Identify methods of unsafe manual handling and why they are unsafe
- State the principles of safely dealing with a falling and a fallen client.

Moving and Handling of People Instructor/Assessor Course (Train the Trainer) (Accredited)

Delivery: Course – Classroom Session

Duration: 4 Days

Aim

This course will equip participants with a thorough knowledge of the Manual Handling Regulations 1992 and the prescribed method by which employees can minimise the risk of injury while undertaking manual handling operations in the course of their normal duties. Delegates will also be able to deliver training to frontline staff confidently using a 'train the trainer' approach.

Objectives:

- Demonstrate knowledge and understanding of the underpinning legal influences in manual handling decision making to include all relevant legislation
- Identify the various responsibilities of both employer and employee
- Identify and demonstrate key principles of safe manual handling tasks and accurately complete risk assessments and handling plans
- Demonstrate an understanding of ergonomic problem-solving including injury prevention and biomechanics
- Safely demonstrate a full range of manual handling techniques both with and without equipment
- Demonstrate the ability to train other staff in manual handling practice and techniques
- Assessment of individual manual handling abilities whilst demonstrating an understanding of how behaviour, comprehension and ability can affect manual handling
- Identify methods of unsafe manual handling and why they are unsafe
- State the principles of safely dealing with a falling and a fallen client
- Be able to design and deliver moving and handling training courses to suit operational requirements
- Apply the principles of risk assessment in a person-centred environment.

Moving and Handling of People Instructor/Assessor Course (Refresher) (Accredited)

Delivery: Course – Classroom Session

Duration: Two Days

Aim

This course will refresh participants with the knowledge of the Manual Handling Regulations 1992 and the prescribed method by which employees can minimise the risk of injury while undertaking manual handling operations in the course of their normal duties. Delegates will continue to be able to deliver training to frontline staff confidently using a 'Train the Trainer' approach.

Objectives:

A recap of all of the following:

- Demonstrate knowledge and understanding of the underpinning legal influences in manual handling decision making to include all relevant legislation
- Identify the various responsibilities of both employer and employee
- Identify and demonstrate key principles of safe manual handling tasks and accurately complete risk assessments and handling plans
- Demonstrate an understanding of ergonomic problem-solving including injury prevention and biomechanics
- Safely demonstrate a full range of manual handling techniques both with and without equipment
- Demonstrate the ability to train other staff in manual handling practice and techniques
- Assessment of individual manual handling abilities whilst demonstrating an understanding of how behaviour, comprehension and ability can affect manual handling
- Identify methods of unsafe manual handling and why they are unsafe
- State the principles of safely dealing with a falling and a fallen client
- Be able to design and deliver moving and handling training courses to suit operational requirements
- Apply the principles of risk assessment in a person-centred environment.

Person Centred Care Courses

Providing Personal Care

Delivery: Course – Virtual Session

Duration: 4 Hours

Aim

This course will equip care staff and carers with the skills, knowledge and understanding to enable them to deliver a high standard of personal care.

Objectives:

- Define personal care
- Define the role and responsibility of care staff
- Describe the values which make up the principles of care
- Explain the factors to consider when supporting individuals with personal care
- Explain the theories behind specific personal care activities
- Demonstrate good practice for a range of personal care tasks
- Analyse the different types of incontinence and how to manage them
- Identify the types and causes of infection and how to control them
- Understand and apply the principles that underpin dignity in care
- Understand how legislation impacts on the delivery of personal care.

Person-Centred Planning, Approaches and Support

Delivery: Course – Virtual Session

Duration – 4 Hours

Aim

This course aims to explore person-centred approaches and how they can be applied within the workplace.

Objectives:

- Know what is meant by person-centred planning and a person-centred approach
- Be aware of theories and beliefs surrounding and underpinning person-centred planning
- Work within relevant legislation
- Understand The Social Model of Disability and links to community care
- Facilitate PCP and the skills required to make it effective
- Undertake person-centred risk assessments
- Ensure person-centred care is carried out
- Promote person-centred approaches in the workplace.

Safeguarding Adults Courses

Provider Services Managers Roles in Safeguarding Adults (Domiciliary Care Managers and Care Home Managers)

Delivery: Course – Virtual Session

Duration: 1 Day

Aim

This course will equip managers with the required knowledge and skills to apply to practice.

Objectives:

- Confidently make decisions to make a safeguarding adult concern
- Describe the legal framework for safeguarding, consent, and capacity
- Describe the purpose of a Section 42 enquiry and their role within this
- Describe the impact of safeguarding on recruitment, staff management and workforce development
- Understand the roles and responsibilities of provider services in the whole of the safeguarding process
- Explain the role of regulators and contracts in the safeguarding process
- Describe the role and responsibilities of the Disclosure and Barring Service
- Identify and proficiently carry out the provider manager's roles and responsibilities throughout the Section 42 enquiry including ongoing/further enquiries.

Safeguarding Adults – Raising a Concern

Delivery: Course – Virtual Session

Duration: 3 hours

Aim

This course will provide learners with detailed safeguarding adults awareness training including recognition and reporting of abuse and neglect with respect to local procedures and responsibilities.

Objectives

- Demonstrate what constitutes an adult at risk of or experiencing abuse or neglect (Care Act 2014 definition)
- Describe what is meant by abuse and neglect
- Knowledge of your organisation's processes for safeguarding adults
- Apply duty of care to adults at risk and duty to report safeguarding adults' concerns
- Demonstrate an understanding of your organisation's procedures for supporting an adult at risk of abuse
- Ability to demonstrate understanding of how to ensure immediate safety (e.g. contacting Police) and maintain appropriate confidentiality
- Ability to outline the processes for informing appropriate person of safeguarding adults concern
- Awareness of and confidence in using 'whistleblowing' policies and procedures.