

Workforce Development

Adults Social Care Training detailed course information

2011 – 2012

Contents:

Carers Assessments: Good Practice.....	2
Continuing Care.....	3
Dementia: A Person Centred Approach	4
Food Safety	5
For The Record: Recording Skills for Social Workers	6
Infection Control Training.....	7
Learning Disabilities – Sexuality and Relationships.....	8
Learning Disabilities – Systematic Instruction (S.I.)	9
Learning Disabilities – Working Positively with Challenging Behaviour	10
Moving & Handling, Theory & Practical Training.....	11
Moving & Handling Refresher Training	12
SDS: Direct Payments Training.....	13
SDS: Outcome Focussed Reviews	14
SDS: Support Planning	15
Supervision Skills for LBRuT Managers (ASC).....	16
Supervision Skills for Managers within the Private & Voluntary Sector(ASC)	17
Understanding Autistic Spectrum Disorders.....	18

Welcome to Adults Workforce Development Training Prospectus

2011 – 2012

All our flyers are now colour coded to help you choose the correct course.

For all Private and Voluntary organisations, LBRuT and Health staff please choose from the courses advertised on the green flyers.

The burgundy flyers are available to LBRuT and Health staff only.

Carers Assessments: Good Practice

Aim: To develop an understanding of Carers Assessments and issues, why they are important and what services are available to Carers both through Social Services and the Voluntary Sector

Learning Outcomes:

Participants who attend this course will:

- Develop an understanding of the application of relevant legislation governing Carers Assessments
- Develop an understanding of what support is available to Carers within Richmond
- Explore experiences of Carers
- Promote the development of good practice within the workplace.

Consultant/Trainer/Facilitator:

Kelly George, who has worked as Richmond Carers Lead and with representatives from Action for Carers Network.

The course is suitable for:

All adult social care workers within the London Borough of Richmond upon Thames Adult and Community Services; including Occupational Therapists, Care Managers, PLD, CDAT, Sensory Services, Hospital Care Management Teams, Neuro Rehab, Intermediate Care.

Date	Time	Venue
21 June 2011	13:00-17:00	Mortlake
09 November 2011	13:00-17:00	Mortlake

Evidence for: Post Qualifying Social Work Awards & QCF Health and Social Care Diploma

Continuing Care

Aim: To have an understanding of the National Framework for Continuing Healthcare and NHS Funded Nursing Care and the knowledge and skills to complete the required assessment documentation.

Learning Outcomes:

By the end of the session participants will have:

- A basic understanding of the principles of NHS Continuing Healthcare and NHS-funded Nursing Care.
- An awareness of continuing care policies and procedures and how eligibility is determined.
- An understanding of the National Decision Support Tool and how to use it.
- An awareness of the importance of multidisciplinary teamwork and partnership between health and social care.

Consultant/Trainer/Facilitator:

NHS South West London Continuing Care Team : Jane Hill, David Parry and Alison Tye

The course is suitable for:

All staff who may be required to recognise eligibility for Continuing Care and/ or who complete the associated documentation including managers who supervise these staff; Community Matrons, District Nurses. Integrated Health and Social Care Team Managers, Assistant Team Managers, Social Workers, OT, Reviewing Officers , Physiotherapists, Speech therapists and General Practitioners

Date	Time	Venue
22 September 2011	09:30-12:30 or 13:30-16:30	Mortlake
08 November 2011	09:30-12:30 or 13:30-16:30	Mortlake
08 March 2012	09:30-12:30 or 13:30-16:30	Mortlake

Dementia: A Person Centred Approach

Aim: To enable participants to develop a person centred approach to people living with dementia. To provide an introduction to managing behaviour that can be associated with a dementia diagnosis

Learning Outcomes:

By the end of the session participants will:

- Be able to implement a person centre approach for people with dementia.
- Have an understanding of the etiology of dementia and all the possible interventions.
- Be able to signpost carers to support and information.
- Knowledge and strategies to manage dementia and associated challenging behaviour.
- Know how to assess and report risks including safeguarding concerns.

Consultant/Trainer/Facilitator:

Dr Malar Baheerathan, Consultant Psycho-Geriatrician

Dr Beth Freeman, Clinical Psychologist

The course is suitable for:

Staff working in LBRUT Adult Social Care and NHS Richmond who assess/support provide services to a person with dementia. Residential/Nursing Home/Day Centre Managers & Domiciliary Care Managers (or senior staff) from the Private and Voluntary sector.

NB: It is a requirement that all attendees have completed the Dementia e-learning programme prior to this course.

Date	Time	Venue
24 June 2011	10:00-16:00	CTC
11 November 2011	10:00-16:00	CTC
09 March 2012	10:00-16:00	Mortlake

QCF Health and Social Care Diploma

Attendance will provide some of the knowledge evidence for the units

DEM 209	DEM 201	DEM204	DEM 210
DEM 205	DEM 207	DEM 211	

Food Safety

Aim: To prevent illness or harm by providing training in the safe handling and preparation of food.

Learning Outcomes:

Completion of the 1-day Level 2 Food Safety in Catering Course and exam will give candidates:

- A firm grasp of the importance of food safety.
- Knowledge of the systems, techniques and procedures involved in food safety.
- Understanding of how to control food safety risks (personal hygiene, food storage, cooking and handling)
- Confidence and expertise to safely deliver quality food to service users.
- A nationally recognised qualification in food safety awarded by the Chartered Institute of Environmental Health*.

*Refreshment of this qualification is recommended at least every 3 years

Consultant/Trainer/Facilitator:

Food Safety South

An accredited centre for the delivery of the CIEH Level 2 Food Safety in Catering course. The course is delivered by an accredited advanced food safety trainer.

The course is suitable for:

Anyone working in a setting where food is prepared, cooked or handled

Date	Time	Venue
07 November 2011	09:30-16:30	Mortlake
08 December 2011	09:30-16:30	Mortlake

For The Record: Recording Skills for Social Workers

Aim: To develop social work skills in the effective management, presentation and sharing of records and reports.

Learning Outcomes:

By the end of the programme participants will be able to:

- Recognise the importance of recording for the agency and the service user.
- Maintain accurate, complete, accessible and up to date records and reports
- Provide evidence for judgment and decisions.
- Distinguish fact from opinion and provide an assessment and analysis of information
- Reflect the Service User's perspective and views in the case record.
- Identify the impact of selective perception on observation and recording.
- Maintain a clear focus in the case record.
- Implement legal and policy frameworks for access to records and reports
- Share records appropriately with individuals, families and carers.

Consultant/Trainer/Facilitator:

Liz O'Rourke freelance consultant and author of 'Recording in Social Work – not just an administrative task'

The course is suitable for:

All Social Workers employed by the LBRuT Occupational Therapists, CCAs and Reviewing Officers

Date	Time	Venue
27 September 2011	09:30-16:30	Mortlake
28 September 2011	09:30-16:30	Mortlake
11 October 2011	09:30-16:30	Mortlake

Infection Control Training

Aim: The aim of the programme is ensure staff are fully aware of essential infection control procedures.

Learning Outcomes:

By the end of the course participants will be able to/understand:

- Identify particular infection risks.
- Risks associated with the community and care homes.
- Gain awareness/knowledge of basic microbiology and modes of transmission.
- Identify the strategies needed to prevent and control infections including risk assessment and the need for policies in infection control.
- List the main infection control principles (standard precautions)
- To learn the basic principles of outbreak management.
- To take part in practical scenarios (hand washing exercise)
- To understand the HPU role and when/how to contact them.
- To share experiences/discuss the management of different infection control issues.

Consultant/Trainer/Facilitator:

Richard Haynes: Training Manager/Ambulance Technician. AST Ambulance Service

The course is suitable for:

All staff in the residential, day or home cares settings, including the private and voluntary sectors. It links to the Skills for Care Common Induction Standards and Skills for Care Knowledge Set for Infection Prevention and Control.

Date	Time	Venue
17 October 2011	13:30-16:30	Mortlake

QCF Health and Social Care Diploma

Learning Disabilities – Sexuality and Relationships

Aim: To facilitate opportunities for practitioners to enhance their competence and confidence in supporting the sexuality and personal relationships of adults with learning disabilities

Learning Outcomes:

On completion of the training, participants will have:

- Explored the impact of personal values and attitudes on professional practice.
- Improved understanding regarding the legal context of issues of consent, sexuality and personal relationships.
- Identified means and methods to resolve practice conflicts and promote enhanced service quality.

Consultant/Trainer/Facilitator:

The trainer has worked extensively in this area and is an experienced educator in this field and works on behalf of the British Institute of Learning Disabilities.

The course is suitable for:

Front line staff who are supporting people with learning disabilities in the community and in residential homes within the borough.

Date	Time	Venue
14 February 2012	09:30-16:30	Mortlake
07 March 2012	09:30-16:30	Mortlake

QCF Health and Social Care Diploma

Learning Disabilities – Systematic Instruction (S.I.)

Aim: This two day course will enable staff to work more effectively and positively within any field of activities related to learning disabilities. Although SI was originally geared towards the field of supported employment, it has been found that many of the skills learned can be transposed into areas such as independent living and travel training.

Learning Outcomes:

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

- Explore and practice training techniques/strategies
- To 'try another way' if things aren't working out
- To look at people and tasks differently
- To suspend their disbelief
- To focus on ability and not disability
- To learn to push boundaries and stretch the individual

Consultant/Trainer/Facilitator:

Mike Petrie has been involved in Learning Disability work since the early 90's. He has always 'championed' the cause of people with Learning Disabilities and strived to stretch the individuals, pushing boundaries and comfort zones in order to achieve their full potential. His TSI training was under the supervision of Geoff Warner (a Mark Gold trained trainer). He is a 'hands on' trainer who truly believes in the ability of the person and endeavours to communicate this within the training programme. In his workshops he strives to make the training varied to suit the group, interesting and above all purposeful

The course is suitable for:

LBRUT front line staff only that are supporting people with learning disabilities in the community, day centres and in residential homes within the borough.

Date	Time	Venue
22&23 June 2011	09:30-16:30	Mortlake

Learning Disabilities – Working Positively with Challenging Behaviour

Aim: To enable staff to identify and clarify our understanding of the causes of challenging behaviour and identify effective strategies for dealing with challenging/potentially serious situations.

Learning Outcomes:

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

- Identify common experience of how they can affect us as workers
- Explore the principles we use in reacting to challenging behaviours
- Explore the policies and guidelines when working with challenging behaviours
- To inform staff of the issues involved in the use of control and restraint
- To explore skills for diffusing, calming and managing situations
- To familiarise ourselves with the stages of violent incidents and to identify staff responsibilities during each stage

Consultant/Trainer/Facilitator:

The trainer has worked extensively in this area and is an experienced educator in this field and works on behalf of the British Institute of Learning Disability

The course is suitable for:

Front line staff who are supporting people with learning disabilities in the community and in residential homes within the borough.

Date	Time	Venue
30 September 2011	09:30-16:30	Mortlake
13 January 2012	09:30-16:30	Mortlake

QCF Health and Social Care Diploma

Moving & Handling, Theory & Practical Training

Aim: To assist staff in developing an understanding of how to work safely in relation to the care of the back. It will develop the knowledge and skills provided in the static load course, to examine how to safely lift all objects

Learning Outcomes:

- Develop participants to become up-to-date with basic moving and handling requirements.
- Use current best practice for handling people and assisting them to move.
- To understand how the back works, what is good and bad posture and how damage can occur.

Consultant/Trainer/Facilitator:

Sara Wright is an experienced practitioner and trainer in this field

The course is suitable for:

These sessions are intended for all staff who are involved in moving and handling service user/patients. It will provide the theory and practical knowledge new workers will need to work safely and effectively in this area. This session is also recommended for staff who has not undertaken this training in over 2 years.

Date	Time	Venue
15 November 2011	09:30-16:30	Mortlake

Moving & Handling Refresher Training

Aim: To assist staff gain an understanding of safely in relation to the care of the back. It will develop the knowledge and skills provided in the static load course, to examine how to safely lift all objects.

Learning Outcomes:

- Develop participants to become up-to-date with basic moving and handling requirements.
- Use current best practice for handling people and assisting them to move.
- To understand how the back works, what is good and bad posture and how damage can occur.

Consultant/Trainer/Facilitator:

Sara Wright is an experienced practitioner and trainer in this field

The course is suitable for:

These sessions are intended for staff who are involved in moving and handling service user/patients. It will provide a refresher for staff who have undertaken the training within the last 18 months. If it has been longer staff need to undertake the full day theory and practical session.

Date	Time	Venue
14 March 2012	09:30-12:30	Mortlake

SDS: Direct Payments Training

Aim: For participants to feel confident in the application and use of a Direct Payment

Learning Outcomes:

- Participants will know the terminology used in self-directed support
- Participants will know how a Direct Payment can be used and when
- Participants will know the options for giving a Direct Payment to people with limited mental capacity
- Participants will know the process for setting up a Direct Payment including monitoring
- Participants will know what support is available to service users

Consultant/Trainer/Facilitator:

Helen Sanderson Associates: Julia Winter is an acknowledged expert in Personalisation and the Putting People First objectives, with experience in frontline, professional and consultancy roles.

The course is suitable for:

All Staff who work within Adult Community Services who are responsible for advising on Direct Payments, including the Integrated Health and Social Care, PLD, Mental Health, Access and Reablement Teams.

Date	Time	Venue
06 May 2011	09:30-16:30	Mortlake
07 September 2011	09:30-16:30	Mortlake
11 January 2012	09:30-16:30	Mortlake

SDS: Outcome Focussed Reviews

Aim: This one day course is an overview of Outcome Focussed Reviews, so that people understand the process and how the information from outcome focused reviews can be used to inform change. This is in line with the Department of Health's report on outcome focused reviews.

Learning Outcomes:

By the end of course, participants should be able to:

- Understand the role of outcome focused reviews in personalisation and their connection to support planning.
- Understand the process of the outcome focused review.
- Know different ways to enable people to prepare for their review.
- Understand the different ways to facilitate an Outcome Focused Review
- Plan and prepare the individual and their significant others for a review.
- Establish where support may no longer be required.
- Enable the individual to acknowledge what may not be working and what may need to change.
- Set new person centre goals for the next year.
- Assess risk and identify core requirements and responsibilities.

Consultant/Trainer/Facilitator:

Alison Short is a skilled person-centered planning facilitator, trainer and mentor who works extensively with Helen Sanderson Associates. She was the lead author of 'Families Leading Planning'; a resource pack to enable families to take the lead in person centered planning with and for people with disabilities that they love' and has published a chapter in a new Open University Press book called Person Centered Practice for Professionals.

The course is suitable for:

Team Managers; Assistant Team Managers; Care Managers, CCA, OT, and Reviewing Officers.

Date	Time	Venue
12 July 2011	09:30-16:30	Mortlake
18 October 2011	09:30-16:30	Mortlake
07 February 2012	09:30-16:30	Mortlake

SDS: Support Planning

Aim: This one day workshop is designed to give participants the knowledge and skills to be able to develop support plans on behalf of a person, or support a person in writing their own plan.

Learning Outcomes:

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

- Understand the Self Directed Support Process and the part the support plan plays within that process.
- Understand the self directed process of enabling people to access social care and support services by self directing their support and using individual/personal budgets.
- Know how to develop support plans that meet the seven criteria which should be present in a support plan.
- Experience using person centred thinking tools to create a support plan.
- Consider the roles and responsibilities of the support planner.

Consultant/Trainer/Facilitator:

Helen Sanderson Associates: Julia Winter is an expert in Personalisation and the Putting People First objectives, with experience in frontline, professional and consultancy roles.

The course is suitable for:

LBRuT staff only: Social Workers/Care Managers, OTs, Reviewing Officers, Community Care Assessors, Day Centre and Support Workers

Date	Time	Venue
18 May 2011	09:30-16:30	Mortlake
21 September 2011	09:30-16:30	Mortlake
18 January 2012	09:30-16:30	Mortlake

Supervision Skills for LBRuT Managers (ASC)

Aim: To enable P & V Sector Managers and Supervisors to carry out effective Supervision with their staff

Learning Outcomes:

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

- Use a variety of techniques designed to accelerate the learning process
- Provide constructive feedback on performance
- Deal effectively with challenging behaviour
- Employ a range of appropriate supervision styles
- Be familiar with the Supervision Code of Practice and Supervision guidance

Consultant/Trainer/Facilitator:

Chris Graham: Management, Training & Development Consultants

The course is suitable for:

Managers and Supervisors employed by LBRuT within ACS.

Date	Time	Venue
13 July 2011	09:15-16:30	Mortlake
20 October 2011	09:15-16:30	Mortlake
16 March 2012	09:15-16:30	Mortlake

QCF Health and Social Care Diploma

HSC Diploma Level 5 – SHC52, LM2C, 020C, 030C

HSC Diploma Level 3 – SHC32

Adults Workforce Development

Supervision Skills for Managers within the Private & Voluntary Sector(ASC)

Aim: To enable P & V Sector Managers and Supervisors to carry out effective Supervision with their staff.

Learning Outcomes:

By the end of the course participants will be able to;

- Use a variety of techniques designed to accelerate the learning process
- Supervise staff performance against the Dignity Challenge Criteria
- Provide constructive feedback on performance
- Deal effectively with challenging behaviour
- Employ a range of appropriate supervision styles

Consultant/Trainer/Facilitator:

Chris Graham: Management, Training & Development Consultants

The course is suitable for:

Managers and Supervisors within the Private and Voluntary Sector within Adult Social Care.

Date	Time	Venue
11 July 2011	09:15-16:30	Mortlake
15 March 2012	09:15-16:30	Mortlake

QCF Health and Social Care Diploma

HSC Diploma Level 5 – SHC52, LM2C, 020C, 030C

HSC Diploma Level 3 – SHC32

Understanding Autistic Spectrum Disorders

Aim: To provide participants with an understanding of the effects of Autism and to explore positive strategies to engage when working with people with Autism.

Learning Outcomes:

By the end of the training session, participants will have an understanding of:

- The need for positive beliefs and attitudes about Autism
- How Autism is diagnosed
- Theoretical Models of Autism
- The Autistic Spectrum
- Current knowledge of causes
- The effects of Autism on the individual
- The importance of communication skills
- Sensory issues
- Behaviour support strategies

Consultant/Trainer/Facilitator:

The trainer has worked extensively in this area and is an experienced educator in this field and works on behalf of the British Institute of Learning Disability

The course is suitable for:

Front line staff who are supporting people with learning disabilities in the community and in residential homes within the borough.

Date	Time	Venue
18 July 2011	09:30-16:30	Mortlake
13 December 2011	09:30-16:30	Mortlake
08 February 2012	09:30-16:30	Mortlake

QCF Health and Social Care Diploma