

How to use this guide

This guide is divided into the following sections:

- **Induction** – all new staff should complete the Council e-Induction and half-day welcome session with the Chief Executive as part of the appointment/probationary procedure. Staff should also complete the Skills for Care Induction for their service area within the first 12 weeks of appointment.
- **Health & Safety** – open to all Adult Social Care and Learning Disability Service workers and to be completed, depending on your role in the organisation, within the agreed timescales.
- **Professional Skills - All Areas** - open to all staff in Adult Social Care and Learning Disability Services and contains training on specific skills required to carry out your role, including sensory and equalities courses.
- **Safeguarding** – mandatory training for all staff and further training for Managers.
- **Specialist Services – Learning Disability** – specific training available to the service area.
- **Specialist Services – Adult social Care** – specific training available to the service area.
- **Public Health/Health Promotion** – training opportunities available with Brighton & Hove Primary Care Trust.
- **Qualifications** – diplomas (i.e. what used to be called NVQs) and the specialist post qualifying awards for social workers.

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

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

Induction to Adult Social Care

Why do this course?	If you are new to Adult Social Care or Learning Disability Services
When should you do this course?	Must be completed within first 12 weeks
Recertification needed	N/A
National/local directive	CQC Essential Standards of Quality and Safety General Social Care Council Code of Practice.
QCF Diploma Units	HSC025, HSC026, HSC028
Common Induction Standards	1,2,3,4,5,6,7,8,

Who should attend:

Staff new to Adult Social Care services.



Overview

This induction course provides an overview of the Common Induction Standards and an introduction to working in Adult Social Care Services in Brighton and Hove.

It forms part of the Induction programme for new staff and supports the achievement of the Common Induction Standards.

Benefits and learning outcomes for you and the organisation:

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

- Relate the Common Induction Standards to your job role
- Describe the principles for implementing duty to care
- Identify your responsibilities as a worker and describe the importance of continuous professional development
- Communicate and record information appropriate to your role
- Promote person centred values and support active participation

Duration: 1 day

Dates
10 May 2011
01 June 2011
08 September 2011
15 November 2011
13 January 2012
05 March 2012

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Personal Assistant e-induction

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 should attend:

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 e-learning 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 e-learning is **FREE** to access. To login, please follow the web address below and enter the password and user name to log-in
<http://www.kwango.com/bhovepailogin>

Username bhovepai

Password bhovecpai

Also available are 'Supporting me' guides

These guides are designed for Personal Assistants (PAs) employed by someone with

- a learning disability
- Autistic Spectrum Condition
- challenging behaviour

These guides contain information about what the above conditions, behaviour or disability may mean and how to provide good support. Not all of the information in the guides may apply to the person and the guides are a support for the PA to help understand and find out what does.

These guides can be accessed on-line at [LINK](#) and viewed or printed out

The Brighton & Hove Federation may also have some hard copies available.

Emergency First Aid

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
Legal Requirement	<input checked="" type="checkbox"/> Health & Safety at Work Act 1974 CIEH Certificated
QCD DIPLOMA Units	HSC027, HSC037, L2EFAW, MI
Common Induction Standards	1, 8

Who should attend:

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



Overview:

The course enables first aiders 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 for 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 First Aid to a casualty who is unconscious (including seizure)
- 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
- Provide appropriate First Aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

Duration: 1 day

Dates			10 January 2012
04 April 2011	04 July 2011	17 October 2011	18 January 2012
13 April 2011	12 July 2011	25 October 2011	26 January 2012
19 April 2011	21 July 2011	02 November 2011	30 January 2012
09 May 2011	29 July 2011	09 November 2011	02 February 2012
20 May 2011	01 September 2011	17 November 2011	10 February 2012
26 May 2011	05 September 2011	24 November 2011	15 February 2012
03 June 2011	14 September 2011	30 November 2011	21 February 2012
06 June 2011	20 September 2011	05 December 2011	27 February 2012
16 June 2011	28 September 2011	09 December 2011	07 March 2012
24 June 2011	06 October 2011	14 December 2011	13 March 2012
30 June 2011	14 October 2011	19 December 2011	23 March 2012
			29 March 2012

Attendance is free, standard non-attendance/cancellation fees 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
Legal Requirement	<input checked="" type="checkbox"/> Health & Safety at Work etc Act 1974 Food Safety Regulations 1995 CIEH Certified
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 first level workers who require training in the fundamental skills of food



Overview:

The CIEH Foundation Certificate in Food Hygiene 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. 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 for you and the organisation:

By the end of the course you will 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

Dates			
05 April 2011	11 July 2011	07 November 2011	14 February 2012
14 April 2011	28 July 2011	21 November 2011	28 February 2012
13 May 2011	02 September 2011	06 December 2011	12 March 2012
25 May 2011	13 September 2011	16 December 2011	28 March 2012
02 June 2011	30 September 2011	09 January 2012	
15 June 2011	11 October 2011	27 January 2012	
01 July 2011	24 October 2011	03 February 2012	

Further Resources

There is free e-learning on infection control for NHS and social care staff on the NHS Core Learning Unit website: <http://care.corelearningunit.nhs.uk>

Please see elsewhere in this programme for details of courses on Food & Nutrition.

Attendance is free, standard non-attendance/cancellation fees apply

Health & Safety in Health and Social Care (including 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
Updates 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
QCF Diploma Units	HSC027, HSC037, ICO1, ICO3, MI
Common Induction Standards	8

Who should attend:

Adult Social Care 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. It will 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 for 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

Dates			
11 April 2011	11 July 2011	01 November 2011	25 January 2012
25 April 2011	06 September 2011	18 November 2011	07 February 2012
13 May 2011	21 September 2011	01 December 2011	23 February 2012
10 June 2011	07 October 2011	13 December 2011	09 March 2012
29 June 2011	20 October 2011	09 January 2012	27 March 2012

For Refresher:

For annual Hand Hygiene training Light Box kits are now available for loan to teams for hand washing training sessions. The light boxes come with gel, posters, instructions and session tips. For further information or to book a kit contact

coursesforcare@brighton-hove.gov.uk

To keep up to date there is free e-learning on infection control for NHS and social care staff on the NHS Core Learning Unit website: <http://care.corelearningunit.nhs.uk>

Attendance is free, standard non-attendance/cancellation fees apply

Medication - Care & Control (Foundation)

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 Care Standards Act (2000) Misuse of Drugs Act (1971) and amendments Hazardous Waste Regulations (2005) Administration & control of medicines in care homes and children's services (June 2003 Medicines Act (
NVQ Units	HSC22, HSC221, HSC236, HSC375
Common Induction Standards/LDQ	3.6/001

Who for:

Residential 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 setting following the Skills for Care knowledge set for medication.

It will include: Storage, Administration, Recording, Disposal, Covert administration, Self-medication, Emergency supplies and dose changes, Homely remedies and over the counter medication, Side effects of commonly prescribed drugs, Importance of dose timings, How to use eye drops, patches, inhalers etc. Legal Issues, Names of medicines, Prescription requirements, Understanding dosage instructions, Principles of a medication policy, National Minimum Standards, How to reduce medication errors, Expiry dates

At the end of the course the delegates are awarded a certificate on successful completion of a short assessment.

Benefits and learning outcomes for you and the organisation:

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

- Use safe procedures for handling medication
- Administer medicines safely and effectively
- Use and maintain medication records
- Recognise potential problems of medicines in use and know how to avoid / overcome them.

Dates	
06 May 2011	09 November 2011
17 June 2011	20 January 2012
06 July 2011	01 February 2012
12 September 2011	02 March 2012
13 October 2011	

Further Medication training is also available for managers and senior staff, please see the management section

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Medication Management - Dementia

Why do this course?	If your job role requires these skills.
When should you do this course?	As required
Recertification needed	-
National/local directive	Medicines Act (1968) and amendments Care Standards Act (2000) Misuse of Drugs Act (1971) and amendments Hazardous Waste Regulations (2005) Administration & control of medicines in care homes and children's services (June 2003 Medicines Act (1968))
NVQ Units	HSC32, HSC33, HSC375, HSC42, HSC43
Common Induction Standards/LDQ	1,2,3,5,6

Who should attend:

Staff 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 for you and the organisation:

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

- Explain the difference between dementia and Alzheimer's disease and list the main causes of dementia in the elderly
- List the main behavioural symptoms of dementia and identify which medicines can be used to treat them
- Explain the risks of using anti-psychotics in clients with dementia and list the alternative (non-drug) strategies for dealing with behavioural problems
- Identify which medicines slow the progression of dementia (and anti-dementia drugs)
- Demonstrate how to record medicines that are refused and who to contact
- Explain the rules surrounding mental capacity and the covert administration of medicines
- Understand the measures that can be taken to deal with swallowing difficulties and what to do when clients chew tablets.

Duration: ½ day

Dates
September 15 2011 am

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

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)
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.



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 for you and the organisation:

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

- Define what is meant by safer people handling
- 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
- 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 within organisations.

Duration: 1 day

Dates	14 September 2011	14 December 2011
06 April 2011	22 September 2011	11 January 2012
14 April 2011	29 September 2011	20 January 2012
09 May 2011	03 October 2011	24 January 2012
17 May 2011	18 October 2011	06 February 2012
25 May 2011	31 October 2011	23 February 2012
06 June 2011	03 November 2011	28 February 2012
24 June 2011	17 November 2011	14 March 2012
07 July 2011	30 November 2011	19 March 2012
13 July 2011	06 December 2011	29 March 2012

Attendance is free, standard non-attendance/cancellation fees apply

Safer People Handling Refresher

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)
QCF Diploma Units	HSC027,HSC028, HSC037,HSC038, HSC2028,M1
Common Induction Standards	NA

Who should attend:

Staff 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 18 months.



Overview:

It is a National/local directive that staff refresh and update their knowledge and skills regularly. This half-day course will update staff 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 for you and the organisation:

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

- Define what is meant by safer people handling
- 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
- 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 within organisations.

Duration: ½ day

Date	
11 April 2011 a.m. / p.m.	13 Oct. 2011 a.m. / p.m.
12 May 2011 a.m. / p.m.	09 Nov. 2011 a.m. / p.m.
15 June 2011 a.m. / p.m.	16 Jan. 2012 a.m. / p.m.
18 July 2011 a.m. / p.m.	10 Feb. 2012 a.m. / p.m.
06 Sept. 2011 a.m. / p.m.	06 Mar. 2012 a.m. / p.m.

Attendance is free, standard non-attendance/cancellation fees 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)
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 for you and the organisation:

By the end of the course you will 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
04, 05, 07 April 2011
12, 13, 15 September 2011
13, 14, 16 February 2012

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

People Handling Risk Assessors Refresher

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)
QCF Diploma Units	HSC027, HSC037, HSC2028, MI
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 for you and the organisation:

By the end of the course you will 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
10 May 2011
21 July 2011
10 Oct. 2011
02 Feb. 2012

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Equality & Diversity Awareness

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
QCF Diploma Units	SHC23, SHC33, SHC53
Common Induction Standards	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 a e-learning or as a one day course. The one day course is intended for staff who find it difficult to access e-learning or who would prefer to spend more time discussing the topics.

Benefits and learning outcomes for you and the organisation:

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

- Explain key definitions and concepts
- Define your understanding of 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	
12 May 2011	17 November 2011
21 June 2011	14 December 2011
13 July 2011	10 January 2012
22 September 2011	16 February 2012
18 October 2011	20 March 2012

Further Resources

The Social Care Institute for Excellence offer e-learning resources on communication skills including; communication across cultural and social situations; communicating in challenging situations; communication to meet individual needs(e.g. cognitive & sensory); forming and maintaining relationships with service users, carers and professionals, and more... <http://www.scie.org.uk/publications/elearning/cs/index.asp>

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk



Learning Resource Room

For Adult Social Care

Wayfield Avenue Resource Centre
2 Wayfield Avenue
Hove



Do you need somewhere to complete your e-induction?



Would you like to improve your English, Maths or Language skills?



Do you need somewhere to study for your NVQ or qualification?

A room is now available at Wayfield Avenue Resource Centre to use e-learning packages and Skills for Life resources or as a quiet place to study.

To book the room please contact Wayfield Avenue reception on (01273 29) 5880 for a one or two hour slot. The room is available:

9.00am to 7.00pm Monday to Friday

10.00am to 5.00pm Saturday & Sunday

Drop-in sessions on the first Tuesday of every month 2.00-6.00pm

For further information about the Learning Resource Room please contact:

Bola Ajani, Workforce Development Officer

☎ Ext. 20 0539

✉ Email: bola..ajani@brighton-hove.gov.uk



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
QCF Diploma Units	HSC028
Common Induction Standards	1, 2, 5

Who should attend:

All staff working in Adult Social Care who have responsibilities for maintaining records.



Overview:

Minimum 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 outcomes for 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

Duration: ½ day

Dates
11 July 2011
28 February 2012

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Food and Nutrition & the role of Support Staff

Why do this course?	If your job requires these skills
When should you do this course?	As required
Recertification needed	N/A
Directorate priority	Reducing Inequality, Developing Our Workforce
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 advise

Benefits and learning outcomes to you and the organisation

After completing this course you will be able to:

- Understand the eatwell model and why it is used
- Develop confidence in understanding food labelling 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	
27 May 2011	09 November2011
29 June 2011	07 December 2011
21 July 2011	18 January 2012
13 September 2011	10 February 2012
19 October 2011	06 March 2012

e-learning resources

An online programme has been developed for health and social care staff by the NHS Core Learning Unit. The modular courses cover; nutrition basics; hydration; supporting people with eating and drinking. And more..... www.socialcare.corelearningunit.com

Application and fees

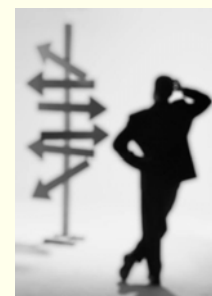
Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Mental Capacity Act Briefing

Why do this course?	If your job role requires these skills
When should you do this course?	ASAP if working with adults who may lack the capacity to consent
Recertification needed	N/A
National/local directive	Mental Capacity Act (2005)
QCF Diploma Units	SHC23, SHC24, HSC024, SHC33, SHC34, SHC53, ADV305, AVO310
Common Induction Standards	1, 2, 5, 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. The Mental Capacity Act Briefing will be relevant to staff supporting adults who may at times lack the capacity to consent.

Benefits and learning outcomes for you and the organisation:

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

- Give an overview of the Mental Capacity Act
- Explain the five key principles of the Act
- Describe the functional test for capacity
- Describe some of the factors to be considered when making a best interest decision
- Explain the relevance of the Act to your work

Duration: 2hr briefing

Dates	
12 April 2011 am	21 October 2011 am
04 May 2011 am	23 November 2011 am
27 May 2011 pm	13 December 2011 am
17 June 2011 am	19 January 2012 pm
18 July 2011 am	23 February 2012 pm
07 September 2011 am	15 March 2012 am
29 September 2011 pm	

Mental Capacity Act e-learning course

We offer an e-learning course on the Mental Capacity Act. Please see the page in this brochure for details of how to access this, or contact coursesforcare@brighton-hove.gov.uk

Further Resources

The Social Care Institute for Excellence offer pages dedicated to the Mental Capacity on their website. If you click on the link below a wider range of documents giving advice and guidance on the Act will appear. <http://www.scie.org.uk/publications/misc/mca/index.asp>

Attendance is free, standard non-attendance/cancellation fees apply

How to access the Mental Capacity Act e-learning course

Enter the web address: www.careandhealthlaw.com and select the flashing icon from the bottom left hand margin “Mental Capacity Act - e-learning option”

Brighton & Hove City Council is what is known as a **Top Tier Purchaser** and its name appears in the drop down list on the page illustrated below (Fig 1). Select it and then click on “Proceed”:

Scroll down to “**Select your top tier organisation**”

Now simply enter your name details under “**ADD New User**”, select the appropriate user group from the drop down list and enter the following pass code: **14373** (You MUST have this pass code in order to access the e-learning package). Once entered, click on “**Add details**”

The following screen indicates that your user details have been added successfully.

Click on “**Login**” to log the newly created user into the e-learning package.

You will be taken back to the initial login screen. Choose **Brighton & Hove City Council** as the Top Tier Organisation and click on “**Proceed**”

Scroll down to **Top tier Organisation** details and select your name from the list provided. You also need to enter the pass code **14373**, then click on “**Login**”

You will be taken to the following screen (fig 2). Select “**Launch Course**” to begin the e-learning package. Should you encounter any problems, faults or would like to ask any questions or make any comments, please do so by e-mailing mca@brighton-hove.gov.uk

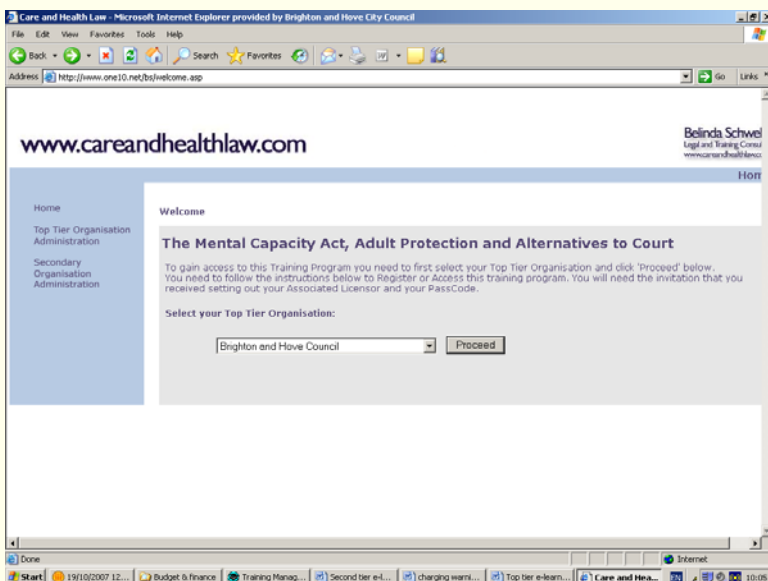


Fig 1

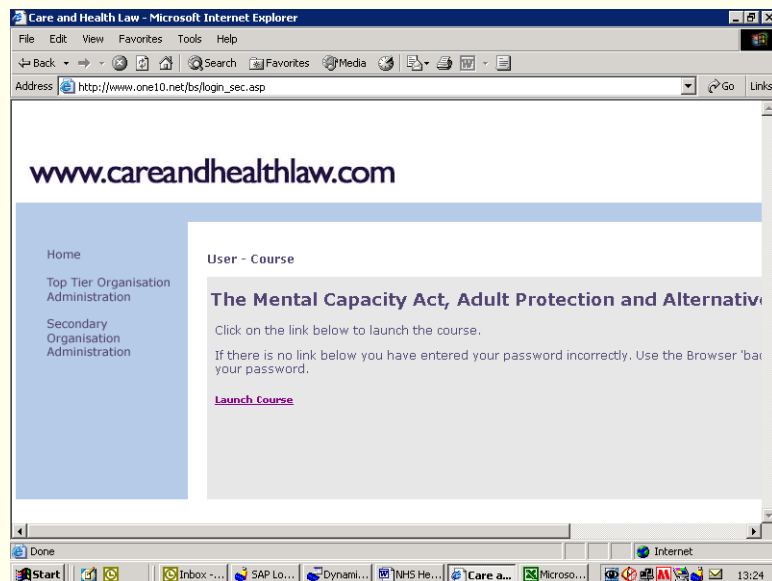


Fig 2

Mental Health Awareness – ‘One in Four’

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
QCF Diploma Units	SHC23, SHC33, CMH 301, CMH 302, SHC53
Common Induction Standards	4, 7

Who should attend:

Staff wanting to know more about different mental health problems including depression, schizophrenia and bi-polar disorder. Frontline or administrative staff who work with people who may have/be developing mental health difficulties.

Overview:

The workshop combines various teaching methods including discussion, simulation, quiz activities and personal accounts. Each participant receives a resource pack with further learning materials and support resources.

One in Four is delivered by trainers with personal experience of using mental health services. One in Four supports NSF Standard I: Mental Health Promotion.

Benefits and learning outcomes for you and the organisation:

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

- Identify and challenge some key myths and misconceptions about mental illness
- Recognise the sources of stigma towards people affected by mental ill health, and describe the impact it has on their lives
- Describe key symptoms of four mental health problems and some of the issues associated with treating these problems
- Define your understanding of what it is like to live with a mental health problem.

Duration: ½ day

Dates	
26 th April 2011 am	 www.time-to-change.org.uk
30 th June 2011 pm	
13 th July 2011 am	
27 th Sept 2011 am	
10 th Nov 2011 pm	
12 th Jan 2012 am	
9 th March 2012 pm	

Send application forms to, email  courseforcare@brighton-hove.gov.uk
Telephone 296185

Grassroots Training delivers “One in Four” mental health awareness training in partnership with Brighton and Hove Social Care and Health and Brighton and Hove City PCT.



GRASSROOTS TRAINING
supporting communities to prevent suicide



Further Resources

The Social Care Institute for Excellence have free e-learning on the mental health of older people <http://www.scie.org.uk/publications/elearning/index.asp>

Attendance is free, standard non-attendance/cancellation fees apply

Oral Health Training

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
DIPLOMA Units	LD206, LD206C, HSC2015
Common Induction Standards	5, 7, 8

Who should attend:

All staff

Overview:

Brighton and Hove Special Care Dental Service provides NHS dental care for people who are unable to obtain this from a high street dentist owing to their needs. They also provide dental care at home for people who are housebound. Training can be offered in different formats depending on the needs of the service user.



Training Topics:

- Care of natural teeth and gums and prevention of disease.
- The importance of oral care and its effects on general health.
- Healthy eating.
- Practical session on oral hygiene.
- Diseases and conditions which affect the mouth, including medication.
- Tips on practical help and support for carers of adults with additional needs and to raise the awareness of the importance of oral care.

Training Formats:

- Practical sessions for carers.
- Practical sessions with service users.
- PowerPoint presentations.
- Oral Health road show.

Further information:

This training is not provided directly by the Workforce Development Team. Therefore to discuss or book this training please contact :

Debbie Robinson, Oral Health Promotion 01273 267345

End of Life Care

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	DoH National Dignity Campaign End of Life Strategy
QCF Diploma Units	HSC026, HSC36, HSC3048
Common Induction Standards	4, 7

Who for:

All staff in care homes

Overview:

This course looks at working with loss for both residents and relatives – understanding loss in our own lives



Benefits and learning outcomes for you and the organisation:

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

- Recognise the signs of end of life care
- Describe what factors affect end of life care
- Identify practical skills for end of life care
- Describe cultural and emotional care skills for end of life
- Explain the stages of loss - recognise complicated grief
- Describe listening and responding skills and support for bereaved relatives
- Describe and recognise national policies and practices e.g. advance care plans

Duration: ½ day

Dates
20 June 2011 am
24 November 2011 pm

Further Resources

See next page

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Working with the Care Quality Commission, and Quality Assurance

Why do this course?	Recommended to help understand the care standards
When should you do this course?	As required
Recertification needed	N/A
National/local directive	CQC Essential Standards of Quality and Safety
QCF Diploma Units	HSC3020
Common Induction Standards/LDQ	1, 5, 6

Who should attend:

All grades of staff who work in, (or with), services which are registered with the Care Quality Commission.



Overview:

Benefits and learning outcomes for you and the organisation:

This course will help services to meet the quality assurance requirements of the Essential Standards of Quality and Safety. It will help staff to understand each person's role in working with the CQC.

The course will cover the Outcome Standards, CQC Regulation and Review methods, Quality Risk Profiles, Notifications and Provider Compliance Assessments.

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

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 services can demonstrate that the CQC Outcome Standards are met.
- Recognise the ways that quality assurance, and people using services, can contribute to quality improvement.
- Assist the development of service improvement plans.

Dates
16 June 2011
10 November 2011

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Safeguarding Adults Basic Awareness

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 2 years
National/local directive	No Secrets Act (2000) Safeguarding Adults (2005) Pan-Sussex Safeguarding Vulnerable Adults Policy and Procedures (2007)
QCF Diploma Units	SHC21,SHC24,HSC024, SHC31, SHC34,HSC3045, SHC51,M3,PI
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 for 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

Duration: ½ day

Attendance is free, standard non-attendance/cancellation fees apply

Training also available for **Provider Managers**, please see the management section

Dates for Older Peoples Services	Dates for Learning Disability Services	
12 April 2011 am	19 April 2011 am	 <p>The Brighton & Hove Practitioner Alliance against Abuse of Vulnerable Adults is an active, informal, voluntary network that wants to increase its skills, knowledge and awareness of Safeguarding Adults issues.</p> <p>If you would like to join, or to be added to the e-mail distribution list please e-mail your details to Abigail.Smith@brighton-hove.gov.uk. More details about PAVA can be found in the managers section.</p>
02 May 2011 pm	24 June 2011 pm	
23 May 2011 am	11 July 2011 pm	
10 June 2011 pm	28 September 2011 am	
27 June 2011 am	25 October 2011 pm	
22 July 2011 pm	25 November 2011 pm	
06 September. 2011 am	26 January 2012 am	
26 September 2011 pm	10 February 2012 am	
18 October 2011 am	13 March 2012 pm	
01 November 2011 pm	<p>A basic e-learning course is available at www.kwango.com/ssxpartsalogin Login to the course with Username: ssxparttrustsa Password: ssxpartsa l</p>	
21 November 2011 am		
02 December 2011 pm		
09 January 2012 am		
24 Jan. 2012 pm		
03 February 2012 pm		
28 February 2012 am		
15 Mar 2012 pm		
19 March 2012 am		

Safeguarding Adults Basic Awareness 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	<input checked="" type="checkbox"/> Refresher to be completed every 2 years
National/local directive	No Secrets Act (2000) Safeguarding Adults (2005) Pan-Sussex Safeguarding Vulnerable Adults Policy and Procedures (2007)
QCF Diploma Units	SHC21,SHC24,HSC024, SHC31, SHC34,HSC3045, SHC51,M3,PI
Common Induction Standards	NA

Who should attend:

The Brighton & Hove Safeguarding Adults Board recommend that all staff use the safeguarding competency framework as a record of competence, updating annually. Staff who have not demonstrated their competence should undertake an update course every three years.



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 for 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		A basic awareness e learning course is available. This takes 40 minutes to complete. To receive a password contact coursesforcare@brigh-ton-hove.gov.uk
11 April 2011 am	11 October 2011	
03 May 2011 pm	08 Novemebr 2011 am	
31 May 2011 am	02 December 2011 am	
13 June 2011 pm	16 January 2012 pm	
27 June 2011 am	08 February 2012 am	
15 July 2011 pm	27 February 2012 pm	
05 September 2011 pm	12 March 2012 pm	
27 September 2011 am		

Further Information

Competency Framework: A competency framework for staff and managers along with guidance notes can be downloaded at www.brighton-hove.gov.uk/asctraining

Attendance is free, standard non-attendance/cancellation fees apply

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
QCF Diploma Units	HSC024
Common Induction Standard	4,

Who should undertake this training:

All staff particularly those workers 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.

After completing 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
29 th November 2011

Further Resources

There is an interactive easy to use e-learning package which 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

Further face to face training around working with risk and domestic abuse is in development. In addition to working with risk this course will look at multi-agency responses to domestic abuse.

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Safeguarding Children Basic Awareness for Adult Services

Why do this course?	If your job role requires these skills
When should you do this course?	As required
Recertification needed	N/A
Directorate priority	Sussex Child Protection and Safeguarding Procedures
QCF Diploma Units	HSC024
Common Induction Standards	1, 6

Who should attend:

This training is for staff working in Adult Services.

Overview:

To raise awareness for staff working in Adult Services in relation to Sussex Child Protection and Safeguarding Procedures



Benefits and learning outcomes for you and the organisation:

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

- Describe your role and responsibilities in relation to Sussex Child Protection and Safeguarding Procedures
- Recognise what constitutes abuse
- Describe the categories of abuse
- To explain who to report to if you suspect abuse

Duration: ½ day

Dates
25 July 2011 am
17 October 2011 am
21 February 2012 am

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Awareness of Child Abuse and Neglect

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 Policy and Procedures
QCF Diploma Units	HSC024
Common Induction Standards	1, 6



“Safeguarding children is everyone’s responsibility”

Access interactive, easy to use e-learning packages online which can be completed to 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

Who should attend:

This course is suitable for anyone who comes into contact with children, young people, parents and carers.

Overview:

The training covers the following areas:

Understanding and recognising:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

What to do if you suspect abuse or neglect.

Further Information

For more information and details of how to access courses contact:

 coursesforcare@brighton-hove.gov.uk

Support (Care) Planning 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
QCF Diploma Units	SHC24, HSC025, HSC026, LD202, SHC34, HSC036, HSC3020, LD302, M3, HSCM1, SS5.1
Common Induction Standards	NA

Who should attend:

Older Peoples Residential Care Workers and Senior Care Officers.



Overview:

To ensure key workers for Service Users are clear about the importance and expectations of their role for their Service Users.

To ensure that 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 for 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 support planning
- Explore and define your understanding of the ingredients of good care plans
- Define your ability to evaluate the quality of care plans
- Develop skills in producing, and using care plans which are person-centred and holistic (including for use within short term/fast changing environments)
- Describe how to produce care 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
28 April 2011	26 May 2011
22 September 2011	20 October 2011

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Parkinsons Disease

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
QCF Diploma Units	HSC026, PD OP2.1, HSC2004, HSC2007, HSC36, HSC3003, PD OP3.1
Common Induction Standards	5, 7

Who should attend: Staff working with 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 outcomes for 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
- Identify strategies for supporting independence, inclusion, self esteem and well being

Duration: ½ day

Dates
20 June 2011 pm
11 October 2011 am
22 February pm

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Stoma 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	CQC Outcomes
QCF Diploma Units	HSC2015, HSC2016
Common Induction Standards/LDQ	7, 8

Who for:

All staff working in Older Peoples services as relevant.



Overview:

To enable staff to have a basic understanding of colostomy care.

Benefits and learning outcomes for 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
15 July 2011 pm
01 November 2011 pm

Further Resources

There is free e-learning on infection control including advice on catheter care for NHS and social care staff on the NHS Core Learning Unit website:

<http://care.corelearningunit.nhs.uk>

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Speech and Language Therapy Learning Disability Training

Why do this course?	If beneficial for job role
When should you do this course?	As required
Recertification needed	N/A
National/local directive	N/A
DIPLOMA Units	SHC21, SHC24, HSC026, LD201, LD202, LD203, SHC31, SHC34, HSC3029
Common Induction Standards	N/A

Who should attend:

Staff and carers working with people with Learning Disabilities.

Overview:

The SaLT service to people with a learning disability in Brighton & Hove can offer the following sessions, all of which aim to:-

- I. be person-centred, promote independence and choice
- II. explore ways to help people express themselves and understand using a range of Total Communication approaches and ideas
- III. Improve our communication skills and ways of being with those we support



This year the team wish to offer 'tailor-made' training events for the needs of individuals and services.

The following series of workshops/topics can be organised as team training events in a range of ways.

Communication Systems and Talkabout Books

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

- Explain the purpose of people owning a communication system/book and how this is central to their lives/person centred plan
- Identify a variety of communication tools and ideas that can be used to develop communication systems
- Describe how to make and develop a communication system/book

Talking Mats

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

- Define what 'talking mats' are, who they are for and how they can and should be used
- Explain how a talking mat can be an essential tool for people with a learning disability to express choice and preferences
- make and use a talking mat

Intensive Interaction

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
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 fulfilment 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 eventually reduce challenging behaviour

Benefits and learning outcomes for 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
01 April 2011
29 July 2011
16 September 2011
28 November 2011

Further information:

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.

Attendance is free, standard non-attendance/cancellation fees apply

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
QCF Diploma Units	HSC2014
Common Induction Standards	5, 7

Who should attend:

People supporting people with learning disabilities who have difficulties with eating, drinking and swallowing.



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 for 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
20 April 2011
19 October 2011

Further Resources

An online programme has been developed for health and social care staff by the NHS Core Learning Unit. The modular courses cover; nutrition basics; hydration; supporting people with eating & drinking. and more... www.socialcare.corelearningunit.com

For details of courses on Food Safety and Food & Nutrition see elsewhere in this programme.

Application and fees

Applications only accepted for people working in learning disability services or people supporting someone with a learning disability.

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

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
QCF Diploma Units	SHC21, SHC31, LD205, LD305, SHC51
Common Induction Standard	5

Who should attend: People who support adults with learning disabilities who **only** require an awareness and are not required to administer buccal midazolam.



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 for 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

Further information If you would like to arrange training in the use of buccal midazolam, then please contact [✉ coursesforcare@brighton-hove.gov.uk](mailto:coursesforcare@brighton-hove.gov.uk)

Dates	
14 June 2011 am	19 January 2012 pm
27 September 2011 pm	14 March 2012 am
24 November 2011 am	

Buccal Midazolam and Epilepsy Awareness Including Rectal Diazepam

Who should attend: People supporting people 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 basic awareness course above and continues with the theoretical and practical administration of buccal midazolam in accordance with Joint Epilepsy Council guidelines. Delegates will have the opportunity to practice administration in a simulated environment.

Benefits and learning outcomes for you and the organisation: As for epilepsy introduction plus: Describe best practice in the administration of buccal midazolam and rectal diazepam.

Duration 1 day

Dates	
9 May 2011	1 December 2011
18 July 2011	14 February 2012
11 October 2011	

Loss & Bereavement

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
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 for you and the organisation:

By the end of this 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

Further Information

If you would like to arrange a team session on loss and bereavement please contact

- ✉ peter.craske@brighton-hove.gov.uk or
- ✉ coursesforcare@brighton-hove.gov.uk

Application and fees

Applications only accepted for people working in learning disability services or people supporting someone with a learning disability.

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Makaton Beginners 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
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 for you and the organisation:

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

- Explain the use and purpose of Makaton
- Use signs as an aid to communication
- Use alternative systems of communication
- Use signs and symbols from key stages 1-4.

Duration: 2 days

Further Information

Attendees will be provided with handouts featuring all the signs covered on the course.

Dates
18 & 19 May 2011
19 & 20 July 2011
12 & 13 October 2011
07 & 08 December 2011
21 & 22 February 2012

Application and fees

Applications only accepted for people working in learning disability services or people supporting someone with a learning disability.

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

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
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 5-8.

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

Benefits and learning outcomes for you and the organisation:

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

- Know all the signs in the Core Vocabulary.
- Support service users in developing their communication skills.
- Use signs and symbols from key stages 5-8.

Duration: 2 days

Further Information

Attendees will be provided with handouts featuring all the signs covered on the course.

Dates
09 & 10 June 2011
14 & 15 September 2011
10 & 11 November 2011
18 & 19 January 2012
07 & 08 March 2012

Application and fees

Applications only accepted for people working in learning disability services or people supporting someone with a learning disability.

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

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
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 for 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
21 April 2011
22 July 2011
15 November 2011
17 February 2012

Application and fees

Applications only accepted for people working in learning disability services or people supporting someone with a learning disability.

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Positive Behaviour Support

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	<input checked="" type="checkbox"/> To be refreshed as required
National/local directive	<input checked="" type="checkbox"/> DoH Guidance for Restrictive Physical Interventions (July 2000)
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 three days should be attended in order to avoid confusion and maximise usefulness.

Benefits and learning outcomes for you and the organisation:

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

PBS Day 1: 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

PBS 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

PBS Day 3: Reactive Intervention & SCIP Physical Interventions

- Describe a range of reactive strategies that can be used to support individuals who may challenge
- 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.

Duration: 3 days

Dates for Day 1	Dates for Day 2	Dates for Day 3
11 April 2011	01 June 2011	01 July 2011
05 August 2011	08 September 2011	07 October 2011
18 November 2011	08 December 2011	13 January 2012

Attendance is free, standard non-attendance/cancellation fees apply

Personal Relationships & Sexuality & Adults with Learning disabilities

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
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

After completing 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

Important Information

This course is beyond basic awareness. **Participants will be expected to put their learning into practice by undertaking sex education and support for adults with personal relationships & sexuality issues.** To support people in this role Community Nurses from the Community Learning Disability Team will be offering ongoing support sessions for practitioners. People should only apply for this course after a discussion with their manager about their role in undertaking such work in their team or service.

Duration: 2 days

Date
06 & 07 June 2011

Application and fees

Applications only accepted for people working in learning disability services or people supporting someone with a learning disability.

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Positive Psychology

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
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 for 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
04 August 2011
02 December 2011

Application and fees

Applications only accepted for people working in learning disability services or people supporting someone with a learning disability.

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Public Health Training Opportunities

Courses available relating to:

Substance Misuse

Drug and Alcohol Awareness - OCN level 2 – 2 days
Open College Accredited Hepatitis C Seminar – half day
Domestic Violence & Substance Misuse – 1 day
Alcohol Screening & Briefing Interventions
Cannabis – All you need to know



Sexual Health

Blood Borne Viruses and Vulnerable Populations – 1 day
Sexual Health Basic Awareness – 1 day
Strategies to address sexual risk taking

Older people

Helping Older People Prevent Falls
Vintage Years: Age & Alcohol – half day

Behaviour Change

Supporting Behaviour Change – 2 days

For dates, details and information on these and other Health Promotion courses please visit www.brighton-hove.gov.uk and search for health promotion training

How to Apply

To apply for any of these courses please use the form at the back of this guide.

For further details: coursesforcare@brighton-hove.gov.uk

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Safeguarding Adults for Provider Managers

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 Act (2000) Safeguarding Adults (2005) Pan-Sussex Safeguarding Vulnerable Adults Policy and Procedures (2007)
QCF Diploma Units	HSC024, SHC31, SHC34, HSC3045, SHC51, M3, P1
Common Induction Standards	NA

Who should attend

Staff with managerial responsibilities who work in services which support adults. **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 vulnerable adults process.

Benefits and learning outcomes for 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
06 May 2011
13 June 2011
28 July 2011
19 Sept. 2011
27 Oct. 2011
29 Nov. 2011
17 Jan. 2012
07 March 2012

Further Resources

Competency framework for safeguarding adults: A competency framework for staff and managers along with guidance notes can be downloaded at www.brighton-hove.gov.uk/asctraining

Attendance is free, standard non-attendance/cancellation fees apply

PAVA Network



Practitioners Alliance Against Abuse of Vulnerable Adults

- ✓ **Meet colleagues from cross sector organisations**
- ✓ **Two-way feedback with Brighton & Hove Adult Protection Committee**
- ✓ **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 PAVA (Practitioners Alliance Against Abuse of Vulnerable 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 PAVA UK visit <http://www.pavauk.org/>

The Brighton & Hove PAVA group have been meeting for 5 years. The group has a diverse membership with people attending from housing, social care services, community and voluntary groups.

Over the last year the PAVA group have identified key topics and invited speakers including; a Chief Inspector in Sussex Police to look at the links between the safeguarding investigation processes and those used in domestic violence cases; the local Lead for the Mental Capacity Act to discuss issues on Self Neglect; and the Head of the Council Finance Team to look at cases of financial abuse.

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

11th April, 10th June, 12th Sept, 9th Dec

All meetings are at the Age Concern offices on Prestonville Road, 12.30 – 2.15pm

If you would like to be added to the circulation list for information on future PAVA meets, please let Abigail Smith know by emailing

Abigail.smith@brighton-hove.gov.uk or phoning on 01273296185

“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 PAVA 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”

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
QCF Diploma Units	N/A
Common Induction Standards	N/A

Who should attend:

Staff 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.



Overview:

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

to

This course is currently being commissioned please apply for 'next available date'

Duration: 2 days

Benefits and learning outcomes for 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

Dates

Dates
TBC

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Health and Safety for Managers

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	N/A
Common Induction Standards/LDQ	N/A

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 for 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
13 June 2011
13 October 2011
15 February 2012

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Medication Management and Audit

Why do this course?	If your job role requires these skills.
When should you do this course?	As required
Recertification needed	-
National/local directive	Medicines Act (1968) and amendments Care Standards Act (2000) Misuse of Drugs Act (1971) and amendments Hazardous Waste Regulations (2005) Administration & control of medicines in care homes and children's services (June 2003 Medicines Act (1968))
QCF Diploma Units	N/A
Common Induction Standards	N/A

Who should attend:

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

The Course can be combined with a morning Medication Handling Assessors Workshop.

Benefits and learning outcomes for you and the organisation:

By the end of the course you will 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.

Duration: ½ day

Dates
July 15 2011 pm
January 25 2012 pm

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Reablement - Basic Principles

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/LDQ	1, 5, 6, 7

Who should attend:

Managers and Senior Staff working in approved & contracted homecare services

Overview:

This course will support staff taking on a reablement role covering the basic principles of reablement and action plan awareness.



Benefits and learning outcomes for you and the organisation:

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

- Explain what reablement means
- Describe the process used by Brighton and Hove City Council
- Describe the positives and challenges of reablement
- Clarify differences between care and reablement
- Implement reablement plans
- Identify and manage risk
- Describe how telecare can assist individuals

Duration: 2 days

Dates
23 rd & 24 th June 2011
24 th & 25 th November 2011

Further Resources

The Social Care Institute for Excellence has a video on telecare:

<http://www.scie.org.uk/socialcaretv/browse-by-topic.asp>

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

Reablement Potential

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	N/A

Who should attend:

Managers and Senior Staff working in approved & contracted homecare services

Overview:

This course will support staff taking on a reablement role.

Benefits and learning outcomes for you and the organisation:

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

- Describe the pathology for common medical conditions
- Explain the impact of medical conditions on functional ability
- Recognise key elements required for identifying reablement potential with service users
- Create SMART goals
- Describe the principles of activity analysis
- Create basic reablement action plans
- Develop enabling therapeutic attitudes
- Transpose activities to achieve reablement objectives

Duration: ½ day

Dates
23 June 2011 pm
24 November 2011 pm

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk



Managing Risks and Behaviour Safely

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 of Quality and Safety
QCF Diploma Units	N/A
Common Induction Standards	N/A

Who should attend:

This workshop is for managers and senior staff involved in supporting vulnerable adults



Overview:

Provide a clear understanding of the principles and procedures needed around any restrictive practices

Benefits and learning outcomes for you and the organisation:

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

- Recognise ways to better comply with CQC requirements
- Cover best practice and case scenarios
- Offer guidance on your current intervention procedures in line with the Deprivation of Liberty Act

Duration: 1 day

Dates

To be confirmed. Please apply for 'next available date'

Application and fees

Course attendance is free, non-attendance or cancellation within 5 working days will result in a fee of £50. To apply, please complete and return the request form at the back of the programme or access the online request form at www.brighton-hove.gov.uk/asctraining and email to coursesforcare@brighton-hove.gov.uk

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Learning Development Centre - Directions

LDC car park is accessed via Hodshrove Lane. See the map

From London: (A23) travel south until you reach the junction with A27, follow signs to Lewes and join the A27. Then:

- Take the first exit (after approx. ½ mile) signposted to Ditchling and Hollingbury Industrial Estate.
- Go straight over first mini roundabout shown on the map below.
- After ½ mile follow the road as it bears right (back under the A27) down Coldean Lane.
- At the traffic lights at the bottom of Coldean Lane turn right towards Brighton town centre (A270)
- After ½ mile (immediately after going under a railway bridge) at the traffic lights, turn left into
- Moulsecoomb Way then a turn right into Hodshrove Road. Carry along Hodshrove Road and take the first right into Hodshrove Lane. Follow the green signs to LDC.

From Worthing: Travel to Brighton on the A27. Then:

- Take the first exit after crossing the A23 and follow the directions above

From Lewes: Travel to Brighton on the A27. Then:

- Keep to the left hand lane as you pass the Universities of Brighton and Sussex at Falmer
- Take the left fork onto the A270 to Brighton town centre
- Follow for ¾ mile until traffic lights, then turn left immediately after passing under a railway bridge
- Now on Moulsecoomb Way. Turn right into Hodshrove Road. Carry along Hodshrove Road and take the first right into Hodshrove Lane. Follow the green signs to LDC.

Train: The LDC is a 15-minute walk from Moulsecoomb Station on the Brighton to Lewes line. See the map for detailed pedestrian route, marked in the (red) dashed line.

Bus: The LDC is served by the number 24, 25, 25a, 25b, 25c, 28, 29, 29a, 29b, 78 & 88 buses, that all stop on Lewes Road (Moulsecoomb Way bus stop). The number 49 can also be used, alight at the post office on Hodshrove Road and walk down Hodshrove Road, turning left into Hodshrove Lane.

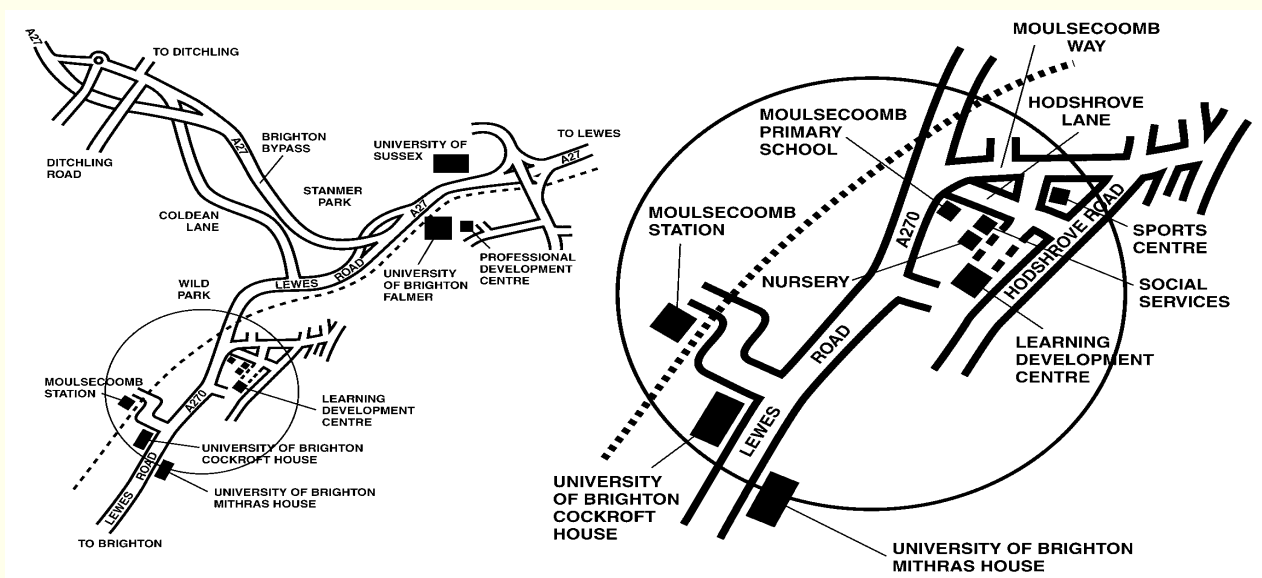
For further online travel information access www.buses.co.uk or www.journeyon.co.uk

Please Note:-

The LDC only has a limited parking facility. We therefore encourage the use of public transport/car share wherever possible, as parking cannot be guaranteed. It should also be noted that the Leisure Centre car park is not available to the LDC.

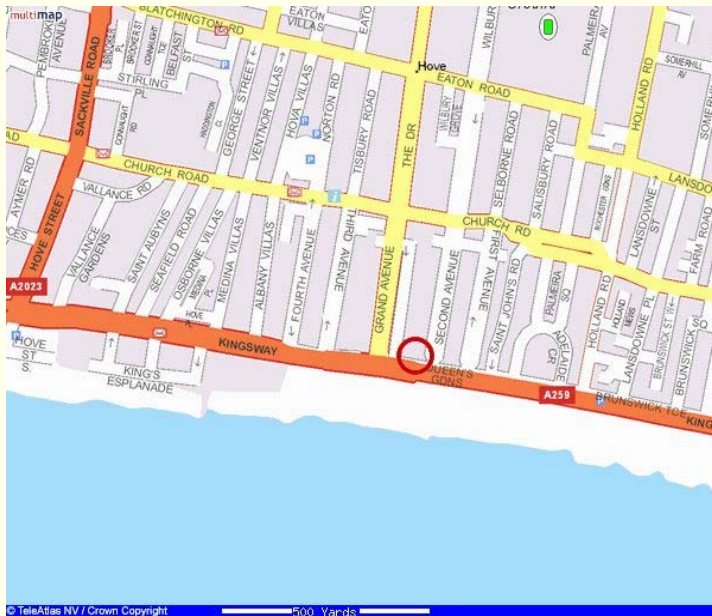
There are schools; two nurseries, a clinic and a youth club close by. Extra care should therefore be taken when driving.

LDC Tel: 01273 293699

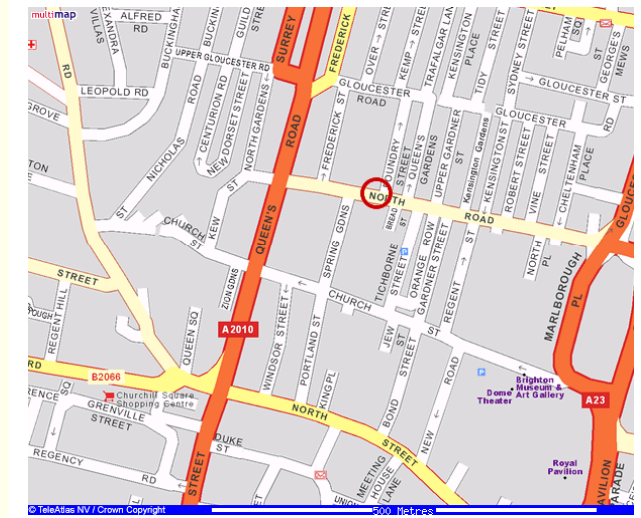


Kings House, Brighthelm Centre, Montague House, Brighton Town Hall

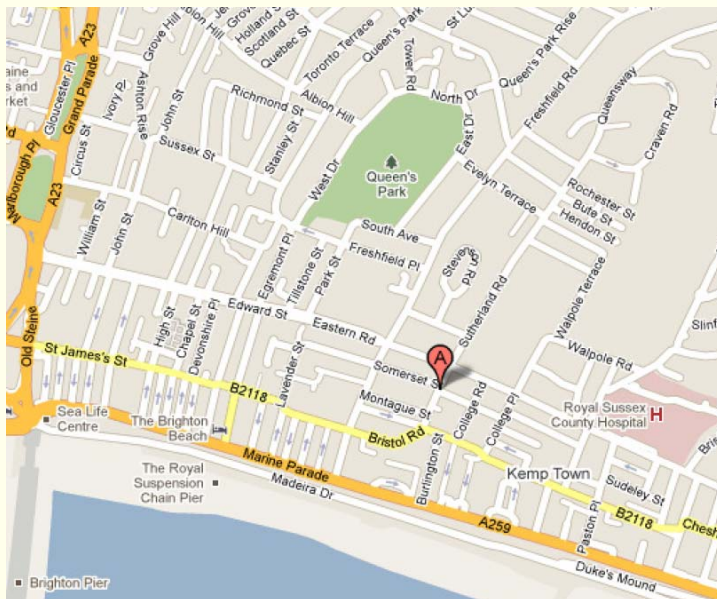
**Kings House, Grand Avenue, Hove,
BN3 2LS Tel admin on 01273 296184**



**The Brighthelm Centre, North Road,
Brighton, BN1 1YD
Tel: 01273 821512**



**Montague House, Montague Place, Kemptown
Brighton BN2 1JE**



**Brighton Town Hall, BN1 JP
Tel: 01273 291052**



Request Form - All of the fields must be completed accurately or your form will be returned

Course Title (or booking code):	Preferred Date:
Name:	Line Manager (For Personal Assistants please state Employer or Care Manager name):
Workplace:	
Job Title:	
Address:	Tel:
Postcode:	e-mail:
I would like notification by e-mail Y / N	
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	
Shortlising: (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"/>
Age <25 25-34 35-44 45-54 55-64 65+	Gender 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) regardless of reason. Substitution of staff at late notice is acceptable.	
Name invoice to be made to:	
To be for the attention of:	
Full Address and postcode for invoicing	

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