Adult Social Care

Training Prospectus

April – December 2019

Booking enquiries:
WLD Admin Team
Tel: 01332 641229
Email: WLD.admin@derby.gov.uk
Can’t find what you’re looking for? Give us a ring on 01332 641229

We also have special offers available from our website www.derby.gov.uk/wld-training

Most courses are delivered at:
Kedleston Road Training Centre,
184 Kedleston Road,
Derby
DE22 1GT

Our Dementia Awareness course is currently delivered at:
Morleston Centre
Morleston Street
Derby DE23 8FL

Booking enquiries:
WLD Admin Team
Tel: 01332 641229
Email: WLD.admin@derby.gov.uk
Welcome to Derby City Council’s Adult Social Care Training Prospectus. This is a guide to the programme of education we will deliver this year to enhance and progress your learning and personal development.

As many of you are aware we are all experiencing change, and new developments in Social Care, and the Personalisation of services will mean a transformation for practice, the organisation and delivery of our services. We will be introducing new programmes, short courses and workshops over the coming year so will be updating the handbook and website regularly.

The Training Section is here to help you to support our customers and carers to live well and achieve the outcomes they want, and we look forward to working closely with you over the coming year.

Additional information to support Adult Social Care staff

We also recommend the following websites as sources of information news, events and training for the Social Care workforce.

You can access information on Safeguarding Adult's by contacting the Safeguarding Adult's Team on 01332 642960. The Safeguarding Adult's Course Prospectus is available to view on at, http://www.derbysab.org.uk/

Skills for Care www.skillsforcare.org.uk

Working in consultation with carers, employers and service users, Skills for Care aims to modernise adult Social Care in England, by ensuring qualifications and standards continually adapt to meet the changing needs of people who use care services.

HCPC - Health & Care Professions Council www.hcpc-uk.org

The Health & Care Professions Council is the workforce regulator and guardian of standards for the social work workforce in England. With effect from August 2012, they are responsible for the codes of practice, Social work Register and social work education and training.

S.C.I.E. - Social Care Institute for Excellence www.scie.org.uk

SCIE’s aim is to improve the experience of people who use Social Care by developing and promoting knowledge about good practice in the sector.
Workforce Development Fund

**Skills for Care** works with adult Social Care employers across England to make sure their people have the right skills and values to deliver high quality care. We promote the attitudes, values, skills and qualifications people need to undertake their roles and create practical resources to help develop the skills and knowledge of the workforce. All of our resources can be found at [www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

**Skills for Care** have a network of Area Officers across England who can provide information and advice locally. The Area Officer for Derby and Derbyshire is Amanda Ashworth [amanda.ashworth@skillsforcare.org.uk](mailto:amanda.ashworth@skillsforcare.org.uk)

**Telephone:** 07971 002283

The Workforce Development Fund (WDF) is a funding stream from the Department of Health distributed by Skills for Care.

It is a finite pot of money which focuses on the achievement of qualification units and supports the on-going professional development of staff across the adult Social Care sector within England.

Employers can use the WDF to make a significant contribution towards the costs of workers' completing units and qualifications on the Qualifications and Credit Framework (QCF), as well as university qualifications included in the Higher Apprenticeship in Care Leadership and Management. It can also be used to help fund the delivery of intermediate, advanced and higher level Apprenticeships in Social Care. The fund is distributed by Skills for Care via a network of employer led partnerships and large national organisations (grant holders). People who employ their own care and support staff can also claim the WDF towards the costs of training their staff although there is another source of funding available to them.

For information on the WDF please go to: [http://www.skillsforcare.org.uk/Learning-development/Funding/Workforce-Development-Fund](http://www.skillsforcare.org.uk/Learning-development/Funding/Workforce-Development-Fund)

For information on funding for individual employers and their staff please go to: [http://www.skillsforcare.org.uk/Funding/Individual-employer-funding/Individual-employer-funding.aspx](http://www.skillsforcare.org.uk/Funding/Individual-employer-funding/Individual-employer-funding.aspx)
**In-house training**

If you would like our trainers to deliver any of our training courses on your own premises, please contact us to discuss your requirements.

For more information on booking onto courses and specials offers please contact the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
## Courses by Subject Area

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<td>13</td>
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<tr>
<td>Manual Handling for Catering Employees</td>
<td>17</td>
<td>Yes</td>
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<td><strong>Catering &amp; Food Courses</strong></td>
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<td>Yes</td>
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<td>Food Safety Awareness</td>
<td>24</td>
<td>Yes</td>
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<td>Manual Handling for Catering Employees</td>
<td>17</td>
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<td>Yes</td>
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*Mandatory Training for Derby City Council Care Staff.

For staff working within the Private, Voluntary and Independent Sector homes, you may find this a useful guide for courses recommended to attend.
ASSISTING & MOVING FOUNDATION TRAINING
Course Ref: SS021

Who is this course for?

This is a mandatory 3-day course for all new Home Care Assistants, Home Care Aides, and Care Assistants. The course is also suitable for Day Service Workers, Tenant Support Assistants and Residential Social Workers. This training is open to residential, day or domiciliary care employees working within the private, voluntary and independent sectors.

The course can also be delivered in a modular format with the three days split over three consecutive weeks to accommodate staffing requirements within establishments.

Course programme and learning outcomes

Learning outcomes on this course are mapped to those of the Qualifications and Credit Framework (QCF) Level 2 Certificate in Assisting and Moving Individuals for Social Care Settings. The 4 units covered are the QCF mandatory units that when combined with appropriate self-directed and workplace learning will achieve 10 credits. 4 more credits are needed to gain the certificate and learners self-select which of these they wish to take. For more information about registering for QCFs the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk

On completion of this course, participants will have an understanding of:

- The employer’s policy and the basic legal standards that govern moving and handling activities.
- The key concepts of manual handling/assisting and moving individuals.
- The impact on workers and others of manual handling/assisting and moving individuals.
- The requirements for preparing the environment prior manual handling/assisting and moving individuals.
- The role of workers and others in relation to assisting and moving individuals.
- How to support the individual to prepare before assisting and moving.
- How to assist and move an individual in accordance with their risk assessment and care plan.
- Assisting an individual to sit, stand and walk safely.
- Assisting appropriately an individual who is falling.
- Assisting appropriately an individual who has fallen.
• Safe handling practices and be able to assist individuals:
  o to move in and around their bed
  o with personal care
  o to transfer from one surface to another.
• The range, selection, safe use and maintenance requirements of:
  o mechanical beds
  o wheelchairs
  o hoists and slings.
• How to report, record, maintain and update records which relate to assisting and moving individuals.

**Award**

Participants need to complete the entire course and meet the required standards in the practical work. To achieve these, participants will need to repeat the demonstrations shown to a satisfactory level. Individual help and guidance will be provided as appropriate to ensure this is achieved.

Participants will need to attend in flat closed supportive footwear, no artificial nails and all visible piercings to be removed or covered to meet safety requirements.

**For more information, please contact**

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Assisting & Moving Refresher/Competency Assessment Course
Course Ref: SS022

Who is this course for?

This one-day course should be completed by all Home Care Assistants, Home Care Aides, Care Assistants, Day Service Workers, Tenant Support Assistants and Residential Social Workers within 2 years of their first attending the 3-day Foundation course/Refresher.

Course aims and learning outcomes

The aim of this course is to update/refresh participant’s knowledge and assess basic skills necessary to assist individuals to move safely. To improve the quality of care practice and minimise the risks of injury to themselves and patients/service users.

On completion of this course, participants will have an understanding of:

- The employer’s policy and the basic legal and professional standards that govern moving and handling activities.
- How to identify risks, unsafe handling practices and the importance of ergonomic solutions.
- The basic structure and function of the spine and how to recognise stressful postures and movements.
- The need for fitness/self-care.
- The basic principles for safe assisting and moving.
- The need to respect individual’s wishes on mobility assistance wherever possible and balance this with carers’ safety.
- A range of equipment that can reduce the risk of injury.

Award

Certificates will only be issued to participants who complete the course and meet the required standards in the practical work. To achieve these, participants will need to repeat the demonstrations shown to a satisfactory level. Individual help and guidance will be provided as appropriate to ensure this is achieved.

Participants will need to attend in flat closed supportive footwear. No artificial nails and all visible piercings to be removed or covered to meet safety requirements.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Assisting & Moving for Managers, Foundation Competency Assessment (two day)
Course Ref: SS486

Who is this course for?

This two-day course is mandatory for all Unit Managers and Enablement Support Managers.

Course programme and learning outcomes

This course has been designed to ensure that managers/supervisors are competent to assess the competency of employees in the following four key areas:

1. Assisting a person to stand and walk.
2. Assisting a person to roll on a bed.
3. Fitting a sling.
4. Using a hoist.

On completion of this course, participants will have an understanding of:

- How to use the competency assessment tool provided.
- How to assess the competency of employees and give guidance where appropriate so they can assist individuals to move safely and with dignity when:
  - standing and walking
  - rolling/repositioning on a bed
  - fitting a sling
  - using a hoist.
- How to give constructive feedback to employees to ensure the above activities are performed to the standard required by DCC.

Award

Certificates will be issued to participants who attend the entire course and meet the required standards in the practical work.

Participants to attend in flat closed supportive footwear. No artificial nails and all visible piercings to be removed or covered to meet safety requirements.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Assisting and Moving for Managers, Refresher/ Competency Assessment  
Course Ref: SS024

Who is this course for?

This one day refresher course is aimed at Managers and Assistant Managers who work within adult residential and day care settings and Enablement Support Managers.

Course programme and learning outcomes

On completion of this course, participants will have an understanding of:

- Relevant legislation and professional standards.
- Hazards and responsibilities related to assisting service users who use bed rails.
- How to supervise employees to ensure that service users are assisted and moved safely.
- The need to ensure dignity and respect individual’s wishes wherever possible and balance these with carers’ safety.
- How to assess the competency of employees assisting and moving service users.
- How to complete the competency assessment records contained in the Moving and Handling Management file.

Award

Certificates will be issued to those who attend the entire course and meet the required standards in the practical work.

Participants to attend in flat closed supportive footwear. No artificial nails and all visible piercings to be removed or covered to meet safety requirements.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Assisting and Moving Fire Evacuation Course for Employees Working in Residential Units (ALBACMAT)
Course Ref: SS485

Course provided by ‘Handling Movement and Ergonomics’ (HME)

Who is this course for?

This half-day course is suitable for employees in Residential Units.

Course programme and learning outcomes

This is a practical course during which fire evacuation procedures will be explained and opportunities provided to practice evacuation techniques using the ALBACMAT.

The course aims to make participants aware of fire evacuation procedures for their workplace and enable them to assist with fire risk evacuation as appropriate.

On completion of this course, participants will have an understanding of:

- Understand their responsibilities and duties in relation to fire evacuation.
- Be able to use an ALBACMAT in a range of situations.

Award

Participants will receive a certificate of attendance.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Assisting & Moving for Occupational Therapists
Course Ref: SS026

Course provided by ‘Handling Movement and Ergonomics’ (HME)

Who is this course for?

This one day course is for occupational therapy employees who have previously attended foundation level training in assisting and moving individuals.

Each course is customised to explore issues identified by the occupational therapy employees attending.

Course programme and learning outcomes

On completion of this course, participants will have an understanding of:

- Current legal and professional standards.
- Manual handling risk and the OT’s role in providing appropriate advice, guidance, support equipment/ adaptations in relation to this.
- The key principles for safer moving and handling and how to apply these to a range of situations when moving loads and providing mobility assistance to service users.
- Balanced decision making.
- How to review their own practice and that of others.
- The use of a range of handling equipment.

Award

Certificates will be issued to those who attend the entire course and meet the required standards in the practical work.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Assisting & Moving for Personal Assistants
Course Ref: SS845

Who is this course for?

The one day course has been specifically designed for personal assistants. Practical work will be customised as far as possible to cover the specific skills they require.

Course programme and learning outcomes

On completion of this course, participants will have an understanding of:

- The causes and effects of injury.
- The term ergonomics and the purpose and use of manual handling risk assessments and handling plans.
- Relevant legislation and professional standards.
- The basic structure and function of the spine.
- The key principles for safer assisting and moving.
- How to apply the key principles for safer assisting and moving to a range of approaches for assisting people to move that are relevant to their work setting.

Award

Certificates will be issued to those who attend the entire course and meet the required standards in the practical work.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Manual Handling for Catering Employees  
Course Ref: SS732

Who is this course for?

This half day course has been designed to give Derby City Council catering employees and their managers the basic skills necessary to ensure their own safety and that of others when moving and handling loads at work. It comprises two parts: completion of the course handbook before attending the course and attendance at the training session.

Course programme and learning outcomes

On completion of this course, participants will have an understanding of:

- Legal duties and responsibilities relating to manual handling.
- Risk identification and ergonomic solutions.
- Causes and effects of injury.
- Stressful postures and movements.
- Principles for safe manual handling.
- The need for fitness and self care.

Award

Certificates will be issued to those who attend the entire course and meet the required standards in the practical work.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
**Autism Training**  
**Course Ref: SS540**

**Who is this course for?**

This one day course is for staff working within Health and Social Care, Housing, Criminal Justice and the Private, Voluntary and Independent Sector and whose main area of work is with people aged 18+.

This course is also open to parents, family carers and relatives who care for, or offer support to a family member with Autism.

**Course programme and learning outcomes**

On successful completion of this course, participants will:

- Have an increased awareness of Autism.
- Have explored the scope of abilities found in Autism.
- Be able to provide information.
- Be able to promote positive ways to support people with Autism.

The training is being provided in compliance with the Autism Act (2009) and the content is mapped to the Skills for Care - Autism Unit LD210 (Level 2).

**Award**

Participants will receive a certificate of attendance.

**For more information, please contact**

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
THE CARE CERTIFICATE

The Care Certificate (mandatory for all new Health or Social Care workers who are new to care, or are changing employers or work role)

Please note that ‘new’ workers must be assessed as competent against each of the standards prior to working out of ‘line of sight’ supervision.

The Care Certificate must be completed within the first twelve weeks of employment.

The Care Certificate was introduced in April 2015, and it is now the expectation of all those working as healthcare assistants and adult Social Care workers to undertake this learning as part of their induction programme.

The Care Certificate was created as a result of the Cavendish Review which was published in July 2013. This review was part of the response to the Francis Inquiry into the failings of care at the Mid-Staffordshire NHS Trust.

The Cavendish Review found that the training and development of healthcare assistants and adult Social Care workers was often not consistent or good enough. Cavendish proposed that a new ‘Certificate of Fundamental Care’ be created to improve this and this resulted in the ‘Care Certificate’.

The Care Certificate covers the learning outcomes, competencies and standards of behaviour that must be expected of support workers in the health and Social Care sectors. It aims to make sure that you are caring, compassionate and provide quality care in your work. The certificate builds on and replaces the earlier induction programmes: Common Induction Standards (CIS) and National Minimum Training Standards (NMTS).

There are 15 standards that make up the Care Certificate. The standards take account of:

- The Social Care Commitment, which is the Social Care sector’s promise to provide people who need care and support with high-quality services.
- The Chief Nursing Officer for England’s ‘6Cs’. These are care, compassion, competence, communication, courage and commitment.
Who does the Care Certificate apply to?

You will be expected to undertake the Care Certificate if you are a ‘new staff member, new to care’, or have experience in care work and are moving to a new employer or role, (an employer may accept a vocational qualification at level two or three, or evidence from a previously achieved Care Certificate as evidence of appropriate induction – They are expected to base their decision on the standards in the Care Certificate as this provides an agreed base line for all care workers).

The Care Certificate is mandatory for all workers employed as:

- A healthcare assistant, assistant practitioner, care support worker or you support clinical roles where there is direct contact with patients.
- An adult Social Care worker, providing direct care in residential and nursing homes or a hospice, or you are a home care worker.

The values and behaviours embedded in the Standards of the Care Certificate are also expected to underpin the work of ‘more senior’ or ‘qualified’ workers delivering care. The Cavendish Review recommended an ‘Advanced Certificate in Fundamental Care’ and at time of print we are awaiting the detail of this advanced certificate – we expect the advanced certificate to be mandatory for all workers delivering Health and Social Care.

Other workers (paid or unpaid,) who have face to face contact with customers and consumers may complete part or all of the Care Certificate Standards. However, to be awarded the Care Certificate you must meet all of the outcomes and assessment requirements. Evidence of a worker being assessed as competent to practice, without line of sight supervision, must be available in the form of a portable portfolio.

Derby City, in common with many employers, is recommending the use of the workbook developed by Skills for Care, Skills for Health, and Health Education England. This workbook is available free from the Skills for Care or Skills for Health websites and gives learners guidance toward the knowledge required to achieve the Care Certificate. It contains written assessment tasks and points toward the observed practice required.

The Workforce Learning and Development team have ensured that content in their current programme of courses provide knowledge and skills learning which covers the Outcomes expressed in the Care Certificate Standards – Our courses will provide learning beyond that expected by the Care Certificate in recognition that the Care Certificate expresses the ‘fundamental’ or ‘minimum’ values, knowledge and behaviours expected of Care workers.
Observation of learners applying skills and knowledge in a ‘real work setting’ is an expectation of the Care Certificate and this is the responsibility of the Registered or Named person – they can delegate this responsibility but will remain Accountable for Quality of Assessment.

The Workforce Learning and Development team have developed a “Care Certificate record of Observed Practice” that brings together the performance criteria required by the Care Certificate and are happy to share this with anyone.

Our Vocational Qualification Center team are happy to discuss any support for Managers and Mentors who are involved in the induction of workers new to your service.

**Care Certificate – where to find underpinning knowledge?**

These are suggestions and recommendations – please feel free to seek your own, add to the list and share what you have found.

**STANDARD 1** - Understand your role  
**STANDARD 2** - Your personal development  
**STANDARD 3** - Duty of care

Standards 1 to 3 line manager and personnel (initial talk and guidance to new worker ‘what I expect as your manager and representative of the organisation’ – Shared lives etc. supervisor in place of line manager).

Standard 3.4 may be covered in working safely and medication sessions.  
Standard 3.5 may be part of SCIP training.

**STANDARD 4** - Equality and diversity

The Derbyshire Friend presentation for IDAHO Day identified the need for workers to be better culturally and equality competent.

The council’s e-learning and policy does give information toward this unit.

**STANDARD 5** - Person centred values  
**STANDARD 6** - Communication  
**STANDARD 7** - Privacy and dignity

A one day session entitled ‘Privacy and dignity’ has replaced the session called ‘Dignity at the Heart’. The new session uses skills for care resources and includes time for participants to complete the Standard Seven workbook in an observed space.

**STANDARD 8** - Fluids and Nutrition
**STANDARD 9** - Mental Health, Dementia and Learning Disabilities

Mental Health Awareness classroom based course at Kedleston Road.

Understanding People Living with Dementia classroom based course at Kedleston Road.

(Course facilitators are considering how to amalgamate and expand the two courses and present one to cover this standard – Autumn 2016).

**STANDARD 10** - Safeguarding Adults  
**STANDARD 11** - Safeguarding Children

Both covered in Council's e-learning and policy.

Derby and Derbyshire Safeguarding Board delivered classroom based training courses.

**STANDARD 12** - Basic Life Support

Emergency First Aid course at Kedleston Road.

**STANDARD 13** - Health and Safety

Working Safely - classroom based course at Kedleston Road.  
Fire safety Awareness and Fire evacuation training provided in units.

Managers' Introductory talk with new workers re building security and personal/team stress awareness (Shared lives etc. covered in their introduction once approved).

Assisting and Moving classroom based courses at Kedleston Road.

**STANDARD 14** - Handling information

Communication and Care Planning classroom course at Kedleston Road.

Derby City Council's e-learning portal - Information Governance and Data Protection relates to Standard 14.

**STANDARD 15** - Infection Prevention and Control

E-learning courses are available on the internet

Also use the council’s e-learning and policy on Information Governance.

A workbook for each of the Standards is available on [www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)
CATERING & FOOD COURSES

Dementia and Dysphagia
Course Ref: SS831

If you haven’t previously attended the MUST & Food Fortification course, please ensure you book your place. You need to attend both courses – please see page 26 for further information.

Course programme and learning outcomes

On completion of this half day course, participants will be able to:

- Be aware of the effects of dementia on nutrition.
- Be able to highlight potential solutions to avoid the consequences of malnutrition.
- Gain an understanding of Dysphagia.
- Be familiar with different types of modified diets and consistency of thickened fluids.

Award
Participants will receive an attendance certificate.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Food Safety Awareness
Course Ref: SS469

Who is this course for?

This is a mandatory half-day course aimed at all residential and day care staff in any agency in the care sector.

Course programme and learning outcomes

This course looks at the key issues of food hygiene including contamination, bacteriology, high risk foods, time/temperature controls, cleaning and disinfection, personal hygiene, food pests

The programme covers:

- Understand the importance of food hygiene.
- Demonstrate an understanding of good personal hygiene.
- Understand the importance of safe food practices inc shopping, storage, food prep and cooking, cleaning.
- Be able to identify signs of food pests.

Award

Participants will receive an attendance certificate.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
MUST & Food Fortification  
Course Ref: SS903

If you haven’t previously attended the Dementia & Dysphagia course, please ensure you book your slot. You need to attend both courses – please see page 24 for further information.

MUST (Malnutrition Universal Screening Tool)

**MUST** is a validated nutritional screening system being adopted in the healthcare sector to ensure continuity of care. It is a five-step tool to identify adults who are malnourished or at risk of malnutrition. It also includes management guidelines which can be used to develop a care plan.

**Course programme and learning outcomes**

On completion of this **half day** course participants will be able to:

- Understand the importance of screening for malnutrition in older people.
- List the reasons for malnutrition in older people.
- Understand and implement the Malnutrition Universal Screening Tool (MUST) in the workplace.

**Food Fortification**

- Recognise why service users may become malnourished.
- Be aware of the importance of nutritional screening of service users.
- Understand the importance and benefits of food fortification.
- Understand the role of prescribable supplements and the different products available.

**Award**

Participants will receive an attendance certificate.

**For more information, please contact**

The Training Course Admin Team on 01332 641229 or email **WLDadmin@derby.gov.uk**
Nutritional Awareness for Care Staff  
Course Ref: SS718

Who is this course for?

Adult Services Care staff working in community or residential settings.

Course programme and learning outcomes

This course covers the impact of diet on the health of older adults.

On completion of this half day course, participants will be able to:

- Understand the importance of a good diet for health and wellbeing.
- Understand the signs and symptoms of malnutrition / dehydration.
- Understand the factors that influence diet.
- Understand the nutrients within different foods.
- To be able to identify the food groups and portion size related to the Eatwell plate.
- Understand the importance of fortifying food for frail elderly people.

Award

Participants will receive an attendance certificate.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
CHALLENGING BEHAVIOUR COURSES

Challenging Behaviour - Recognising and Understanding Behaviour (RUB)
Course Ref: SS986

Who is this course for?

This one day course is essential for staff working in residential and day services where adults may display challenging behaviour. On completion of the course we would advise you to refresh your training every two years.

Course programme and learning outcomes

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

- Use a whole, person centred approach to working with customers, describing the basic philosophy of Recognising & Understanding Behaviour.
- Have the opportunity to consider behaviours that may be challenging by looking at internal, external and historical antecedence that may affect customers’ behaviour.
- Have an understanding of the four main functions of behaviour, Cycle of arousal and descent, being aware of the proactive, active and reactive interventions to calm potential crisis situations.
- Participants will have a chance to use the necessary recording methods, complying with Legislation and Inspection standards, policies and procedures affecting the use of Physical Interventions.

Award

Successful participants will have knowledge, understanding and develop practical skills. Participants will have the elements of the toolkit.

For more information, please contact

The PROACT-SCIPr-UK® instructors:

Pete Stone on 01332 641201 or Sonja Haggarty on 01332 642326 or the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
SCIP (Strategies for Crisis Intervention and Prevention)
PROACT-SCIPr-UK® Introduction Training
Course Ref: SS879

Who is this course for?

This one day course is mandatory for Derby City Council staff working in residential and day services where adults may display challenging behaviour. Following completion of this course, staff must complete an annual one day refresher course to retain their status as a licensed PROACT-SCIPr-UK® practitioner.

Course programme and learning outcomes

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

- Use a whole, person centred approach to working with customers, describing the basic philosophy of PROACT-SCIPr-UK®.
- Have the opportunity to consider behaviours that may be challenging by looking at internal, external and historical antecedence that may affect customers’ behaviour.
- Have an understanding of the four main functions of behaviour, Cycle of arousal and descent, being aware of the proactive, active and reactive interventions to calm potential crisis situations.
- Participants will have a chance to use the necessary recording methods, complying with Legislation and Inspection standards, policies and procedures affecting the use of Physical Interventions.

Award

Successful participants will become PROACT-SCIPr-UK® licensed practitioners.

Participants will need to attend in flat closed supportive footwear. No artificial nails and all visible piercings to be removed or covered to meet safety requirements.

For more information, please contact

The PROACT-SCIPr-UK® instructors: **Pete Stone** on 641201 or **Sonja Haggarty** on 642326 or the Training Course Admin Team on 01332 641229 or email **WLDadmin@derby.gov.uk**
SCIP (Strategies for Crisis Intervention and Prevention)  
PROACT-SCIPr-UK® Refresher Training  
Course Ref: SS985

Who is this course for?

This one day course is mandatory for Derby City Council staff working in residential and day services where adults may display challenging behaviour. Following completion of the introductory course, staff must complete an annual one day refresher course to retain their status as a licensed PROACT-SCIPr-UK® practitioner.

Course programme and learning outcomes

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

- Use a whole, person centred approach to working with customers, describing the basic philosophy of PROACT-SCIPr-UK®.
- Have the opportunity to consider behaviours that may be challenging by looking at internal, external and historical antecedence that may affect customers’ behaviour.
- Have an understanding of the four main functions of behaviour, Cycle of arousal and descent, being aware of the proactive, active and reactive interventions to calm potential crisis situations.
- Participants will have a chance to use the necessary recording methods, complying with Legislation and Inspection standards, policies and procedures affecting the use of Physical Interventions.

Award

Successful participants will become PROACT-SCIPr-UK® licensed practitioners.

Participants will need to attend in flat closed supportive footwear. No artificial nails and all visible piercings to be removed or covered to meet safety requirements.

For more information, please contact

The PROACT-SCIPr-UK® instructors:  
**Pete Stone** on 01332 641201 or **Sonja Haggarty** on 01332 642326 or the Training Course Admin Team on 01332 641229 or email **WLDadmin@derby.gov.uk**
COMMUNICATION COURSES

Communication and Care Planning for Managers and Senior workers
Course Ref: SS1042

Who is this course for?

This course is for Managers and Senior workers in Derby City Council residential and day services for older people. This course will include practical exercises and small group discussions. Participants will apply learning to complete and share example care plans, to gain practice and feedback.

On successful completion of this workshop, participants will:
- Have briefly reviewed communicating in plain English
- Have reviewed one to one communication skills
- Know the differences between fact, opinion, interpretation and observation.
- Have looked at examples of ‘fuzzy’ statements
- Have completed essential parts of a care plan and received feedback

Course programme and learning outcomes

Aims:

- To enable care workers to use clear and inclusive communication skills to agree care plans with residents and their supporters.

Learners will:

- Consider standards relating to communication and care planning.
- Review active communication skills.
- Evaluate processes used for care planning.
- Practice active listening skills.
- Complete parts of a care plan as used by Derby City residential establishments.
- Give and receive feedback.

Award

Participants will receive a certificate of attendance.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Communication and Care Planning (Care Certificate Accredited)
Course Ref: SS1301

Who is this course for?

It is designed for Residential and Domiciliary care assistants, Day service care assistants, new starters and all those in contact with consumers of health and Social Care – as identified in the scope for the Certificate in Care documentation.

Course programme and learning outcomes

It is based on the workbook endorsed by Skills for Care and participants will leave with evidence towards the knowledge criteria for the following standards:

- Standard 5 – Person centred values.
- Standard 6 – Communication.
- Standard 14 – Handling information.

Our trainer will achieve this through;

- Facilitated discussion.
- Workbook led teaching and practice.
- Experiential skills practice by participants.
- Participants giving and receiving feedback.
- Audio visual and handout resources.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
DEMENTIA COURSES

Dementia Awareness delivered in a working setting *
Course Ref: SS783

Who is this Course for?

Recommendation 13 of the National Dementia strategy requires health and Social Care staff involved in the care of people who may have dementia to have the necessary skills to provide the best quality of care in the roles and settings where they work. The course will meet requirement by providing an awareness of dementia and effective personalised services that address the needs of people living with dementia and their carers.

Learning Objectives/Outcomes

On completion of the course learners will have covered the learning outcomes from the Qualifications and Credit Framework (QCF) modules and will have:

- An understanding of the different types of dementia.
- A clear awareness of the different signs and symptoms that are associated with dementia and its effect on individuals.
- An understanding of the theoretical models in relation to dementia care.
- An awareness of the person-centred approach to caring for people living with dementia, that promotes well-being.
- Knowledge of how a person centred approach may be used to encourage positive communication with individuals with dementia.
- An understanding and appreciate the importance of diversity to individuals with dementia.

Award

A certificate will be issued to learners on completion of the course.

For further information, please contact

Lynn Sellors – Training and Education Officer on 01332 717630 or the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk

Please note * This course is delivered at The Morleston Centre
Morleston Street, Derby DE23 8FL
Dementia Awareness Training - E-Learning (Kwango)

Who this Course for?

National Dementia strategy requires health and Social Care staff involved in the care of people who may have dementia to have the necessary skills to provide the best quality of care in the roles and settings where they work. The course is essential for staff members who are new to the health and Social Care field and it will enable them to develop an understanding of the experience of dementia so that they will be able to support individuals to maintain a state of well-being.

Duration of Course: 2-4 Hours

Location of Course: Work based on line.

1. Log on to: www.kwango.com
2. Click on ‘create an account’.
3. Your username should be your first name and surname
4. Your E mail address is your own organisation’s email.
5. Organisation code - you need to type in derby936.
6. Tick the box ‘this log in is just for me’

Course programme and learning outcomes

The e-learning course contributes to many of the learning outcomes within the Qualifications and Credit Framework (QCF) modules and on completion delegates will have:

- A recognition of the features of working in a person centred way.
- An understanding of the importance of finding out the history, preferences, wishes and needs of those you are supporting.
- An awareness of possible signs of dementia in people that you are supporting.
- Understanding of why depression, delirium and age-related memory impairment may be mistaken for dementia.
- An understanding of why early diagnosis of dementia is important.

A workbook also forms part of the training which can be used in a group situation, in pairs or worked through alone. The Dementia Awareness Workbook is in the form of a PDF document which is attached below.
Award

Learners will be able to download a certificate to confirm completion of the course.

**On completion of the E-learning course, contact must be made with the Training Course Administration Team so that the learners’ records can be updated.**

**For further information, please contact**

The Training Course Admin Team on 01332 641229 or email [WLDadmin@derby.gov.uk](mailto:WLDadmin@derby.gov.uk)
Encouraging Mobility for People with Dementia
Course Ref: SS843

Who is this course for?

This one day training course is aimed at care employees who have previously attended both Assisting and Moving training and the Understanding People Living with Dementia training course.

Course programme and learning outcomes

On completion of this course, participants will have an understanding of:

- How the main types of dementia affect a person’s mobility.
- Why it is important to maintain a person’s mobility where possible.
- The challenges associated with communication and possible verbal and nonverbal solutions.
- How the environment may affect a person’s mobility and what steps may be taken to facilitate mobility.
- The impact of a person’s culture, individual preferences and life history on their behaviour and be able to contribute to the risk assessment process.
- How to apply the safer handling principles in a range of situations and understand ways these may be adapted in different circumstances.

Award

Participants will receive a certificate of attendance.

For further information, please contact

Please contact the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
DIGNITY COURSES

Privacy and Dignity – Care Certificate, Standard 7 Ref: SS765

Who is this course for?

This six hour course is designed for Social Care Support Workers and Health Support Workers.

New employees should complete the Care Certificate within twelve weeks of starting employment, and all other workers with direct contact with customers of Health and Care services are recommended to use the standards of the Care Certificate toward their continuous development.

The course aims are to;

It is based on the Workbook endorsed by Skills For Care and participants will leave with evidence towards the knowledge criteria for Standard 7 in Care Certificate 2015.

We will cover the knowledge component of:-

7.1 Understand the principles that underpin privacy and dignity in care.
7.2 Maintain the privacy and dignity of the individual(s) in their care.
7.3 Support and individual’s right to make choices.
7.4 Support individuals in making choices about their care.
7.5 Understand how to support active participation.

For more information, please contact

Richard Parfett – Training and Education Officer on 01332 641226
Peter Stone – Training and Education Officer on 01332 641201
Privacy and Dignity Refresher
Course Ref: SS1170

This 3 hour course is designed for you to refresh and update your knowledge.

Who is this course for?

It will enable you to consider the role played by privacy and dignity in driving up standards in Health and Social Care.

The content relates to the Bronze Award – Dignity Derbyshire and Derby.

Award

Participants will receive a certificate of attendance.

For more information, please contact

Richard Parfett - Training and Education Officer on 01332 641226
Peter Stone - Training and Education Officer on 01332 641201
ENABLEMENT COURSES

Enablement in Home Care
Course Ref: SS987

Who is this course for?

All Home Care staff involved in the enablement process.

Course programme and learning outcomes

A course designed to clarify staff understanding of the enablement process and to ensure they can fulfill their role within that process.

Learning outcomes;

- To understand the idea of enablement.
- To understand the importance of task analysis in the enablement process.
- To identify the problems you may encounter and how to deal with them.
- Understand how to complete the relevant paperwork in a way that helps colleagues/managers.
- Identify items of assistive technology and their uses.

Award

Staff will achieve a certificate of attendance. In the future we hope this will be evidence towards an in house enablement certificate.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
FIRE SAFETY COURSES

Adults Health and Housing – Fire Safety Training
Course Ref: SS045

Who is this course for?

This training is for Derby City Council staff only and is mandatory for all staff based in Residential Care Homes and Day Centres. Course provided by ‘JJG Associates’.

Course programme and learning outcomes

On completion of the course the participant will be able to:

- Take the correct action on discovering a fire and on hearing the alarm.
- Know how to raise the alarm, including the location of the alarm call points and alarm indicator panels.
- Use the correct method of calling the fire brigade.
- Locate and safely use firefighting equipment.
- Know the escape routes.
- Understand the importance of fire doors.
- Move service users and others who may require assistance in an emergency.

The course covers the Health and Safety at Work Act 1974 with regard to:

- fire safety
- causes of fire
- triangle of combustion
- methods of extinguishing fire
- how fire spreads
- fire routine details
- purpose of drills
- use of fire alarm call points
- fire extinguishing media
- demonstration and practical use of extinguishers

Award

Participants will receive a certificate of attendance.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
FIRST AID COURSES

Level 3 Emergency First Aid at Work
Course Ref: SS1198

Who is this course for?

This is a mandatory one day course for people who have a specific responsibility at work, or in voluntary and community activities, to provide First Aid when dealing with an emergency situation.

The course is recommended for most staff groups.

Course programme and learning outcomes

This course will enable learners to attain the knowledge and competencies needed to deal with a range of emergency first aid situations. Learners should be able to demonstrate the practical administration of safe, prompt, effective first aid in emergency situations with an understanding of the role of the first aider.

The following practical elements will be covered and assessed:

- CPR.
- Unconscious Casualty.
- Wounds, Bleeding & Shock.

There will also be a theoretical multiple choice written assessment.

Award

The learner will receive two certificates on achieving the qualification. A comprehensive first aid manual by Nigel Barraclough SR Para CertEd And a wallet sized plastic registration card.

This QA level 3 Award in Emergency first Aid at Work is valid for a period of three years, within which time the learner will need to re-take the course.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
HEALTH & SAFETY COURSES

Health & Safety in Adult Social Care
Course Ref: SS1139

Who is this course for?
This is a refresher course for all care staff working across residential, day or home care. It is for staff who have previously attended Working Safely, Infection Control and Food Hygiene training. It covers the most important points of all 3 courses and refreshes staff as required. It includes a hazard spot and written test at the end.

Course programme and learning outcomes
On successful completion of this course, participants will be able to:

- Understand the reasons why health, safety, food safety and infection control factors are so important within a Social Care setting.
- Understand the duties of both employers/employees with regard to health and Safety.
- To be able to identify hazards.
- Understand examples of control.
- Understand the legal requirements to report accidents, incidents and outbreaks.

Award

On successful completion of a short examination, participants will receive a certificate which is valid for 3 years.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Infection Control  
Course Ref: SS444

Who is this course for?

This is a half day session for all home care, residential and day care staff from any agency that may be involved in personal care.

Course programme

This course looks at the Cycle of Infection, bacteriology, risk factors for infection, routes of infection and standard precautions. It is designed to raise awareness of the spread of infection and how it can be controlled.

Learning Outcomes:

- To identify the sources of infection.
- Understand the cycle of infection.
- Identify the risk factors for infection.
- Demonstrate and understanding of good personal hygiene, including hand washing.
- Understand the standard precaution.
- Understand the importance of reporting outbreaks.

Award

Participants will receive a certificate of attendance.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Working Safely  
Course Ref: SS036

Who is this course for?

This is a mandatory one day course for all new Home Care Assistants, Home Care Aides, Care Assistants and Domestics in Adult Domiciliary and Residential Services.

Course programme and learning outcomes

This course is based on requirements of the Institute of Occupational Safety and Health and is adapted to cover the work of the Social Care Department. The course ends with a multiple-choice exam.

On completion of this course participants will be able to recognise hazards in their workplace and understand the legal responsibilities for Health and Safety in their organisation.

Learning Outcomes:

- Understand the link between H&S regulations and the essential standards of quality and safety.
- Understand the reasons for health and safety.
- Understand the duties of both employers/employees.
- The legal framework.
- Risk assessment and hazard identification.
- Understand methods of control.
- Types of accidents and reporting process.
- Understanding safety signs.

Award

On successful completion of a short examination, participants will receive an In-House ‘Working Safely’ Certificate.

For more information, please contact

Darren Allsobrook – Health and Safety Officer on 642380 or the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Medication Training for Care Staff
Course Ref: SS737

Who is this course for?

This half-day multi-agency course is aimed at health and Social Care staff in the private, voluntary and independent and statutory sectors. We recommend that staff undertake medication training every two years – or sooner if necessary.

Course programme and learning outcomes

This course is suitable for staff who may be required to support service users with their medication. The course will cover:

- Roles and responsibilities in relation to administration of medication.
- Levels of assistance provided for service users.
- Administering medication safely and appropriately.
- Completing Medication Administration Record sheets.
- Accessing sources of advice.
- Reporting incidents and understanding the ‘Fair Blame’ concept.

Award

A certificate of competence will be issued to all staff who have successfully achieved the required level by undertaking a written test.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Medication Training for Managers  
Course Ref: SS659

Who is this course for?

This full day multi-agency course is aimed at Managers of Residential Homes or those who administer medication within a residential setting and Independent Domiciliary Provider Agencies.

We recommend that staff undertake Medication training every two years or sooner if necessary.

Course programme and learning outcomes

This course will cover:

- The requirements of Derby City Council and the RPSGB code on the handling of medication in Social Care job role.
- Undertaking medication risk assessments with service users.
- Rules on type and level of assistance provided to service users.
- Administering medicines appropriately – the ‘5 Rights’.
- Medication Administration record sheets.
- Roles and responsibilities of GP Pharmacists and sources of advice.
- Investigation and reporting processes of incidents and the ‘Fair Blame’ concept.

This course covers the principles of the policy and RPSGB guidance, rules for assistance, recording processes, practical application of medication, risk assessment process and sources of advice.

Please note: Course participants will sit two test papers.

Award

A certificate will be issued to all managers who have successfully achieved the required standard following a written test.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
MENTAL HEALTH TRAINING

Mental Health Awareness

Who is this course for?

This course is open to all staff that has contact with people who have mental health problems during the course of their day to day work. No prior knowledge of mental health issues is required but a commitment by the participant to widen their understanding in this area.

Course programme and learning outcomes

- To increase confidence in understanding people who have mental health problems.
- To understand the importance of focussing on the person not the label of ‘mental disorder’.
- To understand how people with mental disorder experience discrimination and abuse.
- To understand how we can promote good mental health.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
PERSONALISATION COURSES

Person Centred Risk Assessments
Course Ref: SS1097

Pete Bailey
   Derbyshire County Council
Stephen Reid
   Derbyshire Mental Health Trust

Who is this course for?

Staff in Learning Disability Services in Derby City and Derbyshire only.

This one day course is for direct support staff, first line managers, care managers, health professionals, social workers and family members in Derbyshire or Derby City.

Delegates are to come prepared to talk about a person, a group or a situation where they currently perceive people to be at significant risk.

Course programme and learning outcomes

On completion of this session, participants will:

- Be able to manage risk in a more person centred way.
- Know how to respectfully address significant issues of health and safety whilst supporting choice.
- Have learnt a number of practical exercises you and your team can do to focus on risk in a more person centred way.
- Have learnt creative ways of problem solving.
- Learn by applying the person centred thinking tools to read people and situations.

Award

Participants will receive a certificate of attendance.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDAdmin@derby.gov.uk
Self-Directed Support Training for Council Staff  
Course Ref: SS907

Who is this course for?

This is a 2 day course for Social Workers, Care Managers and Community Care workers responsible for assessments and arranging care services for customers. It may be required training for new members of staff. Other council staff may also benefit from doing the course.

Course programme and learning outcomes

The course explains the process for Self Directed Support in Derby City.

Agenda:

Day 1

- The principles of Self Directed Support.
- Assessment, Independent Advocacy.
- Eligibility.
- The RAS.
- Support Planning.
- Using direct payments.

Day 2

- Approving support plans.
- Direct payments paperwork.
- Short breaks.
- Employing staff.
- Arranging services.
- Personal Budget Reviews.

On completion of the course, participants will:

- An overview of how to arrange support under the Care Act.
- A clear understanding of the Derby City SDS process.
- Confidence in using each part of the process.
- Knowledge of all relevant documents.
- An ability to put the customer at the centre.
- Awareness of support, guidance and websites.

For more information, please contact

Charles Barber – Training and Education Officer on 01332 641228, or the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
PRACTICE EDUCATION COURSES

Practice Education – An Intermediate Course

Who is this course for?

This five-day course is for experienced and/or qualified staff interested in becoming Practice Teachers/Assessors. The course is also for work-place supervisors to work-place social work students who are undertaking the social work degree.

The course is principally aimed at qualified social workers but experienced workers who are not social work qualified may want to discuss an interest in applying for this course.

There is an expectation that participants will undertake the role of Practice Educator to a social work student within 6 months of completing the course.

Course programme and learning outcomes

The course programme will cover:

- Preparation and planning for placement.
- Power and values in Practice Teaching/Assessing.
- Roles and responsibilities.
- Adult learning.
- Supervision.
- Assessment and the practice curriculum.
- Assessment of ethics and values, theory and law.
- Working with students with learning differences.
- Theory and reflective practice.

The course enables participants to acquire, develop and share appropriate knowledge, values and skills for practice teaching and assessing social work students.

Award

Participants will receive a certificate of attendance on completion of a satisfactory assessment of a student.

For more information, please contact

Sue Williams (01332 641217) and Alma Repesa, Training and Education Officers, or the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Practice Educator Module (2)

This is a module delivered by Coventry University as part of its portfolio of professional development and post-qualifying courses for social work, Social Care and health care professionals.

Relevant to

The Social Work Reform Board has stated that from October 2013 all Practice Educators of social work students must be registered social workers. They have endorsed new Practice Educator Standards (PES) which are set out in two stages. Stage 1 equips Practice Educators to directly supervise, teach and assess social work degree students up to but not including the final assessment prior to qualification. Stage 2 equips Practice Educators to teach and assess social work degree students up to and including the final placement. The standards are also relevant for those supporting and assessing PQ candidates, newly qualified social workers or others engaging in formal or informal learning and development activities.

This module enables candidates to complete their achievement of the Practice Educator Standards after successfully a Stage 1 module such as “Enabling Others” See: www.skillsforcare.org.uk/nmsruntime/saveasdialog.aspx?IID=7091&sID

Places available

Numbers per cohort are limited to 15, but an additional cohort will be recruited if there is sufficient demand.

Selection

The normal requirements are that applicants are:

- A Registered social worker.
- Have a minimum 3 years’ relevant work experience, qualified for 2 years by the end of the programme.
- In a position to work with learners as agreed with the sponsoring agency.
- Willing to engage with practice in a manner reflected by Domain D of the PES.
- Able to study at Masters level.

All applicants must complete a Coventry University application form- some guidance on information required on the form is obtainable from the Course Director.
In certain circumstances, applicants who are not registered social workers may be admitted to the module, but successful completion will not approve them to act as Educators of social work students. Admission will be at the discretion of the Course Director.

**Academic Support**
Candidates will have access to the University library and additional support if there are any special learning needs. The Course Director will offer tutorials.

**Study Leave**
Candidates are recommended to establish with their employers whether they are entitled to any study leave to complete the module. This should be in addition to time to attend the workshops, study online and time to discharge their responsibilities to the learner or learners with whom they are working whilst engaged in the module.

**Mentor support**
It is strongly recommended that candidates have a mentor to support them in applying their learning. The mentor should be an experienced Practice Educator familiar with current best practice in practice education.

**Programme**
The module is delivered by blended learning. This means that the core teaching input will be delivered online via Coventry University’s website, and the workshops will focus on developing the knowledge and skills of candidates and working on activities to support the assessable tasks. The module aims to prepare candidates to act with confidence as the educators of and assessors of pre-qualifying and qualified social work practitioners.

**Assessment**
This will be focused pieces of coursework and evidence of ability in the role. Completion of assessments will be linked to the Workshop programme.

**“Fast-tracking” to this module**
Candidates who have substantial previous experience of enabling the learning of others but have not completed a specific module to achieve Stage 1 of the PES may, in certain circumstance be fast-tracked to those module. More detail on this is obtainable from the Course Director.

**Further study**
Candidates who successfully complete this module and also have academic credits for a Stage 1 module (such as “Enabling Others”) may achieve a Postgraduate Certificate in Practice Education by undertaking one more module, which consist of an independent study undertaken with tutorial guidance.
For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Practice Educator Workshops

Who is this course for?

These 2.5 hour workshops are open to all practice assessors and workplace supervisors currently taking Social Work students.

Course programme and learning outcomes

Participants are invited to bring items for discussion and facilitators will arrange inputs on particular topics of relevance and interest e.g. social work theory, skills of practice teaching, anti-oppressive behaviour.

The course enables participants to acquire, develop and share appropriate knowledge, values and skills for practice teaching and assessing social work students.

The participant will be able to:

- Develop knowledge skills and values in practice teaching.
- Give and take support, and discuss current issues affecting the students.

For more information, please contact

Sue Williams (01332 641217) and Alma Repesa, Training and Education Officers or the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Reflective Supervision Skills for Practice Educators

Who is this course for?

This two-day course is aimed at workers with some experience of taking Social Work students on placement either as Practice Educator or as Workplace Supervisor. Alternatively, the course is also aimed at managers of Social Care and social work staff.

Course programme and learning outcomes

The aim is to develop your skills in providing quality reflective supervision to students and workers. As well as receiving theoretical input you will have the opportunity to practice your skills and to be observed. This will enable you to receive constructive feedback in order to develop your practice. The course does not set out to be a comprehensive supervision course but is aimed at developing skills to facilitate reflective practice.

The learning outcomes for this course are:

- To have a clear understanding of the meaning, purposes and functions of supervision.
- To be able to co-create a meaningful and useful supervision contract.
- To develop skills in giving accurate and specific feedback on a student’s performance.
- To develop skills in being able to explain and teach theoretical knowledge and skills.
- To develop skills in helping a student to address caseload problems and professional development issues.
- To develop skills in working with both gifted and struggling students.
- To develop skills in assisting students to understand and address issues of power and oppression.
- To develop skills in assisting students to understand and cope with anxiety.

Award

Participants will receive an in-house certificate after completion of integration into practice sheet.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Theory for Practice Educators

Who is this course for?

A) This one-day course is aimed at experienced Practice Educators and applications will only be accepted from workers who have previously completed both the Practice & Education course and the Reflective Supervision Skills course. Applicants need to have had experience of acting as Practice Educator and a commitment to taking on this role in the future.

Or

B) Managers who are keen to develop the use of theory informed practice. It is preferable that applicants have completed the Reflective Supervision Skills course.

Course programme and learning outcomes

Although this course will be facilitated, it is envisaged that the experience and input of course participants will be at least as important as the formal input of the facilitators.

The learning outcomes for this course are:

- To come to a personal definition of social work theory
- To develop greater understanding of the importance of social work theories
- To explore the appropriate application of particular theories
- To explore the two-fold nature of theories; as explanations and as methods
- To gain experience of applying theories to real case situations

Award

Participants will receive an in-house certificate after completion of integration into practice sheet.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDAdmin@derby.gov.uk
QUALIFICATION CREDIT FRAMEWORK

Who the qualifications are for:

For Derby City Council staff only.

Qualification Credit Framework:

The nationally recognised Qualification Credit Framework provides a range of learning outcomes and criteria to assess knowledge and competence for people working in Health and Social Care.

These learning outcomes and assessment criteria are organized into units of competence and can be delivered either individually or in groups to achieve ‘Award’, ‘Certificate’ or ‘Diploma’.

Our courses identify relevant Units and where they enable participants to achieve accreditation toward the QCF.

Diplomas in Health & Social Care (Adults) Level 2 & Level 3

The Level 2 and 3 Diplomas in Health and Social Care replace the Health and Social Care NVQs at Level 2 and 3.

The diplomas are made up of nine mandatory units and a range of optional units. The mandatory units are closely aligned to the Certificate in Care (April 2015).

Learning covered by the Optional units, provide an opportunity to tailor learning to the work setting and the different development needs of the employee. There are options to take a generic HSC Diploma or a specialist dementia or learning disability pathway which allows employees to further tailor their learning to their job role.

At Level 2 there is an expectation for learners to demonstrate knowledge and skills essential for providing a high quality service to consumers. The Learner is expected to work independently under the supervision of a senior worker or manager. They are expected to understand and participate in processes to plan, deliver and review care and support plans with and for individuals.

At Level 3 the learner is expected to demonstrate the ability to research theory and analyze intervention with consumers to problem solve and apply best practice. The Level 3 worker will be expected to work independently, have responsibility for the design, delivery and review of care plans with individual consumers, work in partnership with interagency and multidisciplinary colleagues, design and deliver activities to meet care and
support needs, and work in partnership with health professionals to follow and review therapeutic activities with individual consumers.

Learners will be supported by a named assessor who will guide them and their line manager through the programme.

At **Level 2** guided learning may take place in the work place. This will be supplemented by classroom learning provided by the Vocational Qualification Centre or training opportunities sourced elsewhere.

Observation by the Assessor or a Witness Statement by a senior worker, are essential to demonstrate competence in the work place.

At **Level 3** learners will receive classroom supported learning and have supervised classroom time so they can provide evidence of their knowledge and ability to evaluate and analyze. This programme of ‘classroom’ sessions runs one full day once a month, and lasts for 14 months.

**Who is this course for?**

At **Level 2**: Care assistant, personal assistant, night care assistant, support worker, domiciliary or day services, home care support worker.

At **Level 3**: Care officer/manager, senior care worker, senior support worker, relief team leader, community support worker, personal assistant.

**The course aims/learning outcomes are to:**

- Provide learning and skills practice that enable participants to meet the learning outcomes in Qualification Credit Framework units toward Award, Certificates and Diplomas.
- Provide formal assessment and verification to enable accreditation by an awarding Body.

**Shorter qualifications**

The Qualification Credit Framework enables us to offer ‘shorter’ programmes that are accredited in the same way as the Diplomas. These are usually knowledge based and therefore are classroom delivered with formal assessment supervised by our trainers.

Qualifications we have offered in the past include the Certificate “Preparation to work in Social Care”. This course provides learning and assessment of much of the knowledge in the core units of the Diplomas, and can be used as a developmental route where those achieving the award can build towards completing a diploma in the future.
For more information, please contact

Richard Parfett – Training and Education Officer on 01332 641226 or the Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk

How to Fund your training

Achievement of learning programmes that are Accredited to the Qualification Credit Framework (QCF) will enable Managers and Personal Assistants to apply for reimbursement of cost of training through the ‘Workforce Development Fund’.

The Workforce Development Fund (WDF) is a funding stream from the Department of Health disseminated by Skills for Care via a network of organizations and employer led partnerships. The WDF supports the achievement of qualification units and continuing professional development of staff across the adult Social Care sector in England.

WDF is a contribution towards the cost of completing units and qualification on the Qualifications and Credit Framework (QCF), meaning you can claim back a proportion of the costs of your workers’ training.

For more information, please contact

Amanda Ashworther at Skills for Care on 01335 372190, 07971 002283 (mobile) or email amanda.ashworth@skillsforcare.org.uk
SENSORY IMPAIRMENT COURSES

Hearing Impairment for people with Learning Disabilities
Course Ref: SS013

Who is this course for?

This one day course is for family members, health and Social Care workers in any job role in Learning Disabilities Services, including the Private and Voluntary sector. It is an essential course for anyone new to the service and recommended for all other workers.

Course programme and learning outcomes

This course aims to raise awareness of the implications of profound hearing loss and increase knowledge and skills in maximising appropriate communication. This will be achieved through guest speakers, small group exercises, presentations and a course handbook.

On successful completion of this course, participants will be able to:
- Understand the experience of having hearing loss.
- Understand the pathologies of the ear.
- Understand the difference between conductive and sensory neural hearing impairment.
- Understand the implications of ear wax obstruction.
- Understand how hearing loss can affect behaviour.
- Recognise the symptoms of discomfort.
- Identify the risk factors which may lead to hearing loss.
- Identify the symptoms of infections.
- Understand the environmental factors which can contribute to communication difficulties.
- Understand the effects of hearing impairment on speech discrimination.
- Understand how to communicate with people with hearing loss.

Award

Participants will receive a certificate of attendance.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
Visual Impairment Awareness
Course Ref: SS019

Who is this course for?

This half-day training would be valuable for anyone who has empathy for the experience of other people and wants to make a difference.

Course programme and learning outcomes

The training course will cover;

- Structure of the eye.
- Types of visual impairment and their effects.
- The trauma of sight loss.
- Supporting people to communicate.
- How to guide someone with a visual impairment.
- Do’s and don’ts around someone with a visual impairment.

The content of this course relates to Qualification credit framework unit SS MU2.1 introductory awareness of sensory loss.

Award

Participants will receive a certificate of attendance.

For more information, please contact

The Training Course Admin Team on 01332 641229 or email WLDadmin@derby.gov.uk
THE CARE ACT

Care Act Workshop

Who is this for?

These free half day workshops are for all external health & Social Care organisations including the NHS, private, voluntary and independent sector.

What is it about?

The Care Act 2014 is the most significant reform of Social Care legislation in more than 60 years, putting people and their carers in control of their care and support. The Care Act has created a single, modern law that makes it clear what kind of Social Care people should expect. It reforms the law relating to Social Care and support for adults and carers including safeguarding and care standards. It also promotes the integration of care and support with health services. The new duties and responsibilities took effect in April 2015.

Derby City Council is working with the NHS Derbyshire Local Education & Training Board to deliver development opportunities to different roles across the Health and Social Care communities of Derby City and Derbyshire to embed the Care Act 2014.

Course Programme and Learning Outcomes:

Understand the purpose and role of supervision

- Background and introduction into the Care Act.
- Wellbeing principle.
- Assessment and eligibility.
- Information and advice.
- Carers.
- Care costs including personal budgets/direct payments.
- Market shaping including integration, cooperation and partnership.
- Independent advocacy including safeguarding.
- Other duties and responsibilities.
The sessions can also be tailored to organisation’s needs by offering:

- Workshops held at your venue.
- Briefing sessions at team meetings.
- Drop-in sessions.
- Care Act information and resources.

For more information, please contact

Charles Barber on 01332 641228 or email charles.barber@derby.gov.uk

Produced by Derby City Council

Adult Social Care Services,
Workforce Learning and Development Section