



learn & develop

Isle of Wight Council Adult Social Care Training Programme

Last Updated: August 2012

*Professional, quality assured learning and development opportunities
for the workforce and the community*

Schools & Learning | Early Years, Youth & Voluntary Sector | Adult & Children's Social Care |
Safeguarding | Core Learning & Development | Adult Community Learning |

W

elcome to the 2012-13
Learning and
Development Calendar
for Adult Social Care

staff in the Local Authority and those working in the private, voluntary and independent sectors. The Isle of Wight Council remains committed as an organisation to support your continuous professional development and this formal training programme is one element of that.

In developing this L & D calendar we have been mindful of recent developments in social work/social care. The aim of our Learning and Development Team is to *“radically improve the knowledge and skills of staff from initial training through to continuing professional development.”* We acknowledge a lot of practice is already excellent but we are concerned to create the context in which that high level of expertise can become the norm for social care with vulnerable adults across the Isle of Wight. As you will see in line with Professor Munro's recommendations we have laid our training calendar out into sections with courses appearing in the most relevant section.

In developing the Learning and Development program it is imperative to take into account both the need of the organisation to meet its statutory responsibilities and the individual needs of its staff. A bespoke annual learning and development plan will be put in place for every member of council staff based on both of these factors. It is important to note that your training plan is not optional and that attendance at the identified training events must be given the utmost priority.

Newly Qualified Social Workers (NQSWS) will have a new training and development program from September when the Assessed and Supported Year in Employment (ASYE) initially pilots and then goes live in September 2013.

The Council remains committed to supporting the private voluntary and independent sectors through the provision of access to subsidised training and to this end the maximum we are charging for any course is £10 per person. However if delegates book places and then do not attend the training for any reason then there is a £50 admin charge (reduced from £95). This charge can be avoided by sending someone else in the place of a booked delegate who cannot attend.

I must stress that whilst learning and development and continuous improvement is taken seriously by this authority, there remains an individual responsibility on people to identify and work with us to address their own learning needs.

The council will look to continue to improve and enhance the continuous professional development of all staff and volunteers working in the adult social care sector through the months ahead and any suggestions you wish to make through the line management process or directly to me are always welcome.



Suzanne Wixey
Head of Commissioning – Adult Social Care

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Knowledge

Group 1 Child Protection: Introduction to Safeguarding Children

COURSE AIMS:

An Introduction to child protection and how it is everyone's business whatever their role within the Isle of Wight Council.

COURSE OUTCOMES:

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

- Identify signs and symptoms of child abuse.
- Be aware of the inquiries and legislation underpinning child protection.
- Know what to do if you suspect abuse.
- Develop some useful assessment skills.
- Be clear about sharing information with others.
- Understand local child protection procedures.

EQUIPMENT:

You will need access to a computer with the internet and ideally a printer to print off your certificate of completion.

TO ACCESS THIS COURSE:

Send an email requesting a log in to:
learning.development@iow.gov.uk

Once you have printed off a certificate at the end you will need to give a copy of this to your line manager. The pass mark for the quiz at the end is 16/20.

Trainer:	Kwango (this is an e-learning course. Passwords will be available from mid-September to the new updated version of this course)
Duration:	Approx 2 hours
Cost:	Nil

Group 1 Adult Safeguarding: Introduction to Safeguarding Adults at Risk

COURSE AIMS:

An Introduction to safeguarding Adults at Risk and how it is everyone's business whatever their role within the Isle of Wight Council.

COURSE OUTCOMES:

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

- Understand what constitutes abuse.
- Recognise abuse of an adult at risk.
- Know what to do if you suspect an adult is being abused.
- Develop skills in listening to an adult.
- Know strategies to reduce the likelihood of abuse.
- Understand the multi agency response.

EQUIPMENT:

You will need access to a computer with the internet and ideally a printer to print off your certificate of completion.

TO ACCESS THIS COURSE:

Send an email requesting a log in to:
learning.development@iow.gov.uk

Once you have printed off a certificate at the end you will need to give a copy of this to your line manager. The pass mark for the quiz at the end is 16/20.

Trainer:	Kwango (this is an e-learning course. Passwords will be available from mid-September to the new updated version of this course)
Duration:	Approx 2 hours
Cost:	Nil

Understanding Autism

COURSE AIMS:

- To cover the basic awareness level of skills as described in the autism skills and knowledge list.
- To offer an introduction to policy and good practice in supporting people with Autistic Spectrum conditions.
- To provide practical approaches, tools and technologies that promote a person centred approach to meeting needs.

EQUIPMENT:

You will need access to a computer with the internet and ideally a printer to print off your certificate of completion.

TO ACCESS THIS COURSE:

Send an email requesting a log in to:
learning.development@iow.gov.uk

Once you have printed off a certificate at the end you will need to give a copy of this to your line manager. The pass mark for the quiz at the end is 16/20.

Trainer:	Kwango (this is an e-learning course)
Duration:	Approx 2 hours
Cost:	Nil

Group 2 Child Protection: Child Protection Basic Awareness

TARGET GROUP:

Staff working regularly with children and young people or those who have irregular but intense periods of contact with children and young people.

COURSE AIMS:

To provide participants with the opportunity to develop awareness of what to do if they have concerns about the safety and welfare of children and young people.

COURSE OUTCOMES:

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

- Gain an understanding of the impact of personal, cultural and organisational value bases within safeguarding.
- Gain an understanding of what is meant by "safeguarding" and "promoting children's welfare".
- Have a basic understanding of the categories of abuse.
- Know what to do if they have concerns about the welfare of children, including those who are suffering or at risk of suffering "significant harm".

Trainer:	Calvin Wright, Safeguarding Trainer
Dates:	24 th September 2012 OR 3 rd October 2012 OR 12 th October 2012 OR 24 th October 2012 OR 7 th November 2012 OR 13 th November 2012 OR 29 th November 2012 OR 10 th December 2012 OR 17 th December 2012
Time:	9:30am - 4:30pm
Venue:	Downside Community & Learning Centre, Furlongs, Newport, PO30 2AX
Cost:	This course is fully funded

Managing Allegations Against Staff

TARGET GROUP:

Designated Managers for Allegations, Team Managers & Commissioners.

COURSE AIMS:

For delegates to have a full understanding of the role and responsibilities of the LADO and their part of the process when allegations are received, to enable more effective management of allegations against staff.

COURSE OUTCOMES:

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

- Describe the LADO role and process.
- Be explicit in their understanding about their role in managing allegations.

This course relates only to when allegations are made against staff who work/volunteer with children and young people.

Provider:	Rosie Rae, LADO
Dates:	4 th October 2012 OR 1 st November 2012
Time:	10:00am - 12:00pm
Venue:	Room 217d, Second Floor County Hall, Newport, PO30 1UD
Cost:	This course is fully funded

Mandatory Refresher: Safeguarding, Falls and Medication

TARGET GROUP:

Staff working in the independent care sector requiring annual updates in Adult Protection, Falls and Medication to maintain their working practices in these areas.

COURSE OUTCOMES:

By the end of the course, participants will have an understanding of:

- Key legislative policy in relation to neglect and abuse.
- Good Practice Guidelines.
- Conduct within daily work.
- Common slips and trips in health care.
- The effect on service users, care workers and the home.
- Actions to take in event of a fall.
- Law and Legislation regarding medicines.
- Rules, responsibilities and boundaries.
- Safe practice and risks.

Provider:	Isle of Wight College
Dates:	24 th September 2012 OR 26 th November 2012 OR 3 rd December 2012 OR 4 th March 2013
Time:	9:30am -12:30pm
Venue:	Isle of Wight College, Medina Way, Newport, PO30 5TA
Cost:	This course is fully funded for Isle of Wight Council Staff Non Isle of Wight Council Staff - £10

Mandatory Refresher: Safeguarding, Health & Safety and Infection Control

TARGET GROUP:

Staff working in the independent care sector requiring annual updates in Adult Protection, Health and Safety and Infection Control to maintain their working practices in these areas.

COURSE OUTCOMES:

By the end of the course, participants will have an understanding of:

- Key legislative policy in relation to neglect and abuse.
- Good Practice Guidelines.
- Conduct within daily work.
- The hazard, risk and main causes of harm to workers (manual handling, hazardous substances, exposure to noise and vibration).
- The importance of following systems, procedures and rules.
- How individual action can reduce risks to health and safety.
- The chain of infection, and breaking the chain of infection.

Provider: Isle of Wight College

Dates: 17th September 2012

OR

15th October 2012

OR

19th November 2012

OR

14th January 2013

OR

25th February 2013

OR

18th March 2013

Time: 9:30am -12:30pm

Venue: Isle of Wight College, Medina Way, Newport, PO30 5TA

Cost: This course is fully funded for Isle of Wight Council Staff

Non Isle of Wight Council Staff - £10

Mental Health Awareness

TARGET GROUP:

This course is suitable for carers and managers working with all ages of clients.

COURSE AIMS:

Care workers often require an understanding of mental health issues when working with residents and day care clients. This workshop is aimed at helping staff know what to look for and ways of improving the mental well-being of clients.

COURSE OUTCOMES:

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

- Define what is meant by the term mental health.
- Gain an understanding of the signs and symptoms of different mental health illness.
- Reflect on issues of stereotyping.
- Explore care planning and team work to meet the needs of service users.

Provider: Isle of Wight College

Dates: 19th October 2012

OR

22nd March 2013

Time: 9:30am -12:30pm

Venue: Isle of Wight College, Medina Way, Newport, PO30 5TA

Cost: This course is fully funded for Isle of Wight Council Staff

Non Isle of Wight Council Staff - £10

The Mental Health Workshop: including working with depression, schizophrenia and challenging behaviour

TARGET GROUP:

Staff working in environments supporting people with Mental Health needs.

COURSE OUTCOMES:

By the end of the course, participants will be familiar with:

- Identification of mental health, - illness, types, causes and other factors.
- Recognition of acute/chronic mental health problems/illness.
- Management of mental illness.
- Identification of depression – types and causes,
- The physiology of depression.
- Increased understanding of the depression spiral.
- Identification of risk factors for suicide.
- NICE guidelines.
- Increased understanding of schizophrenia.
- How to identify and defuse challenging behaviour responses using communication techniques.

Provider:	Isle of Wight College
Date:	20 th January 2013
Time:	9:30am - 4:30pm
Venue:	Isle of Wight College, Medina Way, Newport, PO30 5TA
Cost:	This course is fully funded for Isle of Wight Council Staff Non Isle of Wight Council Staff - £10

COSHH

TARGET GROUP:

Staff responsible for the Control of Substances Hazardous to Health (COSHH) at work, as well as employees who use hazardous substances in cleaning, utilities and healthcare.

COURSE AIMS:

This qualification introduces delegates to the inherent risks in substances and the controls available. It is designed for those responsible for COSHH.

This qualification will prepare employees to contribute to the safer use of hazardous substances in co-operation with their managers and supervisors.

COURSE OUTCOMES:

By the end of the course, participants will have an understanding of:

- Identification of the hazards associated with these substances.
- The risks and controls available to deal with the substances.
- What is expected from a COSHH assessment.

This course will be followed by a 20 question multiple choice test.

Provider:	Isle of Wight College
Dates:	10 th September 2012 OR 10 th December 2012 OR 7 th January 2013 OR 5 th February 2013 OR 4 th March 2013
Time:	9:30am -12:30pm
Venue:	Isle of Wight College, Medina Way, Newport, PO30 5TA
Cost:	This course is fully funded for Isle of Wight Council Staff Non Isle of Wight Council Staff - £10

The Mental Capacity Act 2005: Overview and Principles

TARGET GROUP:

All adult social care staff – public, private, voluntary and independent sectors who are in contact with service users who may lack capacity for some decisions.

COURSE AIMS:

This basic MCA training provides an overview of the Act and the statutory principles that underpin practice.

COURSE OUTCOMES:

By the end of the course, participants will:

- Have a basic understanding of the provisions of the Mental Capacity Act.
- Be able to apply this understanding in their day-to-day practice.
- Be able to inform service users and carers about the implications of the legislation for their care and treatment.
- Be aware of the issues arising from the “Bournewood” case.
- Have an understanding of the distinction between “restriction” and “deprivation” of liberty.
- Be aware of the “Deprivation of Liberty Safeguards”, implemented from April 2009.
- Be aware of their responsibilities in relation to the safeguards.
- Understand the implications of the changes for policy and practice in their organization.

PRE-COURSE READING:

Delegates are asked to familiarize themselves with the *Mental Capacity Act Code of Practice*. A copy of this can be found at:

<http://www.justice.gov.uk/downloads/protecting-the-vulnerable/mca/mca-code-practice-0509.pdf>



Provider:	Stephen Ward, Mental Health Lead
Date:	24 th September 2012
Venue:	Downside Community & Learning Centre, Furrlongs, Newport, PO30 2AX OR
Date:	4 th October 2012
Venue:	The Education Centre, St Mary's Hospital, Parkhurst Road, Newport, PO30 5TG OR
Date:	29 th October 2012
Venue:	Downside Community & Learning Centre, Furrlongs, Newport, PO30 2AX OR
Date:	8 th November 2012
Venue:	The Education Centre, St Mary's Hospital, Parkhurst Road, Newport, PO30 5TG OR
Date:	29 th November 2012
Venue:	Downside Community & Learning Centre, Furrlongs, Newport, PO30 2AX OR
Date:	10 th December 2012
Venue:	The Education Centre, St Mary's Hospital, Parkhurst Road, Newport, PO30 5TG OR
Date:	14 th January 2013
Venue:	The Education Centre, St Mary's Hospital, Parkhurst Road, Newport, PO30 5TG OR
Date:	28 th January 2013
Venue:	Downside Community & Learning Centre, Furrlongs, Newport, PO30 2AX OR
Date:	18 th February 2013
Venue:	The Education Centre, St Mary's Hospital, Parkhurst Road, Newport, PO30 5TG OR
Date:	18 th March 2013
Venue:	The Education Centre, St Mary's Hospital, Parkhurst Road, Newport, PO30 5TG
Time:	9:15am -12:30pm
Cost:	This course is fully funded for Isle of Wight Council Staff Non Isle of Wight Council Staff - £10

The Mental Capacity Act 2005: Detailed Training

TARGET GROUP:

All staff in health and social care who have responsibility for staff management or supervision, management of service delivery or clinical leadership.

Staff in those groups who have no knowledge of the Act should in the first instance attend the MCA Overview and Principles Training to ensure they have basic understanding of the Act and its implications for their area of practice.

COURSE AIMS:

This basic MCA training provides an overview of the Act and the statutory principles that underpin practice.

COURSE OUTCOMES:

On completion of training participants will:

- Have detailed understanding of the provisions of the Mental Capacity Act 2005.
- Be able to apply this understanding in their day-to-day practice.
- Be able to advise colleagues about the implications for their practice.
- Be able to advise service users and carers about the implications of the legislation for their care and treatment.
- Understand the implications of the Act for policy and practice in their organisation.
- Be aware of the Deprivation of Liberty safeguards, implemented from April 2009.
- Be able to recognise the importance of evidencing decisions.
- Understand and be able to apply the two-stage test of capacity.
- Understand the principles of 'best interest' and least restrictive alternative.
- Understand issues relating to confidentiality and information sharing.

Provider:	Dawn Revell, Making Connections Ltd
Date:	10 th September 2012
Venue:	Community Learning Centre, Westridge, Brading Road, Ryde, PO33 1QS OR
Date:	5 th October 2012
Venue:	Community Learning Centre, Westridge, Brading Road, Ryde, PO33 1QS OR
Date:	30 th November 2012
Venue:	Community Learning Centre, Westridge, Brading Road, Ryde, PO33 1QS
Time:	9:15am -4:30pm
Cost:	This course is fully funded for Isle of Wight Council Staff Non Isle of Wight Council Staff - £10

Critical Reflection and Analysis

Information Sharing

TARGET GROUP:

Practitioners who make decisions about sharing personal information on a case-by-case basis.

COURSE AIMS:

To provide knowledge, skills and professional confidence in preparing for and making positive contributions to Child Protection Conferences and Core Group Meetings.

COURSE OUTCOMES:

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

- Have improved practitioner confidence to share information about their clients appropriately.
- Be aware of the National Information Sharing Guidance and their role within it.

Trainer:	Calvin Wright, Safeguarding Trainer
Date:	31 st January 2013 OR 25 th February 2013
Time:	9:30am – 11:30am OR 12:00pm – 2:00pm OR 2:30pm -4:30pm
Venue:	Community Learning Centre, Westridge, Brading Road, Ryde, PO33 1QS
Cost:	This course is fully funded by the LSCB

Group 3 Child Protection: Making Positive Contributions to Child Protection Conferences and Core Group Meetings

TARGET GROUP:

Anyone who need to attend Child Protection Conferences and/or Core Group Meetings.

COURSE AIMS:

To provide professionals with the knowledge and skills in preparing for and making positive contributions to Child Protection Conferences and Core Groups.

COURSE OUTCOMES:

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

- Identify the contribution each professional is expected to make to child protection conferences including the submission of written reports.
- Identify the purpose and structure of a child protection conference and your role within it.
- Identify good practice for effective participation at case conferences.
- Fully understand the importance of Core Groups in keeping children subject to a child protection plan safe from further harm.
- Have considered your role in Core Groups, review conferences and the continuing process of assessment, analysis, planning and review.

Trainer:	Calvin Wright, Safeguarding Trainer,
Date:	17 th September 2012 OR 15 th November 2012
Time:	9:30am – 4:15pm
Venue:	Downside Community & Learning Centre, Furrlongs, Newport, PO30 2AX
Cost:	This course is fully funded by the LSCB

Group 3 Child Protection: Domestic Abuse and the Impact on Children

TARGET GROUP:

Anyone who works with children.

NB: In order to access this training, delegates **must** have completed group 2 Child Protection Basic Awareness training.

COURSE OUTCOMES:

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

- Describe domestic abuse within a diversity framework.
- Describe a range of inter-agency issues within this field of work.
- Identify the impact of domestic abuse on children.
- Demonstrate skills in the application of an organisation's domestic abuse policy when assessing levels of risk.
- Identify key issues for engaging with families where domestic abuse is an issue.

Trainer:	Jane Wiffin, In-Trac
Date:	18 th AND 19 th September 2012
Time:	9:30am – 4:30pm
Venue:	Community Learning Centre, Westridge, Brading Road, Ryde, PO33 1QS
Cost:	This course is fully funded by the LSCB

Personality Disorders

TARGET GROUP:

Any staff working with people who have or may in the future develop personality disorders.

COURSE OUTCOMES:

By the end of the course delegates will have an opportunity to:

- To debate the link between personality disorder and mental illness.
- Increase their awareness of policies guidelines and legislation which impact on the care of a person with a personality disorder.
- To analyse the journey that people with a personality disorder may have been on.
- Discuss the requirements of services to care for people with a personality disorder.

Trainers:	University of Southampton
Date:	1 st October 2012
Time:	9:00am – 4:30pm
Venue:	Faculty of Health Sciences Study Centre, St Mary's Hospital, Newport
Cost:	Nil

To attend this course please book direct with:

Paula Lyon
Regional Centre Administrator
Faculty of Health Sciences
St Mary's Hospital
Parkhurst Road
Newport
Isle of Wight

Tel 01983 534112

The NQSW/ASYE Development Programme

TARGET GROUP:

NQSW's.

NQSW's will need to be registered with the College of Social Work. If you need clarification if you are registered, and in which cohort, please contact Paul Barnard on 817280 or paul.barnard@iow.gov.uk

COURSE AIMS:

To provide NQSW's with access to the best possible development opportunities, so that they can broaden the skills and knowledge gained through their initial training and gives them a firm foundation for future career development.

COURSE OUTCOMES:

Learning outcomes will be made available before each module and there will be more details on the introduction day.

This course will be supported by additional reflective supervision and protected time for learning and development activity. Again there will be more details on the introduction day.

NQSW/ ASYE Lead:	Paul Barnard, Commissioning Manager, Social Care, Workforce Development. There will be additional trainers from across the South Central region as this is a sub-regional programme
Dates:	Cohort A: Dates to be confirmed
Duration:	11 days (9:00am – 4:30pm)
Venue:	TBC in Hampshire; except the first day which will be held at the Community Learning Centre, Westridge, Brading Road, Ryde, PO33 1QS
Cost:	Fully subsidised for IW Council staff. There will be a charge for staff from other agencies but this can be offset if registered for Department of Health funding

The Consolidation and Preparation for Specialist Practice – PQ First Module

TARGET GROUP:

Social Workers wishing to embark on the post qualifying training framework.

COURSE AIMS:

To raise standards in social work practice and help social workers demonstrate their competence to work within complex situations.

ASSESSMENT:

You will be required to produce a portfolio with the following information:

Part A:

- Curriculum Vitae (from the point of qualification in Social Work).
- Continuing Professional Development (CPD) Review.

Part B:

- Practice Analysis
- Third Party Testimony

These four components will form the submission of your portfolio. The evidence produced will then be used to assess your suitability for the award of Stage 1 of the specialist award.

In order to successfully complete the CPSP unit you must demonstrate you have met the GSCC Post Qualifying Specialist Standards in the following areas:

- Knowledge
- Values
- Practice

Trainers:	Associate Lecturers of Bournemouth University
Dates:	Cohort A: 9 th January 2013 27 th February 2013 20 th March 2013
Duration:	3 days (9:30am – 4:30pm) Days 1 & 2 are the compulsory taught days; Day 3 is an optional day to work on your portfolio submission
Venue:	Community Learning Centre, Westridge, Brading Road, Ryde, PO33 1QS
Cost:	This course is fully funded for Isle of Wight Council Staff Non-Isle of Wight Council staff please contact Paul Barnard at paul.barnard@iow.gov.uk for details

Personalisation: Legal, Finance and RAS

TARGET GROUP:

This course will be targeted at individuals who should then book a place using the course booking form.

COURSE AIMS:

To ensure all delegates are aware of the latest developments in these areas.

COURSE OUTCOMES:

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

- Consider fair access and resource allocation and consider the difficult questions these topics pose.
- Consider the general pitfalls and the other sorts of legal questions in the current climate.
- Understand the conundrums on charging for care.

Provider: Belinda Scwehr, National Homecare Council

Date: 20th November 2012

Time: 9:30am -4:30pm

Venue: Council Chambers, County Hall, High Street, Newport, PO30 1UD

Cost: This course is fully funded

Personalisation: Care Management

TARGET GROUP:

This course will be targeted at individuals who should then book a place using the course booking form.

COURSE AIMS:

To ensure all delegates are aware of the latest developments in these areas.

COURSE OUTCOMES:

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

- To have a joint understanding of the idea of personalising care, and Putting People First, within the law – and the basics of the Fair Access guidance.
- To be able to describe the significance of carers' input, universal or other services, re-ablement and 'social capital'.
- To understand what it means to be an employer of a personal assistant.

Provider: Belinda Scwehr, National Homecare Council

Dates: 21st November 2012

Time: 9:30am - 4:30pm

Venue: Council Chambers, County Hall, High Street, Newport, PO30 1UD

Cost: This course is fully funded

Disability Equality Training

TARGET GROUP:

This course will be targeted at individuals who should then book a place using the course booking form.

COURSE AIMS:

The Aim is to ensure all delegates are aware of the latest developments in these areas.

COURSE OUTCOMES:

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

- Understand that discriminatory attitudes towards disabled people can be the biggest barriers to full inclusion and participation in society.
- Understand that the Social Model can be used as a tool for removing barriers to the participation of disabled people.
- Apply social model thinking to their working practices.
- Be more confident in their dealings with disabled people.
- Be able to use non-discriminatory, inclusive language when communicating with and about disabled people.
- Be more confident in engaging with disabled people and have a greater understanding of how to consult with disabled people.

Provider:	The Vassall Centre Trust, Bristol
Dates:	20 th September 2012 OR 21 st September 2012
Time:	9:30am - 4:30pm
Venue:	Community Learning Centre, Westridge, Brading Road, Ryde, PO33 1QS
Cost:	This course is fully funded

Intervention and Skills

Total Communication

TARGET GROUP:

Any Staff who communicate regularly with children and adults who have learning disabilities and communication difficulties.

COURSE AIMS:

- To provide participants with an understanding of the range of verbal and non-verbal communication methods used in total communication.
- To give an underpinning knowledge of Total Communication and how to use it.

COURSE OUTCOMES:

By the end of the course delegates will have an understanding of:

- Increased skills to use Total Communication with people with learning disabilities.
- The range of alternative communication methods and how they are used.

Trainers:	Isle of Wight College
Date:	5 th September 2012 OR 20 th February 2013
Time:	9:30am – 4:30pm
Venue:	Isle of Wight College, Medina Way, Newport, PO30 5TA
Cost:	This course is fully funded for Isle of Wight Council Staff Non Isle of Wight Council Staff - £10

Administration of Medicines

TARGET GROUP:

Any Staff who need to administer medication to service users/patients who have not recently undergone Administrations of Medicines Certificate.

COURSE OUTCOMES:

By the end of the course delegates will have an understanding of:

- The law and legislation relating to the administration of medicines.
- The rules, responsibilities and boundaries.
- Safe Practices and risks.
- Classifications of medicines and administration routes.
- Obtaining, storage and disposal of medicines.
- Health and Safety – Infection control.
- The need for keeping accurate records.

Trainers:	Isle of Wight College
Date:	1 st October 2012 OR 10 th December 2012 OR 11 th March 2013
Venue:	Isle of Wight College, Medina Way, Newport, PO30 5TA
Cost:	This course is fully funded for Isle of Wight Council Staff Non Isle of Wight Council Staff - £10

Basic Personal Care

TARGET GROUP:

All staff involved in the delivery of direct care within the adult social care sector.

COURSE OUTCOMES:

By the end of the course delegates will have an understanding the importance of:

- How to encourage client choice.
- Why cleanliness is important.
- How to ensure cleanliness.
- How to assist individuals to clean themselves.
- Changes you may see and need to report.
- Ensuring choice in grooming and dressing.
- Maintaining the individuals dignity.

Trainer:	Isle of Wight College
Date:	10 th October 2012
Time:	9:30am – 12:30pm
Venue:	Isle of Wight College, Medina Way, Newport, PO30 5TA
Cost:	This course is fully funded for Isle of Wight Council Staff Non Isle of Wight Council Staff - £10

Skills in Caring for Older Persons

TARGET GROUP:

Any staff caring for older people.

COURSE OUTCOMES:

By the end of the course delegates will have an increased awareness of:

- Gain an Understanding of person-centred care, its history, current usage and what it means in terms of actions to take.
- Assessments, including physical and mental health, cognitive functioning, strokes head injuries adaptive functioning and social functioning.
- Factors enhancing both formal and informal therapeutic conditions; the skills of being less abstract and refraining from interpretations, how to compensate for reduction in memory.
- Learn interview skills; listening, building rapport, credibility and empathy.
- Enhancing therapeutic conversations.

Trainer:	University of Southampton
Date:	10 th September 2012
Time:	9:00am – 12:30pm
Venue:	Faculty of Health Sciences Study Centre, St Mary's Hospital, Newport
Cost:	Nil

To attend this course please book direct with:

**Paula Lyon
Regional Centre Administrator
Faculty of Health Sciences
St Mary's Hospital
Parkhurst Road
Newport
Isle of Wight**

Tel 01983 534112

Nutrition and Healthy Eating in Residential Care

TARGET GROUP:

All home managers and staff involved in the preparation of meals.

COURSE OUTCOMES:

By the end of the course delegates will have an understanding of:

- Common issues around food provision in homes.
- Nutritional requirements and deficiencies in older people.
- Findings from the CQC inspection.
- The importance of water to the diet.
- Special dietary issues in relation to older people.
- Physical feeding problems and how to cope with them.
- Menu planning and budgeting.
- Risk factor checklist.

Trainer:	Isle of Wight College
Date:	21 st November 2012
Time:	9:30am – 12:30pm
Venue:	Isle of Wight College, Medina Way, Newport, PO30 5TA
Cost:	This course is fully funded for Isle of Wight Council Staff Non Isle of Wight Council Staff - £10

The Role of the Appropriate Adult

TARGET GROUP:

Anyone wanting to act in the role of appropriate adult for children and young people or vulnerable adults who are arrested and detained at the police station for questioning.

Please note, you CANNOT act as an Appropriate Adult if you have not done this training.

COURSE AIMS:

For delegates to have a full understanding of the role and responsibilities of an appropriate adult supporting a service user who is detained for questioning at the Police Station.

COURSE OUTCOMES:

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

- Describe the process at the police station for a detailed person.
- Explain the rights of a detained person,
- Explain the roles and responsibilities of the Appropriate Adult
- Describe the interview procedure for a detained person.
- Familiarise themselves with the police station and interview environment.

Provider:	Adrian Dadd, Hampshire Constabulary
Date:	TBC
Time:	9:30am - 4:30pm
Venue:	Downside Community & Learning Centre, Furrilongs, Newport, PO30 2AX
Cost:	This course is fully funded

Watch this space...

Please look out for updates to this training calendar as we are still negotiating dates and learning outcomes on the following courses:

Knowledge:

- Safeguarding Adults at Risk: Basic Awareness
- Safeguarding Adults at Risk: Alerters
- The Leadership & Management Program
- Report Writing
- Train the Trainer Program
- Effective Recording Skills in Adult Social Care

Critical Reflection & Analysis:

- Supervision Training
- Dementia and Learning Disability
- Analysis as part of Social Work Assessments

Intervention & Skills:

- Chairing Multi-agency Meetings
- IT Training
- Makaton Training
- Minute Taking

The booking form is at the end of this document.



Paul Barnard

Commissioning Manager | Adults and Childrens Social Care Workforce Development

Find all our course details online



Adult Community Learning



Schools & Learning



Early Years & Voluntary Sector



Adult & Children's Social Care



Safeguarding



Core Programmes

www.iwight.com/trainingcourses



Course Application Form

PLEASE COMPLETE ALL SECTIONS OF THE FORM as this will ensure prompt processing of your application

Please return the completed application form to:

Email: learning.development@iow.gov.uk or Workforce Development, Community Learning Centre, Ryde, Isle of Wight, PO33 1QS

Please ensure you have read the target group for your chosen event, or you may be liable for the full cost of the course if you later realise this event isn't relevant to you.

Full /Course Title:		
Event Date(s):	Time:	Venue:
Applicant's Surname(s):		Applicant's First Name(s):
Applicant's Workplace (including Address) :		Applicant's Role:
Ofsted Registration Number (if applicable):		Email address for course confirmation (your application cannot be processed without this information):
Daytime Telephone Number:		Special Requirements:
How will your place be funded including any non-attendance charge incurred? Your application will not be processed without this information!		
Subscribers rate (please tick)		Workplace Address (for invoicing if different from above):
Non-subscribers rate (please tick)		
Internal Budget Code (Council employees only)		

I understand that the information contained on this form will be held on a computer system, which is registered under the Data Protection Act 1998.

..... Date:

Manager/CPD Coordinator to Complete

I agree to the above named applicant attending the course and understand that I must notify Workforce Development in writing if the applicant is unable to attend. **I understand we will be charged an admin fee for non-attendance.**

.....
Signature of Manager/CPD Coordinator/Childminder

Date:



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