



IOW Health and Social Care
Training and Development Group

Learning and Development Directory

**September 2011
– March 2012**

C O N T E N T S

Administration of Medicines	31
Appropriate Adult	49
Basic First Aid for Emergency Situations	34
Basic Personal Care	41
Catheter and Stoma Care	28
Common Induction Standards for Managers	50
COSHH –Level 2 (CIEH Accredited)	43
Dementia Awareness	11
Dementia Carers Workshop	12
Diabetes Awareness	45
Emergency First Aid at Work	35
End of Life Care	48
Equality & Diversity	44
Falls Prevention Awareness	24
Falls Prevention in the Community	25
First Aid at Work for Day Managers and Night Seniors	36
First Aid at Work for Day Managers and Night Seniors – Requalification	38
Health & Safety Awareness	32
Infection Control	29
Infection Control for Senior Staff	30
Level 2 Award in Food Hygiene (CIEH Accredited)	39
Makaton Beginners’ Workshop	14
Managing Behaviour that is Difficult to Understand	13
Mandatory Training Refresher Morning to include Safeguarding Vulnerable Adults, Falls Prevention and Administration of Medicines	46

Mandatory Training Refresher Morning to include Safeguarding Vulnerable Adults, Health & Safety and Infection control	47
Mental Capacity Act – Detailed Training	23
Mental Capacity Act – Overview & Principles (including Deprivation of Liberty Safeguards)	21
Mental Health Awareness	26
Mental Health Workshop	27
Nomination Process	7
Nutrition & Healthy Eating in Residential Care	42
QCF	51
Risk Assessment	33
Safeguarding Vulnerable Adults - Awareness	15
Safeguarding Vulnerable Adults – Train the Trainer	20
Safeguarding Vulnerable Adults for Managers of Regulated Settings	16
Safeguarding Vulnerable Adults for Managers of Regulated Settings – Update	18
Training Guide	57
Useful Resources	6

Your Learning and Development Directory

Welcome to the Learning and Development Directory for the Isle of Wight Independent and Voluntary Adult Social Care Sector.

As the new Commissioning Manager for Social Care Workforce Development covering both the children and adults social care sectors I will be heavily involved in the transformation of the way the local authority delivers its services this coming year. This will inevitably lead to a further year of transformation and change. The learning and development directory will still contain the core training courses that underpin social care but as we move to new ways of working the courses we commission will develop and change accordingly. The learning and development service will be working hard to keep you informed of developments and initiatives that support transformation as well as seeking to identify additional sources of funding to support the sectors training needs overall. We already have strong links with our neighbouring local authorities and Skills for Care and will continue to develop these on your behalf.

The courses within this directory are designed to meet the required learning outcomes of the Skills for Care Common Induction Standards and the new QCF where appropriate.

The success of this directory and the Isle of Wight Health and Social Care Training Group depend on your continued support and I would like to personally thank those members of the IWHSTG who give up their time to represent the needs of the sector.

As always we would like to hear about any specific training needs you may have and will continue to do our best to incorporate these into our training plans.

Thank you once again for supporting this partnership and I look forward to working with many of you over the course of the next year.

Best wishes.

Paul Barnard
Commissioning Manager, Adults & Childrens Social Care Workforce
Development, Isle of Wight Council

This publication is also available on request on audiotape, in large print, in Braille and in other languages. If you would like this service please call the council on 01983 821000

Useful Resources

Social Care Information and Learning Services

www.scils.co.uk

This is a training resource site which the Isle of Wight Council has subscribed to, which is accessible to all members of the independent and voluntary sector.

The code to register is “221IOW” from which you will then be able to create your own login.

The site provides access to training materials and information providing underpinning knowledge for the Health & Social Care National Occupational Standards, the Common Induction Standards and the new Qualifications Credit Framework.

Skills for Care Knowledge Sets

www.skillsforcare.org.uk/developing_skills/knowledge_sets/knowledge_sets_introduction.aspx

Knowledge sets are sets of key learning outcomes for specific areas of work within adult social care. They are designed to improve consistency in the underpinning knowledge learnt by the adult social care workforce in England. This link will take you to the part of the Skills for Care website that contains links to the various knowledge sets

HICTI – Hampshire & Isle of Wight Care Training Information

www.hicti.com

A user friendly local training and information site giving access to contact details of local QCF and short course training providers, information on Skills for Care National Minimum Data Set, links to organisations in the care sector and a who’s who of regional contacts. Managers forum to ask questions, swap ideas and look for spare training places.

Hartman e-Learning Programme - free e-learning tool

www.hartmanntraining.co.uk

The Hartman e-Learning Programme is an online training programme providing a convenient way to train care home staff on basic continence care and product selection. We have a guide available to assist you in logging in to this training – please email to request one.

This e-learning includes a test. Upon successfully completing the test and scoring 100% learners will be able to print off a certificate to be held on their training file as evidence of learning.

Social Care Institute for Excellence

<http://www.scie.org.uk/>

News, resources and information on all aspects of social care, including practical guides, e-learning and social care tv.

Nomination Process

- Nomination for attendance on all courses is by completion of the nomination form contained within this directory. Further forms available upon request. All completed forms to be sent to the address given at the foot of the form
- The nomination form must be completed clearly and in full to ensure that we are able to process your request effectively. We are unable to accept incomplete nomination forms. All nominations are subject to a shortlisting process
- If successful in obtaining a place on the nominated course, joining instructions will be forwarded to you approximately one month prior to the course date, and an invoice raised for the cost of the training.
- Unsuccessful nominations will be offered alternate dates if possible or held on a waiting list until further dates have been scheduled.
- Details of the course venues are given with the course information.

Cancellation

To give candidates on course waiting lists an opportunity to attend we require 7 working days notice to cancel a confirmed place on a course. All non-attendance without 7 working days prior notice remains payable.

NOMINATION FORM

(Please write clearly)



Name of Organisation:	
Address:	
<i>(Invoice address, if different from above)</i>	
Phone:	
Fax Number:	Email Address:
Contact Name:	
<i>Please tick the appropriate box</i>	
Employer: IW Council <input type="checkbox"/>	IW Independent/Voluntary Sector <input type="checkbox"/>

Course Title: (Only one course per sheet. Do not use for QCF nominations)	Course Date:	Course Cost (per person)
Venue		
Names:	Job title:	
1		
2		
3		
4		
5		

Special requirements (dietary/sensory/disability etc)

SUBMISSION OF THIS FORM DOES NOT AUTOMATICALLY GUARANTEE A PLACE ON THE COURSE. ALL COURSES ARE SUBJECT TO A SHORT LISTING PROCESS

I agree to the above named nominee(s) attending the course and undertake to pay the appropriate course fee as detailed in the course publicity

Signed: (Workplace Line Manager) Date:

Please return the completed form to:

Ann Hollis, Workforce Development Officer- Adult Social Care, Schools & Learning Division, Isle of Wight Council, 114 Pyle Street, Newport, Isle of Wight. PO30 1XA. Fax: 01983 529686 email: ann.hollis@iow.gov.uk



If you require further details or information please contact:

Ann Hollis
Workforce Development Officer
email: ann.hollis@iow.gov.uk

Schools & Learning Division,
Isle of Wight Council,
114 Pyle Street,
Newport,
Isle of Wight
PO30 1XA.

Tel: 01983 527565
Fax: 01983 529686

Dementia Awareness

Target Group:

For all staff in adult social care supporting people with dementia

Learning Outcomes:

By the end of the course, participants will:

- Understand the need for a person centred and strengths base approach to the support and well being of individuals with dementia
 - Understand the need to protect the individual from abuse, injury and harm
 - Understand the importance of maintaining the general good health and well being of the individual with dementia
 - Understand the need for a positive and effective communication with the individual with dementia
- Understand the definition, most common types and signs and symptoms of dementia

Date	Time	Venue	Closing Date	Cost £
25 th Oct 11	9.30am – 12.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	13 th Sept 11	15
24 th Jan 12	9.30am – 12.30pm	ICT Room, Carnival Learning Centre, Westridge, Ryde	13 th Dec 11	15
28 th Mar 12	9.30am – 12.30pm	ICT Room, Carnival Learning Centre, Westridge, Ryde	15 th Feb 12	15

Course Instructor: Kerry Hullett, Portsmouth City Council

Dementia Carers Workshop

Target Group:

For all staff in adult social care supporting people with dementia

Learning Outcomes:

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

- Gain some understanding of the effect of illnesses which cause dementia
- Acknowledge the impact a care worker's interaction skills can have on the process of dementia
- Identify practical ways to engage with people with dementia using a range of communication approaches
- Explore the practice of an activity based model of care
- Have some understanding of the term challenging behaviour and related issues for people with dementia
- Identify practical ways they can translate the principles of responding to behaviours that are challenging

Dates to be confirmed – please nominate staff in the usual way and you will be notified of dates as soon as available

Managing Behaviour that is Difficult to Understand

Target Group:

To raise awareness and explore the general principles of challenging behaviour, and to increase knowledge and skills of how to manage behaviours that challenge staff in their working environment.

Learning Outcomes:

By the end of the course, participants will have knowledge of:

- Personal behaviours that others might find challenging
- Service users behaviours that staff and others might find challenging
- The causes and consequences of challenging behaviour
- How our behaviour can escalate or defuse behaviour that is challenging
- Strategies for effectively working with behaviour that is challenging

Please Note: This is not breakaway training and the session does not include physical interventions

Date	Time	Venue	Closing Date	Cost £
11 th Oct 11	9.30am – 4.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	31 st Aug 11	30
22 nd Nov 11	9.30am – 4.30pm	Training Room 1 Workforce Development Centre, Pyle Street, Newport	11 th Oct 11	30

Course Instructor(s): Making Connections (IW) Ltd

Makaton Beginners' Workshop

Target Group:

Carers and workers who need to use Makaton in their work. It provides an introductory workshop for carers who need to use Makaton in everyday situations but do not require extensive theory or technical information.

Signing instructions for Stages 1 &2 plus the additional vocabulary to help in practical situations. Makaton symbols are included and examples of their use are given. Teaching methods are discussed and developed. Covers approximately 150 signs and provides the basis for everyday needs – straightforward transactions.

Learning Outcomes:

By the end of the course, delegates will:

- Have an understanding of Makaton's place in the Signing World
- Know how Makaton Symbols are used
- Have practical use of signs and symbols
- Have an understanding of effective Signing
- Be familiar with some signs specific to their workplace.
- have the confidence and skills to begin to use Makaton in their daily work
- Be able to communicate at an introductory level using Makaton with people who need it as their main means of communication within their care setting.

Date	Time	Venue	Closing Date	Cost £
7 th Oct 11	9.30am – 4..0pm	IW College	26 th Aug 11	30

Course Instructor(s): Isle of Wight College

Safeguarding Vulnerable Adults - Awareness

Target Group:

For all staff in adult social care to raise awareness of safeguarding adults issues in line with local policy and guidance

Learning Outcomes:

By the end of the course, participants will be aware of:

- Responsibilities
- Recognition
- Responding
- Reporting
- Recording

Date	Time	Venue	Closing Date	Cost £
25 th Oct 11	9.30am – 1pm	Training Room 1 Workforce Development Centre, Pyle Street, Newport	13 th Sept 11	15
30 th Nov 11	1.30pm – 5pm	Main Hall Carnival Learning Centre, Westridge, Ryde	19 th Oct 11	15
12 th Jan 12	9.30am – 1pm	Training Room 2 Workforce Development Centre, Pyle Street, Newport	1 st Dec 11	15
16 th Feb 12	1.30pm – 5pm	Main Hall Carnival Learning Centre, Westridge, Ryde	6 th Jan 12	15
7 th Mar 12	9.30am – 1pm	Committee Room 1 4 th Floor, County Hall Newport	11 th Jan 12	15

Course Instructor(s): Making Connections (IW) Ltd

Safeguarding Vulnerable Adults for Managers of Regulated Settings

Target Group:

For Registered Managers and Proprietors/Managers of Provider Services.

Examine provider organisations' role and responsibilities in relation to safeguarding policies and procedures.

Delegates should bring a copy of their own in-house policy to the training together with a copy of the IW Safeguarding Adults Multi-Agency Procedures 2007

Learning Outcomes:

By the end of the course, participants will:

- Have an understanding of the nature and extent of safeguarding
- Ensure organisations' Safeguarding Adults policies and procedures are contractually compliant.
- Understand and use the Safeguarding Adults policy and procedures
- Understand the different roles and responsibilities of all agencies involved in investigations
- Engage in a positive multi agency approach to safeguarding adults
- Demonstrate an understanding of the managers' role in relation to IW Safeguarding Adults Multi-Agency Procedures 2007
- Identify further learning needs in relation to Safeguarding Adults

Safeguarding Vulnerable Adults for Managers of Regulated Settings – cont..

Date	Time	Venue	Closing Date	Cost £
27 th Sept	9.30am – 4.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	16 th Aug 11	30

Course Instructor(s): Making Connections (IW) Ltd

Safeguarding Vulnerable Adults for Managers of Regulated Settings - Update

Target Group:

A half day update/ refresher for those who have already undertaken the one day course and need to be refreshed or updated in accordance with the guidance at the back of this book.

For Registered Managers and Proprietors/Managers of Provider Services.

Learning Outcomes:

By the end of the course, participants will

- Have refreshed their knowledge in accordance with the learning outcomes of the one day course in Safeguarding for Managers of Regulated Settings
- Be updated on any legislative or topical events that may impact upon their service.
- Identify further learning needs in relation to Safeguarding Adults

Date	Time	Venue	Closing Date	Cost £
6 th Feb 12	9.30am – 1pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	13 th Dec 11	15

Course Instructor(s): Making Connections (IW) Ltd

Safeguarding Vulnerable Adults – Train the Trainer

Target Group:

For adult workforce practitioners wanting to obtain the knowledge and skills necessary to enable them to deliver Safeguarding Vulnerable Adults - Basic Awareness training to their own staff.

All staff must have previously undertaken the Safeguarding Vulnerable Adults - Basic Awareness training and be committed to cascading this training to their own staff.

Learning Outcomes:

By the end of the course, participants will have:

- Identified the key principles of adult learning.
- Identified their own learning style
- Identified barriers to adult learning
- Learnt and practiced different methods of training delivery
- Identified how to manage group learning
- Identified the need for safeguarding vulnerable adults training within their workforce
- Identified the key principles of safeguarding vulnerable adults training
- Considered how to deliver safeguarding vulnerable adults training to their workforce.
-

Date	Time	Venue	Closing Date	Cost £
15 th & 16 th Nov 11	9.30am – 4.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	4 th Oct 11	60

Course Instructor(s): Making Connections (IW) Ltd

Mental Capacity Act – Overview & Principles (including Deprivation of Liberty Safeguards)

Target Group:

This basic MCA training provides an overview of the Act and the statutory principles that underpin practice. It is for all health and social care staff who are in contact with service users who may lack capacity for some decisions

Learning Outcomes:

On completion of training 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.

Date	Time	Venue	Closing Date
6 th Sept 11	9.15am – 12pm	Lecture Theatre 1, Education Centre, St Mary’s Hospital, Newport	26 th Jul 11
20 th Sept 11	9.15am – 12pm	Lecture Theatre 1, Education Centre, St Mary’s Hospital, Newport	9 th Aug 11
10 th Oct 11	9.15am – 12pm	Lecture Theatre 1, Education Centre, St Mary’s Hospital, Newport	30 th Aug 11
24 th Oct 11	9.15am – 12pm	Lecture Theatre 1, Education Centre, St Mary’s Hospital, Newport	12 th Sept 11
14 th Nov 11	9.15am – 12pm	Lecture Theatre 2, Education Centre, St Mary’s Hospital, Newport	3 rd Oct 11

Mental Capacity Act – Overview & Principles (including Deprivation of Liberty Safeguards) - cont.

Date	Time	Venue	Closing Date
21 st Nov 11	9.15am – 12pm	Lecture Theatre 1, Education Centre, St Mary's Hospital, Newport	10 th Oct 11
13 th Dec 11	9.15am – 12pm	Lecture Theatre 1, Education Centre, St Mary's Hospital, Newport	1 st Nov 11

All sessions are free of charge

Course Instructor: Stephen Ward,
Lead for Mental Health Act and Mental
Capacity Act
IW PCT & IW Council

Mental Capacity Act – 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, for example:

Service Managers, General Managers, Clinical Service Managers, Clinical Nurse Leaders, Hospital Consultants, Executives, Professional staff in mental health services, Social Workers, Care Managers and Community Care Officers, Finance Officers in A&CS, Team Leaders and Managers in Provider Services.

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.

Learning Outcomes:

On completion of training participants will:

- Have detailed understanding of the provisions of the Mental Capacity Act
- 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 to be 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

Mental Capacity Act – Detailed Training - cont.

Date	Time	Venue	Closing Date
13 th Sept 11	9.30am – 4.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	2 nd Aug 11
7 th Oct 11	9.30am – 4.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	26 th Oct 11
21 st Oct 11	9.30am – 4.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	9 th Sept 11
8 th Nov 11	9.30am – 4.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	27 th Sept 11
24 th Jan 12	9.30am – 4.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	13 th Dec 11

All sessions are free of charge

Course Instructor: Stephen Ward,
Lead for Mental Health Act and Mental
Capacity Act
IW PCT & IW Council

Falls Prevention Awareness

Target Group:

For all front line care staff working with older people in residential and day care.

Learning Outcomes:

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

- consider the impact of falls on quality of life, independence and physical/social functioning
- identify falls risk factors
- identify ways to minimize risk of falling
- know what to do in the event of a fall.

Dates to be confirmed – please nominate staff in the usual way and you will be notified of dates as soon as available

Course Instructor(s): Falls & Rehab Co-ordinator, IW Primary Care Trust

Falls Prevention in the Community

Target Group:

For all front line staff with a supervisory role and all domiciliary care staff working with older people in assessing risk and preventing falls

Learning Outcomes:

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

- Consider the impact of falls on quality of life, independence and physical and social functioning.
- Acknowledge the impact of the fear of falling
- Identify falls risk factors
- Identify ways to minimise risk of falling
- Know what to do in the event of a fall
- Describe the role of other professionals in managing/preventing falls
- Identify support networks
- Identify ways that practice can be performed in the workplace
- Understand the importance of exercise and keeping active

Dates to be confirmed – please nominate staff in the usual way and you will be notified of dates as soon as available

Course Instructor(s): Falls & Rehab Co-ordinator, IW Primary Care Trust

Mental Health Awareness

Target Group:

For carers and managers working in environments supporting people with mental health needs,

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

Learning Outcomes:

By the end of the course, delegates will 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 and discrimination
- Explore care planning and team work to meet the needs of service users.
-

Date	Time	Venue	Closing Date	Cost £
18 th Nov 11	9am – 12.30pm	Isle of Wight College, Newport	7 th Oct 11	15
3 rd Feb 12	9am – 12.30pm	Isle of Wight College, Newport	22 nd Dec 11	15

Course Instructor(s): Isle of Wight College

Mental Health Workshop

Target Group:

For carers and managers working in environments supporting people with mental health needs,

This workshop is aimed at helping staff know what to look for and ways of improving the mental well-being of clients

Learning Outcomes:

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

- Identification of mental health – illness, types, causes, other factors
- Recognition of acute/chronic mental health problems/illness
- Management of mental illness
- Identification of depression – types, causes
- Recognition of signs & symptoms
- Physiology of depression
- Increase understanding of the depression spiral
- Identification of risk factors for suicide
- Diagnosis & treatment
- Self help & management
- NICE guidelines
- Increase understanding of schizophrenia – different types,
- Recognition of signs & symptoms
- Understanding how diagnosis is achieved
- Increased understanding of treatment & management of illness
- Understanding the varying dependency levels of those with the illness

Date	Time	Venue	Closing Date	Cost £
2 nd Dec 11	9.30am – 4.30pm	Isle of Wight College, Newport	21st Oct 11	30

Course Instructor(s): Isle of Wight College

Catheter and Stoma Care

Target Group:

All carers who are involved with catheter and/or stomas as part of their job role.

Learning Outcomes:

By the end of the course, participants will have knowledge of:

- Anatomy of Urinary system.
- Reasons for Catheterisation – (male & female).
- Psychological and social impact of catheters.
- Types of catheters/drainage systems
- Routine care of catheter/drainage systems.
- Identification of potential problems.
- Standard Precautions.
- Reasons for the formation of stomas
- Types of stomas
- Appliances
- Dietary Advice
- Safe Disposal
- Storage
- How to order
-

Date	Time	Venue	Closing Date	Cost £
7 th Nov 11	2pm – 5pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	26 th Sept 11	15
21 st Mar 12	9.30am – 12.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	8 th Feb 12	15

Course Instructor(s): Jim Clark (Continence Advisor) & Natalie Sayer (Associate Clinical Nurse Specialist Stoma Care), Isle of Wight Primary Care Trust

Infection Control

Target Group:

All staff working within care settings need to be aware of the necessity of operating infection control practices within their work setting.

Learning Outcomes:

By the end of the course, delegates should have an understanding of:

- Personal hygiene
- The work environment
- Food hygiene
- The chain of infection
- Breaking the chain of infection.
- Relevant legislation

Date	Time	Venue	Closing Date	Cost £
31 st Oct 11	1.30pm – 4.30pm	Training Room 2, Workforce Development Centre, Pyle Street, Newport	19 th Sept 11	15
5 th Dec 11	9.30am – 12.30pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	24 th Oct 11	15
30 th Jan 12	1.30pm – 4.30pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	19 th Dec 11	15
20 th Feb 12	9.30am – 12.30 pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	9 th Jan 12	15

Course Instructor(s): Margaret Rodriguez, MC Training

Infection Control for Senior Staff

Target Group:

For senior staff working in a supervisory role within care settings.

Learning Outcomes:

Understand the requirements of Infection Control legislation in relation to the risk assessment process, how to enforce and monitor.

- Be able to identify hazards in the workplace
- Have a knowledge of common misconceptions and how things are overlooked.
- Be able to identify measures to eliminate or reduce risks
- Plan to complete a risk assessment and action plan using the appropriate company format.

Date	Time	Venue	Closing Date	Cost £
28 th Nov 11	9.30am – 12.30pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	17 th Oct 11	15
27 th Feb 12	1.30pm – 4.30pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	16 th Jan 12	15

Course Instructor(s): Margaret Rodriguez, MC Training

Administration of Medicines

Target Group:

To provide staff actively involved in receiving, storing and administering medicines with the skills they need in order to meet the needs of their service users.

Learning Outcomes:

By the end of the course, delegates be familiar with:

- Law and legislation
- Rules, responsibilities and boundaries
- Safe practice and risks
- Classification of medicines and administration routes
- Obtaining, storage and disposal of medicines
- Health and safety – infection control
- Record keeping

Date	Time	Venue	Closing Date	Cost £
27 th Sept 11	9.30am - 12.30pm	Isle of Wight College Newport	16 th Aug 11	15
29 th Nov 11	9.30am - 12.30pm	Isle of Wight College Newport	18 th Oct 11	15
24 th Jan 12	9.30am – 12.30pm	Isle of Wight College Newport	13 th Dec 11	15

Course Instructor(s): Isle of Wight College

Health & Safety Awareness

Target Group:

All staff working within the independent care sector.

Learning Outcomes:

By the end of the course, delegates will have knowledge of:

- Employer and employee responsibilities under the Health and Safety at Work Act 1974
- The Care Standards Act 2000
- Identifying workplace hazards and risk assessment
- Accidents and incidents - definition and the importance of reporting, however trivial
- Environmental hazards including - slips, trips and falls. window safety. water safety. electricity, gas etc
- Occupational health- including the handling of hazardous substances and infection control.
- Manual handling reminders
- Equipment safety

Date	Time	Venue	Closing Date	Cost £
24 th Oct 11	9.30am - 12.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	12 th Sept 11	15
21 st Nov 11	1.30pm – 4.30pm	Main Hall, Carnival Learning Centre, Westridge, Ryde	10 Oct 11	15
23 rd Jan 12	1.30pm – 4.30pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	12 th Dec 11	15
12 th Mar 12	9.30am- 12.30pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	30 th Jan 12	15

Course Instructor(s): Margaret Rodriguez, MC Training

Risk Assessment

Target Group:

All staff working within the independent care sector requiring the knowledge and understanding to carry out a risk assessment.

Learning Outcomes:

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

- Identify the need for risk assessment
- Understand the legislation involved in risk assessment
- Understand the principles of risk assessment
- Be able to identify hazards
- Be able to identify the level of risk and its severity
- Prioritise risk assessment
- Carry out risk assessment in practice.

Date	Time	Venue	Closing Date	Cost £
14 th Nov 11	9.30am- 12.30pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	3 rd Oct 11	15
13 th Feb 12	1.30pm – 4.30pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	3 rd Jan 12	15

Course Instructor(s): Margaret Rodriguez, MC Training

Basic First Aid for Emergency Situations

Target Group:

All staff working within the independent care sector requiring knowledge of basic first aid highlighting key points.

Learning Outcomes:

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

- Communication and casualty care
- Managing an incident
- Looking after yourself and the casualty
- Adult resuscitation
- Treatment of choking in adults
- Treatment of severe bleeding and chest pains
- Treatment of an unconscious casualty

Date	Time	Venue	Closing Date	Cost £
8 th Sept 11	9am-1pm	Isle of Wight College Newport	28 th Jul 11	15
22nd Nov 11	9am-1pm	Isle of Wight College Newport	11 th Oct 11	15
18 th Jan 12	9am-1pm	Isle of Wight College Newport	7 th Dec 11	15

Course Instructor(s): Isle of Wight College

Emergency First Aid at Work

Target Group:

EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work

This is an HSE certified course, valid for 3 years. The HSE recommends that staff holding this certificate undertake annual first aid training by way of refreshers throughout the duration of the certificate to prevent skills fade.

Learning Outcomes:

By the end of the course, delegates be familiar with:

- Communication and casualty care
- Managing an incident
- Looking after yourself and the casualty
- Adult resuscitation
- Treatment of choking in adults
- Treatment of severe bleeding and chest pains
- Treatment of an unconscious casualty

Date	Time	Venue	Closing Date	Cost £
4 th Oct 11	9.30am- 4.30pm	Isle of Wight College Newport	23 rd Aug 11	30
20 th Feb 12	1.30pm – 4.30pm	Isle of Wight College Newport	9th Jan 12	30
28th Mar 12	1.30pm – 4.30pm	Isle of Wight College Newport	15 th Feb 12	30

Course Instructor(s): Isle of Wight College

First Aid at Work for Day Managers and Night Seniors

Target Group:

All senior staff working within the independent care sector. This is a 3 day HSE certified course, valid for 3 years. Delegates are required to attend on all of the days. The HSE recommends that staff holding this certificate undertake annual first aid training by way of refresher throughout the duration of the certificate to prevent skills fade.

The clients of care organisations are often vulnerable adults. It is therefore advisable for senior staff and staff responsible for night shifts to undertake a course in administering first aid which provides a relevant first aid at work certificate. The course enables delegates to give emergency first aid to clients who are injured or become ill and also to deal with specific injuries.

Learning Outcomes:

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

- Responsibilities of employers and employees for health & safety and first aid at work
- Managing an incident
- Priorities of first aid
- Cardio-pulmonary resuscitation
- Disorders of the airway
- Control of bleeding
- Unconsciousness — epilepsy, strokes and diabetes
- Heart conditions – recognition and treatment
- Burns and scalds
- Injuries to bones and muscles
- Poisoning
- Eye irrigation
- Miscellaneous injuries
- Simple record keeping
- Communication and delegation in an emergency
- Examining a casualty

First Aid at Work for Day Managers and Night Seniors - cont

Dates: 24th Jan 12, 31st Jan 12 and 7th Feb 12

Closing Date: 13th Dec 11

Time: 9.30am to 4.30pm

Location: Isle of Wight College, Newport

Cost: £80

Course Instructor(s): Isle of Wight College

First Aid at Work for Day Managers and Night Seniors - Requalification

Target Group:

All senior staff working within the independent care sector. This is a 2 day HSE certified course to maintain certification. Delegates are required to attend on both days. The HSE recommends that staff holding this certificate undertake annual first aid training by way of refresher throughout the duration of the certificate to prevent skills fade.

The clients of care organisations are often vulnerable adults. It is therefore advisable for senior staff and staff responsible for night shifts to undertake a course in administering first aid which provides a relevant first aid at work certificate. The course enables delegates to give emergency first aid to clients who are injured or become ill and also to deal with specific injuries.

Learning Outcomes:

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

- Responsibilities of employers and employees for health & safety and first aid at work
- Managing an incident
- Priorities of first aid
- Cardio-pulmonary resuscitation
- Disorders of the airway
- Control of bleeding
- Unconsciousness — epilepsy, strokes and diabetes
- Heart conditions – recognition and treatment
- Burns and scalds
- Injuries to bones and muscles
- Poisoning
- Eye irrigation
- Miscellaneous Injuries
- Simple record keeping
- Communication and delegation in an emergency
- Examining a casualty

First Aid at Work for Day Managers and Night Seniors – Requalification - cont

Dates: 5th Mar 12 and 6th Mar 12

Closing Date: 23rd Jan 12

Time: 9.30am to 4.30pm

Location: Isle of Wight College, Newport

Cost: £55

Course Instructor(s): Isle of Wight College

Level 2 Award in Food Hygiene (CIEH Accredited)

Target Group:

All staff involved in the preparation of food.

Learning Outcomes:

By the end of the course, delegates will understand:

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

Date	Time	Venue	Closing Date	Cost £
17 th Oct 11	9.30am-4.30pm	Training Room 2, Workforce Development Centre, Pyle Street, Newport	5 th Sept 11	30
16 th Jan 12	9.30am-4.30pm	Training Room 2, Workforce Development Centre, Pyle Street, Newport	5 th Dec 11	30
5 th Mar 12	9.30am-4.30pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	9 th Jan 12	30

Course Instructor(s): Margaret Rodriguez, MC Training

Basic Personal Care

Target Group:

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

Learning Outcomes:

By the end of the course, delegates will understand the importance of:

- How to encourage client choice
- Why cleanliness is important
- How to ensure cleanliness – bathing, showering, bed bathing, shaving, mouth care, hair washing
- How to assist individuals to clean themselves
- How to deal with problems
- Changes you may see and should report
- What needs to be recorded (body waste)
- Disposal of hazardous waste
- Ensuring choice in grooming and dressing
- Maintaining the individual's dignity.

Date	Time	Venue	Closing Date	Cost £
24 th Feb 12	9.30am- 12.30pm	Isle of Wight College Newport	11 th Jan 12	15

Course Instructor(s): Isle of Wight College

Nutrition & Healthy Eating in Residential Care

Target Group:

Home managers and staff involved in the preparation of meals

Learning Outcomes:

The session will examine:

- Common issues around food provision in homes
- Nutritional requirements and deficiencies in older people
- Findings from the Care Quality Commission (CQC)
- Importance of water in 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
- Benefits of training for cooks and other staff preparing and serving food

Date	Time	Venue	Closing Date	Cost £
14 th Dec 11	9.30am- 12.30pm	Isle of Wight College Newport	2 nd Nov 11	15

Course Instructor(s): Isle of Wight College

COSHH –Level 2 (CIEH Accredited)

Target Group:

All staff working in Adult Social Care who are required to use potentially hazardous materials in carrying out their duties.

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

Learning outcomes

- Identify the hazards associated with those substances
- Identify the risks and controls available to deal with the substances
- Identify what to expect from a COSHH assessment

Date	Time	Venue	Closing Date	Cost £
11 th Oct 11	9.30am- 12.30pm	Isle of Wight College Newport	31 st Aug 11	15
17 th Jan 12	9.30am- 12.30pm	Isle of Wight College Newport	6 th Dec 11	15
13 th Mar 12	9.30am- 12.30pm	Isle of Wight College Newport	31 st Jan 12	15

Course Instructor(s): Isle of Wight College

Equality & Diversity

Target Group:

For all staff working within adult social care to gain an understanding of the importance of Equality and Diversity in the workplace.

Learning Outcomes:

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

- State what is meant by diversity and why it is important
- State what is meant by prejudice and discrimination
- Identify procedures which promote equality
- State their rights and responsibilities in regard to equality and diversity
- Identify relevant legislation

Date	Time	Venue	Closing Date	Cost £
26 th Sept 11	9.30am- 12.30pm	ICT Room Carnival Learning Centre, Westridge, Ryde	15 th Aug 11	15

Course Instructor(s): Margaret Rodriguez, MC Training

Diabetes Awareness

Target Group:

Adult Social Care staff working in services with diabetic clients who wish to increase their knowledge and understanding of diabetes.

Learning Outcomes:

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

- State the cause and effect of Diabetes.
- Describe methods for the management of Diabetes
- Identify strategies to support people with diabetes

Date	Time	Venue	Closing Date	Cost £
29 th Nov 11	2pm – 4pm	TBC	18 th Nov 11	10
3 rd Apr 12	10am – 12pm	Training Room 1, Workforce Development Centre, Pyle Street, Newport	21 st Feb 12	10

Course Instructor(s): Liz Whittingstall, Diabetes Nurse Specialist,
IW PCT

Mandatory Training Refresher Morning to include Safeguarding Vulnerable Adults, Falls Prevention and Administration of Medicines

Target Group:

For all adult social care staff who have attended full training in the above subjects in accordance with the guide at the back of this book, and need to be refreshed/updated to prevent skills fade.

Learning Outcomes:

By the end of the course delegates will have refreshed their knowledge in accordance with the original learning outcomes and been updated on any changes in legislation and best practice.

Date	Time	Venue	Closing Date	Cost £
1 st Nov 11	9.30am- 12.30pm	Isle of Wight College Newport	20 th Sept 11	15
28 th Feb 12	9.30am- 12.30pm	Isle of Wight College Newport	17 th Jan 12	15

Course Instructor(s): Isle of Wight College

Mandatory Training Refresher Morning to include Safeguarding Vulnerable Adults, Health & Safety and Infection control

Target Group:

For all adult social care staff who have attended full training in the above subjects in accordance with the guide at the back of this book, and need to be refreshed/updated to prevent skills fade.

Learning Outcomes:

By the end of the course delegates will have refreshed their knowledge in accordance with the original learning outcomes and been updated on any changes in legislation and best practice.

Date	Time	Venue	Closing Date	Cost £
18 th Oct 11	9.30am- 12.30pm	Isle of Wight College Newport	6 th Sept 11	15
13 th Dec 11	9.30am- 12.30pm	Isle of Wight College Newport	1 st Nov 11	15
20 th Mar 12	9.30am- 12.30pm	Isle of Wight College Newport	7 th Feb 12	15

Course Instructor(s): Isle of Wight College

End of Life Care

Target Group:

For all staff in health and social care seeking the skills to offer effective support to individuals at end of life.

Learning Outcomes:

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

- Define palliative care and end of life care
- Identify the role of each member of the palliative care team.
- Recognise the important role of the family and the diversity of family structures.
- Identify common fears and anxieties of client and family members at this time
- Outline specific needs of groups in relation to death, dying and bereavement.
- Demonstrate the role of HCAs in promoting a sense of worth, self-esteem, quality of life and autonomy for the dying person.
- Reflect on own feeling death and dying and bereavement
- Understand the grieving process and discuss some coping mechanism for personal loss.
- Demonstrate effective communication skills when dealing with different emotions.
- Identify personal strengths and weakness in communicating with the dying person and family members.
- Know how to provide care while promoting safety, respect and comfort in the final stages of life.
- Demonstrate respect and a sensitive approach to patient and family members in final days of life

This course is provided free of charge by the PCT and will be delivered over the course of 4 afternoons from 1pm to 4.30pm. All sessions will take place at Earl Mountbatten Hospice.

Dates and booking contact details unavailable at time of going to print – please contact Workforce Development on 01983 527565 for information.

Appropriate Adult

Target Group:

A one day event for all adult social care staff required to assume the role of appropriate adult.

Learning Outcomes:

By the end of the course participants will:

- Understand the role and responsibilities of the appropriate adult
- Be confident to facilitate an individual's understanding of:
 - Police processes
 - Reasons for and circumstances of arrest
 - Legislation governing the police
 - Booking in and detainee's rights
 - Personnel & agencies involved
 - Interview, caution and disposal
 - Custody visit

Dates to be confirmed – please nominate staff in the usual way and you will be notified of dates as soon as available

Course Instructor(s): Adrian Dadd, Hampshire Constabulary

Common Induction Standards for Managers

Target Group:

Managers and Supervisors of staff working in adult social care needing an introduction to the Common Induction Standards and their responsibilities explained, and ensuring managers understand how to record the achievement of outcomes.

Prior to attending delegates need to have familiarised themselves with the Common Induction Standards and be able to explain how they implement them within their team.

Learning Outcomes:

By the end of the course participants should:

- Understand the Common Induction Standards
- Understand the roles and responsibilities of Managers and Supervisors to enable new staff to meet the requirements of the Common Induction Standards
- Explain to new staff how to use the Common Induction Standards and record appropriately in the workbook
- Understand Induction in relation to positive workplace practice
- Understand Induction in relation to the Qualifications Credit Framework.

Dates to be confirmed – please nominate staff in the usual way and you will be notified of dates as soon as available

Course Instructor(s): TBC

QCF

Subsidies are available from the Isle of Wight Council to support programmes of QCF2, 3, and 5 from the providers detailed below:

- Subsidies are only available to applicants who are unable to access funding from other sources
- Application for local authority subsidy is made by the form following
- A £50 refundable deposit must be lodged with the application for subsidy. This is refunded upon successful completion of the course.
- Anyone wanting to undertake a subsidised programme of study should obtain subsidy approval **before** registering on the course

Course Costs*

QCF2 - £200 plus £50 refundable deposit

QCF3 - £250 plus £50 refundable deposit

QCF5- £375 plus £50 refundable deposit

Provider contact details:

Omar Lakhssassi, Business Development Unit, The Isle of Wight College, Medina Way, Newport, Isle of Wight PO30 5TA

Tel: 01983 550825 Email: omar.lakhssassi@iwcollege.ac.uk

Claire Turner, Care Learning Centre, Suite 8, The Courtyard, Monks Brook, St Cross Business Park, Newport, Isle of Wight PO30 5BF

Tel: 01983 533993 Email: claire@carelearningcentre.co.uk

Heather Cook, Highbury College, Highbury Campus, Cosham, Portsmouth PO6 2SA

Tel: 023 9272 8249 Email: heather.cook@highbury.ac.uk

QCF

Provider contact details:

Margaret Rodriguez, MC Training, 228 Mill Hill Road, Cowes, Isle of Wight PO31 7EP.

Tel: 07708 993127 Email: mrodriguezmc06@aol.com

Gail Brook, Islecare Ltd., 3 Highfield Road, Shanklin, Isle of Wight PO37 6PR

Tel: 01983 865888 Email: gail.brook@islecare.org

Subsidies can be made available for other providers – please telephone for details

** Costs accurate at time of print, but may be subject to alteration.*

Application for QCF Course Subsidy

A refundable deposit of £50 must be lodged upon application for subsidy (cheques payable to Isle of Wight Council), which will be returned upon successful completion of the programme. This deposit is payable in addition to the cost of the QCF. Proof of completion to be provided by employer.

Course:

Start date: Preferred Provider:

Full Name				
Date of Birth	dd/mm/yyyy	National Insurance No		
Home Address		Email:		
Home telephone number				
Job Title				
Date Appointed				
Employers Name				
Employer's Address		Email:		
Employer's telephone number				
Training: Other training experiences (including short courses). Please tick the courses you have undertaken and the date training took place:				
	Date		Date	
Induction		Health and Safety		
Moving and Handling		Infection Control		
Personal Care Skills		First Aid		
Please list any other care related courses you have undertaken and the dates attended:				
Qualifications (including NVQ/RMA etc)				
Level:	Date passed:	Title:	Awarding Body:	
Do you have any particular learning needs requiring additional support ie dyslexia, hearing impairment, numeracy/literacy issues etc.			Yes	No
If yes, please specify:				
Are you able to commit practically & emotionally to an extended period of study at this time?			Yes	No
Are you willing to commit some of your own time to the study required by the course?			Yes	No
Would you be committed to attending all taught sessions of the programme?			Yes	No

I understand that by signing this form I am making a commitment to attend all taught sessions associated with the course, undertake course work in my own time and be available for assessment as required. A cheque for £50 is attached which I understand will be refunded to me only on successful completion of the course.

Signed

Name

Date

(please print)

Your employer may ask you to sign a Form of Undertaking in relation to repayment of the course fees if you fail to complete the course or leave their employment within a specified timescale. Please discuss this directly with your employer.

Funding for Short Courses

This year the Isle of Wight Council, on behalf of the Isle of Wight Health & Social Care Training and Development Group have allocated a limited amount of funding for those care providers who commission their own in-house staff training. This funding will be disbursed at the end of the four quarters of the financial year.

In order to claim this funding you will need to complete the Claim Form on the reverse and forward it to the address given, with the necessary supporting evidence by the following dates:

- 1st Quarter (April to June) – deadline for application 1st July 2011
- 2nd Quarter (July to September) – deadline for application 3rd October 2011
- 3rd Quarter (October to December) – deadline for application 3rd January 2012
- 4th Quarter (January to March) – deadline for application 2nd April 2012

At the end of each of the above quarters the available funding will be divided equally between those organisations that have applied. This may mean a full reimbursement of training costs or a contribution towards them, depending upon the number of applications received

Training for which a claim can be made

- o Any care work* related course of between 2 and 30 hours duration commissioned by organisations from a training provider

Training for which a claim cannot be made

- o Any training wholly or partly funded from other sources (ie training supported by TSI funding)
- o Moving and Handling of People training
- o QCF, LDQ, NVQ or LMA for which separate subsidies have been made available

Evidence to be lodged with claim for funding

The following evidence **must be lodged** in support of each application for bursary funding:

- o A copy of the register of attendees
- o A copy of the receipted invoice from the training provider
- o A copy of the training specification or outline detailing the learning outcomes, mapped to appropriate level QCF or common induction standards

How to make a claim for funding for short courses

Anyone organising in-house training courses meeting the above criteria should complete the Claim Form overleaf, attach the supporting evidence as detailed above and forward to:

*Ann Hollis,
Workforce Development Officer,
Schools & Learning Division, Isle of Wight Council,
114 Pyle Street,,
Newport,
Isle of Wight
PO30 1XA.*

*Fax: 01983 529686
email: ann.hollis@iow.gov.uk*

NB Claims received after the closing date for the 3rd Quarter will be carried over to the next quarter. Claims received after the closing date for the 4th Quarter **will not** be processed.

* Excluding Moving and Handling of People training.

Application for Funding for Short Courses

Organisation Name			
Contact Name			Tel.
Address			Email
Course title for which funding is sought			
Name of Training Provider			
Date of course		Number attended	
Total cost of training delivered (please do not include the cost of any refreshments provided throughout the duration of training)			£

I wish to make a claim for funding for the above course and enclose with this application:

1. A copy of the register signed by all those attending the course
2. A copy of the receipted invoice from the Training Provider
3. A copy of the training specification or outline detailing the learning outcomes mapped to appropriate level QCF or common induction standards

I understand that the funding may not wholly reimburse me for the costs of this training, but may be a contribution towards it based upon available funds. I confirm that no funding has been received from other sources in respect of this training.

Name of Manager/Home Owner *Please print*

Signed Date

For office use		Funding Claim no.	B11/	Date received	
Evidence received	Yes/No	Amount Allocated	£	Payment requested	

Training Guide			
Recommended Training	Statutory	Mandatory	Update/ Refresh Frequency
	Required if appropriate to job role and client group		
Managers Supervisors should complete all training on this list appropriate to client group			
Moving People Safety - Moving Advice Support Team (MAST) or equivalent			Once
Moving People Safety (MAST) Refresher			Annually
Management of Health & Safety (inc Risk Assessment)			3 years
NVQ Level 4 Leadership & Management / Registered Manager			Once Only
Safeguarding – Service Providers & Registered Managers			Once
Safeguarding – Service Providers & Registered Managers Refresher			3 years
HSE Approved First Aid at Work or Emergency First Aid at Work			3 years
Safeguarding Vulnerable Adults – Train the Trainer			Once
Safeguarding Vulnerable Adults – Train the Trainer Refresher			3 years
Senior Carers should complete all training from this point down appropriate to client group			
Medication Administration			3 years
Advanced Communication Skills			Once Only
Violence and Aggression			3 years
Strategies for crisis intervention and prevention (SCIP) (or similar crisis intervention programme)			Annually
Carers should complete all training from this point down appropriate to client group			
Catheter & Stoma Care			2 years
COSHH			2 years
Challenging Behaviour			2 years
Drugs & Alcohol – Awareness			2 years
Dementia Care – Awareness			2 years
Communication and Care Giving in Dementia (or similar foundation programme)			Once Only
Depression in Older Adults			2 years
First Aid Refresher <i>(it is recommended that all first aid trained staff undertake this refresher in addition to any requalification training)</i>			Annually
First Aid Awareness <i>(it is recommended that all first aid trained staff undertake this refresher in addition to any requalification training)</i>			Annually
Falls Prevention Awareness			2 years
Fire Safety			2 years
Food Safety (level 2)			3 years
Health & Safety – Awareness			3 years
HIV & Hepatitis Awareness			3 years
Infection Control			3 years
Learning Disability & Dementia			3 years
Learning Disability – Awareness			2 years
Learning Disability – Study Day			Annually
Medication Awareness			Annually
Mental Health – Awareness			2 years
Mental Health Workshop			2 years
Mental Capacity Act (including Deprivation of Liberty Safeguards Awareness)			3 years
Move People Safety – Refresher training			Annually
NVQ Level 2 /3			Once Only
Palliative Care			2 years
Person-Centred Planning Awareness			Once only
Power of Communication			2 years
Safeguarding Adults - Awareness			Once
Safeguarding Adults Awareness – Refresher Training			Annually
Nutrition			3 years
Equality & Diversity			2 years

