

Social Care Training Programme



April 2023
to
March 2024



West Berkshire
COUNCIL

Bookings

How to book

- 1) Anyone can attend our courses, but first check the course content is right for you.
- 2) Discuss with your Manager:
 - a) Whether the target audience and course content is right for you
 - b) How the course fits with your personal development plan
 - c) What you are aiming to achieve by attending the course
 - d) How the course will be paid for if there is a charge
- 3) WBC staff are able to book places on classroom courses directly from our training website, Learning Time. Staff can find all of our e-learning and classroom-based training courses on Learning Time and are able to view their training records in MyView.

External delegates should prepare the following information and email it to training.socialcare@westberks.gov.uk:

- Name(s) of applicant(s)
 - Organisation
 - Contact email address and telephone number
 - Course name in full
 - Date required with alternate if available
 - Invoicing address if there is a charge
 - Some additional details will be required prior to a first booking
- 4) Prior to attending your first course please read our Learner Agreement (page 4). All delegates on our courses are expected to abide by these terms and conditions.
 - 5) Please ensure you understand the charges that may be applied to attend the course (see page 5) and the Cancellation Policy (page 6).
 - 6) You will receive a response by email within 2 weeks providing confirmation of your booking and all the information you need to attend the course. At this point you should enter the session in your calendar. You will also receive a reminder by email approximately 2 weeks before the course date.
 - 7) Please ensure that all the details of the training course are correct and contact us if you have any concerns. In particular note the date, times and venue of the course as failure to attend or late arrival will lead to a cancellation charge.
 - 8) Please inform us if you have any mobility issues or learning requirements that we can support you with.
 - 9) Staff specifically requiring Early Years, Education, Governors or Schools based training should email HRWorkForceDevelopment@westberks.gov.uk or follow the links on www.westberks.gov.uk/training.
 - 10) There is a separate Foster Care Training Programme. If you wish to receive this, please contact Neil Dewdney at neil.dewdney@westberks.gov.uk or Mandi Davis at Mandi.davis@westberks.gov.uk

Course refreshments and catering

At all of our courses a range of teas, coffees, juices and biscuits will be available on arrival and at intervals during the session. Where possible we use fair-trade products. We also supply gluten free biscuits and Soya milk. Please bring your own sweeteners if you do not use sugar.

If you are attending a course at Shaw House that lasts 5 or more hours, a sandwich lunch will be provided. If you have a dietary requirement other than vegetarian, please contact us two weeks before your course so that we can meet your need.

Unfortunately due to regulations governing Shaw House, delegates are not able to bring their own lunches. Please note that this restriction is beyond the control of HR Services.

Confirmation of attendance

Rather than issue paper certificates, we now send you (and your manager where appropriate) an automatic email confirming your attendance. This will happen once the details from the course signing in sheet have been uploaded to the training database.

For this reason it is essential that you always sign in at the start of the course. If you fail to do so there will be no record that you attended and no confirmation of attendance will be provided.

Shaw House

For further information regarding Shaw House, our primary training venue, please visit www.westberkshireheritage.org/shaw-house.

Who to contact with training queries

Email: training.socialcare@westberks.gov.uk

Learner agreement

All delegates on our courses are expected to abide by these terms and conditions:

- I will regularly discuss my developmental needs with my line manager and regularly review my personal development plan
- Before undertaking any kind of training or development activity, I will discuss the purpose of the activity with my line manager and what I need to learn from the activity
- I will check that the aims and objectives and the target audience of a learning event is suitable to me
- I will, as far as I am comfortable, inform HR Services of any particular needs I have that could make my learning experience more productive for me
- I will aim to be punctual and make an effort to succeed by working hard
- I will listen to the facilitator and other delegates and respect their views, opinions and diversity
- I will kindly challenge anyone who does not respect other people's views, opinions and diversity either openly, or I will speak quietly to the facilitator at the earliest convenient opportunity
- I will participate in discussions and exercises as requested, or notify the facilitator or HR Services if I am unable to participate in any aspect of the event
- I will (or I will ask someone to) inform HR Services if I am unable to attend a training course or event at the earliest opportunity and I accept the Cancellation Policy (page 6)
- After undertaking any kind of training or development activity, I will discuss with my line manager whether it has been successful, what key things have I learnt and how my work will be affected by this
- I will complete the Training Evaluation Form at the end of the course and provide more detailed feedback if necessary
- I will report, either to my line manager, to HR Services or through the formal Grievance Procedure if I feel that I, or any other person, have been denied a training and development opportunity on the grounds of racial or ethnic origin, colour, gender, age, disability, sexual orientation or religious belief
- I will report to the facilitator, my line manager, HR Services or through the formal Whistleblowing Procedures if I have a concern about poor practice identified within a workplace
- I understand that training is normally provided using West Berkshire Council's general social care policies and procedures and I will also ensure I am using any relevant local policies and procedures in place for my team or organisation
- I have read and understood Quality Standards for the Learner and will advise Social Care Training if I feel there are any breaches to these Standards
- I agree to you keeping the personal data I have provided on this form as well as a record of training events I will and I have attended. I understand that this information will be used to provide relevant and required statistical management data

Charges

The following table is designed to help you identify what you will be charged.

Identify from the list on the left of the table where you are from and follow the line across to see what you will pay for each type of course.

Where are you from?	Courses and Programmes					
	Corporate courses		Foster care courses		Social care courses	
	Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
WBC corporate employees	£0	£0	£0	£0	£0	£0
WBC social care employees	£0	£0	£0	£0	£0	£0
WBC foster carers	£0	£0	£0	£0	£0	£0
Personal assistants ¹	£50	£30	£50	£30	£50	£30
Private social care	£104	£58	£104	£58	£104	£58
Voluntary/ Associated Social Care	£104	£58	£58	£30	£58	£30
All others	£104	£58	£104	£58	£104	£58

For schools charges please speak to HR Services.

Please note that there are several courses that we do not charge for (see the individual course descriptions) but our cancellation policy and fees will still apply.

Student Social Workers or Occupational Therapists on placement with West Berkshire Council are not charged for attendance although they should confirm with their host team that they can attend as a charge may be made for late cancellation or non-attendance.

Trainer hire (per day)	
Accredited private social care and voluntary social care organisations	£181
All others	£469

¹ Relates to those in receipt of Direct Payments, Personal Budgets and the people they employ.

Cancellations

Cancellations made up to 14 days before the course takes place, will not be charged.

Late Cancellations made less than 14 days before the course take place, or **non-attendance** without prior notification, will be charged at the standard rate for the course missed unless:

- A replacement staff member attends
- **West Berkshire Council staff only:** if the late cancellation/non-attendance is due to sickness or an unavoidable emergency and provided that training administration receive a telephone call, followed up by an email to advise that the member of staff cannot/did not attend due to sickness or an unavoidable emergency

Please note:

- Late cancellation/non-attendance due to pre booked medical appointments or work commitments will be charged
- HR Services reserve the right to charge where late cancellation/non-attendance as above happens on more than one occasion and they believe that any of the above clauses are being misused
- West Berkshire Council heads of service will be informed of repeated non-attendance or late cancellation by members of their staff

Where courses are funded (in other words, there is normally no charge to the service) late cancellation/non-attendance will be charged at our standard full day rate, unless otherwise stated.

HR Services will only cancel a course if there are insufficient delegates to make it cost effective or in exceptional circumstances. We aim to notify delegates of cancellation at the earliest opportunity.

Anti-Racist Practice, Whiteness and Allyship

For anyone working in adult social care

ADULT

This course is designed to raise awareness in this crucial area.

It will cover :

- Learning from British history including the financial effects of the British Empire
- The definition of Anti-Racism
- Next steps – what to do about the existing inequality
- A critical understanding of the history of whiteness
- White Fragility
- Confronting the White Elephant : White Privilege in Social Services
- Anti-Racist Practice in Britain
- How to develop Cultural Competence
- Acts of Allyship

12 May 2023

11:00-13:00

Shaw House, Church Road, Shaw, Newbury

Attachment Based Practice

For Children & Family Services staff

CHILD

A two day attachment based practice course for Children and Family Services staff, focusing on the key elements of attachment based theory and how to relate the theory to everyday practice.

The focus of this two day training course is understanding attachment based practice strategies and promoting positive change.

What the course covers:

- Understanding the key elements of contemporary attachment theory.
- Learning a model of attachment that is strengths-based, non-labelling and non-pathologising.
- Identifying how attachment strategies can be expressed in speech and behaviour.
- Improving interviewing skills by learning to focus your questions on specific memory systems.
- How attachment theory helps our understanding of the long-term effects of trauma and loss.
- Using the LEARN Model for improving psychological integration.

The course is a mixture of presentation, audio and video clips, and small group tasks. Delegates will be encouraged to relate the theory to their practice, through frequent small group exercises.

Day 1

Learning more about the Dynamic Maturational Model of Attachment and Adaptation (Crittenden). What is the status of attachment theory? How can we define it? What are the psychological origins of the A, B and C strategies? What is the meaning of disorganised attachment?

Day 2

Learning more about how attachment strategies may be expressed in speech patterns during interviews. Learning more about how we can adapt our ways of working to help the people we are working with to make progress. Introducing the LEARN model of psychological integration.

27 September & 04 October 2023 09:30-16:30

Shaw House, Church Road, Shaw, Newbury

Awareness of Mental Health, Dementia and Learning Disability

For anyone working in adult social care

ADULT

This session is designed to meet the requirements of the Care Certificate Standard 9.

This course covers:

- Understand the needs and experiences of people with mental health conditions, dementia or learning disabilities
- Understand the importance of promoting positive health and wellbeing for an individual who may have a mental health condition, dementia or learning disability
- Understand the adjustments which may be necessary in care delivery relating to an individual who may have a mental health condition, dementia or learning disability
- Understand the importance of early detection of mental health conditions, dementia and learning disabilities
- Understand legal frameworks, policy and guidelines relating to mental health conditions, dementia and learning disabilities

TBC

09:30-16:30

Shaw House, Church Road, Shaw, Newbury

Best Interest Assessor Legal Update

For qualified BIA's

ADULT

This one day course aims to provide an essential update on case law in relation to the role of the BIA. By the end of this half day training course you should be able to:

- Consider the latest DoLS news, research and guidance
- Examine the latest case law relevant to DoLS and the BIA role
- Reflect on how the information covered affects BIA practice
- Identify the Coronavirus Act 2020 – overview and impact MHA, MCA and DoLS
- Identify Court of Protection – guidance
- Restating the fundamentals of deprivation of liberty – case law
- State the DoLS appeals process – case law
- Identify the National DoLS statistics
- Assess mental capacity – recent case law on use or weigh up
- Identify Self-neglect and assessing mental capacity – case law

9 January 2024

10:00-16:00

Webinar via Zoom

Best Interest Assessor Supervision

For qualified BIA's

ADULT

This course is an opportunity for Best Interest Assessors (BIAs) to discuss cases and areas of concern in a group with guidance from Edge. The forum enables staff to enhance their knowledge, skills and experience in the application of the Act. Learning is achieved via discussion of real-life scenarios with guidance from an experienced BIA, which includes the latest case-law updates. Attendees gain the most value by coming to the session with questions and issues and being prepared to reflect on and analyse their practice in a friendly and supportive environment.

Dates TBC

10:00-12:30 & 13.30-16.00

Webinar via Zoom

Care Certificate

For all new ASC Staff

ADULT

All of these online courses are available to anyone working in the social care sector at West Berkshire Council. These courses are available on our e-learning website, Learning Time.

- Standard 01: Understanding your role
- Standard 02: Your personal development
- Standard 03: Duty of care
- Standard 04: Equality and diversity
- Standard 05: Working in a person-centred way
- Standard 06: Communication
- Standard 07: Privacy
- Standard 08: Fluids and nutrition
- Standard 09: Awareness of mental health, dementia and learning disability
- Standard 10: Safeguarding adults
- Standard 11: Safeguarding children
- Standard 12: Basic life support
- Standard 13: Health and safety
- Standard 14: Handling information
- Standard 15: Infection prevention and control

Child Exploitation

For Children & Family Services staff

CHILD

A one day training course for Children and Family Services exploring Child Exploitation

This course provides participants with an understanding of Child Exploitation, what it is and what it means in practice.

By the end of the course participants will:

- have an improved understanding of the different types of child exploitation, including online exploitation
- have built an awareness of the grooming process and models & methods used by perpetrators
- have knowledge of the key risk indicators
- be able to identify their role in protecting children from / responding to incidents of child exploitation

1 September 2023

09:30-16:00

Shaw House, Church Road, Shaw, Newbury

Contextual Safeguarding

For Children & Family Services staff

CHILD

An introductory training course for Children & Family Services, explaining the key principles of contextual safeguarding.

This course provides participants with an opportunity to explore the key principles of Contextual Safeguarding. Participants will learn the background of Contextual Safeguarding, what it is and how it works.

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

- Explored the definition of contextual safeguarding
- Understand the dynamics of adolescence
- Be able to relate contextual safeguarding to everyday practice
- Have gained tools and resources including peer mapping, places & spaces and context weighting

11 October 2023

10:00-12:00

Webinar via Zoom

Contextual Safeguarding - Advanced

For Children & Family Services staff

CHILD

This unique course combines real life experience and academic theory, giving participants the opportunity to apply contextual safeguarding to a real case study and hone their assessment planning skills.

- Explore tools and techniques to risk assess contexts in where children are being exploited.
- Gain confidence to create robust safeguarding plans for those contexts.
- Gain an in depth understanding of social and street capital and apply that learning to a real life case study.

This course is fast paced and learners will receive a significant amount of information during the session. The training is deliberately delivered in this manner to reflect real life i.e. the time limitations/pressures professional's face and also, the reality of young people's experiences when they are being exploited.

- By the end of the course, participants will:
 - Understand the concepts of contextual safeguarding and its approach
 - Recognise extra familial harms and the contexts it takes place
 - Gain confidence for peer mapping and safeguarding
 - Be able to carry out robust assessment planning, understanding context interplay and weighting
 - Apply the contextual safeguarding framework and weighting approach to real case studies to reflect on how to reduce risk
 - Understand street capital theory and social field's theory.
 - Understand how to apply street capital theory and social fields theory to a real life case study
 - Evaluate disruption approaches to address risks

16 June 2023

09:30-16:00

Webinar via Zoom

Deprivation of Liberty (DoLS) Level 1

For anyone working in adult social care

ADULT

The Deprivation of Liberty Safeguards (DoLS) amends the Mental Capacity Act 2005 and has had a considerable impact on those working with people with mental health or learning disability issues.

DoLS ensures that where a person lacks capacity and the Mental Health Act cannot be used to secure their detention, that there is a viable legislative alternative. Without it, those placing someone lacking capacity in care homes and hospitals under certain conditions without legal authority can face legal challenge.

This course raises awareness of DoLS and provides the essential knowledge that staff need in order to work with and implement DoLS effectively and ensure compliance.

This course covers:

- An overview of the key parts of MCA 2005
- What is a Deprivation of Liberty? Understanding the Acid Test
- Restraint and how to make it lawful
- How a Deprivation of Liberty is authorised?
- Managing authorities and supervisory bodies
- Applying for Standard or Urgent authorisations
- DoLS assessments
- Reviews of authorisations
- Rights to advocacy and the role of the person's representative court of Protection

27 July 2023	09:30-16:00	Webinar via Zoom
6 December 2023	09:30-16:00	Webinar via Zoom

Deprivation of Liberty Masterclass

For Social workers and social work managers

ADULT

This course is aimed at delegates who have already completed level 1.

It is an update on level 1 with an emphasis on legal cases involving a deprivation of liberty and the lessons to be learned for professional staff. The key legal developments in this area will also be covered.

18 October 2023	9:30-16:00	Webinar via Zoom
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Difficult, Dangerous and Evasive

2 day course for children's social care workers

CHILD

This course provides the opportunity for staff working in potentially difficult or dangerous situations to develop their skills as close to the real experience as possible.

This course covers:

- Understanding the organisational context of work which can help or hinder staff support in challenging situations
- Exploring how our own value base can often fragment when faced with threatening situations
- A model of communication to use when faced with difficult situations
- Understanding the difference between dangerous and difficult
- Self-care and using support systems as a means of survival in hostile conditions

New knowledge will be practised with actors in taped, simulated interviews providing constructive feedback in order to evaluate strengths and concerns.

This course is open to all children's social care staff and is relevant for both newly qualified and experienced workers.

TBC January 2024

09:30-16:30

Shaw House, Church Road, Shaw, Newbury

Display Screen Equipment (DSE)

Mandatory for all WBC staff who use DSE

CORP E-LEARNING

This course is only available via the Council's E-learning system, Learning Time. It is mandatory for all new staff, and all existing staff who use DSE equipment regularly.

Display Screen Equipment (DSE) is common throughout the workplace. Computer monitors, laptop screens, tablets, smart phones and televisions are all forms of DSE. It even covers microfilm and microfiche.

Many of us now use DSE for large parts of our working day. The following e-learning module covers what DSE is, why it's important to have the right equipment in the right position, and how to check your sitting position with the equipment around you.

Domestic Abuse Awareness

For any WBC staff and managers

DV FORUM

Please note that an e-learning package has been developed for those members of West Berkshire Council staff who require a basic introduction to the issues surrounding Domestic Abuse. It is available via the council's e-learning system, Learning Time.

Driving Safely for Work

Mandatory for all WBC staff who drive a vehicle at work

CORP

This is a mandatory e-learning course for any staff or volunteers who drive whilst working for West Berkshire Council (this course is not mandatory for staff who only drive a vehicle to and from their work place).

It is available via the council's e-learning system, Learning Time.

Drug and Alcohol Awareness

For any WBC staff

CORP E-LEARNING

This e-learning course aims to raise your awareness of drugs and alcohol looking at recommended guidelines for alcohol consumption, useful tips for cutting back as well as the more common drug types and their side effects and symptoms.

We will also provide sources of support for individuals and employers with information on the early warning signs that someone is developing a substance misuse problem and how to deal with it.

It is available via the council's e-learning system, Learning Time.

E-Learning for social care workers

For social care workers

ADULT and CHILD

We work with a variety of e-learning providers and a wide range of subjects are covered (see below).

We would recommend the use of online assessments to evidence competence and certification after completing e-learning or short courses.

- Dementia Awareness (Learning Time)
- E-learning: Introduction workshop(HR Services)
- End of Life Care (Learning Time)
- Equal Opportunities and Diversity Essentials (Learning Time)
- Food nutrition and hydration in Health and Social Care (Learning Time)
- Health and Safety Essentials (Learning Time)
- Infection Control (Learning Time)
- Managing Challenging Behaviour (Learning Time)
- Managing Medication (Learning Time)
- Personal Safety (Learning Time)
- Principles of Infection Prevention (Learning Time)
- Safeguarding Adults (Learning Time)
- Safeguarding Children (Learning Time)
- The Mental Capacity Act (Learning Time)
- Understanding Personal Safety and Security (Learning Time)
- Communication Skills (Learning Time)
- Law and social work (Learning Time)

Embedding Human Rights in Social Care Practice

For Adult Social Care staff

ADULT

A human rights-based approach to delivering care and support ensures that people using health and social care services are protected, promoted and supported in practice.

This session will include case discussions that will show how an understanding of human rights is central to our day to day work. The session will be delivered by the British Institute of Human Rights.

20 September 2023

09:30-12:30

Webinar via Zoom

Emotional Abuse

For Children & Family Services staff

CHILD

This e-learning course will help you to identify how emotional abuse affects children, the specific circumstances that put children at risk, and how emotional abuse impacts on all other types of abuse. By the end of the course you will be able to:

- Understand the signs of emotional abuse and the significance of joint planning
- Recognise the signs of emotional abuse and how emotional abuse affects children beyond their childhood
- Understand the importance of risk assessment in cases of child emotional abuse

This course is available on our e-learning website, Learning Time.

End Of Life, Tier 1

For Adult Social Care staff

ADULT

This e-learning course will provide you with an understanding of the importance of good end of life care and support. It meets the requirements of the End of Life Care Framework, Tier 1. It covers:

- The terminology used and who is involved
- The importance of communication
- Equality, diversity and inclusion – treating everyone with respect

This course is available on our e-learning website, Learning Time.

Epilepsy & Emergency Treatment

For Social Care workers

ADULT

This course is an introduction for those working in a care role. It aims to provide an awareness of epilepsy and an understanding of the physical, emotional and social challenges that individuals may have to face.

This course covers:

- Explaining the myths
- Recognise epilepsy, types of seizures
- An introduction to the brain
- Diagnosing epilepsy
- Treatment & control of epilepsy
- What to do when someone is having a seizure, practical management
- Emergency treatment using oromucosal (buccal) Midazolam with practical; includes a demonstration and use of syringe
- Managing epilepsy and the impact of epilepsy on a person's life
- Supporting vulnerable people with epilepsy and maintaining dignity and respect

There is a competency worksheet that must be completed at the end of the session.

A mandatory requirement for attending this session is to be up-to-date with Medication Administration training. Both sessions have a requirement to be updated annually.

05 September 2023	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
07 February 2024	09:30-15:30	Shaw House, Church Road, Shaw, Newbury

Epilepsy & Emergency Treatment Refresher

For Social Care workers

ADULT

This course is a refresher for those working in a care role. It aims to provide an awareness of epilepsy and an understanding of the physical, emotional and social challenges that individuals may have to face.

There is a competency worksheet that must be completed at the end of the session.

A mandatory requirement for attending this session is to be up-to-date with Medication Administration training. Both sessions have a requirement to be updated annually.

Dates TBC

09:30-13:00

Shaw House, Church Road, Shaw, Newbury

Equality and Diversity

Mandatory for all WBC staff

CORP E-LEARNING

This e-learning course aims to raise awareness and develop knowledge of equality and diversity. It is available on our e-learning website, Learning Time.

First it looks at the Equality Act 2010, why it is important and what it means for the council. Then it takes a more detailed look at equality in the work place and considers what it means for employees and the way they work.

WBC staff are required to undertake this course every three years.

Equality and Diversity for Managers

Mandatory for WBC managers

CORP E LEARNING

This course is designed to ensure that managers understand and are able to manage their responsibilities with respect to equality and diversity at work. Every manager in West Berkshire Council is required to have a good understanding of equality and diversity to understand how we can ensure people are treated fairly and with dignity, in the management of service delivery and of employees.

By the end of the course delegates will:

- State and apply the expectations of the organisation with regard to managing diversity
- List the key drivers for equality and diversity in the workplace including: The legislation, West Berkshire policy
- Implement organisational equality requirements related to staff development and service delivery
- Develop strategies to harness the potential of a diverse staff group
- Address challenges arising from diversity

WBC employees are required to undertake refresher training for this course every three years. A refresher called Equality & Diversity, is available via the Council's e-learning system, Learning Time.

Fire Awareness Introduction & Refresher

For anyone

CORP

For internal and external social care staff or those who do not have access to a computer. There are a limited number of classroom courses.

This course is a basic introduction to fire awareness and also for people wanting a refresher. It covers the mandatory requirements for people working in offices and in care work environments.

The Care Certificate standard covered by this course is:

- 13.7 - Promote Fire Safety

This course is funded for West Berkshire Council employees, who are expected to refresh their training every three years. Social care staff, who work with service users, are expected to refresh their training annually.

Trained fire wardens do not need to attend fire awareness courses.

This course does not cover evacuation policies and procedures for specific buildings. It is expected that these will be covered by the manager as part of the induction process.

West Berkshire Council staff can complete an e-learning version of this course, called Fire Awareness, via Learning Time.

27 April 2023	10:00-12:00	Shaw House, Church Road, Shaw, Newbury
31 May 2023	14:00-16:00	Shaw House, Church Road, Shaw, Newbury
19 July 2023	14:30-16:30	Shaw House, Church Road, Shaw, Newbury
5 September 2023	14:00-16:00	Shaw House, Church Road, Shaw, Newbury
11 October 2023	10:00-12:00	Shaw House, Church Road, Shaw, Newbury
28 November 2023	14:30-16:30	Shaw House, Church Road, Shaw, Newbury
31 January 2024	14:30-16:30	Shaw House, Church Road, Shaw, Newbury
20 March 2024	14:00-16:00	Shaw House, Church Road, Shaw, Newbury

Fire Warden

For WBC staff only

CORP

This course is designed for anyone in the capacity of fire marshal or fire warden, who is responsible for overseeing fire safety and/or who is required to act in a position of responsibility during a fire emergency. It is designed for West Berkshire Council employees.

The aim of this training is to raise awareness concerning the behaviour of people in a fire, emergency fire evacuation procedures, the prevention of arson or an outbreak of fire, and the appropriate action to take in the event of a fire. Fire wardens will be trained in all applicable aspects of fire safety and will be given essential practical experience of discharging an extinguisher. Casual dress is recommended for this course.

Fire warden training has to be refreshed every three years. Trained fire wardens do not need to attend fire awareness training.

Dates TBC	10:00-13:00	Shaw House, Church Road, Shaw, Newbury
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First Aid (Emergency) – Introduction

For anyone

ADULT and CHILD

This course is designed for social care workers who are working directly with people who use services.

The Care Certificate standards covered by this course are:

- Standard 12 - Provide Basic Life Support
- Standard 13.4 - Understand Procedures for responding to accidents and sudden illness occur

It also covers how to respond to the most common health emergencies and also provides the evidence required for Health and Social Care qualifications.

Please wear casual and comfortable clothes which are easy for you to move about in.

If you have any mobility issues please let HR Services know in advance.

The course may be suitable to people working in other environments and anyone is welcome to attend.

Please note this is not the full [First Aid at Work / Qualified First Aider and Re-qualification](#) course (for details see below).

30 June 2023	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
29 September 2023	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
29 November 2023	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
26 January 2024	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
08 March 2024	09:30-15:30	Shaw House, Church Road, Shaw, Newbury

First Aid (Emergency) – Update

For health and social care workers

ADULT and CHILD

This course refreshes social care workers who are working directly service users.

The Care Certificate standards covered by this course are:

- Standard 12 - Provide Basic Life Support
- Standard 13.4 - Understand Procedures for responding to accidents and sudden illness occur

It also refreshes how to respond to the most common health emergencies and also provides the evidence required for Health and Social Care qualifications.

Please wear casual and comfortable clothes which are easy for you to move about in.

If you have any mobility issues please let HR Services know in advance.

The course may be suitable to people working in other environments and anyone is welcome to attend.

Please note this is not the full [First Aid at Work / Qualified First Aider and Re-qualification](#) course (see below).

07 July 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
13 October 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
09 February 2024	09:30-12:30	Shaw House, Church Road, Shaw, Newbury

First Aid at Work / Qualified First Aider and Re-qualification

For WBC staff only

CORP

These courses are run externally through St John's Ambulance.

For more information or to book a place, please contact HR Services by emailing:
HRWorkForceDevelopment@westberks.gov.uk.

The course cost will be charged to the appropriate service area budget and a cost centre code will be required prior to booking. We are happy to provide details and contacts for external organisations wishing to attend this course.

Please note it is important that you complete the First Aid at Work Re-qualification within 3 years and 28 days, otherwise you will have to repeat the full 3 day course to regain your certificate and ability to practice.

First Day Data Protection Awareness

For all WBC staff

CORP

This short mandatory e-learning course introduces WBC staff to the Data Protection Act and what they must do to ensure personal information is kept secure.

You must complete this e-learning course BEFORE accessing any personal information.

It is available via the council's e-learning system, Learning Time.

Food Safety, Nutrition & Hydration

For health and social care workers

ADULT and CHILD

This course is designed to meet the requirements of the Care Certificate Standard 8.

This course is recommended for people who support individuals with their food and drink. It covers basic food safety and hygiene as well as the importance of good nutrition and hydration in maintaining well-being in any type of social care environment, plus preventing the spread of infection.

This course covers:

- Understanding the principles of food safety, hydration and nutrition
- Supporting individuals to have access to fluids in accordance with their care plan
- Supporting individuals to have access to food and nutrition in accordance with their care plan
- Importance of effective hand hygiene
- Personal protective equipment

20 September 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
23 January 2024	09:30-12:30	Shaw House, Church Road, Shaw, Newbury

Health and Safety – Safety Matters

Mandatory for WBC staff

CORP

This is a mandatory course for staff working at West Berkshire Council although anyone is welcome to attend. WBC staff are funded.

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

- Recognise health and safety risks in your workplace
- Ask questions relative to your own workplace
- Ensure accidents are effectively reported within West Berkshire Council
- Find further information regarding health & safety topics
- Recognise your responsibilities with regards to health and safety within your area of employment

Employees are required to undertake refresher training for this course every three years, unless legislation states otherwise for particular groups. A refresher, called Health and Safety Matters, is available via the council's e-learning system, Learning Time.

Managers should attend the [Health and Safety for Managers](#) course.

Health and Safety for Managers

Mandatory for WBC managers

CORP

A mandatory course for everyone working in a management role at West Berkshire Council, although anyone working in a management role is welcome. WBC managers are funded.

This course is designed to refresh departmental manager's knowledge with regard to key health and safety issues as may occur in their working environment.

It will offer a forum to discuss common issues encountered departmentally when dealing with health and safety as a manager

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

- Identify the consequences of accidents in the workplace
- Recognise your responsibilities with regard to health and safety in the workplace
- Locate and use the resources available to support you in the role of health and safety management within your department

This classroom course is suitable as an introduction and a refresher.

Employees are required to undertake refresher training for this course every three years. A refresher is available via the council's e-learning system, Learning Time.

27 April 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
07 September 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
11 January 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
14 March 2024	09:30-13:30	Shaw House, Church Road, Shaw, Newbury

Health and Safety in Social Care

For health and social care workers

ADULT and CHILD

This session is designed to meet the requirements of the Skills for Care – Code of Conduct Standard 1, 2, 3 & 4.

The session is relevant for anyone who works with service users in a social care setting. It is recommended for people who support individuals with their activities of daily living, in any type of social care environment.

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

- Understand your own responsibilities, and the responsibilities of others, relating to health and safety in the work setting
- Understand the risk assessment
- Understand the procedures for responding to accidents and sudden illness
- Handle hazardous substances
- Work safely
- Manage stress

All of the other outcomes under the Skills for Care – Care Certificate 2015 Standard 13 have their own specific sessions.

Anyone is welcome to attend this course, which does cover basic health and safety requirements, but please note the emphasis is specifically about working in social care environments and with people who use social care services.

Those not working in this environment should attend the more generic [Health and Safety: Safety Matters](#) course.

18 May 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
14 September 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
7 December 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
8 February 2024	09:30-12:30	Shaw House, Church Road, Shaw, Newbury

Infection Control

For social care workers

ADULT and CHILD

This course is suitable as both an introduction and a refresher. It is relevant for anyone employed in a social care setting who works with service users.

The course is designed to meet the requirements of the Care Certificate Standard 15.

This course covers:

- The ways infection can enter the body
- The importance of effective hand hygiene
- How your own health and hygiene may pose a risk to those you support or work with
- Personal protective equipment
- Principles of safe handling of infected or soiled linen and clinical waste

20 April 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
20 September 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
16 November 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
23 January 2024	09:30-12:30	Shaw House, Church Road, Shaw, Newbury

Life Story Work

For Children & Family Services staff

CHILD

The course explores the importance of life story work in children's social care. It outlines the life story work process and provides guidance about some of the challenges you may face in carrying out life story work.

This course is available on our e-learning website, Learning Time.

Making Sense of Fragmented Lives through Life Story Work

For Children & Family Services staff

CHILD

This course gives an in-depth understanding of the Life Story process and how this work helps children to make sense of their past, so that what has happened to them does not dominate, control or inhibit the present. The topics covered in this training are:

- Gathering and collating information
- The importance of identity and meaning
- Listening and interpretive skills
- The significance of 'magical thinking'
- Working with the 'stuck' child
- Techniques for producing the Life Story

TBC January 2024

09:30-16:30

Shaw House, Church Road, Shaw, Newbury

Makaton – Level 1

For Social Care Workers

ADULT and CHILD

Level 1 Makaton training provides a practical introduction to the Makaton Language Programme. Sessions include discussing commonly asked questions, hints and tips for effective signing and symbol use and how to start using Makaton in everyday situations at home or work.

You will also learn the signs and symbols from Stages 1 & 2 and half of the Additional stage of the Core Vocabulary. At the end of the course, participants will:

- Know about the history, design and structure of Makaton and the Core Vocabulary
- Be able to use signs and symbols from Stages 1 and 2 and half of the additional vocabulary in their daily environment and use techniques for movement, directionality and placement
- Know how Makaton signs and symbols are derived
- Have a knowledge of the different approaches available to develop the communication skills of a wide range of Makaton users
- Be informed about the other Makaton training courses and workshops

18 April 2023

09:30-16:30

Shaw House, Church Road, Shaw, Newbury

More dates will be scheduled as demand becomes apparent.

Makaton – Level 2

For Social Care Workers

ADULT and CHILD

Level 2 training builds on the knowledge you gained in the Level 1 course. You will learn the signs and symbols from Stages 3 & 4 and the rest of the Additional stage of the Core Vocabulary. At the end of the course, participants will:

- Know about the history, design and structure of Makaton and the Core Vocabulary
- Be able to use signs and symbols from Stages 1 to 4 and the additional vocabulary in their daily environment and use techniques for movement, directionality and placement
- Know how Makaton signs and symbols are derived
- Have a knowledge of the different approaches available to develop the communication skills of a wide range of Makaton users
- Be informed about the other Makaton training courses and workshops.

It is essential to have previously attended the Makaton Level 1 course.

02 May 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
18 July 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

More dates will be scheduled as demand becomes apparent.

Makaton – Level 3

For Social Care Workers

ADULT and CHILD

Level 3 is for those who have previously attended a Level 2 Workshop and wish to continue to expand their vocabulary and gain more confidence and fluency with signs and symbols. You will also learn the signs and symbols from Stages 5 & 6 of the Core Vocabulary.

On completion of the Level 3 Workshop, the participants should:

- be able to use signs and symbols from Stages 1–6 and the Additional Vocabulary in their daily environment, and use techniques for placement, directionality and movement;
- be knowledgeable about the techniques that make information accessible and meaningful to Core Users;
- have gained knowledge about the components of signs and how to analyse them;
- have developed confidence in using signs and symbols accurately and fluently;
- be informed about the other Makaton Training Courses and Workshops.

It is essential to have previously attended the Makaton Level 1 and 2 courses.

19 April 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
25 May 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
20 July 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

More dates will be scheduled as demand becomes apparent.

Makaton – Level 4

For Social Care Workers

ADULT and CHILD

Level 4 is for those who have previously attended a Level 3 Workshop and wish to complete the Core Vocabulary and gain more confidence and fluency with signs and symbols. You will also learn the signs and symbols from Stages 7 & 8 of the Core Vocabulary.

On completion of the Level 4 Workshop, the participants should:

- be able to use signs and symbols from Stages 1–8 and Additional in their daily environment, and use techniques for placement, directionality and movement;
- have developed confidence in using signs and symbols accurately and fluently;
- have developed skills in interpreting and translating information;
- be knowledgeable about the techniques that make information accessible and meaningful to core users;
- be able to adjust their use of Makaton flexibly to communicate at simple, key word and more complex levels according to need.

It is essential to have previously attended the Makaton Level 1, 2 and 3 courses.

22 June 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
12 September 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

More dates will be scheduled as demand becomes apparent.

Medication (Safe Handling) – Level 2 Award

For Social Care Workers

ADULT and CHILD

This course is suitable as both an introduction and a refresher for staff working with adults or children.

The course is designed to meet the requirements of the Skills for Care Code of Conduct Standard 1, 2, 3, & 4. It also covers level 1 induction and level 2 administering medication (also described as basic training) required by the Care Quality Commission's medication administration guidance.

The aim of the course is to raise awareness of the management of medicines and provide care workers with knowledge and practical skills to safely select, prepare and give different types of medicines.

Following on from this training, a senior worker should always mentor a care worker until he or she is confident in giving medicines and competent to do so correctly. Plus the competency in the administration of medication, application of eye, ear and nose drops and the use of inhalers will need to be assessed and signed off in the workplace by a manager. This then confirms that the individual is competent in all the relevant administration of medicines. All of the information required for this will be distributed during the session.

The course covers:

- Medication and legislation
- Roles, responsibilities and boundaries
- Type of medicine and routes
- Safe practice in the administration of medicines
- Establishing from the individual's records which medicines are prescribed for a person at a specific time in the day

- Selecting the correct medicine from a labelled container including monitored dosage system and compliance aid
- Measuring a dose of liquid medicine
- Applying a medicated cream/ointment
- Inserting drops to ear, nose or eye
- Administering inhaled medication
- Recording that a person has had the medicine or the reason for not administering it
- What to do if a person refuses medicine that the care worker offers
- Who to inform if a medication error occurs.
- Who to inform if the person becomes unwell after taking his/her medicines

Anyone is welcome to attend and it is a mandatory session for people administering medication in a social care setting.

05 June 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
05 June 2023	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
08 September 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
08 September 2023	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
20 November 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
20 November 2023	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
10 January 2024	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
10 January 2024	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
05 March 2024	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
05 March 2024	13:30-16:30	Shaw House, Church Road, Shaw, Newbury

Mental Capacity Act – Level 1

For social care workers

ADULT and CHILD

This basic awareness course is for everyone working in social care in day centres, residential homes and homecare. (Managers and ATMs should attend the full day course).

This course covers:

- The circumstances in which the Act will apply
- The principles of the Act
- How capacity is assessed under the Act
- The correct procedure to make a best interests decision under the Act
- The basics of other areas of the Act and the circumstances they relate to (this will include advocacy, advance decisions, restraint, deprivation of liberty, attorneys and deputies)
- Their role and reporting procedures

03 May 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
27 June 2023	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
13 September 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
13 November 2023	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
09 January 2024	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
12 March 2024	09:30-12:30	Shaw House, Church Road, Shaw, Newbury

Mental Capacity Act – Level 2

For managers, occupational therapists and social workers

ADULT and CHILD

This course is for managers, assistant managers, care managers, social workers, family support workers, occupational therapists and clinical staff. The session will cover the same content as the half day Level 1. This course covers:

- The circumstances in which the Act will apply
- The principles of the Act
- How capacity is assessed under the Act
- The correct procedure to make a best interests decision under the Act
- The basics of other areas of the Act and the circumstances they relate to (this will include advance decisions, restraint, lasting powers of attorneys, Court of Protection and deputies)
- Their role and reporting procedures

21 June 2023	09:30-16:00	Webinar via Zoom
24 October 2023	09:30-16:00	Webinar via Zoom
7 March 2024	09:30-16:00	Webinar via Zoom

Mental Capacity Act: Masterclass (Including Legal Update)

For managers, occupational therapists and social workers

ADULT and CHILD

This course is for managers, assistant managers, care managers, social workers, family support workers, occupational therapists and clinical staff.

This course is for people who have already attended level 2 and need an update. This course covers:

- How capacity is assessed under the Act
- The causative nexus
- Assessing Mental Capacity for Residence
- Unlawful deprivation of liberty and how this can arise
- The correct procedure to make a best interests decision under the Act
- Assessing wishes and feelings for best interests decisions
- Record Keeping Guidance
- Covert Medication and the Mental Capacity Act
- Limited Funding and Best Interests Decisions
- Understanding the link between the Act and Article 8 ECHR
- Emphasis on legal cases, what has gone wrong in the past, what does the local authority need to know?

1 February 2024	09:30-16:00	Webinar via Zoom
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Mental Capacity Act for Occupational Therapists

Occupational Therapists

ADULT and CHILD

This full-day course is aimed at specifically at Occupational Therapists (OTs) and OT assistants. It aims to develop the knowledge, skills and confidence of staff in applying the Mental Capacity Act 2005 (MCA) to everyday practice. On completion of this course participants will be able to:

- Understand the key parts of the MCA
- Explain how their working practices will be affected by the legislation
- Demonstrate how the Act will affect their clients / service users
- Illustrate how they will use different parts of the Act in their job role

26 July 2023

09:30-16:00

Webinar via Zoom

Mental Health Awareness

For WBC staff

CORP E-LEARNING

Mental health problems affect tens of millions of people in the UK every day, affecting relationships, getting through the day, or going to work. Trying to understand mental health issues and providing information and access to help and support can all help reduce mental health risks at an earlier stage.

This course is available on our e-learning website, Learning Time.

Motivational Interviewing

For Children & Family Services staff

CHILD

This two-day Motivational Interviewing course is mandatory for all Children and Family Services and Disabled Children's Team staff. Staff are expected to complete a full two-day course every three years, with annual half day refreshers in-between.

Motivational Interviewing, often referred to as MI, is an approach of working alongside people in conversations to support them to make changes in their behaviour. It works in a way that sees people as the experts in their own lives; it balances being directive with being supportive and non-judgemental and focuses on people's strengths and capacity for change.

This course will explore the underpinning foundations and principles of MI, including its relevance to social work practice. It is rooted in the Cycle of Change and you will have lots of opportunity to work together to explore and practice the key skills.

11 & 12 October 2023

09:30-16:30

Shaw House, Church Road, Shaw, Newbury

6 & 7 February 2024

09:30-16:30

Shaw House, Church Road, Shaw, Newbury

Moving and Positioning of People Foundation (includes hoists)

For health and social care workers

ADULT and CHILD

This course, involving theory and practical, enables delegates to meet the Skills for Care – Care Certificate Standards 3.1, 3.2, 3.4, 3.5, 7.1, 7.2 and 13.3. This course covers:

- Awareness of the key pieces of legislation that relate to moving and positioning
- Awareness of tasks relating to moving and positioning that you are not allowed to carry out at your current stage of training
- Understanding of how to move and position people and/or objects safely, maintaining the individual's dignity and in line with legislation and agreed ways of working
- Risk assessment in relation to moving and positioning
- Awareness of good back care
- Basics of injury causation

In addition, the course provides an opportunity to practice using a variety of moving and positioning equipment, including hoists, whilst applying the standards and principles. The course is mandatory for anyone involved in moving and positioning of people who use services, however, anyone is welcome to attend.

16 May 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
04 July 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
11 September 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
18 October 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
14 November 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
13 December 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
08 January 2024	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
27 February 2024	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

Moving and Positioning of People Refresher

For adult social care workers

ADULT

This course, involving theory and practical, provides a mandatory refresher for delegates in moving and positioning.

It refreshes the Care Certificate Standards 3.1, 3.2, 3.4, 3.5, 7.1, 7.2 and 13.3.

This course covers:

- Awareness of the key pieces of legislation that relate to moving and positioning
- Awareness of tasks relating to moving and positioning that you are not allowed to carry out at your current stage of training
- Understanding how to move and position people and/or objects safely, maintaining the individual's dignity and in line with legislation and agreed ways of working
- Risk assessment in relation to moving and positioning
- Awareness of good back care
- Basics of injury causation

In addition the course provides an opportunity to practice using a variety of moving and positioning equipment, including hoists, whilst applying the standards and principles. The course is mandatory for anyone involved in moving and positioning of people who use services and should be updated annually.

Please note that an alternative in-house refresher training method is available for people working in WBC residential homes and day centres. If your setting has a qualified M&P trainer, it is preferable that you attend an in-house course – see below for more information.

31 May 2023	09:30-13:00	Shaw House, Church Road, Shaw, Newbury
28 September 2023	09:30-13:00	Shaw House, Church Road, Shaw, Newbury
05 December 2023	09:30-13:00	Shaw House, Church Road, Shaw, Newbury
20 March 2024	09:30-13:00	Shaw House, Church Road, Shaw, Newbury

Moving and Positioning of People Refresher (In House)

For adult social care workers

ADULT

This refresher in-house training is delivered by the qualified M&P trainer within the care environment and refreshes the Care Certificate standards 3.1, 3.2, 3.4, 3.5, 7.1, 7.2 and 13.3.

This course covers:

- Awareness of the key pieces of legislation that relate to moving and positioning
- Awareness of tasks relating to moving and positioning that you are not allowed to carry out at your current stage of training
- Understanding of how to move and position people and/or objects safely, maintaining the individual's dignity and in line with legislation and agreed ways of working
- Risk Assessment in relation to moving and positioning
- Awareness of good back care
- Basics of injury causation

Annual refreshers are mandatory for anyone involved in moving and positioning of people who use services.

Occupational Therapy: Continuing Professional Development

For OTs

ADULT

Some short courses are set up for occupational therapists to support their continuing professional development.

These are not normally co-ordinated by HR Services. For further information on dates and subjects please contact Neil Dewdney via neil.dewdney@westberks.gov.uk

Oliver McGowan (Learning Disability & Autism) Tier 1 and Tier 2 : Part 1

Mandatory for all ASC Staff

ADULT

Part 1 of both Tier 1 and Tier 2 of this mandatory training is a 90-minute e-learning module which is only available on the E-Learning For Health website <https://portal.e-lfh.org.uk>

This e-learning MUST be completed before undertaking Part 2 of either Tier 1 or Tier 2. NOTE, staff do not need to undertake Part 2 of both Tier 1 and Tier 2 but should complete whichever relates to their role. Any questions regarding which Tier should be attended should be sent to neil.dewdney@westberks.gov.uk

Oliver McGowan (Learning Disability & Autism) Tier 1 : Part 2

Mandatory for 'non-front-line' ASC Staff

ADULT

Tier 1 of The Oliver McGowan Mandatory Training on Learning Disability and Autism is for people who require general awareness of the support people with autism of learning disabilities may need. Tier 1 may be adequate for staff if people currently using the service are known and do not have a learning disability or autism. Equally, Tier 1 may apply to staff who do not have patient facing roles or do not make decisions about people who use the service, like an administrator, an on-site facilities person or a finance assistant.

NOTE : Part 1 of either Tier 1 or Tier 2 – a 90-minute e-learning module available at <https://portal.e-lfh.org.uk> MUST be undertaken before attending this Part 2 session.

23 June 2023	09:30 – 10:30	Webinar via Teams
11 July 2023	09:30 – 10:30	Webinar via Teams
03 October 2023	09:30 – 10:30	Webinar via Teams
16 November 2023	14:30 – 15:30	Webinar via Teams

Oliver McGowan (Learning Disability & Autism) Tier 2 : Part 2

Mandatory for 'front-line' ASC Staff

ADULT

Tier 2 of The Oliver McGowan Mandatory Training on Learning Disability and Autism is for health and social care staff with responsibility for providing care and support for people with a learning disability or autism. This is anyone who provides, or who may be required to provide, a service to a person with a learning disability or autism, regardless of how often that may occur. This includes anyone who may be required to make decisions about the people who use the service.

NOTE : Part 1 of either Tier 1 or Tier 2 – a 90-minute e-learning module available at <https://portal.e-lfh.org.uk> MUST be undertaken before attending this Part 2 session.

17 May 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
23 June 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
17 July 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
15 September 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
15 November 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
17 January 2024	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
19 March 2024	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

Person-Centred Support and Communication

For health and social care workers

ADULT and CHILD

This session is designed to meet the requirements of the Care Certificate Standards 5 and 6.

The session is for people who are involved in supporting individuals with their activities of daily living in any type of social care environment.

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

- Understand person centred values
- Understand working in a person centred way
- Demonstrate awareness of individual's immediate environment and make changes to address factors that may be causing discomfort or distress
- Make others aware of any actions they may be undertaking that are causing discomfort or distress
- Support individuals to minimise pain or discomfort
- Support individuals to maintain their identity and self esteem
- Support individuals using person centred values
- Recognise different forms of communication
- Recognise barriers to effective communication
- Skills to overcome barriers to effective communication

23 May 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
06 September 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
1 November 2023	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
16 January 2024	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

Personal Safety & Security in Workplace

For health and social care workers

ADULT and CHILD

This course is based on the Suzy Lamplugh training principles and would be relevant to people working in any area, especially lone workers.

This session is designed to meet the requirements of the Skills for Care Code of Conduct Standards 1, 2, 3, & 4

This course covers:

- The measures that are designed to protect your own security at work, and security of those you support
- Practical ways to improve personal safety in the workplace
- Methods of checking the identity of anyone requesting access to premises or information
- Recognising the risks to your personal safety and wellbeing in your work setting(s) and the safeguards required to minimise the risks

It is highly recommended that all new staff attend. It is also recommended that lone workers attend again as a refresher at least every 3 years.

18 May 2023	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
14 September 2023	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
7 December 2023	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
8 February 2024	13:30-16:30	Shaw House, Church Road, Shaw, Newbury

Physical Abuse

For Children & Family Services staff

CHILD

This e-learning course looks at physical abuse in children and your role in child protection. Explore the causes and types of physical abuse, how these relate to the children you work with, and the action you and other agencies need to take. This course covers:

- The types of harm that constitute physical abuse
- The importance and relevance of agencies working together
- What to include in your assessment

This course is available on our e-learning website, Learning Time.

Radicalisation

For Children & Family Services staff

CHILD

This e-learning course looks at physical abuse in children and your role in child protection. Explore the causes and types of physical abuse, how these relate to the children you work with, and the action you and other agencies need to take. This course covers:

- Your role in assessing the risk of radicalisation
- How radicalisation has come to be defined primarily as a terrorist form of grooming
- Why some children and young people are more susceptible to radicalisation
- How young people's welfare is under threat from radicalisation, and the Government's response
- How social care is involved in preventing, identifying and supporting those at risk of radicalisation
- The role of social care practitioners in the support planning process

This course is available on our e-learning website, Learning Time.

Reablement

For anyone working in ASC Reablement services

ADULT

Reablement is a key part in delivering care and support under the Care Act 2014. It is one of the interventions provided by local authorities as part of tertiary prevention. It involves interventions designed to minimise the effect of disability or deterioration for people with established or complex health conditions. Reablement improves outcomes, restores people's ability to perform usual activities and improves their perceived quality of life, (Social Care Institute for Excellence, SCIE). This course covers:

- The ethos and benefits of reablement
- How individuals are assessed and supported during reablement
- The team involved in reablement services

This course is available on our e-learning website, Learning Time.

Recording Skills

For anyone working in Social Care

ADULT and CHILD

This e-learning course looks at the importance of keeping records and how to record information correctly in the social care setting. This course covers:

- Why keeping good quality records matters
- The importance of bringing the individual's story to life
- When to share information

This course is available on our e-learning website, Learning Time.

Safeguarding Adults – Legal Update

For social care workers

ADULT

Delegates will have knowledge of recent case law as it relates to safeguarding adults and will be able to apply that knowledge to current cases they are working on.

Delegates will have knowledge of pending judgements or changes to law that may impact on safeguarding practice.

This whole-day course has been split into two half-day sessions : both must be attended.

14 & 15 March 2024 09:30-13:30

Webinar via Zoom

Safeguarding Adults – Level 1

For anyone

ADULT

This course covers the Skills for Care – Care Certificate Standards 10 and 11

It was designed and is approved by the West of Berkshire Safeguarding Adults Board (Learning & Development Sub-group) working across the three Local Authorities in the west of Berkshire and provides essential information for all workers in any work setting about:

- Understanding the principles of safeguarding adults (Standard10.1)
- Ways to reduce likelihood of abuse (Standard10.2)
- Responding to suspected or disclosed abuse (Standard10.3)
- Protecting people from harm and abuse – locally and nationally (Standard10.4)
- Recognising signs of harm or abuse
- Awareness of legislation and policies relevant to safeguarding adults
- Importance of effective recording
- Awareness of safeguarding children (Standard 11)

For social care workers, it is recommended that a refresher is undertaken at least every three years (unless legislation says otherwise for particular groups of workers) – see [Safeguarding Adults Level 1: Refresher](#) below.

25 April 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
29 June 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
07 September 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
16 October 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
28 November 2018	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
31 January 2024	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
07 March 2024	09:30-13:30	Shaw House, Church Road, Shaw, Newbury

Safeguarding Adults – Level 1 Refresher

For anyone

ADULT

This course is designed to update social care staff in [Safeguarding Adults Level 1](#). Participants MUST have attended the Level 1 course within the last three years.

Course contents will include revision/update of the following areas (linked to the Care Certificate Standards issued by Skills for Care):

- Understanding the principles of safeguarding adults (Standard10.1)
- Ways to reduce likelihood of abuse (Standard10.2)
- Responding to suspected or disclosed abuse (Standard10.3)
- Protecting people from harm and abuse – locally and nationally (Standard10.4)
- Recognising signs of harm or abuse
- Awareness of legislation and policies relevant to safeguarding adults
- Importance of effective recording
- Awareness of safeguarding children (Standard 11)

Previous knowledge of these areas is vital as this course will build on this knowledge through case studies and group discussions.

If it has been more than three years since your last Level 1 course (or you have not previously completed the Level 1 course), you should book onto the [Safeguarding Adults Level 1](#) course.

13 September 2023	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
12 March 2023	13:30-16:30	Shaw House, Church Road, Shaw, Newbury

Safeguarding Adults Level 2: Assessment and Planning

For social care workers

ADULT

This level 2 course is designed for people who contribute to, or lead in, assessment and/or investigation of safeguarding alerts.

The course gives you a working knowledge of Berkshire's multi-agency safeguarding adults' policy and procedures. It will also help you understand your investigatory role under safeguarding procedures.

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

- Expand on skills and knowledge gained from level one
- Assess when to use the procedures
- Involve vulnerable adults and carers appropriately throughout the process
- Describe the stages and your role in the safeguarding process
- Identify your role, and the roles of others, in investigating allegations of abuse and the importance of preserving evidence
- Evidence capacity and consent in relation to the Mental Capacity Act 2005
- Demonstrate a basic knowledge of the legal framework including Deprivation of Liberty Safeguards
- Identify the limits of confidentiality and how to use the information sharing protocol

This course is designed and organised as part of the Safeguarding Adults Board working across the three local authorities in the west of Berkshire.

Where this whole-day course has been split into two half-day sessions, both must be attended.

Please note that all delegates should have attended [Safeguarding Adults Level 1](#)

23 & 24 May 2023	09:30-12:30	Webinar via Zoom
31 July & 01 August 2023	13:30-16:30	Webinar via Zoom
19 & 20 October 2023	13:30-16:30	Webinar via Zoom
29 January 2024	09:30-16:00	Webinar via Zoom

Safeguarding Adults Level 3: Carrying Out An Enquiry

For Social Care managers and senior staff

ADULT

This level 3 course is for anyone who may be responsible for carrying out a safeguarding enquiry that are working in social care and covers their responsibilities in safeguarding adults. The course has been designed and organised as part of the Safeguarding Adults Board working across the three local authorities in the west of Berkshire.

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

- Coordinate the safeguarding adults' assessment/investigation and protection planning process
- Effectively risk assess and manage any actions within each stage of the safeguarding adults process
- Make sound and consistent decisions within each stage of the safeguarding adults process
- Describe the roles and responsibilities of partner agencies
- Manage decisions about information sharing, consent and confidentiality
- Ensure decisions are made within the context of the legal framework
- Ensure that safeguarding decisions reflect the DH principles in practice
- Supervise staff in the safeguarding adults process.

Please note that all delegates should have attended [Safeguarding Adults Level 1](#)

For this higher level course it is also a requirement to have attended [Safeguarding Adults Level 2: Assessment and Planning](#) within 12 months of the course date or to have a good understanding of safeguarding adults in the West Berkshire setting.

Where this whole-day course has been split into two half-day sessions, both must be attended.

28 & 30 June 2023	13:30-16.30 and 09:30-12:30 respectively	Webinar via Zoom
25 & 27 September 2023	09:30-12:30 and 13:30-16:30 respectively	Webinar via Zoom
15 & 16 November 2023	13:30-16:30	Webinar via Zoom
6 & 7 March 2024	09:30-13:30	Webinar via Zoom

Safeguarding Children (Universal)

For anyone working in children's social care

CHILD

This course has been designed and approved by the Berkshire West Safeguarding Children Partnership. Anyone is welcome to attend although the focus is mainly on working in social care environments.

This course will cover:

- Basic information on Child Protection and Safeguarding
- Types of Abuse
- Concept of Significant Harm
- Signs and Symptoms
- The Referral Process
- Multi Agency Approach
- Information Sharing and Confidentiality
- Statutory Guidance
- Safe Practice

04 May 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
19 July 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
19 September 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
22 November 2023	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
15 January 2024	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
13 March 2024	09:30-13:30	Shaw House, Church Road, Shaw, Newbury

Safeguarding Children: Universal (E-learning)

For anyone working in children's social care

CHILD

This e-learning course is designed for social care workers who need a basic level introduction or refresher in child protection. You will undertake an e-learning package in your own time. Any care worker can use these materials but we would recommend that people new to care who haven't undertaken any training in this area always start with a classroom based course where questions can be answered. There is no set time for the course and you go at your own pace. You can stop and start to suit the time you have available. It will take approximately 2 hours to complete the course but this will depend on your pace. The course has been purchased by local authorities and approved by the LSCB. It meets the Common Induction Standards learning outcomes and has a similar content to the classroom based course.

By the end of the course delegates will:

- Understand 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 systems

This e-learning can be found at :

Berkshire West Safeguarding Children Partnership

- <https://www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp/training/e-learning>

Safer recruitment

For anyone working in children's social care

CHILD

This e-learning course is for anyone involved in recruiting employees who will work with children.

By the end of the course delegates will:

- Understand the elements of a safer recruitment process and how this can be used to prevent unsuitable appointments
- Be clear about their roles and responsibilities in the process
- Review their own policies, procedures and recruitment practices with a view to making them safer
- Put steps in place to create an ongoing culture of vigilance

The course is available via the council's e-learning system, Learning Time

Stress Awareness

For anyone

Stress is the biggest source of sickness and absence in the workplace. It has a damaging effect on the individual, the team, and the organisation as a whole. Long term stress can lead to physical, psychological, and physiological problems.

This e-learning course aims to highlight what stress is, how you can spot it, and what you personally can do to reduce the effect stress has on you, and the people you interact with.

This course is mandatory for new staff, but managers will be required to complete the classroom based Stress, Mindfulness & Wellbeing – MGR instead. All staff will then be required to undertake this e-learning course as a refresher every three years. It is available on our e-learning website, Learning Time

The Care Act

For anyone in Adult Social Care

ADULT

This two part e-learning course looks at the changes the Act brings to financial planning and safeguarding, as well as the assessment and support planning elements of the Act. This course covers:

- The changes brought in by the Care Act 2014
- The changes to care and support funding
- The key principles of the Act relating to safeguarding
- Factors practitioners must consider during the assessment process
- How eligible needs are determined and what those needs comprise
- How a care plan is devised and reviewed and will meet an individual's needs
- The importance of services working together to provide support

This course is available on our e-learning website, Learning Time

The Mental Capacity Act

For anyone in Adult Social Care

ADULT

The Mental Capacity Act (MCA) applies to anyone aged 16 or over in England and Wales. Its primary aim is to safeguard people who are unable to make decisions on their own behalf. This course covers:

- The function and application of the Mental Capacity Act 2005
- What the Code of Practice is and who it supports
- The aims and values of each principle
- The various roles and responsibilities involved in the Mental Capacity Act
- How personal information is protected and shared
- Understand more about the Deprivation of Liberty Safeguards (DoLS)

This course is available on our e-learning website, Learning Time.

The Role of a Social Worker within Child Protection Processes

For Social Workers in Children & Family Services

CHILD

This course outlines your key responsibilities as a social worker within child protection processes, and highlights the importance of regularly examining whether you are doing your job as effectively as possible. This course covers:

- The range of tasks that social workers undertake
- What to expect on a statutory visit
- How to maintain focus through reflection and self-questioning

This course is available on our e-learning website, Learning Time.

The Role of the Social Worker in Adult Safeguarding

For Social Workers in Adult Social Care

ADULT

Topics covered in this module include dealing with a referral, consent, strategy meetings, and your role in the process of safeguarding. This course covers:

- Recognising the steps a social worker must take when dealing with a referral for an adult at risk of abuse
- The relevance of consent in the context of the referral process
- The purpose and outcomes of the strategy meeting and strategy review
- The role of the social worker in the abuse investigation and medical examination

This course is available on our e-learning website, Learning Time.