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Introduction
This prospectus has been developed by the Workforce Development Unit within Adults, Children and Education (ACE) at the City of York Council. Our purpose is to improve the quality of people’s lives in York by developing a skilled, confident and competent adult care workforce who are able to deliver person centred care.

The Adult Care workforce development strategy aims to develop a workforce who can work in partnership with carers, families and communities to support individuals to retain and regain their independence, providing care and support with skill, compassion and imagination.

The Workforce Development Unit offer a wide range of development opportunities which are included in this prospectus. Our e-learning portfolio is at the back of this prospectus.

Who is the training for?
The training featured in this prospectus is available to anyone who supports York citizens with their care and support needs, both paid and unpaid. This is a very diverse workforce including organisations in the voluntary, statutory, private and independent sectors as well as unpaid carers/volunteers and staff employed directly by individuals receiving direct payments. Organisations outside of the City of York who are not commissioned by City of York Council may attend courses subject to availability, at a charge. Please contact the Workforce Development Unit for further information.
To book a place on any of the training courses contact us by:

📞 01904 553017
✉ Workforce Development Unit, City of York Council, West Offices, Station Rise, York, YO1 6GA
📧 wdu@york.gov.uk
🌐 www.yorkworkforcedevelopment.org.uk – You can view all our training online however to enable you to secure places online you must register on our website.

What Happens Next
Confirmation of a place will be sent via email including times, venue and other relevant information.

Waiting Lists
If you are not allocated a place, you will be placed on a waiting list and we will contact you via email when another place is available.

Cancellation Policy
Delegates can cancel at any time up to 5 working days in advance otherwise there will be a charge of £50. Replacement of one delegate for another can be made at any time up to and including the day of the course. A copy of the cancellation policy is available upon request.

Course Refresher
For those individuals that must have their training refreshed regularly we will contact you via email to ask you to book on to an available date.

Can’t See What You Want?
If there is training or development you require that is not currently available in the prospectus, please email your requests to wdu@york.gov.uk which will be used to inform the planning of future training and development opportunities.

Feedback
We constantly strive to improve our service to the workforce we serve. Please feedback any comments or concerns you have to us.
Course Descriptions

**Autism Awareness**
Date: 10th October 2013  
Time: 9am to 1pm  
Venue: Haxby Hall  
Facilitator: EMW Training  
Target Audience: All workers in adult services.  
Course Outline: This course focuses on: What is autism; prevalence and causes; terminology; The Triad of Impairments; sensory sensitivities; mental health problems or autistic behaviours and other features.  
Refresher: No refresher is required but delegates should regularly revisit knowledge and skills.

**Basic Carer Awareness** NEW DATES ADDED  
Date:  
16th October 2013 – Haxby Hall  
31st October 2013 – Green Room – West Offices  
Time: 9.30am to 12.30pm  
Venue: Haxby Hall  
Facilitator: Frances Perry  
Target Audience: All workers in adult services.  
Course Outline: This is a half day course. The course aims to enable people to identify unpaid carers; provide information about the support and services available locally and nationally; and help participants to signpost carers to appropriate sources of support.  
Refresher: No refresher is required but delegates should regularly revisit knowledge and skills.
**Basic Fire Awareness**

**Dates:**
- 5th September 2013
- 2nd December 2013
- 20th March 2014

**Times:** 9am to 10.30am **OR** 11am to 12.30pm **OR** 1pm to 2.30pm **OR** 3pm to 4.30pm

**Venue:** Haxby Hall

**Facilitator:** Vulcan Fire Training

**Target Audience:** All staff who require basic fire awareness training.

**Course Outline:** This course will include 60 minute multi-media awareness session on fire fighting and a further 30 minutes practical exercise using a fire simulator.

**Refresher:** To be refreshed annually.

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**Basic Food Safety Awareness**

**Dates:**
- 3rd September 2013 - 9am to 12noon
- 15th October 2013 - 9am to 12noon
- 9th December 2013 - 1pm to 4pm
- 10th February 2014 - 9am to 12noon
- 10th February 2014 - 1pm to 4pm

**Venue:** Haxby Hall

**Facilitator:** Bespoke Training

**Target Audience:** Staff working in a care setting that provides food and beverages.

**Course Outline:** To explore and discuss the importance of good food hygiene in food storage, preparation and service. The learners will be able, through continuous assessment and questioning, to identify the relevant key issues which allow us to produce safe food.

**Refresher:** It is recommended that a yearly update is undertaken by the candidates. This is not compulsory.
Basic Sexual Health Awareness and Condom Distribution – For staff working with Children

Dates:
13th March 2014

Times:
9.15am to 4.30pm

Venue:
Friends Meeting House

Facilitator:
Amanda Gaines

Course Outline
A one day course for anyone who works with young people and would like a basic awareness of young people's sexual health issues

- This one day course will include:
- The latest policy and guidance on working with young people around sexual health and relationships. E.g. legal issues, professional boundaries, confidentiality, sexuality.
- The role of staff when working with young people around sexual health and relationship issues
- Exploring a range of practical ways of working with young people to help them make positive decisions for themselves.
- Providing a basic understanding of teenage pregnancy and sexual health issues, including contraception and sexually transmitted infections
- Signposting young people to sexual health services and what is available locally
- How to distribute free condoms to young people as part of North Yorkshire and York condom distribution scheme Optional - is at the end of the session)
NEW

Basic Sexual Health Awareness and Condom Distribution – For staff working with vulnerable adults

Dates:
29th January 2014
Times:
9.30am to 1.30pm
Venue:
West Offices - Severus Room
Facilitator:
Amanda Gaines

Course Outline
Sexual health is “...a state of physical, emotional, mental and social well-being in relation to sexuality; it is not merely the absence of disease, dysfunction or infirmity. Sexual health requires a positive and respectful approach to sexuality and sexual relationships, as well as the possibility of having pleasurable and safe sexual experiences, free of coercion, discrimination and violence. For sexual health to be attained and maintained, the sexual rights of all persons must be respected, protected and fulfilled.
**NEW**

**Benefits Update**

**Dates:**
15th October 2013 – 9.30am to 10.30am OR 11am to 12noon
11th December 2013 - 9.30am to 10.30am OR 11am to 12noon

**Venue:** Thornton Room – West Offices

**Facilitator:** Debbie Plummer

**Target Audience:** Anyone dealing face to face with customers who may currently be on benefits or receiving financial assistance from the State. It is also aimed at anyone who feels that understanding the background to some of these reforms and there likely impact, may give some added context to the areas they work in and the people they work with.

**Course Outline:**
The session will include:
- Welcome and introduction
- Step by step overview of each of the changes introduced as part of the Welfare reform act
- Consideration of how these changes may affect our customers
- What is happening in practise - an idea of the impacts for customers in York. There will be some up to date assessment of the financial impacts and consideration of some of the social impacts on our customers. This will include recent data.
- How we can possibly help those affected - what projects are currently in place to offer assistance

**Refresher:** No refresher is required but delegates should regularly revisit knowledge and skills.

**Welfare Benefits Unit (WBU)**

WBU provide a second tier advice and training service to North Yorkshire and City of York, focusing on those in the voluntary and statutory sectors who deal directly with individuals claiming benefits. A brochure with details of up and coming courses through the WBU is sent out quarterly across Adult’s, Children and Education and Housing. To book a place on any of the courses available contact the Workforce Development Unit.
**Bitesize Learning for Care - Day 1**

**Date** - 22nd November 2013 OR 21st February 2014  
**Venue** – Thornton Room, West Offices  
**Facilitator** – CJ Group  
**Target Audience** – All Adult Social Care Workers

**Staff can attend one or all of these sessions!**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
<th>Overview</th>
</tr>
</thead>
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| Bereavement       | 10:00 to 11:00| - The four stages of grief  
                    |                | - Different religious customs  
                    |                | - Abnormal grief – what to do and what not to do |
| Epilepsy          | 11:15 to 12:15| - What is epilepsy  
                    |                | - What causes it  
                    |                | - Types of seizure  
                    |                | - What to do in event of seizure |
| Arthritis         | 12:45 to 13:45| - What is arthritis  
                    |                | - How the joint work and causes of pain  
                    |                | - Helping clients cope with the condition  
                    |                | - Common medications |
| Stroke Awareness  | 14:00 to 15:00| - What is a stroke & recognition  
                    |                | - Possible causes  
                    |                | - Primary & secondary prevention  
                    |                | - Communication, cognitive, psychological and sensory difficulties  
                    |                | - Helping clients who have had a stroke |
Bitesize Learning for Care - Day 2

Date – 29th November 2013 OR 28th February 2014
Venue – Thornton Room, West Offices
Facilitator – CJ Group
Target Audience – All Adult Social Care Workers

Staff can attend one or all of these sessions!

Parkinson’s – 10:00 to 11:00
- What is it
- Causes and symptoms
- Coping strategies
- Tiredness, depression, communication difficulties

Stoma Care – 11:15 to 12:15
- What is a stoma
- Helping clients who have colostomies and ileostomies
- Dietary management
- Care of client with constipation

HIV – 12:45 to 13:45
- What is HIV
- Transmission routes
- Applying new information to work settings
- HIV services and referral

Diabetes – 14:00 to 15:00
- What is it
- Type 1 & 2
- Role of insulin
- Triggers and symptoms and Hypo and Hyper glycaemia

‘I would like to thank the CYC Workforce Development Unit for bringing back these excellent and innovative Bitesize learning sessions. They allow care providers to pick and mix the learning sessions which they attend and gives them an opportunity to attend short sessions on topics which, I know from experience, are hard to find.

Keren Wilson, Chief Executive of the Independent Care Group.
**Continence Training**

**Dates:**  
12<sup>th</sup> September 2013  
18<sup>th</sup> October 2013  
12<sup>th</sup> December 2013  
13<sup>th</sup> February 2014  

**Time:** 9am to 3pm  
**Venue:** Haxby Hall  
**Facilitator:** Fiona Ayre - York NHS  
**Target Audience:** All workers in adult services who work with service users in their own home/residential homes.  
**Course Outline:** The course aims to increase the knowledge, understanding and competence of care staff involved in providing personal care for service users who experience Bladder and Bowel problems. Advice will be given regarding diet and fluids, skin care, continence products, sheaths and catheter care.  
**Refresher:** No refresher required but should regularly revisit knowledge and skills.

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**Court Skills**

**Date:** 10<sup>th</sup> September 2013  
**Time:** 10am to 4.30pm  
**Venue:** Haxby Hall  
**Facilitator:** Talking Life  
**Target Audience:** Social Workers.  
**Course Outline:** This is a one day course for social workers involved in court appearances. The course is specifically designed to dispel the fears often felt by those encountering the legal system and recognizes the increasing demands upon social workers to give persuasive and cogent evidence in court.  
**Refresher:** No refresher required but should regularly revisit knowledge and skills.
Defensible Documentation  NEW DATES ADDED
Date: 11th December 2013
Time: 9.30am to 12.30pm OR 1pm to 4pm
Venue: Haxby Hall
Facilitator: Bespoke Training Services
Target Audience: All workers in adult services.
Course Outline: The quality of records and reports are a reflection of professional practice. This course will help increase success at creating clear records and reports that are meaningful.

Dementia Awareness
Dates:
30th October 2013
14th February 2014
Time: 9.45am to 4.30pm
Venue: Haxby Hall
Facilitator: CQM Learning
Target Audience: All workers in adult services.
Course Outline: To gain awareness of the common causes and symptoms of dementia, strategies for supporting people with dementia and current developments.

End of Life Care  NEW DATES ADDED
Dates:
18th November 2013
21st February 2014
Time: 9am to 12pm OR 1pm to 4pm
Venue: Haxby Hall
Facilitator: Selby College
Target Audience: Relevant to anybody supporting individuals with a life limiting illness.
Course Outline: This course will enhance a learner’s confidence and understanding of end of life care and provide the learner with basic knowledge and skills to effectively support people with a life-limiting illness.
3 Day Essential Care Skills - The Common Induction Standards

New workers will complete the Common Induction Standards through a combination of three key approaches:

1) Individual coaching by managers within the workplace
2) Attendance at generic training workshops known as Essential Care Skills
3) Attendance at specialist training courses

It is a manager’s responsibility to ensure that a new worker covers all requirements of the Common Induction Standards and signs this off using a progress log. The Skills for Care progress log can be downloaded here [http://www.skillsforcare.org.uk/cis/](http://www.skillsforcare.org.uk/cis/). All new starters in adult social care are encouraged to complete a new starter booking form which details mandatory courses for new staff. This can be found on our website.

**Day 1** - To help recognise your role as a care worker by understanding the principles of care, confidentiality and person centred approaches as well as understanding the use of policies and procedures.

**Day 2** - To help encourage communication using appropriate techniques including understanding the principles of good record keeping, understanding person centered approach, recognising the need for risk assessment and recognising risks to your personal well-being.

**Day 3** - To enable participants to become familiar with the concept of the abuse of adults and minimise abuse within a care environment. It will give staff a clear understanding of individual accountability.

**Refresher**
Each member of staff should only complete this course once on commencement of employment.

**Time:** 9.30am to 4.30pm  **Venue:** Haxby Hall

First Aid Awareness

**Dates:**
6\(^{th}\) September 2013  
25\(^{th}\) September 2013  
7\(^{th}\) October 2013  
21\(^{st}\) October 2013  
6\(^{th}\) November 2013  
19\(^{th}\) November 2013  
4\(^{th}\) December 2013  
16\(^{th}\) December 2013  
8\(^{th}\) January 2014  
22\(^{nd}\) January 2014  
12\(^{th}\) February 2014  
26\(^{th}\) February 2014  
12\(^{th}\) March 2014  
28\(^{th}\) March 2014

**Time:** 9am to 1pm  
**Venue:** Global Centre  
**Facilitator:** Securicare  
**Target Audience:** Anyone requiring basic first aid knowledge for their role.  
**Course Outline:** This course will offer a basic level of knowledge of first aid principles and their application and teach basic life-saving skills and principles of first aid.  
**Refresher:** Refresher required every 3 years.
First Aid at Work 3 Day Course

Dates:
3rd, 4th and 5th September 2013
25th, 26th and 27th November 2013
28th, 29th and 30th January 2014
25th, 26th and 27th March 2014

Time: 9.30am to 4.45pm
Venue: Global Centre
Facilitator: Securicare

Target Audience: Staff who require a comprehensive knowledge of first aid. It is especially targeted at those who are to be ‘Designated First Aiders’ at work.

Course Outline: This is a 3 day course. Delegates will learn the skills and knowledge needed to achieve the standards of competence to carry out the duties of a Designated First Aider, as defined in the Health & Safety (First Aid) Regulations 1981.

Refresher: Refresher required every 3 years.

First Aid at Work Refresher 2 Day Course

Dates:
22nd and 23rd October 2013
12th and 13th December 2013
5th and 6th February 2014
17th and 18th March 2014

Time: 9.30am to 4.45pm
Venue: Global Centre
Facilitator: Securicare

Target Audience: Staff who are required to renew a valid First Aid at Work certificate.

Course Outline: This is a 2 day course. The course aims to update and refresh the delegates knowledge in as many areas of the full First Aid at Work syllabus as possible, while allowing time for revision and practice sessions in preparation for a final assessment. The course includes an update of First Aid knowledge and skills, and a revision of requirements in the workplace.

Refresher: Refresher required every 3 years.
**Inanimate Load Handling**

**Dates:**
11\(^{th}\) March 2014  
**Time:** 9.30am to 12.30pm  
**Venue:** Groves Chapel  
**Facilitator:** York Teaching Hospital  

**Target Audience:** This course is suitable for anyone required to undertake the routine manual handling of inanimate loads, but not people, as part of their general roles and responsibilities. For example, Cooks, Domestic Assistants, Gardeners, Handy men etc.  

**Course Outline:** This course includes information relating to legislative framework, anatomy and biomechanics, an ergonomic approach to risk assessment, lifting a box from a low level, pulling and pushing activities, high level storage, shelf stacking, problem solving, group work and equipment awareness.  

**Refresher:** No refresher required but should regularly revisit knowledge and skills.

**Infection Control**

**Dates:**
26\(^{th}\) September 2013  
8\(^{th}\) October 2013  
5\(^{th}\) November 2013  
14\(^{th}\) January 2014  
18\(^{th}\) February 2014  
13\(^{th}\) March 2014  
**Time:** 9.30am to 12.30pm  
**Venue:** Haxby Hall  
**Facilitator:** Debbie Wilde Associates  

**Target Audience:** All staff who work in residential, day care or home care settings.  

**Course Outline:** This is a half day course. This course will ensure staff are aware of their role in relation to infection prevention and control as well as understand how measures such as effective hand washing help prevent the spread of infection.  

**Refresher:** No refresher required but should regularly revisit knowledge and skills.
Managing Challenging Behaviour  NEW DATES ADDED

Date:
25\textsuperscript{th} November 2013 - 9.30am to 12.30pm OR 1pm to 4pm
17\textsuperscript{th} February 2014 - 9.30am to 12.30pm OR 1pm to 4pm

Venue: Haxby Hall

Facilitator: Bespoke Training Services

Target Audience: All workers in adult services.

Course Outline: This course will enable attendees to boost; their self-awareness, interpersonal and physical skills which will then increase their ability to select the right intervention, at the right time, for the right situation.

Refresher: No refresher required but should regularly revisit knowledge and skills.

Medication for the Home Care Workforce

Dates:
6\textsuperscript{th} September 2013
2\textsuperscript{nd} October 2013
11\textsuperscript{th} November 2013
17\textsuperscript{th} January 2014
12\textsuperscript{th} March 2014

Time: 9.30am to 12.30pm

Venue: Haxby Hall

Facilitator: North Yorkshire and York PCT

Target Audience: Care staff who are involved with the administration of medicines in domiciliary care settings and supported living.

Course Outline: This course is designed to develop the knowledge and skills to competently administer medicines within a domiciliary care setting and to understand the need for accurate written documentation.

Refresher: Skills and knowledge should be regularly refreshed in line with policies and procedures.
**Medication for the Residential Workforce**

**Dates:**
25\(^{th}\) and 30\(^{th}\) September 2013
12\(^{th}\) and 19\(^{th}\) November 2013
21\(^{st}\) and 28\(^{th}\) January 2014

**Time:** 9.45am to 1pm

**Venue:** Haxby Hall

**Facilitator:** North Yorkshire and York PCT

**Target Audience:** Care staff who are involved with the administration of medicines in residential homes.

**Course Outline:** This course is designed to develop the knowledge and skills to competently administer medicines within a care home and to understand the need for accurate written documentation.

**Refresher:** Skills and knowledge should be regularly refreshed in line with policies and procedures.
Mental Capacity Act Awareness (Level 1)

Dates:
20th September 2013
15th November 2013
7th January 2014
14th March 2014

Time: 9.30am to 12.30pm
Venue: Haxby Hall
Facilitator: Community Links

Target Audience: All levels of staff in social care and health organisations.

Course Outline: This is a half day course to develop a basic knowledge of the Mental Capacity Act. It will provide knowledge of Deprivation of Liberty Safeguards, the assessment process and what action should health/social care staff take if they think a person is being deprived of their liberty without 'authorisation'.

Refresher: No refresher required but should regularly revisit knowledge and skills.

Mental Capacity Assessment and Best Interest Decision Making for Practitioners (Level 2)

Dates:
2nd September 2013
11th October 2013

Time: 9am to 4pm
Venue: Haxby Hall
Facilitator: Community Links

Target Audience: All levels of staff in social care and health organisations involved in assessing mental capacity and complex decision making or training others in decision making.

Course Outline: This is a one day course that will contextualise professional practice to current and emerging legislation and guidance so that staff are able to interpret legislation and to inform practice.

Refresher: No refresher required but should regularly revisit knowledge and skills.
Deprivation of liberty (DoLS) Roles and Responsibilities for Managing Authorities (Care homes and hospitals) (Level 3)

**Dates:**
25th October 2013 – 9.30am to 12.30pm
22nd November 2013 – 9.30am to 12.30pm

**Venue:** Haxby Hall

**Facilitator:** Community Links

**Target Audience:** Senior managers, site practitioners, on-call managers, employers, registered individuals, registered managers, managers & senior care staff from residential/nursing homes.

**Course Outline:** Develops understanding of restraint and deprivation. Refresh managing authority staff as to their responsibilities under deprivation of liberty safeguards.

**Refresher:** No refresher required but should regularly revisit knowledge and skills.

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Mental Capacity Act Complex Decision Making for Practitioners and Managers (Level 4)

**Dates:**
27th September 2013
19th March 2014

**Time:** 9am to 4pm

**Venue:** Haxby Hall

**Facilitator:** Community Links

**Target Audience:** Group managers, service managers, assistant service managers, team managers in mental health, health services and assessment and safeguarding. **Please note that practitioners are expected to have attended Mental Capacity Assessment and Best Interest Assessor training before booking on this course.**

**Course Outline:** To understand and be able to explain to others how to assess capacity, explain to others best interest principle and its practical application, to understand what is deprivation of liberty, to understand what is a deprivation of liberty and what to do if you think they have one.

**Refresher:** No refresher required but should regularly revisit knowledge and skills.
**Mental Health First Aid**

**Dates:**  
21\(^{st}\) and 22\(^{nd}\) October 2013  
22\(^{nd}\) and 23\(^{rd}\) January 2014  

**Time:** 9.30am to 4.30pm  

**Venue:** Haxby Hall  

**Facilitator:** EMW Training  

**Target Audience:** Designed for staff who require knowledge and confidence to recognise signs of mental health problems and encourage someone to seek the right help.  

**Course Outline:** This is a 2 day course designed to help delegates spot the early signs of a mental health problem, feel confident helping someone experiencing a problem, provide help on a first aid basis, help prevent someone from hurting themselves or others, help stop a mental illness from getting worse, help someone recover faster, guide someone towards the right support and reduce the stigma of mental health problems.  

**Refresher:** No refresher required but should regularly revisit knowledge and skills.
People Handling

**Dates:**
- 17th September 2013
- 8th October 2013
- 25th October 2013
- 5th November 2013
- 18th December 2013
- 9th January 2014
- 4th February 2014
- 25th February 2014
- 6th March 2014
- 24th March 2014

**Time:** 9.30am to 4.30pm

**Venue:** Groves Chapel

**Facilitator:** York Teaching Hospital

**Target Audience:** This course is aimed at those who will be required to move and handle people as part of their work activities in order to support and assist customers with the mobility and care needs.

**Course Outline:** This course is designed to enable attendees to have the skills to understand the theory and practice of safe handling of people.

**Refresher:** Every 18 months.

Did you know...

All our courses and other professional development opportunities are available to view and book through our website at:

www.yorkworkforcedevelopment.org.uk
**People Handling Refresher**

**Dates:**
24th September 2013
30th October 2013
26th November 2013
5th December 2013
16th January 2014
29th January 2014
13th February 2014
20th March 2014

**Time:** 9.30am to 12.30pm OR 1.30pm to 4.30pm

**Venue:** Groves Chapel

**Facilitator:** York Teaching Hospital

**Target Audience:** Staff who have already attended the in house one-day People Handling course.

**Course Outline:** This is a half day course to update attendees on the theory and practice of the safe handling of people.

**Refresher:** Every 18 months.

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**People Handling Assessor**

**Dates:**
28th and 29th November 2013

**Time:** 9.30am to 4.30pm

**Venue:** Groves Chapel

**Facilitator:** York Teaching Hospital

**Target Audience:** Staff who have a recognised risk assessment and risk management aspect to their designated roles and responsibilities e.g. Managers, Team Leaders, Care Leaders.

**Course Outline:** This is a 2 day course. It is expected that participants should have attended a people handling training event (a 1 day people handling course or a half day refresher) in the previous 18 months. This is essential as participants will be undertaking people handling activities on day 2 of the course, working in small groups to identify people handling risk and will be required to demonstrate how identified equipment would reduce the risk.

**Refresher:** Every 18 months.
**People Handling Assessor Refresher**

**Dates:**
20th February 2014

**Time:** 9.30am to 4.30pm

**Venue:** Groves Chapel

**Facilitator:** York Teaching Hospital

**Target Audience:** A refresher for staff who have already attended the two day People Handling Assessor course within the last 18 months.

**Course Outline:** This course will update attendees on the theory and practice of the assessment of safe handling of people as covered previously in the full day people handling assessor training.

**Refresher:** Every 18 months.

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**Personal Safety and Lone Working including Breakaway Techniques**

**NEW DATES ADDED**

**Dates:**
9th September 2013
20th November 2013
15th January 2014

**Time:** 10am to 4.30pm

**Venue:** Thornton Room – West Offices

**Facilitator:** Bespoke Training Services

**Target Audience:** All lone workers

**Course Outline:** This is a one day course that explores the law regarding lone working and physical intervention and teaches staff disengagement and defense techniques for varying risk levels.

**Refresher:** No refresher required but should regularly revisit knowledge and skills.
**Safeguarding Level 1 Alerter**

**Dates:**
13\(^{th}\) September 2013  
4\(^{th}\) October 2013  
8\(^{th}\) November 2013  
6\(^{th}\) December 2013  
10\(^{th}\) January 2014 (9.30am to 1pm only)  
7\(^{th}\) February 2014 (9.30am to 1pm only)  
7\(^{th}\) March 2014 (9.30am to 1pm only)

**Time:**
9.30am to 1pm  
**OR**  
1.30pm to 5pm

**Venue:** Haxby Hall

**Facilitator:** Community Links

**Target Audience:** This course is designed for all staff who have regular contact with vulnerable adults. This can include domestic staff, activity organisers as well as care staff and managers. We would also suggest that any administrative staff undergo Level 1 training as it provides a sound basic knowledge and awareness of adult abuse and what to do if someone reports concerns or allegations of abuse.

**Course Outline:** To enable participants to become familiar with the concept of the abuse of adults and minimise abuse within a care environment. It will give staff a clear understanding of individual accountability whilst clarifying roles and responsibilities.

**Refresher:** Skills and knowledge should be regularly revisited. The course should be refreshed every 3 years or by completing an on-line refresher. Please refer to e-learning section at the end of this prospectus.
NEW

Train the Trainer - Safeguarding Level 1

Dates: 25th September 2013
Time: 9.30am to 4.30pm
Venue: Thornton Room, West Offices
Facilitator: Community Links

Target Audience: This course is for individuals working within adult services who are assuming responsibility for delivering safeguarding alerter level 1 training to internal staff and volunteers.

Course Outline: The Safeguarding Alerter Champions training is designed to equip you to act as an Alerter Level 1 trainer using the materials provided by the Workforce Development Unit. This role is referred to as an Alerter Level 1 Champion.

This course will include:
Overview of the level 1 alerter course / Basic Training skills / Input from the York Adult Safeguarding Team / A resource pack including PowerPoint presentation, template activities and case studies

Please note that this course is provided free of charge. However, in order to access it we ask that you fulfill the below requirements:

- Have accessed the York Safeguarding Adults Alerter Level 1 Course in the last 18 months
- Have experience of dealing with safeguarding issues within your setting
- Are committed to delivering alerter training within your own organisation and informing us of numbers trained on a bi annual basis
- Have management support for this role

Places are limited to one per organisation and places will not be confirmed till nearer the time. All delegates will need to complete a learning agreement in order to secure your interest. If you require more information or would like a learning agreement sending out to you, please contact the Workforce Development Unit.
**Safeguarding Level 2 Responder**

**Dates:**
19\(^{th}\) September 2013  
3\(^{rd}\) October 2013  
7\(^{th}\) November 2013  

**Time:** 9.30am to 4.30pm  

**Venue:** Haxby Hall  

**Facilitator:** Community Links  

**Target Audience:** This is a 1 day course for staff within your organisation that will have to take a decision to refer the safeguarding concern to the Council’s Safeguarding Adults team, e.g.; managers and team leaders.  

**Course Outline:** To provide participants with an understanding of their responsibilities within the multi-agency remit when dealing with disclosures. Enable staff to work effectively in accordance with local policies and procedures when responding to an alert; in addition to achieving the competencies set out in the alerter training.  

**Refresher:** Skills and knowledge should be regularly revisited. The course should be refreshed every 3 years.

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**Safeguarding Level 3 Investigating**

**Dates:**
11\(^{th}\) September 2013  
13\(^{th}\) January 2014  

**Time:** 9.30am to 4.30pm  

**Venue:** Haxby Hall  

**Facilitator:** Community Links  

**Target Audience:** This is a 1 day course. These sessions are only available to those practitioners from Health, Social Services and Police who are able to conduct Safeguarding Adults Investigations.  

**Course Outline:** Consolidate prior learning and prepare staff for their role in the investigative procedure.  

**Refresher:** Skills and knowledge should be regularly revisited. The course should be refreshed every 3 years.
Safeguarding Level 4 Chairing

Dates: 27th February 2014
Time: 9.30am to 4.30pm
Venue: Haxby Hall
Facilitator: Community Links

Target Audience: This is a 1 day course. These sessions are only available to those practitioners from Health, Social Services and Police who are responsible for chairing adults safeguarding case conferences.

Course Outline: To compare roles and responsibilities of staff involved in adult protection strategy meetings and case conferences.

Refresher: Skills and knowledge should be regularly revisited. The course should be refreshed every 3 years.

NEW

Veterans Awareness and Interventions Training

Dates: 1st November 2013
Time: 9.30am to 4.30pm
Venue: Severus Room, West Offices
Facilitator: York St John University

Target Audience: Any health and social care professional who wants to access resources to give their clients a better service and wants to know how to give treatment under the new Armed Forces Covenant. It will be beneficial to Senior Managers, Managers, Practitioners and GP Practices.

Course Outline: The course provides an in-depth understanding into Veterans, Reservists and Dependents issues, and demonstrates how a range of cost effective identification, support interventions and resources can be successfully incorporated into present service processes. The training encourages community teams to be more effective and efficient when engaging with this group.

Refresher: Skills and knowledge should be regularly revisited.
e-Learning Packages

**Autism Awareness**

**Basic Child Protection Awareness Training**
http://www.safeguardingchildren.co.uk/course-signup.html

**Carer Awareness Training**
http://www.ycctraining.co.uk/

**Open Dementia Elearning Programme**
The Open Dementia elearning Programme is aimed at anyone who comes into contact with someone with dementia and provides a general introduction to the disease and the experience of living with dementia.
http://www.scie.org.uk/publications/elearning/dementia/

**Disability Equality Level 1**
http://www.disabilitytrainingyork.org/
Create your own username and password

**Domestic Abuse Awareness Training**
http://www.idas.org.uk/training/index.asp

**End of Life Care**
Adult social care employers registered with the National Minimum Data Set for Social Care (NMDS-SC) can now access e-End of Life Care for All (e-ELCA). This is a free and innovative e-learning resource that aims to enhance the training and knowledge of all those involved in delivering end-of-life care.

**Please note that you will need an NMDS-SC user registration code to register for this training. If you work for City of York Council please contact the WDU on 01904 553017, wdu@york.gov.uk to obtain the code**

www.e-lfh.org.uk/nmds-sc
Parental Substance Misuse
http://www.scie.org.uk/publications/elearning/parentalsubstancemisuse/index.asp?dm_i=4O5,KH7E,4UXUM9,1NWFO,1

Rape Awareness Training
http://www.idas.org.uk/rapesupport/training/

Safeguarding adults at risk, Mental Capacity Act and Deprivation of Liberty
http://www.kwango.com/login
City of York Council Username: cyclowesafead
City of York Council Password: cyclowesa4
Independent providers Username: privateandvolsafead
Independent providers Password: privateandvol12

Social Care Information and Learning Services (SCILS)
Social Care Online offers more than 100,000 books and article abstracts along with policy documents, and other resources covering all aspects of social care. It is especially useful for registered social workers to help fulfill post registration training and learning obligations. It provides a wide range of learning and development solutions for staff throughout social care, health and children’s/young people’s services. Login at www.scils.co.uk and click on ‘Register’. The Registration number you will need is: 161YORK. Then choose a user name and password for yourself.

Stroke Training And Awareness Resources (STARS)
http://www.strokecorecompetencies.org/
Click on core competencies and complete the training
Social Care TV – Dementia friendly environments
SCIE has launched two new Social Care TV films showing how simple changes can create more dementia-friendly home environments. The dementia environment at home (http://www.scie.org.uk/socialcaretv/video-player.asp?v=dementiaenvironmentathome) and The dementia environment in a care home (http://www.scie.org.uk/socialcaretv/video-player.asp?v=dementiaenvironmentinacarehome)

SCIE
The Social Care Institute for Excellence (SCIE) website has a range of open access e learning opportunities, including the Open Dementia Programme which has a range of modules relating to dementia giving an in depth introduction to dementia and living with the disease. There also programmes on Reablement, Safeguarding, Mental Capacity Act, Personalisation, Fair Access to Care Services and Mental Health of Older People. http://www.scie.org.uk/publications/elearning/index.asp

Useful Information

Workforce Development Unit
http://www.yorkworkforcedevelopmentunit.org.uk/

CAWD – Care Alliance Workforce Development
http://www.cawd.org.uk/

York Carers Centre
http://www.ycctraining.co.uk/

Skills for Care

Feedback
We welcome feedback on all aspects of our service. If you have any comments or concerns about this prospectus, the learning and development opportunities we offer or the training you receive please let us know.