

## Learning Matters April 2018 - March 2019

Training for the Adult Social Care Independent Sector  
provided by Kirklees Council



# Learning Matters - April 2018 to March 2019

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## Introduction

Welcome to this year's Learning Matters brochure for training courses available between April 2018 and March 2019. As you will see the training current training offer has vastly reduced following central government funding cuts.

This brochure provides you with details of learning and development opportunities and events available to staff within the independent care sector who work with adults.

The brochure contains a list of learning and development opportunities to help develop your skills, competence and knowledge. The brochure also includes information on how to apply for training, confirmation of a place, joining instructions, charges, cancellations, target audience, aims and outcomes expected to be achieved, training dates, times and venues.

## How to apply for a training course

Read the information provided and make sure the course content meets your needs. Discuss the course content with your line manager or supervisor and agree what you would like to gain from attending.

## First time applications

For 2018/19 when a member of staff applies for a course in the **first instance**, they must complete an application form ([see Appendix 2](#)) and e-mail it to: [learning.matters@kirklees.gov.uk](mailto:learning.matters@kirklees.gov.uk) .

**The same form can be used for more than one person and one course.**

## Subsequent applications

Once a member of staff has applied for a course using the application form, we will add their details to our booking system. Subsequent training may be applied for by telephoning the Business Support team on 01484 221000 ext 77943. The team will advise of availability and book staff directly on to a course or event without the need for an application form.

## Pre-requisites

Some of the courses we offer have specific pre-requisites prior to attending. **Please ensure that you have these before applying.** These may have been completed with other training companies.

## Confirmation of allocated place (course joining instructions)

Once your booking has been completed by the Business Support team, an e-mail will be sent out confirming that a place has been allocated to you. This e-mail contains the course title, date, start and end times, venue and other important information. It is therefore imperative that your contact e-mail address is correct on your booking form. Please ensure that managers share this information with colleagues allowing them to make appropriate travel/child cover arrangements etc.

A reminder e-mail will be sent approximately ten days prior to the start of your course.

## **Cancellations**

If you are unable to attend your course or event, please telephone 01484 221000 ext 77943 as soon as possible or e-mail [learning.matters@kirklees.gov.uk](mailto:learning.matters@kirklees.gov.uk) . This will help us to allocate your place to someone else. This is particularly important as council resources are very limited and each place has a cost associated with it.

## **Transfers**

If you are unable to attend a course or event, but have identified someone else who can attend the training, please email a transfer request to [learning.matters@kirklees.gov.uk](mailto:learning.matters@kirklees.gov.uk)

## **No shows**

Please note training is provided free of charge. However this year charges **will** be levied against organisations whose staff fail to attend training (this includes colleagues who arrive late and are turned away) or have not given at least a week's notice regarding cancellation. We will continue to monitor non-attendance ("no shows") as well as colleagues who cancel within a week. This information is shared with our Contracts Liaison Team. Please help us to avoid costly "no shows" by phoning 01484 221000 ext 77943 as soon as possible. This will help us to allocate your place to someone else.

## **Late availability**

Places on the courses we deliver become available at short notice. When this happens we will publicise accordingly.

## **Venues**

The venues we use for training are as follows:

Huddersfield Town Hall  
Corporation Street  
Huddersfield HD1 2TA

The Homestead  
Hurst Knowl, Almondbury  
Huddersfield HD5 8SG

The Hudawi Centre  
Great Northern Street  
Huddersfield HD1 6BG

Dewsbury Town Hall  
Wakefield Old Road  
Dewsbury WF12 8DG

Tolson Museum  
Ravensknowle Park  
Wakefield Road, Dalton  
Huddersfield HD5 8DJ

Kirkwood Hospice  
21 Albany Road  
Huddersfield  
HD5 9UY

Dewsbury Customer  
Service Centre  
Town Hall Way  
Dewsbury WF12 8EE (formerly The Walsh Building)

## **Arrangements for certificates of attendance**

If you require a certificate of attendance you must ensure you ask the tutor for this and they will provide you with the certificate on the day of the course. If you need confirmation of staff attendance then managers can contact our Business Support team who will be able to confirm attendance approximately one week after the course has been completed (once registers have been returned). Please contact the team on 01484 221000 ext 77943.

## Contacts

For general information please contact the Business Support team as per above.

**David Anker** and **Bronwynn Bennett** are the Kirklees Council officers who work in partnership with the independent sector. They can be contacted as follows:

- telephone David on 07528 988957 or e-mail [david.anker@kirklees.gov.uk](mailto:david.anker@kirklees.gov.uk)
- telephone Bronwynn on 07794 217439 or e-mail [bronwynn.bennett@kirklees.gov.uk](mailto:bronwynn.bennett@kirklees.gov.uk)

## Delivery on-site

Unfortunately we have had some problems with delivery on-site. Often inappropriate rooms are offered, and we often get poor attendance, which can mean having to provide further courses. We will continue whenever possible to deliver training on site at your establishments, but you must ensure the numbers of staff are as near to capacity for the course and the room is suitable for a minimum of ten people. This can be discussed with David who will help support appropriate arrangements. For further information please [see Appendix 1](#).

The courses which may be delivered in this way for 2018/19 are as follows:

- Dementia – Basic awareness
- Infection control
- Recording skills

## Charges

When we are asked by an establishment to deliver training on-site and the training is cancelled by the establishment with less than 14 days' notice before the date of the planned training, an administration fee of £50 will be charged.

## Safeguarding Adults Training Plan 2018/19

The Kirklees Safeguarding Adults Board Training Plan sets out the approach to learning and development activities that are designed to support the implementation of the Kirklees Multi-Agency Safeguarding Adults procedures and the requirements of the relevant guidance, particularly 'No Secrets' (DH 2000) and Safeguarding (ADASS 2005).

The courses, dates and venues for the above can be found in the link below:

[www.kirklees.gov.uk/safeguardingadultstraining](http://www.kirklees.gov.uk/safeguardingadultstraining)

# Basic and Mandatory Training

<b>Course:</b>	<b>Dementia – Basic awareness</b>		
<b>Target group:</b>	All staff, volunteers and carers who may have contact with people with dementia		
<b>Dates:</b>	11 Oct 2018	9.30 – 12.30	Hudawi Centre
	24 Jan 2019	9:30 – 12:30	Hudawi Centre
	21 Mar 2019	9:30 – 12:30	Hudawi Centre
<b>Venue:</b>	Will be confirmed with course joining instructions		
<b>Duration:</b>	½ day		
<b>Aim:</b>	To provide basic knowledge of dementia, practice skills and explore the issues surrounding a Person Led Approach to dementia care		
<b>Outcomes:</b>	By the end of this module participants will be able to:		
	<ul style="list-style-type: none"><li>• define the term dementia</li><li>• describe the most common forms of dementia and how this can affect the individual</li><li>• list the signs and symptoms of dementia</li><li>• describe the difference between dementia, depression and delirium</li><li>• describe the impact of a diagnosis of dementia on the individual, carers and friends and other individuals</li><li>• describe Person Led approaches to working with people with dementia</li><li>• outline the main principles, concepts and methods of communication when working with people with dementia</li></ul>		



- Course:** Infection Prevention and Control
- Target group:** Staff working in a social care setting
- Dates/Venues:** Delivered on request
- Contact:** Kirklees and Wakefield Council  
Infection Prevention and Control Team
- Telephone:** 01484 221000 ext 75296
- Email:** [Infection.controlAdmin@kirklees.gov.uk](mailto:Infection.controlAdmin@kirklees.gov.uk)
- Duration:** 2-2½ hours
- Aim:** To provide awareness of the key principles of Infection prevention and control
- Outcomes:** By the end of the session you will be able to:
- describe different types and methods of infection
  - outline key practices and principles of infection prevention and control
  - identify factors which can make people vulnerable to infection
  - identify risks that may lead to infection
  - have an awareness of the procedures which need to be followed when an outbreak occurs

**Please note:**

**A minimum of 10 staff is required for this training**

**The training, delivered by the Infection Prevention and Control Team, is one of a number of training tools which can be accessed**

**Please contact the Infection Prevention and Control Team (details above) for more information.**

**Course: Movement and handling of People (finishes December 2018)**

All attendees must have completed the movement and handling workbook within eight weeks prior to attending the practical session. Managers – please e-mail [learning.matters@kirklees.gov.uk](mailto:learning.matters@kirklees.gov.uk) for a copy of the workbook, test and answer sheet and Managers Completion form. If we do not receive a Managers Completion form prior to the allotted training date then colleagues will be unable to attend training

**Target Group:** All staff providing services and support within a Home Care setting, Residential Care services and Daycare Services for older people

**Dates:** 13 Sept 2018            08 Oct 2018            08 Nov 2018  
03 Dec 2018            10 Jan 2019            04 Feb 2019  
04 Mar 2019

**Duration:** 1 day (**09:00 prompt start - 16:00** – all sessions at The Homestead)

To introduce and/or update staff on current best practice in moving and handling that is appropriate for their service group. To enable participants to move and handle people who are new to the role; have not attended Moving and Handling training in the last twelve months, or do not have moving and handling in their day to day role.

**The practical movement and handling of people training involves significant handling of people. Therefore it is your responsibility to inform your manager and Learning and Organisational Development of any concerns or health issues you have which may affect your ability to perform practical techniques and use equipment safely. If any concerns arise during the practical session, it is your responsibility to inform the trainer immediately. Failure to do so may result in risk of injury to you and/or others.**

**Aim:** To enable participants to move and handle people

**Outcomes:**

- Be aware of the hazards, risks and factors relating to poor working postures and be able to understand and apply the principles of current safer manual handling practice
- Demonstrate through practice an understanding of their rights and responsibilities within Health and Safety and Community Care legislation and the Kirklees Adult Services Safer Handling Policy
- Demonstrate that they understand the risk assessment process including POSRA and the five principles of safer moving and handling
- Be able to carry out techniques for moving people and use various items of handling equipment and hoists depending on the needs of the service user and carer

**Please note:**

**This is a practical course which therefore requires participants to wear appropriate clothing, including flat, covered, supportive footwear and trousers**



**Course:** **Moving and handling of People – Refresher – Low to Complex (finishes December 2018)**

**Target Group:** All staff providing services and support within a Home Care setting, Residential Care services and Daycare Services for older people

(Trainees **must now** have attended a Kirklees Council run full-day Moving and Handling course before they can attend a Refresher session. Colleagues must refresh every twelve months and must practise moving and handling in their day to day role)

**Dates:** 24 Sept 2018            25 Oct 2018            19 Nov 2018  
13 Dec 2018            21 Jan 2019            14 Feb 2019  
14 Mar 2019

**Duration:** 3.5 hours x 2 sessions per day (**09:00-12:30 and 13:15-16:45** – all sessions at The Homestead)

**Aim:** To update staff on current best practice in moving and handling that is appropriate for their service group

**Outcomes:** By the end of the session you will:

- have an understanding of relevant legislation and your role as an employee with moving and handling responsibilities
- have an understanding of the risk assessment process whilst undertaking practical activities
- be able to adapt basic principles of safe manual handling to carry out techniques to meet the needs of service users
- have increased confidence in using the manual handling equipment available in their own work area

**Please note:**

**This is a practical course, therefore trainees must wear appropriate clothing including flat, covered, supportive footwear**

### **Nb - Train the Trainer Programme**

Both the 'Movement and handling of People' and the 'Moving and handling of People – Refresher – Low to Complex' training ceases in December 2018. The Train the Trainer Programme enables colleagues to provide Moving and Handling training back in their respective establishments. For more information please e-mail:

[learning.matters@kirklees.gov.uk](mailto:learning.matters@kirklees.gov.uk)

**Course:** **Moving and handling for managers – a systems approach**

**Target group:** All managers working in adult social care

**Dates:** 13 Nov 2018

**Duration:** 1 day (09:30-16:30) – Dewsbury Customer Service Centre

**Aims:** To provide care managers with an overview of a systems approach to moving and handling practises within their organisation or team.

**Outcomes:** By the end of the course participants should:

- Have a better understanding of their legal responsibilities and how these translate into safer working practises
- Understand the relationship between training and supervision and how to improve competency within the workforce
- Understand the risk assessment process to be able to implement systems to identify, reduce and manage risk within their organisation or team
- Have a better understanding of complex and balanced decision making processes
- Have a better understanding of the use of systems analysis during accident/incident investigation

**Additional information:**

This course is aimed at care managers and intends to provide an overview of moving and handling systems within an organisation or team, including legislation, training and supervision, risk assessment, making decisions and accident/incident investigation.

**Please note:** There is no practical moving and handling content within this course.

(This course replaces both the **Moving and Handling for Mangers** and **Moving and Handling for Managers Refresher**)

**Course:** Palliative care for support staff

**Target group:** Staff working with people who require or may require palliative care

**Dates/Venue:**

09 Nov 2018	9.30 – 16.30	Kirkwood Hospice
17 Jan 2019	9.30 – 16.30	Kirkwood Hospice
13 Mar 2019	9.30 – 16.30	Kirkwood Hospice

**Duration:** 1 day

**Aim:** To ensure that those of you who are working with people entering the final stages of the dying process, have relevant knowledge and skills

**Outcomes:** By the end of the study day you will have/be able to:

- have an awareness of the principles and aims of caring for people with multiple needs at the end of life
- identify any fears or worries about caring for a person who is approaching the end of life
- tools to use in communication issues at the end of life
- demonstrate knowledge of cultural and ethnicity issues
- understand the needs of relatives and carers
- support and encourage a palliative care approach for people with learning disabilities/dementia
- identify ways to cope with the bereavement process for carers and staff

**Please note: All attendees to wear closed flat shoes**

<b>Course:</b>	<b>Recording skills</b>
<b>Target group:</b>	Staff working in a care setting
<b>Dates/Venues:</b>	Delivered on-site - on request (see Appendix 1)
<b>Contact:</b>	Bronwynn Bennett 07794 217439 or e-mail <a href="mailto:bronwynn.bennett@kirklees.gov.uk">bronwynn.bennett@kirklees.gov.uk</a>
<b>Duration:</b>	2½ hours
<b>Aim:</b>	To explore the importance of report writing and record keeping and the concerns and issues surrounding them
<b>Outcomes:</b>	By the end of the session you will: <ul style="list-style-type: none"><li>• know the use and purpose of each record and report</li><li>• know how to record information that is understandable, relevant to purpose, clear and concise</li><li>• understand the importance of and your role in record keeping</li><li>• understand how to use reports appropriately</li></ul>

**Course:** Disability Awareness and Good Support

**This is a revised course and will be co-delivered by people with learning disabilities who will give participants a view of what having a learning disability means to them**

**Target group:** Any staff working with individuals who have a learning disability

**Dates/Venues:** 27 Sept 2018 9.30 – 13.00 Hudawi Centre  
06 Mar 2019 9.30 – 13.00 Hudawi Centre

**Duration:** ½ day

**Outcomes:** By the end of the session you will understand/have a:

- the nature and causes of learning disability
- brief history of people with a learning disability
- Health and People with a learning disability
- how Hate crime and Mate crime affects people with a learning disability
- how making sure people with a learning disability are active citizens in their communities
- Advocacy and people with a learning disability
- current issues and the future for people with a learning disability

## Appendix 1: Delivering a training course on-site

We recognise that it is not always easy to release staff to attend training sessions and that bringing training to staff can be a cost effective and easier way to ensure staff receive the training they require.

To ensure that training provided on-site is effective and participants have a positive learning experience we require:-

A suitable room:-

- that does not infringe on residents/service users access
- meets with Health and Safety regulations and has been risk assessed for the purpose of a training venue
- is fit for training purposes
- is an adequate size for the number of participants
- with access to power sockets
- an assurance that there will be no interruptions to the training or people called to take a telephone call, people leaving training to deal with a query unless it is an emergency
- the minimum and maximum numbers of staff attending the training to be agreed at the planning stage prior to commencement of training

If you wish to discuss your on-site training needs further, please do not hesitate to contact:

David Anker, Learning and Development Officer on 07528 988957  
or e-mail [david.anker@kirklees.gov.uk](mailto:david.anker@kirklees.gov.uk)

The list of courses which may be delivered in this way for 2018/19:

- Dementia – Basic awareness
- Infection control
- Recording skills

### **Please note:**

A £50 administration fee will be charged if the training is **cancelled** by the establishment with less than 14 days' notice before the date of the planned training.



