

Learning Matters April 2019 - March 2020

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



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Introduction

Welcome to this year's Learning Matters brochure for training courses available between April 2019 and March 2020. 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 2019/20 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 .

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 . 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

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
- telephone Bronwynn on 07794 217439 or e-mail 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 2019/20 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 2019/20

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:

<http://www.kirklees.gov.uk/beta/adult-social-care-providers/pdf/safeguarding-adults-training.pdf>

Basic and Mandatory Training

Course: Dementia – Basic awareness

Target group: All staff, volunteers and carers who may have contact with people with dementia

Dates:	29 May 2019	9.30 – 12.30	Hudawi Centre
	03 July 2019	9:30 – 12:30	Hudawi Centre
	02 Oct 2019	9:30 – 12:30	Hudawi Centre
	22 Jan 2020	9.30 – 12.30	Hudawi Centre
	18 Mar 2020	9.30 – 12.30	Hudawi Centre

Duration: ½ day

Aim: To provide basic knowledge of dementia, practice skills and explore the issues surrounding a Person Led Approach to dementia care

Outcomes: By the end of this module participants will be able to:

- define the term dementia
- describe the most common forms of dementia and how this can affect the individual
- list the signs and symptoms of dementia
- describe the difference between dementia, depression and delirium
- describe the impact of a diagnosis of dementia on the individual, carers and friends and other individuals
- describe Person Led approaches to working with people with dementia
- outline the main principles, concepts and methods of communication when working with people with dementia

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

Target group: All managers working in adult social care

Dates/Venues: 09 May 2019 9.30 – 16.30 Dewsbury Customer Service Centre
16 July 2019 9:30 – 16:30 Dewsbury Customer Service Centre
17 Sept 2019 9:30 – 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**)

Nb - Train the Trainer Programme – Moving and Handling

Both the ‘Movement and handling of People’ and the ‘Moving and handling of People – Refresher – Low to Complex’ training ceased 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

Course: Palliative care for support staff

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

Dates/Venue:

07 May 2019	9.30 – 16.30	Kirkwood Hospice
08 July 2019	9.30 – 16.30	Kirkwood Hospice
03 Sept 2019	9.30 – 16.30	Kirkwood Hospice
18 Oct 2019	9.30 – 16.30	Kirkwood Hospice
14 Jan 2020	9.30 – 16.30	Kirkwood Hospice
04 Mar 2020	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

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

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:

04 Sept 2019	10.00 – 13.00	Huddersfield Town Hall
04 Mar 2020	10.00 – 13.00	Huddersfield Town Hall

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

The list of courses which may be delivered in this way for 2019/20:

- 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.

