

# Training Programme

July - December 2014

Free training for care workers, volunteers and unpaid carers



**Borders Care Learning Network**

Borders Voluntary Care Voice

Roxburgh House Court

Roxburgh Street

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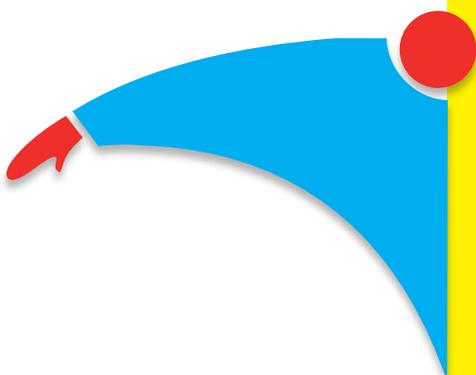
Email: [training@borderscarevoice.org.uk](mailto:training@borderscarevoice.org.uk)

[www.borderscarevoice.org.uk](http://www.borderscarevoice.org.uk)

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Borders Care Learning Network is part of Borders Voluntary Care Voice - a Scottish Charitable Incorporate Organisation (SCIO): SC043731

*Please contact us if you would like to receive this booklet in an alternative format.*



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# About Borders Care Learning Network (BCLN)

Borders Care Learning Network aims to:

- support training and development needs in partnership across health and social care
- commission training that is tailored and responsive to evolving priorities
- provide free, inclusive training for those working and volunteering in health and social care, and for service users and carers
- arrange locality network meetings for anyone interested in the care sector
- conduct a training audit regularly to help to plan training and to support organisations in sharing resources.

Courses and workshops are provided by experienced in-house staff or freelance trainers in the statutory and third sectors.

We will be organising other special and one-off training events, in addition to the courses listed in this publication. We are also happy to discuss your own training needs – please get in touch.

For further information, or to be added to our database for regular training updates, contact Meg, Mary or Ellen on 01896 757290, email [training@borderscarevoice.org.uk](mailto:training@borderscarevoice.org.uk), or visit [www.borderscarevoice.org.uk](http://www.borderscarevoice.org.uk)

# Dementia Training



## PROMOTING EXCELLENCE FRAMEWORK

NHS Education for Scotland and the Scottish Social Services Council developed Promoting Excellence – a framework for all health and social care staff who work with people with dementia, their families and carers. It has been designed across 4 levels. We will be running the training for the informed practitioner level and the skilled practitioner level.

**Informed Practice Level – 3 Hours:** This workshop will use a DVD to offer a basic awareness of dementia, and how that affects individuals. Discussion and professional reflection will be part of the course.

Dementia Informed Practice Level provides the baseline knowledge and skills required by all workers in health and social services settings including working in a person's home.

- recognise common signs and symptoms of dementia
- recognise individual needs of the person with dementia
- have an awareness of the relevant legislation.

Date	Time	Venue
Tuesday 9 <sup>th</sup> September	9.30am – 12.30pm	Langlee Community Centre, Galashiels
Thursday 11 <sup>th</sup> September	1pm – 4pm	Quaker Meeting House, Kelso
Monday 15 <sup>th</sup> September	1pm – 4pm	Evergreen Hall, Hawick
Friday 19 <sup>th</sup> September	9.30am – 12.30pm	Venue to be confirmed, Peebles
Monday 20 <sup>th</sup> October	1pm – 4pm	Langlee Community Centre, Galashiels
Thursday 20 <sup>th</sup> November	9.30am – 12.30pm	Seton Care Offices, Duns

# Dementia Training

## **Dementia Skilled – Improving Practice – 2 Days:**

This two-day course will take you through the five modules in the book. It builds on the learning from the DVD and enhances and augments the informed level information. Again personal reflection and discussion will be an important element of the training. Attendees will require to have attended the 3-hour course '**Informed Practice**'.

This training is for people who work directly with people with dementia, their families and carers. It will help you to develop your understanding about dementia and to think differently about the people with dementia you may work with whether they are living at home, in a care ward, attending a day centre or in a hospital ward.

Module 1: Understanding dementia

Module 2: Promoting person and family centred care and community connections

Module 3: Promoting health and wellbeing

Module 4: Meeting the needs of the person with dementia who is distressed

Module 5: Supporting and protecting people's rights.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Tuesday 23 <sup>rd</sup> and 30 <sup>th</sup> September	9.30am – 4.30pm	Langlee Community Centre, Galashiels
Wednesday 22 <sup>nd</sup> and 29 <sup>th</sup> October	9.30am – 4.30pm	Old Gala House, Galashiels
Friday 28 <sup>th</sup> November and 5 <sup>th</sup> December	9.30am – 4.30pm	Langlee Community Centre, Galashiels

BCLN will be working in partnership with Scottish Borders Council and NHS Borders. Those completing the courses will receive a certificate, and will be registered as having completed training to the relevant framework levels.

# Learning Disabilities

## "TELL ME" EASY READ PROJECT

Funded by the Strengthening DPULO programme

Easy words and pictures make information easier for everybody to understand. This training will show you how to do this by:

- using the best layout on a page
- using pictures that help explain the text
- making sentences short and simple.



Date	Time	Venue
Tuesday 26 <sup>th</sup> August	9.30am – 12.30pm	Community Centre (Drill Hall), Peebles
Tuesday 28 <sup>th</sup> October	9.30am – 12.30pm	Langlee Community Centre, Galashiels

## HEALTH CHAMPIONS

This training is for people with a learning disability. The trainers have completed a Health Champions course at Borders College and will share their experiences.

Key objectives are:

- inform people about the role of volunteer Health Champions
- enhance knowledge about healthy eating
- improve knowledge about different health improvement opportunities.

Date	Time	Venue
Monday 22 <sup>nd</sup> September	9.30am – 12.15pm	Cornerstone, Galashiels

# Networking

## **BCLN NETWORK MEETING**

Borders Care Learning Network facilitates regular networking meetings around the Borders. They offer an opportunity to:

- make new connections with other organisations that specialise in care
- share resources
- find out more about training opportunities.

We invite guest speakers who give an update on initiatives in the care sector. There is also time for attendees to give updates about their own organisation's concerns and developments.

On Wednesday 6<sup>th</sup> August we will be at Langlee Community Centre in Galashiels from 10am – 1pm.

Topic for this meeting will be dementia and key themes will be training and best practice.

Tea coffee and lunch will be provided.

## **ACTIVITY ORGANISERS NETWORK MEETING**

After two successful Activity Organisers days, some people mentioned they will benefit from a smaller, meeting-style session with other activity organisers. This will give the attendees a chance to make new connections and share resources and good practice.

On Tuesday 16<sup>th</sup> September from 9.30am – 12.30pm we will have a network meeting for activity organisers at Langlee Community Centre, Galashiels

Tea, coffee and lunch will be provided.

# Training for Care

**Eligibility:** Open to anyone working or volunteering in the care sector (in statutory, third sector and independent organisations) and unpaid carers.

**Cost and Level:** Free. Those who book on a course, but do not attend will be charged £25 to cover incurred costs. In special circumstances and for informal carers and volunteers, the costs will be covered by Borders Care Learning Network. Training will be delivered at an appropriate level to build confidence and promote good working practice.

Tea and coffee will be provided. Bring your own lunch on all day courses.

**Booking** is essential to secure your place. Courses may be cancelled if insufficient booking forms have been received.

Date	Time	Course	Venue
Wednesday 16 <sup>th</sup> July	9.30am – 4.30pm	<b>DEALING WITH CHALLENGING BEHAVIOUR</b> <ul style="list-style-type: none"> <li>■ Causes of challenging behaviour</li> <li>■ Management and preventative measures</li> <li>■ What helps / does not help</li> <li>■ Strategies to help you and the service user grow together</li> </ul>	Langlee Community Centre, Galashiels
Wednesday 13 <sup>th</sup> August	9.30am – 4.30pm	<b>MOVING AND HANDLING</b> <ul style="list-style-type: none"> <li>■ Identify the principles of safe moving and handling</li> <li>■ Identify unsafe techniques</li> <li>■ Safe techniques relevant to your work setting</li> <li>■ Legal and safe back care guidance</li> <li>■ Safe usage of moving and handling equipment</li> </ul>	Triest House Brothers of Charity, Galashiels
Tuesday 19 <sup>th</sup> August	9.30am – 12.30pm	<b>CONFIDENCE BUILDING FOR VOLUNTEERS</b> <ul style="list-style-type: none"> <li>■ Understanding confidentiality</li> <li>■ Understanding your own boundaries</li> <li>■ Communication and team work</li> </ul>	Langlee Community Centre, Galashiels
Thursday 21 <sup>st</sup> August	9.30am – 4.30pm	<b>CRITICAL INCIDENTS</b> <ul style="list-style-type: none"> <li>■ Definition of a critical incident</li> <li>■ Analyse critical incidents</li> <li>■ Supporting staff after critical incidents</li> </ul>	Langlee Community Centre, Galashiels

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<b>Date</b>	<b>Time</b>	<b>Course</b>	<b>Venue</b>
Wednesday 27 <sup>th</sup> August	9.30am – 12.30pm	<b>INFECTION CONTROL</b> <ul style="list-style-type: none"> <li>■ The general principles of infection control</li> <li>■ How to achieve effective hand hygiene</li> <li>■ The use of personal protective equipment</li> <li>■ Dealing with spillages and bodily fluids</li> </ul>	Borders College, Galashiels
Thursday 28 <sup>th</sup> August	9.30am – 11.30am	<b>UNDERSTANDING SELF DIRECTED SUPPORT (SDS)</b> <ul style="list-style-type: none"> <li>■ Awareness of SDS options</li> <li>■ SDS processes</li> <li>■ Creative thinking and outcomes</li> </ul>	Langlee Community Centre, Galashiels
Wednesday 3 <sup>rd</sup> September	9.30am – 4.30pm	<b>EMOTION AND MOTIVATION</b> <ul style="list-style-type: none"> <li>■ Understand what motivates us and our clients</li> <li>■ Identify how emotions work</li> <li>■ Understanding how motivation and emotions come together and affect our thinking and behaviour</li> </ul>	Langlee Community Centre, Galashiels
Monday 8 <sup>th</sup> September	9.30am – 4.30pm	<b>EMERGENCY FIRST AID AT WORK</b> <ul style="list-style-type: none"> <li>■ Health and safety (first aid regulations)</li> <li>■ The priorities of first aid</li> <li>■ Treatment of an unconscious casualty</li> <li>■ Resuscitation / shock / bleeding</li> <li>■ Common workplace injuries</li> </ul>	Borders College, Galashiels
Wednesday 24 <sup>th</sup> September	9.30am – 12.30pm	<b>EFFECTIVE TIME MANAGEMENT</b> <ul style="list-style-type: none"> <li>■ Tools for effective time management</li> <li>■ Develop strategies for prioritising your work</li> </ul>	Old Gala House, Galashiels
Wednesday 1 <sup>st</sup> October	9am – 5pm	<b>AUTISM AWARENESS</b> <ul style="list-style-type: none"> <li>■ What is meant by the term autism</li> <li>■ Understand how having autism affects the lives of people we support</li> <li>■ Exploring ways to support people who have autism</li> </ul>	Venue to be confirmed, Galashiels
Thursday 2 <sup>nd</sup> October	1pm – 4m	<b>ASSERTIVENESS</b> <ul style="list-style-type: none"> <li>■ Distinguish between assertiveness &amp; aggression</li> <li>■ Practise techniques</li> <li>■ Group dynamics</li> </ul>	Community Centre (Drill Hall), Peebles

Date	Time	Course	Venue
Monday 6 <sup>th</sup> October	9.30am – 12.30pm	<b>DEVELOP AND LEAD YOUR TEAM</b> ■ Introduction to team building ■ How best to support, motivate and lead your team	Langlee Community Centre, Galashiels
Wednesday 8 <sup>th</sup> October	9.30am – 4.30pm	<b>MOVING AND HANDLING</b> ■ Identify the principles of safe moving and handling ■ Identify unsafe techniques ■ Safe techniques relevant to your work setting ■ Legal and safe back care guidance ■ Safe usage of moving and handling equipment	Triest House Brothers of Charity, Galashiels
Thursday 9 <sup>th</sup> October	9.30am – 12.30pm	<b>INTRODUCTION TO FOOD HYGIENE</b> ■ Handling food ■ Storing food ■ Basic food hygiene	Borders College, Galashiels
Monday 20 <sup>th</sup> October	9.30am – 12.30pm	<b>BEREAVEMENT AWARENESS</b> ■ Models of bereavement ■ The impact of bereavement	Langlee Community Centre, Galashiels
Monday 3 <sup>rd</sup> November	9.30am – 4.30pm	<b>UNDERSTANDING PERSONALITY DISORDER</b> ■ How personality disorder is identified ■ Ways of understanding personality disorder ■ Realistic ways of being helpful to someone with a personality disorder	Langlee Community Centre, Galashiels
Tuesday 4 <sup>th</sup> November	9.30am – 12.30pm	<b>COMMUNICATION SKILLS</b> ■ Spoken communication ■ Non-verbal communication ■ Personal space	Langlee Community Centre
Tuesday 4 <sup>th</sup> November	9.30am – 4.30pm	<b>EMERGENCY FIRST AID AT WORK</b> ■ Health and safety (first aid regulations) ■ The priorities of first aid ■ Treatment of an unconscious casualty ■ Resuscitation / shock / bleeding ■ Common workplace injuries	Borders College, Hawick
Monday 17 <sup>th</sup> November	9.30am – 4.30pm	<b>TRAIN THE TRAINER</b> ■ Understanding individual learning styles ■ Presentation skills ■ Working with groups	Langlee Community Centre, Galashiels

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<b>Date</b>	<b>Time</b>	<b>Course</b>	<b>Venue</b>
Wednesday 19 <sup>th</sup> November	9.30am – 4.30pm	<b>COPING WITH STRESS</b> <ul style="list-style-type: none"> <li>■ Understand and recognise particular stresses</li> <li>■ Assessing our own stressors</li> <li>■ Adaptive ways of working with our stress</li> <li>■ Coping strategies</li> <li>■ New approaches for working actively with our own situations</li> </ul>	Langlee Community Centre, Galashiels
Tuesday 25 <sup>th</sup> November	9.30am – 4.30pm	<b>SUPERVISORY ROLE: Being Qualified to Supervise</b> This training is aimed at all social care supervisors (home care or residential – adult or children’s services), who have to gain an additional supervisory qualification around supervision theory and practice alongside their existing SVQ Health and Social Care level 3. Its purpose is to assist people to get ready for assessment on the topic of being a supervisor. Key objectives are to: <ul style="list-style-type: none"> <li>■ Develop your SVQ underpinning knowledge relating to supervision</li> <li>■ Prepare for SVQ assessment on the role of supervisor</li> </ul>	Langlee Community Centre, Galashiels
Wednesday 26 <sup>th</sup> November	9am – 5pm	<b>AUTISM AWARENESS</b> <ul style="list-style-type: none"> <li>■ What is meant by the term autism</li> <li>■ Understand how having autism affects the lives of people we support</li> <li>■ Exploring ways to support people who have autism</li> </ul>	Venue to be confirmed, Galashiels
Monday 1 <sup>st</sup> December	9.30am – 3.30pm	<b>WORKING WITH DISTRESS</b> <ul style="list-style-type: none"> <li>■ Understanding the triggers for distressed behaviour</li> <li>■ Approaches to distressed behaviour</li> <li>■ Best practice for responding to distressed behaviour</li> </ul>	Langlee Community Centre, Galashiels
Wednesday 3 <sup>rd</sup> December	1pm – 4pm	<b>CHANGE MANAGEMENT</b> <ul style="list-style-type: none"> <li>■ Introduction to change management</li> <li>■ Practical strategies to help you manage change</li> </ul>	Langlee Community Centre, Galashiels
Monday 8 <sup>th</sup> December	9.30am – 4.30pm	<b>MOVING AND HANDLING</b> <ul style="list-style-type: none"> <li>■ Identify the principles of safe moving and handling</li> <li>■ Identify unsafe techniques</li> <li>■ Safe techniques relevant to your work setting</li> <li>■ Legal and safe back care guidance</li> <li>■ Safe usage of moving and handling equipment</li> </ul>	Triest House Brothers of Charity, Galashiels

Date	Time	Course	Venue
Wednesday 10 <sup>th</sup> December	9.30am – 4.30pm	<b>DEALING WITH CHALLENGING BEHAVIOUR</b> <ul style="list-style-type: none"> <li>■ Causes of challenging behaviour</li> <li>■ Management and preventative measures</li> <li>■ What helps / does not help</li> <li>■ Strategies to help you and the service user grow together</li> </ul>	Evergreen Hall, Hawick
Tuesday 9 <sup>th</sup> December	9.30am – 3.30pm	<b>VALUES AND RECORDING</b> <ul style="list-style-type: none"> <li>■ Our own values and their impact on our work</li> <li>■ How best to work with clients' values and choice</li> <li>■ Best practice in recording – accurately, objectively and with respect</li> </ul>	Seton Care Offices, Duns
Monday 15 <sup>th</sup> December	9.30am – 12.30pm	<b>INTRODUCTION TO MINDFULNESS</b> <ul style="list-style-type: none"> <li>■ Becoming more aware of what is happening to us in the moment</li> <li>■ Try out various ways of developing this awareness</li> <li>■ How being more mindful can help how we think, feel and act</li> </ul>	Langlee Community Centre, Galashiels



## Notes



## **PLEASE READ BEFORE COMPLETING FORM OPPOSITE**

### **CONDITIONS OF BOOKING:**

- No lunch is provided on all-day training, please bring your own.
- Borders Care Learning Network reserves the right to alter the contents or delivery of a course.
- Borders Care Learning Network reserves the right to cancel any advertised courses.
- Borders Care Learning Network cannot guarantee full accessibility, or the use of special equipment, unless notified of requirements when booking.
- In some cases, places may be limited to two per organisation.
- People who book on training for care sector and management training courses and do not attend will incur a £25 charge.

## BOOKING FORM

Course Title	Course Date

### YOUR DETAILS

Contact Name	
Company <i>(if appropriate)</i>	
Address:	
Town:	
Postcode:	
Tel No.:	
E-mail:	

Any special requirements? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is there any other training you would like to find out more about, or would like us to develop? *(use overleaf if required)* \_\_\_\_\_

*If you would like to book a place on more courses, please call or e-mail us and we will send you more booking forms.*

Please return this completed form before the course begins to:  
Borders Care Learning Network, c/o Borders Voluntary Care Voice,  
Roxburgh House Court, Roxburgh Street, Galashiels TD1 1NY  
Call 01896 757290 or e-mail [training@borderscarevoice.org.uk](mailto:training@borderscarevoice.org.uk)





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