



Training Programme

August - December 2016

Free training for care workers, volunteers and unpaid carers



Borders Care Learning Network

Borders Voluntary Care Voice

Roxburgh House Court

Roxburgh Street

Galashiels TD1 1NY

Telephone: 01896 757290

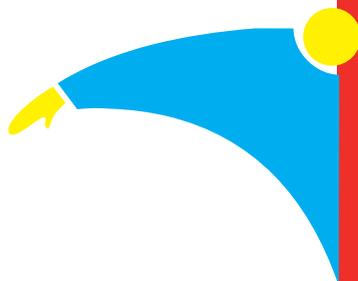
Email: training@borderscarevoice.org.uk

www.borderscarevoice.org.uk

Borders Care Learning Network is part of Borders Voluntary Care Voice - a Scottish Charitable Incorporated 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 is the training arm of Borders Voluntary Care Voice. BCLN 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 unpaid 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.

For further information, or to be added to our database for regular training updates, contact Meg or Ellen on **01896 757290**, email **training@borderscarevoice.org.uk**, or visit **www.borderscarevoice.org.uk**

About Borders Voluntary Care Voice



Borders Care Learning Network is the training project of Borders Voluntary Care Voice (BVCV). BVCV aims to promote good practice in the planning and provision of health and social care services. It supports the development of local partnerships between users, carers, third sector organisations, Scottish Borders Council, NHS Borders and other relevant organisations.

BVCV runs several working / user groups that meet throughout the year:

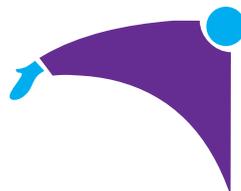
- User Carer Working Group
- Mental Health and Wellbeing Forum
- Carers Planning Group
- Parent Carers Working Group
- Borders Advocacy, Advice and Support Forum.

Membership of BVCV is open to any organisation with links to health and social care, to service users and carers. Benefits of membership:

- It is free and ongoing
- It helps our sector to speak with a common voice
- Access to the latest information, news and events relevant to the sector
- The opportunity to contribute to the planning and delivery of health and social care
- The chance to influence campaigns.

To find out more about the groups, or for information about becoming a member, please phone our office on **01896 757290** or email **admin@borderscarevoice.org.uk**

Learning disabilities



Date	Time	Course	Location
Tuesday 20 th September	1pm- 4pm	Easy read <ul style="list-style-type: none"> • Who and how does it help? • Using pictures and symbols • Looking at page layout • Practical exercises. 	Galashiels
Thursday 1 st December	9.30am- 3.30pm	Learning disability awareness <ul style="list-style-type: none"> • Co-delivered by self advocates who have a learning disability • Person centred working with people who have a learning disability • Hearing from people with learning disabilities about their experiences and some of the challenges they face • Exploring effective person centred ways to engage with and support people who have a learning disability • Exploring social inclusion and active citizenship. 	Galashiels

Induction courses for care

This selection of training courses has been put together to build a good foundation for people working or volunteering in care and to update existing core skills.

The courses are for paid care staff, independent personal assistants, unpaid carers, volunteers and family carers.

Date	Time	Course	Location
Tuesday 23 rd August	9am- 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulations) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries. 	Galashiels
Thursday 1 st September	1pm- 4pm	Introduction to food hygiene <ul style="list-style-type: none"> • Handling food • Storing food • Basic food hygiene. 	Galashiels
Tuesday 6 th September	9.30am- 4.30pm	General introduction to care <ul style="list-style-type: none"> • The role of the care worker • Equality and diversity • Communication and values. 	Galashiels
Thursday 8 th September	9am- 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulations) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries. 	Galashiels
Wednesday 14 th September	9.30am- 12.30pm	Infection control <ul style="list-style-type: none"> • The general principles of infection control • How to achieve effective hand hygiene • The use of personal protective equipment • Dealing with spillages and bodily fluids. 	Galashiels

Date	Time	Course	Location
Friday 16 th September	9am- 4pm	Moving and handling <ul style="list-style-type: none"> • 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 use of moving and handling equipment. 	Galashiels
Thursday 20 th October	9.30am- 4.30pm	Personal safety <ul style="list-style-type: none"> • Personal safety • Lone working • De-escalation of aggression / violence. 	Galashiels
Monday 24 th October	9am- 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulations) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries. 	Galashiels
Wednesday 9 th November	9am- 4pm	Moving and handling <ul style="list-style-type: none"> • 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 use of moving and handling equipment. 	Galashiels
Tuesday 15 th November	1pm- 4pm	Infection control <ul style="list-style-type: none"> • The general principles of infection control • How to achieve effective hand hygiene • The use of personal protective equipment • Dealing with spillages and bodily fluids. 	Galashiels
Tuesday 6 th December	9.30am- 12.30pm	Introduction to food hygiene <ul style="list-style-type: none"> • Handling food • Storing food • Basic food hygiene. 	Galashiels

Date	Time	Course	Location
Friday 9 th December	9am- 4pm	Moving and handling <ul style="list-style-type: none"> • 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 use of moving and handling equipment. 	Galashiels
Monday 12 th December	9am- 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulations) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries. 	Galashiels

Notes

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 four 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 give you a basic awareness of dementia and how it affects individuals. Discussion and professional reflection will be part of the course.

This training provides the baseline knowledge and skills required by all workers in health and social care settings including working in a person’s home. It will cover:

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

Date	Time	Location
Wednesday 17 th August	9.30am-12.30pm	Galashiels
Monday 26 th September	9.30am-12.30pm	Peebles
Thursday 10 th November	1pm-4pm	Galashiels
Wednesday 30 th November	1pm-4pm	Duns

Skilled Practice Level - 2 days

Attendees will need to have attended the Dementia – Informed Practice course to be eligible for this course.

This two-day course re-visits the themes from the Informed Practice training and will develop and deepen your knowledge and understanding of dementia. Personal reflection and discussion will be an important element of the training.

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.

Date	Time	Location
Wednesday 16 th and Thursday 17 th November	9.30am-4.30pm	Galashiels
Wednesday 7 th and 14 th December	9.30am-4.30pm	Duns

This training is delivered 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.

SVQ in Social Services and Healthcare Level 2



Knowledge and understanding

Glossary: NOS - National Occupational Standards
NVQ - National Vocational Qualifications
SQA - Scottish Qualifications Authority
SSSC - Scottish Social Services Council
SVQ - Scottish Vocational Qualifications

These sessions cover the knowledge and understanding for the mandatory SVQ Units below, in preparation for workplace assessment at a later date by the person's own employer or training provider linked to an SQA Assessment Centre. BCLN is providing only the knowledge and understanding content.

The target audience for this training is people who are support and care workers in adult services. It is a requirement by the SSSC that everyone employed in this capacity should be working towards achievement of this qualification.



Date	Time	Course	Location
Tuesday 4 th October	9.30am- 4.30pm	H5NA 04 Support effective communication Learning outcome: <ul style="list-style-type: none"> • Understand the NVQ / NOS requirements for supporting effective communication in settings where individuals are cared for or supported. 	Galashiels
Tuesday 18 th October	9.30am- 4.30pm	H5NB 04 Support the health and safety of yourself and individuals Learning outcome: <ul style="list-style-type: none"> • Understand the SVQ / NOS requirements for keeping yourself and individuals safe and secure within a work setting. 	Galashiels
Tuesday 8 th November	9.30am- 4.30pm	H5NC 04 Support the safeguarding of individuals Learning outcome: <ul style="list-style-type: none"> • Understand the SVQ / NOS requirements for safeguarding, which must permeate all your work with individuals • Identify what you must do in cases of actual or potential harm or abuse. 	Galashiels
Tuesday 22 nd November	9.30am- 4.30pm	H5L5 04 Develop your own knowledge and practice Learning outcome: <ul style="list-style-type: none"> • Understand the requirement for developing your practice within settings where individuals are cared for or supported • Reflect on your skills and knowledge in the workplace and how you apply learning in the workplace. 	Galashiels

General training for care

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

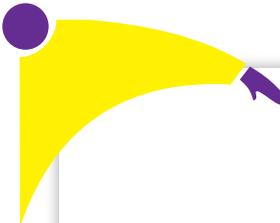
Date	Time	Course	Location
Thursday 18 th August	9.30am- 4.30pm	Person centred planning <ul style="list-style-type: none"> • Person centred approaches and individualised service delivery • Building the right relationship between service user and service provider • Awareness of theories and skills • Strategies and guidance to help keep the service user at the centre of the planning process. 	Galashiels
Tuesday 23 rd August	9am- 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulations) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries. 	Galashiels
Wednesday 24 th August	1pm- 4pm	Assertiveness <ul style="list-style-type: none"> • Distinguish between assertiveness and aggression • Practise techniques • Group dynamics. 	Eyemouth
Thursday 25 th August	10am- noon	Advocacy awareness <ul style="list-style-type: none"> • Gain a better understanding of advocacy • The role of an advocacy worker • Client groups • When to refer 	Galashiels
Thursday 1 st September	1pm- 4pm	Introduction to food hygiene <ul style="list-style-type: none"> • Handling food • Storing food • Basic food hygiene. 	Galashiels
Thursday 8 th September	9am- 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulations) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries. 	Galashiels

Date	Time	Course	Location
Monday 12 th September	9am-1pm	Health and safety in the workplace <ul style="list-style-type: none"> Understanding the importance of health, safety and welfare standards in the workplace Knowing how hazards and risks are controlled in the workplace Being aware of the main causes and effects of poor health and safety at work Understanding how health and safety information is communicated in the workplace. 	Galashiels
Wednesday 14 th September	9.30am-12.30pm	Infection control <ul style="list-style-type: none"> The general principles of infection control How to achieve effective hand hygiene The use of personal protective equipment Dealing with spillages and bodily fluids. 	Galashiels
Friday 16 th September	9am-4pm	Moving and handling <ul style="list-style-type: none"> 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 use of moving and handling equipment. 	Galashiels
Thursday 22 nd September	9.30am-12.30pm	Object handling <ul style="list-style-type: none"> Equipment and safe use Safer principles of object handling. 	Galashiels
Tuesday 27 th September	9.30am-4.30pm	Autism awareness <ul style="list-style-type: none"> What is meant by the term autism How autism affects the lives of people we support Explore ways to support people who have autism. 	Galashiels
Thursday 29 th September	9.30am-4.30pm	Effective participation in meetings <ul style="list-style-type: none"> Understand your role Keys to good presentation Skills to communicate and feed back Self awareness. 	Galashiels
Wednesday 19 th October	1pm-3pm	Advocacy awareness <ul style="list-style-type: none"> Gain a better understanding of advocacy The role of an advocacy worker Client groups When to refer 	Galashiels

(contd.)

Date	Time	Course	Location
Thursday 20 th October	9.30am- 4.30pm	Personal safety <ul style="list-style-type: none"> • Personal safety • Lone working • De-escalation of aggression / violence. 	Galashiels
Monday 24 th October	9am- 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulations) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries. 	Galashiels
Tuesday 1 st November	1pm- 4.30pm	Stroke awareness <ul style="list-style-type: none"> • Causes and different types of stroke • F.A.S.T. - How to recognise the symptoms of stroke • Difficulties faced by those with communication, mobility and sensory issues after a stroke 	Galashiels
Wednesday 2 nd November	9.30am- 4.30pm	Person centred planning <ul style="list-style-type: none"> • Person centred approaches and individualised service delivery • Building the right relationship between service user and service provider • Awareness of theories and skills • Strategies and guidance to help keep the service user at the centre of the planning process. 	Galashiels
Wednesday 9 th November	9am- 4pm	Moving and handling <ul style="list-style-type: none"> • 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 use of moving and handling equipment. 	Galashiels
Tuesday 15 th November	1pm- 4pm	Infection control <ul style="list-style-type: none"> • The general principles of infection control • How to achieve effective hand hygiene • The use of personal protective equipment • Dealing with spillages and bodily fluids. 	Galashiels

Date	Time	Course	Location
Tuesday 6 th December	9.30am- 12.30pm	Introduction to food hygiene <ul style="list-style-type: none"> • Handling food • Storing food • Basic food hygiene. 	Galashiels
Friday 9 th December	9am- 4pm	Moving and handling <ul style="list-style-type: none"> • 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 use of moving and handling equipment. 	Galashiels
Monday 12 th December	9am- 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulations) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries. 	Galashiels



Notes

Mental health and wellbeing

Date	Time	Course	Location
Tuesday 13 th September	9.30am- 12.30pm	Bereavement awareness <ul style="list-style-type: none"> • Models of bereavement • The impact of bereavement. 	Duns
Wednesday 5 th October	9.30am- 12.30pm	Introduction to mindfulness <ul style="list-style-type: none"> • Become more aware of what is happening in the present moment • Techniques for developing this awareness • How being more mindful can help how we think, feel and act. 	Melrose
Thursday 6 th October	1pm- 4pm	Confidence building for volunteers <ul style="list-style-type: none"> • Understanding confidentiality • Understanding your own boundaries • Communication and team work. 	Eyemouth
Monday 17 th October	9.30am- 4.30pm	Working with distress <ul style="list-style-type: none"> • Understanding the triggers for distressed behaviour • Approaches for distressed behaviour • Best practice for responding to distressed behaviour. 	Galashiels
Tuesday 29 th November	9.30am- 4.30pm	Coping with stress <ul style="list-style-type: none"> • Understand stress • Recognise your own stress triggers • Develop coping strategies • New approaches for working actively with our own situations. 	Galashiels

safeTALK

SafeTALK is an alertness training that prepares you, regardless of prior experience or training, to become suicide-alert.

Since its development in 2006, safeTALK has been used in over 20 countries around the world. SafeTALK-trained helpers are an important part of suicide-safer communities, working alongside intervention resources to identify and avert suicide risks.

Key objectives

- Access to support
- TALKsteps: tell, ask, listen and KeepSafe
- Hands-on skills practice and development.

Date	Time	Location
Monday 5 th September	1pm-4pm	Galashiels
Tuesday 25 th October	9.30am-12.30pm	Peebles
Thursday 15 th December	9.30am-12.30pm	Galashiels

Scotland's Mental Health First Aid (SMHFA)

What is Mental Health First Aid?

Mental Health First Aid is the help given to someone experiencing a mental health problem before professional help is obtained. It also helps mental health first aiders to assist those with mental health problems and mental illness, to enable them to get help and to help themselves and to support them in recovery.

What will I learn on the course?

- How to apply the five steps of SMHFA
- How to respond if you believe someone is at risk of suicide
- How to give immediate help until professional help is available
- What to say and do in a crisis
- The importance of good listening skills
- Practice listening and responding
- Understanding recovery from mental health problems
- Understanding the connection between mental health problems and alcohol and drugs
- Understanding the connection between mental health problems and discrimination
- Some basic information about common mental health problems
- Self help information.

The aims of SMHFA are to:

- Preserve life
- Provide help to prevent the mental health problem or crisis developing into a more serious state
- Promote the recovery of good mental health
- Provide comfort to a person experiencing distress
- Promote understanding of mental health issues.

This 2-day course will be held on following dates:

Date	Time	Location
Monday 29 th and Tuesday 30 th August	9.30am – 5pm	Galashiels
Wednesday 23 rd and Thursday 24 th November	9.30am – 5pm	Galashiels

CareNet

BCLN holds regular networking events around the Borders. CareNet events 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 to give updates on initiatives in the care sector. There is also time for attendees to discuss their own organisation's concerns and developments.

The next meeting will take place on Wednesday 7th September from 10am-1pm in Galashiels (venue to be confirmed).

The main topic will be medication.

Tea, coffee and lunch will be provided.

Please book in advance by filling in the booking form, calling **01896 757290** or e-mail **training@borderscarevoice.org.uk**



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 it may be your employer's responsibility to meet your access requirements.
- In some cases, places may be limited to two per organisation.
- People who book on training and do not attend will be charged £25 for half day and £50 for full day sessions, unless Borders Care Learning Network has been given at least seven days' notice.

BOOKING FORM

Course Title	Course Date

YOUR DETAILS

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

Please let us know if you have any access or information 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:

Freepost RSYS-ELYZ-CUAG Borders Care Voice,
Roxburgh House Court, Roxburgh Street, Galashiels TD1 1NY

Call 01896 757290 or e-mail training@borderscarevoice.org.uk





Borders Care Learning Network
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