



Learning Network

# Training Programme

July – September 2024



# About Borders Care Voice Learning Network



The Learning Network is part of Borders Care Voice. We aim 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 specialist training for those working and volunteering in health and social care, and for unpaid carers in the Scottish Borders
- gather intelligence and data on training needs regularly to help to plan training and to support organisations in sharing resources.

Organisations and individuals who do not work or volunteer in health and social care or are not unpaid (family) carers can access our training at cost if places are available (see Page 11). Contact us at [training@borderscarevoice.org.uk](mailto:training@borderscarevoice.org.uk)

## **In-house training**

Places in our programme are initially limited to two per organisation. If you have more members of staff who would benefit from training, talk to us about bringing our training to you. You can commission us to provide courses on a range of care topics – those included in this programme, or others tailor made for your organisation. Commissioned training is available at a reduced rate for members of Borders Care Voice. Please contact us to discuss your training needs.

# About Borders Care Voice



Involving you to improve health and social care

We work with people and providers to promote equality and support change in health and social care. The following [groups for people with lived experience](#), including unpaid carers, meet throughout the year:

- Mental Health and Wellbeing Forum
- Borders Dementia Working Group
- Local Citizens Panels

[Membership of Borders Care Voice](#) is open to any third sector organisation with links to health and social care, and to individuals including people with lived experience and unpaid carers. Benefits of membership are:

- it's free and ongoing
- it helps our sector, and people with lived experience - 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
- discounts on our room hire
- discounts on commissioned training from the Learning Network

## Training & meeting rooms for hire

We have rooms available to rent for training and meetings. The meeting room is £10\* per hour. It can comfortably fit 8 people and has lots of natural light. The training room is £15\* per hour. Depending on layout, it can fit up to 24 people (theatre style), and 14 people (board room) style. We can provide equipment such as laptop and projector and can organise tea and coffee (additional charge applies). \*Members of Borders Care Voice will get 10% discount on the room rates. For more information about becoming a member, please [visit our website](#).

These rooms are on the 3rd floor. In the event of a fire alarm, attendees should be able to safely evacuate the building via the stairs. It is the hirer's responsibility to carry out a personal risk assessment for everyone who may require this support, as well as for the staff or volunteers who may be required to evacuate the premises.

**To find out more about the working groups, membership or hiring rooms, please call 01896 757290 or email [admin@borderscarevoice.org.uk](mailto:admin@borderscarevoice.org.uk)**

# Mental Health training

## Scotland's Mental Health First Aid (SMHFA)

Date	Time	Location
Thursday 15 <sup>th</sup> August & Thursday 22 <sup>nd</sup> August	9.30am-5pm	Duns

This 2-day training course does not train people to be mental health workers. It offers basic general information about mental health problems. The knowledge presented and understanding developed in the course helps to remove stigma and fear and to give confidence in approaching a person in distress.

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. Please note that this course is for those working with adults. There is a [SMHFA Young People's course](#).

[Certificated by Public Health Scotland.](#)

### What you will learn on the course:

- How to apply the 5 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
- Practise 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:

- 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.

## Mental health improvement and suicide prevention

This Informed Level training is the foundation level of the Knowledge and Skills Framework for mental health improvement and prevention of self-harm and suicide prevention, which was co-produced by NHS Health Scotland and NHS Education for Scotland.

The course will be delivered over 2 x 2-hour sessions on Microsoft Teams.

The training is for staff and volunteers in health and social care settings and beyond. It aims to help them develop their abilities in recognising and responding to people they meet who may be in distress and require additional support. It will cover:

- Mental health and how to maintain it
- The factors that can lead to mental distress or mental ill-health
- Having compassionate conversations to support people who are experiencing mental distress and may be suicidal, and help them to seek help
- Suicide prevention.

The Informed Level of the framework highlights the baseline essential knowledge and skills required by all staff working in health and social care to contribute to mental health improvement and the prevention of self-harm and suicide. It also encapsulates most of the wider public health workforce who need to be informed about mental health and be able to respond to someone who is experiencing distress, or mental ill-health, and who might be at risk of self-harm or suicide.

Date	Time	Location
Monday 16 <sup>th</sup> September & Monday 23 <sup>rd</sup> September	10am-noon	Online (Microsoft Teams)

# 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 and their families and carers. It has been designed across four levels.

### Informed Practice Level

Online on Microsoft Teams

Tuesday 2<sup>nd</sup> July, 10am-noon

### Key objectives:

- Common signs and symptoms of dementia
- Individual needs of the person with dementia
- Awareness of the relevant legislation.

### Skilled Practice Level

Online on Microsoft Teams on 5 Wednesdays:

10<sup>th</sup> July, 17<sup>th</sup> July, 31<sup>st</sup> July, 7<sup>th</sup> August, 14<sup>th</sup> August

Each session is from 10am-noon

### **Attendees must have completed the Informed Practice Level to be eligible for the Skilled Practice Level course.**

This 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 are important elements of the training.

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

Dementia – Skilled Practice Level covers these 5 modules:

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.

## Dementia and learning disability

The Scottish Borders Learning Disability Service (LDS) recommends that all care providers' support staff complete this free training. It is delivered by the LDS and not the Learning Network.

### **Aims and objectives:**

- Appreciate the increased risk of dementia in learning disability
- Understand the common signs and symptoms of dementia
- Learn how to communicate effectively with service users with dementia and learning disability
- Learn to provide person centred care for service users with dementia and learning disability, and provide supportive environments
- Learn to formulate stress and distress.

The course is held over seven online modules, which can be completed individually at a time that suits you, and one face to face session on completion of all modules. For information contact the Learning Disability Service [LDS.AdminTasks@borders.scot.nhs.uk](mailto:LDS.AdminTasks@borders.scot.nhs.uk)

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## Adult Support and Protection and Child Protection Training

The Public Protection Committee (PPC) offers free training courses for anyone who works or volunteers with children and adults in the Scottish Borders. You can find out more information about current courses and book a place at the PPC Training Calendar [Public Protection Committee Training](#) If you are unsure which course would be appropriate for you, contact [committee.publicprotection@scotborders.gov.uk](mailto:committee.publicprotection@scotborders.gov.uk) for further information.

Scottish Borders Public Protection Committee is fully committed to ensuring that all workers who come into direct or indirect contact with children, young people or adults have access to learning and development opportunities that give them the appropriate level of knowledge, skills and values needed to carry out their roles and responsibilities in public protection effectively. [Download the Committee's Learning and Development Framework.](#)

## Full training programme

Most courses take place in our dedicated training room in Galashiels but please check location.

Date	Time	Course	Platform
Tuesday 2 <sup>nd</sup> July	10am-noon	<b>Dementia – Informed Practice Level</b> <ul style="list-style-type: none"> <li>• Common signs and symptoms of dementia</li> <li>• Individual needs of the person with dementia</li> <li>• Awareness of the relevant legislation.</li> </ul>	Online (Microsoft Teams)
Tuesday 9 <sup>th</sup> July	10.30am-12.30pm	<b>REHIS Introduction to food hygiene</b> <ul style="list-style-type: none"> <li>• The benefits of high standards of food hygiene</li> <li>• The main requirements of food safety legislation</li> <li>• Causes of food poisoning</li> <li>• How to prevent food poisoning.</li> </ul>	Galashiels
Wednesday 10 <sup>th</sup> July	10am – noon	<b>Dementia – Skilled Practice Level Module 1</b> Understanding dementia	Online (Microsoft Teams)
Tuesday 16 <sup>th</sup> July	9.30am - 4.30pm	<b>Emergency first aid at work</b> <ul style="list-style-type: none"> <li>• Responsibilities and reporting</li> <li>• Dealing with an unresponsive casualty</li> <li>• Resuscitation</li> <li>• Bleeding control</li> <li>• Other first aid scenarios.</li> </ul> <p>This course is assessed by participants practically demonstrating learned techniques. These techniques require a certain amount of strength and dexterity. Minimum requirements for a participant to gain the first aid certificate:</p> <ul style="list-style-type: none"> <li>• Must be able to put a casualty into the recovery position at floor level</li> <li>• Must be able to demonstrate cardiopulmonary resuscitation (CPR) and safe use of an automated external defibrillator (AED) at floor level.</li> </ul> <p>Participants who cannot perform the above can be given a certificate of attendance. Please note the certificate of attendance is not accredited or recognised as a first aid qualification.</p>	Galashiels
Wednesday 17 <sup>th</sup> July	10.00am – noon	<b>Dementia – Skilled Practice Level Module 2</b> Promoting person and family centred care and community connections	Online (Microsoft Teams)



Thursday 18th July	10am-noon* <b>OR</b> 2pm-4pm*	<p><b>Adult support and protection for the social care workforce</b> <b>(Designed by the Public Protection Committee)</b></p> <ul style="list-style-type: none"> <li>• Understand how to recognise signs of potential harm</li> <li>• Know how to respond appropriately to signs of harm</li> <li>• Understand how to record concerns accurately</li> <li>• Know how to report your concerns through appropriate channels</li> <li>• Be aware of responsibilities to children and young people.</li> </ul> <p><b>Please note preferred time on booking form*</b></p>	Online (Microsoft Teams)
Wednesday 31st July	10am – noon	<p><b>Dementia – Skilled Practice Level Module 3</b> Promoting health and wellbeing</p>	Online (Microsoft Teams)
Wednesday 7th August	10am – noon	<p><b>Dementia – Skilled Practice Level Module 4</b> Meeting the needs of the person with dementia who is distressed</p>	Online (Microsoft Teams)
Wednesday 14 <sup>th</sup> August	9am-4pm	<p><b>Moving and handling</b></p> <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 use of moving and handling equipment.</li> </ul>	Galashiels
Wednesday 14 <sup>th</sup> August	10am-noon	<p><b>Dementia – Skilled Practice Level Module 5</b> Supporting and protecting people's rights.</p>	Online (Microsoft Teams)
Thurs 15 <sup>th</sup> Aug & Thurs 22 <sup>nd</sup> Aug	9.30am-5pm	<p><b>Scotland's Mental Health First Aid (see page 4 for full details) <a href="#">Certificated by Public Health Scotland</a></b></p>	Duns
Tuesday 20 <sup>th</sup> August	9.30am-4.30pm	<p><b>Emergency first aid at work</b></p> <ul style="list-style-type: none"> <li>• Responsibilities and reporting</li> <li>• Dealing with an unresponsive casualty</li> <li>• Resuscitation</li> <li>• Bleeding control</li> <li>• Other first aid scenarios.</li> </ul> <p>This course is assessed by participants practically demonstrating learned techniques. These techniques require a certain amount of strength and dexterity. Minimum requirements for a participant to gain the first aid certificate:</p> <ul style="list-style-type: none"> <li>• Must be able to put a casualty into the recovery position at floor level</li> <li>• Must be able to demonstrate cardiopulmonary resuscitation (CPR) and safe use of an automated external defibrillator (AED) at floor level.</li> </ul> <p>Participants who cannot perform the above can be given a certificate of attendance. Please note the certificate of attendance is not accredited or recognised as a first aid qualification.</p>	Galashiels

Tuesday 10 <sup>th</sup> September	9.30am – 12.30pm	<b>Recovery &amp; Me – lived experience recovery from addiction.</b> <ul style="list-style-type: none"> <li>• What is Recovery?</li> <li>• Cycle of Change or process of transition. Includes testimonials from people with lived experience, using the cycle of change as a framework to explain their own recovery</li> <li>• Recovery pathways and methodology – 12 steps abstinence, SMART Recovery, Peer Support.</li> <li>• Recovery Oriented Systems of Care and the role of Recovery Community.</li> </ul>	Galashiels
Monday 16 <sup>th</sup> September & Monday 23 <sup>rd</sup> September	10am- noon	<b>Mental Health improvement &amp; Suicide Prevention</b> (see Page 5 for full details).	Online (Microsoft Teams)
Tuesday 24 <sup>th</sup> September	9.30am- 4.30pm	<b>Health &amp; Safety in the workplace</b> <ul style="list-style-type: none"> <li>• Legislation</li> <li>• Responsibilities of employers and employees</li> <li>• Inspection, rectification notices and penalties</li> <li>• Business policies</li> <li>• Risk assessments</li> <li>• Fire safety</li> <li>• Manual handling</li> <li>• Control of substances hazardous to health (COSHH) Reporting.</li> </ul>	Galashiels

## Conditions of booking

The booking form for all courses can be found at <https://bit.ly/2K3unGL>

Borders Care Voice Learning Network reserves the right to alter the contents or delivery of a course. We reserve the right to cancel any advertised courses. We 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.

Places on a course may be limited to two per organisation. People who book on training and do not attend will be charged £50 for half day training, £100 for full day training and £200 for 2-day training, unless we have received at least 72 hours' notice (Monday to Friday). Failure to pay this invoice may result in your organisation being ineligible to access our courses. Until we have received a booking form, including attendees' names, the places will be open to others. Places are allocated on first come, first serve basis.

All our training courses start promptly at the time stated in the confirmation you will receive after signing up. If you are running late, please inform us as soon as possible. Late arrival may mean you miss too much of the content and won't be eligible to receive a certificate.

### Criteria for access

Our funding allows us to provide **free** training for people who work or volunteer in health and social care, including Personal Assistants, unpaid and family carers, in the Scottish Borders.

If you do not meet our criteria, you can still access our training, if places are available - at a cost:

- £50 for half day training
- £50 for MS Teams training
- £100 for full day training
- £200 for 2-day training.



Involving you to improve  
health and social care

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