



Partnership in Care Training

PaCT Training Programme

2009/2010

...working together, learning together...



Hampshire Care
You're in caring hands



Hampshire Portsmouth Southampton



Hampshire
County Council



Hampshire County Council

Partnership in Care Training

Adult Services

Hampshire County Council

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<http://www.hants.gov.uk/adultsandchildrenstraining-pact>

Enquiries to Hazel Turner

My reference

Direct line 01962 847499

Your reference

Date 26 February 2009

E-mail hazel.turner@hants.gov.uk

Dear colleagues,

Welcome to the 2009/10 training guide for the PaCT programme, developed and managed as a partnership between Adult Services and the private and voluntary care sector.

This year's programme will be influenced by the many changes taking place in social care. These include Personalisation and Self-Directed Support, the Deprivation of Liberty Safeguards, the Dementia Care Strategy and developments in Older Persons' Mental Health and End of Life care. The successful implementation of these changes relies on the continued partnership between Adult Services and the Private and Voluntary care sector. We are therefore committed to supporting workforce development opportunities for our partners in the private and voluntary care sector, working together to ensure high quality social care for the people of Hampshire.

The core programme in this booklet will be expanded and developed over the coming year. An updated brochure will be available for download from our website.
<http://www.hants.gov.uk/adultsandchildrenstraining-pact>

If you have any queries or would like to discuss any of the programme, please do not hesitate to contact Hazel Turner, Learning and Development Adviser (Partnerships & Commissioning), on 01962 847499 or email hazel.turner@hants.gov.uk

Yours sincerely

Gill Duncan

Director of Adult Services



What is PaCT?

Partnership in Care Training (PaCT) is a training and workforce development partnership between Hampshire Adult Services Department and the independent and voluntary sector social care providers it contracts with to provide care services to people in Hampshire. The aim of the PaCT programme is to help providers meet the requirements of the national standards relevant to their business. As part of the PaCT programme, providers have access to a range of short courses which are detailed in this brochure.

Key features of the PaCT programme

- Supports employers to meet the priority areas for learning and development identified in the National Minimum Care Standards.
- Programmes are linked to the relevant national occupational standards, Skills for Care knowledge and skills sets and Common Induction Standards to enhance value to both employer and employee.
- New programmes are developed where there is an identified need and a clear gap in the market.

Contact details

For all booking information and course availability please contact: Claudia Richardson on 01962 845 651 or Sue Laws on 01962 847 250 or email claudia.richardson@hants.gov.uk or susan.laws@hants.gov.uk

For Mental Capacity Act and Deprivation of Liberty Safeguards training information please contact Angharad Knights on 01962 847 242 or email angharad.knights@hants.gov.uk

Course costs

One-day courses require a contribution of £25, which must be received in order to confirm your booking.

The Facilitating Learning, Dementia Train the Trainer and Makaton courses are all two days and therefore cost £50.

The Moving and Handling five-day Train the Trainer course is £200 and the yearly refresher day is £40.

The LDQ is £200 per person.

The Managers Induction Standards, Write a Better Daily Report/Diary, MCA and DOLS courses are all free of charge.



I found the course very informative and interesting.

The pack provided is of great assistance and easy to follow.

Very good course. Thank you 

Eligibility

The programmes are available to all private and voluntary sector care organisations in Hampshire, excluding Portsmouth & Southampton Cities. If you are based in either of the two cities please refer to your local authority contacts below:

Portsmouth

Julie Gauntlett - SCAT-PP

Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
PO1 2EP
Email: - julie.gauntlett@portsmouthcc.gov.uk
Tel: 02392 841190

Southampton

Lesley Watts - VIP

Email: - info@thequinncentre.co.uk
Tel: 02380 717180

Cancellation policy

Please advise us as soon as possible if you are unable to attend a course that you have paid for and reserved a place on. If you cannot attend please try to substitute a colleague from your organisation. There will be no refund or alternative place offered if:

- You do not attend the course
- Cancellation is made under a week before the event

“ **Training makes care more up-to-date and follows national standards** ”

Equal Access to Training

PaCT and Hampshire County Council Adult Services Department are committed to providing equal access to all learning, training and development events.

We aim to promote access to the learning and development opportunities offered by PaCT to the whole social care workforce in Hampshire. We can provide specialist equipment, interpretation and other forms of assistance to course participants. We are able to arrange, for example:

- details of access to training venues
- appropriate seating and room layouts
- handouts in large print or easier to read colours
- electronic copies of course materials
- hearing loop
- interpreter services
- special dietary requirements

Please let us know when you apply for a training course if you have any particular needs or requirements.

If you would like to discuss access and facilities at our training events, please contact a member of the PaCT Team. We are especially interested in new or innovative ideas that will help us achieve equal access to training.

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Safeguarding Adults (Adult Protection)

Managers

A course to help you meet your responsibilities in relation to Adult Protection, whilst enabling you to support and develop good practice within your workplace.

Learning Outcomes

By the end of the course, participants will be able to:

- Identify and describe their roles and responsibilities in relation to 'No Secrets' March 2000 DOH Guidance and Hampshire 'Adult Protection Procedures – Protecting Vulnerable Adults from Abuse'.
- Demonstrate an understanding of the multi-agency process in relation to adult protection.
- Demonstrate a basic understanding of the role of in-house policies and procedures and their contribution to the multi agency adult protection process.

Date & Venue

09 Sep 09 Basingstoke

25 Feb 10 Southampton

Previous level of training required:

Delegates should have an interest in the subject and have responsibility for ensuring services are designed to protect vulnerable adults from harm.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Train the Trainer

This course will provide the knowledge and materials to enable you to deliver basic level safeguarding awareness training to your staff. The course is targeted at staff with a designated responsibility to deliver safeguarding awareness training to their staff.

Learning Outcomes

By the end of the course, participants will have a greater understanding of:

- The Introduction to Safeguarding Adults materials.
- The knowledge, skills and values necessary to deliver this training within their own work setting.

Date & Venue

13 May 09 Eastleigh

01 Oct 09 Southampton

07 Jan 10 Havant

Previous level of training required:

Delegates should have attained a detailed awareness in this subject area before attending.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

“ **Very knowledgeable and easy to understand, very interactive and fun day** ”

Team Medical

Effective Delivery of PaCT Safeguarding Train the Trainer

This course explores different ways that the Safeguarding Train the Trainer pack can be used to pass on the information to your staff. The session will be a chance for delegates to refresh their knowledge on the subject, ask questions and share their experiences of using the material to deliver training sessions.

Learning Outcomes

By the end of the course, participants will:

- Be able to identify a training need effectively
- Have learned to identify appropriate learning pathways for the staff they train
- Be effective in using the PaCT packs more successfully
- Be able to manage learners more effectively
- Be able to deliver the most effective training
- Have had a refresher on legislation and updated their trainer and subject knowledge

Date & Venue

23 Sep 09 Southampton

Previous level of training required:

Delegates must have attended the Safeguarding Adults Train the Trainer course.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

“ **Both trainers were excellent!
An interesting, informative
and enjoyable day** ”

Liaise Loddon Ltd

“ **Very experienced with thorough
knowledge. Interactive delivery
made it easier to stay engaged** ”

Wilverley

Dementia

Managers

This course introduces systems for delivering person-centred care to people with dementia.

Learning Outcomes

On completion of this workshop, participants will have:

- Discussed the role of managers in supporting care staff to work with people with dementia.
- Explored systems used to identify and address the specific needs of people with dementia.
- Explored the content of the Basic Dementia Awareness pack and discussed any issues arising.
- Agreed the underpinning philosophy of practice.
- Acknowledged the need for the supervision and support of staff in the implementation of practice learned from attendance at training.

Date & Venue

04 Nov 09 Eastleigh

Previous level of training required:

Ideally delegates should have some awareness of this subject area before attending.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Train the Trainer

This two-day course is designed to support individual Managers and Supervisors to deliver a basic Dementia Awareness training programme within their own workplace.

Learning Outcomes

On completion of this course, participants will have:

- Explored the theory and evidence-base underpinning the Basic Dementia Awareness Resource.
- Demonstrated personal progression in the development and use of the skills associated with person-centred dementia care.
- Used skills of analysis and evaluation in relation to improving and supporting best practice.
- Identified a range of interventions related to the needs of people with dementia.
- Delivered a short presentation on the role of the Dementia Care Trainer.
- Familiarised themselves with additional educational resources.

Date & Venue

02 Jun & 01 Jul 09 Winchester

21 Oct & 03 Nov 09 Southampton

23 Feb & 16 Mar 10 Havant

Previous level of training required:

Delegates should have a good working knowledge of dementia care.

Price: £50 per person

Timings: 9.30 – 4.30

Lunch will be provided

“ I will now be able to focus the care I give better towards person centred care and help other colleagues gain better understanding ”

Cams Ridge

Reminiscence for Persons with Dementia

Aimed at those who have experience and knowledge of caring for persons with dementia. This one day course will consider the most relevant ways that reminiscence can be used for persons with dementia to improve communication, encourage creativity and value the individuals remaining capacity.

Learning Outcomes

By the end of the day, delegates will have:

- Considered how reminiscence can be an effective intervention.
- Learned to adapt reminiscence to meet the communication needs of a person with dementia.
- Identified criteria when working with individuals, couples & small groups.
- Considered the importance of individuals backgrounds and biographical information.
- Learned how to plan a programme of reminiscence work (planned, spontaneous, life review).
- Considered creative triggers linked to reminiscence themes.
- Considered how to record and evaluate individuals outcomes & delivery of a reminiscence session.

Date & Venue

18 Jun 09 Eastleigh

12 Nov 09 Basingstoke

Previous level of training required:

Persons who have current practical experience and/or good knowledge of caring for persons with dementia. Keen interest in use of reminiscence as a potential communication tool and for improved well-being. This course is not for delegates with no experience of working with persons with dementia.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Planned Activities for Persons with Dementia

Aimed at those who have experience and knowledge of caring for persons with dementia. This one day course will consider the most relevant ways that reminiscence can be used for persons with dementia to improve communication, encourage creativity and value the individuals remaining capacity.

Learning Outcomes

By the end of the day, delegates will have considered:

- How to plan and organise activities appropriate to remaining capacity level of individuals based on the Pool Activity Level (PAL) model.
- How to plan activities to meet individuals cultural interests and past skills.
- Using local community agencies to support, sustain activity and life long learning opportunities.
- Activities for the later stages of dementia.
- The types and range of planned activities.
- How planned activity can be made more engaging & interesting by utilising cognitive, creative, sensory and physical interventions and triggers.
- In small groups, how to plan, discuss and present an activity.
- Teamwork & communication.
- Health & Safety and risk assessments associated with activities.

Date & Venue

13 May 09 Eastleigh

08 Jul 09 Havant

14 Oct 09 Basingstoke

27 Jan 10 Eastleigh

Previous level of training required:

Persons who have current practical experience and/or good knowledge of caring for persons with dementia. Keen interest in and a commitment to delivering a programme of meaningful activities for individuals and within a group setting. This course is not for delegates with no experience of working with persons with dementia.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Medicine Management

Managers

To update and increase knowledge and understanding of the issues relating to medicines

Learning Outcomes

By the end of course, the participants will:

- Be able to develop and implement safe practice.
- Be able to support staff to implement good practice in relation to medication.
- Be able to fulfil the manager's role to meet the National Minimum Standards requirements.
- Understand the importance of up to date policies and accurate record keeping.
- Be aware of the support available for people who self-medicate to enable them to maintain their independence.
- Be able to evaluate the risks involved with medication.

Date & Venue

10 Nov 09 Winchester

02 Feb 10 Basingstoke

Previous level of training required:

Delegates should be in a management position and have some awareness of this subject before attending

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Safe Administration of Medicines

This is a course for care workers, delivered by an experienced pharmacist, to support delegates with the safe administration of medicines. This course is accredited by the College of Pharmacy Practice.

Because of the different challenges in domiciliary and residential care the courses are tailored to the type of provision - please ensure you select the appropriate course.

Learning Outcomes

Delegates on this course will learn:

- The importance of recording and the use of medication administration records
- Safe procedures for handling medicines
- How to administer medicines safely and effectively
- Their role in relation to ordering, collection, storage and disposal of medicines
- A basic understanding of the effects of medication on people, together with the basic side-effects and uses of common medicines
- An understanding of the different formulations of medication
- A recognition of situations that may require emergency administration of preparations
- The importance of risk assessment and how this relates to the individual's care plan
- Managing medication incidents and near-misses

Date & Venue

Care Homes

01 Apr 09 Southampton

21 Apr 09 Basingstoke

10 Jun 09 Havant

09 Sep 09 Winchester

07 Oct 09 Eastleigh

11 Nov 09 Winchester

09 Dec 09 Havant

Domiciliary Care

02 Apr 09 Southampton

13 May 09 Southampton

08 Jul 09 Winchester

08 Oct 09 Eastleigh

13 Jan 10 Havant

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Medicines Administration – Train the Trainer

This course will enable delegates to deliver effective training on Medicines Administration to their own staff. Because of the different challenges in domiciliary and residential care the courses are tailored to the type of provision - please ensure you select the appropriate course.

Learning Outcomes

Delegates will:

- Gain the confidence to train carers in medicines administration
- Be made aware of the responsibilities associated with the training
- Understand the different levels of medicines administration and support
- Be able to use the information provided to train carers in medicines administration
- Understand the limitations and roles of carers in respect to medicines administration
- Understand the need for appropriate policies and procedures within the care setting
- Obtain a basic knowledge about medicines and their side-effects
- Learn where to access help with medicines related issues
- Be able to assess and approve a carer's ability to administer medicines in individual care

Date & Venue

Care Homes

14 Jul 09	Basingstoke
18 Nov 09	Southampton
03 Feb 10	Havant

Domiciliary Care

15 Jul 09	Southampton
19 Nov 09	Eastleigh
04 Feb 10	Havant

Previous level of training required:

Delegates should have attended the Safe Administration of Medicines training before attending the Train the Trainer course.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Domiciliary Care Risk Assessment

Aimed at all managers and staff who undertake risk assessments within a Domiciliary Care environment, as required by Health and Safety Legislation.

Learning Outcomes

By the end of the workshop, participants will be able to:

- Explain employers and employees legal responsibilities regarding risk assessment.
- Describe the principles of risk assessments.
- Explain how risk assessments are applied to domiciliary care.
- Demonstrate active and reactive monitoring methods.
- Complete a risk assessment.
- Plan risk assessment activities based upon the prioritisation of hazards.

Date & Venue

23 Apr 09	Basingstoke
24 Jun 09	Havant
14 Oct 09	Eastleigh
02 Feb 10	Winchester

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Train the Trainer

This 5-day course has been specifically designed to prepare lead individuals to manage and deliver moving and handling of people training programmes within their own organisation. You will cover a range of different topics and will be provided with the training resource material to enable you to deliver both induction and refresher sessions.

Learning Outcomes

On completion of this course, participants will be able to:

- Describe the current legislation and policies in relation to moving and handling people.
- Perform and demonstrate safely the moving and handling techniques taught.
- Relate the principles of manual handling to the biomechanics of the spine.
- Recognise and have strategies to challenge in situations where unsafe and poor handling techniques are observed.
- Understand the prevalence / frequency of back pain and injury and the importance of effective strategies designed to reduce the occurrence in care staff.
- Describe the role of risk assessment.
- Develop skills in teaching practical moving and handling techniques.
- Develop skills to safely and competently deliver a training course.
- Act as a role model and champion within their organisation to promote the benefits of safer manual handling practice.

Date & Venue

5 consecutive days commencing:

20 Apr 09 Winchester

08 Jun 09 Winchester

14 Sep 09 Winchester

09 Nov 09 Winchester

25 Jan 10 Winchester

22 Mar 10 Winchester

Previous level of training required:

Delegates should have attained a detailed awareness in this subject area before attending.

Price: £200 per person

Timings: 9.30 – 4.30

Lunch will be provided

This course will include formal assessment of competence through written examination and short presentation. The course tutor will provide lots of support and guidance throughout the week, but it will be necessary for delegates to undertake some work at home during the course to prepare for the final assessments.

“ I really enjoyed the course and feel supported and enthusiastic to begin training ”

Level 2 Award in Healthier Food and Special Diets

Individuals who plan, prepare and cook for residents and clients within their own care setting would benefit from attending this course. The course demonstrates an individual's ability to understand key nutritional principles and their application to food preparation on a daily basis and longer term menu planning.

Learning Outcomes

By the end of the workshop, participants will be able to:

- Describe and explain nutrition terminology.
- Understand that a nutritionally balanced diet has a positive effect on health.
- Understand the relationship between diet and health - short and long term.
- Appreciate that different groups of people require different diets to suit their needs.
- Understand the guidance available on the recommendations for different groups of people.
- Understand that food processing and manufacturing affects the nutritional content of food.
- Understand food labelling and what it means for menu planning.

Date & Venue

20 May 09 Eastleigh

14 Oct 09 Eastleigh

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Menu Planning for the Care Sector

Residents and clients within care settings often have particular dietary needs and requirements. This course examines the recent thinking about healthy eating and provides managers of the service with practical help to design appropriate menus for different client groups.

Learning Outcomes

By the end of the workshop, participants will be able to:

- Understand the effects of a balanced diet on health & the relationship between diet and health.
- Understand why different types of clients need different diets.
- Understand the needs of different groups of clients e.g. bed-bound etc.
- Understand the importance and meaning of food labelling.
- Design an appropriate series of menus for their particular client group(s).

Date & Venue

09 Jun 09 Eastleigh

18 Nov 09 Southampton

Designed for: Managers of Residential Homes, Nursing Homes and Care Services, Housekeepers and Catering Managers/Supervisors in the Care sector, owners and proprietors of Care services.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Facilitating Learning

This introductory two-day course will involve delegates exploring different ways that they can effectively facilitate learning within their workplace. Some delegates may want to enhance their formal training delivery skills but others may want to explore different methods of delivering and facilitating learning.

Learning Outcomes

By the end of course, the participants will have:

- Experienced training in different situations through action-orientated sessions.
- Experienced specific knowledge regarding learning and training techniques.
- Improved their personal skills to be confident in facilitating learning in their workplace as up-skilled facilitators.
- Shared ideas and tips of their own with other delegates.
- Understood the importance of recognising individual staff learning needs – including learning disabilities.
- Gained practical skills to improve their own performance in their workplace.

Date & Venue

12 & 13 May 09 Southampton

06 & 07 Oct 09 Eastleigh

23 & 24 Feb 10 Southampton

Designed for: Those looking to train or cascade information to staff within their workbase.

Price: £50 per person

Timings: 9.30 – 4.30

Lunch will be provided

“ **Trainer made the class fun – full of energy & enthusiasm. Very knowledgeable and would recommend to others** ”

Enham

“ **Best course I have been on in some time! Fun, info packed and really enjoyable** ”

First Choice

Management Programme

Recruitment & Interviewing

This course will equip delegates with the knowledge to ensure good practice is used in the selection and recruitment of staff. Delegates will be encouraged to evidence their recruitment and selection policies in line with the various national standard requirements in this area.

Learning Outcomes

Delegates will be able to:

- Describe the equalities legislation that impacts on Recruitment and Selection.
- Understand the importance of policies and procedures.
- Review Job Descriptions and Person Specifications.
- Describe ways to find out if the candidate is competent to do the job.
- Practise questioning techniques.

Date & Venue

29 Apr 09 Havant

22 Oct 09 Winchester

10 Feb 10 Eastleigh

Previous level of training required:

For new and experienced managers.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Supervision & Performance Management

To provide delegates with the knowledge and theory underpinning successful performance management in order to improve and maintain a high level of service and to meet good practice guidelines.

Learning Outcomes

Delegates will be able to:

- Describe the benefits of managing performance to the individual, manager and the organisation.
- Analyse the performance management cycle and examine how their organisation currently manages performance.
- Integrate supervision and appraisal into the performance management cycle.
- Identify the skills needed for effective performance management.

Date & Venue

13 May 09 Havant

01 Oct 09 Winchester

17 Nov 09 Basingstoke

03 Mar 10 Winchester

Previous level of training required:

For new and experienced managers.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Managing Poor Performance

To support managers and supervisors to manage staff who are under performing and raise their performance to a satisfactory level.

Learning Outcomes

Delegates will be able to:

- Determine specific performance gaps.
- Describe the role of motivation in performance and plan how to motivate under-performing staff.
- Plan actions and interventions to bridge the performance gap.
- Recognise the point at which the process needs to progress to the formal stages of disciplinary or capability procedures.

Date & Venue

16 Sep 09 Winchester

25 Feb 10 Havant

Previous level of training required:

Must have attended the Supervision and Performance Management course.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Effective Management (for new managers)

A care-specific management course supporting new managers to develop practical skills to enable them to become better managers. The course will include topics such as time management, delegation and assertiveness skills. This course is also suitable for deputy managers and supervisors looking to develop skills that would support a move into a management role in the future.

Learning Outcomes

This course will:

- Improve the manager's confidence in managing staff and workloads.
- Enable managers to develop skills which will improve their effectiveness and their ability to organise their own workload.
- Improve the manager's performance and enable them to be proactive, rather than reactive in their approach.

Date & Venue

07 May 09 Southampton

22 Sep 09 Winchester

03 Nov 09 Winchester

04 Feb 10 Havant

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Leadership in Care

A care-specific management course aiming to support managers to develop the skills needed to move their organisation forward. The course includes topics such as leadership, team building, motivation, change and conflict. This is a practical, hands-on course where any theory is related to practice.

Learning Outcomes

Participants will:

- Develop skills to ensure that their team perform effectively and meet the required business outcomes.
- Gain skills that enable managers to become better leaders and be able to provide direction to their teams.

Date & Venue

19 May 09 Winchester

15 Sep 09 Havant

24 Nov 09 Eastleigh

18 Mar 10 Basingstoke

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Managers' Induction Standards

The social care management induction standards have been developed by Skills for Care to meet an identified gap in supporting current, new and aspiring managers. The induction standards set out what a manager needs to know and understand when taking on this role. This is a half day course.

Learning Outcomes

By the end of the workshop participants will have:

- Discussed all six induction standards and considered the outcomes for each standard
- Looked at ways of providing evidence to confirm knowledge and understanding of the standards
- Considered how the standards can be used, who the standards are for and timescales for completion

Date & Venue

13 May 09 Basingstoke

18 May 09 Havant

Previous level of training required:

New or aspiring managers but would also be useful for current managers.

Price: Free

Timings: 9.30 – 12.30

Managers' Development Days

PaCT will be offering more Managers' Development Days in 2009/10. These days will provide an opportunity for you to network with other managers and provide evidence for your Continual Professional Development, as required by CSCI.

More information will be provided on the content of these courses nearer the time. If you would like to discuss any of these courses further, please call Hazel Turner on 01962 847 499 or email hazel.turner@hants.gov.uk

The Managers' Development Days will take place on the following dates:

29 Jun 09

15 Oct 09

09 Feb 10

“ Increased my knowledge and understanding of topics, which can be used to improve service ”

Care Planning

Care Planning - Managers

Care Planning should be a key feature in every care setting, used to facilitate high quality care that meets the needs of the individual. This workshop explores the stages of care planning, from pre-admission to implementation, and looks at identification of needs, recording outcomes and reviewing progress. The course will encourage sharing of practice from participants and consideration of principles of good practice.

Learning Outcomes

By the end of the workshop, participants will have:

- Considered the principles of care planning, including legal aspects and national directions
- Looked at the benefits of quality care planning
- Looked at SMART outcomes for producing care plans
- Looked at stages from pre-admission through the review of care plan
- Considered the importance of risk assessments and care planning
- Explored how reviews are fed into care planning on a daily / monthly / planned basis

Date & Venue

29 Apr 09 Basingstoke

30 Apr 09 Havant

Designed for:

Managers wanting to improve the structure and content of care plans.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Write a Better Daily Report/Diary

This is a three-day course for anyone involved with writing, managing, supervising, evaluating or processing Care Reports. Delegates will practice and find new ways of explaining daily events more effectively. The course looks at ways to improve spelling and sentence writing and participants will look at a variety of relevant words and phrases to make their writing clear to all care plan readers.

Date & Venue

To be confirmed – please contact us for further information.

Pre-requisites:

Please note that to attend this course:

- you must have been resident within the EU for a minimum of 3 years and;
- you must NOT have achieved a pass (grade C or above) in English Language at GCSE or O Level, or hold a Level 2 Literacy qualification.

Price: Free

Lunch will be provided

“ **The trainer interacts with everyone and makes the topic fun whilst delivering the facts and extra items of interest** ”

Langdale Nursing Home

Mental Capacity Act / Deprivation of Liberty Safeguards

Managers' Briefing

Managers' Briefings are designed to help you, as senior staff, think through what impact the Mental Capacity Act (MCA) and the Deprivation of Liberty Safeguards (DOLS) will have on service users, staff, policies, procedures and working practices. All delegates on the Managers' Briefing will receive a free copy of the MCA and DOLS Codes of Practice.

Learning Outcomes

By the end of the session participants will:

- Understand the purpose of the Mental Capacity Act
- Be able to support the implementation of the MCA Five Statutory Principles in practice
- Understand how to provide evidence of an assessment of capacity and a best interests decision
- Be able to develop practices, procedures and care plans in order to avoid unnecessary deprivations of liberty
- Be able to identify residents/patients who are at risk of being deprived of their liberty and how to obtain formal authorisation
- Be able to take action to safeguard patients and minimise risk

Date & Venue

21 May 09	Fareham
17 Jun 09	Basingstoke
14 Jul 09	Winchester
14 Sep 09	Eastleigh
30 Sep 09	Southampton
22 Oct 09	Winchester
17 Nov 09	Fareham
26 Jan 10	Basingstoke
11 Feb 10	Eastleigh
10 Mar 10	Southampton

Price: Free

Timings: 9.30 – 4.30

Lunch will be provided

Train the Trainer

This course will provide the knowledge and materials to enable you to deliver basic level Mental Capacity Act and Deprivation of Liberty Safeguards awareness training to your staff.

Learning Outcomes

By the end of the session participants will:

- Understand their own needs and responsibilities with regard to the Mental Capacity Act and the Deprivation of Liberty Safeguards
- Gain knowledge and skills to be able to brief staff on how to;
 - Understand their own responsibility in complying with the Act and the Safeguards
 - Demonstrate an awareness of the Five Statutory Principles
 - Understand the key elements of when and how to assess capacity
 - Understand when and how to make a best interests decision
 - Recognise a potential deprivation of liberty

Date & Venue

08 Apr 09	Winchester
16 Jun 09	Eastleigh
09 Sep 09	Fareham
04 Nov 09	Eastleigh
14 Jan 10	Winchester
24 Feb 10	Fareham

Price: Free

Timings: 9.30 – 4.30

Lunch will be provided

Deprivation of Liberty Safeguards - Detailed Awareness

From April 2009, Registered Managers have a legal duty to ensure they can identify a potential deprivation of liberty, take action to avoid it and, where necessary, seek authorisation under the joint Local Authority/PCT procedures. To attend this course you will need to have a good understanding of the Mental Capacity Act. If you have not already completed either an MCA Train the Trainer, MCA Managers' Briefing or attended an MCA briefing run by a colleague who has attended the Train the Trainer, you are strongly advised to do so before attending this session. This session is now also available to deputy managers.

Learning Outcomes

By the end of the session participants will:

- Understand what 'deprivation of liberty' means and how it relates to the Mental Capacity Act.
- Be able to identify residents/patients who are at risk of being deprived of their liberty.
- Be able to develop practices, procedures and care plans in order to avoid unnecessary deprivations of liberty.
- Know how to obtain formal authorisation for a resident/patient to be deprived of their liberty where this is believed to be in their best interests.
- Understand what action to take if they think a patient/resident may be being deprived of their liberty unlawfully (i.e. no authorisation exists).

Date & Venue

23 Apr 09	9.30am-12.30pm 1.30pm-4.30pm	Basingstoke Basingstoke
26 May 09	9.30am-12.30pm 1.30pm-4.30pm	Winchester Winchester
23 Jun 09	9.30am-12.30pm 1.30pm-4.30pm	Eastleigh Eastleigh
15 Sep 09	9.30am-12.30pm 1.30pm-4.30pm	Southampton Southampton
07 Oct 09	9.30am-12.30pm 1.30pm-4.30pm	Basingstoke Basingstoke

Price: Free

Timings: There are two sessions each day

9:30am - 12:30pm (AM Session)

1:30pm - 4:30pm (PM Session)

All delegates will receive a copy of the DOLS Code of Practice.

“ The opportunity to debate issues
was most valuable ”

Westacre

“ Trainer was very
well-versed in the topic ”

Community Integrated Care

Learning Disability Programme

Developing a Detailed Awareness of Working with People with a Learning Disability

This course will give participants the opportunity to develop a detailed awareness of the knowledge and skills required to provide positive and effective support for people who have a learning disability.

Learning Outcomes

At the end of the course participants will be able to:

- Discuss the fundamental principles required to provide a person-centred approach to working with people with a learning disability.
- Demonstrate an understanding of the possible causes of a learning disability.
- Discuss the label 'learning disability' in terms of beliefs, values and attitudes.
- Discuss the principles of promoting and maintaining Choice, Independence, Inclusion and Control in the lives of people with a learning disability.
- Demonstrate an understanding of positive support and intervention.
- Demonstrate an understanding of effective communication in practice.
- Demonstrate insight into developing person-centred plans of support/care for people with a learning disability.

Date & Venue

15 Jul 09	Havant
07 Oct 09	Winchester
20 Jan 10	Eastleigh

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Autism Awareness – Assessment, Behaviour and Communication

This course will provide participants with an understanding of how to support people, on the autistic spectrum, with communication, learning and behaviour. It looks at what autism means in terms of an individual's life experiences and gives an insight into the complexities of autism.

Learning Outcomes

On this course delegates will:

- Gain knowledge of current research in Autistic Spectrum Disorder (ASD).
- Learn what ASD is and how it may present itself.
- Look at how autism is diagnosed and experience an assessment.
- Be made aware of effective ways of communicating with people with ASD and understand why structure is so important.
- Look at how to reduce behavioural communication through structured strategies.
- Learn how to set realistic and achievable learning outcomes for individuals with ASD.

Date & Venue

To be confirmed – please contact us for further information.

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Learning Disability Programme - continued

Behavioural Challenges

This is an introductory course suitable for anyone working with adults with a learning disability.

Learning Outcomes

On this course you will:

- Learn to recognise the issues in defining behavioural challenges.
- Identify factors which contribute to behaviours that challenge individuals and the services they receive.
- Recognise the links between behaviour that challenges and how a person with a learning disability may communicate.
- Discuss the influence of interpersonal skills, past experiences, power relationships and environments on behaviour.

Date & Venue

10 Nov 09	Basingstoke
13 Jan 10	Southampton
22 Feb 10	Winchester

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Consent and Capacity – Working with the Mental Capacity Act

This course will raise people's awareness and understanding of consent and capacity issues within learning disability services. It will cover such areas as the definition of consent and capacity, seeking consent, links to practice and the Mental Capacity Act.

Learning Outcomes

By the end of this course, participants will:

- Understand the key provisions of the Mental Capacity Act, having explored the legal framework around decision making in health and social care settings.
- Have learned how to apply the Five Statutory Principles in practice, how to make assessments (judgements) about capacity where necessary, and how to record them.
- Understand the tensions between a person's right to make their own decisions and a worker's 'duty of care'.
- Understand how to make a best interests decision.
- Have explored how capacity can guide which key approach to use when managing a behaviour crisis (direction, education, structure, emotional support).

Date & Venue

17 Jun 09	Havant
21 Oct 09	Basingstoke
3 Feb 10	Eastleigh

Price: £25 per person

Timings: 9.30 – 4.30

Lunch will be provided

Makaton – Beginners' Workshop

This two-day course is recommended for carers and workers who need to use Makaton at home and in their work to promote effective communication with individuals whose preferred form of communication is Makaton. It provides an introduction to the signs and symbols used within Makaton, concentrating on completion of stages 1-4, plus some additional signs to help in practical situations.

Learning Outcomes

On this course, participants will:

- Gain an understanding of the principles of Makaton.
- Sign Core Vocabulary Stages 1-4 and additional signs.
- Identify when Makaton symbols can be used to communicate with individuals.
- Identify methods for implementing Makaton with service users.

Date & Venue

02 & 09 Jun 09	Basingstoke
06 & 13 Oct 09	Southampton
02 & 09 Feb 10	Havant

Price: £50 per person

Timings: 9.30 – 4.30

Lunch will be provided

Learning Disability Qualification (LDQ)

The LDQ is a compulsory induction programme for all staff working in this area.

This course requires the completion of four consecutive units. It is offered on a 12 week roll on/roll off approach, meaning you can start with any unit. Each unit will include workshops covering the underpinning knowledge.

There is a requirement for pre-course work to be done before starting this qualification.

- 201 - Principles of Learning Disability Support
- 202 - Your Role as a Learning Disability Worker
- 203 - Health and Safety in a Learning Disability Service
- 204 - Protecting People who have Learning Disabilities from Abuse

All units will take place at the University of Winchester.

01 Apr 09	Unit 201
15 Apr 09	Unit 202
29 Apr 09	Unit 203
13 May 09	Unit 204
03 Jun 09	Unit 201
17 Jun 09	Unit 202
01 Jul 09	Unit 203
15 Jul 09	Unit 204

Price: £200 per person

Courses coming soon

We hope to be offering places on the courses listed below in the coming year. If you would like to discuss any of these courses please contact Hazel Turner on 01962 847 499 or email hazel.turner@hants.gov.uk

Understanding Diabetes

Working with People Affected by Stroke

Palliative Care

Loss and Bereavement

Continence Awareness

Tissue Viability

Arthritis Awareness

An Introduction to Motor Neurone Disease

An Introduction to Multiple Sclerosis

Understanding of Spinal Injury

PaCT training course booking form 2009-2010



Name of Home / Care Agency _____

Address (PaCT training is only available for organisations working within Hampshire)

Postcode _____

E-mail _____

Joining instructions will be sent to you 3 weeks before the course date. Please make sure you are able to receive emails at the address provided.

Telephone Number _____ Fax Number _____

Preferred method of contact (for confirmation, joining instructions etc) E-mail Mail Fax

Type of service provided (please tick as appropriate)

Domiciliary Residential care Mental Health Nursing care
Learning Disabilities Voluntary Sector Other

Name of Delegate (**please complete one form for each delegate**, feel free to copy this form)

Job Title/Role _____

Please briefly describe any previous training you have had on this subject and which level you have attained, e.g. basic or detailed awareness:

Please give details of any dietary needs: _____

Contact details (if different from above, for correspondence)

Address _____

Postcode _____

E-mail _____

Telephone Number _____ Fax Number _____

This information is collected for the purpose of administration of course bookings and for statistical analysis. Data is stored electronically, is confidential and will not be shared with anyone outside of Hampshire County Council.

PLEASE PHOTOCOPY AND COMPLETE ONE FORM FOR EACH DELEGATE

Training course dates

Course	Date	Location	Venue	Please tick
Behavioural Challenges (LD)	10 Nov 09	Basingstoke	BGC	<input type="checkbox"/>
Behavioural Challenges (LD)	13 Jan 10	Southampton	EP	<input type="checkbox"/>
Behavioural Challenges (LD)	22 Feb 10	Winchester	PCW	<input type="checkbox"/>
Consent & Capacity (LD)	17 Jun 09	Havant	HCO	<input type="checkbox"/>
Consent & Capacity (LD)	21 Oct 09	Basingstoke	BGC	<input type="checkbox"/>
Consent & Capacity (LD)	03 Feb 10	Eastleigh	WP	<input type="checkbox"/>
Care Planning – Managers	29 Apr 09	Basingstoke	BGC	<input type="checkbox"/>
Care Planning – Managers	30 Apr 09	Havant	HCO	<input type="checkbox"/>
Dementia Train the Trainer (2 part course)	02 Jun 09 & 01 Jul 09	Winchester	PCW	<input type="checkbox"/>
Dementia Train the Trainer (2 part course)	21 Oct 09 & 03 Nov 09	Southampton	EP	<input type="checkbox"/>
Dementia Train the Trainer (2 part course)	23 Feb 10 & 16 Mar 10	Havant	HCO	<input type="checkbox"/>
Dementia – Managers	04 Nov 09	Eastleigh	WP	<input type="checkbox"/>
Deprivation of Liberty Safeguards (Half Day)	23 Apr 09	Basingstoke	BGC	<input type="checkbox"/>
Deprivation of Liberty Safeguards (Half Day)	26 May 09	Winchester	PCW	<input type="checkbox"/>
Deprivation of Liberty Safeguards (Half Day)	23 Jun 09	Eastleigh	WP	<input type="checkbox"/>
Deprivation of Liberty Safeguards (Half Day)	15 Sep 09	Southampton	EP	<input type="checkbox"/>
Deprivation of Liberty Safeguards (Half Day)	07 Oct 09	Basingstoke	BGC	<input type="checkbox"/>
Developing a Detailed Awareness of Working with People with Learning Disabilities (LD)	15 Jul 09	Havant	HCO	<input type="checkbox"/>
Developing a Detailed Awareness of Working with People with Learning Disabilities (LD)	07 Oct 09	Winchester	PCW	<input type="checkbox"/>
Developing a Detailed Awareness of Working with People with Learning Disabilities (LD)	20 Jan 10	Eastleigh	WP	<input type="checkbox"/>
Dom Care Risk Assessment	23 Apr 09	Basingstoke	BGC	<input type="checkbox"/>
Dom Care Risk Assessment	24 Jun 09	Havant	HCO	<input type="checkbox"/>
Dom Care Risk Assessment	14 Oct 09	Eastleigh	WP	<input type="checkbox"/>
Dom Care Risk Assessment	02 Feb 10	Winchester	PCW	<input type="checkbox"/>
Effective Delivery of PaCT Safeguarding Train the Trainer	23 Sep 09	Southampton	EP	<input type="checkbox"/>
Effective Management	07 May 09	Southampton	EP	<input type="checkbox"/>
Effective Management	22 Sep 09	Winchester	PCW	<input type="checkbox"/>
Effective Management	03 Nov 09	Winchester	PCW	<input type="checkbox"/>
Effective Management	04 Feb 10	Havant	HCO	<input type="checkbox"/>
Facilitating Learning (2 days)	12/13 May 09	Southampton	EP	<input type="checkbox"/>
Facilitating Learning (2 days)	06/07 Oct 09	Eastleigh	WP	<input type="checkbox"/>
Facilitating Learning (2 days)	23/24 Feb 10	Southampton	EP	<input type="checkbox"/>
Healthier Foods & Special Diets Level 2	20 May 09	Eastleigh	WP	<input type="checkbox"/>
Healthier Foods & Special Diets Level 2	14 Oct 09	Eastleigh	WP	<input type="checkbox"/>
Leadership in Care	19 May 09	Winchester	PCW	<input type="checkbox"/>
Leadership in Care	15 Sep 09	Havant	HCO	<input type="checkbox"/>
Leadership in Care	24 Nov 09	Eastleigh	WP	<input type="checkbox"/>
Leadership in Care	18 Mar 10	Basingstoke	BGC	<input type="checkbox"/>

Training course dates

Course	Date	Location	Venue	Please tick
Makaton – Beginners Workshop (LD) (2 part course)	02/09 Jun 09	Basingstoke	BGC	<input type="checkbox"/>
Makaton – Beginners Workshop (LD) (2 part course)	06/13 Oct 09	Southampton	EP	<input type="checkbox"/>
Makaton – Beginners Workshop (LD) (2 part course)	02/09 Feb 10	Havant	HCO	<input type="checkbox"/>
Managers Development Day	29 Jun 09	Winchester	PCW	<input type="checkbox"/>
Managers Development Day	15 Oct 09	Winchester	PCW	<input type="checkbox"/>
Managers Development Day	09 Feb 10	Winchester	PCW	<input type="checkbox"/>
Managers Induction Standards (1/2 day)	13 May 09	Basingstoke	BGC	<input type="checkbox"/>
Managers Induction Standards (1/2 day)	18 May 09	Havant	HCO	<input type="checkbox"/>
Managing Poor Performance	16 Sep 09	Winchester	PCW	<input type="checkbox"/>
Managing Poor Performance	25 Feb 10	Havant	HCO	<input type="checkbox"/>
Managing Safely (Safeguarding Adults)	09 Sep 09	Basingstoke	BGC	<input type="checkbox"/>
Managing Safely (Safeguarding Adults)	25 Feb 10	Southampton	EP	<input type="checkbox"/>
MCA & DOLS Managers Briefing	21 May 09	Fareham	SS	<input type="checkbox"/>
MCA & DOLS Managers Briefing	17 Jun 09	Basingstoke	BGC	<input type="checkbox"/>
MCA & DOLS Managers Briefing	14 Jul 09	Winchester	PCW	<input type="checkbox"/>
MCA & DOLS Managers Briefing	14 Sep 09	Eastleigh	WP	<input type="checkbox"/>
MCA & DOLS Managers Briefing	30 Sep 09	Southampton	EP	<input type="checkbox"/>
MCA & DOLS Managers Briefing	22 Oct 09	Winchester	PCW	<input type="checkbox"/>
MCA & DOLS Managers Briefing	17 Nov 09	Fareham	SS	<input type="checkbox"/>
MCA & DOLS Managers Briefing	26 Jan 10	Basingstoke	BGC	<input type="checkbox"/>
MCA & DOLS Managers Briefing	11 Feb 10	Eastleigh	WP	<input type="checkbox"/>
MCA & DOLS Managers Briefing	10 Mar 10	Southampton	EP	<input type="checkbox"/>
Mental Capacity Act & DOLS Train the Trainer	08 Apr 09	Winchester	PCW	<input type="checkbox"/>
Mental Capacity Act & DOLS Train the Trainer	16 Jun 09	Eastleigh	WP	<input type="checkbox"/>
Mental Capacity Act & DOLS Train the Trainer	09 Sep 09	Fareham	SS	<input type="checkbox"/>
Mental Capacity Act & DOLS Train the Trainer	04 Nov 09	Eastleigh	WP	<input type="checkbox"/>
Mental Capacity Act & DOLS Train the Trainer	14 Jan 10	Winchester	WFC	<input type="checkbox"/>
Mental Capacity Act & DOLS Train the Trainer	24 Feb 10	Fareham	SS	<input type="checkbox"/>
Medicine Management (Managers)	10 Nov 09	Winchester	PCW	<input type="checkbox"/>
Medicine Management (Managers)	02 Feb 10	Basingstoke	BGC	<input type="checkbox"/>
Medicines Admin Train the Trainer (Care Homes)*	14 Jul 09	Basingstoke	BGC	<input type="checkbox"/>
Medicines Admin Train the Trainer (Care Homes)*	18 Nov 09	Southampton	EP	<input type="checkbox"/>
Medicines Admin Train the Trainer (Care Homes)*	03 Feb 10	Havant	HCO	<input type="checkbox"/>
Medicines Admin Train the Trainer (Dom Care)*	15 Jul 09	Southampton	EP	<input type="checkbox"/>
Medicines Admin Train the Trainer (Dom Care)*	19 Nov 09	Eastleigh	WP	<input type="checkbox"/>
Medicines Admin Train the Trainer (Dom Care)*	04 Feb 10	Havant	HCO	<input type="checkbox"/>
Menu Planning for the Care Sector	09 Jun 09	Eastleigh	WP	<input type="checkbox"/>
Menu Planning for the Care Sector	18 Nov 09	Southampton	EP	<input type="checkbox"/>
Moving & Handling – Train the Trainer (5 days)	20 Apr 09	Winchester	HLC	<input type="checkbox"/>
Moving & Handling – Train the Trainer (5 days)	08 Jun 09	Winchester	HLC	<input type="checkbox"/>
Moving & Handling – Train the Trainer (5 days)	14 Sep 09	Winchester	HLC	<input type="checkbox"/>
Moving & Handling – Train the Trainer (5 days)	09 Nov 09	Winchester	HLC	<input type="checkbox"/>
Moving & Handling – Train the Trainer (5 days)	25 Jan 10	Winchester	HLC	<input type="checkbox"/>
Moving & Handling – Train the Trainer (5 days)	22 Mar 10	Winchester	HLC	<input type="checkbox"/>

Venues

Course	Date	Location	Venue	Please tick
Performance Management	13 May 09	Havant	HCO	<input type="checkbox"/>
Performance Management	01 Oct 09	Winchester	PCW	<input type="checkbox"/>
Performance Management	17 Nov 09	Basingstoke	BGC	<input type="checkbox"/>
Performance Management	03 Mar 10	Winchester	PCW	<input type="checkbox"/>
Planned Activities for Persons with Dementia	13 May 09	Eastleigh	WP	<input type="checkbox"/>
Planned Activities for Persons with Dementia	08 Jul 09	Havant	HCO	<input type="checkbox"/>
Planned Activities for Persons with Dementia	14 Oct 09	Basingstoke	BGC	<input type="checkbox"/>
Planned Activities for Persons with Dementia	27 Jan 10	Eastleigh	WP	<input type="checkbox"/>
Recruitment & Selection	29 Apr 09	Havant	HCO	<input type="checkbox"/>
Recruitment & Selection	22 Oct 09	Winchester	PCW	<input type="checkbox"/>
Recruitment & Selection	10 Feb 10	Eastleigh	WP	<input type="checkbox"/>
Reminiscence for Persons with Dementia	18 Jun 09	Eastleigh	WP	<input type="checkbox"/>
Reminiscence for Persons with Dementia	12 Nov 09	Basingstoke	BGC	<input type="checkbox"/>
Safe Administration of Medicines (Care Homes)	01 Apr 09	Southampton	EP	<input type="checkbox"/>
Safe Administration of Medicines (Dom Care)	02 Apr 09	Southampton	EP	<input type="checkbox"/>
Safe Administration of Medicines (Care Homes)	21 Apr 09	Basingstoke	BGC	<input type="checkbox"/>
Safe Administration of Medicines (Dom Care)	13 May 09	Southampton	EP	<input type="checkbox"/>
Safe Administration of Medicines (Care Homes)	10 Jun 09	Havant	HCO	<input type="checkbox"/>
Safe Administration of Medicines (Dom Care)	08 Jul 09	Winchester	I	<input type="checkbox"/>
Safe Administration of Medicines (Care Homes)	09 Sep 09	Winchester	PCW	<input type="checkbox"/>
Safe Administration of Medicines (Care Homes)	07 Oct 09	Eastleigh	WP	<input type="checkbox"/>
Safe Administration of Medicines (Dom Care)	08 Oct 09	Eastleigh	WP	<input type="checkbox"/>
Safe Administration of Medicines (Care Homes)	11 Nov 09	Winchester	PCW	<input type="checkbox"/>
Safe Administration of Medicines (Care Homes)	09 Dec 09	Havant	HCO	<input type="checkbox"/>
Safe Administration of Medicines (Dom Care)	13 Jan 10	Havant	HCO	<input type="checkbox"/>
Safeguarding Adults – Train the Trainer	13 May 09	Eastleigh	WP	<input type="checkbox"/>
Safeguarding Adults – Train the Trainer	01 Oct 09	Southampton	EP	<input type="checkbox"/>
Safeguarding Adults – Train the Trainer	07 Jan 10	Havant	HCO	<input type="checkbox"/>

*Please note that it is a pre-requisite of this course that you have first attended the Safe Administration of Medicines course.

Courses marked (LD) are part of the PaCT Learning Disability Programme and are aimed specifically at staff working within learning disability provider services.

How to book:

1. Decide on the type of course you need. Please note that if you are attending a managers level course in any subject area it is important that you are working in a supervisory/managerial role.
2. Choose your preferred date and venue (see notes) and tick the relevant box – one booking form per delegate.
3. Return form to the address below with correct payment (cheques only please – payable to Hampshire County Council).

Costs:

Each one-day course requires a contribution of £25 per head, except: Moving & Handling Train the Trainer - £200 (5 days), Facilitating Learning, Dementia Train the Trainer and Makaton - £50 (2 days), Managers' Induction Standards, Write a Better Daily Report/Diary and Mental Capacity Act and Deprivation of Liberty Safeguards (Free).

PaCT, Hampshire County Council, Trafalgar House, The Castle, Winchester, SO23 8UQ

Venue Code	Name	Address	Telephone
WP	Wells Place	Wells Place Centre Ltd Eastleigh Baptist Church Wells Place, Eastleigh, SO50 5LJ	02380 613 210 Contact: Linda or Gill
BGC	Basingstoke Golf Club	Kempshott Park Kempshott, Basingstoke RG23 7LP	01256 465 990 Contact: Tracey Southern
EP	Eastpoint Centre	Burgoyne Road Southampton SO19 6PB	02380 489 200 Contact: Karen or Hayley
HCO	Havant Civic Offices	Civic Centre Road Havant PO9 2AX	02392 446 646 Contact: Neill Payne
I	INTECH	Telegraph Way Winchester SO21 1HX	01962 891 904 Contact: Tracie Murphy
PCW	Professional Centre Winchester	Falcon House Romsey Road Winchester SO22 5PL	01962 874800 Contact: Linda or Genna
WFC	Winchester Family Church	Winchester Family Church Stanmore Lane SO22 4BT	01962 840800 Contact: Lois Hanscomb
SS	Start	25 Barnes Wallis Road Segensworth East PO15 5TT	01489 889804 Contact: Lianne Burden
HLC	Hampshire Learning Centre	Capitol House 12-13 Bridge St Winchester SO23 0HL	01962 826046 Contact: Kathryn Perdue

Please answer the following questions to help us improve our service:

1. Are you? Female Male

2. How would you best describe your ethnic origin?

[a] White

- 1 British
- 2 Irish
- 3 Any other White background
(please write in below)

[b] Mixed

- 1 White & Black Caribbean
- 2 White & Black African
- 3 White & Asian
- 4 Any other mixed background
(please write in below)

[c] Asian & Asian British

- 1 Indian
- 2 Pakistani
- 3 Bangladeshi
- 4 Any other Asian background
(please write in below)

[d] Black or Black British

- 1 Caribbean
- 2 African
- 3 Any other Black background
(please write in below)

[e] Chinese/Other Ethnic Group

- 1 Chinese
- 2 Any Other Ethnic group
(please write in below)

[f] Not stated

- 1 Not stated

3. The Disability Discrimination Act (1995) defines a disabled person as:

'a person who has or has had in the past a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities'.

Under this definition, do you consider yourself to be disabled?

Yes No

Learning Disability Qualification booking form



Name of Home / Care Agency _____

Address (PaCT training is only available for organisations working within Hampshire)

Postcode _____

E-mail _____

Joining instructions will be sent to you 3 weeks before the course date. Please make sure you are able to receive email at the address you provide and that the email is checked regularly.

Telephone Number _____ Fax Number _____

Preferred method of contact (for confirmation, joining instructions etc) E-mail Mail Fax

Type of service provided (please tick as appropriate)

Domiciliary Residential care Mental Health Nursing care
Learning Disabilities Voluntary Sector Other

Name of Delegate (**please complete one form for each delegate**, feel free to copy this form)

Job Title/Role _____

Please briefly describe any previous training you have had on this subject and which level you have attained, e.g. basic or detailed awareness:

Please give details of any dietary needs: _____

Contact details (if different from above, for correspondence)

Address _____

Postcode _____

E-mail _____

Telephone Number _____ Fax Number _____

This information is collected for the purpose of administration of course bookings and for statistical analysis. Data is stored electronically, is confidential and will not be shared with anyone outside of Hampshire County Council.

PLEASE PHOTOCOPY AND COMPLETE ONE FORM FOR EACH DELEGATE

Learning Disability Qualification

This course is run at Winchester University and requires the completion of four consecutive units. The course is offered on a 12 week roll on/roll off approach, therefore meaning you can start with any unit.

Course Unit	Date	Please tick which four consecutive units you wish to attend
201 Principles of Learning Disability Support	01 Apr 09	<input type="checkbox"/>
202 Your role as a Learning Disability Worker	15 Apr 09	<input type="checkbox"/>
203 Health and safety in a Learning Disability Service	29 Apr 09	<input type="checkbox"/>
204 Protecting People who have Learning Disabilities from Abuse	13 May 09	<input type="checkbox"/>
201 Principles of Learning Disability Support	03 Jun 09	<input type="checkbox"/>
202 Your role as a Learning Disability Worker	17 Jun 09	<input type="checkbox"/>
203 Health and safety in a Learning Disability Service	01 Jul 09	<input type="checkbox"/>
204 Protecting People who have Learning Disabilities from Abuse	15 Jul 09	<input type="checkbox"/>

Additional information required for LDQ only

Date of Birth

Name of LDQ Mentor

How to book:

1. Choose which four consecutive units you wish to attend.
2. Tick the relevant boxes and complete the front page of the form, and return it to the address below with correct payment (cheques only please – payable to Hampshire County Council).
3. Once a booking form and payment are received we will confirm your booking.

Costs:

The total cost for all four units is £200.

Please complete one form for each delegate, marking your course selection, then send with your cheque to:

**Sue Laws, Project Support Officer, PaCT,
Trafalgar House, The Castle Winchester, SO23 8UQ**

Learning Disability Qualification

Please answer the following questions to help us improve our service:

1. Are you? Female Male

2. How would you best describe your ethnic origin?

[a] White

1 British

2 Irish

3 Any other White background
(please write in below)

[b] Mixed

1 White & Black Caribbean

2 White & Black African

3 White & Asian

4 Any other mixed background
(please write in below)

[c] Asian & Asian British

1 Indian

2 Pakistani

3 Bangladeshi

4 Any other Asian background
(please write in below)

[d] Black or Black British

1 Caribbean

2 African

3 Any other Black background
(please write in below)

[e] Chinese/Other Ethnic Group

1 Chinese

2 Any Other Ethnic group

(please write in below)

[f] Not stated

1 Not stated

3. The Disability Discrimination Act (1995) defines a disabled person as:

'a person who has or has had in the past a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities'.

Under this definition, do you consider yourself to be disabled?

Yes

No



Partnership in Care Training

Adult Services
Hampshire County Council
Trafalgar House
The Castle, Winchester
Hampshire SO23 8UQ

Telephone 01962 845 651 / 847 250

Fax 01962 877 154

<http://www.hants.gov.uk/adultsandchildrenstraining-pact>