

Learning Network

Training Programme

January - June 2019

Free training for care workers, volunteers and unpaid carers



Borders Care Voice

Learning Network
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Borders Care Voice is 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 Voice Learning Network



The Learning Network is part of Borders Care Voice. All our training sessions are held in Galashiels, unless otherwise stated. If there is demand for other locations in the Borders we can provide our training elsewhere.

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, inclusive training for those working and volunteering in health and social care, and for unpaid carers
- gather intelligence and data on training needs regularly to help to plan training and to support organisations in sharing resources.

We organise 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 802351**, email training@borderscarevoice.org.uk, or visit www.borderscarevoice.org.uk/training

About Borders Care Voice



We work with people and providers to promote equality and support change in health and social care.

Borders Care Voice runs several working/user groups that meet throughout the year:

- Service User and Carer Working Group
- Mental Health and Wellbeing Forum
- Parent Carers Working Group
- Borders Dementia Working Group

Membership of Borders Care Voice is open to any third sector organisation with links to health and social care, and to individuals including service users and unpaid carers. Benefits of membership are:

- 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**

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 6 th February	1pm - 4pm	Hawick
Monday 22 nd April	9.30am-12.30pm	Duns
Tuesday 30 th April	9.30am-12.30pm	Galashiels

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.

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
Tuesday 14 th and Wednesday 15 th May	9.30am-4.30pm

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.

Other Dementia Training

Funded by and developed in partnership with Roxburgh Landward Benevolent Society.

A workshop to support carers and family carers looking after individuals living with dementia.

Date	Time	Course
Thursday 18 th April	9.30am- 12.30pm	Minimising distress in dementia <ul style="list-style-type: none">• How memory works and how it is affected by the process of dementia• Skills to support people with dementia• Ethical issues around working with people with dementia• Where to access a variety of dementia training.



Notes

Dementia Friends - Scottish Borders Programme

Dementia Friends Sessions help participants to learn a little bit more about what it's like to live with dementia and then turns that understanding into action - anyone of any age can be a Dementia Friend. Dementia Friends Sessions are delivered by trained Alzheimer Scotland team members. Spaces to be booked through Alzheimer Scotland. Each Information Session lasts around 45 minutes to 1 hour. You will learn more about dementia and how you can help to create dementia friendly communities. Information sessions are held across the whole of Scotland.

Tweeddale

Peebles

30 January at 10.30am and 1pm
Peebles Community Centre

Eildon

Earlston

24 January at 1pm
Earlston Church hall

Galashiels

25 February at 10.30am and 1pm
Treist House, Upper Floor

Cheviot

Kelso

7 March at 10.30am and 1pm
Kelso Racecourse

Jedburgh

21 March at 10.30am and 1pm
Jedburgh Grammar School

Teviot

Hawick

23 April at 10.30am
"Heart of Hawick"
and 1pm
"Burnfoot Hub"

Newcastleton

25 April at 1pm
Newcastleton Health Centre,
CommunityRoom

Berwickshire

Duns

7 May at 10.30am and 1pm
Community Centre

Eyemouth

23 May at 10.30am and 1pm
Community Centre – Hall 2



BOOKING IS ESSENTIAL - to borders@alzscot.org or **01573 400324**. Sessions approx. 1 hour. Training is free; donation welcome to cover cost of room hire.

Condition specific training

Date	Time	Course
Tuesday 5 th March	1pm-3pm	Dyslexia in the workplace Provided by the Department for Work and Pensions (DWP) <ul style="list-style-type: none"> • What is dyslexia? • How it feels to be dyslexic • Dyslexia assessments • Strategies and solutions.
Wednesday 6 th March	9.30am-4.30pm	Autism awareness <ul style="list-style-type: none"> • What is meant by the term “autism” • Understand how having autism affects the lives of people we support • Exploring ways to support people who have autism.
Thursday 14 th March	9.30am-12.30pm	Arthritis awareness – Delivered by Versus Arthritis <ul style="list-style-type: none"> • Myth busting – what is fact and what isn't • Living well with arthritis • Working well with arthritis • Support and resources.
Wednesday 20 th March	9.15am-1pm	Parkinson's awareness <ul style="list-style-type: none"> • Gain knowledge and understanding of Parkinson's • Awareness of needs of people living with Parkinson's • Treatments and the importance of timing for medication • Parkinson's UK and resources available • Improve the quality of life for people with Parkinson's and their family carers.



Learning disabilities

Date	Time	Course
Monday 11 th March	9.30am-3.30pm	Working alongside people with learning disabilities <ul style="list-style-type: none"> • 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.
Thursday 21 st March	1pm-4pm	Easy read <ul style="list-style-type: none"> • What is easy read? • Who does it help? • How to create easy read documents • Practical exercises.

Mental health and wellbeing

Date	Time	Course
Wednesday 27 th February	9.30am-1pm	SafeTALK <ul style="list-style-type: none"> • Training that helps you, regardless of prior experience or training, to become suicide-alert. • Access to support • TALKsteps: tell, ask, listen and KeepSafe • Hands-on skills practice and development.
Tuesday 28 th May	9.30am-12.30pm	Improving mental health and wellbeing <ul style="list-style-type: none"> • Increase understanding of what improving mental health and wellbeing means • Explore what can affect the mental health and wellbeing of a community and individuals • Introduce a range of actions that can protect and promote good mental health and wellbeing.

(contd.)

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 the following dates:

Date	Time
Tuesday 29 th and Wednesday 30 th January	9.30am – 5pm
Wednesday 13 th and Thursday 14 th February	9.30am – 5pm
Monday 3 rd and Tuesday 4 th June	9.30am – 5pm

Management training

Introduction to Leadership

A 2-day course with an emphasis on improving soft skills, such as communication and empathy, which enable better team work and more progressive relationships with those involved in a care environment.

Day 1 – Values, boundaries and good communication

- Develop a clear understanding of the care standards and how they underpin your current role
- Improve self awareness and understand its importance for managing boundaries in a care environment
- Develop good communication techniques for managing staff across a variety of situations.

Day 2 – Leadership and supervision skills

- Understand the key principles for good leadership
- Develop skills to build trust, promote dignity and inclusion
- Understand the purpose of good supervision in a care environment.

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

Date	Time	Venue
Monday 20 th May	9.30am – 4.30pm	Galashiels
Tuesday 21 st May	9.30am – 4.30pm	Galashiels

Adult protection training

Adult Support and protection

Essential roles and responsibilities of multi-agency staff

Delivered in partnership with Scottish Borders Council's Adult Protection Unit.

This training was previously the 1 day level 2 Adult Support and Protection. It has now been reformatted to a half day.

Note that multi-agency staff, who have already met their mandatory adult support and protection training requirements via the previous Scottish Borders Adult Support and Protection "level 2 and level 3" training programme are not required to attend, unless there is an identified learning and development requirement.

Key objectives:

- Understanding of the Adult Support and Protection (Scotland) Act 2007 and its role in supporting and protecting "adults at risk" of harm, and other protective laws
- Understand the 3 point test known or believed for a person to be an "adult at risk" under the Adult Support and Protection (Scotland) Act 2007.
- Identify specific vulnerabilities and social or situational factors that may increase risk of harm to adults
- Understand the importance of information-sharing within your professional role in adult support and protection
- Recognise different forms and warning signs / effects of harm.

The training will be held in Galashiels on following dates:

Date	Time
Thursday 28 th March	9.15am-12.15pm
Thursday 28 th March	1pm-4pm
Thursday 16 th May	9.15am-12.15pm
Thursday 16 th May	1pm-4pm

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
Monday 21 st January	9am- 4pm	Moving and handling – refresher <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.
Thursday 7 th February	9.30am- 12.30pm	Learning about rights for older people Provided by Outside the Box <ul style="list-style-type: none"> • Bring people together with different experiences to share knowledge and learn more about the rights of older people in their communities • Give people a space to reflect on how older people can better access their rights as a part of everyday life • Explore how everyday experiences link with Human Rights.
Monday 11 th February	1pm- 3pm	Access to Work Provided by the Department for Work and Pensions (DWP) <ul style="list-style-type: none"> • Accessing the DWP programme – information about support for people with a health condition, or disability and their employers • Benefits of Access to Work • What you can and can't apply for • Eligibility • How to apply.
Tuesday 12 th February	9am- 4.30pm	Emergency first aid at work <ul style="list-style-type: none"> • Responsibilities and reporting • Dealing with an unresponsive casualty • Resuscitation • Bleeding control • Other first aid scenarios.

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Date	Time	Course
Tuesday 12 th March	9am-1pm	Fire safety awareness <ul style="list-style-type: none"> • Common causes and behaviour of fire • Legislation and responsibilities • Fire prevention • How to use fire extinguishers • Emergency evacuation procedures.
Tuesday 19 th March	9am-4pm	Moving and handling – refresher <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.
Thursday 28 th March	10am-4pm	Simply Learning In partnership with Versus Arthritis <ul style="list-style-type: none"> • A one day course which aims to equip participants with the confidence and skills to facilitate a learning event on their chosen subject. It will provide individuals with an understanding of the learning process and tools to support this. • How to create the conditions for people to learn • Preparing and introducing the session • Facilitation and presentation skills • How to put the session together so that people get the most out of it • How to deal with challenging situations.
Tuesday 16 th April	9am-4.30pm	Emergency first aid at work <ul style="list-style-type: none"> • Responsibilities and reporting • Dealing with an unresponsive casualty • Resuscitation • Bleeding control • Other first aid scenarios.

Date	Time	Course
Wednesday 17 th April	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.
Wednesday 24 th April	9.30am- 12.30pm	Increasing knowledge of domestic abuse Provided by Border Women's Aid <ul style="list-style-type: none"> • Define domestic abuse and the forms it can take • Inform participants of the gendered analysis approach to domestic abuse • Inform participants of how they can help recognize and respond to disclosure of domestic abuse • Inform participants of the services available in the Scottish Borders and the support they provide.
Wednesday 22 nd May	9am- 4pm	Moving and handling – refresher <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.
Wednesday 29 th May	9.30am- 4.30pm	Medication – underpinning knowledge <ul style="list-style-type: none"> • Understanding the legislative framework • Roles and responsibilities • Understanding the Scottish Vocational Qualifications (SVQ) requirements.
Tuesday 11 th June	9am- 4.30pm	Emergency first aid at work <ul style="list-style-type: none"> • Responsibilities and reporting • Dealing with an unresponsive casualty • Resuscitation • Bleeding control • Other first aid scenarios.



PLEASE READ BEFORE COMPLETING FORM OPPOSITE

CONDITIONS OF BOOKING:

- No lunch is provided on all-day training, please bring your own.
- The Learning Network reserves the right to alter the contents or delivery of a course.
- The Learning Network reserves the right to cancel any advertised courses.
- The 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 the Learning Network has been given at least seven days' notice.
- Until the Learning Network has received a booking form, including attendees names, the places will be open to others. Places are allocated on first come, first serve basis.

BOOKING FORM

Course Title	Course Date

YOUR DETAILS

Contact Person	
Company & Job Title <i>(if appropriate)</i>	
Attendee(s) name(s) <i>(if different from contact person)</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 RTZC-JYUB-YCJY Borders Care Voice,
Triest House, Bridge Street, Galashiels TD1 1SW • Tel: 01896 757290
Call 01896 802351 (training enquiries) or e-mail training@borderscarevoice.org.uk

Borders Care Voice will use the information provided on this form to be in touch about the course(s) you have booked via email or phone. For further information on our privacy policy, please visit our website: www.borderscarevoice.org.uk/privacy





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