



# Learning and Practice Development Directory

*for*

## Adult Social Care

*(Version 1.0 – 07/2022)*

- This early release of the Directory is under regular review and update.
- Details of some learning opportunities, particularly eLearning are not reflected in the Directory at the present but will be added as soon as possible.

## Contents

About the Learning and Practice Development Directory .....	3
Introduction .....	3
Costs and Charges to Access Opportunities .....	3
Delivery Methods .....	4
ASC LeadER .....	4
Training, Learning and Development Opportunity Availability .....	5
For those employed by Adult Social Care Services within the Council .....	5
For those employed by a Care Sector Provider or a Direct Payment Carer .....	5
Booking Process.....	5
For those employed by Adult Social Care Services within the Council .....	5
For those employed by a Care Sector Provider or Direct Payment Carers.....	5
Virtual Course Considerations .....	6
Safe Working Practices and Arrangements.....	6
Confidentiality and Safeguarding .....	7
Training, Learning and Development Opportunity Categories.....	7
Care Skills.....	8
Carers Awareness .....	9
Catheter Care for Care Workers.....	11
Catheter Care – Promoting Best Practice In.....	13
Communication Skills for Adult Care Workers (SSG) .....	14
Continence – Promoting Best Practice in Continence Care .....	15
Duty of Care.....	16
Dysphasia – Modules 1, 2, 3, 4, 5 and 6.....	17
End of Life Care .....	18
Falls Prevention and Assessment.....	19
Infection Prevention and Control.....	20
Intensive Interaction .....	21
Medication Management in Adult Care Sector Community Services (Train the Trainer) .....	23
Medication Management in Adult Care Sector Residential Services .....	25
Medication Management in Medication Management in ERYC Community Services.....	27
Medication Management in Medication Management in ERYC Day Services .....	29
Medication Management in ERYC Residential Services.....	31
Nutrition, Hydration and Dysphagia Support in Adult Social Care .....	33
One-Page Profile (SCIE).....	36
Personalisation (SCIE) .....	37
PPE – Putting on and Removing PPE – A Guide for Care Settings.....	38
Preventing Pressure Ulcers.....	39
Privacy and Dignity.....	40
Reablement for Care Workers (SCIE).....	41
Signing in Adult Social Care .....	42

Stoma Care for Care Workers.....	44
Welcome to the Care Sector and Your Role .....	46
Work in a Person-Centred Way in Adult Social Care.....	47
Governance and Quality .....	49
Recording Skills for Care Workers in Adult Social Care .....	50
Health Conditions and Care .....	52
COVID-19 Aftercare and Support for Adult Social Care .....	53
Dementia Awareness for Adult Social Care .....	55
Learning Disability Awareness for Adult Social Care .....	57
Leading Well .....	59
Supervision Skills for Social Care Supervisors and Managers .....	60
Supervision Skills for Social Care Supervisors and Managers .....	62
Safeguarding Skills .....	64
Protective Injunctions Workshop (NCDV) for Adult Social Care .....	65
Provider Support and Quality Improvement for Leading Quality in Care for Adult Social Services .....	67
Safeguarding Adults - Level ER2 for Adult Social Services .....	69
Safeguarding Adults - Level ER3 and Section 42 Enquiries in Adult Social Services.....	71
Safety and Wellbeing.....	73
Evac+Chair (Knowledge) for Care Workers .....	74
Evac+Chair (Practical) for Care Workers.....	76
Health, Safety and Welfare (Level 1) for Staff and Managers in Adult Social Care .....	78
Health, Safety and Welfare (Level 2) for Managers in Adult Social Care .....	80
Healthy Chats (Wellbeing and You) for Adult Social Care.....	82
Moving and Handling of People for Community Support Workers in Adult Social Services .....	84
Moving and Handling of People for Day Care Workers in Adult Social Services .....	86
Moving and Handling of People for Direct Payment Carers Providing Care.....	88
Moving and Handling of People for Direct Payment Carers Providing Assistance.....	90
Moving and Handling of People for Providing Assistance and Using the Raizer in Adult Social Services .....	92
Moving and Handling of People for Residential Care Workers in Adult Social Services.....	94
Moving and Handling of People – Train the Champion in Adult Social Services .....	96
Moving and Handling of People – Train the Champion in Care Sector Providers .....	98
Social Work Practice .....	100
Widening Horizons .....	101
Course Matrix .....	102

## About the Learning and Practice Development Directory

### Introduction

Welcome to the **Learning and Practice Development Directory**, which provides an overview of the training, learning and development opportunities available to the adult social care workforce within the East Riding.

The opportunities are brought to you by the Adult Social Care Academy, which is part of the East Riding of Yorkshire Council and is funded by Adult Social Services.

Many opportunities are available for all learners, but some have a specific focus and will be targeted to certain workers and / or organisations. This will be indicated in the *at a glance* view at the top of the overview, and within the section *Who can join this course?*

Adult Social Service		
Care Assessment	Carer / Support	Occupational Therapy
✓	✓	✓
Care Sector Providers		
Carer / Support	Other Professionals	Leader
✓	✓	✓

Organisations and professionals that are based outside of the East Riding but are contracted to provide services to East Riding residents / service users are also able to access opportunities. We are not able to provide access to opportunities to other organisations and professionals outside of the East Riding.

### Costs and Charges to Access Opportunities

We do not normally charge to access opportunities. However, on some occasions a charge may apply, and this will be highlighted in the overview.

The Academy reserve the right to charge a £20.00 (or the actual cost for chargeable courses) cancellation fee per learner to organisations that regularly cancel bookings at short notice, i.e. within 3 days of the course taking place. The Academy will actively work with organisations to avoid the need to apply a cancellation charge.

## Delivery Methods

Training, learning and development opportunities are delivered in different ways, including:

- *Physical courses* are delivered in a training or classroom at a venue in the East Riding.
- *Virtual courses* are delivered using video conferencing software and accessed on a tablet, laptop or computer.
- *eLearning courses* are accessed on our dedicated Digital Learning and Resource Platform known as ASC LeadER.
- *Resources / Other items*, such as distance learning, Self-Study Guides, and videos can be accessed on ASC LeadER.

The delivery method will be indicated in the *at a glance* view at the top of the overview, and within the section *What do I need to join this course?*

		Delivery Method(s)
Physical Course	Virtual Course	eLearning
✘	✘	✔

Some opportunities may include 2 or more delivery methods, such as an eLearning course and a physical course. This will also be indicated in the *at a glance* view at the top of the overview, and within the section *What do I need join this course?*

## ASC LeadER

ASC LeadER is a dedicated Digital Learning and Resource platform available on a 24/7 basis. Some opportunities are available to those without an ASC LeadER Account, but the majority require an Account.

Learners can request an ASC LeadER Account by completing the online request on <https://www.ascleader.co.uk/login/signup.php?>. All account requests are validated before they are active. It is important that the learners note their employer's name on the online request form, as this enables the Academy to ensure they are eligible to have an account.

## Training, Learning and Development Opportunity Availability

eLearning and resources on ASC LeadER can be accessed on a 24/7 basis on [www.ascleader.co.uk](http://www.ascleader.co.uk).

The Academy maintains a schedule of delivered courses, which can be accessed as follows:

### *For those employed by Adult Social Care Services within the Council*

Adult Social Care Services employees should use iTrent Self-Service or discuss with their Learning and Development Champion or Manager.

### *For those employed by a Care Sector Provider or a Direct Payment Carer*

Care Sector Provider employees and Direct Payment Carers can use the *Calendar of Courses and Events* available on the *Courses and Events* area of ASC LeadER. ([www.ascleader.co.uk](http://www.ascleader.co.uk)). **However**, Safeguarding Adults courses are provided by the East Riding Safeguarding Adults Board and can be accessed on <https://www.ersab.org.uk/training/>.

### *Calendars*



## Booking Process

The Academy operates an electronic booking approach, unless indicated otherwise in the course overview.

### *For those employed by Adult Social Care Services within the Council*

Adult Social Care Services employees should use iTrent Self-Service or discuss with their Learning and Development Champion or Manager.



### *For those employed by a Care Sector Provider or Direct Payment Carers*

Care Sector Provider employees and Direct Payment Carers should use the eBooking form available on the *Courses and Events* area of ASC LeadER. ([www.ascleader.co.uk](http://www.ascleader.co.uk)). **However**, Safeguarding Adults courses are provided by the East Riding Safeguarding Adults Board and can be accessed on <https://www.ersab.org.uk/training/>.

### *eBooking*



We are sorry, but we do not accept bookings over the telephone or by email.

## Virtual Course Considerations

It is **critical** that organisations and managers consider the digital skills of learners when booking them onto courses that are delivered virtually. Support **must** be put in place to ensure that the learner has the appropriate skills, knowledge and equipment to access the virtual course.

Learners will need access to a laptop, PC or tablet as well as a webcam and microphone. A mobile phone **should not** be used as the screen is too small and some videos that we use do not work right.

The person delivering the course is only able to provide brief technical support, and a learner may need to leave and re-book if they are experiencing technical issues or require additional technical support. Therefore, learners **must** access the virtual course **15 minutes** before the start time to ensure able to take part once it starts.

Further guidance about virtual classroom learning can be found on the *Courses and Events* area on ASC LeadER.

## Safe Working Practices and Arrangements

Employers are responsible for ensuring that employees work safely and are provided with appropriate support, including training / learning to enable them to carry out their work effectively.

The Academy ensures that all training, learning and development meets best practice in social care and follows national and legal requirements. In addition, it ensures that content complies with requirements for Adult Social Services employees.

It is recognised that some organisations may have some different or additional requirements. Therefore, it is essential that those employed by other organisations discuss safe working practices and arrangements with their manager.

## Confidentiality and Safeguarding

Physical and virtual courses promote a supportive and open culture, where learners are encouraged to share experiences that support the learning process.

Shared experiences and information will be treated in confidence by learners and the Academy. However, disclosures and information relating to children and / or adults at risk of harm or abuse will be dealt with in line with the East Riding of Yorkshire Council's safeguarding children and / or adult policies and procedures.

## Training, Learning and Development Opportunity Categories

Training, learning and development opportunities are grouped together into the following common categories:

- Care Skills
- Governance and Quality
- Health Conditions and Care
- Safeguarding Skills
- Safety and Wellbeing
- Social Work Practice
- Widening Horizons



## Care Skills



### **Care Skills**

Building and enhancing your knowledge and skills to provide responsive and service-user focussed services.

## Carers Awareness

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>40 minutes</b>

### About the course

This course seeks to equip you with insight into the vital contribution informal and unpaid carers play in the community, and how to signpost them to services and support available in the East Riding.

### Who can join this course?

This course is available to anyone that wishes to gain greater insight into the role of informal and unpaid carers.

### What do I need to join the course?

To complete this eLearning course, you will need a reliable internet connection, a computer / Laptop / Tablet. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

### How will I be taught?

This is an interaction eLearning course, which takes around 40 minutes to complete. However, do not worry if it takes you a little longer, as it is important that you take the opportunity to develop at your own pace.

### What will I learn?

This course aims to equip you with insight into the vital contribution informal and unpaid carers play in the community, and how to signpost them to services and support available in the East Riding.

By the end of this course, you will be able to:

- Describe what informal and unpaid carers are.
- Explain the sources of support and information available to carers in the East Riding.
- Access the free digital resource provided by Carers UK and advise carers of its availability.
- Refer carers to the East Riding Carers Support Services
- Access and share current information for awareness raising within work area / teams, personal networks and the local community.

## Catheter Care for Care Workers

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✗
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✗	✗	✓	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✗	✗	✗	<b>3 Hours</b>

### About the course

This course seeks to equip Care Workers with theoretical and practical knowledge to enable them to feel comfortable and more confident when working around a catheter. It teaches good catheter care including good hygiene, observation, infection control, monitoring wellbeing and prevention of issues associated with catheterisation.

### Who can join this course?

This course is suitable for Care Workers in Adult Social Services, Care Sector Providers, and Direct Payment Carers.

### What do I need to join the course?

Although the course does include aspects of infection control, it is expected that you will have completed Infection Prevention and Control training, including donning and doffing of PPE, within the last 2 years.

### What do I need to provide for the first session?

### How will I be taught?

This is an interactive course where you will develop knowledge and skills to support good working practices around Catheters and catheterisation. You will take part in a range of activities including access to instructional videos and be asked to demonstrate your learning. Completion of the course will be subject to the learner successfully achieving the learning objectives. Your involvement and engagement in this course are essential.

### **What will I learn?**

This course aims to equip Care Workers with theoretical and practical knowledge to enable them to feel comfortable and more confident when working around a catheter. It teaches good catheter care including good hygiene, observation, infection control, monitoring wellbeing and prevention of issues associated with catheterisation. By the end of this course learners will be able to:

- Understand the reasons for catheterisation, the advantages and the associated risks
- Familiarise themselves with the equipment used
- Identify the importance of maintaining infection control standards throughout their tasks.
- Understand the importance of maintaining privacy, dignity and respect for the service user at all times.

## Catheter Care – Promoting Best Practice In

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✗
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✗	✗	✓	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>25 Minutes</b>

### About the course

This course seeks to develop and enhance your knowledge and skills in promoting best practice in catheter care.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Communication Skills for Adult Care Workers (SSG)

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✗	✓	<b>1 Hour</b>

### About the course

This Self-Study Guide seeks to provide you with a sound foundation of effective communication and how this can have a positive impact on quality of care.

### Who can join this course?

This course is available on ASC LeadER on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Continence – Promoting Best Practice in Continence Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✗
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✗	✗	✓	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>25 Minutes</b>

### About the course

This course seeks to develop and enhance your knowledge and skills in promoting best practice in catheter care.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*



## Duty of Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✗
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✗	✗	✓	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>25 Minutes</b>

### About the course

This course seeks to develop and enhance your knowledge and skills about your duty of care to the people you support and work alongside.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Dysphasia – Modules 1, 2, 3, 4, 5 and 6

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✗
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✗	✗	✓	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>Varies</b>

### About the course

The Dysphasia suite of eLearning courses are part of the Eating, Drinking and Swallowing Difficulties learning resources. The 6 courses are as follows:

1. Module 1 – Essentials.
2. Module 2 – Training and Resources.
3. Module 3 – Food.
4. Module 4 – Quality and Safety.
5. Module 5 – Workforce.
6. Module 6 – Dysphagia and Medicines.

You should complete the courses directed by your Supervisor, Manager or Learning and Development Champion.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## End of Life Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>Varies</b>

### About the course

There are 6 courses in the series:

1. Supporting people to Live and Die Well.
2. Palliative Care Social Work.
3. Assessment in End of Life Care.
4. Support and Care Planning at End of Life.
5. Hospital Social Work
6. End of Life in Care Homes and Domiciliary Care Settings.

Those working in Care Assessment (Care Coordinators and Social Workers) should complete all 6 courses. Care Workers should complete courses 1 and 6.

In addition to the above, you may also wish to complete the following:

- Children and Bereavement.
- Emotional Support and Signposting.
- Practical Support After a Bereavement.
- Talking about Death and Dying.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Falls Prevention and Assessment

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>1 Hour</b>

### About the course

This course seeks to enhance and development your knowledge and skills of falls and how you look to minimise them from occurring.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Infection Prevention and Control

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✗	✗	<b>45 Minutes</b>

### About the course

This course seeks to develop and enhance your knowledge and skills in the field of infection prevention and control.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Intensive Interaction

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	<b>3.5 Hours</b>

### About the course

This course seeks to enable those working in Adult Social Care to develop insight into the principles of intensive interaction to support the communication needs of people you support. The course uses a combination of theory and practical activities, alongside real-life examples and video footage of individuals engaging in intensive interaction.

### Who can join this course?

This course is suitable for all those working in Adult Social Care (Adult Social Services and Care Sector Providers).

### What do I need to join the course?

This course can be delivered in a physical or virtual classroom. Learner resources are available to access / download before the course on <https://tinyurl.com/sca-intensive>.

In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

Your enthusiasm to develop knowledge and skills of intensive interaction.

### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills in the use of intensive interaction. You will take part in a range of activities and watch several instructional videos. You will take part in a role play exercises and demonstrate your learning.

Completion of the course will be subject to the learner successfully participating in all activities and showing a level of understanding of how we can interact with others by supporting their communication needs.

### **What will I learn?**

This course aims to enable those working in Adult Social Care to develop insight into the principles of intensive interaction to support the communication needs of people you support. The course uses a combination of theory and practical activities, alongside real-life examples and video footage of individuals engaging in intensive interaction.

By the end of this course, you will be able to:

- Explore communication and why some people may require support to use alternative ways of communicating;
- Develop an understanding of Intensive Interaction;
- Learn how you can use Intensive Interaction with the people you support.

## Medication Management in Adult Care Sector Community Services (Train the Trainer)

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	X	X	X	X
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	X	✓	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
X	✓	X	X	<b>6 Hours</b>

### About the course

This course will equip you with the practice knowledge and skills as a Champion / Trainer to deliver in-house courses that enable Care Workers to administer, record, safely store and dispose of medication in Adult Care Sector Community Services in line with local, national and legal requirements.

### Who can join this course?

This course is suitable for nominated Champions / Trainers within Adult Care Sector Community Services that will deliver in-house courses to Care Workers.

### What do I need to join the course?

You will need your enthusiasm to effectively support Service Users. You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending.

Courses will be delivered in a physical or virtual classroom. In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending. Failure to do so will prevent you from taking part in the course.



### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills around medicines management in Adult Care Sector Community Services.

### **What will I learn?**

You will develop your practice knowledge and skills as a Champion / Trainer to deliver in-house courses that enable Care Workers to administer, record, safely store and dispose of medication in Adult Care Sector Community Services in line with local, national and legal requirements.

By the end of this course, you will be able to:

- Demonstrate the administration of medication within your role.
- Demonstrate the use of Domiciliary Medication Administration Record.
- Discuss the barriers to taking medication.
- List key legislation and guidance.
- Discuss the joint ERYC and NHS ERY CCG Policy.
- Consider the issue of consent, independent and capacity.
- Explain what you would do if you had any concerns over medication.
- Discuss medication errors.

## Medication Management in Adult Care Sector Residential Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✗	✗	✗	✗
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✗	✓	✗	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✓	✗	✗	<b>4 Hours</b>

### About the course

This course will equip you with the practice knowledge and skills to administer, record, safely store and dispose of medication in Residential Services in line with local, national and legal requirements.

### Who can join this course?

This course is suitable for all Adult Social Care Workers and Leaders in Adult Care Sector Residential Services.

### What do I need to join the course?

You will need your enthusiasm to effectively support Service Users. You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending.

Courses will be delivered in a physical or virtual classroom. In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending. Failure to do so will prevent you from taking part in the course.

### How will I be taught?

This is an interactive course where you will develop knowledge and skills around medicines management in Adult Care Sector Residential Services.

### **What will I learn?**

You will develop your practice knowledge and skills to administer, record, safely store and dispose of medication in Adult Care Sector Residential Services in line with local, national and legal requirements.

By the end of this course, you will be able to:

- Demonstrate the administration of medication within your role.
- Demonstrate medication administration record keeping.
- Discuss the barriers to taking medication.
- List key legislation and guidance.
- Discuss the joint ERYC and NHS ERY CCG Policy.
- Consider the issue of consent, independence and capacity.
- Explain what you would do if you had any concerns over medication.
- Discuss medication errors.

## Medication Management in Medication Management in ERYC Community Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	✓	X	X	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	X	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
X	✓	X	X	<b>3 Hours</b>

### About the course

This course will equip you with the practice knowledge and skills to administer, record, safely store and dispose of medication in Community Services in line with local, national and legal requirements.

### Who can join this course?

This course is suitable for all Adult Social Care Workers and Leaders in East Riding Community Services.

### What do I need to join the course?

You will need your enthusiasm to effectively support Service Users. You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending.

Courses will be delivered in a physical or virtual classroom. In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending. Failure to do so will prevent you from taking part in the course.

### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills around medicines management in East Riding Community Services.

### **What will I learn?**

You will develop your practice knowledge and skills to administer, record, safely store and dispose of medication in Community Services in line with local, national and legal requirements.

By the end of this course, you will be able to:

- Demonstrate the administration of medication within your role.
- Demonstrate medication administration record keeping.
- Discuss the barriers to taking medication.
- List key legislation and guidance.
- Discuss the joint ERYC and NHS ERY CCG Policy.
- Consider the issue of consent, independence and capacity.
- Explain what you would do if you had any concerns over medication.
- Discuss medication errors.

## Medication Management in Medication Management in ERYC Day Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	✓	X	X	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	X	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
X	✓	X	X	<b>3 Hours</b>

### About the course

This course will equip you with the practice knowledge and skills to administer, record, safely store and dispose of medication in Day Services in line with local, national and legal requirements.

### Who can join this course?

This course is suitable for all Adult Social Care Workers and Leaders in East Riding Day Services.

### What do I need to join the course?

You will need your enthusiasm to effectively support Service Users. You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending.

Courses will be delivered in a physical or virtual classroom. In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending. Failure to do so will prevent you from taking part in the course.

### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills around medicines management in East Riding Day Services.

### **What will I learn?**

You will develop your practice knowledge and skills to administer, record, safely store and dispose of medication in Day Services in line with local, national and legal requirements.

By the end of this course, you will be able to:

- Demonstrate the administration of medication within your role.
- Demonstrate medication administration record keeping.
- Discuss the barriers to taking medication.
- List key legislation and guidance.
- Discuss the joint ERYC and NHS ERY CCG Policy.
- Consider the issue of consent, independence and capacity.
- Explain what you would do if you had any concerns over medication.
- Discuss medication errors.

## Medication Management in ERYC Residential Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✓

  

Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✗	✗	✗	✗	✗

  

Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✓	✗	✗	<b>3 Hours</b>

### About the course

This course will equip you with the practice knowledge and skills to administer, record, safely store and dispose of medication in Residential Services in line with local, national and legal requirements.

### Who can join this course?

This course is suitable for all Adult Social Care Workers and Leaders in East Riding Residential Services.

### What do I need to join the course?

You will need your enthusiasm to effectively support Service Users. You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending.

Courses will be delivered in a physical or virtual classroom. In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You **must** have also completed the Pre-Course Workbook / Self-Study Guide for this course **before** attending. Failure to do so will prevent you from taking part in the course.



### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills around medicines management in East Riding Residential Services.

### **What will I learn?**

You will develop your practice knowledge and skills to administer, record, safely store and dispose of medication in Residential Services in line with local, national and legal requirements.

By the end of this course, you will be able to:

- Demonstrate the administration of medication within your role.
- Demonstrate medication administration record keeping.
- Discuss the barriers to taking medication.
- List key legislation and guidance.
- Discuss the joint ERYC and NHS ERY CCG Policy.
- Consider the issue of consent, independence and capacity.
- Explain what you would do if you had any concerns over medication.
- Discuss medication errors.

## Nutrition, Hydration and Dysphagia Support in Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✗	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	<b>3 Hours</b>

### About the course

This course seeks to develop your knowledge, skills and understanding of the importance of a healthy and balanced diet, and hydration for adults. In addition, you will develop your knowledge and skills to support and monitor those at risk of health conditions, as well as how to make a referral to specialist dietetic support.

### Who can join this course?

This course is suitable for Care Workers in Adult Social Services, Care Sector Providers, and Direct Payment Carers. It is also appropriate for Social Workers, Care Coordinators and Occupational Therapy workers that wish to develop an understanding of nutrition, hydration and dysphagia.

This course forms part of the Eating, Drinking and Swallowing Difficulties suite of learning (in line with IDDSI), and is an alternative to **Dysphagia Module 1 – Essentials** eLearning course. You can complete either / or course, but you do not need to complete both.

If you work in a caring giving, mealtime support, mealtime preparation or management role you will need to complete **additional** learning:

- Day Service, Residential and Community Care Workers – Dysphagia eLearning Module 3.
- Cooks / Kitchen Workers / Mealtime Assistants – Dysphagia eLearning Modules 2 and 3.
- Seniors / Deputy Managers - Dysphagia eLearning Modules 2, 3, 4 and 6.
- Managers - Dysphagia eLearning Modules 2, 3, 4, 5 and 6.

### **What do I need to join the course?**

This course can be delivered physically and virtually. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### **What do I need to provide for the first session?**

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. This can be accessed on <https://tinyurl.com/sca-nahs>.

### **How will I be taught?**

This is an interactive course where you will develop knowledge and understanding of Nutrition, hydration and Dysphagia. You will be expected to take part in discussions, a range of activities and have access to instructional videos. You will be required to demonstrate a level of understanding and achievement of the learning objectives.

Your involvement and engagement in this course are essential.

### **What will I learn?**

This activity aims to develop learner's knowledge and understanding of the importance of a healthy and balanced diet for adults in a social care setting.

In addition, learners will be provided with the skills to enable them to support and monitor those at risk of health conditions and how to make a referral to specialist dietetic support.

By the end of this course / event, learners will be able to:

- Consider the effect of food for good health.
- Describe the importance of daily nutritional balance.
- Identify dehydration.
- Recognise dysphagia and the impact this has on the individual.

- Describe the importance of the IDDSI framework
- State the implications and treatment of malnutrition.
- Demonstrate how to use the Malnutrition Universal Screening Tool (MUST).
- Assess when and how to refer to the dietetic service for support.

## One-Page Profile (SCIE)

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>1 Hour</b>

### About the course

This course will help you understand what ‘person-centred practice’ is by completing a one-page profile yourself.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Personalisation (SCIE)

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>1 Hour</b>

### About the course

This course seeks to enhance your knowledge and skills of personalisation in social care.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## PPE – Putting on and Removing PPE – A Guide for Care Settings

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✗	✓	<b>20 Minutes</b>

### About the course

This video resource seeks to develop your knowledge and skills to safely put on and remove PPE.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Preventing Pressure Ulcers

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>30 Minutes</b>

### About the course

This course seeks to enhance your knowledge and skills in the field of preventing pressure ulcers.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*



## Privacy and Dignity

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>25 Minutes</b>

### About the course

This course seeks to enhance your knowledge and skills in the field of privacy and dignity.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Reablement for Care Workers (SCIE)

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>1 Hour</b>

### About the course

This course seeks to enhance your knowledge and skills in the field of reablement.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Signing in Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	x

### About the course

This course seeks to enable those working in Adult Social Care to think about signing and how to effectively communicate using non-verbal approaches. It helps to identify and implement signing with adults that have a learning disability by utilising a basic vocabulary of 70 signs.

### Who can join this course?

This course is suitable for all those working in Adult Social Care (Adult Social Services and Care Sector Providers).

### What do I need to join the course?

This course can be delivered in a physical or virtual classroom. Learner resources are available to access / download before the course on <https://tinyurl.com/sca-signing>.

In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

Your enthusiasm to develop knowledge and skills of signing.

### How will I be taught?

This is an interactive course where you will develop knowledge and skills in the use of basic signing. You will take part in a range of activities and watch several

instructional videos. You will take part in a role play exercises and demonstrate your learning.

Completion of the course will be based on you successfully practicing the core vocabulary of 70 signs. Involvement and interaction are essential for this course.

### **What will I learn?**

This course aims to enable those working in Adult Social Care to think about signing and how to effectively communicate using non-verbal approaches. It helps to identify and implement signing with adults that have a learning disability by utilising a basic vocabulary of 70 signs.

By the end of this course, learners will be able to:

- Identify and implement signing with adults who have a learning disability
- Use basic signing and practise a core vocabulary of 70 signs

## Stoma Care for Care Workers

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✗
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✗	✗	✓	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>3 Hours</b>

### About the course

This course seeks to equip Care Workers with theoretical and practical knowledge to enable them to feel comfortable and more confident when working around a stoma. It teaches the importance of maintaining effective infection control procedures whilst providing privacy, dignity and respect for the service user.

### Who can join this course?

This course is suitable for Care Workers in Adult Social Services, Care Sector Providers, and Direct Payment Carers.

### What do I need to join the course?

Although the course does include aspects of infection control, it is expected that you will have completed Infection Prevention and Control training, including donning and doffing of PPE, within the last 2 years.

### What do I need to provide for the first session?

### How will I be taught?

This is an interactive course where you will develop knowledge and skills to support good working practices around Stoma. You will take part in a range of activities including access to instructional videos and be asked to demonstrate your learning. Completion of the course will be subject to you successfully achieving the learning objectives.

Your involvement and engagement in this course are essential.

### **What will I learn?**

This course aims to equip Care Workers with theoretical and practical knowledge to enable them to feel comfortable and more confident when working around a stoma. It teaches the importance of maintaining effective infection control procedures whilst providing privacy, dignity and respect for the service user.

By the end of this course learners will be able to:

- Demonstrate much improved awareness of stoma care, the causes, needs and requirements
- Understand the importance of maintaining infection control standards throughout their tasks.
- Understand the importance of maintaining privacy, dignity and respect for the service user at all times.

## Welcome to the Care Sector and Your Role

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✗

  

Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✗	✗	✓	✗

  

Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>40 Minutes</b>

### About the course

This course seeks to develop your knowledge and skills of the care sector, your role and your development.

### Who can join this course?

This course is available for ASC LeadER Account holders on [www.ascleader.co.uk](http://www.ascleader.co.uk).

*(This is an initial outline – a more detailed outline will be available in a future update).*

## Work in a Person-Centred Way in Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✗	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	<b>3 Hours</b>

### About the course

This course seeks to equip learners with the knowledge and skills to work in a person-centred way when supporting those accessing care and support services. Learners will also develop appreciation for the promotion of strengths-based approaches in Adult Social Care.

### Who can join this course?

This course is suitable for Care Workers in Adult Social Services, Care Sector Providers, and Direct Payment Carers. It is also appropriate for Social Workers, Care Coordinators and Occupational Therapy workers that wish to develop an understanding of working in a person-centred way with a care giving / provision context.

### What do I need to join the course?

This course can be delivered physically and virtually. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / laptop / tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. This can be accessed on <https://tinyurl.com/sca-wpc>.



### How will I be taught?

This is an interactive course where you will develop knowledge and skills for working in a person-centred way. You will be expected to take part in discussions, a range of activities and have access to instructional videos. You will be required to demonstrate a level of understanding and achievement of the learning objectives.

Your involvement and engagement in this course are essential.

### What will I learn?

This course aims to equip learners with the knowledge and skills to work in a person-centred way when supporting those accessing care and support services. Learners will also develop appreciation for the promotion of strengths-based approaches in Adult Social Care.

By the end of this course, you will be able to:

- State the need to promote a person centred and strengths-based approach.
- Explain the need to work in teams and in partnership with others.
- State how duty of care contributes to safe practice.
- Describe the support available for addressing dilemmas that arise about duty of care.
- Undertake self-reflection to identify individual current practice

## Governance and Quality



### **Governance and Quality**

Enabling you to follow, develop, and / or maintain governance and quality requirements within your organisation.

## Recording Skills for Care Workers in Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	<b>3 Hours</b>

### About the course

This course will equip you with the knowledge and skills required to engage with everyday good practice record keeping in line with local, national, legal and CQC inspection requirements.

### Who can join this course?

This course is suitable for Care Workers in Adult Social Services, Care Sector Providers, and Direct Payment Carers.

### What do I need to join the course?

This course can be delivered physically and virtually. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / laptop / tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. The Learner Resources can be accessed on <https://tinyurl.com/sca-rscw>.

### How will I be taught?

This is an interactive course where you will develop knowledge and skills to support good working practices around recording skills as a care worker. You will take part in a range of activities including access to instructional videos and be asked to

demonstrate your learning. Completion of the course will be subject to you successfully achieving the learning objectives.

Your involvement and engagement in this course are essential.

### **What will I learn?**

This course will equip you with the knowledge and skills required to engage with everyday good practice record keeping in line with local, national, legal and CQC inspection requirements.

By the end of this course, you will be able to:

- Explain the purpose and function of recording.
- Identify the legislation that governs recording practices.
- Describe the best practice principles of recording and the rationale for decision making.
- Demonstrate the use of the best practice principles and ensure transparency of work undertaken.
- Explain the implications of inaccurate and untimely recording and the impact of this on continuity of care.

## Health Conditions and Care



### **Health Conditions and Care**

Building and enhancing your knowledge and skills of health conditions and how you can support service users effectively.

## COVID-19 Aftercare and Support for Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	<b>1.5 Hours</b>

### About the course

This course will equip you with an increased awareness of the effects of COVID-19, the impact this may have on individuals, and what we can do to support them.

### Who can join this course?

This course is suitable for all those working in Adult Social Care.

### What do I need to join the course?

Courses can be physical and virtual. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. The Learner Resources can be accessed on <https://tinyurl.com/sca-cl9-as>.

### How will I be taught?

This is an interactive course where you will develop your awareness of the effects of COVID-19, the impact this may have on individuals and what we can do to support them. You will be involved in discussions and work through case study / examples to support the learning process.

### **What will I learn?**

You will develop your knowledge, skills and approach to promote best practice when assessing and supporting people post COVID-19.

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

- Understand the effects of Post COVID-19.
- Explain what the process is in terms of integrated aftercare and support.
- Identify codes of practice that apply to your role.
- Identify a range of sources of information, advice and support with particular reference to rehabilitation and recovery interventions.
- Describe how and when to escalate concerns.

## Dementia Awareness for Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	<b>3 Hours</b>

### About the course

This course seeks to equip you with the knowledge and skills needed to effectively support and work with those with dementia.

### Who can join this course?

This course is suitable for Care Workers in Adult Social Services, Care Sector Providers, and Direct Payment Carers.

### What do I need to join the course?

This course can be delivered physically or virtually. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / laptop / tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. This can be accessed on <https://tinyurl.com/sca-dem3>.

### How will I be taught?

This is an interactive course where you will develop knowledge and understanding of Dementia. You will be expected to take part in discussions, a range of activities and have access to instructional videos. You will be required to demonstrate a level of understanding and achievement of the learning objectives.

Your involvement and engagement in this course are essential.



### **What will I learn?**

This course seeks to equip you with the knowledge and skills needed to effectively support and work with those with dementia. You will explore the different types of dementia and their possible signs and symptoms. You will also consider the experiences someone with dementia may face and how you can support them.

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

- Describe what is meant by the term dementia and different symptoms.
- Recognise the impact of dementia on individuals, families and society.
- Identify factors that can cause or contribute to difficulties in dementia.
- Apply a strengths-based approach to supporting a person with dementia.
- Identify effective communication methods.
- Apply self-reflection to promote person-centre practice.

## Learning Disability Awareness for Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	<b>3 Hours</b>

### About the course

This course will equip you with the knowledge, skills and positive approach to working with people living with a learning disability

### Who can join this course?

This course is suitable for all those working in Adult Social Care.

### What do I need to join the course?

Courses can be physical and virtual. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. The Learner Resources can be accessed on <https://tinyurl.com/sca-ldasc>.

### How will I be taught?

This is an interactive course where you will develop your knowledge and skills to promote a positive approach to working with someone living with a learning disability. There are video clips to watch during the session and an expectation to be involved in discussions, activities and work through case study / examples to support the learning process.

### **What will I learn?**

You will develop your knowledge and skills to support a positive approach when working with individuals living with learning disabilities.

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

- Describe what learning disabilities are and how they may impact on the individual and their carers.
- Demonstrate an understanding of the legal frameworks, policies and procedures relating to learning disabilities.
- Identify the emotional and social needs of those living with a learning disability.
- Be able to explain the importance of promoting positive health and wellbeing for all individuals and how this is incorporated into assessment and delivery of services.
- Apply knowledge of mental capacity in relation to how care is assessed and provided.
- Describe the range of positive and effective communication strategies and other interventions to support people with learning disabilities.
- Know where to find additional resources to support good service provision.

## Leading Well



### **Leading Well**

Enable you to lead high quality, responsive and service-user focused services that achieve positive outcomes.

## Supervision Skills for Social Care Supervisors and Managers

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	X	X	X	X
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	✓	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	X	X	<b>6 Hours</b>

### About the course

This course will equip you with the knowledge, skills and confidence to apply the key elements of supervision within Social Care.

### Who can join this course?

This course is suitable for Supervisors and Managers in Social Care that provide supervision to Care workers within Adult Social Services or Adult Care Sector Providers.

### What do I need to join the course?

Courses are delivered physically and virtually. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. The Learner Resources can be accessed on <https://tinyurl.com/sca-superaps>.

### How will I be taught?

This is an interactive course where you will develop knowledge and skills around supervision skills. You will be involved in discussions and work through case study / examples to support the learning process.

### **What will I learn?**

You will develop your knowledge, skills and approach to effective supervision. Promoting staff development and good outcomes for people who use provider services.

By the end of this course, you will be able to:

- Describe the functions, and definitions of, supervision.
- Describe the links from supervision to Performance Appraisal and other HR processes.
- State the impact of supervision on practice, and on outcomes for service users.
- Understand roles and responsibilities within supervision.
- Explain the core elements of reflective supervision.
- Identify and deal with performance issues.
- Develop and practice strategies for use in supervision.

## Supervision Skills for Social Care Supervisors and Managers

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	X	X	X	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	X	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	X	X	<b>6 Hours</b>

### About the course

This course will equip you with the knowledge, skills and confidence to apply the key elements of supervision with Care Coordinators, Social Works, Occupational Therapy Assistants and Occupational Therapists.

### Who can join this course?

This course is suitable for those that provide professional supervision to Care Coordinators, Social Works, Occupational Therapy Assistants and Occupational Therapists.

### What do I need to join the course?

Courses will be delivered in a physical or virtual classroom. In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. The Learner Resources can be accessed on <https://tinyurl.com/sca-as-sup>.

### How will I be taught?

This is an interactive course where you will develop knowledge and skills around supervision skills. You will be involved in discussions and work through case study / examples to support the learning process.

### **What will I learn?**

This course will equip you with the knowledge, skills and confidence to apply the key elements of supervision with Care Coordinators, Social Works, Occupational Therapy Assistants and Occupational Therapists.

By the end of this course, you will be able to:

- Describe the functions, and definitions of, supervision.
- Describe the links from supervision to EDR and other HR processes.
- State the impact of supervision on practice, and on outcomes for service users.
- Understand roles and responsibilities within supervision.
- Explain the core elements of reflective supervision.
- Identify and deal with performance issues.
- Develop and practice strategies for use in supervision.



## Safeguarding Skills



### **Safeguarding Skills**

Building and enhancing your knowledge and skills to safeguarding adults at risk of harm.

Safeguarding Adults training, learning and development opportunities follow the requirements set out in the East Riding Safeguarding Adults Board Training and Development Strategy.

Unless stated otherwise, the courses in this category are for those employed by Adult Social Care Services. Those employed by Care Sector Providers and Direct Payment Carers should refer to the East Riding Safeguarding Boards website for details of courses available to them. (<https://www.ersab.org.uk/training/>).

## Protective Injunctions Workshop (NCDV) for Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✓	✗	✗	x

### About the course

This course will provide an introduction to the National Centre for Domestic Violence (NCDV) and the protective injunctions NCDV obtain which are available under Civil Law for those suffering domestic abuse.

### Who can join this course?

This course is suitable for those working in Adult Social Care Services within the Council and employed by Care Sector Providers.

### What do I need to join the course?

Courses will be delivered in a physical or virtual classroom. In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

### How will I be taught?

This workshop is delivered by the National Centre for Domestic Violence and will guide you through the services they provide and how they support those suffering from domestic abuse.

### **What will I learn?**

This course will provide an introduction to the National Centre for Domestic Violence (NCDV) and the protective injunctions NCDV obtain which are available under Civil Law for those suffering domestic abuse.

By the end of this course, you will be able to:

- Know the definition of domestic abuse.
- The service NCDV provides for those suffering domestic abuse.
- Be aware of three types of civil injunctions to protect those suffering domestic abuse (non-molestation orders, occupation orders and prohibitive steps orders).
- How to make a referral to NCDV and what happens when a referral is made.
- The process of obtaining a civil injunction.
- How the order is served on the perpetrator.
- The benefits of civil injunctions.

## Provider Support and Quality Improvement for Leading Quality in Care for Adult Social Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✗	✗	✗	✗	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✓	✗	✗	x

### About the course

This course will inform and update you on the Provider Support, Quality Improvement and Organisational Safeguarding Procedure.

### Who can join this course?

This course is available to Managers and Leaders in Adult Services in Adult Provider Services, Senior Social Workers, Safeguarding Adults Team, and the Contract and Quality Assurance Team.

Those that **do not** meet the above criteria are unable to attend the course.

### What do I need to join the course?

In order to join this virtual learning course, you will need:

A reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

Your commitment to providing quality care and support services.

You **must** access the supporting resources for this course and have them ready to view during the session. These can be accessed on <https://tinyurl.com/sca-psqil>.

### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills around the Provider Support, Quality Improvement and Organisational Safeguarding Procedure.

### **What will I learn?**

This course aims to inform and update learners of the new Provider Support, Quality Improvement and Organisational Safeguarding Procedure.

By the end of this course, you will be able to:

- Describe the use and aim of the Provider Support, Quality Improvement and Organisational Safeguarding Procedure.
- Explain the fundamental standards of care.
- Define what constitutes organisational concerns.

## Safeguarding Adults - Level ER2 for Adult Social Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✗	✗	✗	✗	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✓	✗	✗	x

### About the course

This course will equip you with the knowledge and skills required to contribute effectively to the safeguarding adults at risk of harm process. This course explains how to raise an adult at risk concern form and respond appropriately to concerns about abuse or neglect.

### Who can join this course?

This course is suitable for workers that have regular contact with those aged 18 and over at risk of harm and have responsibility to raise and respond to concerns within the Adult Social Care Services.

### What do I need to join the course?

A pre-requisite to attending this course is the completion of the following in the last 3 year:

- Safeguarding Adults Level I eLearning
- Mental Capacity Act Awareness eLearning
- Deprivation of Liberty Safeguards Awareness eLearning

You must access, and have available, the course resources **BEFORE** the start of the course.

Courses will be delivered in a physical or virtual classroom. In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### **What do I need to provide for the first session?**

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning.

### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills around safeguarding adults and responding to safeguarding adults concerns. Resources will be used to support the learning and development on this topic.

### **What will I learn?**

You will develop your knowledge and skills to contribute effectively to the safeguarding adults at risk of harm process.

By the end of this course, you will be able to:

- Define how to ensure service users are informed and supported in their decision making around safeguarding adults concerns
- Explain how to share information appropriately
- Demonstrate how to raise a concern
- Exhibit accurate record keeping
- Outline and apply legislation, policy, and procedural frameworks
- Apply knowledge and skills to contribute effectively to the safeguarding process

## Safeguarding Adults - Level ER3 and Section 42 Enquiries in Adult Social Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✗	✗	✗	✗	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✓	✗	✗	x

### About the course

This course seeks to develop your knowledge and understanding of the legislation, principles and process needed to effectively support or undertake a Section 42 Safeguarding Enquiry in line with the Care Act 2014.

### Who can join this course?

This course is suitable for those working within Adult Social Services who may be required to undertake a Section 42 Safeguarding Adults Enquiry.

Those working for a Care Sector Provider should access the courses provided by the East Riding Adults Safeguarding Board (ERSAB).

### What do I need to join the course?

A pre-requisite to attending this course is the completion of the following in the last 3 year:

- Safeguarding Adults - Level 1 eLearning
- Mental Capacity Act Awareness eLearning
- Deprivation of Liberty Safeguards Awareness eLearning
- Safeguarding Adults – Level ER2 (or its predecessor – Level 2)

Courses will be delivered in a physical or virtual classroom. In order to join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.



### **What do I need to provide for the first session?**

You must access, and have available, the course resources BEFORE the start of the virtual classroom, this can be accessed on <https://tinyurl.com/sca-sgs42>.

For virtual classroom courses, it is essential that you have a working webcam and microphone as this enable you to participate in the discussions and activities. Successful completion of the course is based on interaction and involvement in the course and activities. If you have any addition support needs to enable you to fully participate, please contact us before the date of the course to discuss them.

### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills around undertaking a Section 42 Safeguarding Adults Enquiry and comprises of 2 x 3-hour sessions.

You must attend both of the planned 3-hour sessions for the course, it is not possible to attend 1 part on a course and another on a different course.

### **What will I learn?**

This course aims to develop your knowledge and understanding of the legislation, principles and process needed to effectively support or undertake a Section 42 Safeguarding Enquiry in line with the Care Act 2014.

By the end of this course, you will be able to:

- Develop legislation, policy and guidance knowledge.
- Define a Section 42 Enquiry and the objectives.
- Prepare an enquiry plan.
- Explain why a multi-agency approach is needed.
- Explain the need to share information appropriately.
- State the need to maintain accurate records.
- Demonstrate how to make safeguarding personal.
- Apply safeguarding adults prosses to practice.

## Safety and Wellbeing



### **Safety and Wellbeing**

Enabling you to work safely and maintain or improve your wellbeing.

## Evac+Chair (Knowledge) for Care Workers

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✗	✗	✗	✗	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✗	✗	✓	✗	<b>40 minutes</b>

### About the course

This course seeks to equip you with the practical knowledge and skills to safely and effectively use the Evac+Chair.

### Who can join this course?

This course is suitable for care workers, and those that support care, and work in an Adult Social Services care setting who may need to evacuate a multi-floor building.

### What do I need to join the course?

No previous experience of using the Evac+Chair is required. This course is a pre-requisite requirement to access the **Evac+Chair (Practical) for Care Workers** course.

### What do I need to provide for the first session?

You do not need to provide anything to access this course. However, following successful completion you and your manager need to complete a Health Questionnaire and email this to [ascleacer@eastriding.gov.uk](mailto:ascleacer@eastriding.gov.uk) at least 48 hours before the start of a Practical course). The Health Questionnaire can be obtained from the Global Documents area on ASC LeadER.

### How will I be taught?

This is an interactive eLearning course where you will develop your practical knowledge and skills around the safe use of an Evac+Chair.

### What will I learn?

This course aims to equip you with the practical knowledge and skills to safely and effectively use the Evac+Chair.

By the end of this course, you will be able to:

- State the fire safety issues in building and how these may affect the means of escape for those that need additional assistance and support.
- Illustrate how the Evac+Chair supports effective building evacuation procedures.
- Demonstrate the safe and competent use of an Evac+Chair.
- Prepare for completing the Evac+Chair (Practical) course.

## Evac+Chair (Practical) for Care Workers

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✗	✗	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✗	✗	✗	✗	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✗	✗	✗	<b>45 minutes</b>

### About the course

This course seeks to equip you with the knowledge and practical skills to safely use an Evac+Chair in an emergency evacuation process.

### Who can join this course?

This course is suitable for care workers, and those that support care, and work in an Adult Social Services care setting who may need to evacuate a multi-floor building.

### What do I need to join the course?

No previous experience of using the Evac+Chair is required, **but you must** complete the **Evac+Chair (Knowledge)** before attending this Practical course. This course is *physical* and requires a degree of fitness. Therefore, you and your manager need to complete a Health Questionnaire and email this to [ascleader@eastriding.gov.uk](mailto:ascleader@eastriding.gov.uk) at least 48 hours before the start of the course. The Health Questionnaire can be obtained from the *Global Documents* area on ASC Leader.

Failure to complete the eLearning course and provide a fully completed Health Questionnaire will prevent you from attending the course.

### What do I need to provide for the first session?

Please be aware of the physical nature of the course and wear appropriate clothing and flat footwear. Personal Protective Equipment will be available and provided.

### How will I be taught?

This is an interactive course where you will develop practical skills around the safe use of an Evac+Chair. You will take part in a range of activities including access to

instructional videos. You will also take part in a role play situation and you will be asked to demonstrate your competence as a 'Rescuer'.

You may potentially be a passenger in the chair, although there is a manikin which will be used in the initial evacuation practice.

Completion of the course will be subject to the Participant successfully demonstrating the correct techniques and knowledge for using the Evac Chair during the course.

Those who, for whatever reason (either through injury, infirmity or personal choice) are unable to demonstrate competent techniques, will **not** be able to complete the course.

### What will I learn?

This course aims to equip you with the knowledge and practical skills to safely use an Evac+Chair in an emergency evacuation process.

By the end of this course, you will be able to:

- Demonstrate the safe use of the evacuation chair.
- Assemble the Evacuation chair.
- Secure a casualty in the chair:
- Position the lap belt and head restraint.
- Demonstrate suitable technique required to push a casualty down the stairs, as well as positioning on the stairway.
- Put the chair in to 'four wheel' mode, for onward evacuation on a level.
- Fold the chair back up again for ongoing storage.

## Health, Safety and Welfare (Level 1) for Staff and Managers in Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	<b>3 Hours</b>

### About the course

This course will equip you with the knowledge and skills in promoting a positive approach to Health, Safety and Welfare in Social Care.

### Who can join this course?

This course is suitable for Staff, Supervisors and Managers within Adult Social Care.

The learning may also be suitable to Seniors, Deputy Managers and Managers with Adult Care Sector Providers. However, this course content is structured around East Riding of Yorkshire Council Policies and Procedures.

### What do I need to join the course?

Courses will be delivered in a physical or virtual classroom. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. This can be accessed on <https://tinyurl.com/sca-has-sc>.

### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills in promoting a positive approach to health, safety and welfare in Social Care. You will be involved in discussions and activities to support the learning process.

### **What will I learn?**

You will develop your knowledge of health, safety and welfare in Social Care and you will learn how to keep yourselves, colleagues, service users and visitors safe.

By the end of this course, you will be able to:

- Define what Health and Safety is.
- Demonstrate an understanding the legal frameworks, policies and procedures relating to Health and Safety in Social Care.
- Explain the importance of Health and Safety principles - Organisational and staff responsibilities.
- Describe the principles of risk assessment and actions to be taken.
- Apply knowledge and understanding of the different types of accidents and or sudden illness.
- Describe how to work safely.
- Recognise signs of stress and actions to take.
- Explain how to practise and promote good Health, Safety and Welfare in Social Care



## Health, Safety and Welfare (Level 2) for Managers in Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	X	X	X	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	✓	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	X	X	<b>3 Hours</b>

### About the course

This course will equip you with the knowledge and skills to lead and manage health, safety and welfare within your area of responsibility.

### Who can join this course?

This course is suitable for Seniors, Deputy Managers and Managers within Adult Social Services.

The learning may also be suitable to Seniors, Deputy Managers and Managers with Adult Care Sector Providers. However, this course content is structured around East Riding of Yorkshire Council Policies and Procedures.

### What do I need to join the course?

You must:

- Be a current Senior, Deputy or Manager with health, safety and welfare responsibilities within your role.
- Have completed the **Health, Safety and Welfare (Level 1) for Staff and Managers in Adult Social Care** course before attending this course.

Courses will be delivered in a physical or virtual classroom. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### **What do I need to provide for the first session?**

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. This can be accessed on <https://tinyurl.com/sca-hswm>.

### **How will I be taught?**

This is an interactive course where you will develop knowledge and skills around leading and managing health, safety and welfare.

### **What will I learn?**

You will develop your knowledge and skills to lead and manage health, safety and welfare within your area of responsibility.

By the end of this course, you will be able to:

- Apply knowledge and understanding of Good and Poor Health and Safety.
- State the legal frameworks, policies and procedures relating to Health and Safety in Social Care.
- Explain the importance of Health and Safety principles: Organisational and Manager accountability and responsibilities.
- Describe how to work safely and the importance of health and safety maintenance and inspection.
- State the importance of safety identifying incidents / accidents and near miss, how to report and learn from them.
- Recognise signs of stress and actions to take.
- Explain how to practise and promote good Health, Safety and Welfare in Social Care.

## Healthy Chats (Wellbeing and You) for Adult Social Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✓	✓	✓	✓	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	✓	✓	✓	✓
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✓	✗	✗	<b>2 Hours</b>

### About the course

This course will equip you with the knowledge and skills to hold a wellbeing conversation and signpost people to lifestyle support services that are of benefit to colleagues, those you manage and those accessing care and support services.

### Who can join this course?

This course is suitable for all those working in Adult Social Care.

### What do I need to join the course?

Courses can be physical and virtual. To join a virtual classroom, you need - a reliable internet connection, a webcam / camera and a computer / Laptop / Tablet, you may also choose to use a headset or earphones with a microphone attachment. You may also wish to have a notepad and pen available for making any notes. You should ensure that you have a suitable place to study that is free from any distractions.

### What do I need to provide for the first session?

You will be able to access a Learner Resource before the start of the course, which you need to bring along to support your learning. The Learner Resources can be accessed at <https://tinyurl.com/sca-hchat>.

### How will I be taught?

This is an interactive course where you will develop your knowledge and skills to hold a wellbeing conversation and signpost people to lifestyle support services that are of benefit. You will be involved in discussions and work through case study / examples to support the learning process.

### **What will I learn?**

This course aims to develop your knowledge and skills to hold a wellbeing conversation and signpost people to lifestyle support services that are of benefit.

By the end of this course, you will be able to:

- Define what public health is and how the Healthy Chat approach supports this.
- Define what change is, why it occurs and how to respond.
- Describe how to structure and carry out a constructive wellbeing conversation.
- Define the benefits of healthy choices.
- Choose the appropriate information source about wellbeing topics.
- Implement effective wellbeing conversations and signpost people to appropriate services.

## Moving and Handling of People for Community Support Workers in Adult Social Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
✗	✓	✓	✗	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✗	✗	✗	✗	✗
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	✗	✗	✗	<b>1 Day</b>

### About the course

This course will equip you with the knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing care in the community.

### Who can join this course?

This course is suitable for Community Support Workers, Occupational Therapists and Occupational Therapy Assistants in Adult Social Services.

### What do I need to join the course?

You must:

- Complete the **Moving and Handling of People in Adult Social Care – Module A – Essentials** eLearning course **before** attending this course. This can be accessed on ASC LeadER.
- Complete a Health Questionnaire with your manager and email it to [ascleader@eastriding.gov.uk](mailto:ascleader@eastriding.gov.uk) before the start of the course.

If you declare a health condition on the Health Questionnaire, we will consider the adjustments and / or restrictions agreed with your manager and how we can support them on the course. We will contact your manager if we need further information or need to discuss your attendance on the course.

You will not be able to attend the course if the eLearning course and / or the Health Questionnaire are incomplete.

### **What do I need to provide for the first session?**

You need to wear appropriate footwear that covers the foot and does not have a heel.

You will not be able to attend the course if are wearing inappropriate footwear, as we are unable to provide alternatives.

### **How will I be taught?**

This is a practical course where you will learn and demonstrate the knowledge and skills of moving and handling people. You will be assessed carryout out moving and handling of people techniques and equipment / aids in a safe and effective manner.

This course will focus on moving and handling of people whilst providing care in the community.

### **What will I learn?**

You will develop your knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing care in the community.

By the end of this course, you will be able to:

- Apply local, national, and legal health and safety requirements for moving and handling of people.
- Identify vulnerability to injury when carrying out moving and handling tasks.
- Carry out risk assessments.
- Use moving and handling equipment and aids effectively.
- Undertake moving and handling manoeuvres and techniques appropriate.

## Moving and Handling of People for Day Care Workers in Adult Social Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	✓	X	X	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	X	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	X	X	X	<b>1 Day</b>

### About the course

This course will equip you with the knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing care in day care.

### Who can join this course?

This course is suitable for Day Care Workers in Adult Social Services.

### What do I need to join the course?

You must:

- Complete the **Moving and Handling of People in Adult Social Care – Module A – Essentials** eLearning course **before** attending this course. This can be accessed on ASC LeadER.
- Complete a Health Questionnaire with your manager and email it to [ascleader@eastriding.gov.uk](mailto:ascleader@eastriding.gov.uk) before the start of the course.

If you declare a health condition on the Health Questionnaire, we will consider the adjustments and / or restrictions agreed with your manager and how we can support them on the course. We will contact your manager if we need further information or need to discuss your attendance on the course.

You will not be able to attend the course if the eLearning course and / or the Health Questionnaire are incomplete.

### **What do I need to provide for the first session?**

You need to wear appropriate footwear that covers the foot and does not have a heel.

You will not be able to attend the course if are wearing inappropriate footwear, as we are unable to provide alternatives.

### **How will I be taught?**

This is a practical course where you will learn and demonstrate the knowledge and skills of moving and handling people. You will be assessed carryout out moving and handling of people techniques and equipment / aids in a safe and effective manner.

This course will focus on moving and handling of people whilst providing care day services

### **What will I learn?**

You will develop your knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing care in the day services.

By the end of this course, you will be able to:

- Apply local, national, and legal health and safety requirements for moving and handling of people.
- Identify vulnerability to injury when carrying out moving and handling tasks.
- Carry out risk assessments.
- Use moving and handling equipment and aids effectively.
- Undertake moving and handling manoeuvres and techniques appropriate.



## Moving and Handling of People for Direct Payment Carers Providing Care

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	X	X	X	X
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	X	✓	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	X	X	X	<b>1 Day</b>

### About the course

This course will equip you with the knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing care as a Direct Payment Carer.

You will learn recognised good practice techniques for the safe and effective moving and handling of people, which will complement your employer's policies, procedures and guidance.

### Who can join this course?

This course is suitable for Direct Payment Carers that providing care and use hoists.

### What do I need to join the course?

You **must**:

- Complete the **Moving and Handling of People in Adult Social Care – Module A – Essentials** eLearning course **before** attending this course. This can be accessed on ASC LeadER.
- Complete a Health Questionnaire with your manager and email it to [ascleader@eastriding.gov.uk](mailto:ascleader@eastriding.gov.uk) before the start of the course.

If you declare a health condition on the Health Questionnaire, we will consider the adjustments and / or restrictions agreed with your manager and how we can support them on the course. We will contact your manager if we need further information or need to discuss your attendance on the course.

You will not be able to attend the course if the eLearning course and / or the Health Questionnaire are incomplete.

### **What do I need to provide for the first session?**

You need to wear appropriate footwear that covers the foot and does not have a heel.

You will not be able to attend the course if are wearing inappropriate footwear, as we are unable to provide alternatives.

### **How will I be taught?**

This is a practical course where you will learn and demonstrate the knowledge and skills of moving and handling people. You will be assessed carryout out moving and handling of people techniques and equipment / aids in a safe and effective manner.

This course will focus on moving and handling of people whilst providing care as a Direct Payment Carer and using a hoist.

### **What will I learn?**

You will develop your knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing care as a Direct Payment Carer.

By the end of this course, you will be able to:

- Apply local, national, and legal health and safety requirements for moving and handling of people.
- Identify vulnerability to injury when carrying out moving and handling tasks.
- Carry out risk assessments.
- Use moving and handling equipment and aids effectively.
- Undertake moving and handling manoeuvres and techniques appropriate.

## Moving and Handling of People for Direct Payment Carers Providing Assistance

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	X	X	X	X
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	X	✓	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	X	X	X	<b>3 Hours</b>

### About the course

This course will equip you with the knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing assistance to a Service User.

You will learn recognised good practice techniques for the safe and effective moving and handling of people, which will complement your employer's policies, procedures and guidance.

### Who can join this course?

This course is suitable for Direct Payment Carers that providing assistance, but do not use hoists.

### What do I need to join the course?

You **must**:

- Complete the **Moving and Handling of People in Adult Social Care – Module A – Essentials** eLearning course **before** attending this course. This can be accessed on ASC LeadER.
- Complete a Health Questionnaire with your manager and email it to [ascleader@eastriding.gov.uk](mailto:ascleader@eastriding.gov.uk) before the start of the course.

If you declare a health condition on the Health Questionnaire, we will consider the adjustments and / or restrictions agreed with your manager and how we can support them on the course. We will contact your manager if we need further information or need to discuss your attendance on the course.

You will not be able to attend the course if the eLearning course and / or the Health Questionnaire are incomplete.

### **What do I need to provide for the first session?**

You need to wear appropriate footwear that covers the foot and does not have a heel.

You will not be able to attend the course if are wearing inappropriate footwear, as we are unable to provide alternatives.

### **How will I be taught?**

This is a practical course where you will learn and demonstrate the knowledge and skills of moving and handling people. You will be assessed carryout out moving and handling of people techniques and equipment / aids in a safe and effective manner.

This course will focus on moving and handling of people whilst providing assistance to a Service User that does not require the use of a hoist.

### **What will I learn?**

You will develop your knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing assistance to a Service User.

By the end of this course, you will be able to:

- Apply local, national, and legal health and safety requirements for moving and handling of people.
- Identify vulnerability to injury when carrying out moving and handling tasks.
- Carry out risk assessments.
- Use moving and handling equipment and aids effectively.
- Undertake moving and handling manoeuvres and techniques appropriate.

## Moving and Handling of People for Providing Assistance and Using the Raizer in Adult Social Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	✓	X	X	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	X	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	X	X	X	<b>3 Hours</b>

### About the course

This course will equip you with the knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing assistance to a Service User.

### Who can join this course?

This course is suitable for Welfare Support Worker, Responders and Care Workers in Sheltered Housing in Adult Social Services.

### What do I need to join the course?

You must:

- Complete the **Moving and Handling of People in Adult Social Care – Module A – Essentials** eLearning course **before** attending this course. This can be accessed on ASC LeadER.
- Complete a Health Questionnaire with your manager and email it to [ascleader@eastriding.gov.uk](mailto:ascleader@eastriding.gov.uk) before the start of the course.

If you declare a health condition on the Health Questionnaire, we will consider the adjustments and / or restrictions agreed with your manager and how we can support them on the course. We will contact your manager if we need further information or need to discuss your attendance on the course.

You will not be able to attend the course if the eLearning course and / or the Health Questionnaire are incomplete.

### **What do I need to provide for the first session?**

You need to wear appropriate footwear that covers the foot and does not have a heel.

You will not be able to attend the course if are wearing inappropriate footwear, as we are unable to provide alternatives.

### **How will I be taught?**

This is a practical course where you will learn and demonstrate the knowledge and skills of moving and handling people. You will be assessed carryout out moving and handling of people techniques and equipment / aids in a safe and effective manner.

This course will focus on moving and handling of people whilst providing assistance to a Service User that does not require the use of a hoist.

### **What will I learn?**

You will develop your knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing assistance to a Service User.

By the end of this course, you will be able to:

- Apply local, national, and legal health and safety requirements for moving and handling of people.
- Identify vulnerability to injury when carrying out moving and handling tasks.
- Carry out risk assessments.
- Use moving and handling equipment and aids effectively.
- Undertake moving and handling manoeuvres and techniques appropriate.

## Moving and Handling of People for Residential Care Workers in Adult Social Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	✓	X	X	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	X	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	X	X	X	<b>1 Day</b>

### About the course

This course will equip you with the knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing care in residential care.

### Who can join this course?

This course is suitable for Residential Care Workers in Adult Social Services.

### What do I need to join the course?

You must:

- Complete the **Moving and Handling of People in Adult Social Care – Module A – Essentials** eLearning course **before** attending this course. This can be accessed on ASC LeadER.
- Complete a Health Questionnaire with your manager and email it to [ascleader@eastriding.gov.uk](mailto:ascleader@eastriding.gov.uk) before the start of the course.

If you declare a health condition on the Health Questionnaire, we will consider the adjustments and / or restrictions agreed with your manager and how we can support them on the course. We will contact your manager if we need further information or need to discuss your attendance on the course.

You will not be able to attend the course if the eLearning course and / or the Health Questionnaire are incomplete.

### **What do I need to provide for the first session?**

You need to wear appropriate footwear that covers the foot and does not have a heel.

You will not be able to attend the course if are wearing inappropriate footwear, as we are unable to provide alternatives.

### **How will I be taught?**

This is a practical course where you will learn and demonstrate the knowledge and skills of moving and handling people. You will be assessed carryout out moving and handling of people techniques and equipment / aids in a safe and effective manner.

This course will focus on moving and handling of people whilst providing care residential care services.

### **What will I learn?**

You will develop your knowledge and skills to move and handle people by using the appropriate techniques and equipment / aids whilst providing care in the residential care services.

By the end of this course, you will be able to:

- Apply local, national, and legal health and safety requirements for moving and handling of people.
- Identify vulnerability to injury when carrying out moving and handling tasks.
- Carry out risk assessments.
- Use moving and handling equipment and aids effectively.
- Undertake moving and handling manoeuvres and techniques appropriate.



## Moving and Handling of People – Train the Champion in Adult Social Services

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	✓	X	X	✓
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
X	X	X	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	X	X	X	<b>2 Days</b>

### About the course

This course will equip you with the knowledge and skills to champion moving and handling practice in the workplace.

### Who can join this course?

This course is suitable for nominated Moving and Handling of People Champions in Adult Social Services.

### What do I need to join the course?

You need to be a current or identified Moving and Handling of People Champion within your workplace. You **must** be currently compliant with your Moving and Handling of People training, including Competency Assessments. If not, you need to complete the appropriate courses **before** applying for this course.

Those that are normally required to attend the 'Moving and Handling of People for Providing Assistance and Using the Raizer', you will need to complete a 'Moving and Handling of People for' Community Support Workers, Day Care Workers or Residential Care Workers to ensure you have the full range of knowledge and skills to become a Champion.

You **must** complete a Health Questionnaire with your manager and email it to [ascleader@eastriding.gov.uk](mailto:ascleader@eastriding.gov.uk) before the start of the course.

If you declare a health condition on the Health Questionnaire, we will consider the adjustments and / or restrictions agreed with your manager and how we can support them on the course. We will contact your manager if we need further information or need to discuss your attendance on the course.

### **What do I need to provide for the first session?**

You need to wear appropriate footwear that covers the foot and does not have a heel.

You will not be able to attend the course if are wearing inappropriate footwear, as we are unable to provide alternatives.

### **How will I be taught?**

This is a combined knowledge and practical course where you will learn and demonstrate the knowledge and skills of leading / championing the moving and handling of people. You will also complete assessments to confirm your knowledge and skills.

### **What will I learn?**

You will develop your knowledge and skills to champion moving and handling practice in the workplace.

By the end of this course, you will be able to:

- Apply local, national, and legal health and safety requirements for moving and handling of people.
- Identify vulnerability to injury when carrying out moving and handling tasks.
- Identify and understand the importance of risk assessment.
- Use hoists and a range of handling aids.
- Demonstrate the ability to promote good practice, encourage an open and positive culture and transparency around moving and handling within the team, providing advice and support to continually improve standards.
- Take the lead with moving and handling of people assessments and equipment.
- Carry out employee competency checks within the workplace.

## Moving and Handling of People – Train the Champion in Care Sector Providers

Adult Social Services				
Care Assessment	Carer / Support	Occupational Therapy	Other Professionals	Leaders
X	X	X	X	X
Care Sector Providers			Care Providers	
Carer / Support	Other Professionals	Leader	Direct Payment Carers	Other Professionals
✓	X	X	X	X
Delivery Method(s)				
Physical Course	Virtual Course	eLearning	Resource / Other	Duration
✓	X	X	X	2.5 Days

### About the course

This course will equip you with the knowledge and skills to champion moving and handling practice in the workplace.

You will learn recognised good practice techniques for the safe and effective moving and handling of people, which will complement your organisation’s policies, procedures and guidance.

### Who can join this course?

This course is suitable for nominated Moving and Handling of People Champions in Care Sector Providers.

### What do I need to join the course?

You need to be a current or identified Moving and Handling of People Champion within your workplace.

This course will build up on your existing experience of moving and handling of people in a care environment. However, you will be taught a range of recognised good practice techniques during this course.

You **must** complete a Health Questionnaire with your manager and email it to [ascleader@eastriding.gov.uk](mailto:ascleader@eastriding.gov.uk) before the start of the course.

If you declare a health condition on the Health Questionnaire, we will consider the adjustments and / or restrictions agreed with your manager and how we can support them on the course. We will contact your manager if we need further information or need to discuss your attendance on the course.

### **What do I need to provide for the first session?**

You need to wear appropriate footwear that covers the foot and does not have a heel.

You will not be able to attend the course if are wearing inappropriate footwear, as we are unable to provide alternatives.

### **How will I be taught?**

This is a combined knowledge and practical course where you will learn and demonstrate the knowledge and skills of leading / championing the moving and handling of people. You will also complete assessments to confirm your knowledge and skills.

### **What will I learn?**

You will develop your knowledge and skills to champion moving and handling practice in the workplace.

By the end of this course, you will be able to:

- Apply local, national, and legal health and safety requirements for moving and handling of people.
- Identify vulnerability to injury when carrying out moving and handling tasks.
- Identify and understand the importance of risk assessment.
- Use hoists and a range of handling aids.
- Demonstrate the ability to promote good practice, encourage an open and positive culture and transparency around moving and handling within the team, providing advice and support to continually improve standards.
- Take the lead with moving and handling of people assessments and equipment.
- Carry out employee competency checks within the workplace.

## Social Work Practice



### **Social Work Practice**

Building and enhancing your social work and care coordination practice knowledge and skills.

## Widening Horizons



### **Widening Horizons**

Building and developing your wider knowledge and skills for personal and career growth,

## Course Matrix

Course	Adult Social Services				Care Sector Providers			Care Providers		Delivery Method				Duration	
	Care Assessment	Care / Support	Occupational Therapy	Other Professionals	Leaders	Care / Support	Other Professionals	Leaders	Direct Payment Carers	Other Professionals	Physical Course	Virtual Course	eLearning	Resources / Other	

*(This is an initial outline – a more detailed outline will be available in a future update).*



**Learning and Practice Development Directory for Adult Social Care**

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