



Workforce Development Unit

**Adults, Children and
Education**

City of York Council

York Adult Social Care Training Calendar

October 2011 – March 2012

**Workforce Development Unit
Mill House, North Street, York, YO1 6JD**

Welcome to the latest edition of the York Adult Social Care training calendar!

The Workforce Development Unit

This calendar has been produced by the Adults, Children and Education (ACE) Workforce Development Unit within City of York Council. This Unit was established on the 1st April 2011 and is responsible for providing learning and development opportunities across the children's and adults workforce in York.

Who is the training for?

The training featured in this calendar is available to all organisations and individuals offering support to York citizens with their care and support needs.

Organisations outside of the City of York who are not commissioned by City of York Council may attend courses subject to availability, at a charge. Please contact the Workforce Development Unit for further information.

How to book

To book a course please complete the attached booking form and return by email, fax or post to the Workforce Development Unit. Confirmation of a place will be sent via email. If you are not allocated a place, you will be placed on a waiting list and we will contact you when another course is available. **Delegates can cancel at any time up to 5 working days in advance otherwise the full cost of the course may be charged.** Replacement of one delegate for another can be made at any time up to and including the day of the course.

PLEASE NOTE Booking forms can be sent in for courses not detailed in the calendar, as they will be kept on file and used to inform the planning of future training and development opportunities. Most of our courses are held at Haxby Hall Training Centre, Haxby Hall, York Road, Haxby, York, YO32 8DX.

E Learning

We have a number of training and development opportunities available for those people with computer access. Please see the calendar for more information.

We hope that you find the information within this calendar useful.

If you require any further information please contact the Workforce Development Unit on the contact details above.

The Common Induction Standards (revised standards introduced June 2010)

New workers will complete the Common Induction Standards through a combination of three key approaches:

- 1) Individual coaching by **managers** within the workplace
- 2) Attendance at *generic* **training workshops** known as **Essential Care Skills** – see below
- 3) Attendance at *specialist* **training courses**

It is a manager's responsibility to ensure that a new worker covers all requirements of the Common Induction Standards and signs this off using a progress log. The Skills for Care progress log can be downloaded here <http://www.skillsforcare.org.uk/cis/>.

ALL NEW STAFF MUST ATTEND ALL 3 ESSENTIAL CARE SKILLS SESSIONS

Essential Care Skills Day 1 - Understanding the Principles of Care

Duration

1 day

Facilitators

Debbie Wilde

Target Audience

All new starters to Social Care

Course Outline

- Understand the principles of care
- Understand confidentiality
- Understand person centred approaches
- Recognise your role as a worker
- Understand the need to be reliable and dependable
- The use of policies and procedures
- Understand the principles of good record keeping

DATE	TIME	VENUE
1st November 2011	9.30am to 4.30pm	Haxby Hall
7th February 2012	9.30am to 4.30pm	Haxby Hall

Essential Care Skills Day 2 – Meeting Individual Needs/ Effective Communication

Duration

1 day

Facilitators

Debbie Wilde

Target Audience

All new starters to Social Care

Course Outline

- Understand person centred approach
- Recognise the need for Risk Assessment
- Understand the organisation and role of the worker
- Recognise risks to your personal well-being
- Encourage communication
- Use communication techniques

DATE	TIME	VENUE
8th November 2011	9.30am to 4.30pm	Haxby Hall
14th February 2012	9.30am to 4.30pm	Haxby Hall

Essential Care Skills Day 3 - Safeguarding Adults/Develop as a Worker

Duration

1 day

Facilitators

Debbie Wilde

Target Audience

All new starters to Social Care

Course Outline

- Support and supervision
- Knowledge and skill development
- Worker relationships
- To enable participants to become familiar with the concept of the abuse of adults and minimise abuse within a care environment. It will give staff a clear understanding of individual accountability whilst clarifying roles and responsibilities.

DATE	TIME	VENUE
16th November 2011	9.30am to 4.30pm	Haxby Hall
21st February 2012	9.30am to 4.30pm	Haxby Hall

Emergency First Aid Course

Duration

1/2 day

Facilitators

Black Diamond Health UK

Target Audience

Those staff who require a basic level of knowledge of First Aid Principles and their application. Suitable for Home Care and Residential Care.

This course should be refreshed annually

Course Outline

To teach basic life-saving skills and principles of first aid:

- Know what to do in response to illness or accident
- Understand basic first aid techniques
- Awareness of the relevant regulations
- Insight into Health and Safety (First Aid) Regulations
- Managing an incident
- Priorities of First Aid
- Resuscitation
- Blood loss & shock
- Treatment of an unconscious casualty

DATE	TIME	VENUE
7th October 2011	9am to 1pm	Haxby Hall
21st October 2011	9am to 1pm	Haxby Hall
4th November 2011	9am to 1pm	Haxby Hall
18th November 2011	9am to 1pm	Haxby Hall
2nd December 2011	9am to 1pm	Haxby Hall
16th December 2011	9am to 1pm	Haxby Hall
13th January 2012	9am to 1pm	Haxby Hall
26th January 2012	9am to 1pm	Haxby Hall
10th February 2012	9am to 1pm	Haxby Hall
16th March 2012	9am to 1pm	Haxby Hall

First Aid at Work 3 Day Course

Duration

3 days

Facilitator

Black Diamond Health UK

Target Audience

Those staff who wish to have a comprehensive knowledge of first aid. It is especially targeted at those who are to be 'Designated First Aiders' at work.

This course will need to be refreshed after 3 years

Course Outline

To train selected people in the skills and knowledge needed to achieve the standards of competence to carry out the duties of a Designated First Aider, as defined in the Health & Safety (First Aid) Regulations 1981:

- To achieve a standard of first aid competence so as to act calmly and efficiently at the scene of an accident or medical emergency
- To be able to identify the need and implement the procedures for summoning medical assistance
- To be able to understand and assist with the needs of the casualty whilst awaiting medical care.
- To be able to provide management with the correct reports as may be required my Health & Safety regulations

DATE	TIME	VENUE
29th, 30th November and 1st December 2011	9.30am to 4.45pm	Haxby Hall
9th, 10th and 11th January 2012	9.30am to 4.45pm	Haxby Hall
12th, 13th and 14th March 2012	9.30am to 4.45pm	Haxby Hall

First Aid Refresher Course

Duration

2 days

Facilitator

Black Diamond Health UK

Target Audience

A person who wishes to renew a valid First Aid at Work certificate

This course will need to be refreshed after 3 years

Course Outline

The course aims to update and refresh the student's knowledge in as many areas of the full First Aid at Work syllabus as possible, while allowing time for revision and practice sessions in preparation for a final assessment. The course includes an update of First Aid knowledge and skills, and a revision of requirements in the workplace.

DATE	TIME	VENUE
31st October and 2nd November 2011	9.30am to 4.45pm	Haxby Hall
21st and 22nd November 2011	9.30am to 4.45pm	Haxby Hall
1st and 2nd February 2012	9.30am to 4.45pm	Haxby Hall

Please take your First Aid 3 day certificate or your last 2 day refresher certificate with you to this course (or relevant qualification). If your certificate is more than 28 days out of date you must attend the full 3 day course again instead of the refresher.

Basic Food Safety Awareness

Duration

3 Hour Session

Facilitator

CJ Group

Target Audience

Staff working in a care setting that provide food and beverages.

Course Outline

To explore and discuss the importance of good food hygiene in food storage, preparation and service. The learners will be able, through continuous assessment and questioning, to identify the relevant key issues which allow us to produce safe food.

DATE	TIME	VENUE
20th October 2011	9am to 12pm	Haxby Hall
25th January 2012	9am to 12pm	Haxby Hall

Food Safety Awareness Level 2

Duration

Full Day

Facilitator

CJ Group

Target Audience

For all those involved in food handling as part of their duties, eg; cooks.

Course Outline

This is a level two, nationally recognised and certified one-day course. This course will help you to: Know your responsibilities under current law; Understand what bacteria are and how they cause food poisoning; Know how to prevent food poisoning and recognise the symptoms; Follow good working practices including receiving of deliveries, storing and preparation of food, cooking, serving and cleaning.

DATE	TIME	VENUE
5th December 2011	9.30am to 4.30pm	Haxby Hall

We expect there to be a high demand for this course and therefore places will be limited to one per organization initially.

This course costs £39.50 per person. City of York Council are offering this course free of charge. However, in the case of non attendance without notification, delegates will be charged the full course cost.

Infection Control Course

Duration

½ day

Facilitator

Debbie Wilde

Target Audience

All staff employed in residential, day care or home care settings

Course Outline

Ensure staff are aware of their role in relation to infection prevention and control.

Understand how measures such as effective hand washing help prevent the spread of infection.

DATE	TIME	VENUE
6th December 2011	1.30pm to 4.30pm	Haxby Hall

Basic Fire Awareness Training

Duration

1 ½ hours

Facilitator

Vulcan Fire Training

Target Audience

All staff who require basic fire awareness training

Course Outline

60 minutes multi-media awareness and fire fighting and 30 minutes practical using a fire simulator that is environmentally friendly, safe to use and realistic.

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

- Carry out company fire procedures safely
- Assess what size fire they can safely deal with using appropriate fire equipment

DATE	TIME	VENUE
15th November 2011	9am to 10.30am	Haxby Hall
15th November 2011	11am to 12.30pm	Haxby Hall
15th November 2011	1pm to 2.30pm	Haxby Hall
15th November 2011	3pm to 4.30pm	Haxby Hall
6th March 2012	9am to 10.30am	Haxby Hall
6th March 2012	11am to 12.30pm	Haxby Hall
6th March 2012	1pm to 2.30pm	Haxby Hall
6th March 2012	3pm to 4.30pm	Haxby Hall

People Handling Course

Duration

1 Day

Facilitators

Tracy Scott / Celia Greetham

Target Audience

This course is aimed at employees who will be required to move and handle service users as part of their work activities in order to support and assist with mobility and care needs. This induction is primarily for staff who have not previously received any people handling training from the City of York Council. This course is not suitable for employees who are non people handlers i.e. administrative staff, kitchen assistants, domestics, gardeners, care takers etc unless they routinely assist their colleagues in the manual handling of service users or undertake care activities on a regular basis. Suitable clothing is required for all People Handling courses as they all have a practical skills element.

This course will need to be refreshed after 18 months

Course Outline

To enable attendees to have the skills to understand the theory and practice of safe manual handling of people. The course will cover:

- Legislation
- Anatomy and Physiology
- Biomechanics
- Ergonomics
- Risk Assessment
- Controversial Techniques
- Normal Movement
- Practical manual handling activities
- Safe use of stand aids and mobile hoists including sling fitting
- Safe use of wheeled transport, including wheelchairs and glide about commodes

DATE	TIME	VENUE
7th October 2011	9.30am to 4.30pm	Groves Chapel, Union Terrace entrance (near York District Hospital)
6th December 2011	9.30am to 4.30pm	Groves Chapel, Union Terrace entrance
23rd February 2012	9.30am to 4.30pm	Groves Chapel, Union Terrace entrance
13th March 2012	9.30am to 4.30pm	Groves Chapel, Union Terrace entrance

People Handling Refresher Course

Duration

½ Day

Facilitators

Tracy Scott / Celia Greetham

Target Audience

This course is aimed at employees who will be required to move and handle service users as part of their work activities in order to support and assist with mobility and care needs. This is an update course and is aimed exclusively at those staff who have previously attended the **1 Day People Handling Course- Induction** facilitated by Clinical Ergonomics or any other external course which satisfies their manager that the required underpinning knowledge is in place. This course is not suitable for employees who are non people handlers i.e. administrative staff, kitchen assistants, domestics, gardeners, care takers etc unless they routinely assist their colleagues in the manual handling of service users or undertake care activities on a regular basis. Suitable clothing is required for all People Handling courses as they all have a practical skills element.

This course will need to be refreshed every 18 months

Course Outline

To update attendees of the course on the theory and practice of the safe manual handling of people

- To understand and recap the relevant legislation
- To understand and recap the risk assessment process
- To understand and recap the rules of manual handling of people
- To be able to complete safe, recognised manual handling of people techniques
- Recap the implications of care work on the human body
- Re-cap of contents covered on the full day People Handling Training
- Re-cap of practical techniques

DATE	TIME	VENUE
4th November 2011	9.30am to 12.30pm	Groves Chapel, Union Terrace entrance (near York District Hospital)
4th November 2011	1.30pm to 4.30pm	Groves Chapel, Union Terrace entrance
23rd March 2012	9.30am to 12.30pm	Groves Chapel, Union Terrace entrance
23rd March 2012	1.30pm to 4.30pm	Groves Chapel, Union Terrace entrance

People Handling Assessor

Duration

2 Day

Facilitators

Tracy Scott / Celia Greetham

Target Audience

Staff who have a recognised risk assessment and risk management aspect to their designated roles and responsibilities.

e.g. Managers, Team Leaders, care leaders etc.

This course will need to be refreshed after 18 months

Course Outline

It is expected that participants should have attended a manual handling training event (a 1 day people handling course or a half day refresher) in the previous 12 months. This is essential as participants will be undertaking manual handling activities on day 2 of the course- working in small groups to identify manual handling risk and will be required to demonstrate how identified equipment would reduce the risk.

At the end of this training the learner will:

- Understand and applications and the limitations of the L23 guidance and MAC (HSE) 1995
- Be able to carry out a risk assessment
- Be able to complete a manual handling checklist (CYC ratified document)
- Be aware of the list of controversial techniques
- Construct a manual handling care plan
- Understand the impact of poorly applied handling activities on the integrity of the client's skin

DATE	TIME	VENUE
10th and 11th January 2012	9.30am to 4.30pm	Groves Chapel, Union Terrace entrance (near York District Hospital)

Suitable clothing is required for all People Handling courses as they all have a practical skills element.

Participants will need to attend both days to successfully complete the course. If a day or a section of any day is missed – this would need to be repeated at a future event.

People Handling Assessor Refresher

Duration

1 Day

Facilitators

Tracy Scott / Celia Greetham

Target Audience

A refresher for staff who have already attended the two day People Handling Assessor course within the last 18 months

This course will need to be refreshed after 18 months

Course Outline

To update attendees of the course on the theory and practice of the assessment of safe manual handling of people

- To understand and recap the relevant legislation
- To understand and recap the risk assessment process
- To understand and recap the rules of manual handling of people
- Re-cap of contents covered on the full day People Handling Assessor Training
- Re-cap of the list of controversial techniques
- Update on any areas that have changed in the last 18 months

Suitable clothing is required for all People Handling courses as they all have a practical skills element.

DATE	TIME	VENUE
29th November 2011	9.30am – 4.30pm	Groves Chapel, Union Terrace entrance (near York District Hospital)

Inanimate Load Handling

Duration

Half Day

Facilitators

Tracy Scott / Celia Greetham

Target Audience

This course is suitable for employees who are required to undertake the routine manual handling of inanimate loads, but not people, as part of their general roles and responsibilities. For example, Cooks Domestic, Assistants, Gardeners, Handy men etc.

Course Outline

- Legislative framework
- Anatomy and Biomechanics
- An Ergonomic Approach to Risk Assessment
- Lifting a box from a low level
- Pulling and pushing activities
- High Level storage – shelf stacking
- Problem solving, group work and equipment awareness

DATE	TIME	VENUE
22nd November 2011	9.30am to 12.30pm	Groves Chapel
22nd November 2011	1.30pm to 4.30pm	Groves Chapel

Personal Safety and Lone Working (including breakaway techniques)

Duration

1 Day

Facilitator

SecuriCare

Target Audience

All Lone Workers in Adult Social Care

Course Outline

Raise awareness of the importance of personal safety for lone workers. Explore the risks staff may encounter during their working day and provide practical solutions and confidence to avoid or defuse potentially violent and aggressive situations. This includes breakaway personal safety training.

DATE	TIME	VENUE
17th October 2011	9am to 4pm	Haxby Hall
9th February 2012	9am to 4pm	Haxby Hall

Safeguarding Adults Level 1 (Alerter) Course

Duration

1/2 Day

Facilitator

Debbie Wilde

Target Audience

For all staff who have regular contact with vulnerable adults – this can include domestic staff, activity organisers as well as care staff and managers. We would also suggest that any administrative staff undergo Level 1 training as it provides a sound basic knowledge and awareness of Adult Abuse and what to do if someone reports concerns or allegations of abuse.

Course Outline

To enable participants to become familiar with the concept of the abuse of adults and minimise abuse within a care environment. It will give staff a clear understanding of individual accountability whilst clarifying roles and responsibilities.

Staff, volunteers and carers at all levels will:

- Understand the definitions of a 'vulnerable adult' 'No Secrets' (DoH 2000)
- Understand the definition of abuse and the 7 types of abuse. 'No Secrets' (DoH 2000)
- Recognise the signs and symptoms of abuse (indicators)
- Have an understanding of abuse prevention
- Be able to report and record concerns (Alerts) following the Safeguarding Multi Agency Policy and Procedure
- Have an understanding and awareness of the procedures that follow an alert and the role of the alerter
- Have an awareness of the importance of preserving evidence
- Have an understanding of how to deal with disclosures
- Have an understanding of the whistle-blowing procedure

DATE	TIME	VENUE
4th October 2011	9.30am to 1pm	Haxby Hall
6th December 2011	9.30am to 1pm	Haxby Hall
8th February 2012	9.30am to 1pm	Haxby Hall
27th March 2012	9.30am to 1pm	Haxby Hall

Please note an e-learning Safeguarding Level 1 Course is also available. Details can be found on the e learning opportunities page of this calendar.

Safeguarding Adults Level 2 (Responder) Course

Duration

1 Day

Facilitator

Debbie Wilde

Target Audience

For staff within your organisation that will have to take a decision to refer the safeguarding concern to the Council's Safeguarding Adults team, eg; managers and team leaders.

Course Outline

To provide participants with an understanding of their responsibilities within the multi-agency remit when dealing with disclosures. Enable staff to work effectively in accordance with local policies and procedures when responding to an alert. In addition to achieving the competencies set out in the alerter training, participants will:

- Understand the role and responsibilities of the Referrer
- Have an awareness of Safer Recruitment Policy, Vetting and Barring Scheme and the ISA
- Understand the importance of recording and documenting all appropriate information arising from the alert
- Know how to support staff or people who report concerns of abuse (Alert)
- Understand the principles of information sharing in accordance with the Multi-Agency policy and procedures
- Understand the principles of preserving evidence and victim safety
- Understand the principles and be able to support staff on how best to deal with disclosures and how to record their concerns
- Understand the procedure for making a referral

DATE	TIME	VENUE
3rd November 2011	9.30am to 4.30pm	Haxby Hall
5th January 2012	9.30am to 4.30pm	Haxby Hall
29th March 2012	9.30am to 4.30pm	Haxby Hall

Safeguarding Adults Level 3 (Investigating Training) Course

Duration

2 Day

Facilitator

Anne Craft Trust

Target Audience

These sessions are only available to those practitioners from Health, Social Services and Police who are able to conduct Safeguarding Adults Investigations.

Must have attended level 1 and level 2 course

If you require this training please contact the Workforce Development Unit for further details or dates and times.

Safeguarding Adults Level 4 (Chairing Training) Course

Duration

1 Day

Facilitator

Anne Craft Trust

Target Audience

These sessions are only available to those practitioners from Health, Social Services and Police who are responsible for chairing adults safeguarding case conferences.

Must have attended level 1, level 2 and level 3 courses

If you require this training please contact the Workforce Development Unit for further details or dates and times.

Medication Training (Residential Homes)

Duration

Two Half Day Sessions

Facilitator

Pharmacists from NHS North Yorkshire and York

Target Audience

Care staff who are, or who may in the near future, be involved in the administration of medicines in care homes for older people or people with learning difficulties.

Course Outline

To develop the knowledge and skills to competently administer medicines within a care home and to understand the need for accurate written documentation.

By the end of the course delegates will have an understanding of:

- The law relating to medicines
- Essential standards of quality and safety
- Safe practice in the administration of medicines
- Use of monitored dosage systems
- Record keeping and documentation
- Accountability and responsibility
- Using resources and finding information about medicines and medical conditions

This is a comprehensive course for care staff who are responsible for the administration of medicines in CARE HOMES.

The course is designed to meet the standards outlined by CQC in the guidance 'Training care workers to safely administer medicines in care homes', encompasses the Skills for Care 'Knowledge set for medication' (Social Care-Adults England) and is in line with guidance from RPSGB 'The Handling of Medicines in Social Care'.

DATE	TIME	VENUE
11th and 18th October 2011	9.45am to 1pm	Haxby Hall
12th and 19th January 2012	9.45am to 1pm	Haxby Hall

This course is only suitable for staff who have not previously attended this course. It is not to be accessed as a refresher. For details of refresher training please contact your line manager or the WDU.

Medication (Homecare/Supported Living)

Duration

1/2 Day

Facilitators

Pharmacists from NHS North Yorkshire and York

Target Audience

Care staff who are involved with the administration of medicines in domiciliary care settings and supported living.

Course Outline

To develop the knowledge and skills to competently administer medicines within a domiciliary care setting and to understand the need for accurate written documentation.

By the end of the course delegates will have an understanding of:

- Essential standards of quality and safety
- What tasks they can undertake and the levels of help that they can provide
- Safe practice in the administration of medicines
- Record keeping and documentation
- Accountability and responsibility
- Who to contact if they have not got all the necessary information

The content of this course is in line with NYCC and City of York Council policies

The course encompasses the Skills for Care 'Knowledge set for medication' (Social Care-Adults England) and is in line with guidance from RPSGB 'The Handling of Medicines in Social Care'.

DATE	TIME	VENUE
14th October 2011	9.30am to 12.30pm	Haxby Hall
14th October 2011	1.30pm to 4.30pm	Haxby Hall
27th January 2012	9.30am to 12.30pm	Haxby Hall
27th January 2012	1.30pm to 4.30pm	Haxby Hall

This course is only suitable for staff who have not previously attended this course. It is not to be accessed as a refresher. For details of refresher training please contact your line manager or the WDU.

Mental Health First Aid

Duration

2 Day

Facilitators

EMW Training

Target Audience

The course is for anyone who may come into contact with a person experiencing a mental health problem in their workplace. The course helps people to recognise mental distress and give them the confidence to respond in an appropriate way.

Course Outline

Section 1

• What is mental health? • Why mental health first aid? • The five steps of mental health first aid • Impact and cost of mental health problems • Influences on mental health • Risk and protective factors • What is depression? • Alcohol, drugs and depression

Section 2

• Suicide in England • How to help someone who is suicidal • Listening non judgmentally • First aid for depression • Treatment and resources for depression • Self care

Section 3

• What is anxiety? • When is anxiety a problem? • Alcohol, drugs and anxiety disorders • Crisis first aid for panic attacks • Crisis first aid for acute stress reaction • Some common thinking distortions • Treatment and resources for anxiety • Self-harm • Eating disorders

Section 4

• What is psychosis? • Understanding psychosis • Schizophrenia and bipolar disorder • Recovery from psychosis • Crisis first aid for acute psychosis • Treatment and resources for psychosis

DATE	TIME	VENUE
17th and 24th November 2011	9.30am to 4.30pm	Haxby Hall

We expect there to be a high demand for this course and therefore places will be limited to one per organization initially.

This course costs £60 per person. City of York Council are offering this course free of charge. However, in the case of non attendance without notification delegates will be charged the full course cost.

Learning Disabilities Specific Training

Conflict Management Breakaway Refresher Course

Duration

1 Day

Facilitators

Sarah Walker

Target Audience

Staff who have already attended the 3 day course

Course Outline

- To identify the tasks that expose staff to risk
- To understand the triggers and factors that affect peoples behaviour
- Ice-berg theory
- To identify behavioural characteristics
- How to reduce the antecedents
- To understand the autonomic responses to feeling threatened or intimidated
- To develop a strategy for de-escalation

DATE	TIME	VENUE
10th November 2011	9.30am to 4.30pm	Systems House

E Learning Opportunities

Deprivation of Liberty

www.kwango.com/ynypctdolslogin

Username: yorkdols

Password: yorkdols01 (zero, one)

Mental Capacity Act

www.kwango.com/yorkcitymcalogin

Username: yorkmcact

Password: yorkcitymca1

Safeguarding adults

www.kwango.com/login

City of York Council Username: cyclowesafead

City of York Council Password: cyclowesa4

Independent providers Username: indvolsafead

Independent providers Password: indvolsa3

Stroke Training And Awareness Resources (STARS)

www.strokecorecompetencies.org

Click on core competencies and complete the training

Disability Equality Level 1

www.disabilitytrainingyork.org

Create your own username and password

Dementia

The Social Care Institute for Excellence (SCIE) website has a range of open access e learning opportunities, including the Open Dementia Programme.

<http://www.scie.org.uk/publications/elearning/index.asp>

Domestic Abuse Awareness Training

<http://www.idas.org.uk/training/index.asp>

Care Awareness Training

<http://www.ycctraining.co.uk/>

All City of York Council staff who complete an e-learning package need to send a copy of their certificate to the Workforce Department Unit to go on file.

City of York Council Staff Only

Corporate Training Courses

Corporate training events can be located on the Council intranet (colin).
http://colin.york.gov.uk/beSupported/learning_development/employees/

Health and Safety Training Courses

There are also training opportunities provided by the health and safety department. These can be accessed via the H&S team on 01904 554131 or on the Council Intranet (colin).
http://colin.york.gov.uk/beSupported/health_safety/

ECDL (European Computer Driving License)

To find out more information and application forms go on the Council Intranet (colin) and search ECDL.

Effective Manager

To find out more information and application forms go on the Council Intranet (colin) and search Effective Manager.

Welfare Benefits Unit (WBU) — 5 FREE PLACES!

WBU provides a second tier advice and training service to North Yorkshire and City of York, focusing on those in the voluntary and statutory sectors who deal directly with individuals claiming benefits. A brochure with details of up and coming courses through the WBU is sent out quarterly across ACE and Housing. To book a place on any of the courses available contact the Workforce Development Unit.

Useful links and Information

Social Care Information and Learning Services (SCILS)

Social Care Online offers more than 100,000 books and article abstracts along with policy documents, and other resources covering all aspects of social care. It is especially useful for registered social workers to help fulfill post registration training and learning obligations.

Provides a wide range of learning and development solutions for staff throughout social care, health and children's/young people's services.

Login at www.scils.co.uk Password 161YORK

www.communitycare.co.uk

Community Care is the leading weekly magazine, website and events organiser in social care. It provides news, analysis and comment on the latest developments in social care policy and practice with a wide range of expert contributors in the professional, academic and service user communities.

www.scie.org.uk/publications/dementia

A useful website for those who work within people with dementia in nursing residential and domiciliary settings. Contains practical tips. There are currently new sections on end of life care and making decisions. The site is updated regularly.

www.scie.org.uk/publications/mca

www.scie.org.uk/socialcaretv

An online service for everyone involved in the social care and social work sector.



The Care Alliance for Workforce Development (CAWD) aims to support employers in developing their managers and staff and to improve the knowledge and skill levels in adult social care thereby raising the quality of services for people who use them and their carers in North Yorkshire and York. The CAWD website aims to help you find information to support workforce development within your own organisation.

<http://www.cawd.org.uk/>

Workforce Development Unit Booking Form

Please complete this form in CAPITAL letters and return to:

Workforce Development Unit, Mill House
North Street, York, YO1 6JD
Email: wdu@york.gov.uk
Tel: 01904 553017 - Fax: 01904 554446

Course Title.....

Course Date (where relevant).....

Delegate Name.....

Job Title.....

Place of Work

Work Address.....

.....

Email Address.....

Telephone Number.....

Special dietary / other requirements

Line Managers Name.....

Line Managers Signature.....

Confirmation of a place will be sent by email. If the course is full or if there are no courses currently running we will place you onto the waiting list and contact you when future dates have been arranged.

Booking Conditions: Delegates can cancel at any time up to 5 working days in advance otherwise the full cost of the course may be charged. Replacement of one delegate for another can be made at any time up to and including the day of the course.

Thank You

Workforce Development Unit