



Short courses delivered by
baldwin training centre



Baldwin Training are happy to deliver training either within your work setting or at our fully equipped training centre in Eastbourne. Courses can be tailored to meet the individual needs of the employer.

Courses available:

Common Induction –

Aim: to ensure the learner has the knowledge and understanding to be able to care for service users in a safe and dignified manner. This is now a 3 day programme to reflect the depth of learning required to show competence and completion of common induction standards workbook, which is provided.

Objectives: the learner will learn about :

- Role of the health and social care worker
- Health and safety in an adult social care setting
- Principles of safeguarding in health and social care
- Personal development
- Communicate effectively
- Equality and inclusion
- Principles for implementing duty of care
- Person centred support

Communication –

Aims: to ensure the learner has the knowledge and understanding to be able to communicate with their clients through a range of different methods.

Objectives:

- Define communication
- Explain the different methods of communication
- Demonstrate effective listening
- Explain the purpose of record keeping and how this should be completed.

All learners will complete a knowledge workbook.



Safeguarding –

Aims: to ensure that the learner has the knowledge and understanding of how to recognise and report abuse within the workplace, ensuring they are working to the local multiagency safeguarding Adults procedure.

A multiple choice test is completed at the end of the session.

Objectives

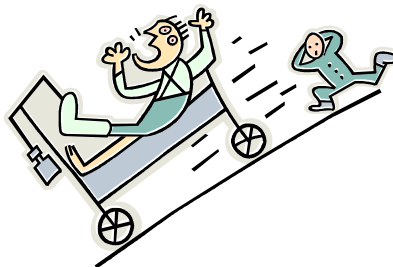
- Define the different types of abuse and the recognition features of each one
- Describe how to deal with the disclosure of abuse and the process to follow
- State the legislation they may need to be aware of with regards to an abuse situation
- Identify the support available following disclosure. They will also complete a knowledge workbook. .
- Mental capacity act and DOLS will also be discussed.

Health and Safety – including COSHH

Aims: to give the learner an overview to health and safety to ensure that at all times they have the knowledge and understanding to be able to work to best practice, this also explores roles and responsibilities in meeting CQC essential standards for quality and safety.

Objectives:

- Explain why we need to maintain health and safety
- describe legislation relating to health and safety
- demonstrate how to complete a basic risk assessment explain how to maintain health and safety standards.



Dementia –

Aims: to develop the learners knowledge and awareness in the care of clients who have been diagnosed with dementia and to create an understanding in behaviours that may accompany some clients.

A multiple choice workbook to be completed at the end of the session.

Objectives

- accept clients who have dementia with different values and understanding
- describe why the service user may portray certain behaviours
- explain how dementia may affect a persons behaviours and communication
- identify and apply tried and proven methods to assist in alleviating clients who prove 'challenging' .

Dignity within the Care Setting

At the request of a number of employers Btc have developed this course to support the Dignity in Care Campaign.

Aims: To provide carers with the knowledge and skills to promote and practice dignity within the care setting.

Supporting those in the elder years –

Aims: to look at all aspects affecting those who are nearing the end of life.

Focuses on the Gold standards framework guidelines at requirements set out in CQC essential standards.

- Looking as person as a whole and how to involve them in their lives in advancing years
- Life stories and reminiscence work and its place
- Personalisation approach
- How to provide pro active support and person centred approaches to plan end of life care



Support Planning –

Aims: to explore how a person centred approach to care planning assists in supporting the client to be involved in and to make decisions about their care, thus enabling them to achieve their potential

Objectives:

- Describe the care planning process
- Demonstrate how to support individuals in making decisions about their care
- Clarify how discriminatory practice and their own beliefs and preferences may influence the process.
- To meet CQC essential standards on quality and safety

Record keeping–

Aims: to ensure the learner is able to complete all required documentation within any health and social care setting so that it complies with both legal and organisational requirements. The session involves interactive activities to provoke discussions, case studies, discussions on good and bad report writing and how to challenge documentation effectively. This also focuses on requirements by CQC essential standards of quality and safety . A multiple choice workbook to be completed at the end of the session.

Infection Control –

Aims to engage the learner in their roles and responsibilities towards maintaining a clean and safe environment at work, colleagues and themselves. How infection is spread. Common diseases and infections found in their workplace and how to deal with them effectively. COSHH, RIDDOR health and social care act 2008 infection control explained also CQC essential standards of quality and safety explored. Reporting and recording requirements to meet legislation and organisational policies and procedures. A very interactive session, with activities and case studies. To demonstrate effective infection control. A multiple choice workbook to be completed at the end of the session.

Food Hygiene and nutrition –

Aims: to cover all areas in relation to correct storage, preparation and serving of food to residents / service users.

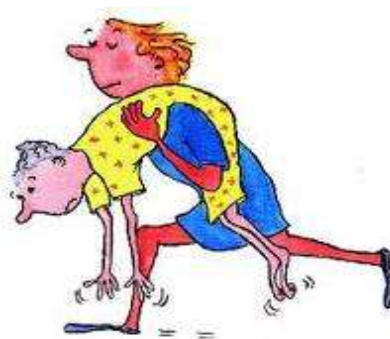
- How to manage varying diets, allergies and special diets.
- Compliance of better food, safer homes,- food standards guidelines.
- Food safety Act and to identify their roles and responsibilities in compliance to this and additional employer requirements.
- nutritional intake and how to overcome concerns and issues
- Balanced diet and different techniques to encourage service users to maintain a healthy and balanced food and drink intake to promote their well being.

A multiple choice workbook will be completed at the end of the session.

Medication –

Aims: to cover all areas of:

- Legislation,
- legal requirements and basic knowledge of administration
- supporting those who self medicate.
- All reporting and recording responsibilities
- compliance with employers policies and procedures.
- Health and safety issues which may arise and effective personal hygiene requirements.



Moving and Handling –

Both theoretical and practical requirements are covered. Looking at Back care, use of equipment and safeguarding of residents when mobility is impaired and care plans change. Risk assessment activities to identify hazards and risks in their work environments and effective planning of supporting service users to keep mobility and promote well being. Looking at legislation- HASAWA, MHOR< LOLER and PUWER. A multiple choice workbook to complete at the end of the session.

First aid: short course;

Aims; to ensure that the learner has a basic level of understanding on how to deal with a range of incidents and accidents they may come across in the workplace and know their roles and responsibilities in complying with legislation surrounding first aid.

First Aid; full day

An accredited course, lasting 3 years, which gives in depth knowledge and practical experiences in dealing with different health emergencies which the learner may encounter in their work environment. This training allows learners to support other first aiders in the work place as an appointed person.

First aid: full day QCF 1 credit

This QCF accredited training course will enable learners to participate in a full day of first aid training, which will be both learning and practical knowledge to understand the principles in being an appointed person in first aid. This course is followed up by a short test at the end and the learner will acquire 1 credit towards the QCF. The credit will be counted towards their diploma pathway at level 2 or 3.



Supervision and appraisals;

Aims to give the learner an insight into staff supervision and appraisals and how to gain the best from staff using various methods. How to meet the GSCC code of practise and show compliance to the CQC Activities based around good and bad supervisions, engaging supervisee's effectively, reflective practise. . Includes completion of a multiple choice workbook at the end of the session.

Equality and diversity

Aims - to ensure the learner gains an awareness of equality, diversity and care values and how anti-discriminatory practice underpins individual care. Equality act 2010 and the changes which affect every area of the workplace. This course is packed with lots of interactive group activities and discussions. A multiple choice workbook will be completed at the end of the sessions.

Nutrition:

Aims – this will ensure that all learners will have the knowledge to equip them to support their service users when it comes to their dietary requirements. Learners will look at factors that affect nutritional intake and how to overcome concerns and issues relating to these. Learners look at what constitutes a balanced diet. Learners will look at how they can use different techniques to encourage service users to maintain a healthy and balanced food and drink intake to promote their well being. A multiple choice workbook will be completed at the end of the session.



Employability Skills

We offer a range of employability courses to give invaluable skills to learners seeking work or additional skills to assist them within their new job roles.

These include:

- **CV Application and letter writing**
- **Awareness training i.e. body language**
- **Telephone Skills**
- **Confidence building**
- **How to behave at an interview**
- **Delegation**
- **Coaching and Mentoring**
- **Managing Change**
- **Dealing with poor performance**
- **Assertiveness**

All courses will have an attendance certificate, sent directly to the employer after the course.

We are currently developing a number of new short courses due to employer demands. Some of these will be short courses which will have credits attached to them and will be able to be used towards the QCF Health and Social Care diplomas.

If you require any further information please do not hesitate to contact:

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