

# Bumper Issue

Working with providers to raise standards and enhance the quality of health, and social care provision through training and development.

Volume 7 Issue 5

2010 Newsletter

If you are sending in more than one application form for a training programme please can you prioritise candidates (1 as the highest etc) on the forms. This is useful if the programme becomes oversubscribed. Many Thanks

## Training Programmes

From the 1st May 2010 WQP are charging £20 plus VAT for places on a number of training programmes.

This charge applies to the 16 training programmes listed below.

PLEASE NOTE WQP is now communicating electronically to all members. The email supplied by you will be used to send all training confirmations of places and notification that the invoice has been raised. If you didn't complete this form please contact the WQP office.

CIS (Adults) - Module 1 - The Principles of Care

CIS (Adults) - Module 2 - Communication

CIS (Adults) - Module 3 - Recognising & Responding to Adult Abuse & Neglect

CIS (Adults) - Module 4 - Roles & Responsibilities of the Care Worker

Dementia Awareness

Domiciliary Care Medication

Care & Control of Medicines - Care Homes

Caring for People Affected by Stroke

Recording Skills for Direct Care Workers

Mental Health Awareness (Care Homes)

Managing Services - Managing Provider Services & Staff undergoing Adult Protection Investigations

Managing Services - Good Practice in Adult Protection - Role & Responsibility of Provider Services Manager

Recognising & Responding to Adult Abuse & Neglect - In-depth Knowledge

Investigative Skills & Achieving best evidence in Adult Abuse Investigations

Managing the Needs of people with Dementia in End Stages of life

**NEW!** Risk Assessment & Management

THE FOLLOWING TRAINING PROGRAMMES ARE AVAILABLE TO WQP MEMBERS FREE  
(Please Note WQP will charge £20 plus VAT for places that are booked and the candidate does not attend)

Learning Disability Awareness

The History & Context of People with Learning Disabilities

Mental Capacity Act Awareness Raising Workshops

Communication with people with Learning Disabilities

Deprivation of Liberty Safeguards (DOLS) Awareness Training Workshop



WQP have been designing a Learning and Development package for managers and their staff which will compliment our traditional learning and development programmes.

We hope that managers or those responsible for delivering and supporting learning in your workplace will benefit from the first two events.

### 'Delivering Effective Learning in the Workplace'

A workshop for managers or individuals responsible for learning in the workplace

### 'Golden Webs'

A full day event to support and signpost your organisation around the tangled web of 'Mandatory Training.'

These two events hopefully will further develop the support and knowledge to guide your staff through different styles of learning in the workplace.

In January and February 2011 WQP will be offering members an opportunity to access distance learning packages. These will be supported by a short workshop.

### 'Distance Learning Workshops'

Three different distance learning packages available to staff who require further knowledge or development.

**PLEASE SEE THE BACK FOR MORE DETAILS**

## Safeguarding Adults Network Events

Following on from the success of the previous events WQP and Warwickshire County Councils (WCC) Safeguarding Team will be delivering a new set of events across Warwickshire in November.

These sessions aim to offer;

- Information on the New structure of the Safeguarding Adults Team (WCC)
- Update on the Vetting & Barring Scheme
- Refresher on DOLS & MCA
- 'Professional Boundaries' - a session on the professional boundaries between social care workers and their clients

These sessions will also provide an opportunity for providers and Safeguarding adult Lead Practitioners to meet and network.

To book your place please visit <http://www.wqp.org.uk/>

The application is available in the **Calendar Events** section or call the WQP office - 01926 745118

**PLEASE NOTE** Confirmation will be distributed prior to the event.

If you go to the **WQP website** you will see information to access the **Scils website**. This offers individual and group learning sessions as well as a discussion board and news desk. Access to this resource will expire **October 2010** - are you missing out?

## Managers Workshop

### Delivering Effective learning in the Workplace

In the current climate budgets aren't growing, funds are limited yet business must continue. Staff must still be trained and equipped with the skills to undertake their role. Delivering effective learning in the workplace will enable your organisation to;

- Respond to the Personalisation agenda
- Improve and enhance your services and competitive edge
- Retain and motivate staff and
- Extend your training budget.



This interactive workshop will focus on how to

- o Identify learning needs, using tools such as appraisals, supervisions and skills matrices
- o Understand the different ways in which people learn
- o Develop your skills as leader of a 'learning organisation'
- o Improve your skills in coaching and mentoring staff
- o Set objectives for learning activities and evaluate their effectiveness

**Target Group:** Managers or individuals responsible for learning and development within the organisation.

### Infection Prevention & Control (Workshop for Residential & Nursing home staff).

There are three sessions available all being delivered - 9-12 noon.

Topics include Basic Infection Prevention, audit compliance, common infections and management & prevention.

There is no charge to attend these sessions

To book go to

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

More Information and booking details are in the **Calendar Events** section



## Golden Webs

Following the Training Needs Analysis (TNA) process we realised that there is a large demand for learning and development around Mandatory training. Working with Warwickshire County Council (WCC) Health and Safety Team we have designed a day which will support managers / individuals responsible for training to support the organisation through the tangled web of 'Mandatory Training.'

The DRAFT programme for the day includes presentations on Nutrition, COSHH and workshops on Manual Handling, Food safety, Infection Control, Fire Safety, First Aid etc.

The aim of the day is to signpost and help you find your way around the myths of mandatory training and provide you with fact-sheets and signposting documents to support you back in your organisation..

**Target Group:** Managers or individuals responsible for learning and development within the organisation.

## Distance Learning Workshops

NCC Resources (National Consortium of Colleges) offer a wide range of distance learning packages.

WQP & NCC are working together and in January and February 2011 we will be delivering a pilot covering the following subjects;

**Safety Compliance** - This aims to provide the candidate with an understanding of key health and safety issues including; first aid, fire safety and risk assessment.

**Moving & Handling Clients Safely** - This focuses primarily with the movement and handling of people however the health and safety principles should be applied to all loads. The final module is specifically concerned with assisting clients, to prevent and minimise the adverse effects of pressure. The importance of recognising the individual's needs and wishes, and involving them in the decision making process is emphasised. The assessment of health and safety risks to clients and care workers is also explored.

**Healthy Eating & Food Hygiene** - This aims to provide candidates with the essential knowledge required to offer the very best professional approach to healthy eating and food hygiene. Modules are healthy eating, vitamins and minerals, specific healthy eating issues and food hygiene.

Workshops have been booked across Warwickshire to give candidates the learning pack and an opportunity to attend a focussed workshop to get them started on the pack. The candidates will be expected to take these back into the workplace and complete the learning with support from their manager.

Timescales for completion is a maximum of six months - WQP will ask all candidates at this stage to complete an evaluation form.

To book your places please go to <http://www.wqp.org.uk/> All applications are available in the **Calendar Events** section or call the WQP office - 01926 745118

**PLEASE NOTE - Although these programmes are available FREE of charge WQP will charge £20 plus VAT per booked place for non-attendance.**



Lisa Heames - Learning & Development Officer  
Tel: 01926 745118  
lisaheames@warwickshire.gov.uk



Elaine Ives - WQP Project Manager  
Tel: 01926 745117  
elaiveives@warwickshire.gov.uk

