

2010 Training Courses



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Training for Care Workers

Safeguarding Vulnerable Adults

Suitable for those who provide care to vulnerable adults, this workshop enables participants to understand the different forms of abuse and what to do if abuse is suspected. This course covers the Skills for Care Induction Standards relating to Safeguarding Vulnerable Adults.

Included:

- Where does abuse happen?
- Signs and symptoms of abuse and neglect
- Physical, sexual, emotional and financial abuse
- Key legislation, policies and procedures
- Responding to suspected abuse or neglect
- Whistle blowing

Course dates:

Wednesday 20 January
Thursday 18 February
Friday 19 March
Friday 30 April
Wednesday 2 June
Friday 2 July
Tuesday 3 August
Thursday 16 September
Wednesday 27 October
Wednesday 1 December

Length of course: 3 hours
Cost: £45

Communication

Designed for those who work with older people, this course covers the Skills for Care induction standards relating to communication.

Included:

- Know what motivates people to communicate
- Barriers to communication
- Understanding verbal and non-verbal communication
- How to listen effectively
- Using touch and know when touch is not appropriate
- Record information that is concise and relevant
- Confidentiality

Course dates:

Monday 25 January
Thursday 25 February
Thursday 15 April
Monday 24 May
Thursday 8 July
Wednesday 11 August
Thursday 30 September
Wednesday 10 November
Thursday 9 December

Length of course: 3 hours

Cost: £45

Safe Catering

CIEH Level 1 Certificate in Food Safety Awareness

This qualification is ideal for new kitchen staff or catering assistants who have minimal or no prior food safety knowledge.

Included:

- How to keep clean and hygienic
- How to keep work areas clean
- Your role in reducing contamination
- How to identify common food hazards
- The common symptoms of food poisoning and those people most at risk
- Stock rotation

After successfully passing a multiple choice examination, candidates will be prepared for low-risk food handling duties.

Dates:

Wednesday 10 March
Wednesday 23 June
Tuesday 26 October

Length of course: 3½ hours

Cost: £50

CIEH Level 2 Certificate in Food Safety in Catering

This qualification is suitable for anyone working in a catering or hospitality setting who prepares food.

Included:

- Legislation
- Food safety hazards
- Temperature controls
- Cooking and reheating
- Safe food storage
- Food handling
- Premises and equipment

There is a multiple choice examination.

Dates:

Tuesday 2 February
Thursday 18 March
Thursday 20 May
Tuesday 20 July
Tuesday 28 September
Thursday 25 November

Length of course: 6 hours

Cost: £65

If your member of staff may have some difficulty with the multiple choice exam, whether because of dyslexia, literacy or language issues (or any other reason) please tell us when booking the course so we can provide appropriate support.

The certificate is valid for 3 years.

Safe Catering

CIEH Level 2 Certificate in Food Safety in Catering Refresher

Everyone who has taken the CIEH Level 2 in Food Safety in Catering is recommended to take a refresher course three years after completion to ensure best practice within the workplace.

Included:

- Responsibilities for food safety
- Personal hygiene
- The work environment
- Product safety

Participants must provide a copy of their current Level 2 Certificate in Food Safety in Catering.

Dates:

Wednesday 14 April
Tuesday 14 September
Tuesday 14 December

Length of course: 3 hours

Cost: £50

CIEH Level 2 Certificate in Healthier Foods and Special Diets

This qualification will benefit anyone who prepares and serves food. It provides candidates with a good, basic understanding of nutrition that will enable them to plan well-balanced meals that will have a positive impact on health.

Included:

- The relationship between health and diet
- The nutritional requirements of different groups of people
- Standards and recommendations for catering for certain groups
- How food preparation and processing affects the nutritional value of food
- Information on food labels

Dates:

Friday 5 March
Thursday 29 July
Thursday 4 November

Length of course: 6 hours

Cost: £65

If your member of staff may have some difficulty with the multiple choice exam, whether because of dyslexia, literacy or language issues (or any other reason) please tell us when booking the course so we can provide appropriate support.

The certificate is valid for 3 years.

Health and Safety

CIEH Level 2 Certificate in Health and Safety in Health and Social Care

This qualification has been designed to meet the needs of all employees in the care sector. It provides employees with a good understanding and knowledge of health and safety in the health and social care setting. There is a multiple choice examination at the end of the course.

Included:

- Legislation
- Health
- Safety
- Welfare
- Hygiene awareness
- Hygiene hazards
- Personal hygiene
- Cleaning

Dates:

Tuesday 27 April

Thursday 15 July

Thursday 14 October

Length of course: 6 hours

Cost: £90

CIEH Level 2 Certificate in Health and Safety in the Workplace

This course is suitable for managers of small businesses and first level supervisors in larger organisations. It is suited to all work environments and, on completion, delegates should understand the responsibilities of employers and employees and how individual action can reduce risks. There is a multiple choice written test and the certificate is valid for 3 years.

Included:

- Legislation
- Workplace equipment
- Risk assessment
- Manual handling
- Hazardous substances
- Workstation design
- Transport and vehicles
- Noise and vibration

Dates:

Tuesday 16 February

Tuesday 21 September

Length of course: 6 hours

Cost: £90

If your member of staff may have some difficulty with the multiple choice exam, whether because of dyslexia, literacy or language issues (or any other reason) please tell us when booking the course so we can provide appropriate support.

Health and Safety

Risk Assessment for Managers and Supervisors

Suitable for any manager, senior carer or supervisor who needs to be able to conduct a risk assessment, this half day workshop comprehensively covers every detail.

Included:

- Regulations
- Identifying hazards
- Evaluation of risk
- Manual handling
- Workstation and display screens
- Record keeping
- Completion of assessment documentation.

After the course, participants will be able to contribute to health and safety at their workplace and be able to complete a risk assessment.

Dates:

Tuesday 9 March

Thursday 17 June

Thursday 16 December

Length of course: 4 hours

Cost: £50

Manual Handling

Organisations are invited to phone to arrange training on our premises for groups of up to eight staff, for either of the following courses:

Manual Handling for new or inexperienced Care Staff

This is a full day's training for staff new to care work or for those who have had no update for several years. A sandwich lunch is included.

Cost per person: £70

Cost for group of 8: £560

Manual Handling Practical Update

This three hour course is intended for experienced care staff who have attended manual handling training in the past and who need an annual update.

Cost per person: £35

Cost for group of 8: £280

Please contact us for the next available course date

This training complies with Skills for Care requirements and the Care Standards Act

First Aid

First Aid at Work

Regulated by the Health & Safety Executive, this course enables employers to comply with the current Health and Safety (First Aid) Regulations 1981. It is suitable for those who are to be the nominated first aider in the workplace. After successful completion of a practical assessment, the certificate is valid for 3 years.

Included:

- The role of the first aider
- Casualty care
- Severe bleeding and burns
- Asthma and choking
- Head injury
- Poisons, gases and fumes
- Adult rescue breathing and CPR

Dates:

Wednesday 3 to Friday 5 February
 Wednesday 21 to Friday 23 April
 Monday 5 to Wednesday 7 July
 Tuesday 5 to Thursday 7 October
 Monday 6 to Wed 8 December

*Length of course: 3 days,
 9am–4.30pm on all course days*

Cost: £180

First Aid Refresher

For those who have their First Aid at Work qualification, the Health & Safety Executive strongly recommends that first aiders undertake annual refresher training. Although not mandatory, this training will help qualified first aiders maintain their basic skills and keep up to date with any changes to first aid procedures.

Included:

- Assessing the situation
- Shock
- Wounded and bleeding casualties
- Assisting an unconscious casualty
- CPR

Dates:

Wednesday 12 May
 Thursday 9 September

Length of course: 3 hours

Cost: £50

Tailored Training

First Aid training can be tailored to your individual requirements eg short courses for your team on your premises.

To discuss your requirements please call us on 01903 529630 or email training@guildcare.org

First Aid

First Aid at Work Requalifying

This course should be undertaken by those who already hold a First Aid at Work certificate and wish to renew their qualification.

Candidates may renew up to three months prior to, or one month after the expiry date of their certificate. A practical assessment will be held on day 2, successful completion of which will renew the certificate for a further 3 years.

Included:

- Assessment of knowledge and experience
- Review of First Aid at Work syllabus
- Adult rescue breathing and CPR

Dates:

Thursday 25 & Friday 26 March
Monday 21 & Tuesday 22 June
Tuesday 16 & Wednesday 17
November

*Length of course: 2 days,
9am–4.30pm on all course days*

Cost: £120

Emergency First Aid

For those businesses where there are small numbers of staff employed or very few risks in the workplace, it is recommended that an appointed person receives emergency first aid training. This certificate is valid for three years.

Included:

- The role of the first aider
- Emergencies at work
- Primary survey
- Communication and casualty care
- Shock and choking
- Control of wounds and bleeding
- How to deal with an unconscious casualty
- Adult rescue breathing and CPR

Dates:

Thursday 21 January
Wednesday 17 March
Monday 10 May
Wednesday 21 July
Thursday 23 September
Tuesday 30 November

Length of course: 6 hours

Cost: £65

Manager and Supervisor Development

These workshops are suitable for managers at all levels, (including supervisors) who want to develop their core skills to be more effective in their roles. These workshops are beneficial for both those new to their role and those who are more experienced.

Supervision Skills

This workshop covers the skills which are essential for supervising staff both in one-to-one meetings and on a day-to-day basis. These include using different styles of communication, asking coaching questions, understanding perception issues and giving effective feedback.

A major focus is on making supervision effective.

While the case studies and examples focus on supervising staff in a care setting, the principles of this workshop could be useful to managers in any workplace

Dates:

Thursday 4 March

Wednesday 3 November

Length of course: 6 hours

Cost: £100

Managing Teams Effectively

This workshop will help you to reflect on how well your team is working and what can be done to make it more effective.

Included:

- The difference between a team and a group
- Team discussion scenario
- Reflecting on your own style
- Characteristics of effective and ineffective teams
- What a manager can do to address issues within their team
- A simple model of what a manager needs to pay attention to

At the end of the workshop, you will have an action plan of things to do to improve your team.

Dates:

Thursday 13 May

Wednesday 27 October

Length of course: 3 hours

Cost: £50

Personal Development

Communicating Effectively and Assertively

Assertiveness is an often misunderstood concept. Effective and assertive communication is about communicating clearly and respectfully and it underpins all good problem-solving conversations.

This workshop will help you to communicate more effectively in any situation.

Included:

- Listening skills
- Deciding whether to compromise or hold a firm line as appropriate to the situation
- How to communicate more effectively
- Putting communication at the heart of a good management style

Dates:

Tuesday 20 April
Wednesday 15 September

Length of course: 6 hours

Cost: £100

Stress Awareness

Stress can be a difficult experience that can affect work and other aspects of life. This workshop is suitable for anyone who feels stressed or just wants to learn how to prevent stress from building up.

This course always has a small group (maximum 8 people) and the trainer aims to adapt it to the needs of the people in the group.

Included:

- What can cause stress?
- What happens in the body when we are under stress.
- An understanding of signs and symptoms.
- Strategies and approaches to reducing stress.
- A personal stress questionnaire

Dates :

Thursday 20 May
Wednesday 29 September

Length of course: 3 hours

Cost: £50

NVQs in Health and Social Care

We offer two ways of helping your staff to achieve their NVQ, either using your own work-based assessor or using a Guild Care Assessor.

NVQs using your own Work-Based Assessor

Guild Care is able to offer an 'Internal Verification Package' for NVQ provision, whereby NVQ candidates are supported by their own work-based assessor.

Guild Care will register, certificate, internally verify portfolios and provide ongoing support for your assessor.

The price also includes a half day induction session for all new candidates at Level 2 and Level 3. Your assessor is welcome to attend this induction with the candidates.

Candidates may start their NVQ at any time during the year and apart from the induction session, all other work is done in the workplace.

Cost:

Level 2 £550

Level 3 £680

NVQs assessed by Guild Care

In the event of there not being a NVQ assessor in your workplace, Guild Care is able to provide an assessor who will visit your NVQ candidates on a regular basis and support them through their qualification.

Apart from the initial NVQ induction session which is held on our premises, all NVQ work, assessments and observations by our assessor will be done in the candidate's place of work.

Candidates may start their NVQ at any time during the year.

Cost:

Level 2 £800

Level 3 £1100

NVQ Assessor Training

NVQ A1 Assessor Award

This 3 day course, held over three months is a professional qualification, designed for those who would like to become NVQ Assessors. It will enable you to assess a candidate's evidence for a NVQ within Health and Social Care.

Successful candidates will be able to show that they can do the following:

- Develop realistic plans for assessment with their candidates
- Assess them by observation and by a range of other methods
- Make valid assessment decisions
- Make appropriate records of assessment decisions
- Give feedback to candidates on their performance and review progress
- Work with others involved in the process such as managers and internal verifiers

This is a competence-based award requiring delegates to compile a portfolio of evidence.

Cost: £550

Booking Information

Joining instructions and payment

Course joining instructions will be sent to you once the booking has been made. An invoice for the cost of the training will be sent once the delegate has attended the course.

Should the delegate be unable to attend the training after having booked, you may transfer the place on a course to someone else from your organisation, but please advise us of any delegate changes.

To make a booking:

1. Tel/Fax

The course booking line: 01903 529630

Fax a booking form to: 01903 528611

2. Online

email: training@guildcare.org

www.guildcare.org

3. Post

Complete the booking form and put in the post.

Group Discount

Should you wish to book three or more staff onto any Health and Safety, First Aid or Management Development training course, a group discount will be offered to you.

Booking Form

Course Title	
Date	
Name of delegate/s	

Course Title	
Date	
Name of delegate/s	

Course Title	
Date	
Name of delegate/s	

Course Title	
Date	
Name of delegate/s	

Organisation, address and contact email

Post this form to:

Training Administrator
Guild Care, Methold House, North Street, Worthing,
West Sussex BN11 1DU

or Fax to:

Training Administrator
(01903) 528611

or email your booking:

training@guildcare.org



Methold House
North Street
Worthing
West Sussex
BN11 1DU

Phone: (01903) 529630
Fax: (01903) 528611
Email: anne.honiball@guildcare.org
Website: www.guildcare.org

Charity No. 1044658



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