

**Booking onto these courses
is essential and numbers are
limited.**

To book a place, or to find out more email:
tess.daly@disabilitysheffield.org.uk

Find the venues...

The Moorfoot Learning Centre

Floor 1
West Wing
Moorfoot Building
Sheffield
S1 4PL

The Circle

33 Rockingham Lane
Sheffield
S1 4FW

Are you...

Looking to build your skills and knowledge
in order to gain employment in the care
industry?

Are you...

Currently employed as a personal assistant?

Are you...

Currently employing your own personal
assistants and want to access further
training for them?

If you answered yes to
any of the above, you can
access a number of free
courses for existing and
aspiring Personal Assistants.



**FREE
training**

for
**personal
assistants**

FOOD SAFETY LEVEL 1

8th Sep • 9.30am – 1.00pm • Moorfoot

A half day course that will provide you with information about the principles of food safety and to enable you to apply this knowledge and carry out safe practice.

A multiple choice exam must be completed giving you the opportunity to gain a qualification in food safety.

Participants must bring photo ID to enable them to sit the exam. This can be:

- A valid passport
- UK driving license
- Warrant card
- Other (i.e student card)

WORKPLACE PENSIONS

28th Sep + 6th Dec • 1.30pm – 3.30pm • The Circle

Workplace pensions is a complex subject but everyone who employs a personal assistant should understand what they are, what their responsibilities are in relation to them and who to turn to if you need help. This short training session will aim to give you that, it will cover the basics of the process, what you'll need to know to comply with the rules and who to contact if you need support.

HEALTH, SAFETY & FIRE AWARENESS

10th Oct • 9.30am – 12.30pm • Moorfoot

A half day course outlining employers and employees responsibilities under the Health and Safety at Work Act, Management of Health and Safety at Work Regulations and other legislation. It also promotes a consistent pro-active approach to health and safety at work.

LETS TALK ABOUT SAFE RESTRAINTS

23rd Oct + 15th Jan • 1.30pm-3pm • The Circle

A short course for both Individual Employers and their Personal Assistants to gain a wider understanding of the term 'restraint' and its implications. It is designed to promote the conversation between employer and employee about restraint and different ways to keep people safe

EMERGENCY FIRST AID AT WORK

2nd Nov • 9.30am – 4.30pm • Moorfoot

A one day course that enables learners to attain the knowledge and competencies needed to deal with a range of emergency situations, including managing an unresponsive casualty, assisting a casualty who is choking and assisting a casualty who is wounded and bleeding.

There are practical elements to this course e.g. CPR and recovery position. Learners must be physically able to carry out these tasks and are advised to wear clothing that does not restrict their ability to take part. You must also attend the full session to be eligible for assessment.

Participants must bring photo ID to enable them to obtain a final certificate. This can be:

- A valid passport
- UK driving license
- Warrant card
- Other (i.e student card)

EATING & SWALLOWING

22nd Nov • 9.15am – 12.30pm • Moorfoot

This half day course will enable participants to safely support people in practice with eating and drinking. This includes understanding what can go wrong with eating and swallowing, recognising the danger signals and when to refer, aswell as good practice guidelines.

Participants will be encouraged to take part in eating and drinking activities.

SAFEGUARDING ADULTS AWARENESS

8th Dec • 9.30am – 12.30pm • Moorfoot

A half day course to enable you to fulfill your roles and responsibilities within the South Yorkshire Safeguarding Procedures. This includes identifying adults at risk of harm, recognising the different types of abuse and how to proceed if somebody discloses abuse.

MOVING & HANDLING PEOPLE

9th Jan • 9.30am – 4.30pm • Moorfoot

A one day course to enable you to gain an understanding of safe methods and techniques for moving and handling.

As there is a practical element to the course, participants must wear appropriate footwear and clothing to enable them to practice safely.

DIGNITY IN CARE

12th Feb • 9.30am – 3.30pm • Moorfoot

A one day course looking at how you can embed dignity into all aspects of your practice. This includes looking at how to maintain dignity in the workplace and how it can be compromised.

Free training for personal assistants