

Being a Good Employer - this course has been created for individual employers and is split into three modules, of which all three can be attended or which ever ones you feel necessary for yourself.

Module 1 - Advertising and Recruiting

24/09/18 11am-3.30pm The Carers Centre

Aims

- To introduce the legal responsibilities of an employer.
- To explain employment status and why it is important.
- To identify what needs to be included in the Written Statement/ Employment Contract.
- To understand the stages involved in Recruiting a PA.
- To know how to act lawfully and avoid pitfalls.

Outcomes

- Understand key aspects of employment covered by law.
- Understand Statutory and Contractual obligations of employers.
- Identify the stages involved in recruitment and selection.
- Know where to go for more help and further knowledge.

Module 2 - Induction and Probation

1/10/18 11am-3.30pm The Carers Centre

Aims

- To introduce the key elements of Probation and Induction and understand why they are important.
- To understand what needs to be included in the Written Statement/ Employment Contract.
- To understand the stages involved in planning for a PA to start work.
- To understand Health and Safety obligations.
- To know how to act lawfully including being aware of pre-employment checks.

Outcomes

- Identify the stages involved in planning for effective Induction and Probation.
- Know how to conduct a Health and Safety Risk Assessment.
- Know where to go for more help and further knowledge.

Module 3 - Supporting & Supervising Personal Assistants

8/10/18 11am-3.30pm The Carers Centre

Aims

- To develop good working practices in managing Personal Assistants and identify future learning and support needs by:
- Understanding the importance of effective supervision and support in getting the best out of a PA exploring tools, techniques and procedures that can help in dealing with problems with a PA.

Outcomes

Participants will be able to: Understand the importance of effective communication in good management and identify what makes staff perform well Explore techniques for 'having conversations'. Recognize the need for boundaries between Employer/PA Learn the value of policies and procedures in tackling problems Identify essential employment policies and how these are used.

Are you currently employed as a Personal Assistant for an adult over the age of 18 and feel you could benefit from further training? Or do you employ your own Personal Assistants and want to further their skills and knowledge, as well as your own?

If you answered YES, then this is for you! Disability Sheffield are working alongside Skills for Care and the Sheffield City Council to offer a number of FREE training sessions designed specifically for those working as a PA in the social care sector.

Find the venues:

The Moorfoot Learning Centre
Floor 1
West Wing
Moorfoot Building
Sheffield
S1 4PL

The Sheffield Carers Centre
Ground Floor East
Concept House
5 Young Street
Sheffield
S1 4UP

A number of these courses meet Care Certificate Standards and/or provide evidence for the Health and Social Care Level 2 Qualification Credit Framework (QCF). To enquire which courses provide this, email tess.daly@disabilitysheffield.org.uk

Learners must bring photo ID to enable them to obtain a final certificate for the Emergency First Aid at Work and Food Safety level 1 course. This can be: a valid passport, UK driving licence, warrant card, other, i.e. student card. The lead trainer should be notified if these forms of ID are unavailable.

If you are looking to employ more Personal Assistants or find additional employment as a PA, don't forget to check out the Disability Sheffield PA Register where you can advertise/apply for job vacancies within the Sheffield area for FREE!

www.disabilitysheffield.org.uk/pa-register



Free Training for Personal Assistants



Safeguarding Adults Awareness **14/08/18 9.30am-12.30pm Moorfoot Learning Centre**

A half day course to enable you to fulfil your roles & responsibilities within the South Yorkshire Safeguarding Procedures.

It will teach you to:

- Outline what safeguarding and harm is.
- Identify adults at risk.
- List the categories of abuse and explain how you would recognise them.
- Explain what needs to be done if abuse is disclosed, witnessed or suspected.
- Explain your role within the Safeguarding Adults Procedures.

Promoting Effective Communication & Relationships **7/09/18 9.30am-12.30pm Moorfoot Learning Centre**

This is a half day course designed for Adult Social Care staff new to role who require an Induction level to Promoting Effective Communication and Relationships. It also explores the importance of handling information, agreed ways of working, relevant legislation and the recording, storing and sharing of information.

Participants will be able to:

- Understand the importance of effective communication at work.
- Understand how to meet the communication needs, wishes and preferences and language needs, wishes and preferences of individuals.
- Promote effective communication.
- Understand the principles and practices of confidentiality.
- Understand the relevant legislation and practice of recording, storing and sharing information.

Eating & Swallowing

12/09/18 or 15/01/19 9.30am-1pm Moorfoot Learning Centre - you do not need to attend both sessions

This half day course will enable participants to safely support people in practice with eating and drinking.

Participants will understand:

- The normal eating and swallowing process.
- What can go wrong with eating and swallowing.
- How to make food and drink the correct consistency.
- The danger signals and when to refer.
- Good practice guidelines.
- The experience of feeding and being fed.

Mental Health Awareness **25/10/18 9.30am-4.30pm Moorfoot Learning Centre**

A one day course to improve knowledge of mental health for all employees.

Attendees will be able:

- To understand the experience of mental disorder.
- To examine one's own values and attitudes.
- To understand the nature of mental disorder.
- To learn about local Mental Health Services.

Digital Security - Practical Training for Individual Employers

6/11/18 1pm-3.30pm The Carers Centre

Individuals who employ PAs have a legal responsibility to keep information about their staff safe and secure. Maintaining safe information technology systems and digital security processes forms part of this. Also, employers have a responsibility to ensure all devices you use to process, store and send data are adequately protected. Whether you use a smart phone, tablet or a laptop or computer, all of these need to have security in place. This course will give you all the practical advice needed to ensure you are up to date with all the relevant good practice and policies around Digital Security.

Dignity in Care

14/11/18 9.30am -3.30pm Moorfoot Learning Centre

A one day course looking at how you can embed dignity into all aspects of your practice.

Participants will be able to:

- Describe what is meant by dignity in care.
- Outline key influences that promote dignity.
- Explain how to maintain dignity in the work place and how it can be compromised.
- Describe the importance of enabling individuals to develop skills in self-care.
- Demonstrate dignity in care through a range of practical tasks.

Dementia Awareness

3/12/18 9.30am-12.30pm Moorfoot Learning Centre

A half day course to raise awareness about Dementia.

Participants will be able to:

- Understand the possible signs and symptoms of dementia.
- Recognise symptoms that may be mistaken for dementia.
- Understand why early diagnosis is important in relation to dementia.
- Know who to involve if you suspect symptoms associated with dementia.
- Support someone with dementia by using a person centred approach.

Moving & Handling People

9/01/19 9.30am-4.30pm Moorfoot Learning Centre

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

Participants will be able to:

- Explain your responsibilities within key legislation relevant to moving and handling. Identify what is unsafe practice and how to avoid this.
- Recognise the importance of risk assessments and how they are used in practice.
- Describe the principles of moving and handling and how to apply these to practice. Carry out a range of safe moving and handling techniques.

Course Requirements:

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

Food Safety level 1

18/01/19 9.30am-1pm Moorfoot Learning Centre

This half day course provides you with information about the principles of food safety, to enable you to apply this knowledge and carry out safe practice.

There is a multiple-choice exam to complete, giving you the opportunity to gain a qualification in food safety.

Participants will be able to:

- Show an understanding of the principles of food safety.
- Know how to apply this knowledge to control hazards and prevent food poisoning.

Emergency First Aid at Work

11/02/19 9.30am-4.30pm Moorfoot Learning Centre

A one day course - this qualification is to enable learners to attain the knowledge and competencies needed to deal with a range of emergency first aid situations. Learners should be able to demonstrate the practical administration of safe, prompt, effective first aid in emergency situations with an understanding of the role of the first aider.

Pre-requisites

Be physically able to carry out the practical elements of the course. Attend full session to be eligible for assessment.

Learners will be able to:

- Understand the role and responsibility of an Emergency First Aider.
- Assess a First Aid incident.
- Manage an unresponsive casualty who is breathing normally.
- Manage an unresponsive casualty who is not breathing normally.
- Recognise and assist a casualty who is choking.
- Manage a casualty who is wounded and bleeding.
- Manage a casualty who is in shock.
- Manage a casualty with a minor injury.

There are practical elements to the course e.g. CPR and recovery position. Learners are advised to wear clothing that does not restrict their ability to take part in this activity.



Free Training for Personal Assistants

Booking onto these courses is essential and spaces are limited. To book or find out more information, email:
tess.daly@disabilitysheffield.org.uk or call:
07725 182 492