



**Bracknell &
Wokingham
College**

Workshop Brochure

2009 - 2010

**For those working in
Health and Social Care
and
Child Care**

Bracknell & Wokingham College Health & Social Care and Child Care Workshops

This brochure provides you with information on workshops available through Workforce Learning

The workshops are appropriate for all levels except where a specific level is stated. Candidates can book onto as many workshops as they feel will be relevant to their job role.

Those not working towards a qualification through the college are also welcome to attend these workshops. There will be a charge of £35 for a half day and £50 for a full day per person.

There may be some limited funding available through your local authority for reimbursement of some of these workshops. Please contact them direct to find out.

Please book early to avoid disappointment.

Code of Practice for Employers of Social Care Workers States:

Number 3: As a social care employer, you must provide training and development opportunities to enable social care workers strengthen and develop their skills and knowledge.

Data Protection Statement

From time to time, we are asked by local authorities for data for statistical and reporting purposes on learners in settings in their boroughs who have attended training. We will only do this in line with the principles of the Data Protection Act.

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An Introduction to Coaching and Mentoring Skills

Venue: Eastern Road Centre

Date/s: 10th September 2009
18th March 2010

Time: 9:30 – 12:30

Course Content:

- Explain what is coaching and what is mentoring
- Describe how to use the GROW model (Goal, Reality, Options, What) to coach people
- Identify what are powerful questions and how other closed questions can limit possibilities
- Ways of introducing a coaching or mentoring programme at work

Learning Outcomes:

- Recognise the difference between coaching and mentoring and the contexts in which both might be used to best advantage
- Understand the application of the GROW model of coaching in both individual and group planning
- Recognise how different types of questions will illicit very different responses and the power of the open question in creative problem solving
- Identify how they might set up and use a coaching or mentoring programme to support and develop new and inexperienced staff

Recognising and Responding to Childhood Illness

Venue: Eastern Road Centre

Date/s: 15th September 2009
19th May 2010

Time: 9:30 – 12:30

Course Content:

- This course explores common childhood illness/conditions, (including impetigo, meningitis, chicken pox, allergic reactions, head lice, eczema, hepatitis, colds, coughs, vomiting and diarrhoea and febrile convulsions).

Learning Outcomes:

- Identify signs and symptoms of childhood illness/conditions.
- Understand the physical, emotional and social care of children with various illnesses/conditions.
- Understand the need for infection control.
- A knowledge of the use of medication.
- Define roles and responsibilities.

Supervision & Appraisal Skills

Venue: Eastern Road Centre

Date/s: 17th September 2009
28th January 2010
22nd April 2010

Time: 9:30 – 16:00

Course Content:

- Explain the core functions of supervision in a social care setting
- Describe the importance of structuring supervision by setting targets and monitoring outcomes
- Explain the process of working SMART(er)
- Explain contrasting listening styles and the importance of being an active listener
- Understanding what motivates staff and a leader's role in doing this through supervision
- How to challenge poor practice

Learning Outcomes:

- Recognise their own and other people's responsibilities in relation to supervision
- Understand the importance of having clear agendas and agreeing targets and be able to measure outcomes
- Identify how working SMARTER could have a profound effect on their own and others' working practice and how this would influence their productivity
- Recognise how to apply active listening skills and how this can improve communication at all levels
- Understand what is likely to motivate or demotivate individuals and ways of developing confidence and competence in their workforce
- Use the "sandwich technique" and other methods to deliver effective feedback

Legislation Relating to Childcare

Venue: Eastern Road Centre

Date/s: 21st September 2009

Time: 9:30 – 12:30

Course Content:

- The various legislative frameworks that underpin your effective practice.
- Background to various legislative frameworks including the Children's Act and Care Standards and Every Child Matters.
- Why legislation and regulation should be embedded within the policies and procedures in your setting.

Learning Outcomes:

- Describe the main areas of legislation that affect your working practice
- Describe how legislation is reflected and embedded within your policies and procedures.
- Explain your roles and responsibilities in ensuring that the welfare of all children and young people is maintained.

Observing Development (An Overview) Level 2/3

Venue: Eastern Road Centre

Date/s: 24th September 2009

Time: 13:30 – 16:30

Course Content:

- The importance of observing development in children in your care.
- The different aspects of children's development
- How your observations contribute to planning for children's needs.

Learning Outcomes:

- Explain the importance of observing children.
- Develop an understanding of the different aspects of children's physical, emotional, social, communication and intellectual skills and development.
- Produce simple observations of children's development.
- Describe how your observations of individual children contribute to planning for their individual and group needs in accordance with curriculum frameworks (EYFS).

Learning Through Play (Physical Play)

Venue: Eastern Road Centre

Date/s: 28th September 2009

Time: 9:30 – 12:30

Course Content:

- How to engage children in physical play activities.
- How to engage children using music and movement
- How to engage children both indoors and outdoors
- Learn to devise play activities for children that will enable them to develop their physical skills.
- How to ensure that they are allowed to experience risk and challenges appropriate to their level of ability and needs.

Learning Outcomes:

- Develop ideas for physical play activities for children both indoor and outdoors using a variety of resources and equipment.
- Enable children to experience and assess risk and challenge in activities to enable them to move to the next steps in their development
- Provide activities that promote gross and fine motor development.

Learning Through Play (Creativity)

Venue: Eastern Road Centre

Date/s: 8th October 2009

Time: 9:30 – 12:30

Course Content:

- Encourage children's participation in a wide range of creative activities.
- Learn the importance of creativity in children's development.
- Explore ideas to put into practice.

Learning Outcomes:

- Explain what creativity is and why it is important.
- Support the development of children's creativity
- Provide children with a wide range of activities that will encourage their creativity

Learning Through Play (Exploring and Investigating)

Venue: Eastern Road Centre

Date/s: 9th November 2009

Time: 9:30 – 12:30

Course Content:

- Consider how to engage children's curiosity and interest in activities.
- Encourage them to explore and investigate
- Investigate by extending the learning potential of play activities.

Learning Outcomes:

- Develop ideas to stimulate children's curiosity to explore and investigate resources as well as their environment
- Provide a variety of materials to enable children to extend and develop new thinking of the 'natural' world.
- Use reflection as a tool to understand how your interactions with children can help or hinder the learning process.

Moving and Handling Refresher

Venue: Eastern Road Centre

Date/s: 30th September 2009
24th November 2009
18th January 2010
9th March 2010
29th April 2010
15th June 2010

Time: 9:30 – 13:00

Course Content:

This workshop is designed for people who wish to update previous manual handling training. Delivered by a qualified EDGE trainer.

- An introduction to understanding current legislation
- Spinal awareness
- Biomechanics of lifting
- High risk/unsafe lifting practices
- Risk Assessments
- Practical demonstration of safer manual handling techniques
- Hoist practice

Learning Outcomes:

- A brief understanding of current legislation
- Knowledge of the biomechanics of lifting
- How to prevent high risk or unsafe lifting practices
- How to correctly use a hoist
- An introduction to small manual handling aids

In house training can be arranged if there are sufficient numbers. Please contact Cheryl Spence at cheryl.spence@bracknell.ac.uk for details.

Moving and Handling Full Day Course

Venue: Eastern Road Centre

Date/s: 22nd October 2009
23rd February 2010
25th May 2010

Time: 9:30 – 16:30

Course Content:

This course is designed for people who have not previously had any Moving and Handling Training. Delivered by a qualified EDGE trainer.

- Current legislation including Manual Handling Operations Regulation
- Spinal awareness
- Biomechanics of lifting
- High risk/unsafe lifting practices
- Introduction to small manual handling aids
- Risk Assessments
- Practical demonstration of safer manual handling techniques
- Hoist practice

Learning Outcomes:

- A brief understanding of current legislation
- Knowledge of the biomechanics of lifting
- How to prevent high risk or unsafe lifting practices
- How to correctly use a hoist
- An introduction to small manual handling aids

In house training can be arranged if there are sufficient numbers. Please contact Cheryl Spence at cheryl.spence@bracknell.ac.uk for details.

Significant Theories of Child Development

Venue: Eastern Road Centre

Date/s: 5th October 2009
12th October 2009
19th October 2009

Time: 9:30 – 12:30

All three sessions must be attended

Course Content:

- Understanding how children and young people develop
- The major theoretical child development perspectives
- Provide information as to how these theoretical perspectives link to your day-to-day working practice
- The nature of childhood and the holistic nature of development

Learning Outcomes:

- Identify the theories of development that underpin your own practice.
- Describe the influences on how children develop according to the views of different theories.
- Draw on theories and research of a number of different people to extend your understanding of how children develop and learn.
- Recognise how knowledge of different theories can enhance your ability to provide for individual children's development and learning needs.
- Reflect on how you can develop and improve your own practice as a result of new learning.

The Reflective Practitioner

Venue: Eastern Road Centre

Date/s: 6th October 2009

Time: 9:30 – 12:30

Course Content:

- The importance of using reflection as a tool to help you and your practice develop
- The various means of reflective analysis you can use
- How reflection can increase your own professional knowledge and skills and help others reflect

Learning Outcomes:

- Identify the importance of using reflection as a tool to help you develop
- Describe the different techniques of reflective analysis including questioning, seeking alternatives, and viewing from different perspectives
- Explain how reflection can help you increase your own professional knowledge and skills
- Provide support for others to help them reflect and develop according to your roles and responsibilities

Safeguarding Children Level 1

Venue:	Eastern Road Centre	Venue:	Church Road Centre
Date/s:	26 th November 25 th March 17 th June	Date/s:	14 th & 22 nd October 1 st & 3 rd February 24 th & 26 th May
Time:	9:30 – 14:00	Time:	19:00 – 21:00

Evening courses are run as two sessions, BOTH of which must be attended.

Course Content:

- The categories, definitions and indicators of child abuse and neglect.
- Your role and that of other professionals in protecting children from abuse and neglect and the referral process including case conferences.
- How to help children protect themselves.
- What practitioners should do if a child discloses abuse.

Learning Outcomes:

- Recognise possible indicators of abuse & neglect
- Consider your role & that of other professionals
- Describe the referral & child protection conference processes
- Promote ways to help children protect themselves
- Explain what you should do if a child discloses

This course meets the requirement of the Bracknell Forest Borough Council Safeguarding Board. You may need to check whether you should attend a course provided by other local authorities.

Developing Clear and Effective Care Plans

Venue: Eastern Road Centre

Date/s: 15th October 2009

Time: 9:30 – 12:30

Course Content:

- Explain how to develop care plans adopting a person-centred approach
- Understanding the holistic nature of care planning and working in partnership to meet the diverse needs of individuals
- Introduce and explain legislation relating to care planning and assessment, in particular the Community Care Act 1990 and single and common assessment frameworks

Learning Outcomes:

- Understand how to plan and deliver care and support packages to service users through the development of person-centred approaches and partnership
- Adopt a needs-led approach to their planning and assessment by working with a range of professionals and other carers
- Recognise how key legislation introduced by the DOH influences the working practices of social care professionals

Diet and Nutrition Awareness

Venue: Eastern Road Centre

Date/s: 3rd November 2009 4th May 2010

Time: 13:30 – 16:30 9:30 – 12:30

Course Content:

The contents covered in this workshop are listed below:

- Effects and consequences of malnutrition
- Roles of different food groups
- Nutrient deficiency
- Foods to be included in a healthy diet and foods that cause an unhealthy diet
- Cultural needs
- Certain medical conditions and how food can affect them

Learning Outcomes:

- Understand the consequences and effects of malnutrition
- Be able to identify and explain the role of fats, carbohydrates and proteins
- Be able to identify factors which contribute to nutrient deficiency
- Know which foods to avoid or increase in a healthy diet
- Have an awareness of different diets in different cultures
- Understand limitations of food availability for certain individuals

Pressure Area Care and Management

Venue: Eastern Road Centre

Date/s: 4th November 2009

Time: 9:30 – 12:30

Course Content:

- Recognising signs and symptoms of pressure sores
- Scoring the pressure sores against a recognised scale
- Prevention of pressure sores
- Effective treatment of pressure sores

Learning Outcomes:

- Be able to recognise signs and symptoms of pressure sores
- Know how to score the pressure sores against a recognised scale
- Be able to treat the pressure sores effectively
- Know how to prevent pressure sores from happening

Safeguarding Adults Level 1

Venue: Eastern Road Centre

Date/s: 5th November 2009
1st July 2010

Time: 9:30 –16:00

Course Content:

- Defining who is a vulnerable adult
- Discuss definitions of abuse
- Explain the role of carers in relation to local policy framework on protection and their legal responsibilities
- Identifying different types of abuse and how organisational cultures can impact on the likelihood of it occurring
- Analysis of different abuse scenarios

Learning Outcomes:

- Recognise how vulnerable service users can be exposed to a variety of abuse
- Define the nature of abuse in the context of a social care setting
- Demonstrate a clear understanding of their own and others responsibility in safeguarding adults and how to do this using the local policy framework and legislation
- Understand the range of potential abuse and how it affects victims
- Recognise the potential areas where abuse takes place

Safe Administration of Medicines

Venue: Eastern Road Centre

Date/s: 10th November 2009
25th February 2010
6th July 2010

Time: 9:30 – 13:00

Course Content:

- An introduction to current legislation
- Medication policy including legal implications
- The safe timing of administration
- Self-administration
- Record keeping
- Homely remedies
- Storage and stock control

Learning Outcomes:

- A brief overview on current legislation
- Different ways to administer different forms of medication
- How to store medicines and how to monitor stock control
- How to record properly and its importance
- The correct 'Timing' of medicine administration

This workshop links well to HSC units 221 and 375

Infection, Prevention and Control

Venue: Eastern Road Centre

Date/s: 12th November 2009

Time: 9:30 – 15:30

Course Content:

- Cause and spread of infection
- Causes of infection
- Basic microbiology
- Basic infection control practices
- Different types of infection including MRSA and HIV
- Protective clothing and care of equipment
- Overview of current legislation
- Brief overview of food hygiene

Learning Outcomes:

- Knowledge of how infection is caused and spread
- A brief overview of microbiology
- Knowledge of basic infection control practices
- An overview of current legislation
- Brief overview of food hygiene

This workshop links well to HSC Mandatory units 22 and 32

Loss and Bereavement

Venue: Eastern Road Centre

Date/s: 19th November 2009
20th January 2010
18th May 2010

Time: 9:30 – 15:30

Course Content:

- Helping the bereaved
- Stages of grief
- Understanding other people
- Living with loss and looking at loss from a young age
- Difficulties with grieving
- The 'art' of listening
- Communication
- Reactions of others to bereavement

Learning Outcomes:

- How to deal with the different stages of grief
- How to be a good listener
- How to communicate effectively with the bereaved
- Understanding different peoples reactions to loss
- How to help the bereaved

This workshop links well to HSC optional units 348, 384 and 385

Moving and Handling in a Child Care Setting

Venue: Eastern Road Centre

Date/s: 2nd December 2009
10th May 2010

Time: 9:30 – 16:30

Course Content:

This course is designed for people who work in the child care sector who have not previously had any Moving and Handling Training

- Current legislation including the Health and Safety at Work Act and Manual Handling Operations Regulations
- Spinal awareness
- Biomechanics of lifting
- Unsafe lifting practices
- Risk Assessments
- Practical demonstration of safer manual handling techniques

Learning Outcomes:

- A brief understanding of current legislation
- Knowledge of the biomechanics of lifting
- How to prevent unsafe lifting practices
- An enhanced awareness of health and safety in the workplace

Introduction to Dementia Care Part 1

Venue: Eastern Road Centre

Date/s: 4th December 2009

Time: 9:30 – 16:30

Both Part 1 & Part 2 must be attended

Course Content:

- Intended for all staff whose work brings them into contact with people of any age with dementia. This course has been developed to explore person-centred approaches to dementia care within home-care, residential, day care and care management services. The contents of this course will increase participant's awareness of issues surrounding dementia, providing additional confidence and knowledge to respond effectively.

Learning Outcomes:

- Define dementia
- Identify common types of dementia
- Recognise key signs and symptoms of dementia
- Identify positive and effective forms of communication

Introduction to Dementia Care Part 2

Venue: Eastern Road Centre

Date/s: 7th January 2010

Time: 9:30 – 16:30

Both Part 1 and Part 2 Must be Attended

Course Content:

- This course highlights issues surrounding behaviour in dementia. This course aims to promote the person's independence through focusing on their remaining abilities. Intended for all staff whose work brings them into contact with people of any age with dementia. This course will emphasise the individuality of each person's experience of dementia.

Learning Outcomes:

- Recognise myths and stereotypes surrounding behaviour in dementia
- Identify behaviours in dementia
- Identify signs of well being in dementia
- Promote effective styles of communication

The Positive Role Model

Venue: Eastern Road Centre

Date/s: 7th December 2009

Time: 9:30 – 12:30

Course Content:

- How your behaviour can have an impact on other adults and children.
- Gain an understanding of theoretical perspectives into social behaviour.
- The different techniques used in settings to manage behaviour.
- An insight into how children can be involved in making decisions in promoting positive behaviour.

Learning Outcomes:

- Identify theoretical perspectives that inform practice.
- Describe the types of behaviour that promote positive attitudes and behaviour in others.
- Reflect on your own behaviour and attitudes and the effect this can have on others.
- Provide examples of strategies that challenge negative and promote positive behaviour.

Changes and Observations of Service Users

Venue: Eastern Road Centre

Date/s: 9th December 2009

Time: 9:30 – 12:30

Course Content:

- Different ways of observing service users
- Conditional changes a service user may go through
- How to observe Nutritional and Diet changes
- Observing emotional and physical changes of a service user

Learning Outcomes:

- Be able to correctly observe a service user
- Monitor and observe conditional changes
- Monitor nutritional and diet changes
- Monitor the emotional changes of a service user

Recording and Reporting (for managers)

Venue: Eastern Road Centre

Date/s: 10th December 2009

Time: 9:30 – 12:30

Course Content:

- Explaining the importance of accurate record keeping and the responsibilities of managers in respect to data protection legislation
- Describe the context and principles relating to whistle blowing and staff responsibilities to report activities that breach policy or legislation
- Introduce National Minimum Data Set for Social Care (NMDS-SC)

Learning Outcomes:

- Describe the key responsibilities in respect to Data Protection Act 1998 including storage of electronic records
- Have an understanding of Public Disclosure Act 1998 and the principles outlined within this
- Understand the governments strategy for recording key data in respect of the social care workforce and their own responsibilities in relation to this

How to Relate Theory to Practice

Venue: Eastern Road Centre

Date/s: 12th January 2010
8th June 2010

Time: 9:30 – 12:30

Course Content:

- To demystify theory
- To discuss a number of theorists related to your work
- To use practical examples of attendee's own work situation
- To enable attendees to relate theory to practice

Learning Outcomes:

- Relate practice to theory
- Recognise at least three theories related to their work situation
- Relate at least 1 theory to their own learning style
- Apply theory to practice enabling reflective practice to take place
- Will be able to apply SWOT analysis to assessment

Managing Change

Venue: Eastern Road Centre

Date/s: 14th January 2010

Time: 9:30 – 12:30

Course Content:

- To explain the effects of change on groups or individuals
- Discuss how even positive change can be perceived as threatening
- How to use consultation processes to keep stakeholders involved and signed up to change
- Ways to make changes more manageable and stay on track

Learning Outcomes:

- Recognise the practical, emotional and psychological impact of change and ways of preparing for this
- Identify why people are often resistant to any form of change and ways of addressing this
- Understand the importance of keeping all key people involved and informed
- Adopt a proactive approach to planning and monitoring change at key stages and knowing how to introduce remedial measures if necessary

Health & Safety in a Child Care Setting

Venue: Eastern Road Centre

Date/s: 21st January 2010

Time: 9:30 – 12:30

Course Content:

- Legislation covering everyone's duties, roles and responsibilities as regards the Health and Safety at Work Act 1974.
- Legislative frameworks that affect day-to-day practice of those working with children and young people.
- How to conduct basic risk assessments.
- The importance of encouraging children to be aware of their own personal safety and the safety of others.

Learning Outcomes:

- Describe the main areas of legislation that affect your working practice
- Develop basic risk assessments that can be conducted in your setting.
- Explain your roles and responsibilities in ensuring the Health Safety and Welfare of all others you come into contact with in your day-to-day working practice.
- Provide examples of how you can empower children to be aware of their own personal safety and the safety of others.

Promoting Inclusion in a Children's Environment

Venue: Eastern Road Centre

Date/s: 26th January 2010

Time: 9:30 – 12:30

Course Content:

- How to create an inclusive, anti-discriminatory environment that values diversity and individual needs of children with different backgrounds and abilities.

Learning Outcomes:

- To define the term inclusion.
- To recognise diversity.
- To discuss discrimination and its impact.
- To identify different faiths and beliefs.
- To explain the impact of developmental delay.
- To suggest inclusive activities.

Effective Early Years Self-Evaluation

Venue: Eastern Road Centre Church Road Centre

Date/s: 29th January 2010 28th April 2010

Time: 9:30 – 12:30 18:15 – 21:15
(focused on group settings) (focused on childminders)

Course Content:

- The purpose of the self-evaluation form
- The importance of reflection as a tool to help the setting, practice and the out comes for children
- Reflective practice & principles of self-evaluation
- Ways of providing evidence to support the self-evaluation

Learning Outcomes:

- Identify why reflection & self-evaluation are important
- Explain how reflection can improve practice & outcomes for the children
- Consider ways to reflect & evaluate
- Develop ideas of how to gain supporting evidence

Time and Resource Management

Venue: Eastern Road Centre

Date/s: 4th February 2010

Time: 9:30 – 12:30

Course Content:

- Introduce Steven Covey's time management matrix
- Describe the importance of matching core activity to the goals and values of the organisation
- To identify the difference between delegating and dumping and how this can affect working relationships
- Explain the theory SODA (Simplify, Organise, Delegate and Automate)

Learning Outcomes:

- Apply matrix to organise and prioritise workload by recognising which activities add value and which are time wasters
- Recognise the importance of understanding the organisational goals and values and how these must determine work priorities
- Recognise that good managers have the confidence to delegate knowing that it both lightens their own workload and develops competence elsewhere in the workforce

The Principles of Behaviour Management

Venue: Eastern Road Centre Church Road Centre

Date/s: 8th February 2010 16th June 2010

Time: 9:30 – 12:30 18:15 – 21:15

Course Content:

- Types of behaviour
- Influences on behaviour
- Promoting positive behaviour
- Intrinsic and external influences that can affect behaviour
- Individual Education Plans
- Support for Children with complex behavioural issues

Learning Outcomes:

- Understand types of behaviour
- Understand factors that influence children
- Recognise how needs can affect behaviour
- Identify effective strategies to promote positive behaviour
- Understand how to access additional support for children with complex behavioural issues

Principles of Social Care

Venue: Eastern Road Centre

Date/s: 10th February 2010
7th July 2010

Time: 9:30 – 12:30

Course content:

- This course is designed for those carers who are new to the caring role or who have returned to working in the care environment. This course will contain supporting evidence which can be used within the NVQ level 2 and 3 award.
- The course focuses on how the GSCC Codes of practice relate to your working role and how service users are supported in their choice of care within these guidelines.

Learning outcomes:

- Identify GSCC Codes of practice and how these relate to their job role.
- Identify barriers to effective communication
- Understand confidentiality, recording and reporting requirements relating to your role and the administration of medication
- Effective hand-washing technique
- Identify how to access and use support and supervision within your workplace
- Identify social care values related to person-centred planning

Developing your own Childminding Business

Venue: Church Road Centre

Date/s: 22nd February & 24th February 2010

Time: 19:00 – 21:00

Both Sessions must be attended

Course Content:

- Effective marketing
- Business plans
- Tax
- National Insurance
- Book keeping
- Fees and charges

Learning Outcomes:

- Know how to write a vacancy advertisement
- Understand how to formulate a business plan
- Understand current Tax/National Insurance rates
- Consider how to improve book keeping methods
- How to set fees/charges in relation to service offered

Observing Development

Venue: Eastern Road Centre

Date/s: 1st March 2010
15th March 2010
29th March 2010

Time: 9:30 – 12:30

All three sessions must be attended

Course Content:

- Importance of observing development in children, and significant theories that inform your practice when observing and assessing development of children.
- Develop your skills of observation and assessment.
- How to plan for the needs of individual children as well as the needs of a group as a whole.

Learning Outcomes:

- Explain the importance of observing and recording children's development.
- Develop skills in observing children's development over the five areas of learning.
- Produce effective plans based on observational findings for individual children and groups of children in accordance with curriculum frameworks (EYFS).

Behaviour Management for Older Children (Teenagers)

Venue: Eastern Road Centre

Date/s: 2nd March 2010

Time: 9:30 – 12:30

Course Content:

- Children's rights including UNHCR and Every Child and Young person matters agenda
- Society's view of young people
- Identity of adolescents - gender and cultural issues
- Identifying contributing factors which cause stress for young people and ways of helping them to cope with the stress and manage misbehaviour
- "Nature vs nurture debate" including theories by Ericson, Freud, Bowlby, Piaget and Bern

Learning Outcomes:

- Identify the responsibilities of the young person and those caring for them
- Identify patterns/reasons for behaviour being exhibited
- Strategies for managing behaviour which are problem solving
- Compare different management techniques
- Identify resources to assist carers to deal with behaviour exhibited

Dementia Care in the context of Learning Disabilities

Venue: Eastern Road Centre

Date/s: 5th March 2010

Time: 9:30 – 16:30

Course Content:

- Candidates will be able to examine current practice regarding this less documented aspect of dementia care.
- Packed with relevant and practical advice, the course focuses on promoting independence and positive care planning for people with dementia and learning disabilities.
- Myths and stereotypes surrounding dementia and learning disabilities will be explored through some of the experiences of people with the illness.

Learning Outcomes:

- Understand how learning disabilities impact on the ageing process.
- A knowledge of the connection between dementia and Down Syndrome.
- Identify the signs and symptoms of dementia and learning disabilities.
- Understand the reasons for the delay in diagnosis of learning disabilities for people with dementia.
- Develop effective interventions to promote independence.

End of Life Care

Venue: Eastern Road Centre

Date/s: 23rd March 2010

Time: 9:30 – 15:30

Course Content:

- Planning for End of Life Care
- What to do when someone dies
- Physical care of the dying
- Skin care and hygiene
- Pressure area care, prevention and relief
- Pain awareness and relief
- Spiritual pain, customs and diversity
- The rights of a dying person and their family

Learning Outcomes:

- How to provide pain relief and how to deal with pain
- The rights of the dying person and their family
- How to plan for end of life care
- Understanding different methods of care
- Understanding of different customs and diversity

This workshop links well to HSC unit 385

Codes of Practice (for Social Care Workers)

Venue: Eastern Road Centre

Date/s: 1st April 2010

Time: 9:30 – 12:30

Course Content:

- Discuss social versus medical models of care and how these affect approaches to service delivery
- Introduce the codes of practice for social care workers
- Describe the importance of leadership in promoting the organisational values and goals
- Identify the shared values of different groups working within the sphere of social care and any areas of potential conflict or competition

Learning Outcomes:

- Identify the difference between social and medical models of care in the context of modern social care services
- Identify the codes developed by GSCC for social care workers and their impact on employees and employers
- Understand how the culture of an organisation is largely driven by managers and the importance of leadership and integrity in social care management
- Recognise similarities and shared understanding between professional groups contrasted with any potential areas of difference and how this can be managed

Supporting the Development and Learning of Under 3s

Venue: Eastern Road Centre

Date/s: 20th April 2010

Time: 9:30 – 12:30

Course Content:

- How children develop in their first three years; the factors that can affect this and how to apply this knowledge when planning stage-appropriate activities.

Learning Outcomes:

- To identify and describe key developmental milestones.
- To discuss the factors that affect development – including the impact of sensory, physical and learning impairments.
- To identify and describe age appropriate learning and development activities.

Diabetic Care

Venue: Eastern Road Centre

Date/s: 5th May 2010

Time: 9:30 – 12:30

Course Contents:

This course is designed to give candidates an overview of diabetes.

Learning outcomes:

- Understand what diabetes is
- Recognise signs and symptoms
- Understand underlying risk factors
- Identify treatment
- How diabetes is monitored
- A knowledge of diet control

Caring for Babies (Birth – 12 Months)

Venue: Eastern Road Centre

Date/s: 11th May 2010

Time: 9:30 – 12:30

Course Content:

- This course covers the physical and emotional care needs of a baby, including temperature control, bathing, nappy/skin care, breast/bottle feeding, communication, sleep management, health and safety, prone positions, risks, a child with a disability/sensory impairment/medical condition.

Learning Outcomes:

- Identify the physical and emotional care needs of a baby.
- Understand how to promote the physical health of a baby.
- Define how to reduce the risk of sudden infant death syndrome.
- A knowledge of the basic care needs of a baby.

Promoting the Principles and Practice of Social Care (for Managers)

Venue: Eastern Road Centre

Date/s: 13th May 2010

Time: 9:30 – 12:30

Course Content:

- Identify core values in health and social care settings
- Describe personalised approaches including person-centred planning/co-production
- Understanding the diverse needs of service users and their families and how to develop services to support these
- Discuss key legislation relating to the promoting of the core values and how we match principles and practice

Learning Outcomes:

- Recognise the core values in social care settings and how these need to be integrated into all aspects of the service
- Understand the meaning of personalised approaches and identify how these can be applied in a range of settings
- Identify the diverse nature of individuals who might receive social care and recognise the importance of promoting a positive culture focusing on the needs of the person not the disability
- Identify the key legislation that underpins the principles of Social care In particular the Community Care Act 1990 and the Care Standards Act 2000

Effective Management and Team Leading

Venue: Eastern Road Centre

Date/s: 10th June 2010

Time: 9:30 – 12:30

Course Content:

- Explain how effective managers organise their own thinking and activity to get the best from themselves and others
- Describe the difference between management and leadership
- Explain how to recognise our own preferred style when influencing others
- Which styles of management can be helpful and unhelpful in developing an effective working environment

Learning Outcomes:

- Understand how effective management is a combination of right thinking, right action, and right attitude
- Recognise the difference between management and leadership and know when both need to be applied
- Understand that each person has a preferred style when communicating and directing others and how being aware of this can help managers to modify their approach to suit each situation
- Recognise how assertiveness and effective communication can nurture and develop teams whilst autocratic and bullying managers can reduce staff morale and undermine productivity

Understanding Legislation relating to Children with Learning Difficulties and Disabilities

Venue: Eastern Road Centre

Date/s: 21st June 2010

Time: 9:30 – 12:30

Course Content:

- How to ensure your setting is meeting the legislation requirements for your provision for children with learning difficulties and disabilities.

Learning Outcomes:

- To identify relevant legislation
- To describe how legislation impacts on children, families and services
- To discuss equal opportunities, rights, safeguarding applying best practice

Developing Skills of Observation, Assessment and Planning (for Childminders)

Venue: Church Road Centre

Dates: 23rd June & 24th June 2010

Time: 19:00 – 21:00

Both Sessions must be attended

Course Content:

- This two-session course is aimed at Childminders who want to develop their skills of observation, assessment and planning skills to meet children's needs, learning styles and interests.

Part 1 Learning Outcomes:

- Explain the importance of observing children as part of the planning cycle.
- Carry out observations as part of daily routine and according to principles of best practice.
- Select appropriate observation methods to record individual children's activity in the six areas of development and learning.

Part 2 Learning Outcomes:

- Analyse the information collected through observation to assess each child's stage in the six areas of development and learning.
- Plan for next steps in the child's development and learning.
- Use observation and assessment to track each child's progress through the Early Years Foundation Stage.

Health and Safety Awareness in Social Care Settings

Venue: Eastern Road Centre

Date/s: 29th June 2010

Time: 9:30 - 15:30

Course Content:

- Health and Safety policies within the workplace
- Common workplace injuries and their causes
- Carrying out risk assessments
- Importance of Health and Safety records
- Fire Risks and what action to take
- Workplace health problems
- The cost of workplace injuries

Learning Outcomes:

- A brief overview on current legislation
- Employer/Employee responsibilities
- How to carry out risk assessments
- How to record and report effectively
- The risks of fire and how to deal with them

This workshop links well to HSC Mandatory units 22 and 32

Communicating with Adults & Children

Venue: Eastern Road Centre

Dates: 8th July 2010

Time: 9:30 – 12:30

Course Content:

- Consider the ways in which you can communicate effectively.
- Look at the different forms of communication.
- Consider how you adapt your style and mode of communication to meet the needs of the listener.
- Learn about theoretical perspectives of communication.
- Develop skills in adapting communication to suit the needs of the listener and situation.

Learning Outcomes:

- Explain the importance of developing effective communication skills.
- Develop an understanding of the different theoretical perspectives and discuss some of the techniques that can be used to be an effective communicator.
- Describe ways that communication styles can be adapted to meet the needs of the listener and situation.

Protecting and Promoting the Rights of Children

Venue: Eastern Road Centre

Dates: 12th July 2010

Time: 9:30 – 12:30

Course Contents:

- Legislation covering the rights of a child including issues of equality, inclusion and anti-discriminatory practice.
- Develop further understanding as to how these relate to your working practice.
- The barriers that people and children experience in accessing provision.
- Identify ways to overcome barriers to ensure inclusion and equality of opportunity for all.

Learning Outcomes:

- Explain the importance of protecting and promoting the rights of children and young people.
- Develop an understanding of legislative frameworks that underpin good practice.
- Ensure that the activities you provide are inclusive and anti-discriminatory
- Describe how you challenge discrimination and overcome barriers to participation to ensure inclusion and equality of opportunity.

NVQs

Child Care

Children's Care Learning and Development Level 2

Children's Care Learning and Development Level 3

Children's Care Learning and Development Level 4

For more information please contact Rosemary Gunner at rosemary.gunner@bracknell.ac.uk

Teaching and Training

Supporting Teaching & Learning in Schools Level 2

Supporting Teaching & Learning in Schools Level 3

For more information please contact Jill Owen at jill.owen@bracknell.ac.uk

A1 (Assessors Award)

V1 (Internal Verifier Award)

For more information please contact Chris Hawksley at chris.hawksley@bracknell.ac.uk

Health and Social Care

Health and Social Care Level 2

Health and Social Care Level 3 (Adults)

Health and Social Care Level 3 (Children and Young People)

Health and Social Care Level 4 (Adults)

Health and Social Care Level 4 (Children and Young People)

Leadership and Management for Care Services

Oral Health

Dental Nursing Level 3

For more information please contact Cheryl Spence at cheryl.spence@bracknell.ac.uk

Administration & Office Skills

Business & Administration Level 2

Business & Administration Level 3

Business & Administration Level 4

Customer Service Level 1

Customer Service Level 2

Customer Service Level 3

Management

Team Leading Level 2

Management Level 3

Management Level 4

For more information please contact Chris Hawksley at chris.hawksley@bracknell.ac.uk

Booking Guidelines

- Please email asknvq@bracknell.ac.uk with your booking request, detailing the information required as on the booking form.

Alternatively you can photocopy and complete the Booking Form (which can be found as the last two pages of this brochure) and send to:

Administration Team
Workforce Learning
Bracknell and Wokingham College
Eastern Road Centre
Eastern Road
Bracknell
Berkshire
RG12 2UP

- Confirmation and directions will be sent upon receipt of the booking.
- Please arrive 15 minutes prior to the start for registration.
- Certificates of attendance will be issued on the day.
- Cancellation within 2 working days will incur a fee and non-attendance may incur a fee.
- For full day courses please bring your own lunch.
- Course fees will be invoiced and are subject to our normal terms of business. Payment is due within 30 days of invoice date.

Please Note: We are moving from our current offices at Hayley House to our Eastern Road college site on the week beginning 13th July 2009.

Please direct all booking requests to Hayley House, London Road, Bracknell, Berkshire, RG12 2UX up until the week beginning 6th July 2009.

Please try to avoid posting booking forms to us during the week we move to reduce the chance of post going missing.

Workshop Booking Form

Name of organisation: _____

Address: _____

Invoicing name and address (if different from above): _____

Manager's Name: _____

Contact Number: _____

Email address: _____

Local Authority Area *(Please Tick)*

Bracknell Forest Council Wokingham Borough Council

Slough Borough Council West Berkshire Council

Reading Borough Council RBWM

Other (Please state) _____

Any special requirements (mobility / learning etc): _____

Please Note: There is NO access for wheelchair users or those with reduced mobility at our Eastern Road Site.

Please photocopy as required

Workshop Booking Form (Continued)

Workshop Title: _____

_____ Date: _____

Name of attendee(s) for this workshop: _____

Workshop Title: _____

_____ Date: _____

Name of attendee(s) for this workshop: _____

Workshop Title: _____

_____ Date: _____

Name of attendee(s) for this workshop: _____

Please photocopy as required