



Workshop Brochure

2010 - 2011

**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.

Certain NVQ learners can attend the workshops at no cost. This will be indicated to you at the time of booking. You will need to provide your start date, level and Assessors name.

There will be a charge of £40 for a half day and £60 for a full day per person for those not on NVQs and for those on the Competence ready route.

There may be some limited funding available through your Local Authority for reimbursement of some of these workshops. Please contact them directly.

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.

Calendar

November 2010 – July 2011

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Loss and Bereavement

Venue:	Wick Hill Centre	Church Road Centre
Date/s:	3 rd November 2010 9 th March 2011	8 th June 2011 15 th June 2011
Time:	9:30 – 15:30	18:30 – 21:30

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 people's reactions to loss
- How to help the bereaved

Observing Practice

Venue: Wick Hill Centre

Date/s: 11th November 2010
25th November 2010
9th December 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).

Promoting and Protecting the Rights of Children

Venue: Wick Hill Centre

Dates: 7th February 2011
16th June 2011

15th November 2010

Time: 9:30 – 12:30

1:30 – 4:30

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:

- Develop an understanding of the legislative frameworks that underpin good practice.
- Explore ways of raising children's awareness of their rights and responsibilities.
- Identify and find ways to overcome barriers to children having their rights recognized and promoted.
- Reflect on the effectiveness of personal and organizational activities in promoting and protecting the rights of individual children.

Health & Safety in a Child Care Setting

Venue: Wick Hill Centre

Date/s: 17th November 2010
14th March 2011

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.

Learning Through Play

Venue:	Wick Hill Centre	Church Road
Date:	29 th November 2010	29 th June 2011
Time:	13:30 – 16:30	18:15 – 21:15

Course Content:

- How to engage children in play activities both indoors and outdoors.
- Learn to devise play activities for children that take account of the needs of the individual child and of the group.
- How to ensure that they are allowed to experience risk and challenges appropriate to their level of ability and needs.
- Extend the learning potential of play.

Learning Outcomes:

- Develop ideas for 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.

Moving and Handling in a Child Care Setting

Venue:	Wick Hill Centre	Church Road
Date/s:	8 th December 2010 31 st March 2011	17 th May 2011
Time:	9:30 – 13:30	18:30 – 21:30

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

The Positive Role Model

Venue: Wick Hill Centre

Date/s: 19th January 2011
4th May 2011

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.

Promoting Inclusion in a Children's Environment

Venue: Wick Hill Centre

Date/s: 26th January 2011

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.

Supporting the Development and Learning of Under 3s

Venue: Wick Hill Centre

Date/s: 10th February 2011

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.

The Principles of Behaviour Management

Venue:	Wick Hill Centre	Church Road Centre
Date/s:	14 th February 2011	5 th July 2011
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

Diet and Nutrition Awareness

Venue: Wick Hill Centre

Date/s: 17th February 2011 13th July 2011

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

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

Venue: Church Road Centre

Dates: 1st March 2011
8th March 2011

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.

Safe Administration of Medicines

Venue: Wick Hill Centre

Date/s: 10th March 2011
9th May 2011

Time: 14:00 – 17:00

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

Communicating with Adults & Children

Venue: Wick Hill Centre

Dates: 23rd March 2011
20th June 2011

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.

Recognising and Responding to Childhood Illness

Venue: Wick Hill Centre

Date: 12th May 2011

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.

Practical Play for Child Minders and Foster Carers

Venue: Wick Hill Centre

Date: 25th May 2011

Time: 9:30 – 12:30

Course Content:

- How to engage children in play activities.
- How to engage children both indoors and outdoors.
- Learn to devise play activities for children.
- 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 play activities for children
 - Taking account of the stages and ages of individual children
 - Both indoor and outdoor
 - Using a variety of resources and equipment
 - That are culturally appropriate
- Enable children to experience and assess risk and challenge in activities to enable them to move to the next steps in their development.

Understanding Legislation relating to Children with Learning Difficulties and Disabilities

Venue: Wick Hill Centre

Date/s: 13th June 2011

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.

Promoting Inclusion in an Adult Environment

Venue: Wick Hill Centre

Date/s: 14th July 2011

Time: 9:30 – 12:30

Course Content:

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Learning Outcomes:

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Moving and Handling Full Day Course

Venue: Wick Hill Centre

Date/s: TBA

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 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.

Moving and Handling Refresher

Venue: Wick Hill Centre

Date/s: TBA

Time: TBA

Course Content:

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

Safeguarding Children Level 1

Venue: Wick Hill Centre

Venue: Church Road Centre

Date/s: TBA

Date/s: TBA

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.

Booking Guidelines

- How to book:

Email

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

Post

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

Administration Team
Workforce and Employment Skills Learning
Bracknell and Wokingham College
Church Road Centre
Bracknell
Berkshire
RG12 1DJ

Call

Please call 01344 766693

- 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.
- For full day courses please bring your own lunch. There are limited facilities to purchase food on site.
- There is a vending machine for teas and coffees. Please ensure you have change available to use this facility.
- 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 our Church Road Centre to our Wick Hill Centre during September 2010. We may not be able to respond to your booking requests as quickly as we would like during this time. Apologies for any inconvenience this may cause.

Cancellation

Cancellation must be notified to us in writing (email or fax are also acceptable). Please ensure you inform us as soon as possible, so that your place can be offered to someone else.

If you need to cancel your place at short notice by telephone, please call 01344 766693. Please leave a message on the answer phone if necessary, and provide a contact number. You must follow this phone call up by confirming your cancellation in writing or by email.

It is important to note that there will be a cancellation charge if adequate notice is not given (see below). It is your responsibility to cancel your place. If you are able to substitute an alternative member of staff, no charge will be made.

Please note that cancellation charges are as follows and will be made unless a substitute attends and we have been informed of this. However, we appreciate that occasionally late cancellations of courses is inevitable, and in instances of emergency, waiver of course fees will remain at our discretion.

The following conditions apply to course cancellations and non-attendance

Cancellations made more than 5 full working days before course start date	Course costs do not apply
Cancellations made within 5 full working days of course start date	Course costs apply. In the case of a free course, a £10.00 charge per place applies
Non-notification of cancellation	Course costs, plus an additional charge of £5.00 admin charge per place applies In the case of a free course, a £10.00 charge per place applies, plus a £5.00 admin fee per place

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