



Tyne & Wear Care Alliance

Supporting workforce development
throughout the independent care sector

Tyne and Wear Care Alliance

Training Programme

April to December 2008



Foreword

Welcome to the Tyne and Wear Care Alliance training programme for 2008.

This training programme was developed to reflect sector priorities established through consultation via our members attending our Network Meetings, and following discussions between Network Development Officers and Care Sector Managers.

By giving us your business in the form of NVQs etc. we are able to subsidise all courses on offer in 2008.

Incorporated into this programme are training courses relating to working in various areas of the care sector. The Tyne and Wear Care Alliance hopes that by attending some of these courses, you and your staff will be enabled to further develop skills to help you provide a high standard of care within your workplace, to further enrich the lives of the people you care for.

The Tyne and Wear Care Alliance also hopes that as well as gaining extra knowledge and skills, you enjoy the experience of attending the training on offer and have the opportunity to meet workers from similar organisations within the social care sector.

Moira Pinkney
Tyne and Wear Care Alliance Manager

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Introduction

This training programme is valid until December 2008. It may be subject to changes, which will be announced in advance and for which we ask your co-operation, as they will be beyond the control of the Tyne and Wear Care Alliance.

Supplementary events may be commissioned, details of which will be circulated to all members. Also, if we notice a large take up of some of the courses, then the Tyne and Wear Care Alliance will try to provide additional sessions.

All courses are organised by the Tyne and Wear Care Alliance and great care has been taken to source and use quality training providers, and to use accessible venues. All courses are subsidised – however the Terms and Conditions must be adhered to.

All course information is available on our website www.twca.org.uk

Our courses are usually arranged for groups of 12 – 20 delegates, depending on course type and are delivered either as a full or half day session. The course timetable outlines exact times for each course.

Complimentary refreshments are provided throughout the day. On full day courses it is the responsibility of the delegate to provide their own lunch.

Terms and Conditions

As a Tyne and Wear Care Alliance member, you are eligible to take advantage of the subsidised short-course training programme.

The following terms and conditions are applicable to the booking of short courses.

1. Each employer must complete a 'Short Course Agreement Form' and return to the Tyne and Wear Care Alliance to be eligible to access courses. A Short Course Agreement Form accompanies these Terms and Conditions.
2. Places on courses will be prioritised according to
 - a. Completion of the Employer NMDS
 - b. Completion of the Employee NMDS
 - c. Updating of the NMDS online using your password, for those employers who have this facility.
 - d. Employer's compliance with these Terms and Conditions, particularly in relation to delegate attendance and booking and payment processes.
3. Managers need to complete a booking form for each course and return the form to the Tyne and Wear Care Alliance with full payment at least 30 days prior to course date, or if the course date is less than 30 days away managers will need to ring Care Alliance office to check availability.
4. The Tyne and Wear Care Alliance will notify managers within a sufficient timescale of the number of places allocated to their organisation. If the preferred course is full, an alternative will be offered, or name placed onto reserve list. If that is not acceptable, the cheque will be returned to the manager.
5. The cost to employers is between £10 and £25 per delegate for each short course. The Four Day First Aid is £60 per person. These courses are heavily subsidised the remainder of the cost will be met by the Tyne and Wear Care Alliance.

6. If the delegate fails to attend the course, the subsidised cost will not be refunded, and you may be asked to pay the full course cost for that day.
7. Late bookings will be considered and verbal agreements will be accepted provided booking forms and payment are received by the Tyne and Wear Care Alliance before the course date. Written confirmation of the course place will be sent to the employer.
8. The Tyne and Wear Care Alliance will use accessible venues on bus and metro routes where possible.
9. It is the responsibility of the manager to notify the Tyne and Wear Care Alliance at least 5 days before the course date if the nominated person cannot attend the course. It is acceptable to send an alternative person, provided their name is given to the Tyne and Wear Care Alliance. Payment will not be refunded if the nominated or an alternative person does not attend the course.
10. The Tyne and Wear Care Alliance will advise managers of the duration and content of each course.
11. Refreshments are provided mid morning and mid afternoon on all 1 day courses and once on half day courses. Lunch is not provided on any courses.
12. All courses must be attended in full for a certificate to be issued.
13. The Tyne and Wear Care Alliance will issue certificates to attendees for each course within 28 days of the course date. These will be sent to the employer for distribution to the employee.

How to Book a Course

These courses are only open to Tyne and Wear Care Alliance members.

You can provisionally book places on courses by telephoning the Tyne and Wear Care Alliance office on 0191 5656052 or e-mail to info@twca.org.uk You will need to give full booking details including name and date of course, number of places and if possible delegate names.

You will need to follow up your initial contact by completing and signing the Short Course Booking Form and posting it, together with a cheque for the relevant amount, made payable to 'SUNDERLAND CITY COUNCIL' to the Alliance office within 7 days of the provisional booking.

Only on receipt of the booking form and payment will booking be confirmed and the delegate able to attend.

Useful Contact Information

Tyne and Wear Care Alliance
Unit 1Q
North Sands Business Park
Liberty Way
Sunderland
SR6 0QA

Business Support Officers: Carolyn Wall /Allison Younger

Telephone: 0191 5656052
Fax: 0191 5145462
E-Mail: info@twca.org.uk
Website: www.twca.org.uk

Course Timetable

April - December 2008

Course Title	Date	Time	Trainer	Venue
CIEH Level 2 Award in Food Safety	03.04.08	9.30-16.00	Ingram Care	Ocean Road CC
Fire Risk Assessment	03.04.08	9.30-16.00	Andy Trafford	Oxford Centre
Dementia for Learning Disabilities	21.04.08	9.30-16.00	Celia Harbottle	Oxford Centre
Fire Safety	23.04.08	9.30-13.00	Gordon Rose	Lyndhurst Centre
Moving & Assisting	24.04.08	9.30-16.00	MCQ	MCQ Training Centre
First Aid Appointed Person	30.04.08	9.30-16.00	Laccat	Laccat Offices TEDCO, Jarrow

First Aid Appointed Person	07.05.08	9.30-16.00	Laccat	Shiremoor Centre
Fire Safety	08.05.08	9.30-13.00	Andy Trafford	Shiremoor Centre
Epilepsy Awareness	13.05.08	9.30-13.00	Neuro Partners	Jarrow CC
Cognitive Awareness	14.05.08	9.30-12.30	Neuro Partners	Lyndurst Centre
Health & Safety at Work CIEH accredited	16.05.08	9.30-16.00	Ingram Care	Oxford Centre
Mental Health Awareness	20.05.08	9.30-16.00	Elaine Harrison	Lyndhurst Centre
Service User Relationships	21.05.08	9.30-16.00	Them Wifies	Oxford Centre

Care of the Dying	03.06.08	9.30-16.00	Richard Gamlin	Lyndhurst Centre
Employment Law	11.06.08	9.30-16.00	Peter Millican	Oxford Centre
Challenging Behaviour for Older People	12.06.08	9.30-16.00	Jean Ross	Oxford Centre
First Aid at Work – 4 day	17.06.08	9.30-16.00	MCQ	MCQ Training Centre
	18.06.08			
	24.06.08			
	25.06.08			
Epilepsy Awareness	19.06.08	13.00-16.00	Neuro Partners	Oxford Centre
Parkinson Awareness	19.06.08	13.00-16.00	Jackie Burke	Ocean Road CC
Moving & Assisting	24.06.08	9.30-16.00	Gordon Rose	Laccat Offices
Dementia Awareness	26.06.08	9.30-16.00	Jean Ross	Lyndhurst Centre
First Aid Appointed Person	02.07.08	9.30-16.00	Gordon Rose	Ocean Rd CC
Behaviour Management Training for Learning Disabilities	08.07.08	9.30-16.00	NeuroPartners	Oxford Centre
Yesterday, Today and Tomorrow	15.07.08	9.30-16.00	Alzheimer's Society	Station Hotel

Fire Risk Assessment	16.09.08	9.30-16.00	Andy Trafford	Lyndhurst Centre
Dementia for Learning Disabilities	17.09.08	9.30-16.00	Jean Ross	Ocean Road CC
Fire Safety	23.09.08	9.30-12.30	Andy Trafford	Jarrow CC
Moving & Assisting-Cancelled	24.09.08	9.30-16.00	Gordon Rose	Lyndhurst Centre

First Aid Appointed Person	03.10.08	9.30-16.00	MCQ	MCQ, Shields Rd Byker, Newcastle
First Aid Appointed Person	07.10.08	9.30-16.00	Gordon Rose	Bliss-Ability
Challenging Behaviour for Older People	08.10.08	9.30-16.00	Jean Ross	Ocean Road CC
Cognitive Awareness	09.10.08	9.30-12.30	Neuro Partners	Oxford Centre
Effective Supervision & Appraisal	14.10.08	9.30-16.00	Target Training	Oxford Centre
Mental Health Awareness	16.10.08	9.30-16.00	Elaine Harrison	Oxford Centre
CIEH Level 2 Award in Food Safety	28.10.08	9.30-16.00	Ingram Care	Oxford Centre
Parkinsons Awareness	29.10.08	9.30-12.30	Parkinsons Society	Oxford Centre

Dementia Awareness	05.11.08	9.30-16.00	Jean Ross	Ocean Road CC
Attracting & Retaining your workforce	06.11.08	9.30-16.00	Target Training	North Sands
Fire Safety	11.11.08	9.30-1.00	Gordon Rose	Ocean Road CC
Service User Relationships	12.11.08	9.30-16.00	Them Wifies	Lyndhurst Centre
Health & Safety at Work CIEH accredited	13.11.08	9.30-16.00	Gordon Rose	Jarrow CC
First Aid at Work – 4 day	18.11.08	9.30-16.00	Gordon Rose	Ocean Rd CC South Shields
	19.11.08			
	25.11.08			
	26.11.08			
Stroke Awareness	20.11.08	9.30-16.00	Neuropartners	Oxford Centre
Effective Supervision & Appraisal	02.12.08	9.30-16.00	Target Training	Ocean Road
Moving & Assisting	09.12.08	9.30-16.00	Gordon Rose	Shiremoor Centre

See the following page for full details of venue address, venue telephone number and directions.

Venue Information

South of the Tyne

Venue	Address	Telephone Number	Location
Ocean Road Community Centre	Ocean Road South Shields South Tyneside NE33 2DW	0191 4230787	5 mins from South Shields Metro station
Jarrow Community Centre	Cambrian Street Jarrow South Tyneside NE32 3QK	0191 4894100	5 mins from Jarrow Metro station. Next to Library
Lacatt Training HQ	Tedco Business Works Rolling Mill Road Jarrow South Tyneside	0191 4283518	5 mins from Jarrow Metro station towards Western Road
The Lyndhurst Centre	Beacon Lough Road Gateshead NE9 6TA	0191 4207000	At junction of Beacon Lough Road and Southend Road

North of the Tyne

The Oxford Centre	West Farm Avenue Longbenton Newcastle-on-Tyne NE12 8LT	0191 2007540	5 mins from Longbenton Metro station. Next to Boulevard shopping area
The Shiremoor Centre Earsdon Road	Earsdon Road Shiremoor North Tyneside NE27 0HJ	0191 2008596	Just off the A19 along A186 towards Earsdon Village. 5 mins from Shiremoor Metro station
MCQ Training Centre	Shields Road Byker Newcastle-on-Tyne NE6 2YP	0191 2653003	Opposite Stagecoach Bus depot. Nearest metro is Chillingham Road or Walkergate

Short Course Descriptions

Mandatory Courses

1. Level 2 Certificate in Food Safety
2. Level 2 Certificate in Health and Safety in the Workplace
3. First Aid Appointed Person – 1 day
4. First Aid at Work – accredited 4 Day course
5. Fire Safety
6. Moving and Assisting

Continuous Professional Development

7. Behaviour Management training for Learning Disabilities
8. Care of the Dying
9. Challenging Behaviour - Older Persons
10. Cognitive Awareness
11. Dementia for Learning Disabilities
12. Dementia for Older Persons
13. Epilepsy Awareness
14. Mental Health Awareness
15. Parkinson's Awareness
16. Service User Relationships
17. Stroke Awareness

Management Courses

18. Fire Risk Assessment
19. Employment Law

20. Supervision and Appraisal for line managers

21. Attracting & Retaining your Workforce