

Mental Capacity Act-Multi-Agency Training

MCA - Participants should attend the Basic Awareness or the Assessment training , NOT BOTH (Assessment Training dates will be circulated separately)

Course:	Mental Capacity Act ~ Basic Awareness
Duration:	1.5 Hours
Dates & venues:	4 April 2011 6 May 2011 Both in Room 12 Shieldfield
Times:	9.00am – 10.30pm (registration is at 8.45am) or 11.00am – 12.30pm (registration is at 10.45pm)
Target group:	All staff that need to have an awareness of the MCA. This may include: care assistants, auxiliary staff, Community Support Officers, wardens, concierges, support staff, domestic staff, administrative staff/receptionists in health or social care settings, unpaid carers, volunteers
Aims:	To increase basic awareness of the Mental Capacity Act and to provide a basic working knowledge of the policy and procedures operational in Newcastle
Learning outcomes:	This course will provide staff with an understanding of: <ul style="list-style-type: none">• The five principles of the Mental Capacity Act.• The principles of assessing capacity and best interests• The role of the Independent Mental Capacity Advocate (IMCA)• Lasting Powers of Attorney (LPA's) and Advance Decisions.• Deprivation of Liberty Safeguards (DoLS)
Method:	Active group work and trainer presentation

Booking Form

Course:	Mental Capacity Act ~ Basic Awareness		
Date:		Time:	
Venue:			
Name:			
Job title:			
Name and address of organisation:			
Sector code (office use only)	IS		
Email address:			
Work contact number:			
Line manager's name:			
Line manager's signature:			
Any special requirements:			

- Please return this form by fax to: 0191 277 2099 or email to heather.wild@newcastle.gov.uk
- Please see guidance notes below

Guidance Notes

Booking

- Please complete booking form attached.
- Please return the form by fax to: 0191 2772099 or email it to heather.wild@newcastle.gov.uk

Allocation of places and general information

- You will receive a confirmation email or letter. Please **do not** attend the session unless you receive a confirmation email or letter.
- You must attend the full course to receive a certificate
- Please ensure that you meet the criteria for attending the course and that you have discussed this with your line manager.

Equal Opportunities

- Newcastle City Council is committed to a policy of Equal Opportunities and aims to provide training which reflects this. We try to: ensure that all participants are treated as individuals; the opinion of you and others is respected; challenge inappropriate behaviour and language.
- If you would like to discuss any special requirements you may need prior to the course, please contact: Heather Wild Tel: 0191 2772093 or email: heather.wild@newcastle.gov.uk

Charges for Attendance

- Training is free

Cancellations

- Non-attendance should be notified at least 24 hours prior to the course unless a person is ill or has extenuating circumstances. A substitute can take a person's place.
- Non-attendance without notification will result in a £15 charge per person, per session to the booking organisation. This will be charged on a quarterly basis.
- You can phone – 0191 2772093 - if there are any problems with your booking (e.g. cancellation/substitution)

Data Protection

- Under the Data Protection Act we have to tell you about the information we hold about you. We keep names and work addresses on a computerised database to monitor organisational training levels.
- We also keep hard copies of application forms and course evaluation forms for up to one year, after which they are destroyed. If you'd prefer us not to keep this information please inform the Training Administrator on 0191 2772093.