



2019-20

Learning and Organisational Development Course Catalogue

**Time
to
LEARN**

Learning and Organisational Development
Team
Bristol City Council
2018-19

Who we are

Based at City Hall we are team of professionals passionate about delivering great quality learning.



Our services

We offer a full program of events at our fully equipped training rooms at Parkview and other venues across the city. Our qualified trainers will help students to learn in a challenging but supportive environment.

Want something a bit different?

If you need a learning event designed and delivered for your team [please contact us](#)

PROGRAM OF TRAINING EVENTS

A summary of all our courses are contained in this catalogue. For full details and a booking form please go to our website- <https://www.bristol.gov.uk/jobs-training/training-courses-for-bcc-staff-and-care-professionals>

We are always interested in using customer feedback to improve our services. [Please contact us](#) to let us know if there are ways we can improve or to tell us how fabulous your experience has been.

Click on the links below to go directly to the section you need or contact us if you have any questions.

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Title	Who should attend
<p>Interview Skills This course is for Bristol City Council staff only.</p>	<p>Who should attend: Please note this course is only available for teams undergoing a restructure.</p> <p>This course provides participants with a greater understanding of the interview process that is practised within the council. In addition to this it will help participants to identify their strengths and provide helpful hints and tips on how to do well in interviews. Should you wish to arrange this please email learning.development@bristol.gov.uk</p>
<p>Preparing to be Interviewed: Online course</p>	<p>Who should enrol: This ELearning course is open to all BCC colleagues.</p> <p>Interviews can be stressful experiences, but knowing how to prepare properly puts you a step ahead of the rest. This module explores how to prepare for and positively answer behavioural interview questions, and will take around 25 minutes to complete.</p> <p>Access here: https://bristol.learningpool.com/course/view.php?id=141</p>

Title	Who should attend
<p>Training for Budget Managers</p>	<p>Bristol City Council Budget Managers only For advice or training on budgets, budget forecasting or ABW Budget system training please contact Louise Kaminski or Holly Jones Louise.kaminski@bristol.gov.uk or Holly.jones2@bristol.gov.uk</p>

Title	Who should attend
Emergency First Aid at Work	All staff who require a basic knowledge of First Aid.
First Aid at Work	All staff who need to be trained as First Aiders
First Aid at Work Requalification	The trained first aider for the work place who needs to re-new their current qualification
Annual Refresher	First aiders should attend this course in the 2 years that they do not formally re-qualify.
Emergency Paediatric First Aid	All people responsible for the care of primary school aged children.
Paediatric First Aid	All people responsible for the care of children under 5 years old or in a reception / nursery class.
Medication Administration to Adults	Anyone who needs to administer medication in service users' homes.
Medication Administration to Children	Anyone who needs to administer medication to children.
Automated External Defibrillator	All people who may have the use of a defibrillator. 2 hours Please contact Paul Newman for further details and on-site training requests: paul.newman@bristol.gov.uk

Title	Who should attend
Asbestos and Legionella Awareness This course is for Bristol City Council staff and school staff only.	BCC and school staff only The course is intended for those who manage premises and are responsible for managing and arranging work and maintenance. These include designated Premises Managers, Surveyors, FM staff; school Head Teachers & Business Managers/Bursars, Caretakers and persons whose responsibilities include inspecting buildings.
Excessive workplace pressure risk assessment training	For Bristol City Council Managers only All Bristol City Council Managers are required to undertake Team Risk Assessments in order to prevent Excessive Workplace Pressure. This session will explain how the assessments are carried out and why they are required.
Fire Warden Training	Anyone in BCC who wants to become a Fire Warden/Chief Fire Wardens. This training needs to be refreshed every 5 years
Lone Working This course is for Bristol City Council staff only.	Lone workers, their Managers and Supervisors Refresher training: After 3 years for higher risk, after 5 years for all others
Management of Health & Safety - Day 1	Essential for new managers and those who have not previously undertaken this training.
Management of Health & Safety – 2nd Day/Refresher	Essential for new managers who have attended Corporate Day 1 and Managers who previously attended the 2-day H&S training and require updating. N.B. Refresher training, which is Day 2 only – needs to be completed every 5 years
Managing Safer Moving and Handling	For Managers and Supervisors in the care sector only Essential for all those with management/supervisory responsibilities for staff who assist service users to move.

Mental Health First Aid Champions (previously called MHFA) – One Day

BCC Staff only

Developed by MHFA England, this one-day course qualifies delegates as mental health first aid champions. Attendees will gain an understanding of common mental health illnesses and be given the confidence to promote mental health awareness. The course gives attendees the ability to spot signs of mental ill health and the skills to support positive wellbeing for themselves and others.

Who should attend?

This course is suitable for those who want to gain a greater awareness of workplace mental health, to detect early symptoms of common mental health illnesses and the skills to support their own and others' positive wellbeing.

****Please be aware that this course focuses on employees in the workplace and covers subjects that some people may find distressing, including suicide and self-harm. If a delegate feels overwhelmed they can leave the course at any time.**

What you will learn:

- About Mental Health First Aid
- About mental health and stress in the workplace
- Stigma and discrimination
- Depression
- Anxiety disorders
- Other mental health issues (eating disorders, self-harm, psychosis)
- Early warning signs of mental ill health
- Alcohol, drugs and mental health
- Applying the Mental Health First Aid action plan
- Suicide
- Recovery
- Building a mentally healthy workplace
- Action planning for using MHFA

Mental Health Training For Line Managers

BCC Staff only

This course is for line managers to increase their understanding of mental health in the workplace, and helps them develop the skills to have a supportive conversation with employees whilst remaining objective about the business needs.

Managers must complete Part 1, or have completed Mental Health First Aid, before completing Part 2 of the course.

Part 1 (half day) gives an overview of the most common mental health conditions and how to recognise them.

Part 2 (half day) builds on Part 1 and provides practical tips and support by working through real scenarios.

Safer Moving and Handling of Loads (Not people)	Essential for employees who lift or move loads as part of their duties, e.g. Cooks, Domestic, Handy-persons, Groundworkers, Caretakers, Cleaners, Delivery staff, post staff, Museum Staff & Library staff
Safer Moving and Handling Induction - People Handling	Essential for new employees who assist service users to move.
Safer Moving and Handling Update - People Handling	Essential annual/biennial update for current Home Care/ Residential Care employees, and others who help service users to move.
Safer Moving and Handling - Updates for Keymovers This course is for Bristol City Council staff only.	BCC Staff only Bristol City Council Key movers
Safer Moving and Handling for Physiotherapists and Occupational Therapists and Occupational Therapy Aides	Physiotherapists and Occupational Therapists

I.T. and Computers

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Title	Who should attend
<i>Online guides for Microsoft Office and other applications</i>	For BCC staff only Please visit learning pool to access guides for Microsoft Outlook, Word, Excel, PowerPoint, One Note and Share Point

Leadership Development

[BOOK A PLACE](#)

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Title	Who should attend
Effective Communication.	For Bristol City Council staff only This program is for anyone in a line management \ supervision role who wants to improve how they give feedback and communicate about performance. It will provide some tips and models to help you think about the most effective ways to approach giving feedback to a member of your team, in a way that is inclusive and mindful of staff wellbeing. This program consists of some pre-course e-learning, a two and a half hour face to face session to practice your new skills and a follow-up one hour session to support your progress. Should you wish to arrange this please email learning.development@bristol.gov.uk

Equality Impact Assessment	<p>BCC Managers & Officers who are responsible for carrying out Equality Impact Assessments</p> <p>By attending this course you will:</p> <ul style="list-style-type: none"> • Increase your confidence in carrying out Equality Impact Assessments • Gain a better understanding of equalities groups in Bristol • Know where to find relevant data and evidence • Have more insight into how proposals can affect different groups
Fair Selection and Recruitment	<p>For Bristol City Council staff only. <i>Mandatory for all BCC managers who are involved in recruitment</i></p> <p>Once you have booked a place on the course you will be sent a workbook which you will need to complete before attending the training.</p> <p>If you intend to recruit you MUST book onto one of these dates if you have not already completed recruitment training. It is your responsibility to be prepared and book in advance to secure a place on a course</p> <p>A refresher should be completed every 2 years (see e-learning)</p>
Fair Selection and Recruitment Refresher training (e-learning)	<p>For Bristol City Council Staff only.</p> <p>This course is designed as a refresher course for those who have already completed the Bristol City Council’s Fair Selection Course (FSR) and are therefore authorised to recruit on behalf of the Council. It is not a substitute for attendance on the FSR course.</p>
Inclusive Leadership	<p>For Bristol City Council staff only This session is mandatory for everyone within Bristol City Council with a leadership role.</p> <p>The workshop helps leaders understand the principles and practice of inclusive leadership and how to apply these to create an inclusive team culture. It enable leaders to gain insight into effective situational leadership styles in relation to a range of equality and diversity themes.</p> <p>Please ensure you complete the “Managing Diversity” e-learning module before attending this session</p>
Leadership and Management	<p>For BCC staff only 4th and 5th tier managers who are just starting in a supervisory role.</p> <p>We are working to commission a new way to deliver this. More details will be available in May 2017.</p> <p>In the meantime there are online courses and links to further development on our Source Pages</p>

Team Leader Development Programme

For Bristol City Council staff only, this program is for anyone in their first line management role.

This course is designed for new Team Leaders or people stepping up into their first line management role in the council who would like some support in getting to grips with council policy and procedures relating to line management, it will give you an overview and general understanding of the policies you need to follow, when you should take action and when you need to seek further guidance from HR. It will also support you to start thinking about how to organise your day and manage your workload.

Personal Development [BOOK A PLACE](#)

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Title	Who should attend
Dealing with Violence and Aggression	Anyone who may need to deal with aggressive behaviour from service users or customers.
Difficult Conversations	Anyone who needs to gain confidence and skills in planning conversations which may end up becoming emotional.
Equalities - Foundation	Anyone who would like to understand more about equalities issues and how to promote equality at work.
Equalities - Refresher	Anyone who would like to refresh their knowledge and understanding about equalities issues (including up to date legislation).
Preparing for Retirement workshop	Anyone employed by BCC who is thinking of retirement. The workshops can be booked by contacting Sarah Turner on Freephone 0800 019 6076 (select extension 1- training) or emailing bookings@affinityconnect.org and quoting Avon Pension Fund. For further information about Affinity Connect you may wish to visit their website at www.affinityconnect.org . Affinity Connect also run a small number of courses just for BCC staff. For details of dates please contact Dianne Evans Dianne.evans@bristol.gov.uk

Role or profession Specific [BOOK A PLACE](#)

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Title	Who should attend
ASYE Assessor Training – This course is for Bristol City Council staff only	<p>All Team Managers and Senior Practitioners involved in the assessment of Newly Qualified Social Workers during the ASYE year.</p> <p>Provide Team Managers and Senior Practitioners with the knowledge and Skills needed, to successfully support a Newly Qualified Social Worker through the Assessed and Supported Year in Employment (first year in practice).</p>

Benefits: Introduction to welfare benefits (one day course)	Practitioners in BCC and our partners in the private and voluntary sectors who need an awareness of the current benefits system and how welfare reform changes will affect clients. This course introduces participants to the benefits system, its complexity and structure and provides an insight into the interlinking of benefits
Benefits: Benefits for Older people (One day course)	Practitioners in BCC and our partners in the private and voluntary sectors who would like an overview of benefits available to people of or close to retirement age. This course includes an introduction to attendance allowance.
Benefits – Introduction to Personal Independence Payment (half day course)	Practitioners in BCC and our partners in the private and voluntary sectors who would like an overview of PIP and an understanding of who is entitled; and how PIP interacts with other benefits
Benefits – Preparing for Universal Credit (one day course)	Practitioners in BCC and our partners in the private and voluntary sectors who would like to prepare service users for the change to universal credit. This session examines the structure of universal credit and explores who will gain and who will lose out. Participants should have previously attended the Introduction to Welfare Benefits course
Benefits – Welfare benefits – Unfit for Work? (half day course)	Practitioners in BCC and our partners in the private and voluntary sectors who need to know more about benefit claims for those who become too unwell to work. Clients may already be receiving ESA or universal credit or may be claiming benefits for the first time. We will look at managing forms, work capability assessments, while considering the similarities and differences between the legacy system and universal credit Participants must have previously attended Introduction to Welfare Benefits.
Benefits – Benefits for Housing - New course from April 2019 (one day course)	Practitioners in BCC and our partners in the private and voluntary sectors who need a more in depth understanding of how benefits can pay towards the cost of housing. This course looks at housing costs in both housing benefit and universal credit, including why benefits might not cover the full rent and strategies for addressing a shortfall. Participants must have previously attended Introduction to Welfare Benefits
Completing the COPDOL11 Workshop – This course is for Bristol City Council staff only	For Bristol City Council Staff who require to make applications to the Court of Protection to authorise a deprivation of liberty By the end of this ½ day workshop you will be able to: - <ul style="list-style-type: none"> • Explain how to complete a COPDOL11 • Explain what other forms are required when making an application to the COP for a deprivation of liberty order

Dementia level 1 Training	Anyone who works with or supports individuals effected by Dementia in meeting their daily living activities users within Bristol City Council or our partner organisations.
Dementia level 2 Training - This course is for Bristol City Council staff only	<p>For Bristol City Council Staff Social Care Practitioners, Social Workers, Occupational Therapists Aides and Occupational Therapists</p> <p>The contents of the workshop will include:</p> <ul style="list-style-type: none"> • Based on Kitwood's flower, learners begin by considering identity and what it feels like to live with a dementia. The overall aim is to set the foundation for focus on a person-centred approach.
Deprivation of Liberty Workshop - This course is for Bristol City Council staff only	<p>Bristol City Council Staff who require knowledge of DoLS and domestic deprivation.</p> <p>By the end of this ½ day workshop you will be able to: -</p> <ul style="list-style-type: none"> • Describe the difference between DoLS and domestic deprivation • Explain your responsibilities under DoLS and domestic deprivation • Describe the process for making a '3rd party request' under DoLS • Describe the process to authorise a domestic deprivation
Deprivation of Liberty for Managing Authorities – DoLs Level 1 (Workbook)	<p>Relevant care staff who work within Care Homes or Hospitals (Managing Authorities) e.g. Care Workers, Support Workers, etc</p> <p>Please contact Gary Cunningham to obtain a copy of the workbook, which is designed to give the learner a rudimentary knowledge of Deprivation of Liberty Safeguards 2007: gary.cunningham@bristol.gov.uk</p>
Direct Payments – Overview Day One	<p>For Bristol City Council Staff :- Social Care Practitioners, Social Workers, Senior Practitioners OT Aids, OT's and Team Managers</p> <p>The aim of this course is to give you an overall of process and procedures.</p> <ul style="list-style-type: none"> • To describe a Direct Payment and the different types that can be offered • Have knowledge of the legislative framework for Direct Payments • Understand how Bristol provides Direct Payments • Feel confident in recommending a Direct Payment and explaining what they are • Be able to complete a Direct Payments support on LAS

Direct Payments in Practice Day Two

For Bristol City Council Staff :- Social Care Practitioners, Social Workers, Senior Practitioners OT Aids, OT's and Team Managers

The aim of this course is to build on your knowledge and understanding of how Direct Payments operate in practice

This day covers :

- Current Updates on Direct Payments
- Guidance for reviewing ongoing Direct Payments
- MCA (Mental Capacity Act) in relation to DP
- Nominated & Authorised Person
- DP Finance Team - Process
- Direct Payments for Carers
- Examples of Direct Payments in Practice
- LAS – DP Processes/Amending Support Plans

DoLS for Managing Authorities Workshop

Relevant staff who work within Care Homes or Hospitals (Managing Authorities) who have responsibility for the DoLS process i.e. Home Managers, Deputy Managers, RGN's, RMHN'S, Ward Managers, etc.

By the end of this ½ day workshop you will be able to: -

- Describe the 'Acid Test' and how to apply it
- Demonstrate how to complete the relevant DoLS Authorisation forms
- Explain your responsibilities under DoLS

Deprivation of Liberty Safeguards Workbook

This is for Relevant care staff who work within Care Homes or Hospitals (Managing Authorities) e.g. Care Workers, Support Workers, etc

This workbook is designed to give the learner a foundation level of knowledge of the Deprivation of Liberty Safeguards 2007.

The topics covered in the workbook are: -

- What does Deprivation mean
- ECHR and the Supreme Court
- The process and who is involved

Please contact Gary Cunningham (gary.cunningham@bristol.gov.uk) to obtain a copy of the workbook

<p>Domestic Deprivation for Domestic Care Providers – Level 1 (Workbook)</p>	<p>This is for all staff who work with the Dom Care Sector</p> <p>This workbook is designed specifically for those within the domestic care sector and ensures that they have the knowledge to recognise a domestic deprivation and the subsequent process to follow</p> <p>The topics covered in the workbook are: -</p> <ul style="list-style-type: none"> • What does Deprivation mean • ECHR and the Supreme Court • The process and who is involved <p>Please contact Gary Cunningham (gary.cunningham@bristol.gov.uk) to obtain a copy of the workbook.</p>
<p>Enabling Positive Risk</p>	<p>Anyone who works directly with service user and who need to assess risk with them, including Social Workers and ARCs within Health and Social Care.</p> <p>The session will cover how to use risk assessment to enable (rather than restrict) activity, within the framework of the law, local policy and best practice.</p>
<p>Enhanced Dementia training for Everyday Practice</p>	<p>The aim of this 1 day course is to equip you with increased skill & knowledge when working with people with dementia.</p> <p>For example, some of the topics covered are:</p> <ul style="list-style-type: none"> • What is dementia, and how it is diagnosed • What types of dementia are there • What types of presentations might you see • Treatment both non-pharmacological and pharmacological • What you can expect from DWS • Human Rights in dementia • Care Home Liaison
<p>Managing practice learning</p>	<p>This course is open to both Adult and children Social Workers within BCC.</p> <p>Further information can be found on the source at: http://intranet.bcc.lan/ccm/navigation/directorate-specifics/people-directorate-children/training-and-development---childrens-social-care-workforce/peps/</p> <p>Please discuss with your manager before applying. The expectation is that if you do the MPL programme you will go on to have a student in September 2017 and work towards stage one PEPS</p>

Mental Capacity Act - Level 1 (Workbook)

This is aimed at all staff who require a foundation level of knowledge in the Mental Capacity Act i.e. individuals who work with people 16 and upwards

This workbook is designed to give the learner a foundation level knowledge of the MCA 2005.

The topics covered in the workbook are: -

- What is capacity
- 5 Principles
- Restrictions
- Future Decisions
- Consequences of not following the Act

Please contact Gary Cunningham (gary.cunningham@bristol.gov.uk) to obtain a copy of the workbook

Mental Capacity Act Workshop - This course is for Bristol City Council staff only

By the end of this 1 day workshop you will be able to: -

- Define the 5 principles of the Mental Capacity Act 2005
- Describe your responsibilities under the MCA
- Explain how to undertake an assessment of a person's capacity
- Explain how to undertake best interest decisions

This is specifically for BCC staff as it looks at the MCA in relation to the work that they undertake within Social Care, in supporting individuals to make decisions and assessing an individual's capacity

Mental Capacity Act for External Care Providers Workshop

By the end of this 1 day workshop you will be able to: -

- Define the 5 principles of the Mental Capacity Act 2005
- Describe your responsibilities under the MCA
- Explain how to undertake an assessment of a person's capacity
- Explain how to undertake best interest decisions

This is specifically for external staff as it looks at the MCA in relation to the work that they undertake within Health & Social Care, in supporting individuals to make decisions and assessing an individual's capacity

MCA Compliant Support Plans – for BCC staff

For Bristol City Council Staff who complete support plans

By the end of this ½ day workshop you will be able to: -

- Explain how 'Best Interests' and 'less restrictive option' affect support planning
- Describe the impact of wishes, feelings, beliefs and values on decisions
- Demonstrate a person-centred approach to best interests

MCA & DoLS – This course is for Bristol City Council Children’ Services staff

For Bristol City Council Children’s staff who support individuals to make decisions and assessing an individual’s capacity and require knowledge of how Deprivation of Liberty affects children and young people.

By the end of this 1 day workshop you will be able to: -

- Explain how to undertake a robust assessment of a person’s capacity
- Explain how to make a robust Best Interest decision
- Demonstrate an understanding of Deprivation of Liberty and how it affects Children and Young People
- Apply the Acid Test confidently

This is specifically for BCC Children’s staff as it looks at the MCA and Deprivation of Liberty in relation to the work that they undertake within Social Care

Mental Capacity Act – Finances and Tenancies Workshop – This course is for Bristol City Council staff only

For Bristol City Council Staff who support people to make financial decisions and / or decisions around tenancies

By the end of this ½ day workshop you will be able to: -

- Describe the Salient points for Financial Decisions and tenancies
- Explain how LPA’s work and their impact on tenancies and finances
- Explain the CoFSS process and the importance of Court Appointed Deputies
- Explain the process to end a tenancy

Motivational Interviewing – This course is for Bristol City Council Social work staff, and Social Care Practitioners only

This course aims to build on current practice and provide participants with an understanding of the skills and knowledge involved in motivational interviewing.

The objectives are to:

- Identify sub-types of pre-contemplative clients
- Describe the factors that increase initial motivation for change
- Understand the influence of the helper on motivation for change
- Develop reflective listening skills
- Deliver the motivational interviewing within the four key phases of motivational interviewing
- Understand the role of motivational interviewing within a wider process of change

Loss and Bereavement

Anyone who needs to be able to recognise the behaviour and feelings associated with bereavement and grieving. This session will explore appropriate responses, and give participants the chance to develop their skills in assisting the grieving process.

NHS Continuing Health Care and NHS funded Nursing Care	For BCC Social Care Practitioners, OT's, OTA's and Social Workers whose job involves assessment and reviewing.
Person Centred Care	Anyone who works with service users
Responding effectively to complaints This course is for Bristol City Council staff only	For BCC Managers and Senior Practitioners who are involved in responding to Complaints and comments from adults social care service users and their carers This one day course aims to equip participants with the skills and knowledge to respond effectively.
Restorative approaches	Anyone in BCC or our partner organisations. This session will give staff an understanding of the thinking behind restorative approaches, and enable them to use the principles in a practical way.
Reflective supervision This course is for Bristol City Council staff only	For social work team managers, senior practitioners and practice educators stage 2 only This course is a three-day course with a follow-up 1 to 1 consultation for all candidates. It is targeted at social work senior practitioners and team managers who provide supervision to social workers and social care practitioners. The course meets the requirements of Bristol City Council supervision policy and the national social work supervision standards
SafeTALK Suicide alertness for everyone	For BCC frontline staff Know what to do if someone's suicidal by following the easy to remember TALK steps - Tell, Ask, Listen and Keep-safe. These practical steps offer immediate help to someone having thoughts of suicide and helps you both move forward to connect with more specialised support.
Strengths based workshop This course is for Bristol City Council staff only	Master classes Aimed at Senior Practitioners who have an understanding of strengths based approaches to gain further understanding of the Evidence-based that underpins strength-based approaches.
Technology Enabled Care – Induction (formerly Assistive Technology Training)	Practitioners in BCC and our partners in the private and voluntary sectors who work with service users who need technology enabled care

Technology Enabled Care - Update (formerly Assistive Technology Training)	Practitioners in BCC and our partners in the private and voluntary sectors who would like to keep up to date with technology enabled care available to Service Users
Trauma Informed Approaches in Adult Social Care	<p>BCC staff only with priority will be given to social workers, social care practitioners and occupational therapists who are working with people with complex and enduring mental health needs on their caseloads.</p> <p>Adults being supported by mental health services often present complex behaviour patterns that have their roots in trauma and corresponding survival mechanisms. This workshop will investigate trauma-informed approaches, assist practitioners in developing different ways of supporting people, and will help individuals to understand and reframe their response to situational or relational triggers.</p>
Trusted Assessors Induction Course	<p>For staff working for BCC who work with vulnerable service users</p> <p>How to assess for, and measure for, basic aids to assist with activities of daily living How to assess for, and measure for, minor adaptations, especially rails</p> <p>This course will be run when there is sufficient demand. Please email learning.development@bristol.gov.uk to make an enquiry about availability</p>
Trusted Assessors, Refresher Course - Practical	<p>For staff who are qualified as Trusted Assessors, needing to update their skills in the assessment for and the provision of, aids and minor adaptations.</p>
Workshop to Raise Awareness of Prevent (WRAP)	<p>For all frontline staff, senior practitioners and managers</p> <p>The Counter Terrorism and Security Act 2015 includes a provision called the Prevent Duty which places a requirement on local authorities to “have due regard to the need to prevent people from being drawn into terrorism”. Part of this duty is to ensure that all frontline staff, senior practitioners and managers attend PREVENT training.</p>
Approved Mental Health Professional (AMHP) Training	<p>Practising AMHPs, or those qualified to be appointed and are seeking approval as an AMHP</p>
AMHP Update Training Programme	<p>Practising AMHPs, or those qualified to be appointed and are seeking approval as an AMHP</p>

<p>Social Work and Supervisory Training</p> <p>For Bristol City Council staff only</p>	<p>There are a range of courses designed to develop and build your practise as a Social Worker. For more details Please contact Emma Maddock: emma.maddock@bristol.gov.uk</p>
<p>Public Health Courses</p>	
<p>Healthy Schools training</p>	<p>We offer a number of training courses for those working with children and young people in Bristol school settings.</p> <p>The courses aim to increase workers' confidence and skills to respond appropriately to health and wellbeing issues from food and nutrition to mental health. For more information on courses please go to https://www.bristol.gov.uk/en_US/web/bristol-healthy-schools/training</p>
<p>An introduction to data sources, statistics and basic epidemiology for Public Health</p>	<p>Staff requiring an introduction to the technical skills involved in public health information analysis to make use of public health related data in their work.</p> <p>This training is suitable for staff that have had limited previous statistical training, or wish to refresh these skills at an introductory level in relation to public health work.</p> <p>Please contact one of the following for more information: David Thomas 0117 352 1824, John Twigger 0117 352 1672, Magda Szapiel 0117 352 1864</p>
<p>Searching for Information and Evidence to Inform Practice – Getting Started</p>	<p>Anyone who has to search for information (predominantly research articles) in their role to inform policy or decision-making.</p>
<p>Making sense of evidence: It's critical</p>	<p>Anyone using reports and research articles as evidence to underpin their work.</p> <p>By the end of the session you will be able to:</p> <ul style="list-style-type: none"> - Explain why evidence is important - Read evidence with a critical eye: spot whether what you are reading can be trusted or not.

Title	Who should attend
Autism Spectrum Conditions & Social Care	<p>For BCC Social care Practitioners, social workers and senior practitioners</p> <p>The aim of this two day course is to:</p> <p>Develop a broader knowledge of autism. Gain practical skills to apply when supporting individuals with autism. Develop skills in relation to undertaking social care needs assessments for people with autism. Look at key service issues when seeking placements.</p>
Dementia and People with Learning Difficulties	<p>Open to anyone involved in supporting People with learning difficulties.</p> <p>On this course participants will:</p> <ul style="list-style-type: none"> - Learn about of the symptoms and impairments of dementia and gain an increased awareness of the implications of dementia for people with learning difficulties. - Develop a greater understanding of the changes that dementia can bring and explore the importance of helping people with dementia maintain quality of life. - Be aware of the implications for assessment and diagnosis and consider appropriate care interventions.
Learning about Learning Difficulties	<p>For BCC Social Care Practitioners, Social Workers, Occupational Therapy Aides and Occupational Therapists</p> <p>The aim of this course is to: Offer opportunities to develop learning and reflection around the cultural history, rights, needs and wants of the people we support who have a learning difficulty.</p>
Person Centred Thinking for Complex Needs	<p>Designed for all those involved in supporting people with learning difficulties or people with dementia</p> <p>By the end of this training participants will have:</p> <ul style="list-style-type: none"> - An awareness of the variety of complex needs (including learning difficulties and dementia), the process of person centred planning and an overview of Essential Lifestyle Planning - Experience using a number of person centred planning tools suitable for use with people with complex needs and be able to bring information together in a profile

PMLD (Profound and Multiple Learning Difficulties)

For anyone involved in supporting people with profound and multiple learning difficulties.
By the end of this training, participants will have an understanding of:

- What Profound and Multiple Learning Difficulties are
- The impact of labelling upon behaviour
- Creating the right environment for communication
- Creative ways of communicating and running group sessions

Ensuring the rights of people with PMLD are upheld within your service

Social Worker training and assessment support

For full pricing detail and courses available please contact Emma Maddock: emma.maddock@bristol.gov.uk

Catering and Food Hygiene
[BOOK A PLACE](#)

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Basic Food Hygiene (Food Safety, Level 1 - eLearning)

For all staff who handle or prepare food for consumption by a customer, it is particularly appropriate for staff who work in either the children or adult care sector or small kitchens. This eLearning course provides food handlers with the knowledge and skills to ensure that food is prepared stored and handle safely.

BCC Staff Only

This course should be undertaken during the individual's induction to the team and updated every 3 years.

(Staff should complete this course before attending the Hazard Analysis and Critical Control Point training).
Should eLearning not be an appropriate route for the candidate, please email the L&D team.

Practical Hazard Analysis (HACCP) Hazard Analysis and Critical Control Point

This course sets out the legal requirements around food safety And the HACCP. It is aimed at managers who are responsible for the overall running of the kitchen.

BCC Staff Only

The course includes information relating to standards on storage, preparing/handling and serving food in addition to what supporting documents must be in place and maintained to demonstrate that these standards are being maintained.

All kitchens should have an up-to-date HACCP or equivalent in order to meet food safety regulations.

Title	Who should attend
<p>Controlling or Coercive behaviour BCC staff only</p>	<p>Aimed at Bristol City council Team managers, Social Care Practitioners, OT’s, Social Workers and Senior Practitioners involved in Safeguarding Adults practice. This course covers what controlling or coercive behaviour is ,The gendered nature of controlling or coercive behaviour, Where the offence applies circumstances in which the new offence might apply; the types of evidence for the offence; Risk identification and Risk management, Protection from Harassment Act 1997 in the Protection of Freedoms Act 2012. Legal options for interventions, what supports best practice and Case studies.</p> <p>Must have already completed the safeguarding foundation level training</p>
<p>Making safeguarding personal BCC staff only</p>	<p>Aimed at Bristol City Council Social Care Practitioners, Social Workers and other front facing staff involved in Safeguarding Adults practice</p> <p>This course looks adult safeguarding under the Care Act 2014, responsibilities around the ‘Making Safeguarding Personal’ agenda and safeguarding practice.</p>
<p>Safeguarding Children Foundation</p>	<p>Anyone in BCC or our partners who may need to recognise the signs of abuse or neglect in children and know what to do in response to concerns.</p> <p>You must have completed the on-line safeguarding children course before attending this training. The link to e-learning for external candidates is: http://bristol.learningpool.com/course/view.php?id=416 Please scroll down and log in as a guest.</p> <p>*please note attendance at this course qualifies as your 3 yearly refresher course*</p>
<p>Safeguarding Adults Foundation</p>	<p>Anyone in BCC or our partners who may need to recognise the signs of abuse or neglect in adults with care and support needs, and know what to do in response to concerns.</p> <p>You must have completed the on-line safeguarding adult’s course before attending this training. The link to e-learning for external candidates is: http://bristol.learningpool.com/course/view.php?id=416 Please scroll down and log in as a guest.</p> <p>*please note attendance at this course qualifies as your 3 yearly refresher course*</p>

**Safeguarding Adults
S42 enquiries
BCC staff only**

Aimed at Bristol city council Social Care Practitioners Social Workers, Senior Practitioners, OT's and Coordinators involved in Safeguarding Adults practice

This course covers safeguarding duties under the Care Act, Safeguarding duties for the local authority and responsibilities for partners Section 42 enquiries, Co-operation, partnership and information sharing including the Mental Capacity Act (2005) and consent, Safeguarding responsibilities of partners including housing, police, health etc and Safeguarding in practice: case studies.

Must have already completed the Safeguarding Foundation level training

**Safeguarding Adults :
Chairing Meetings
BCC Staff only**

This half day course will examine the key skills of Chairing Meetings with the intention of increasing delegate's confidence in setting up and running a meeting in the role of Chairperson. Whilst this course is within the Safeguarding remit, the material is applicable to all chairing roles.

By the end of the session delegates will be able to:

- Describe what needs to be covered when planning to chair a meeting
- Identify how to structure meetings including setting the agenda for meetings•
- Explore and identify the role of the Chairperson in meetings•
- Recognise and use the skills of Chairing (including assertive communication and group dynamics)

**Safeguarding Adults :
Cuckooing and County
Lines
BCC Staff only**

Aimed at Bristol City Council Social Workers, Senior Practitioners and Team Managers

This half day course will enable delegates to develop their understanding of Cuckooing and County Lines and how these practices can relate to safeguarding adults.

By the end of the session, participants will be able to:

- Describe Cuckooing and County Lines including their relationship with Mate and Hate Crime
- Relate Cuckooing and County lines to statutory Care Act duties around Safeguarding Adults
- Indicate the partnership agencies needed to work effectively around these issues in terms of preventative work and intervention under S.42 of the Care Act.
- Relate all of the above to the principles of Safeguarding, the Mental Capacity Act and the Human Rights Act.

Safeguarding Adults for Co-ordinators BCC staff only	<p>Aimed at Bristol City Council Team Managers and Senior Practitioners involved in Safeguarding Adults practice.</p> <p>This course covers how to Respond to allegations and concerns, how to Identify risk and vulnerability to all types of abuse and neglect, How to apply Making Safeguarding Personal principles in practice, Understanding the impact of social isolation, What Safeguarding duties are for local authorities, What the Safeguarding responsibilities are for partners including housing, police, health etc. partnership working and information-sharing, including the relevance of the Mental Capacity Act .</p> <p>Must have already completed the safeguarding foundation level training</p>
Domestic violence and safeguarding	<p>Anyone in BCC or our partners who needs to understand the links between domestic violence and safeguarding of adults with care and support needs</p> <p>Must have already completed the safeguarding foundation level training</p>
Self-neglect and Hoarding BCC Staff only	<p>Aimed at Bristol City Council Social Care Practitioners, OT's, Social Workers, Senior Practitioners and Coordinators involved in Safeguarding Adults practice.</p> <p>This course covers what self-neglect is and what may cause it, Parameters of duties and responsibilities, Legal options, The Care Act and adult safeguarding, MCA assessments, Strategic framework for good practice, What supports best practice and Case studies.</p> <p>Must have already completed the safeguarding foundation level training</p>

Terms and Conditions

Application Details

Details about all our training courses can be found at <http://www.bristol.gov.uk/page/jobs-and-training/training-courses-bcc-staff-and-care-professionals>

Applicants will receive an automated response to indicate their request has been sent to the Learning & Development team - please note, this is **NOT** a booking confirmation.

Places are free of charge to Bristol City Council staff and registered volunteers for the council.

There is a charge for most courses for applicants from the private and voluntary sectors, and partner agencies (including other local authorities and NHS organisations) - please see our Charging Policy below.

We will email you to confirm your booking within 10 working days of receiving your request.

Charging Policy

From 5 April 2018 the charges for scheduled courses per person are as follows:

£33 for a half day course

£66 for a one-day course (or multiples of £66 for multi-day courses or as stated in the Course details where applicable).

Whole course bookings for moving and handling and first aid courses can be made for up to 12 participants. These courses can be delivered in your workplace or at our training facility.

Please email learning.development@bristol.gov.uk and they will pass your request to the technical training co-ordinator

Half day courses will be charged at £200

Full day courses will be charged at £350

An additional fee of £50 will be charged if you wish for the training to be delivered from our training facility.

From 5 April 2018 this will increase to:

Half day courses will be charged at £250

Full day courses will be charged at £400

2. If you need to cancel your place on a course please send us an email at least 5 working days before your course is due to run. If we don't receive your cancellation we will charge you the full price of the place. We are more than happy to accept a different member of staff as a replacement on the course (there's no additional charge for a substitution and no need to contact us in advance to let us know their name)

Please note that in order to avoid disrupting others' learning, courses will be **closed to late arrivals**; those arriving more than 15 minutes late will also be considered as non-attenders and **charged accordingly**.

Venue details

Avon Quay	Avonquay, Cumberland Basin, Bristol BS1 6XL	
Bristol Community Links South	Langhill Avenue, Inns Court, Knowle, Bristol, BS4 1TN	0117 353 2500
Bristol Care & Repair	5 Hide Market, Waterloo Road, St Philips, Bristol, BS2 0BH	0117 954 2222
Create Centre	B Bond Warehouse, Smeaton Rd, Bristol, BS1 6XN	0117 925 0505
Greenway Centre	Doncaster Road, Southmead, BS10 5PY	0117 950 3335
City Hall	College Green, Bristol	
St Annes House	St Annes Road, St Annes Park, Bristol BS4 4AB	0117 903 9855
Greenway Centre	Doncaster Road, Southmead, Bristol BS10 5PY	0117 950 3335
Hazelbrook	Bristol North Rehab Centre, 20 Ellsworth Road, Henbury, Bristol, BS10 7EH	0117 37 72430
Redhouse	Redhouse ACC, Heggard Close, Bristol, BS13	0117 90 31900
St Werburghs Centre	Horley Road, St Werburghs, Bristol BS2 9TJ	0117 955 1351
The Mede	1 Marshall Walk, Inns Court, Knowle, Bristol BS4 1TR	0117 9041220
The Park	Daventry Road, Knowle, Bristol, BS4 1QD	0117 903 9770
University of West of England	UWE Glenside Campus, Blackberry Hill, Stapleton, Bristol, BS16 1DD	0117 328 8534
Vassall Centre	Gill Avenue, Fishponds, Bristol, BS16 2QQ	0117 965 9630