



2022-23

Learning and Organisational Development Course Catalogue

**Time
to
LEARN**

Learning and Organisational
Development Team

Bristol City Council
2022-2023





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 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](#)

Programme of training events

A summary of all our courses are contained in this catalogue. For full details and to book a place please go to our website- [https://www.bristol.gov.uk/jobs-training/training-courses-for-Bristol City Council-staff-and-care-professionals](https://www.bristol.gov.uk/jobs-training/training-courses-for-Bristol-City-Council-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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Change management

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Title/ Audience	Overview of course
<p>Interview Skills</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>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>

Finance and budgets

[BOOK A PLACE](#)

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Title/ Audience	Overview of course
<p>Training for Budget Managers</p> <p><i>This course is for Bristol City Council Budget Managers only</i></p>	<p>For advice or training on budgets, budget forecasting or ABW Budget system training please contact Louise Kaminski or Holly Jones</p> <p>Louise.kaminski@bristol.gov.uk Holly.jones2@bristol.gov.uk</p>

Title/ Audience	Overview of course
Emergency First Aid at Work <i>This course is for Bristol City Council staff</i>	All staff who require a basic knowledge of First Aid. This one day course covers Basic Life Support (CPR and Recovery Positions) and how to manage minor wounds. This course should be repeated every 3 years for the individual to remain qualified.
First Aid at Work <i>This course is for Bristol City Council staff</i>	All staff who need to be trained as First Aiders. This 3 day course covers the contents of the course above in addition to managing medical emergencies such as strokes, heart attacks, diabetes and shock. This course qualifies an individual for 3 years. Before the end of these 3 years you must undertake a First Aid at Work Requalification course to remain qualified.
First Aid at Work Requalification <i>This course is for Bristol City Council staff</i>	The trained first aider for the work place who needs to re-new their current qualification. This course must be completed before your current First Aid at Work certificate expires.
First Aid – Annual Refresher <i>This course is for Bristol City Council staff</i>	First aiders should attend this course in the 2 years that they do not formally re-qualify
Emergency Paediatric First Aid <i>This course is for Bristol City Council staff</i>	All people responsible for the care of primary school aged children
Paediatric First Aid <i>This course is for Bristol City Council staff</i>	All people responsible for the care of children under 5 years old or in a reception/nursery class
Administration of Medication to Adults <i>This course is for Bristol City Council staff</i>	Anyone who needs to administer medication in service users' homes
Administration of Medication to Children <i>This course is for Bristol City Council staff</i>	Anyone who needs to administer medication to children

Title/ Audience	Overview of course
<p>Mental Health First Aid England Champions 1 Day</p> <p><i>This course is for Bristol City Council staff</i></p>	<p>Developed by MHFA England, these courses qualify the delegate as mental health first aid aiders/champions. 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.</p> <p>MHFA Champions can:</p> <ul style="list-style-type: none"> • Understand why mental health is as important as physical health • Help build a mentally healthy workplace and beyond the workplace • Recognise the main symptoms of mental health conditions • Listen non-judgementally • Use ALGEE to provide Mental Health First Aid for the most common mental health conditions • Guide a person towards appropriate professional support <p>To register your interest please email learning.development@bristol.gov.uk</p>
<p>Asbestos and Legionella Awareness</p> <p><i>This course is for Bristol City Council and school staff only</i></p>	<p>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, and FM staff; school Head Teachers & Business Managers/Bursars, Caretakers and persons whose responsibilities include inspecting buildings.</p>
<p>Core Health & Safety Training for Managers - Virtual</p> <p><i>This course is for Bristol City Council Managers only</i></p>	<p>This will replace Health & Safety for Managers Day 1, Day 2 & Refresher as an interim measure. For managers requiring a refresher or Day 1, attendance on this session will satisfy this requirement.</p> <p>Please ensure you have completed the Safety, Health and well-being online induction on Learning Hub before attending this course</p> <p>Managers with responsibilities for premises management or higher risk areas will be helped to identify additional training required during the Core session.</p>

<p>Educational Visits' Co-ordinators</p> <p><i>This course is for school staff only</i></p>	<p>School staff only</p> <p>For all staff newly designated as educational visits' co-ordinators in educational and other establishments. NB: policy requires all establishments to formally nominate an Educational Visits Co-ordinator.</p> <p>This one-day mandatory course will support designated educational visits' co-ordinators in carrying out their duties effectively.</p> <p>Key benefits</p> <ul style="list-style-type: none"> • Develops knowledge, understanding and confidence in the role of the educational visits' co-ordinator • Supports participants in ensuring that all educational visits are carried out in accordance with CYPS Policy, Procedure and Code of Practice • Shows how to safely and adequately prepare for all visits and trips • Helps participants to assess, manage and minimise risk <p>Includes important learning resulting from investigations into high profile incidents, which have previously occurred on visits.</p>
<p>Emotionally Intelligent Leadership</p> <p><i>This course is for Bristol City Council Managers only</i></p>	<p>Emotional Intelligence is proven to be a key indicator of human performance and development. People higher in EI communicate effectively, form strong relationships, and create powerful coping strategies. EI can be measured – more accessibly and less controversially than IQ – and unlike IQ, it can be substantially built up over time.</p> <p>This interactive course looks at practical ways that managers can use to access their own emotions, understand body language and non-verbal communication in others and build teams that operate and deal with change effectively.</p> <p>As part of the course each participant also receives a personal emotional intelligence report and a mobile app to help create healthy habits that stick</p>
<p>Excessive workplace pressure risk assessment training</p> <p><i>This course is for Bristol City Council Managers only</i></p>	<p>All Bristol City Council Managers are required to undertake Team Risk Assessments in order to prevent Excessive Workplace Pressure.</p> <p>This session will explain how the assessments are carried out and why they are required.</p>
<p>Fire Warden Roles and Responsibilities</p> <p><i>This course is for Bristol City Council staff and school staff only</i></p>	<p>Anyone in Bristol City Council who wants to become a Fire Warden/Chief Fire Warden.</p> <p>This training needs to be refreshed every 3 years</p>

<p>Healthy High Performance: Improving wellbeing, resilience and creating positive pressure</p> <p><i>This course is for Bristol City Council Managers only</i></p>	<p>The world of work can be tough. We are often asked to do more with less and face an unprecedented amount of change. What we do know is that work can be good for you – and that pressure can motivate as well as drain you.</p> <p>It's not all about reaching high levels of performance, it's how we sustain these levels over time, whilst maintaining wellbeing. This is where healthy high performance comes in.</p> <p>This interactive course looks at practical ways that managers can build and maintain wellbeing and resilience in both themselves and their teams.</p> <p>As part of the course each participant also receives a personal wellbeing report and a mobile app to help create healthy habits that stick</p>
<p>Lone Working</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Lone workers, their Managers and Supervisors</p> <p>Refresher training: After 3 years for higher risk, after 5 years for all others. Please complete the Lone Working and Personal Safety Training on Learning Hub as a refresher (E-learning)</p> <p>Whilst face to face training is unavailable please see Lone working – Virtual</p>
<p>Lone Working - Virtual</p> <p><i>This course is for Bristol City Council staff and Bristol Schools only</i></p>	<p>A 2hr session for anyone who works alone or manages a Lone Worker.</p> <p>If you have attended a previous Lone Working Course you are able to complete the Lone Working and Personal Safety Training on Learning Hub as a refresher (E-learning).</p> <p>If you have not previously attended a Lone Working Course please complete the Learning Hub Training & then book onto this virtual session</p>
<p>Management of Health & Safety - Day 1</p> <p><i>This course is for Bristol City Council Managers only</i></p>	<p>Essential for new managers and those who have not previously undertaken this training.</p> <p>Whilst face to face training is unavailable please see Core Health & Safety Training for Managers - Virtual</p>
<p>Management of Health & Safety – Day 2/ Refresher</p> <p><i>This course is for Bristol City Council Managers only</i></p>	<p>Essential for new managers who have attended Corporate Day 1 and Managers who previously attended the 2-day H&S training and require updating.</p> <p>N.B. Refresher training, which is Day 2 only – needs to be completed every 5 years</p> <p>Whilst face to face training is unavailable please see Core Health & Safety Training for Managers - Virtual</p>

<p>Managing Secondary and Vicarious Trauma</p> <p><i>All colleagues who work directly in providing services to vulnerable individuals</i></p>	<p>Vicarious and secondary trauma are often used interchangeably with the terms 'burnout' or 'job related stress'. Although there are similarities between these concepts, they differ from each other in crucial ways. With the growing focus on mental health it's important that people can differentiate between these concepts as they will need to be treated differently.</p> <p>This workshop is centred on a practical tool that can be used by managers to assess the risk of secondary trauma in their teams and host a conversation with those who may be affected.</p> <p>As part of the course each participant also receives access to a mobile app to help create healthy habits that stick</p>
<p>Mental Health Training for Line Managers</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>This course is currently not available.</p> <p>A Mind eLearning course for Managers is available now on The Learning Hub (bristol.gov.uk) - Managing Mental Health by Mind</p> <p>The course will cover mental health e-learning to equip managers with the confidence and skills to have supportive conversations with their staff about mental health and wellbeing, particularly in these challenging and changing times.</p>
<p>Party Leader</p> <p><i>This course is for School staff only</i></p>	<p>A mandatory training course for all staff designated as educational visits' party leaders and deputy party leaders</p> <p>The Party Leader, approved by the EVC in consultation with the Head teacher/ Manager of the establishment, has overall responsibility for the supervision and conduct of the visit or activity. A Deputy Party Leader must be appointed for all visits/trips. In the event of an emergency, the deputy must have sufficient knowledge of the programme and the relevant skills to take over from the party leader.</p> <p>Key benefits</p> <ul style="list-style-type: none"> • Helps ensure visits and trips are undertaken safely and enjoyed, • Helps to ensure the Party and Deputy Leaders have the necessary experience, training and qualifications to safeguard the health, safety & welfare of pupils/ children/ young people and any accompanying adults, • Helps to ensures policy, guidelines and regulations are met, • Shows how risks are assessed and how comprehensive risk management plans are prepared, • Emphasises the importance of allocating clearly defined supervisory responsibilities to others, • Shows how to re-assess risks while the visit or activity takes place and amend plans accordingly, and • Involve pupils in risk assessments

<p>Safer Moving and Handling of Loads (Inanimate Objects)</p>	<p>Domestics, Handy-persons, Ground workers, Caretakers, Cleaners, Delivery staff, post staff, Museum Staff & Library staff.</p> <p>Renewal periods for this training will vary according to your service area risk assessment</p> <p>Whilst we are currently unable to deliver this course face to face, please complete the “Manual handling” course on Learning Hub</p>
<p>Safer Moving and Handling Induction - People Handling</p>	<p>Essential for new employees who assist service users to move. (Bristol City Council Policy allows managers to send new employees on the Update course if the individual had prior experience).</p>
<p>Safer Moving and Handling Update - People Handling</p>	<p>Essential annual/biennial update for current Home Care/ Residential Care employees, and others who help service users to move.</p>
<p>Safer Moving and Handling - Updates for Key movers</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>For those colleagues who have completed the Bristol City Council Key movers Induction course.</p>
<p>Safer Moving and Handling for Physiotherapists and Occupational Therapists and Occupational Therapy Aides</p>	<p>This course is for Occupational Therapist and Aides from Bristol City Council. If you do work for the Council please email learning.development@bristol.gov.uk before applying.</p>

Title/ Audience	Overview of course
<p>Online guides for Microsoft Office and other applications</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Please visit learning pool to access guides for Microsoft Outlook, Word, Excel, PowerPoint, One Note and Share Point</p>
<p>Geographic Information System (GIS)</p>	<p>Training is available on-line https://www.esri.com/training/catalog/search/ To request an account please contact GISandBITeam@bristol.gov.uk</p>
<p>ArcGIS</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Getting started with ArcMap 3 hour tutorial. Get started with GIS 3 hour 30 mins web course BIM and GIS an introduction.</p> <p><i>See Geographic Information System (GIS) for guidance about how to access this course</i></p>
<p>ArcGIS Pro</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>This is a new product that will be available when we move to 64bit laptops, to be rollout over the next year with move to office 365 and windows 10 ArcGIS Pro Basics 50min web course. Getting started with ArcGIS Pro 5 hour's 30mins Web course. ArcGIS Pro: An Introduction Video Getting Started with ArcGIS Pro 3 hour's tutorial.</p> <p><i>See Geographic Information System (GIS) for guidance about how to access this course</i></p>
<p>ArcGIS Online</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Getting Started with ArcGIS Online 30mins tutorial creating a map layout 1 hour 15 mins web course. Make and share web maps with ArcGIS online.</p> <p><i>See Geographic Information System (GIS) for guidance about how to access this course</i></p>
<p>Story Maps</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Meet the new ArcGIS story maps 1 hour training seminar story maps and Tips and Tricks 64 mins video.</p> <p><i>See Geographic Information System (GIS) for guidance about how to access this course</i></p>
<p>3D</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>3D visualisation and techniques using ArcGIS 4 hour web course creating 3D date using ArcGIS. Modelling City using ERSI City Engine.</p> <p><i>See Geographic Information System (GIS) for guidance about how to access this course</i></p>

Title/ Audience	Overview of course
<p>Giving constructive feedback (Previously Effective Communication)</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>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.</p> <p>Should you wish to arrange this please email learning.development@bristol.gov.uk</p>
<p>Equality Impact Assessment</p> <p><i>Bristol City Council Managers & Officers responsible for carrying out Equality Impact Assessments</i></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
<p>Hybrid Working for Managers</p> <p>This course is for Bristol City Council staff only</p>	<p>This course provides an overview of the following considerations when managing teams which are working in a hybrid environment:</p> <ul style="list-style-type: none"> • Things To Consider in Hybrid Working • Supporting Individuals in your Team • Communication • Looking after yourself too <p>This course is available through the Learning Hub, click here to sign in.</p>
<p>Key Information for Managers</p> <p><i>For Bristol City Council Managers</i></p>	<p>For all managers, particularly new managers, and those with line management responsibilities. This is an online 1hr 45-minute session that you can book onto via iTrent.</p> <p>Benefits:</p> <ul style="list-style-type: none"> - Discuss the leadership framework in relation to your role with other managers, facilitated by colleagues in the Organisational Development team - Learn more about the HR team structure, contacts etc, led by colleagues in the HR team - Get signposting to important information on The Source, including the Key Information for Managers site - An opportunity to ask questions

<p>Recruitment and Selection (Previously Fair Selection and Recruitment)</p> <p><i>This course is for Bristol City Council staff only. Mandatory for all managers and members of staff who are involved in recruitment</i></p>	<p>This course is currently being delivered virtually via Teams.</p> <p>Once you have booked a place on the course you will be sent two workbooks 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>Please note that this course is currently in high demand so please book on well ahead of any intended recruitment process.</p> <p>Refreshers This course should be re-taken every 4 years. An e-learning refresher course should be completed via The Learning Hub every 1 year.</p>
<p>Recruitment and Selection Refresher training (e-learning)</p>	<p>This course is designed as a refresher course for those who have already completed the Bristol City Council's Recruitment and Selection training and are therefore authorised to recruit on behalf of the Council.</p> <p>It is not a substitute for attendance on the Recruitment and Selection course.</p> <p>All staff that are involved in recruitment should undertake the refresher course on The Learning Hub annually.</p>
<p>Reasonable Adjustments</p>	<p>For Bristol City Council Managers</p> <p>This 3-hour course is designed to ensure that managers understand their duties under the Equalities Act 2010. It will also empower conversations about how to ensure that implementing recommendations from Occupational Health or other medical professionals is reasonable.</p> <p>The course will focus on understanding our organisational offering, managing expectations and ensuring people with seen or unseen protected characteristics are treated with dignity and respect.</p>
<p>Leading Inclusively</p> <p><i>This course is for Bristol City Council staff only. This session is mandatory for everyone within Bristol City Council with a leadership role</i></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 enables leaders to gain insight into effective situational leadership styles in relation to a range of equality and diversity themes.</p> <p><i>Please ensure you have completed the "Managing Diversity" e-learning module before attending this session</i></p>

Introduction to mentoring

This course is for Bristol City Council staff only

This one-day introduction course is suitable for anyone wishing to become involved in mentoring. Participants will consider the skills, behaviours and values essential to becoming a mentor as well as reviewing some of the key mentoring models which will help in future mentoring sessions. On completion of the course the participant will then be in position to provide this mentoring support to colleagues in their teams.

Course content

- how mentoring differs from other forms of development and its contribution to development
- the skills required in mentoring
- active listening and questioning skills and techniques
- goal setting and action planning
- mentoring models
- mentoring ground rules and contracting

Please contact learning.development@bristol.gov.uk for more details

Team Leader Development Programme

This course is 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.

To register your interest please email learning.development@bristol.gov.uk

Title/ Audience	Overview of course
<p>Dealing with Violence and Aggression</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Anyone who may need to deal with aggressive behaviour from service users or customers.</p> <p>Please contact- Learning.development@bristol.gov.uk</p>
<p>Difficult Conversations</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Anyone who needs to gain confidence and skills in planning conversations which may end up becoming emotional.</p> <p>Please contact- Learning.development@bristol.gov.uk</p>
<p>Hybrid Working for Teams</p> <p>This course is for Bristol City Council staff only</p>	<p>This courses provides an overview of the following considerations for colleagues and teams which are working in a hybrid environment:</p> <ul style="list-style-type: none"> • Hybrid team meetings • Team engagement • Keeping a sense of team <p>This course is available through the Learning Hub, click here to sign in.</p>
<p>Live Online Group Induction Sessions</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>For all new starters as part of their induction into Bristol City Council.</p> <p>This interactive 2-hour session takes place after new starters have completed the previous online induction modules on Learning Hub.</p> <p>They are then able to choose to book onto one of the session dates available (these are added on a continuing basis) on Learning Hub and will attend an online session.</p> <p>Key benefits:</p> <ul style="list-style-type: none"> -meet other new starters and share experiences of first weeks in role -discuss Bristol City Council values and how these will be important in your role -meet a representative from the Equality and Inclusion team and consider inclusive practices within the council -get signposting to important information on The Source (EAP, reasonable adjustments, staff-led groups, trade unions, pensions, iTrent, apprenticeships) on Learning Hub and Yammer. <p>(please note that for new starters unable to attend the 2-hour group induction due to technology/availability issues, a 20 minute 1:1 can be booked via learning.development@bristol.gov.uk. However, the group session is recommended where possible as the 1:1 does not cover the first three benefits).</p>

<p>Preparing for Retirement workshop</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Anyone employed by Bristol City Council who is thinking of retirement.</p> <p>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.</p> <p>For further information about Affinity Connect you may wish to visit their website at www.affinityconnect.org.</p> <p>Affinity Connect also run a small number of courses just for Bristol city council staff. For details of dates please contact Dianne Evans Dianne.evans@bristol.gov.uk</p>
<p>Presentations and Public Speaking (Blended learning)</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>This course will help you to develop your confidence and strengths to plan, prepare and deliver presentations. Using a combination of eLearning and live online sessions, you'll get to see how to use PowerPoint to plan and storyboard your ideas, explore ways to engage your audience and the chance to share your presentation for feedback too. Search for Presentations and Public Speaking on Learning Pool where you can see more details of the what the course cover; access the course materials; and sign up for live sections of the course – if you can't see any times which suit your availability please contact learning.development@bristol.gov.uk to see if an alternative time can be arranged.</p>
<p>RIGHTS and Responsibilities</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Audience - any team within BCC but at the request of managers. It is a targeted training meaning that it is for teams who have identified that there is some learning required around equalities, unconscious bias and microaggressions/ inclusive attitudes.</p> <p>Outline/ Overview: This 2-hour course is designed to explore individual/ societal attitudes to equality & diversity inclusion with a focus on unconscious biases, explaining micro-aggressive behaviours.</p> <p>Attendees will review Bristol City Council's organisational values and behaviours and discuss their importance in building a safe and inclusive place of work.</p> <p>Other learning outcomes include gaining an understanding of our legal duty under the Equality Act 2010 and demonstrating how to challenge inappropriate/ unacceptable language and behaviours and micro-aggressions in the workplace and beyond.</p> <p>Pre-requisites do require people to have undertaken the mandatory e-learning first.</p> <p>The sessions will be carried out over Zoom initially as this is more accessible to some disabled staff and Deaf colleagues for example, but as zoom is phased out then Teams will be the alternative.</p> <p>Sessions will be available for managers to request and they can do so by emailing the general equalities inbox.</p>

Title/ Audience	Overview of course
<p>ASYE Assessor Training</p> <p><i>This course is for Bristol City Council staff only</i></p>	<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>
<p>Benefits: Introduction to welfare benefits</p> <p><i>This course is for Practitioners in Bristol City Council and our partners in the private and voluntary sectors</i></p>	<p>Awareness level understanding 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</p> <p><i>This is a one-day course</i></p> <p>Please note all Benefit courses will not be available until April 2022</p>
<p>Benefits: Benefits for Older Pensioners</p> <p><i>This course is for Practitioners in Bristol City Council and our partners in the private and voluntary sectors</i></p>	<p>Overview of benefits available to people of or close to retirement age. This course includes an introduction to attendance allowance.</p> <p><i>This is a one-day course</i></p> <p>Please note all Benefit courses will not be available until April 2022</p>
<p>Benefits: Introduction to Personal Independence Payment (PIP)</p> <p><i>This course is for Practitioners in Bristol City Council and our partners in the private and voluntary sectors</i></p>	<p>Overview of PIP and an understanding of who is entitled; and how PIP interacts with other benefits</p> <p><i>This is a half day course</i></p> <p>Please note all Benefit courses will not be available until April 2022</p>
<p>Benefits: Preparing for Universal Credit</p> <p><i>This course is for Practitioners in Bristol City Council and our partners in the private and voluntary sectors</i></p>	<p>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.</p> <p><i>Participants should have previously attended the Introduction to Welfare Benefits course. This is a one day course</i></p> <p>Please note all Benefit courses will not be available until April 2022</p>
<p>Benefits – Welfare benefits Unfit for Work?</p> <p><i>This course is for Practitioners in Band our partners in the private and voluntary sectors</i></p>	<p>For those 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</p> <p><i>Participants must have previously attended Introduction to Welfare Benefits. This is a half-day course</i></p> <p>Please note all Benefit courses will not be available until April 2022</p>

<p>Benefits: Benefits for Housing</p> <p><i>This course is for Practitioners in Bristol City Council and our partners in the private and voluntary sectors</i></p>	<p>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.</p> <p><i>Participants must have previously attended Introduction to Welfare Benefits. This is a one-day course</i></p> <p>Please note all Benefit courses will not be available until April 2022</p>
<p>Care Act – Reminder and updates</p> <p><i>This course is for Bristol City Council staff, Adult Care and Support (Social Workers, Social Care Practitioners, OTs)</i></p>	<p>This course is for those who wish to have a refresher on the Care Act, alongside recent guidance updates</p> <p>Course Content</p> <ul style="list-style-type: none"> • Care Act • Wellbeing Principle • Human Rights • Trigger for Assessment • Eligibility and Complex Eligibility • Outcomes • Thread of Eligibility • Support Plans • New Guidance and Case Law
<p>Completing the COPDOL11 Workshop</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Do you need to submit applications to the Court of Protection (COP) to authorise a deprivation of liberty order?</p> <p>By the end of this ½ day workshop you will be able to: -</p> <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
<p>Dementia level 1 Training</p> <p><i>This course is for Bristol City Council staff</i></p>	<p>Anyone who works with or supports individuals affected by Dementia in meeting their daily living activities users within Bristol City Council.</p> <p>Please contact learning.development@bristol.gov.uk to register interest.</p>
<p>Dementia level 2 Training</p> <p><i>This course is for Bristol City Council staff, Social Care Practitioners, Social Workers, Occupational Therapists Aides and Occupational Therapists</i></p>	<p>Based on Kit wood'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.</p>
<p>Dementia and People with Learning Difficulties</p> <p><i>This course is for anyone involved in supporting People with learning difficulties</i></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

<p>Deprivation of Liberty Workshop</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Do you require knowledge of Deprivation of Liberty Safeguards 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 Deprivation of Liberty Safeguards and domestic deprivation • Explain your responsibilities under Deprivation of Liberty Safeguards and domestic deprivation • Describe the process for making a '3rd party request' under Deprivation of Liberty Safeguards • Describe the process to authorise a domestic deprivation
<p>Deprivation of Liberty for Managing Authorities – Deprivation of Liberty Safeguards Level 1 (Workbook)</p> <p><i>This course is for care staff who work within Care Homes or Hospitals (Managing Authorities) e.g. Care Workers, Support Workers, etc.</i></p>	<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>
<p>Direct Payments – Overview Day One</p> <p><i>This course is for Bristol City Council Staff, Social Care Practitioners, Social Workers, Senior Practitioners OT Aids, OT's and Team Managers</i></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
<p>Direct Payments in Practice Day Two</p> <p><i>This course is for Bristol City Council Staff, Social Care Practitioners, Social Workers, Senior Practitioners OT Aids, OT's and Team Managers</i></p>	<p>The aim of this course is to build on your knowledge and understanding of how Direct Payments operate in practice</p> <p>This day covers:</p> <ul style="list-style-type: none"> • 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

<p>Deprivation of Liberty Safeguards Workbook</p> <p><i>This course is for Relevant care staff who work within Care Homes or Hospitals (Managing Authorities) e.g. Care Workers and social workers</i></p>	<p>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: -</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>Domestic Deprivation for Domestic Care Providers – Level 1 (Workbook)</p> <p><i>This course is for all staff who work with the Dom Care Sector</i></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>Enhanced Dementia training for Everyday Practice</p> <p><i>This 1 day course is to equip you with increased skill & knowledge when working with people with dementia.</i></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>Learning about Learning Difficulties</p> <p><i>This course is for Bristol City Council Staff, Social Care Practitioners, Social Workers, Occupational Therapy Aides and Occupational Therapists</i></p>	<p>The aim of this course is to:</p> <p>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>
<p>Liberty Protection Safeguards (LPS) in Adult Social Care</p>	<p>This course is for BCC frontline adult social care staff, social workers, social care practitioners, OTs, OTAs, senior practitioners.</p> <p>By the end of this programme you would have a good understanding of the following:</p> <ul style="list-style-type: none"> • Key differences between DoLS and LPS • Understand the impact of LPS on different services • Review the legal criteria • Assessment and procedure for LPS authorisations • Consider the new duties and responsibilities placed on different staff and authorities • Role specific duties and responsibilities under LPS

Liberty Protection Safeguards (LPS) for qualified BIAs

This course is only for qualified BCC BIAs.

By the end of this programme you would have a good understanding of the following:

- Key differences between DoLS and LPS
- Understand the impact of LPS on different services
- Review the legal criteria
- Assessment and procedure for LPS authorisations
- Consider the new duties and responsibilities placed on different staff and authorities
- This programme will focus on Approved Mental Capacity Professional (AMCP) role and duties

Liberty Protection Safeguards (LPS) for DOLS signatories and team managers

BCC DOLS signatories and team managers in adult social care.

- Key differences between DoLS and LPS
- Understand the impact of LPS on different services
- Review the legal criteria
- Assessment and procedure for LPS authorisations
- Consider the new duties and responsibilities placed on different staff and authorities

Making Every Contact Count (MECC)

Making Every Contact Count (MECC) is an approach to behaviour change that supports staff to make the most of the everyday interactions that they have with people. Rather than telling others what to do MECC is about recognising opportunities to talk to people, using the skills of asking and listening. MECC training develops conversational skills, with a particular focus on how to adopt open conversation skill techniques.

The programme is running across BNSSG and there are some free (virtual) courses being run by South Glos now.

MECC is a very brief behaviour change intervention. It is particularly useful for frontline, customer-facing workers who typically engage with people for a shorter period of time to provide information and signpost, for example a receptionist or community connector. However, MECC training is also a fantastic basis for staff who work with people for a more extended period, such as health and social care workers, as it provides an excellent foundation and complements other training, such as coaching and mentoring.

For more information please contact Liz (elizabeth.lebreton@bristol.gov.uk)

Managing practice learning

This course is open to both Adult and children Social Workers within Bristol City Council

Further information can be found on the source at: <http://intranet.Bristol City Council.lan/ccm/navigation/directorate-specifics/people-directorate-children/training-and-development---childrens-social-care-workforce/peps/>

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)</p> <p><i>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</i></p>	<p>This workbook is designed to give the learner a foundation level knowledge of the MCA 2005.</p> <p>The topics covered in the workbook are: -</p> <ul style="list-style-type: none"> • What is capacity • 5 Principles • Restrictions • Future Decisions • Consequences of not following the Act <p>Please contact Gary Cunningham gary.cunningham@bristol.gov.uk to obtain a copy of the workbook</p>
<p>Mental Capacity Act – You Decide</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>Imagine if you could drive the content of the training session, so you learn specifically what you want to learn about the MCA. Well, with this course that is exactly what will happen. Once you have received confirmation that you are booked on, e-mail gary.cunningham@bristol.gov.uk, with what you want to learn on the session. In the subject heading, please include the date of the session you are attending!”</p>
<p>Mental Capacity Act Workshop</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>By the end of this 1 day workshop you will be able to: -</p> <ul style="list-style-type: none"> • 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 <p>This is specifically for BRISTOL CITY COUNCIL 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</p>
<p>Mental Capacity Act for External Care Providers Workshop</p> <p><i>This course is specifically for external staff</i></p>	<p>By the end of this 1 day workshop you will be able to: -</p> <ul style="list-style-type: none"> • 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 <p>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</p>
<p>MCA Compliant Support Plans</p> <p><i>This course is for Bristol City Council Staff who complete support plans</i></p>	<ul style="list-style-type: none"> • 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

<p>MCA & Deprivation of Liberty Safeguards</p> <p><i>This course is for Bristol City Council Children' Services staff</i></p>	<p>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.</p> <p>By the end of this 1 day workshop you will be able to: -</p> <ul style="list-style-type: none"> • 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 <p>This is specifically for Bristol City Council Children's staff as it looks at the MCA and Deprivation of Liberty in relation to the work that they undertake within Social Care</p>
<p>Mental Capacity Act – Finances and Tenancies Workshop</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>For Bristol City Council Staff who support people to make financial decisions and / or decisions around tenancies</p> <p>By the end of this ½ day workshop you will be able to: -</p> <ul style="list-style-type: none"> • 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
<p>Motivational Interviewing</p> <p><i>This course is for Bristol City Council Social work staff, and Adult Social Care Practitioners only</i></p>	<p>This course aims to build on current practice and provide participants with an understanding of the skills and knowledge involved in motivational interviewing.</p> <p>The objectives are to:</p> <ul style="list-style-type: none"> • 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
<p>Loss and Bereavement</p>	<p>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.</p>
<p>NHS Continuing Health Care and NHS funded Nursing Care</p> <p><i>This course is for Bristol City Council Social Care Practitioners, OT's, OTA's and Social Workers</i></p>	<p>Workers whose job involves assessment and reviewing.</p>

<p>Person Centred Thinking for Complex Need</p> <p><i>This course is for all those involved in supporting people with learning difficulties and dementia</i></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
<p>PMLD (Profound and Multiple Learning Difficulties)</p> <p><i>This course is for anyone involved in supporting people with profound and multiple learning difficulties</i></p>	<p>By the end of this training, participants will have an understanding of:</p> <ul style="list-style-type: none"> • 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 <p>Ensuring the rights of people with PMLD are upheld within your service</p>
<p>Responding effectively to complaints</p> <p><i>This course is for Bristol City Council Managers and Senior Practitioners</i></p>	<p>This one-day course aims to equip participants with the skills and knowledge to respond effectively.</p>
<p>Restorative approaches</p> <p><i>This course is for Bristol City Council staff</i></p>	<p>This session will give staff an understanding of the thinking behind restorative approaches, and enable them to use the principles in a practical way.</p>
<p>Reflective supervision</p> <p><i>This course is for Bristol City Council adult social work team managers, senior practitioners and practice educators stage 2 only</i></p>	<p>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</p>
<p>SafeTALK Suicide alertness for everyone</p> <p><i>This course is for Bristol City Council frontline staff</i></p>	<p>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 help you both move forward to connect with more specialised support.</p>
<p>Strengths based workshop</p> <p><i>This course is for Bristol City Council Senior Practitioners</i></p>	<p>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.</p>
<p>Social Work England Workshop</p>	<p>For BCC adult care social workers only</p> <p>This workshop is for Social workers and will provide information about our new regulator Social work England and how you can record your learning and reflect on the impact of your CPD</p>

<p>Trauma Informed Approaches in Adult Social Care</p> <p><i>This course is for Bristol City Council staff, 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</i></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>
<p>Trusted Assessors Induction Course</p> <p><i>This course is for Bristol City Council staff who work with vulnerable service users</i></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>
<p>Trusted Assessors, Refresher Course – Practical</p>	<p>This course is for staff that are qualified as Trusted Assessors, needing to update their skills in the assessment for the provision of, aids and minor adaptations</p>
<p>Workshop to Raise Awareness of Prevent (WRAP)</p> <p><i>This course is for Bristol City Council staff who work with vulnerable service users</i></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> <p>Currently you can access the eLearning training through the Home Office link below.</p> <p>YOU HAVE ACCESSED THE E-LEARNING TRAINING ON PREVENT</p>
<p>Approved Mental Health Professional (AMHP) Training</p>	<p>Practising AMHPs, or those qualified to be appointed and are seeking approval as an AMHP</p>
<p>AMHP Update Training Programme</p>	<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><i>This course is for Bristol City Council staff only</i></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 Brazier: emma.brazier@bristol.gov.uk</p>
<p>Social Worker training and assessment support</p>	<p>For full pricing detail and courses available please contact Emma Brazier: emma.brazier@bristol.gov.uk</p>

<p>Healthy Schools training</p> <p><i>This course is for those working with children and young people in Bristol school settings</i></p>	<p>We offer a website full of advice and information. As part of that we have a training page that lists all the local and online training offered to teachers and school staff related to student health and wellbeing.</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 who wish to refresh these skills at an introductory level in relation to public health work. 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><i>This course is for anyone who has to search for information (predominantly research articles) in their role to inform policy or decision-making</i></p>	
<p>Making sense of evidence: It's critical</p> <p><i>This course is for anyone using reports and research articles as evidence to underpin their work.</i></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.
<p>Autism Spectrum Conditions & Social Care</p> <p><i>This course is for Bristol City Council staff, Social care Practitioners, social workers and senior practitioners</i></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>

Title/ Audience	Overview of course
<p>Food Safety Coaching E-Learning</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>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.</p> <p>This course should be undertaken during the individual's induction to the team and updated every 3 years.</p> <p>(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.</p> <p>The Learning Hub (bristol.gov.uk)</p>

Title/ Audience	Overview of course
<p>Domestic Abuse and Coercive Control (Safeguarding adults)</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>This course is for BCC Adult Social Care staff involved in Safeguarding Adults practice, including: Social Workers, Social Care Practitioners, OT's, Senior Practitioners and Operational Team Managers</p> <p>This one day course focusses on raising awareness of Domestic Violence & Abuse (DVA) in general and with a specific focus on the added complexities for adults with care and support needs.</p> <p>By the end of the course participants will be able to:</p> <ul style="list-style-type: none"> • Describe DVA in relation to Safeguarding Adults under the Care Act 2014 • Recognise how DVA manifests for adults with care and support needs and the added vulnerabilities and complexities • Recognise key psychological models of DVA • Identify barriers to reporting/seeking/leaving • Indicate relevant legal, civil and housing options and identify how these fit with Safeguarding Adults principles (including the new criminal offence of 'coercion and control'). • Recognise and work within a Think Family and Think Community context • Identify what helps and what doesn't when working with DVA and adults with care and support needs <p>Must have already completed the safeguarding foundation level training</p>
<p>Making safeguarding personal</p> <p><i>This course is for Bristol City Council staff only</i></p>	<p>This course is for BCC Adult Social Care staff involved in Safeguarding Adults practice, including: Social Workers, Social Care Practitioners, OT's, Senior Practitioners and Operational Team Managers.</p> <p>By the end of this one-day course participants will be able to:</p> <ul style="list-style-type: none"> • Summarise the core principles of Making Safeguarding Personal in relation to the Care Act 2014 • Revisit and build on skills, knowledge and duties to enable positive contribution to the safeguarding process • Identify creative approaches to safeguarding with individuals, families, partner agencies etc. • Demonstrate skills in undertaking difficult conversations with regards to risk, outcomes, capacity etc. • Identify further development needs and have actively planned towards meeting these for example around reflective practice, personal resilience, practitioner support systems and practice tools <p>You must have already completed the Safeguarding Foundation level training.</p>

<p>Safeguarding Children Foundation</p> <p><i>This course is for Bristol City Council staff and our partners</i></p>	<p>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 - Child Protection Awareness before attending this training. For external candidates the link to apply for a temporary e-learning account on the Learning Hub is:</p> <p>https://forms.office.com/r/XymCAy6zwN</p> <p>Please allow 10 working days for the application to be processed</p> <p>*please note attendance at this course qualifies as your 3 yearly refresher course*</p>
<p>Safeguarding Adults Foundation</p> <p><i>This course is for Bristol City Council staff and our partners</i></p>	<p>The aim of this half day course is to raise awareness of adult abuse and the importance of working together to safeguard adults with care and support needs.</p> <p>You must have completed the on-line safeguarding adult's course - Safeguarding Adults Awareness before attending this training. For external candidates the link to apply for a temporary e-learning account on the Learning Hub is:</p> <p>https://forms.office.com/r/XymCAy6zwN</p> <p>Please allow 10 working days for the application to be processed</p> <p>*please note attendance at this course qualifies as your 3 yearly refresher course*</p>
<p>Safeguarding Adults S42 enquiries</p> <p><i>This course is for BCC staff only</i></p>	<p>This course is for BCC Adult Social Care staff involved in Safeguarding Adults practice, including: Social Workers, Social Care Practitioners, OT's, Senior Practitioners and Operational Team Managers.</p> <p>By the end of this one-day course participants will be able to:</p> <ul style="list-style-type: none"> • Have a developed understanding of S.42 of the Care Act and other related laws, plus local policy and procedure • Recognise interventions to strengthen community and individual resilience • Recognise the roles and responsibilities of the different professionals/agencies involved in order to enable positive partnership working • Prepare for enquiry, conduct enquiries, record and analyse effectively by revisiting and building on skills and knowledge (e.g. questioning, listening, recording, critical analysis and reflective practice) <p>Must have already completed the Safeguarding Foundation level training</p>

**Safeguarding Adults:
Chairing Meetings**

This course is for Bristol City Council staff only

This course is for Responsible Managers and Senior Practitioners who coordinate Safeguarding Adults Enquiries.

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)

You must have already completed the safeguarding foundation level training, or undertaken other recent Safeguarding adults training/learning

**Safeguarding Adults:
Cuckooing and County Lines**

This course is for Bristol City Council staff only

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.

You must have already completed the Safeguarding Foundation level training

**Safeguarding Adults for
Responsible Managers
(previously called Co-ordinators)**

This course is for Bristol City Council staff only

This course is for Responsible Managers and Senior Practitioners who coordinate Safeguarding Adults Enquiries.

This one-day course will enable Responsible Managers to refresh understanding of their responsibilities with regards to Safeguarding Adults under the Care Act 2014.

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

- Understand how the duties and responsibilities under the Care Act apply in practice.
- Understand the difficult balance between safety and choice and control for individuals.
- Understand the law governing information-sharing.
- Develop and implement a safeguarding protection plan based on assessed risks

Must have already completed the safeguarding foundation level training

Self-neglect and Hoarding

This course is for Bristol City Council staff only

This course is for BCC Adult Social Care staff involved in Safeguarding Adults practice, including: Social Workers, Social Care Practitioners, OT's, Senior Practitioners and Operational Team Managers

By the end of this one day course participants will be able to:

- Describe self-neglect in the context of safeguarding adults (i.e. indicate when self-neglect might or might not come under safeguarding procedures)
- Indicate the signs, symptoms and possible causes of self-neglect
- Recognise best practice in terms of understanding and engaging with the experience of self-neglect, including limitations and responsibilities
- Demonstrate knowledge of the legal framework for self-neglect practice including with regard to mental capacity and learning from SAR's

Must have already completed the safeguarding foundation level training

Terms and Conditions

Application details

Details about all our training courses can be found at <https://www.bristol.gov.uk/jobs-training/training-courses-for-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

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)

Cancellations

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 BS1 5TR	
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 7SE	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