

ARC NI Training Programme 2021/22

Method of Delivery

All courses will be delivered virtually via Zoom, unless otherwise stated.

Delivery of Courses virtually

ARC NI recommend that:

- each learner log in individually from separate devices, where possible, for a better experience and ability to interact with the trainer and other participants effectively
- where only one device is available in an organisation, a **maximum of 2 learners per device**
- **you register at least 10-15 minutes before the start of the session in case you experience technical difficulties.**
- for the purpose of registration/sign-in **the video function must be enabled throughout the session** as this also creates a connection between the learners and trainer.

If you intend to log in via a phone or tablet you will need to install the Zoom app on your device first. The Zoom app is available from your device's app store and will ensure quick and easy access to the course.

For your convenience links have been provided below each type of device

For iPhone or iPad IOS devices:

<https://apps.apple.com/us/app/id546505307>

For android devices:

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Booking Arrangements

Places can only be secured by completing the appropriate booking form which is available on request from the Training Department at the ARC (NI) office.

Tel: 028 9038 0960

Email: training.ni@arcuk.org.uk

All sections of the booking form must be completed full, including the finance section. Failure to complete all section may result in your booking being disregarded.

Place will be allocated on a *first come, first serve basis*, so early booking is advisable.

Time and Length of Courses

All courses will run for a half-day (3 hrs session) unless otherwise stated. Dates and times are included below each course in this programme

Your Cancellation Charges

If you are unable to attend the course you are booked on, you may substitute, **by prior arrangement and after notifying us**, someone else from your organisation.

If you are unable to attend, and cannot or do not wish to give the place to someone else in your organisation, we **may** accept the fee paid as payment towards a place on the same or another course that takes place within 12 months following the originally booked event.

Such a transfer will be on condition that we are informed in writing of your intentions two weeks prior to the originally booked event. Bookings can only be transferred once.

If you are unable to attend, and not in a position either to transfer your place to another person or to another event, then the following charges will apply:

Cancellation Charges - Training Courses

10 working days before the course:	50%
5 working days before the course:	75%
less than 4 working days before the course:	100%

Please note that full payment is required for non-attendance on a booking that has been transferred.

The Training Programme is updated regularly and dates are subject to change. Please check if you have the most recent version by visiting the training page on the ARC NI website.

Free Courses – The charges applied to free courses for cancellation or non-attendance is as follows:

10 working days before the course:	no charge
5 working days before the course:	£30.00
Non-attendance:	£45.00

ARC's Cancellation

ARC NI events and courses are periodically updated and while we endeavour to deliver the courses as advertised there may inevitably be occasions where we have to change content without prior notice or, in exceptional circumstances, to cancel an event. In the case of a course cancellation delegates will either be offered an alternative date, a credit note or a full refund and we will also consider any reasonable request to cover non-refundable travel arrangements if a course is cancelled within 2 working days of the start day.

Cost

The cost per person on a course will depend on the length of course (hours) and the specialist field. The cost will range between, unless otherwise stated.

ARC Member:	£45-£90
Non-Member:	£60-£120

Contact Details

ARC (NI)
Ash Grove
Wildflower Way
Boucher Road
BELFAST BT12 6TA

Tel: 028 9038 0960

Email: training.ni@arcuk.org.uk

Developing Best Practices for Frontline Staff and Managers

Dementia Awareness and Learning Disability

Wednesday 19th May 2021 | 1.30pm-4.30pm

This course will cover a range of aspects of dementia and also how it relates to adults with a learning disability.

By the end of the course learners will:

- have developed an understanding of the implications of a diagnosis of dementia for people with a learning disability
- have increased confidence and empathy which will have a direct impact on the delivery of services
- have increased skills to facilitate quality of life outcomes for those they care for be able to demonstrate improved communication, ability to engage the person appropriately, environmental management and an understanding of behaviour that is deemed challenging.

Cost: Voluntary/Community & Private FREE | Statutory Providers £45

Dynamic Risk Assessment

Friday 4th June 2021 | 10am-1pm

Monday 13th September | 10am-1pm

The aim of this course is to provide the skills and understanding to manage risk dynamically as part of everyday routine operations. Under the Management of Health and Safety Regulations, all UK businesses must assess and manage the risks of the work that they undertake. While steps can be taken to reduce and eliminate workplace hazards, there are some risks that are unpredictable and difficult to control.

Dynamic Risk Assessment is the practice of mentally observing, assessing and evaluating an environment while we work, to identify and remove risk. The process allows individuals to identify a hazard on the spot and make quick decisions regarding safety.

By the end of the course the learner will:

- gain knowledge and an understanding of the law relating to risk assessment in the workplace
- understand what is a dynamic risk assessment
- recognise and identify hazards and assess dynamic risks when exposed to them
- understand how to record dynamic risk information when appropriate
- understand the importance of risk assessments.

Cost: Members £45 | Non-Member £60

The Training Programme is updated regularly and dates are subject to change. Please check if you have the most recent version by visiting the training page on the ARC NI website.

First Line Manager Training

Day 1: Friday 12th November 2021 | 9.30am-12.30pm

Day 2: Friday 26th November 2021 | 9.30am-12.30pm

This first line manager training course is designed for those new to first line management, or those without previous training in managing people at work.

Part one provides a valuable introduction to people management, covering the role of the line manager and the importance of effective communication skills, as well as introducing coaching and feedback skills to enhance the staff manager relationship.

Part two then takes the line management training to the next level. It covers techniques to promote effective team working and communication, as well as strategies for managing workplace change and handling difficult behaviour in the workplace.

Participants have the options of attending both days or just one day – part one or part two.

The course can be delivered in house and tailor made to suit your organisations' requirements.

The course content reflects NISCC Standards for Employers of Social Workers & Social Care Workers.

DAY 1: PART ONE

Part one of ARC's first line manager training course provides team leaders and managers with some invaluable techniques for getting the best out of their team members.

By the end of the course learners will:

- comprehend the role of the first line manager
- understand clear communication and the impact of verbal and non-verbal communication
- know how to manage performance and development through effective feedback
- appreciate coaching opportunities and questioning techniques used in coaching.

DAY 2: PART 2

Part two of our first line manager training course provides new managers with further techniques for getting the best out of their team members, once the management basics covered in line management training – part one, are in place.

By the end of the course learners will:

- comprehend the role of delegation in first-line management and how to delegate tasks in an engaging and supportive manner
- appreciate team working and ways to engender successful team working
- recognise when difficult conversations need to take place and know how to conduct an effective conversation
- understand the reasons for change and how to deal with it in a helpful manner.

The Training Programme is updated regularly and dates are subject to change. Please check if you have the most recent version by visiting the training page on the ARC NI website.

Cost: ARC Member 1 Day £90 | Non-Member £120

Person Centred Practices (1 Day)

Friday 11th June 2021 | 10am-3pm

Friday 17th September | 10am-3pm

Person centred planning is a way of expressing a set of inclusive values through a unique range of tools and techniques. This one-day course enables participants to identify and begin to address the changes that are needed to ensure that person-centred practices are embedded in day-to-day practice and that people using services have choice and control over how they are supported.

All course content will reflect the NISCC standards of practice which outline the knowledge and skills required for competent practice with particular reference to 'Delivering Person-centred Care and Support which is safe and effective' and the standards set by RQIA in relation to comprehensive care planning.

By the end of the course learners will:

- understand the principles of Person-Centred Planning
- appreciate how to explore their knowledge, skills and understanding of person-centred tools and practices
- Understand how to use person-centred tools with their team to support individuals to have choice and control in their lives
- recognise at national good practice examples of Person-Centred Practice
- be able to develop key starting points for introducing Person Centred Planning.

Cost: ARC NI Members £90 | Non-Members £120

Positive Risk Taking (1 Day)

Tuesday 29th June 2021 | 10am-3pm

Thursday 7th October 2021 | 10am-3pm

Positive risk taking creates the opportunity for personal growth, development and can lead to meaningful life experiences. It is the right of an individual to make their own decisions and the role of a care team, family and friends in supporting individuals to do so safely with a person-centred approach.

This training will explore what is meant by positive risk taking, exploring how positive risk taking can encourage, enable and empower individuals with disabilities to live their lives as they choose. The knowledge learning outcomes that will cover the following 'Risk' related units on the Qualification Credit Framework (QCF):

LD 205 Principles of positive risk taking for individuals with disabilities.

LD 305 Understanding positive risk taking for individuals with disabilities.

By the end of the course learners will:

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- understand that individuals with disabilities have the same right as everyone else to take risks
- understand the importance of a positive, person centred approach to risk assessment.
- understand the legal and policy framework underpinning an individual with disabilities right to make decisions and take risks
- understand the importance of considering with an individual with disabilities the risk associated with the choices they make
- understand the importance of a partnership approach to risk taking.

Cost: ARC NI Members £90 | Non-Members £120

Quality Improvement in Social Care

Friday 7th May 2021 | 10am-1pm

Monday 28th June 2021 | 10am-1pm

Quality improvement is underpinned by a desire or an attitude to want to make things better for people. Improving quality is about making social care safe, effective, person-centred, timely, efficient and equitable. It requires skills, but also an outlook that says we have got room for improvement and the ability to try different approaches to make services better. Quality improvement refers to the use of systematic tools and methods to continuously improve the quality of care and outcomes for the people we support. This half day course supports managers and staff working in social care to be more knowledgeable about and understand the process of using and implementing quality improvement methodology.

By the end of the course the learner will:

- understand a model for improvement to use in social care settings
- be confident in making improvements in your service area using the model for improvement
- understand the importance of engaging people to bring about meaningful change
- be clear about the importance and need for the individuals you support to be directly or indirectly involved
- identify qualities of a quality improvement leader.

Cost: Voluntary/Community & Private FREE | Statutory Providers £45

Reflective Practice (Part 1 & 2)

Participants must attend both half-day sessions on the dates below

Thursday 3rd & 10th June 2021 | 10am-1pm

Thursday 16th & 23rd September 2021 | 10am-1pm

Wednesday 23rd February & 2nd March 2020 | 10am-1pm

Reflective practice in social care is crucial because there are challenges, changes, and uncertainties on a daily basis. Working with individuals who have unique wants and needs require us to adapt quickly. It is therefore important to reflect on our practice. Everyone learns by experience and as a result we improve on the quality of care given to the individuals we support. Reflective practice is an examination of personal thoughts and actions as well as a keyway of progressive learning. "The principle is that good practitioners

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do not simply do things; rather, they continually learn, develop and grow their abilities” (Jarvis, 1992). This method of learning can promote a better use of skills and knowledge while providing a space to discuss feelings, thoughts, values and the impact of these on actions thus ensuring competent accountable practice.

This course is an interactive course requiring participation and sharing of practice in a safe environment. The course will run in two half day zoom sessions. Following the first session participants will be required to carry out a set piece of work in their job before returning to the second session to feedback their experience and explore other reflective practice techniques.

By the end of the course the learners will:

- define what is meant by reflective practice – the what, why and how of reflection
- identify the underlying principles and tools for personal and group reflective practice
- apply reflective practice tools to work-based problems
- create an action plan for implementing reflective practice in your work.

Cost: Voluntary/Community & Private FREE | Statutory Providers £90

Supervision Support & Increasing Overall Performance Through Appraisals

Monday 14th June 2021 | 9.30am-12.30pm

Monday 29th November 2021 | 9.30am-12.30pm

Monday 14th February 2022 | 9.30am-12.30pm

This course is aimed at managers and will consider the performance review cycle, including the skills required to plan and carry out meaningful supervision, drive performance and undertake annual reviews/appraisals.

This course supports RQIA Provider Guidance 2017-18 for Domiciliary Care Agencies: Is The Service Well Lead? There are management and governance systems in place that drive quality improvement.

By the end of the course learners will:

- reflect on what is a good manager/leader
- understand the concept of the performance management cycle
- understand the purpose of performance management and strategies behind appraisals
- gain knowledge of the performance management forms and tools
- ensure a clear understanding of roles and responsibilities in the Performance Management process
- understand the importance of aligning the performance of individuals with the aims and objectives of the organisation understand the benefits of frequent supervision and annual reviews
- gain an understanding of the merit/awards process.

Cost: ARC NI Members £60 | Non-Members £80

Developing Skills and Knowledge to Provide High Quality Care and Support

Autism Awareness for Frontline Staff

Wednesday 12th May 2021 | 10am-1pm
Wednesday 8th December 2021 | 9.30am-12.30pm
Monday 7th February 2021 | 9.30am-12.30pm

This course is aimed at helping frontline staff effectively support people on the autistic spectrum.

By the end of the course learners will:

- know the common characteristics of autism and understand that every person with autism is unique
- have a better understanding of the sensory needs associated with autism
- understand the mental health needs associated with autism
- have a better understanding of behaviours that are perceived to challenge
- know the challenges someone with autism may face with transition and change, and how you can support them
- explore alternative and augmentative communication techniques.

Cost: ARC Member £45 | Non-Member £60

Bereavement: Supporting People with a Learning Disability Through Loss

Wednesday 8th September 2021 | 9.30am-12.30pm
Wednesday 23rd March 2022 | 9.30am-12.30pm

The aim of the course is to increase the knowledge, confidence and skill of staff and carers who are involved in communicating sad, difficult or break bad news to a person with learning disabilities.

This can be any type of news, including illness, death, bereavement, changes in living situations, or anything else the person with learning disabilities may experience as “bad news” but the primary focus will be on death related bad-news.

The course content reflects NISCC Induction Standards: ‘Communicate Effectively’ Protect the rights and promote the interests and wellbeing of service users and carers; Treating each person as an individual; Treating people with consideration, respect and compassion.

By the end of the course learners will:

- explore how people with learning disabilities understand and communicate about illness
- explore the experiences and preferences of people with learning disabilities, families and professionals around breaking bad news
- identify the factors that affect breaking bad news to people with learning disabilities

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- explore models of understanding the process of grief & Complicated grief
- explore stories from people with learning disabilities sharing their experiences of bad news
- have an opportunity to work on a specific breaking-bad-news scenario and also bring their own bad-news scenario for discussion and learning.

Cost: ARC Member £45 | Non-Member £60

Communicating Skills to Help You Support People with Profound and Multiple Learning Disabilities

Monday 6th September 2021 | 9.30am-12.30pm
Wednesday 23rd February 2022 | 9.30am-12.30pm

This course is aimed at helping staff to support people with profound and multiple learning disabilities to communicate and express their own thoughts and ideas.

The course content supports NISCC Standards of Conduct and Practice: 3.1 Empowering service users and carers to communicate their views, needs and preferences, taking account of their preferred language and form of communication; and RQIA Provider Guidance 2017-18 for Domiciliary Care Agencies; Compassionate Care; There is a culture/ethos that supports the values of dignity and respect, independence, rights, equality and diversity, choice and consent of service users. Service users are listened to, valued and communicated with, in an appropriate manner.

By the end of the course learners will:

- explore the implications of failing to understand communication and how this can result in a complex range of behaviours that challenge
- explore language and communication difficulties: Developmental/Acquired
- be familiar with the range of ways in which people communicate without speech
- have an introduction to Active Support, Intensive Interaction, objects of reference and sensory referencing
- have an introduction to augmentative and alternative communication; including PECS and basic Makaton Signs

Cost: ARC Member £45 | Non-Member £60

Introduction to Supporting People with a Learning Disability

Monday 15th November 2021 | 9.30am-12.30pm
Monday 21st February 2022 | 9.30am-12.30pm

This course is specifically aimed at newly appointed or relatively inexperienced staff, working in the learning disability sector. It aims to give participants a basic understanding of learning disability and how it impacts on people's lives. The course will address standards of practice set by NISCC specifically, 'Understanding the Principles of Care, including human rights and equality and supports RQIA Provider Guidance 2017-18 for Domiciliary Care Agencies; Is Care Compassionate? There is a culture/ethos that

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supports the values of dignity and respect, independence, rights, equality and diversity, choice and consent of service users.

By the end of the course learners will:

- understand the legislation and policies that support human rights and inclusion of individuals with learning disabilities
- understand the nature and characteristics of learning disability
- understand the historical context of learning disability
- understand the basic principles and practice of advocacy, empowerment and active participation in relation to supporting individuals with learning disability and their families
- understand how views and attitudes impact on the lives of individuals with a learning disability and their family carers
- understand how to promote communication with individuals and learning disabilities.

Cost: ARC Member £45 | Non-Member £60

Promoting Positive Behaviour & Exploring Behaviours that Challenge

Wednesday 9th June 2021 | 9.30am-12.30pm

Wednesday 13th October 2021 | 9.30am-12.30pm

The aim of this course is to equip frontline staff with the knowledge they need to promote positive behaviour, thus allowing them to offer support to the adults they work with, to help to develop skills to improve their quality of life, develop positive relationships, have choices and participate in their community.

This course reflects the standards of practice set by NISCC in relation to 'Respecting the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people. It supports RQIA Provider Guidance 2017-18 for Domiciliary Care Agencies Is Care Safe? There are, at all times, suitably qualified, competent and experienced persons working in the service in such numbers as are appropriate for the health and welfare of service users.

By the end of the course learners will:

- explore the development of shared values, which promote the attitude, skill and knowledge needed to implement positive behaviour management
- explore the complex range of causes of behaviour that challenges and how environmental factors and interactions may contribute to someone becoming distressed
- explore the skills, qualities and approaches needed to support vulnerable adults in managing their behaviour.

Cost: ARC Member £45 | Non-Member £60

Self-Harm & Supporting People with a Learning Disability

Monday 6th December 2021 | 9.30am-12.30pm

Monday 21st March 2022 | 9.30am-12.30pm

The Training Programme is updated regularly and dates are subject to change. Please check if you have the most recent version by visiting the training page on the ARC NI website.

The course is aimed at all staff working with people who do, or may, self-harm. It reflects the standards of practice set by NISCC in relation to 'Respecting the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people. and supports RQIA Provider Guidance 2017-18 for Domiciliary Care Agencies, Is Care Effective?

The right care, at the right time in the right place with the best outcome.

The course is highly interactive and asks that learners bring their own professional experiences to the day and learners are encouraged to prepare some work in advance of the course, conducting a short service audit and analysing how they currently communicate with service users who self-harm.

By the end of the course learners will:

- understand what is self-harm
- understand types of self-harm/self-injury
- explore reasons for self-harm
- explore responses to self-harm
- explore communication with people who self-harm
- explore identification and prevention
- explore self-management.

Cost: ARC Member £45 | Non-Member £60

Mental Health & Resilience

Developing Emotional Resilience

Friday 11th June 2021 | 9.30am-12.30pm
Thursday 18 November 2021 | 9.30am-12.30pm
Tuesday 18 January 2022 | 9.30am-12.30pm

For managers and staff who wish to develop resilience skills to help them in times of stress and adversity and to thrive when faced with unexpected challenges.

This course supports the participants to meet NISCC Induction Standards: 4.1 Encourage communication 4.1.1 Know what motivates people to communicate. 4.1.3 Understand how behaviour is a form of communication, 4.2 Use communication techniques & 4.2.2 Understand how to listen effectively.

By the end of the course learners will:

- have explored what is resilience
- be able to identify areas of resilience which they can build and improve
- know how to develop healthy thinking patterns
- understand how to develop flexible thinking
- comprehend how to managing mood for resilience
- have explored how to use practical tools and techniques that can be applied in order to improve resilience.

Cost: ARC NI Members £45 | Non-Members £60

Developing Resilient Remote Teams

Tuesday 17th June 2021 | 9.30am-12.30pm
Monday 1st November 2021 | 9.30am-12.30pm
Wednesday 16th March 2022 | 9.30am-12.30pm

To provide managers who manage teams with the skills to develop resilient remote teams.

By the end of the course learners will:

- have explored the concept of resilience and why it is important during challenging times.
- know how to describe the behaviours of an emotionally intelligent and resilient leader.
- know how to identify actions to develop a resilient remote team.

Cost: ARC NI Members £45 | Non-Members £60

Mental Health & Learning Disability

Wednesday 17th November 2021 | 9.30am-12.30pm

Wednesday 26th January 2022 | 9.30am-12.30pm

The aim of this course is to raise awareness of staff who may experience supporting people with learning disabilities who experience mental health issues. The course will raise an awareness of mental illness, its effects on people with learning disabilities and provides a basic introduction to assessment and interventions.

This course specifically relates to NICE guidelines on Mental Health problems in people with learning disabilities.

By the end of this course learners will:

- explore what we mean by 'mental health' and 'mental illness'
- recognise signs and symptoms of main mental health diagnosis.
- explore autism, dementia and mental health
- understand that people with learning disabilities are at increased risk of mental health problems
- understand that mental health problems may develop and present in different ways from people without learning disabilities, and the usual signs or symptoms may not be observable or reported
- understand that people with learning disabilities can develop mental health problems for the same reasons as people without learning disabilities
- explore the reasons why mental health problems are commonly overlooked in people with learning disabilities
- have an introduction to assessment and interventions

Cost: ARC NI Members £45 | Non-Members £60

Mental Health Awareness for Managers

Friday 4th June 2021 | 9.30am-12.30pm

Thursday 7th October 2021 | 9.30am-12.30pm

Thursday 3rd February 2022 | 9.30am-12.30pm

To provide people managers with the knowledge to identify when team members are potentially experiencing poor mental health and the skills to appropriately support staff who are remote working.

By the end of the course learners will:

- be able to identify what are common mental health conditions?
- identify the signs and symptoms of poor mental health
- understand the legislative responsibilities in relation to mental health and the workplace
- apply steps and good practice for a helping conversation.
- apply techniques to look after the mental well-being of their staff when teams are remote working and/or during challenging times.
- discuss examples of best practice when managing mental health in the workplace.
- be able to signpost staff to help and support.

Cost: ARC NI Members £45 | Non-Members £60

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Managing Staff Stress – Line Manager’s Role

Tuesday 8th June 2021 | 9.30am-12.30pm

Wednesday 27th October 2021 | 9.30am-12.30pm

Tuesday 15th February 2022 | 9.30am-12.30pm

The aim of the course is to ensure that all managers have the knowledge, confidence and skills to manage staff who are experiencing stress and ensure that workplaces create a culture where the causes of stress are identified and addressed using the Health and Safety Executive NI’s Six Stress Management Standards.

By the end of the course learners will:

- understand how to define stress and emotional wellbeing
- outline the business case for addressing work-related stress
- recognise the legal requirements for managers in regards to work-related stress
- recognise stress in staff and self
- manage staff who may be experiencing work related stress or are absent from work due to work related stress
- apply the management standards for work-related stress in the context of managing staff
- identify strategies for improving emotional wellbeing and managing stress.

Cost: ARC NI Members £45 | Non-Members £60

SAFEGUARDING TRAINING

Level 2

Safeguarding Adults at Risk of Harm & Child Protection for frontline staff

Monday 7th June 2021 | 9.30am-12.30pm

Monday 11th October 2021 | 9.30am-12.30pm

Monday 24th January 2022 | 9.30am-12.30pm

This course aligns with the NIASP Level 2 Training and Development Framework.

This course aims to equip staff with the understanding of what safeguarding is and increase their knowledge of roles and responsibilities in the protection of adults at risk of harm and children.

The course content reflects NISCC Standards of Conduct 3: Promote the autonomy of service users while safeguarding them as far as possible from danger or harm, specifically 3.2, 3.3 and 3.4 and RQIA Provider Guidance 2017/18 for Domiciliary Care, Nursing Homes, Adult Placement Agencies and Day Care Settings; specifically, 'Is Care Safe'. Indicator: The service promotes and makes proper provision for the welfare, care and protection of service users. The course will also reflect the standards outline by RQIA in regard to risk enablement and safeguarding.

By the end of the course learners will:

- explore the legal context in safeguarding adults at risk of harm and in need of protection
- explore the legal context in safeguarding children
- look at attitudes to disability
- understand how to create a safe and inclusive environment
- understand codes of behaviour for staff and volunteers
- explore characteristics of different types of abuse
- explore signs and symptoms of abuse
- understand the procedures for reporting concerns
- understand the procedures for whistleblowing concerns
- understand the procedures for whistleblowing.

Cost: ARC Member £45 | Non-Member £60

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DISCOUNT!

Book on both Level 3 Safeguarding courses below on same date and receive a discount

Cost: ARC NI Members £100 | Non-Members £140

Level 3

Safeguarding Adults – for those with Delegated responsibilities

Thursday 27th May 2021, 9.30am-12.30pm

Thursday 30th September 2021, 9.30am-12.30pm

Thursday 24th February 2022, 9.30am-12.30pm

The course is designed to increase participants knowledge and confidence in the role of a designated person in responding and reporting to adult safeguarding concerns.

By the end of the course learners will:

- understand the roles and responsibilities of a designated person in responding to a safeguarding matter.
- have knowledge of the Health and Social Care Trusts structures and processes for reporting, understand the roles of professionals involved and completion of the app1 forms.
- explore use of alternative safeguarding measures and issues or concerns around implementing a course of action in relation to a safeguarding matter.

Cost: ARC NI Members £60 | Non-Members £80

Level 3 Extension

Safeguarding Adults – Equipping the Champion in their Role

Thursday 27th May 2021, 1.30pm-4.30pm

Thursday 30th September 2021, 1.30pm-4.30pm

Thursday 24th February 2022, 1.30pm-4.30pm

This course will highlight the complexities, tensions and value requirements in adult safeguarding.

By the end of course learners will:

- understand the requirements as outlined by NI Safeguarding Policy and Operational Procedures & processes in relation to safeguarding
- explore and understand the roles and responsibilities of a Champion
- understand the governance and accountability measures required in safeguarding practice.

Cost: ARC NI Members £60 | Non-Members £80

SUPPORTING MEDICATION TRAINING

Supporting Medication in Social Care Settings (1 Day)

Monday 4th October 2021 | 10am-4pm

Monday 14th March 2022 | 10am-4pm

Method of Delivery: Virtual via Zoom

Maximum participants: 14

Supporting Medication in Social Care settings addresses practical support for use of medication that reflects social care principles and values and includes the need for accurate recording and reporting. The course covers broad types, classifications and forms of medication, as well as safe handling and storage. This training meets the Knowledge learning outcomes of the QCF unit 'HSC 3047 Support use of medication in Social Care'.

This course will be delivered in line with RQIA standards, specifically the standard relating to the management of medicines which states that 'The management of medicines is in accordance with legislative requirements, professional standards and DHSSPS guidance'.

By the end of the course learners will:

- understand the legislative framework for the use of medication in social care settings
- understand roles and responsibilities in the use of medication in social care settings
- explore the common types of medication and their use
- understand techniques for administering medication
- understand the process for receiving, storing and disposing of medication supplies safely
- know how to promote the rights of the individual and support use of medication
- know how to record and report on the use of medication.

Cost: ARC Member £90 | Non-Member £120

Supporting Medication in Social Care Settings (Refresher) (½ Day)

Thursday 14th October 2021 | 10am-1pm

Thursday 17th February 2022 | 10am-1pm

This course is aimed at any staff member who has previously attended the one day supporting medication in social care settings course and requires a refresher.

This course will be delivered in line with RQIA standards, specifically the standard relating to the management of medicines which states that 'The management of medicines is in accordance with legislative requirements, professional standards and DHSSPS guidance'.

By the end of the course learners will have:

- have refreshed knowledge of safe procedures for handling medicines
- have updated knowledge on the latest guidelines and legislation with regard to medication handling

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- look at potential problems with medicines and how to avoid/overcome them
- understand the recording and reporting of medication.

*candidates must have completed the full one-day course within the last 2 years.

Cost: ARC Member £60 | Non-Member £80

IMPORTANT INFORMATION & GUIDANCE TRAIN THE TRAINER COURSES

Quality Assurance

ARC NI's approach to new learners seeking train the trainer courses are required to undertake the full 2-day course; a refresher must then be in place before the 2-year anniversary to safeguard against any significant changes and to remind learners of the key points.

Please note it is the learner's responsibility to ensure they refresh this training within the required timeframe. If it falls outside the required timeframe the learner may be required to repeat the full 2-day training

Guidance on Train the Trainer Meds And Staff's Competence In Administering Medication

The Train the Trainer Meds course is for trainers to be able to deliver the knowledge only aspect of administering medication to staff.

In order for the trainer to assess the staff's competence in administering medication the trainer must check the staff member 3 TIMES in 3 DIFFERENT situations. If the person makes a mistake or error, they have to STOP administering medication until they have completed the one-day course again.

The overall responsibility for administering medication is the responsibility of the Registered Manager. If the Registered Manager does not regularly administer medication, they should delegate the knowledge and competency training to someone else in the organisation, however, as already stated the overall responsibility is the Registered Manager.

Train the Trainer: Supporting Medication in Social Care Settings (2 Day)

Thursday 27th & Friday 28th May 2021 | 10am-4pm

Thursday 11th & Friday 12th November 2021 | 10am-4pm

Thursday 3rd & Friday 4th March 2022 | 10am-4pm

Maximum participants: 14

Supporting Medication in Social Care settings supports participants to recognise and follow the correct ways of supporting the use of medication. All the training material used meets the Knowledge learning outcomes of the QCF unit 'HSC 3047 Support use of medication in Social Care'. Each participant completing

The Training Programme is updated regularly and dates are subject to change. Please check if you have the most recent version by visiting the training page on the ARC NI website.

the two-day course will have refreshed their own knowledge and understanding of the training pack learning outcomes and have a comprehensive training pack to deliver in house training.

This course will be delivered in line with RQIA standards, specifically the standard relating to the management of medicines which states that 'The management of medicines is in accordance with legislative requirements, professional standards and DHSSPS guidance'.

By the end of the course learners will:

- understand the legislative framework for the use of medication in social care settings
- understand roles and responsibilities in the use of medication in social care settings
- explore the common types of medication and their use
- understand techniques for administering medication
- know the process for receiving, storing and disposing of medication supplies safely
- know how to promote the rights of the individual and support use of medication
- know how to record and report on the use of medication.

Cost: ARC Member £260 | Non-Member £395

Train the Trainer: Supporting Medication in Social Care Settings (Refresher) (1 Day)

Monday 14th June 2021 | 10am-4pm

Monday 11th October 2021 | 10am-4pm

Monday 21st February 2022 | 10am-4pm

Maximum participants: 14

Ongoing education, training and development of staff who will be responsible for safe practice in handling, administering and managing medication is a critical area of work in social care settings. This refresher training provides an opportunity to update knowledge, skills and understanding of policy, legislation and good practice to ensure practical support to staff with a responsibility for supporting medication in line with social care principles and values.

This course will be delivered in line with RQIA standards, specifically the standard relating to the management of medicines which states that 'The management of medicines is in accordance with legislative requirements, professional standards and DHSSPS guidance'.

By the end of the course learners will:

- have updated knowledge on current legislation framework for the use of medication in social care settings
- have explored case studies to reflect on codes of practice in relations to the use of medication in social care settings
- have had an opportunity for shared learning on effective training practice
- have had an opportunity to design a refresher half day session for the work place.

Cost: ARC Member £125 | Non-Member £199