

# Training for Care

## SHORT COURSES

April 2011 - March 2012

**First Aid**

**Food Hygiene**

**Moving and Handling**

**Epilepsy**

**Health and Safety**

**Social Care**

**Practical Training and Skills Development for the  
Adult Care and Childcare Sectors**

## Standards and Quality Assurance

**Certification** Courses are certificated to meet current guidelines and statutory requirements.

**External Awarding Body** approval where required.

**Benchmarking** Courses marked **B** are benchmarked to knowledge points in Health and Social Care SVQ Levels 2 and/or 3 and **B** to Children's Care Learning and Development SVQ Level 2 and/or 3.

**Course Directors** for the five main training areas, responsible for course content and development, trainer selection and monitoring.

**Tutors** Subject qualified and experienced.

**Courses** Content designed or adapted to recognise care sector values and demands.

## Principles

Training for Care is a voluntary organisation and charity committed to contributing through training to high standards of social care.

# Short Courses at Training for Care

## Access

**Advice** Course directors available for free, informal advice on their subject area.

**Responsiveness** Prompt and flexible enquiry and on-line booking and tracking service.

**Block Booking** for choice of venues, dates, timings.

**Open Courses** Frequent open course options available for small number bookings.

**Infill Booking** There is also good availability of infill places on block booked courses.

**Fees** Recognise staffing realities: block booked fees scaled according to participant numbers.

**Locations** Either at your own premises or at a Tfc venue. (Alternative premises can be arranged).

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# Epilepsy

## Course Director

John Foley RMN, RGN, RNMH, Dip Comm H, Member of ESNA, Member of the Epilepsy Task Force, Founder Member of Scottish Professionals Epilepsy Network. John is Nurse Specialist for people who have epilepsy and a learning disability in the Lothian Health Area. He played a leading part in the development of the Lothian Health training standards in the administration of rectal diazepam and remains closely involved in developing training programmes for all staff involved in the care of people with epilepsy.

## Guidelines

### Midazolam

Midazolam is not licensed specifically for the treatment of epilepsy but the drug is included in the NICE (National Institute for Clinical Excellence) and SIGN (Scottish Intercollegiate Guideline Network) Guidelines and the Lothian Formulary, and is being prescribed widely for the control of prolonged and serial seizures. This has many benefits for patients and carers and is a much more socially acceptable method of controlling seizures than rectally administered medication.

Many care organisations now have clients who are prescribed the medication on a “Named Patient Basis” and Training for Care provides training in the procedure. This allows carers to administer the medication to specified clients in their care, but is not transferable between organisations.

### Diazepam

There are no specific statutory requirements for the provision of this training, but the Joint Epilepsy Council’s “Guideline on Training Standards in the Administration of Rectal Diazepam” is the most authoritative source of national advice.

For service providers in Edinburgh and the Lothians, Lothian Health’s “**Training Standards for the Administration of Rectal Diazepam**” provides core guidance. “*This document is intended as a guideline for those purchasing as well as those delivering training in the administration of rectal diazepam in epilepsy. It establishes the minimum standards of training necessary for administration of rectal diazepam by carers in all settings*”. The standards set out requirements for content of the training, course length, group sizes, training materials, retraining and trainer competence.

## Maintaining Currency

The course director’s advice, based on current local practice, is that two-yearly updating for the administration of rescue medication and three yearly updating for epilepsy awareness is seen as good practice.

## Certification

TfC attendance certificate.

Courses which include formal training in DRTA certificate the knowledge acquired through satisfactory completion of the course, and state compliance with the JEC and Lothian Health standards.

## Epilepsy Awareness

For staff working with clients with epilepsy but not required to administer rescue medications.

*Please note this course can be adapted to suit specific client groups; for example, to address the increasing incidence of epilepsy in older people.*

**Content:** definition of epilepsy - prevalence - classification of seizures - principles of managing seizures - impact of epilepsy on lifestyle - difference between status epilepticus and serial seizures

**Length:** 3 hours      **Maximum Participants:** 12

**Fees:** Group £375 (12)      Open Course £54.50 p.p.

## Epilepsy Awareness and Buccal and Nasal Midazolam Administration

For staff working with clients who are prescribed buccal and nasal midazolam.

**Content:** *Awareness:* definition of epilepsy - prevalence - classification of seizures - principles of managing seizures - impact of epilepsy on lifestyle - differences between status epilepticus and serial seizures  
*Midazolam:* organisational policies - epilepsy care plans and risk assessment - procedures for buccal and nasal administration - potential difficulties - legal and ethical considerations - local and national resources for the support of people with epilepsy

**Length:** 6 hours      **Maximum Participants:** 12      **Fees:** Group £595 (12)

## Buccal and Nasal Midazolam Administration

Stand alone training for social care staff who can evidence appropriate epilepsy awareness training within the last 12 months.

**Content:** organisational policies - epilepsy care plans and risk assessment - procedures for buccal and nasal administration - potential difficulties - legal and ethical considerations - local and national resources for the support of people with epilepsy

**Length:** 2.5 hours      **Maximum Participants:** 12      **Fees:** Group £340 (12)

## Epilepsy Awareness and Buccal and Nasal Midazolam Administration - Refresher Training

An update course on the same content as the course above for staff who have received this training within the last three years.

**Length:** 4 hours      **Maximum Participants:** 12      **Fees:** Group £420 (12)

## Epilepsy Awareness and Diazepam Rectal Tube and Buccal and Nasal Midazolam Administration

For staff working with clients who are prescribed rectal tube diazepam or buccal/nasal midazolam.

**Content:** **Day 1** *Awareness:* definition of epilepsy - prevalence - classification of seizures - principles of managing seizures - impact of epilepsy on lifestyle - differences between status epilepticus and serial seizures - introduction to practice  
**Day 2** *Diazepam and Midazolam:* organisational policies - epilepsy care plans and risk assessment - procedures (including rectal tube insertion with practice on a model) - potential difficulties - legal and ethical considerations - local and national resources for the support of people with epilepsy

\* both courses cannot be run on the same day

**Length:** 2 x 4 hours\*      **Maximum Participants:** 12      **Fees:** £695 (12)

## Epilepsy Awareness and Diazepam Rectal Tube Administration (DRTA)

For staff working with clients who are prescribed rectal tube diazepam.

**Content:** *Awareness:* definition of epilepsy - prevalence - classification of seizures - principles of managing seizures - impact of epilepsy on lifestyle - differences between status epilepticus and serial seizures  
*Diazepam:* organisational policies - epilepsy care plans and risk assessment - procedures for rectal tube insertion (includes practice on a model) - potential difficulties - legal and ethical considerations - local and national resources for the support of people with epilepsy

**Length:** 7 hours      **Maximum Participants:** 12      **Fees:** Group £610 (12)

## Epilepsy Awareness/ DRTA – Refresher Training

Update course for staff who have previously received full training (Lothian Health Standards: annual updating required).

**Content:** recap of previous learning on epilepsy - organisational policies - epilepsy care plans and risk assessment - course participants' experiences of managing epilepsy - demonstration and practice of administration of rectal diazepam (includes practice on a model) - information on new developments in the management of epilepsy

**Length:** 4 hours      **Maximum Participants:** 12      **Fees:** Group £420 (12)

## Diazepam Rectal Tube Administration

Stand alone training for social care staff who can evidence appropriate epilepsy awareness training within the last 12 months.

**Content:** organisational policies - epilepsy care plans and risk assessment - demonstration and practice of administration of rectal diazepam (includes practice on a model) - legal and ethical considerations - local and national resources for the support of people with epilepsy

**Length:** 3 hours      **Maximum Participants:** 12      **Fees:** Group £375 (12)

## Epilepsy in Later Life

This course is aimed at professionals working in care settings for elderly people who are likely to be diagnosed with epilepsy. Previous attendance on an Epilepsy Awareness Course would be beneficial to any person attending this course.

**Content:** the challenges that epilepsy in later life presents – recognising seizures in the elderly – differential diagnosis – impact of the condition on the elderly person – medication issues – role of the health services – role of the voluntary organisations – best practice for ensuring optimum care

**Length:** 3 hours      **Maximum Participants:** 12      **Fee:** Group £375 (12)

## Course Director

Doug Hosie JP, BA, MEd, MRehab, DipCommHealth. Doug is an HSE accredited trainer for First Aid, an advisor for the Royal Life Saving Society and a trainer/assessor for the Safety Training Association. He runs his own first aid training company and has over thirty years experience in teaching across the primary, secondary and tertiary education sectors.

## Guidelines and Statutory Requirements

### The Health and Safety (First Aid) Regulations 1981

Regulation 3 requires every employer to provide equipment and facilities which are adequate and appropriate in the circumstances for administering first aid to his employees.

The regulations are backed up by an Approved Code of Practice (1997 revision) which requires employers to carry out a risk assessment for first aid requirements.

Generally, medium to high risk workplaces and all workplaces with over 50 employees require “**suitable persons**” to administer first aid. As a base-line, a suitable person must hold a “First Aid at Work” certificate approved by the Health and Safety Executive.

**As a minimum** an employer must provide an “**appointed person**” at all times when employees are at work. This provision has been given added weight by the introduction in October 2009 of new HSE guidance on first aid in the workplace. It can be expected that, while appointed person training remains “strongly recommended” rather than mandatory under the Approved Code of Practice, organisations’ risk assessments will now have to be able to show why one or other of the new first aid courses is not needed. A “checklist for assessment of first aid needs” can be found under the “First Aid at Work: your questions answered” section of the HSE website.

The position on “non-employees” remains the same. “Under the Regulations, you have no legal obligation to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision. This is particularly relevant in workplaces that provide a service for others such as schools”.

### European Resuscitation Council

All courses are updated to incorporate the guidelines in force at the time of delivery.

## Certification

Emergency First Aid at Work: Tfc certificate of attendance with HSE certification through First and Foremost Training.  
Childcarers Emergency First Aid, Emergency First Aid and Epipen Administration: Tfc certificate of attendance.

## Emergency First Aid at Work

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The new HSE approved syllabus for emergency first aiders and meets HSC SVQ Levels 2 & 3 requirements for first aid practice and knowledge.

**Content:** assessment of situations for appropriate first aid action - ABC/resuscitation - choking - bleeding - shock - minor injuries - cross infection - equipment - recording

**Length:** 6.5 hours      **Maximum Participants:** 12

**Fees:** Group £525 (12)      Open Course £65.50 p.p. (all fees include manual(s))

## Childcarers Emergency First Aid

For social care staff requiring an emergency first aid certificate who also work with children and/or babies.

**Content:** ABC/resuscitation (adult, child, baby) - choking (adult, child, baby) - bleeding and shock - adult related conditions (heart attacks) - child related conditions (asthma, croup, anaphylactic shock, etc.) - burns and scalds - epileptic fits - fractures - the first aid container

**Length:** 6.5 hours      **Maximum Participants:** 12

**Fees:** Group £525 (12)      Open Course £65.50 p.p. (all fees include manual(s))

### Supplementary course to give HSE EFAW certification

**Length:** 2 hours      **Maximum Participants:** 12

**Fees:** Group £165 (12)

## Emergency First Aid

B

While this course will still be valid for "appointed person" training in certain settings, you should ensure that this is consistent with your risk assessment.

**Content:** ABC/resuscitation - choking - bleeding and shock- heart attacks - the first aid container

**Length:** 4.25 hours      **Maximum Participants:** 12

**Fees:** Group £395 (12)      Open Course £47.00 p.p (all fees include manual(s))

## First Aid at Work and First Aid at Work Requalification

The HSE syllabus for "suitable persons" responsible for administering first aid in medium to high risk workplaces.

**Requalification:** The FAW certificate can be renewed by attending a requalification course within 3 years of achieving the previous certificate. *This applies to both holders of the new qualification and of the previous qualification (the 4 day course).*

Both courses are now offered through First and Foremost Training. Let us know your requirements and we will contact the organisation on your behalf to arrange the booking.

**FAW (3 days):** £150 p.p.      **FAW Requalification (2 days):** £115 p.p.

## Epipen Administration

The basics of Epipen Administration.

**Content:** administration - relevant conditions

**Length:** 1 hour      **Maximum Participants:** 12      **Fees:** Group £175

# Food Hygiene

## Course Director

Isobel MacEwan MREHIS. Isobel is a REHIS approved trainer for Food Hygiene and HACCP who has worked in the food and catering industry for twenty-five years, including twelve years delivering short courses for Training for Care. She is now a freelance consultant advising companies including care sector organisations on food matters.

## Guidelines and Statutory Requirements

### Food Safety Act 1990 and EC Regulation No. 852/2004

The Practice Guidance for the Act has been amended to cover allergens and food intolerance, and this is now reflected in all food safety courses.

### Food Hygiene (Scotland) Regulations 2006

The Regulations require food businesses to implement food safety assurance systems and ensure that food handlers are supervised and/or instructed in food hygiene matters commensurate with their work activities. Failure to comply is likely to be interpreted as not meeting the “due diligence” test in legal action taken against the food business.

A food business means any undertaking, whether for profit or not and whether public or private, carrying out any of the activities related to any stage of production, processing and distribution of food.

All food businesses are required to implement, maintain and review a food safety assurance system based on procedures involving the **seven Hazard Analysis and Critical Control Points (HACCP) system** adopted by the Codex Alimentarius Commission. The HACCP system is an instrument to help food businesses attain high food safety standards.

### Elementary Food Hygiene Refresher Course

While there is no mandatory requirement to renew the REHIS Elementary Food Hygiene certificate (or equivalent), the introduction of the shorter Refresher Course reinforces the message (and facilitates compliance with it) that it is expected good practice to renew within 3 to 5 years since previous training.

## Certification

Royal Environmental Health Institute of Scotland (REHIS). All courses except Introduction to Food Hygiene require satisfactory completion of a multiple choice assessment before the certificate can be issued.

## Arrangements for Students requiring Language Support

If course participants require any of the following

- foreign language versions of course booklets or multiple choice assessments (Elementary Food Hygiene, HACCP only)
- an interpreting service
- oral multiple choice assessment

*please contact us a minimum of three weeks in advance of the course date.*

## Introduction to Food Hygiene

Royal Environmental Health Institute of Scotland course for staff and volunteers who serve food (including feeding) and/or set out and clear away meals and snacks and/or reheat prepared meals, but who work under a qualified supervisor and have *no involvement* in the preparation and cooking of “high risk” food (meat, dairy products, eggs, fish and cooked rice).

**Content:** food poisoning and food spoilage micro-organisms – causes of food poisoning and its prevention – essential personal hygiene – safe food production – role of the supervisor

**Length:** 2.5 hours      **Maximum Participants:** 15

**Fees:** Group £395 (15)      Open Course £42.00 p.p.

*We can also offer this course combined with Infection Control, which emphasises the importance of good infection control practice in food service for personal carers and their service users. Contact TfC for fees and availability.*

B

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## Elementary Food Hygiene

The standard Royal Environmental Health Institute of Scotland (REHIS) course for staff and volunteers handling food in the workplace. This course is a requirement for staff and volunteers who handle “open food” in the workplace, i.e. if they are involved in any of the following activities: purchase/ delivery, storage, preparation, cooking and serving of “high risk” food (meat, dairy products, eggs, fish and cooked rice).

**Content:** introduction to food hygiene - bacteria and their characteristics - incidence of food poisoning and its prevention - personal hygiene and working habits of the food handler - the working environment - cleaning practices - common food pests and their control - food safety legislation

**Length:** 7 hours **Maximum Participants:** 15

**Fees:** Group £662.50 (15) Open Course: £78.00

## Elementary Food Hygiene Refresher

Royal Environmental Health Institute of Scotland course for persons already holding a REHIS Elementary Food Hygiene Certificate or other UK equivalent which is 3 to 5 years old. (*Please note that, to establish eligibility, participants will be required to bring their current certificate to the course*)

**Content:** participants will be provided with the EFH Handbook and a REHIS Workbook which is completed during the course; using these tools, the trainer will work with the group to identify and remedy any gaps in knowledge which may have developed since the original EFH training was undertaken; achievement of the Refresher certificate is by formal assessment at the end of the course

**Length:** 3.5 hours **Maximum Participants:** 15

**Fees:** Group £547.50 (15) Open Course: £58.00 p.p.

## Intermediate Food Hygiene

This REHIS certificated three day course is for managers, supervisors, chefs and other key personnel who have *direct food safety responsibilities* in food preparation and food handling environments. It combines more detailed examination of the topics covered in Elementary Food Hygiene with components of HACCP and further legislation.

**Content:** supervisory management - bacteriology - bacterial food poisoning - food borne infections - non bacterial food poisoning - food contamination & prevention - food storage & temperature control - legislation - food preservation - food premises & equipment - cleaning & disinfection - pest control - hazard analysis & critical control points - 2.5 hour written exam.

**Length:** 18 hours **Fees:** Open Course £275.00 p.p.

## Introduction to HACCP and Hazard Analysis

This course, designed by the Royal Environmental Health Institute of Scotland, will enable social care organisations involved in the handling of food to implement appropriate and acceptable procedures in their work settings. It is recommended for members of the HACCP team and staff who handle “high risk” food.

*Please note: Course participants must hold a current (within the preceding 5 years) Elementary Food Hygiene certificate recognised by REHIS.*

**Content:** the meaning of hazard analysis and use of the seven principles of HACCP to control potential food hazards - verification and appropriate documentary evidence - examples of good practice to implement basic requirements - national legislative requirements and their relationship to HACCP and hazard analysis systems

**Length:** 7 hours **Fees:** Open Course £78.00 p.p.

# Health and Safety

## Course Director

Vic Stewart FCIS, Chartered MCIPD, CMIOSH, HSE Registered Consultant (OSHCR). Vic has spent his working life in the public sector, undertaking a wide range of line management positions and a period teaching at the Civil Service College. Vic is a Chartered Safety and Health Practitioner and his last position before retirement was as the Health and Safety Advisor based at the Royal Hospital for Sick Children in Edinburgh, where he covered a wide range of acute hospital safety matters including community and corporate management aspects. Vic has also lectured on nursing courses for Napier University and Queen Margaret University College, and has been our course director for health and safety since 2002.

## Guidelines and Statutory Requirements

The responsibilities of employers, employees and volunteers are governed primarily by the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations (1999); employers must provide “information, instruction and training”.

“(The HSW Act) is of overriding importance in almost all work situations; its general duties and regulation-making powers provide protection not only for all people ‘at work’ ... wherever they may be engaged, but also extend a degree of protection to the public at large ... managers and others must comply ...” (Croner, Health and Safety at Work).

The Corporate Manslaughter and Corporate Homicide Act came into force on 6th April 2008. Under the Act, where the death of an employee or member of the public arises through “gross breach of the duty of care owed”, the organisation may be prosecuted and face an unlimited fine.

## Important Changes in Legal Practice and Increased Penalties

Employers take note!! From January 2009, for offences tried in the High Court, directors and senior managers can now face up to two years’ imprisonment and/or an unlimited fine under the Health and Safety (Offences) Act 2008 for offences under the 1974 Act; this is instead of the only penalty being a fine. In addition, the maximum fine in a Sherriff Court has been raised to £20,000 and/or up to one year’s imprisonment.

There is also a new specialist prosecution system in operation to consider possible offences under the 1974 Act or under the Corporate Manslaughter and Corporate Homicide Act 2007.

## Certification

TfC attendance certificate to demonstrate compliance with the Management of Health and Safety at Work Regulations.

## Health and Safety Awareness

For non-managerial staff, but useful to anyone interested in obtaining a first level overview.

**Content:** introduction to the 1974 Act - employer and employee duties - duty of care - safety policies - risk assessment - incident reporting - fire safety (causes of fire, emergency procedures, warning system, fire extinguishers)

**Length:** 3 hours      **Maximum Participants:** 12

**Fees:** Group £380 (12)      Open Course £49.50 p.p.

## Health and Safety in Care Homes

This course is similar to the “Awareness” course on the previous page, but is tailored to the particular requirements of staff working in residential care and refers closely to the HSE Guidance for Care Homes.

**Length:** 3 hours      **Maximum Participants:** 12      **Fees:** Group £380 (12)

B

## Health and Safety for Volunteers

Many care sector organisations use volunteers to perform a variety of important tasks but may not provide much training for them in health and safety. This course is designed to give volunteers a good understanding of the basic principles of safety in the care sector.

**Content:** the 1974 Act and associated regulations applicable to volunteers - risk assessment - travel and home visiting - accident causation - organisational policies and topical items

**Length:** 2 hours (plus prior review of documentation)

**Maximum Participants:** 12      **Fees:** £250

## Health and Safety Awareness and Risk Assessment

This course combines our health & safety awareness course with a more substantial risk assessment element. It is suitable for staff above basic grade requiring familiarisation in health and safety and risk assessment practice in the workplace. Attendees will be encouraged to discuss **non-confidential** examples of their workplace practice in order to enhance the relevance of this important training.

**Content:** introduction to the 1974 Act - employer and employee duties - duty of care - safety policies - hazard and risk - the risk assessment process including: dealing with contractors, lone working, pregnancy and travelling on duty and related events - incident reporting - fire safety (causes of fire, emergency procedures, warning systems, fire extinguishers)

**Length:** 5 hours      **Maximum Participants:** 12

**Fees:** Group £550 (12)      Open Course £73.00 p.p.

B

## Risk Assessment

For persons requiring a background and specific guidance on carrying out risk assessments.

**Content:** key aspects of the 1974 Act - hazard, risk, and the risk assessment process (including: practical examples) - special topics as agreed (e.g. lone working)

**Length:** 4 hours      **Maximum Participants:** 12      **Fees:** Group £450 (12)

B

## Health and Safety Management

For staff with health and safety responsibilities, including safety representatives. Prior attendance at the Awareness course is not essential but would be very helpful in maximising the value of this course.

**Content:** main provisions of the 1974 Act - safety policies - corporate insurance - principles of risk assessment - successful health and safety management - incident reporting - codes of practice - staff consultation - managing a safety inspection and powers of inspectors - topical items

**Length:** 6 hours      **Maximum Participants:** 15

**Fees:** Group £575 (12)      Open Course £83.00 p.p.

## Health and Safety Update

An update designed for those who have already attended either a Health and Safety Awareness or Management course or the equivalent. It will be particularly useful for staff with direct responsibilities for health and safety in their organisation. While emphasis is placed on new or proposed developments (including new guidance), it also includes a reminder of the basic duties under the 1974 Act. Course members may wish to bring with them copies of policies/ procedures for possible review.

**Content:** main provisions of the 1974 Act - recent developments in good practice, including defending charges under the Act - safety policies - topical items

**Length:** 2 hours **Maximum Participants:** 12

**Fees:** Group £330 (12) Open Course £47.00 p.p.

## Consulting Employees on Health and Safety

How to operate an effective health and safety committee (including practical exercises), whether working with either trade union appointed Safety Representatives or Representatives of Employee Safety where there is not a recognised trade union.

**Content:** the Safety Representatives and Safety Committees Regulations 1977 – Approved Code of Practice – Health and Safety (Consultation with Employees) Regulations 1996 – key features of the Health and Safety at Work Act 1974 – topical items

**Length:** 6 hours **Maximum Participants:** 12 **Fees:** Group £575 (12)

## Corporate Health and Safety Management Briefing

A briefing designed to give an overview of the key aspects that a Board of Management should consider when addressing its organisation's health and safety arrangements. It will assist board members and senior staff to review policy, practice and training.

**Content:** hierarchy of duties under the 1974 Act - key legal cases - accident prevention - limiting insurance claims - risk assessment - directors and senior managers and the law - enforcement practice including preparing for an inspection - Corporate Manslaughter and Corporate Homicide Act 2007 - current topics

**Length:** 2 hours (plus prior review of documentation)

**Maximum Participants:** 12 **Fees:** £370

# Moving and Handling

## Course Director

Graham Blamire MCSP, DipTP, Grad Dip Phys, SRP. Previously physiotherapy manager at Astley Ainslie Hospital, Edinburgh, Graham has over thirty-five years experience in manual handling training. He is a past chairman of the National Paramedical Advisory Committee and is much in demand as an expert witness in manual handling related court cases.

## Guidelines and Statutory Requirements

### The Manual Handling Operations Regulations 1992

Regulation 4 places **duties on employers** to **avoid**, so far as is reasonably practicable, the risk of injury to employees which could result from the manual handling of loads  
**assess** all manual handling operations which involve a risk of injury  
**reduce** the risk of injury arising from any such operations to the lowest reasonably practicable level  
**inform and instruct** employees in understanding manual handling risks and establishing safe systems of work.

Regulation 5 requires **employees to comply** with any system of work put in place by the employer to reduce the risk of injury when carrying out manual handling operations.

**Guidance on Training Standards from the Chartered Society of Physiotherapy** “The society has recommended for some time that **6 participants to 1 trainer is the maximum for safety** when undertaking the practical components of manual handling training. This is to ensure that the trainer can be fully aware of all that is happening in the class and intervene as appropriate. Any number above this could be putting participants at risk of damage, and the trainer and those employing them at risk of litigation”. (November 2000)

All trainers are health care professionals (physiotherapists/occupational therapists/nurses) and are experienced in modern approaches to manual handling. TfC’s position is that sound moving and handling training can only be provided by people who are suitably qualified and experienced to be able to respond accurately to the variety of questions and conditions which course participants are likely to present.

*All moving and handling courses incorporate a problem solving approach to minimising risks for client and carer.*

## Certification

TfC attendance certificate to meet statutory requirements for risk reduction.

## Which Course? Moving and Handling or Moving and Handling Awareness?

Select **Moving and Handling** if your client group includes service users who are **dependent**. “*Dependent*”, in moving and handling terms, means requiring significant physical assistance from one or more carers to enable personal mobility or change or maintenance of position for care or functional purposes. “*Significant*” in this context means to the extent of requiring assessment of the risk of manual handling injury.

Select **Moving and Handling Awareness** if your service users are **semi-dependent**. *These are service users who are able to stand and walk, with or without a walking aid, and/or require only supervision, instruction, encouragement or the minimum of physical assistance from a carer (e.g. touch support for balance or to guide movement).*

**If you work with babies, infants, children and young adults**, your training requirements are likely to be met by the **Awareness Course** unless you are working with clients who have significant additional needs. If you would like further advice, we would be pleased to refer you to the course director.

## Health: Important Notice

Participants are required to carry out the practical components of the course for successful completion, and therefore need to be fit (i.e. fit to work, no acute injuries). They will be asked to fill out an injury questionnaire at the start of the course and, if they have any concerns, should report these to the course tutor. If organisations have concerns regarding potential participants, please contact TfC prior to booking.

## Moving and Handling

Suitable for staff and volunteers.

**Content:** *Theory:* the manual handling operations regulations - risk avoidance, assessment and reduction - responsibilities of employers, staff and volunteers - basic anatomy, physiology, nature of injury - efficient movement and ergonomics  
*Practical (as appropriate):* manoeuvres and transfers, e.g. sitting to standing, assisted walking, stairs, car transfers, wheelchair use, use of glide sheets, transfer aids, movement of clients in bed, safe handling of inanimate loads

**Length:** 6 hours **Maximum Participants:** 12

**Fees:** Group 7-12 (2 tutors) £600; Group 6 or less (1 tutor) £385; Open Course £80.00 p.p.

**N.B. Only available at TfC's Edinburgh venue or at purchasers' premises where an appropriate bed is available.**

## Moving and Handling Awareness (Client and People Handling)

Suitable for staff and volunteers.

**Content:** *Theory:* the manual handling operations regulations - risk avoidance, assessment and reduction - responsibilities of employers, staff and volunteers - basic anatomy, physiology, nature of injury - efficient movement and ergonomics  
*Practical:* manoeuvres and transfers, e.g. sitting to standing, assisted walking, stairs, wheelchair use, car transfers, transfer aids

**Length:** 4 hours **Maximum Participants:** 12

**Fees:** Group 7-12 (2 tutors) £475 (12); Group 6 or less (1 tutor) £260; Open Course £54.50 p.p.

## Moving and Handling Awareness (Babies, Infants, Children and Young Adults)

For work with babies, infants and semi-dependent children and young adults; suitable for staff and volunteers.

**Content:** *Content: Theory:* the manual handling operations regulations - risk avoidance, assessment and reduction - responsibilities of employers, staff and volunteers - basic anatomy, physiology, nature of injury - efficient movement and ergonomics  
*Practical:* positioning/posture of handlers - manoeuvres and transfers eg lifting/carrying babies and infants, sitting to standing, assisted walking, stairs, pushchair and wheelchair use, car transfers, transfer aids

**Length:** 4 hours **Maximum Participants:** 12

**Fees:** Group 7-12 (2 tutors) £475 (12); Group 6 or less (1 tutor) £260; Open Course £54.50 p.p.

## Using Wheelchairs Safely

A comprehensive training for staff and volunteers who support people who are wheelchair users. *Please note: the course does not cover use of powered wheelchairs*

**Content:** manual handling: risk reduction and problem solving - promoting individual mobility for people with a physical disability - principles of ergonomics and efficient movement - wheelchair components and keeping it working safely - adjusting a wheelchair for individual needs  
practical handling skills: assisting in and out of wheelchair; negotiating kerbs and ramps; transfers; propelling; kerbs; lifting and loading the chair; hoisting

**Length:** 2.5 hours **Maximum Participants:** 6

**Fees:** Group £260 (6 or less) Open Course £47.50 p.p.

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## Hoist Training: Stand Alone Version

For staff who are required to use a hoist for client transfers. *Participants must have undertaken a general Moving and Handling course within the previous two years.*

**Content:** Practical revision of safe handling principles – operation of the hoist

**Length:** 2 hours      **Maximum Participants:** 6

**Fees:** Group 6 or less: £192.50

## Hoist Training: Add-on to Moving and Handling Course

**Length:** 0.5 hour      **Maximum Participants:** 12

**Fees:** Group 7-12 (2 tutors) £70, Group 6 or less (1 tutor): £50

## Hoist Training: Add-on to Moving and Handling Awareness Course

**Length:** 1 hour      **Maximum Participants:** 12

**Fees:** Group 7-12 (2 tutors) £120, Group 6 or less (1 tutor): £80

**All hoist courses are only available at TfC's Edinburgh venue or at purchasers' premises where an appropriate hoist is available.**

**There are many makes and models of hoists. Hoist training at TfC is principles based in order to facilitate the transfer of the fundamentals of good practice between different hoist models. Consequently the practical elements of the training are carried out using a basic manual hoist when provided on our premises.**

**Hoists used in the work place must be identified on the training planning questionnaire prior to the training session and a copy of the hoist manufacturer's handbook made available to the trainers.**

## Ergonomics and Moving and Handling

The course is designed for **either** administrative, clerical and management staff **or** support services staff working in care settings (e.g. portering, catering, domestic support services).

**Content:** *Theory:* the manual handling operations regulations - risk avoidance, assessment and reduction - responsibilities of employers, staff and volunteers - basic anatomy, physiology and nature of injury - efficient movement and ergonomics - work station seating and design \* - handling of small inanimate loads and equipment \*  
(\* as appropriate to participant group)  
*Practical (minor component only):* safe handling of small loads - safe working procedures - moving and handling of inanimate loads

\* The course also meets the Display Screen Regulations (1992)

**Length:** 3 hours      **Maximum Participants:** 12

**Fees:** Group 7-12 (2 tutors) £420; Group 6 or less (1 tutor) £240; Open Course £52.50 p.p.

### Optional Addition as part of the above course

Extended practical training

Additional length: 2hrs Fee: Group 7-12 (2 tutors) £210; Group 6 or less (1 tutor) £120

## Training Delivered in the Home

Individualised moving and handling training and advice for individuals arranging their own care packages and for their family and other informal carers: initial assessment and training design; training delivery; follow-up report/record of training and advice.

**Fees:** £55 per hour (TfC consultancy rate)

## Essential Practice Skills for Social Carers

Designed to be both part of an induction programme for staff new to front-line social care (everything you want to know but are afraid to ask), and as a refresher programme for more experienced carers (checking, affirming and renewing practice).

**Content:** anatomy and physiology and their relationship to personal care – disease processes and their management – responding to life threatening conditions – supporting people with chronic conditions – use of medical terminology when working with other health care professionals – approaches to support carer practice in communication, prevention of abuse, conflict situations, and stress management

**Certification:** TfC attendance certificate

**Lead Tutor:** Alison Slack BN, MSc, RGN. Alison is a professional associate of TfC's Care Department and also a member of the Edinburgh L'Arche Community. She has particular interests in training and social care, and her previous experience includes a visiting lectureship at Queen Margaret University College and delivering health education related programmes on three continents!

**Length:** 6 hours      **Maximum Participants:** 15      **Fees:** Group £470 (15)

## Administration and Storage of Medication

Suitable for carers in a variety of settings (hospitals, care homes, community and domestic) who are responsible for preparing, administering and storing medication, and monitoring and recording its effects.

**Content:** staff responsibilities - routes of administration - physiological measurements – equipment and methods - immediate problems and adverse reactions - standard precautions and health and safety procedures - storage - relationship to clients' support/ care plans - legal requirements and codes of practice

**Lead Tutor:** Muriel Hood RGN. Muriel has over 20 years experience in nursing, working in senior positions in both social care and health care and with a wide range of clients, including older people and children with additional needs. She has a keen interest in skills development and is responsible for care assistant training in her current post.

**Certification:** TfC attendance certificate

**Length:** 6 hours      **Maximum Participants:** 15

**Fees:** Group £470 (15)      Open Course £68.00 p.p.

## Assisting in the Administration of Medication

Suitable for carers who assist in the administration of medication to individuals and/or during "drug rounds" within the care setting. The carer will always work with a member of staff responsible for leading the procedure.

**Content:** staff responsibilities - equipment and methods - standard precautions and safety measures - relationship to clients' support/ care plans - legal requirements and codes of practice

**Lead Tutor:** Muriel Hood (see above)

**Certification:** TfC attendance certificate

**Length:** 3 hours      **Maximum Participants:** 15

**Fees:** Group £342.50 (15)      Open Course: £47.50

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## Good Practice in Infection Control (Adult Care or Child Care)

For all staff and volunteers who require introductory or refresher training in the key points in infection control.

**Content:** what is infection - common causes of infection and how it spreads - preventative measures and breaking the cycle of infection (hygiene and clean environments)

**Lead Tutor:** Muriel Hood (see p. 17)

**Certification:** TfC attendance certificate

**Length:** 3 hours      **Maximum Participants:** 15

**Fees:** Group £342.50 (15)      Open Course £47.50 p.p.

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## Developing and Leading Teams

An introduction to the skills and qualities required by staff responsible for supervising others.

Staff working in a supervisory position in the Care Sector were invited to register from October 2007 with the SSSC. "Developing and Leading Teams" provides underpinning knowledge for two units at HSC SVQ4 and for the distance learning "Registered Supervisor" award which TfC specifically designed to assist organisations to fulfil the SSSC registration requirements. For detailed information about the full programme please contact TfC.

**Content:** the values and aims of leading and supervising staff - understanding and supporting reflective practice - theories of developing practice - delegation for development - an introduction to current approaches to leadership - stress management techniques - specific communication methods in leading teams

**Lead Tutor:** Alison Slack (see p. 17)

**Length:** 6 hours      **Maximum Participants:** 12

**Fees:** Group £440 (12)      Open Course £68.00 p.p.

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## Scotland's Mental Health First Aid

The course uses presentations, activities and discussions to demystify this important subject. It is part of the "Towards a Mentally Flourishing Scotland" initiative and is ideal for staff, volunteers or members of the public who may have to provide initial help, respond to a crisis or support recovery for people experiencing a mental health problem.

**Content:** the four main subjects: depression, suicide, anxiety disorders and psychosis - current issues in Scotland: signs and symptoms, prevalence rates, risk factors - the five basic steps of Mental Health First Aid - treatment - useful resources

**Certification:** Certificate of attendance "supported and endorsed by the Scottish Ambulance Service"

**Lead Tutor:** Sarah Shimmen. Sarah is a qualified Scotland's Mental Health First Aid instructor. Before going freelance last year, she was employed as a project manager for the Scottish Development Centre for Mental Health where her work included developing and delivering Promoting Positive Mentally Healthy Workplaces in conjunction with STUC, research and dissemination for the Community Food and Health Initiative and identifying and delivering action learning sets for Child Adolescent Mental Health Services.

**Length:** 2 days / 13 hours      **Fees:** Open Course £120.00 p.p.

## Loss and Bereavement

Understanding and skills development for carers working in circumstances of loss and bereavement: supporting relatives, friends, colleagues, and self.

**Content:** attachment theory - Worden's four tasks of mourning - working with relatives, friends and colleagues - how grief is expressed - Worden's tasks for helpers - awareness of one's own needs - empathic listening and responding

**Certification:** TfC attendance certificate

**Lead Tutor:** Elaine Craig BA, PG Dip Person Centred Counselling. Elaine is a professionally qualified counsellor and member of BACP and of COSCA and an experienced trainer. She has worked within Primary Care, Higher Education, CRUSE Bereavement Care and the Scottish Prison Service. and currently teaches counselling skills at the University of Abertay; she has been a professional associate of Training for Care since 2008.

**Length:** 2 days / 11 hours      **Maximum Participants:** 12

**Fees:** Group £750 (12)      Open Course £110.00 p.p.

## Frontline Adult Support and Protection

Suitable for all social care staff to ensure compliance with the 2007 Act

**Content:** what is harm? - recognising harm - who can harm? - who can be harmed? - main points of legislation - what would you do if someone disclosed? - what should I do if I suspect harm? - case study (organisation specific for group bookings)

**Lead Tutor:** Mike Martin MA, MSc, Dip Soc Admin, Dip Soc Work (CQSW), Cert in Management. Mike has worked with TfC over the past 6 and also teaches and contributes to course design and development for the Open University and local authorities. Mike is an advocate and board member with Powerful Partnerships, and produces independent reports and acts as an expert witness in relation to adults with incapacity and the mental health legislation. He is a past director with Capability Scotland.

**Certification:** TfC attendance certificate

**Length:** 3.25 hours      **Maximum Participants:** 15

**Fees:** Group £450\* (15)      Open Course £50.00 p.p.

\* Fees for group bookings include prior familiarisation by the course tutor with the organisation's protocols, procedures and fit with the local statutory framework for responding to support and protection issues.

## Adult Support and Protection for Supervisors and Managers

For supervisors and managers to ensure compliance with the 2007 Act.

(Also suitable for all staff requiring a broader context than provided in the "frontline" course)

**Content:** values and principles – the harm continuum – who can harm? – what increases the risk of being harmed? – main points of legislation and the '3 point plan' – listening skills – barriers to disclosure – what would you do if someone disclosed? – what should I do if I suspect harm? – my role in protection orders – case study (organisation specific for group bookings)

**Lead Tutor:** Mike Martin (see above)

**Certification:** TfC attendance certificate

**Length:** 6.5 hours      **Maximum Participants:** 15

**Fees:** Group £630\* (15)      Open Course £77.50 p.p.

\*Fees for group bookings include prior familiarisation by the course tutor with the organisation's protocols, procedures and fit with the local statutory framework for responding to support and protection issues.

*Both of the above courses have been developed from Scottish Government sponsored training materials produced with Scottish Care and the Workforce Initiative. They are designed to maximise active involvement of the participants, with the emphasis on facilitation of small group discussion and engagement*

## Adult Support and Protection Briefing

For trustees, boards of management, directors, senior staff and similar to ensure compliance with the 2007 Act

**Content:** the national policy context - local statutory systems - match to your agency's policies - agency responsibilities under the act

**Lead Tutor:** Mike Martin (p.20)

**Certification:** TfC attendance certificate

**Length:** 1 hour      **Fee:** Group £350\* (Consultancy also available)

\*Fees for all ASP group bookings include prior familiarisation by the course tutor with the organisation's protocols, procedures and fit with the local statutory framework for responding to support and protection issues.

## Understanding Dementia

This course is aimed particularly at new and first level staff who require an introductory or refresher training in working with people who have dementia.

**Content:** types of dementia - signs and symptoms - person-centred care - working with clients' families - activities - wellbeing of the client and all involved in their care

**Lead Tutor:** Carol Provan HNC (Social Care), RMA. Carol has worked with older people since 1993; she was manager of a voluntary sector care home for ten years (until 2009) and, prior to that, a team leader for the Church of Scotland for four years. Carol has also carried out training and consultancy for national charities and the further education sector, and is now focusing on this area of her work with a special interest in training in dementia care. She is an Accredited Trainer in Dementia for The Alzheimer's Society and has completed the Advanced Semester in Person Centred Dementia Care at Stirling University's Dementia Services Development Centre.

**Length:** 6 hours      **Maximum Participants:** 12

**Fees:** Group £440 (12)      Open Course £68.00 p.p.

## Safeguarding Adults with Dementia

For either supervisory staff and experienced front-line staff requiring updating on current legislation and related practice, or as a further building block in the training and development of new staff in dementia care.

**Content:** Mental Capacity Act 2000 and Adult Support and Protection Act 2007 - identifying abuse - who abuses - action when abuse is suspected - avoiding abuse through respecting client choice and human rights

**Lead Tutor:** Carol Provan (see above)

**Certification:** TfC attendance certificate

**Length:** 6 hours      **Maximum Participants:** 12

**Fees:** Group £440 (12)      Open Course £68.00 p.p.

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## Behaviours We Find Challenging in Adults with Dementia

Appropriate for all staff working with people who have dementia, either as an update or as an extension to the Understanding Dementia course.

- Content:** looking at the reasons behind the behaviours - what triggers behaviours - how we react to them - beyond labelling - coping skills - reflecting on behaviours and responses
- Lead Tutor:** Carol Provan (p. 21)
- Certification:** TfC attendance certificate
- Length:** 6 hours                      **Maximum Participants:** 12
- Fees:** Group £440 (12)              Open Course £68.00 p.p.

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# Terms and Conditions

## GROUP BOOKING: COURSE FEES

(Courses booked by a single organisation)

**5% DISCOUNT** on block bookings of *any* **THREE** or more **COURSES**.

*For all full day courses: times given exclude half-hour lunch break.*

*For evening and weekend courses: add £27.50 per session (whole day/ half day/ evening) to total fee*

### EPILEPSY AWARENESS (3 hours) EPILEPSY IN LATER LIFE (3 hours) DIAZEPAM R T ADMINISTRATION (3 hours)

Participants	Group £	Per Capita £
12	375.00	31.25
11	365.00	33.18
10	355.00	35.50
9	345.00	38.33
8 or less	335.00	41.87 (for 8)

### EAW/ BNM - REFRESHER (4 hours) EAW/DRTA - REFRESHER (4 hours)

Participants	Group £	Per Capita £
12	420.00	35.00
11	412.50	37.50
10	405.00	40.50
9	397.50	44.17
8 or less	390.00	48.75 (for 8)

### EPILEPSY AWARENESS & BUCCAL / NASAL MIDAZOLAM ADMINISTRATION (6 hours)

Participants	Group £	Per Capita £
12	595.00	49.58
11	572.50	52.05
10	550.00	55.00
9	527.50	58.61
8 or less	505.00	63.13 (for 8)

### EPILEPSY AWARENESS/DRTA and BNMA (2 x 4 hours)

Participants	Group £	Per Capita £
12	695.00	57.92
11	675.00	61.36
10	655.00	65.50
9	635.00	70.56
8 or less	615.00	76.88 (for 8)

### BUCCAL & NASAL MIDAZOLAM ADMINISTRATION (2.5 hours)

Participants	Group £	Per Capita £
12	340.00	28.33
11	330.00	30.00
10	320.00	32.00
9	310.00	34.44
8 or less	300.00	37.50 (for 8)

### EMERGENCY FIRST AID AT WORK (6.5 hours) CHILDCARERS EMERGENCY FIRST AID (6.5 hrs)

Participants	Group £	Per Capita £
12	525.00	43.75
11	500.00	45.45
10	475.00	47.50
9	450.00	50.00
8 or less	425.00	53.12 (for 8)

(includes First Aid manuals)

### EPILEPSY AWARENESS/DIAZEPAM RECTAL TUBE ADMINISTRATION (6 hours)

Participants	Group £	Per Capita £
12	610.00	50.83
11	585.00	53.18
10	560.00	56.00
9	535.00	59.44
8 or less	510.00	63.75 (for 8)

### EMERGENCY FIRST AID (4.25 hours)

Participants	Group £	Per Capita £
12	395.00	32.92
11	380.00	34.54
10	365.00	36.50
9	350.00	38.89
8 or less	335.00	41.87 (for 8)

(includes First Aid manuals)

### INTRODUCTION TO FOOD HYGIENE (2.5 hours)

Participants	Group £	Per Capita £
15	395.00	26.33
14	379.00	27.07
13	363.00	27.92
12	347.00	28.92
11	331.00	30.09
10	315.00	31.50
9	299.00	33.22
8 or less	283.00	35.37 (for 8)

(includes REHIS certification charge)

### ELEMENTARY FOOD HYGIENE (7 hours)

Participants	Group £	Per Capita £
15	687.00	45.80
14	661.00	47.21
13	635.00	48.85
12	609.00	50.75
11	583.00	53.00
10	557.00	55.70
9	531.00	59.00
8 or less	505.00	63.12 (for 8)

(includes REHIS certification charge)

### ELEMENTARY FOOD HYGIENE REFRESHER (3.5 hours)

Participants	Group £	Per Capita £
15	548.00	36.53
14	522.00	37.28
13	496.00	38.15
12	470.00	39.17
11	444.00	40.36
10	418.00	41.80
9	392.00	43.55
8 or less	366.00	45.75 (for 8)

(includes REHIS certification charge)

### HEALTH AND SAFETY AWARENESS (3 hours) H&S IN CARE HOMES (3 hours)

Participants	Group £	Per Capita £
12	380.00	31.67
11	370.00	36.64
10	360.00	36.00
9	350.00	38.89
8 or less	340.00	42.50 (for 8)

### HEALTH AND SAFETY AWARENESS AND RISK ASSESSMENT (5 hours)

Participants	Group £	Per Capita £
12	550.00	45.83
11	525.00	47.73
10	500.00	50.00
9	475.00	52.78
8 or less	450.00	56.25 (for 8)

### RISK ASSESSMENT (4 hours)

Participants	Group £	Per Capita £
12	450.00	37.50
11	435.00	39.54
10	420.00	42.00
9	405.00	45.00
8 or less	390.00	48.75 (for 8)

### HEALTH & SAFETY MANAGEMENT (6 hours) CONSULTING EMPLOYEES ON HEALTH AND SAFETY (6 hours)

Participants	Group £	Per Capita £
12	575.00	47.92
11	550.00	50.00
10	525.00	52.50
9	500.00	55.55
8 or less	475.00	59.37 (for 8)

### HEALTH AND SAFETY UPDATE (2 hours)

Participants	Group £	Per Capita £
12	325.00	27.08
11	315.00	28.64
10	305.00	30.50
9	295.00	32.78
8 or less	285.00	35.62 (for 8)

### MOVING AND HANDLING (6 hours)

7-12 Participants (one tutor x 6hrs;  
one tutor x 3hrs)

Participants	Group £	Per Capita £
12	600.00	50.00
11	580.00	52.73
10	560.00	56.00
9	540.00	60.00
8	520.00	65.00
7	500.00	71.43

6 or less participants (one tutor): £385

### MOVING AND HANDLING AWARENESS ADULTCARE/ CHILDCARE (4 hours)

7– 12 Participants (two tutors)

Participants	Group £	Per Capita £
12	475.00	39.58
11	460.00	41.82
10	445.00	44.50
9	430.00	47.78
8	415.00	51.87
7	400.00	57.14

6 or less participants (one tutor): £260

### ERGONOMICS & MOVING AND HANDLING (3 hours)

7-12 Participants (two tutors)

Participants	Group £	Per Capita £
12	420.00	35.00
11	405.00	36.82
10	390.00	39.00
9	375.00	41.67
8	360.00	45.00
7	345.00	49.28

6 or less participants (one tutor): £240

### ESSENTIAL PRACTICE SKILLS FOR SOCIAL CARERS (6 hours) ADMINISTRATION AND STORAGE OF MEDICATION (6 hours)

Participants	Group £	Per Capita £
15	470.00	31.33
14	460.00	32.86
13	450.00	34.61
12	440.00	36.67
11	430.00	39.09
10	420.00	42.00
9	410.00	45.55
8 or less	400.00	50.00 (for 8)

### ASSISTING IN THE ADMINISTRATION OF MEDICATION (3 hours) GOOD PRACTICE IN INFECTION CONTROL (3 hours)

Participants	Group £	Per Capita £
15	342.50	22.83
14	335.00	23.93
13	327.50	25.19
12	320.00	26.67
11	312.50	28.41
10	305.00	30.50
9	297.50	33.05
8 or less	290.00	36.25 (for 8)

### DEVELOPING AND LEADING TEAMS (6 hours)

Participants	Group £	Per Capita £
12	440.00	36.67
11	425.00	38.64
10	410.00	41.00
9	395.00	43.89
8 or less	380.00	47.50 (for 8)

### LOSS AND BEREAVEMENT (11 hours / 2 days)

Participants	Group £	Per Capita £
12	750.00	62.50
11	725.00	65.91
10	700.00	70.00
9	675.00	75.00
8 or less	650.00	81.25 (for 8)

### FRONTLINE ADULT SUPPORT AND PROTECTION (3 hours)

Participants	Group £	Per Capita £
15	450.00	30.00
14	437.50	31.25
13	425.00	32.70
12	412.50	34.38
11	400.00	36.36
10	387.50	38.75
9	375.00	41.66
8 or less	362.50	45.31 (for 8)

### ADULT SUPPORT AND PROTECTION FOR SUPERVISORS AND MANAGERS (6 hours)

Participants	Group £	Per Capita £
15	680.00	45.33
14	660.00	47.14
13	640.00	49.23
12	620.00	51.67
11	600.00	54.54
10	580.00	58.00
9	560.00	62.22
8 or less	540.00	67.50 (for 8)

### UNDERSTANDING DEMENTIA (6 hours) SAFEGUARDING ADULTS (6 hours) BEHAVIOURS WE FIND CHALLENGING (6 hours)

Participants	Group £	Per Capita £
12	440.00	36.67
11	425.00	38.64
10	410.00	41.00
9	395.00	43.89
8 or less	380.00	47.50 (for 8)



## INFILL SERVICE

**Savings for organisations making group bookings.**

**Increased availability of places for organisations requiring small numbers of staff to be trained.**

### Savings

**Allow TfC to use spare places on your group bookings to meet the demand for single or small group places.**

**If the spare places are infilled, your per capita costs are reduced.**

#### Example

Course: Emergency First Aid at Work

Your organisation is making a block booking and requires 9 places.

Per capita rate (see EFAW fee table) for 9 places: £50.00p.p. Total fee: £450.00

But if TfC is able to infill your spare places, i.e. 3, the per capita rate is now based on 12 places: £43.75p.p. Your fee for 9 places is now £393.75 **saving £56.25!**

### Places for small numbers of staff

**If you require fewer staff to be trained than the minimum number specified in the group booking fee and there is not an open course alternative, we can ask organisations making group bookings to make unused places available to you.**

### Infill fees

Epilepsy Awareness	£52.50
Epilepsy Awareness/ B & N Midazolam Administration	£70.00
Buccal & Nasal Midazolam Administration (stand alone)	£45.00
Epilepsy Awareness/ B & N Midazolam Refresher	£55.00
Epilepsy Awareness/DRTA/ B & N Midazolam Administration	£85.00
Epilepsy Awareness/Diazepam RTA	£70.00
Epilepsy Awareness/Diazepam RTA – refresher	£55.00
Diazepam RTA (stand alone)	£52.50
Epilepsy in Later Life	£52.50
Emergency First Aid	£45.00
Emergency First Aid at Work	£57.50
Childcarers Emergency First Aid	£57.50
Epipen Administration (1 hour)	£25.00
Introduction to Food Hygiene	£40.00
Elementary Food Hygiene	£70.00
Elementary Food Hygiene Refresher	£50.00
Health and Safety Awareness	£47.50
Health and Safety in Care Homes	£47.50
Health and Safety and Risk Assessment	£65.00
Risk Assessment	£55.00
Health and Safety Management	£75.00
Health and Safety Update	£45.00
Consulting Employees on Health and Safety	£75.00

Moving and Handling	£72.00
Moving and Handling Awareness	£52.50
Ergonomics and Moving and Handling	£50.50
Essential Practice Skills for Social Carers	£60.00
Administration and Storage of Medication	£60.00
Assisting in the Administration of Medication	£45.50
Good Practice in Infection Control	£45.50
Developing and Leading Teams	£60.00
Frontline Adult Support and Protection	£48.00
Adult Support and Protection for Supervisors and Managers	£69.50
Understanding Dementia	£60.00
Safeguarding Adults	£60.00
Behaviours we find Challenging	£60.00

## Cancellations

15 days or more in advance: no charge  
 14 - 8 days in advance: 50% of fee  
 7 days or less: 100% of fee

## Catering

For courses located at Carlton Bridge Centre or Logie Green Road

Half day: £2.00 p.p.  
 Full day: £8.00 p.p.

*Please give a minimum of 5 working days notice for catering numbers.*

## Invoicing

At the end of the month in which the course takes place.

## CONSULTANCY

Course Directors are available to give informal telephone advice without charge.  
Formal advice, e.g. risk assessment, post-course staff development is charged at **£55.00 per hour**.

*Please note that John Foley's epilepsy related consultancy for TfC does not apply to clients within his specialist nurse practice.*

## CERTIFICATION AND GROUP SIZES

**Group sizes** are strictly limited for **full participation and real learning** - we like to think that one of the reasons why people choose TfC is because we do not overfill classes. However, we do appreciate that hard-pressed training officers will sometimes overbook courses because it is likely that some participants will not be able to attend, but occasionally everyone turns up and courses are over-subscribed .... This creates obvious dilemmas and embarrassment for trainers, who do not wish to turn people away but also are keen to maintain training standards.

Where trainer : participant ratios are stipulated by professional or regulatory authorities, we have little or no room for manoeuvre (*although early warning may allow us to negotiate increased numbers in certain situations, e.g. induction programmes when opening new units*). Otherwise, we have agreed with the trainers that, if the training can remain effective and enjoyable for all, they should have discretion to accept up to two additional people per course and to increase its length by up to 15 minutes per additional person.

*(Additional places will be charged at the **infill rate** for that course).*

**Certification** TfC reserves the right not to issue a certificate when a participant is unable to complete satisfactorily any course assessments or practical exercises, or when a participant's late arrival or early departure has prevented learning of essential course content.

## TRAINING FOR CARE'S OPEN COURSE PROGRAMME

Our most popular and topical courses are also offered through our open programme at either Carlton Bridge Centre, Goldenacre, Edinburgh or Logie Green Road, Canonmills, Edinburgh

- See [www.tfcscotland.org.uk](http://www.tfcscotland.org.uk) for all current dates, available places and fees
- Use the website to book and pay on-line, or phone TfC Reception 0131 556 7773
- New courses and dates are advertised by monthly e-bulletin
- Email [reception@tfcscotland.org.uk](mailto:reception@tfcscotland.org.uk) if you are not on our mailing list
- Or, if you would prefer to receive a paper copy of the bulletin, email or phone as above

## ALSO FROM TRAINING FOR CARE

### SCOTTISH VOCATIONAL QUALIFICATIONS

*Taught courses - Customised programmes  
E-portfolio open assessment: start any time*

Health & Social Care  
Levels 2, 3, 4 and “Registered Supervisor”  
Children’s Care, Learning and Development  
Levels 2 and 3

Introduction to Childcare and Care of Adults for School Leavers  
(6 month Get Ready for Work funded course)

Contact reception at Training for Care for further information

The logo for Training for Care, consisting of the letters 'TfC' in a stylized, handwritten font.

# Training for Care

Voluntary Organisation and Educational Charity, founded 1982

Specialist in vocational training for work with children,  
older people, and people with special needs

## **REQUEST GROUP BOOKINGS**

at [www.tfcscotland.org.uk](http://www.tfcscotland.org.uk)

## **FOR FURTHER INFORMATION**

contact Tfc reception

Phone: 0131 556 7773

Email: [info@tfcscotland.org.uk](mailto:info@tfcscotland.org.uk)

Fax: 0131 556 9008

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Scottish Charity SC006545  
SQA Approved Centre  
Modern Apprenticeship Centres for Health and Social Care and  
Children's Care, Learning and Development  
SQMS

The logo consists of the letters 'TfC' in a stylized, handwritten font. The 'T' and 'f' are connected, and the 'C' is a simple curve.