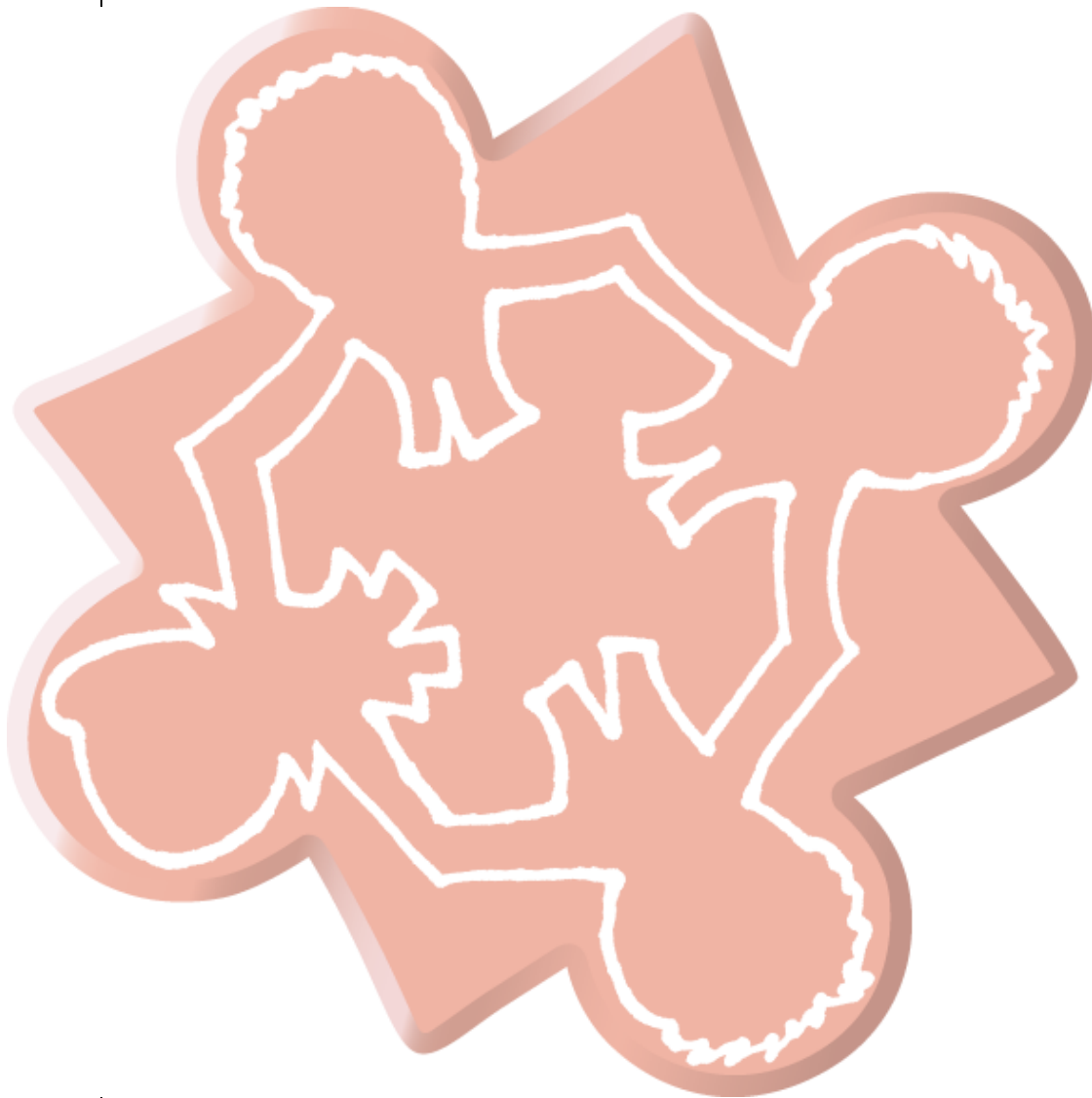


NORSACA ADULT SERVICES TRAINING – 2011



WELCOME TO NORSACA TRAINING

NORSACA Training - Statement of Purpose:

'to facilitate the delivery of high quality, cost effective training and development programmes, supporting continuing professional development of the workforce and promoting best practice in supporting the needs of service users.'

Our commitment is to provide high quality excellent training packages and courses specifically designed to support all those who have involvement with individuals with autism spectrum conditions.

The training is specifically designed to meet the needs of Health & Social Care workers, parents and professionals. Bespoke or 'in house' training can also be arranged for external organisations.

NORSACA training is delivered by quality assured professionals qualified and experienced in their subject areas, covering a wide range of disciplines.

Awarding bodies include City and Guilds, Chartered Institute of Environmental Health (CIEH), Institute of Occupational Safety and Health and **NORSACA** trainers are registered with the Institute for Learning.

Feedback from delegates reflects **NORSACA's** established reputation for quality provision:

First Aid and Health & Safety – *'very interesting and informative.'*

Protection from Abuse – *'excellent, thanks.'*

Safeguarding of Vulnerable Adults – *'the interaction activities were brilliant with such a 'heavy' subject.'*

Understanding Challenging Behaviour – *'the course was very informative and has given me confidence.'*

Sensory Issues – *'brilliant course, really enjoyed it, want more!'*

TRAINING TIMETABLE – 2011

Key to Categories:

Health & Safety	Health, Well-Being & Protection	LDQ	Autism	Behaviour Management	Training & Development
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Autism Awareness [AA]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> Offers a perspective on what it means to have autism spectrum conditions and how this impacts on an individual's emotional and physical well-being, illustrating the strengths and difficulties faced by individuals with autism in a neurotypical world Communication, imagination and social skills Development conditions Associated learning disabilities Information on diagnosis Prevalence Theories on autism Support strategies Promotion of empathy and positive approach 	Course Dates: 4 th May 9 th May 26 th Aug 7 th Sept 7 th Dec

What participants have said:

Excellent day – wets the appetite to learn more!

Asperger Syndrome Awareness [AS]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> Offers a perspective on what it means to have Asperger Syndrome and how this impacts on an individual's emotional and physical well-being Understanding Asperger Syndromes' place in the Autism Spectrum Challenges faced by an individual with Asperger Syndrome Strengths Vulnerability Support strategies Support for the individual 	Course Dates: 19 th May 22 nd Sept 4 th Oct 18 th Nov

Executive Functioning [EF]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> • Designed to promote greater awareness of the difficulties faced by some individuals with autism in planning, sequencing and prioritizing tasks • Exploring the impact of communication, social life, life skills, education and work • Focusing on ways to recognise executive function deficits and how this influences the support planning process • Promotion of empathy and positive approach 	Course Dates: 8 th Jun 19 th Oct

Sensory Awareness [SA]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> • Understanding the process of sensory interpretation. • Identify components: <ul style="list-style-type: none"> - sensory changes - memory and referencing systems - attention span - processing skills • Identify sensory dysfunctions: <ul style="list-style-type: none"> - hypersensitivities - hyposensitivities - Gestalt perception - overload – fragmentation, etc • Identify how sensory issues affect everyday life of people with autism • Identify value of sensory profiling 	Course Dates: 22 nd Jun 5 th Oct



ASPIRES [ASP / ASP(R)] Autism Specific Physical Intervention and Reactive Educational Strategies.		£215 per person (3-day) £75 per person (1-day refresher)
A three-day course (One-day annual refresher course also available)		
Content:	<ul style="list-style-type: none"> • Focusing on the nature, cause and effects of challenging behaviour • Identifying positive ways of working with service users who exhibit challenging behaviour • Considering relevant legislation and guidelines in support of best practice • Defining what is meant by challenging behaviour and what is being challenged including physical • Designed to provide comprehensive information on factors underlying challenging behaviour in people with autism • Low arousal approach techniques • Distraction techniques • Communication • Individual reaction strategies • Physical strategies 	Course Dates: <u>(3-day)</u> 23 rd -25 th May 1 st , 2 nd , 5 th Sept 21 st -23 rd Sept <u>(Refresher)</u> 13 th May 16 th May 2 nd Jun 20 th Jun 12 th Jul 9 th Sept 16 th Sept

What participants have said:

An interesting, informative and useful course, delivered by an extremely good instructor who involves all trainees and injects some humour into each session.

Deprivation of Liberty Safeguards [DOLS]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> To provide knowledge and understanding of the Deprivation of Liberty Safeguards To identify where service users may be subjected to being deprived of their liberty and what actions to take Regulatory framework of the Deprivation of Liberty Safeguards Understanding of what 'deprivation of liberty' means 	Course Dates: 17 th May 23 rd Jun 13 th Jul 13 th Sept 8 th Nov

What participants have said:

I feel much more confident of my role and am far more aware of how to implement Deprivation of Liberty. Each person in the group was able to express their opinions and there was a good atmosphere.

Equality & Diversity [EO]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> Exploring what is meant by 'equality and diversity' Exploring attitudes towards 'equality and diversity' Exploring what is meant by prejudice and discrimination Legislation Roles and responsibilities 	Course Dates: 14 th Jul 29 th Sept 17 th Nov 30 th Nov

What participants have said:

A superb session. Very relevant and most enjoyable.

Report Writing [RW]		£55 per person
A half-day course		
Content:	<ul style="list-style-type: none"> Designed to give knowledge of all aspects when writing reports Importance of maintaining records and reports Legal and organisation requirements Types of records and reports Collecting and handling information Timescales and deadlines for reports Maintaining confidentiality Roles and responsibilities 	Course Dates: 12 th May 10 th Aug 15 th September

What participants have said:

Informative, clear and concise information, helpful.

Epilepsy Awareness [E]		£75 per person
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A one-day course		
Content:	<ul style="list-style-type: none"> • Designed to give an understanding of epilepsy • Classification and management of seizures • First aid • Triggers and precipitants • Observing and recording • Risk assessment • Epilepsy care plans 	Course Dates: 9 th Jun 5 th Jul 11 th Oct 27 th Oct 10 th Nov

Infection Control [IC]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> • Designed to give knowledge of roles, responsibilities and boundaries with regard to infection control (Meets Skills for Care knowledge set) • Standard precautions to prevent infection and its spread • Legislation, Regulations and guidance on infection prevention and control • Hygiene and infection control procedures 	Course Dates: 1 st Jun 30 th Aug 8 th Sept 12 th Oct 13 th Oct

Mental Capacity Act [MCA]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> • To consider issues around supporting decision making, maximising capacity, communication, capacity assessment and making best interest decisions. • Overview of the Mental Capacity Act • Explaining what is meant by 'mental capacity' and who can assess capacity • Principles of applying the Mental Capacity Act • Best interests • Issues affecting capacity • How to assess capacity • Importance of documentation • Role of Court of Protection, Court Deputies, Lasting Power of Attorney and Independent Mental Capacity Advocate 	Course Dates: 21 st Jun 28 th Sept 1 st Nov 16 th Sept

What participants have said:

very informative, thought provoking. very well taught.

Promoting Continence [PC]		£55 per person
A one-day course		
Content:	<ul style="list-style-type: none"> • To give a basic knowledge and understanding of continence • Understanding of background factors to continence • Need for sensitive approach • Respecting dignity • Management of continence • Issues of continence for people with learning disabilities 	Course Dates: 5 th Oct

Safe Handling of Medication [MED]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> • Designed to give knowledge of the safe handling and administration of medication (Meets Skills for Care knowledge set) • Legislation and medication • Roles, responsibilities and boundaries • Types of medicine and routes for administration • Safe practice in the administration of medication • Safe storage of medication 	Course Dates: 29 th Jun 7 th Jul 20 th Jul 30 th Aug 31 st Aug 3 rd Sept 13 th Oct 1 st Dec

What participants have said:

very easy to understand, excellent.

Safeguarding Vulnerable Adults [SVA]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> • Starting with lots of helpful information and advice on how to recognise abuse of vulnerable adults. The course aims to provide practical solutions on how to deal with this very difficult and emotive subject. • Roles and boundaries of a support worker in safeguarding vulnerable adults • Defining what is meant by abuse • Recognising different types of abuse • Recognising signs of abuse • Defining who is a vulnerable adult • Legislation and guidelines • Policies and procedures • Barriers to reporting and recording suspected or actual abuse • Do's and don'ts when responding to disclosure 	Course Dates: 18 th May 31 st May 9 th Aug 14 th Sept 9 th Nov 13 th Dec

First Aid [FA]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> To provide a general knowledge of basic first aid to sustain life in an emergency Principles of first aid and the role of the carer Basic hygiene in first aid procedures Basic life support training CPR recover, care of the unconscious Treating bleeding and shock Assessing the situation and minimising risks 	Course Dates: 3 rd May 14 th Jun 6 th Jul 17 th Aug 12 th Sept 22 nd Nov 14 Dec

Food Hygiene (Level 2) [FH1]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> To provide a general knowledge of hygiene in the preparation and storage of food What is meant by 'food poisoning', food hygiene & contamination Bacteriology – prevention of contamination and food poisoning Premises, equipment and pest control Cleaning and disinfection 	Course Dates: 15 th Jun 21 st Sept 23 rd Nov 29 th Nov

Health & Safety [H & S]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> To give a general knowledge of Health & Safety requirements in a variety of settings Review of Health & Safety legislation Improving health and safety awareness and compliance Setting up programmes for managing risk assessment Reporting and recording untoward incidents General safety, e.g. accident prevention, slips, trips and falls Fire prevention welfare 	Course Dates: 16 th Jun 20 th Sept 24 th Nov

Moving & Handling [MH]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> • To provide a general knowledge of correct techniques in a variety of settings • The Manual Handling Regulations 1992 (updated 2004) • Principles of safe moving & handling • Roles and responsibilities moving inanimate loads • Legal requirements of employees and employers • Ergonomics of working and the effects on the human body of lifting • Anatomy and physiology of the back • Main causes of muscular skeletal disorders 	Course Dates: 5 th May 26 th Oct 2 nd Nov 3 rd Nov 1 st Dec 8 th Dec

Risk Assessment [RA]		£75 per person
A one-day course		
Content:	<ul style="list-style-type: none"> • To give a general understanding of the principles of risk assessment and the reasons for their use • Completing a risk assessment • Risk assessment formats, practical exercises and applications • Legal responsibilities • 5 steps to risk assessment • Principles of prevention 	Course Dates: 11 th May 20 th Oct

What participants have said:

Really good training day. Positive and upbeat. Relaxed and informative delivery style.

CIS (4-weeks) [CIS 1 / CIS 2 / CIS 3 / CIS 4]	£360 per person for 4 days
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A one-day course over four weeks		
Content:	<p><u>Week 1 – Principles of care</u></p> <ul style="list-style-type: none"> • The value and the importance of equality and inclusion • Providing inclusive support • Access information, advise and support about equality and inclusion • Understand how duty of care contributes to safe practice • Know how to address dilemmas that may arise between an individuals rights and the duty of care • Know how to recognise and handle adverse events, incidents, errors and near misses. • Promote person-centred values in everyday work • Working in a person centred way • Recognising possible signs of dementia • Supporting active participation • Supporting an individuals rights to make choices • Promoting spiritual and emotional well-being <p><u>Week 2 – Your role</u></p> <ul style="list-style-type: none"> • Responsibilities and limits of your relationship with an individual • Working in ways that are agreed with your employer • The importance of working in partnership with others • Be able to handle information in agreed ways • Competence in your own work role within the sector • Reflective practice • Evaluating own practice • Producing a personal development plan • Using learning opportunities and reflective practice to contribute to personal development • Importance of effective communication in the work setting • Meeting the communication and language needs, wishes and preferences of individuals • Overcoming difficulties in promoting communication • Understanding principles and practices relating to confidentiality <p><u>Week 3 – Health and safety in health and social care</u></p> <ul style="list-style-type: none"> • Roles and responsibilities relating to health and safety in the work setting/situation • Health and safety risk assessments • Moving and positioning • Responding to accidents and sudden illness • Agreed ways of working and regarding medication and health care tasks • Handling hazardous substances • Preventing the spread of infection 	<p>Course Dates:</p> <p><u>Week 1</u></p> <p>7th Jun</p> <p><u>Week 2</u></p> <p>28th Jun</p> <p>5th Sept</p> <p>25th Oct</p> <p>2nd Nov</p> <p><u>Week 3</u></p> <p>10TH May</p> <p>19th Jul</p> <p>23rd Sept</p> <p>6th Dec</p> <p><u>Week 4</u></p> <p>9th Aug</p> <p>18th Oct</p>

	<ul style="list-style-type: none">• Promoting fire safety in the work setting• Security measures in the work setting• Managing stress• Food safety, nutrition and hydration• <p><u>Week 4 – Safeguarding of Vulnerable adults</u></p> <ul style="list-style-type: none">• Recognising signs of harm or abuse• Ways of reducing likelihood of abuse• Responding to suspected or disclosed abuse• National and local context of protection from harm and abuse	
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BOOKING CONDITIONS & COSTINGS

NORSACA accepts training package / course bookings on the following basis: -

- Booking form and payment must be submitted within 14 days of any provisional booking to ensure place is secured on training package / course.
- That the person signing the form understands that they will be entering into a purchasing contract with **NORSACA Training** to provide a service.
- That all places on trainings will be paid for in full before the commencement of the training package / course.
- If a delegate is unable to attend, then a substitution may be made. Please inform **NORSACA Training** to effect any changes, paying particular attention to any needs of the substitute delegate.
- **NORSACA** will charge the full training package / course fee for non-attendance or cancellation.
- Any particular needs of a delegate that may affect participation on a training package / course will be discussed before the booking form is submitted.
- Confirmation of training package / course will be sent out approximately two weeks prior to commencement.
- Training packages / courses will commence with registration at 9.30am for 10.00am start, and will finish at 4.00pm.
- Fee includes course notes where appropriate.
- Drinks are provided during the day, but delegates are responsible for their own lunches.
- All delegates are expected to complete an evaluation form.
- All delegates will receive a **NORSACA Certificate of Attendance**.

A one-day 'in-house' / bespoke training package / course costs £460, which includes a trainer and course notes. Additional rechargeable costs are travel, accommodation and subsistence expenses. Delegate and trainer refreshment will need to be provided.

If you have any queries, please contact **NORSACA Training**:



01909 506678 between 9.30am – 12.00pm



01909 500654



courses@norsaca.org.uk

NORSACA Training reserves the right to cancel a training package / course at any time without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a full refund.

All course fees include VAT at the current rate.



NORSACA
quality of life for people with autism

Document Control

Title:

NORSACA TRAINING - 2011

Applicable To:

All Staff Groups / External Delegates

Date Last Reviewed:

20 May 2011

Procedure Owner:

NORSACA HR & Training Manager

NORSACA is the working name of the Nottingham Regional Society for Adults & Children with Autism, a registered charity, no. 517954, and a Company Limited by Guarantee, registered in England, no. 2053860.
Registered Office: Park Hall Autism Resource Centre, Park Road, Bestwood Village, Nottingham, NG6 8TQ.