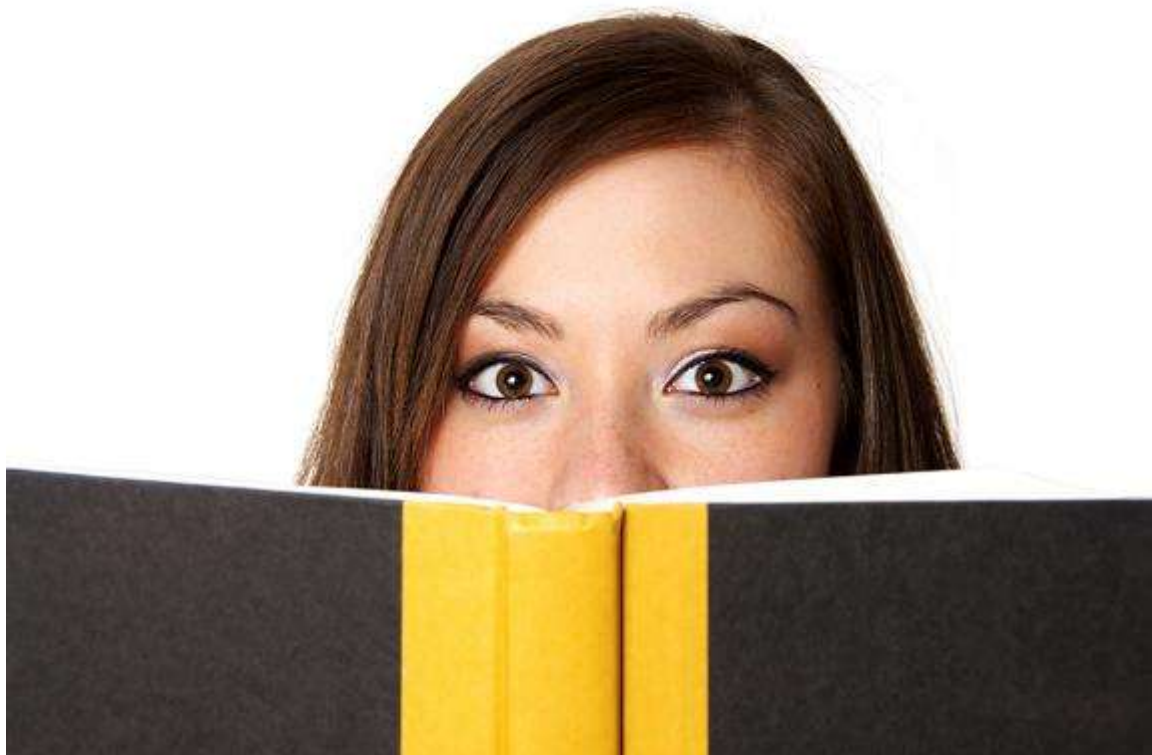


Training & Assessment Centre



Management Training for all Sectors Health & Social Care Qualifications Over 20 generic day courses including First Aid, Basic Food Hygiene etc

Inductions, NVQs and Other Awards



Oct 2009



01227 844 449 info@learntocare.com www.learntocare.com
Learn to Care, The Links, Eddington, Herne Bay, Kent, CT6 7GQ



Call NOW for training to suit your needs - 01227 844 449

Learn to Care delivers fast, effective NVQ training directly to your workplace and all of our Health and Social Care qualifications are either full or partially funded. This brochure includes information on our NVQs, VRQ, Inductions and Management Training.

Choose from the following City and Guilds or Institute of Leadership and Management (ILM) courses

- National Certificate in Literacy
- NVQ levels 2, 3 & 4 in Health & Social Care
- Learning & Development Awards
- Mentor Award
- Assessor Award
- Expert Witness Award
- Internal Verifier Award
- Leadership & Management for Care Services
- Institute of Leadership & Management levels 3 & 4
- NVQs levels 2 & 3 in Customer Service
- VRQ level 3 in First Line Management



Learn to Care has developed the following programmes

- Common Induction Standards (available either online or as a workbook)
- Induction Award for Supporting People with a Learning Disability (LDQ)
- Management Day Courses

Plus statutory training courses in:

- Moving and Handling
- Protection of Vulnerable Adults
- First Aid Appointed Person
- Health and Safety in the Workplace
- Basic Food Hygiene & Nutrition

As well as specialist courses in:

- Alzheimer's and other forms of Dementia
- Autistic Spectrum Disorders
- Bereavement and Loss
- Risk Assessment
- Caring for Specific Needs
- Communication, Time Management and Team Building
- Diabetes
- Epilepsy
- Fire Awareness
- Handling Aggression & Violence in the Workplace
- Infection Control
- Medication for Domiciliary Care
- Medication for Residential Care
- Mental Capacity Act
- Mental Health Awareness
- Report Writing
- Principles of Care (best practice)
- Caring for Life
- Equal Opportunities
- Supervision and Appraisal
- Common Induction Standards
- Induction – Study Day 1
- Induction – Study Day 2
- Induction – Study Day 3
- Learning Disability Qualification
- Professional Boundaries
- Care Plan



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INVESTOR IN PEOPLE

Common Induction Standards



Call NOW for training to suit your needs - 01227 844 449

LEARNER PROFILE

For new employees or those who have moved to a different position within the organisation.

COURSE OUTLINE

The Common Induction Standards workbook has been designed specifically to provide the care provider with a simplified yet comprehensive way to meet the Skills for Care Standards and Commission for Social Care Inspection (CSCI) regulations.

The programme has been produced in an easy to follow format.

This workbook can be mapped to NVQ in Health and Social Care at level 2, 3 or 4 as appropriate. It can contribute up to 50% of the underpinning knowledge of the NVQ.



AWARD

Certificated by Learn to Care using the Skills for Care Common Induction Standards.

EMPLOYER BENEFITS

- This will make inducting new care staff easier by providing a step-by-step induction plan, together with a user friendly workbook. The induction programme comes with an answer guide to help prompt senior staff when guiding new staff through it.
- Raise the quality of care while assisting in meeting CSCI standards.
- Provides a gentle step for your staff towards NVQ training.



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INVESTOR IN PEOPLE

e-Induction Programme



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LEARNER PROFILE

For new employees or those who have moved to a different position within the organisation.

COURSE OUTLINE

Learn to Care has designed a comprehensive and user-friendly training programme using the Skills for Care Common Induction Standards. The programme has been designed to efficiently guide new staff through what can be a daunting process, and being on-line there is no chance of losing it.

This programme can be mapped to NVQ in Health and Social Care at level 2, 3 or 4 as appropriate. It can contribute up to 50% of the underpinning knowledge of the NVQ.



Topics include:

- Protection of Vulnerable Adults
- Medication
- Fire Safety

Eligible for Skills for Care funding to **cover the cost plus receive money back!** - subject to availability and eligibility criteria.



For further information
call 01227 844462

EMPLOYER BENEFITS

- **Saves money.**
- Saves time - saves repeating information to each new staff member.
- Flexible - you can log in from anywhere.
- Meets Skills for Care Common Induction Standards.
- Raise the quality of care while assisting in meeting CSCI standards.
- Provides a gentle step for your staff towards NVQ training.
- Mentors / managers can check progress at any time.
- Provides an invaluable tool to train staff to consistently meet your organisation's standards.
- Ensures the new employee can prove their competence.
- It will never get left on the bus!



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INVESTOR IN PEOPLE

Induction Award for Supporting People with a Learning Disability (LDQ)



Call NOW for training to suit your needs - 01227 844 449

LEARNER PROFILE

For new employees working in a learning disability setting. The award is available at either level 2 or 3 according to job role.

COURSE OUTLINE

Initial Assessment

2 induction days

1 study day

Provision of a workbook to meet requirements of the Common Induction Standards and the LDQ



An easy way of reaching both the Commission for Social Care Inspection's National Minimum Standards and the Valuing People guidance that workers supporting people with a learning disability should complete a learning disability qualification. Skills for Care recognises the Learning Disability Award as the route to achieving the Common Induction Standards in a learning disability context.

Each organisation will check / mark the first workbook (Common Induction Standards) with support as required from Learn to Care staff. This gives you the opportunity to measure the progress of your new staff and ensure they provide care and support to your service users in accordance with your company policy and procedures. Learn to Care will provide a mentor (experienced in the learning disability field) to monitor progress and mark the LDQ specific workbook.

AWARD

City and Guilds Induction Award for Supporting People with a Learning Disability

EMPLOYER BENEFITS

- An easy way of reaching both the Commission for Social Care Inspection's National Minimum Standards and the Valuing People guidance.
- This is a shared response to a new requirement - a combination of in-house instruction and support from an appointed mentor together with Learn to Care training sessions.
- A user friendly programme that will lead to a City and Guilds Certificate and provide a stepping stone to NVQ.
- The LDQ enhances the working practices in the workplace.
- Separate workbooks - start with the easier section to build confidence.



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INVESTOR IN PEOPLE

National Certificate in Literacy



Call NOW for training to suit your needs - 01227 844 449

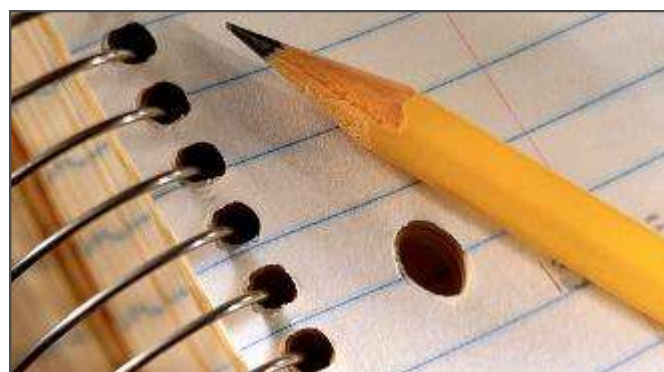
LEARNER PROFILE

Achievement of a National Certificate will prove the learner's level of competence in literacy, and be a key factor in the skills and abilities they can bring to the workplace. Learn to Care can offer this award at Levels 1 or 2 to learners who are currently studying for an NVQ Level 2 or 3. To be eligible for funding for this award, learners must not already hold a full Level 2 qualification. They can be registered for the award whilst working towards their NVQ, which means they will be able to continue with the literacy qualification after their NVQ is finished. We can also offer a stand-alone National Certificate to learners who are not taking an NVQ.

COURSE OUTLINE

Before beginning their NVQ, each learner will complete an initial assessment. This will generate a Skills for Life Individual Learning Plan. The learner's assessor will use this to support embedded learning within the NVQ towards the appropriate literacy level.

When the assessor feels that the learner has achieved competence, the Coordinator will carry out a diagnostic assessment with the learner, and identify any outstanding areas where support is needed.



Learners will be given a practice test disc to enable them to gain confidence and competence in the test level appropriate to their skills. They will be registered to take the national test at a date and time which best suits them – this may be a paper-based test or an online test, and may be done at their workplace or at the Learn to Care offices.

AWARD

City and Guilds National Certificate in Literacy.

EMPLOYER BENEFITS

- Improve your workforce skills in recording and reporting.
- Give your employees the opportunity to obtain a qualification in addition to their NVQ.

Funding is available for this award using Train to Gain, contact Learn to Care for availability and eligibility criteria.



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INVESTOR IN PEOPLE

NVQ level 3 in Health & Social Care



Call NOW for training to suit your needs - 01227 844 449

LEARNER PROFILE

A member of staff employed within the care industry with a minimum of 1 year experience. The level 3 qualification has links to the care level 2 award but reflects a higher level of responsibility such as team leader or supervisor.

COURSE OUTLINE

Each Learner will be observed in care practice and other evidence may be collected from a variety of sources. Learners with additional learning needs may be assisted to gather evidence in other ways.



The full award consists of 8 units; 4 core and 4 optional, thereby allowing the Learner to tailor their award to suit the requirements of their job.

1. Promote effective communication for and about individuals.
2. Promote, monitor and maintain health, safety and security in the working environment.
3. Reflect on and develop your practice.
4. Promote choice, well-being and the protection of all individuals.

AWARD

City and Guilds National Vocational Qualification at level 3 in Health and Social Care.

Funding is available for this award using Train to Gain, contact Learn to Care for availability and eligibility criteria.



EMPLOYER BENEFITS

- A work-based NVQ meaning less shifts to cover.
- Employees are statistically more likely to achieve their award as our achievement rates are high.
- The course has been designed to reflect the changing work environment.
- Good training results in consistency and greater reliability amongst staff including standardising quality of senior staff.



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INVESTOR IN PEOPLE

NVQ level 2 in Health & Social Care



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LEARNER PROFILE

A member of staff employed in the care industry for a minimum of 6 months. The qualification is designed for staff who deliver physical, emotional or enabling care under the supervision of a colleague who holds overall responsibility.

COURSE OUTLINE

The award consists of 6 units; 4 core and 2 optional, thereby allowing the Learner to tailor their award to suit the requirements of their job. Learn to Care has developed workbooks for each mandatory unit in a "Skills for Life" friendly format to assist Learners in completing a piece of written work for each unit to demonstrate their knowledge.



The core units are:

1. Communicate with, and complete records for individuals.
2. Support health and safety of yourselves and individuals.
3. Develop your knowledge and practice.
4. Ensure your own actions support the care, protection and well-being of individuals.

Each Learner will be observed in care practice and other evidence may be collected from a variety of sources. Learners with additional learning needs may be assisted to gather evidence in other ways. This award will enabling progression to level 3 in care for those in a senior role.

AWARD

City and Guilds National Vocational Qualification at level 2 in Health and Social Care.

Funding is available for this award using Train to Gain, contact Learn to Care for availability and eligibility criteria.



EMPLOYER BENEFITS

- A work-based NVQ meaning less shifts to cover.
- Employees are statistically more likely to achieve their award as our achievement rates are high.
- Good training results in consistency and greater reliability amongst staff.



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INVESTOR IN PEOPLE

NVQ level 4 in Health & Social Care



Call NOW for training to suit your needs - 01227 844 449

LEARNER PROFILE

This qualification is designed to be applicable to a wide range of supervisory and management roles within the Health and Social Care sector. It covers a large number of managerial duties in delivering care and support, the assessment of individual needs and the planning of packages of care and it brings together the mix of advanced practitioner work with first line management responsibilities.

COURSE OUTLINE

The full award consists of 8 units; 4 core and 4 optional, thereby allowing the Learner to tailor their award to suit the requirements of their job.

The mandatory units are:

- Use and develop methods and systems to communicate, record and report.
- Contribute to the development and maintenance of healthy and safe practices in the working environment.
- Take responsibility for the continuing professional development of self and others.
- Develop practices which promote choice, well-being and protection of all individuals.



AWARD

City and Guilds National Vocational Qualification at level 4 in Health and Social Care.

Funding is available for this award using Train to Gain, contact Learn to Care for availability and eligibility criteria.



EMPLOYER BENEFITS

- A work-based NVQ meaning less shifts to cover.
- Employees are statistically more likely to achieve their award as our achievement rates are high.
- The course has been designed to reflect the changing work environment.
- Good training results in consistency and greater reliability amongst staff including standardising quality of senior staff.



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INVESTOR IN PEOPLE

Mentor Unit (L14)



Call NOW for training to suit your needs - 01227 844 449

LEARNER PROFILE

This award is suitable for senior care workers who may already be or wish to be supporting Learners or workers through workplace development (e.g. inductions).

COURSE OUTLINE

This is an excellent unit for those who enjoy guiding, supporting and empowering Learners in the workplace as this unit will enhance the skills and knowledge already existing. This award compliments the existing Assessors Award but can also be stand alone.

Those organisations who have Investors in People accreditation or are working towards will find it sits well with this model of staff development.



AWARD

City and Guilds Certificate L14 Supporting Learners by Mentoring in the Workplace.

EMPLOYER BENEFITS

- This course assists staff to truly recognise the benefits of mentoring and can support with issues such as staff retention levels and raising quality.
- Mentoring is often seen as a non-threatening, gentle approach to staff development.



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INVESTOR IN PEOPLE

Assessor Award (A1 / A2)



Call NOW for training to suit your needs - 01227 844 449

LEARNER PROFILE

This award is appropriate for those involved in assessing the performance and knowledge of Learners.

COURSE OUTLINE

There are two assessor awards designed to meet the differing needs of those who assess competence.

For those who plan to assess Learners using a variety of methods then A1 is the most suitable award. A2 is recommended for those who will only assess Learners through observation in the workplace.

Assessors who then formally assess for Learn to Care, are required to attend two standardisation meetings annually to ensure standardised assessment and receive updates from City and Guilds. Standardisation meetings are a great learning and networking opportunity.

Learn to Care enables Assessors to maintain their status through effective Internal Verification.



AWARD

City and Guilds Certificate in assessing Learners using a range of methods (A1) or, City and Guilds Certificate in assessing Learners' performance through observation (A2).

EMPLOYER BENEFITS

- This course is excellent for those organisations wishing to bring training and assessment in-house either partly or fully.
- Your investment in the continuous professional development of your team will bring benefits to your staff and service users.
- Give your staff in senior job roles the skills to be more fully involved in the delivery of NVQs in your workplace.



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INVESTOR IN PEOPLE

Expert Witness (L20)



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LEARNER PROFILE

An Expert Witness is an individual within the workplace with the occupational competence to witness NVQ Learners' practice other than the assessor or mentor. It is appropriate for care supervisors or senior employees who play a role in supporting new and existing staff with gaining an NVQ.

This unit is recognised by City and Guilds as the required unit for those who fulfil the role of the Expert Witness.

COURSE OUTLINE

This is a one unit course which can be achieved as a stand alone unit or within the Learning and Development award. Learners can expect to enhance and consolidate their skills and knowledge.

This can be seen as a stepping stone for those who may ultimately go on to become an Assessor.

AWARD

City and Guilds National Vocational Qualification, unit L20.

EMPLOYER BENEFITS

- This will assist with enabling the Learner to progress with confidence and support through their award.
- This role fits well with supervision and appraisal, as it is an opportunity for staff to receive formal feedback to use towards their NVQ.
- To work in partnership with the training and assessment centre to facilitate Learners achievement.



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INVESTOR IN PEOPLE

Internal Verifiers Award (at level 4)



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LEARNER PROFILE

This award has been designed for those supporting Assessors and monitoring their performance, as well as those ensuring quality assurance requirements of external organisations such as awarding bodies. It is suitable for experienced Assessors working within an NVQ centre.

COURSE OUTLINE

This award will give training input into the quality assurance requirements of NVQ centres and enable individuals to carry out quality assurance to the centre's specifications. This skill can be applied to other NVQ centres as well as other types of training.

AWARD

City and Guilds Certificate in Conducting Internal Quality Assurance of the Assessment Process (V1), level 4.



EMPLOYER BENEFITS

- Will benefit organisations working as a satellite centre for a training organisation or becoming a one as the Internal Verifier will be able to work alongside, standardise and supervise Assessors.



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INVESTOR IN PEOPLE

Learning and Development



Call NOW for training to suit your needs - 01227 844 449

LEARNER PROFILE

This award is suitable for a person engaged in planning and delivering training in the workplace. They may also be involved in the assessment of NVQ learners and quality assurance of the NVQ process.

COURSE OUTLINE

Level 3 in Learning and Development comprises of 11 units, and level 4 of 12 units. Covering topics such as Mentoring, Assessing, Internal Verifying (at level 4) and Running Training Sessions.



AWARD

- City and Guilds National Vocational Qualification level 3 in Learning and Development (for one-to-one training and guidance skills)
- City and Guilds National Vocational Qualification level 3 Direct Training and Support (for group training skills)

EMPLOYER BENEFITS

- Ideal for staff who want to progress their career at line management level.
- This provides an excellent opportunity for existing supervisory or management staff to develop their skills in planning and delivering training sessions to individuals or groups.
- An ideal self-assessment tool for training staff.
- Give your staff in supervisory job roles the skills to be more fully involved in the delivery of training in your workplace.
- Your investment in the continuous professional development of your team will bring benefits to your staff and service users.



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INVESTOR IN PEOPLE

Leadership & Management for Care Services

(replacement for RMA)



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LEARNER PROFILE

This qualification is specifically designed for managers and is regulated through the Commission for Social Care Inspection (CSCI). It is aimed at individuals who are responsible for the day-to-day running of single care establishments and facilities for vulnerable adults. This includes nursing homes and facilities for older people, adults with physical or learning disabilities, adults with sight or learning impairments and adults with mental illness.

COURSE OUTLINE

The full award consists of 8 units, 4 mandatory with the choice of a further 4 drawn from a choice of 27 units. **This course is delivered using e-assessment, an efficient tool for busy managers.**

The mandatory units cover fundamental care management issues, such as:

- Manage and develop yourself and your workforce within care services.
- Lead and manage provision of care services.
- Develop and maintain systems.
- Lead and manage effective communication.

We tailor the award to the Learner's workplace using pre-existing evidence where possible. Our focus is on quality not quantity.



AWARD

- City and Guilds National Vocational Qualification level 4 in Leadership and Management for Care Services.

EMPLOYER BENEFITS

- This award continues to be the recognised requirement for CSCI.
- Our course is adaptable and flexible with the focus on the workplace and learner needs.

Funding is available for this award using Train to Gain, contact Learn to Care for availability and eligibility criteria.



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