

# **Adult Social Care Training Programme**

## **2024—2025**



# WELCOME.....

Our team offers a comprehensive, high quality training programme to suit the mandatory and essential training requirements of the Adult's workforce. The training is open to all staff and practitioners who come under the umbrella of Adult Services including:

- residential homes
- care homes
- domiciliary care
- personal assistants

To help with the cost of living we have capped our courses as follows:

1 day training - £30 (plus VAT) per person

2 day training - £60 (plus VAT) per person

We run face to face training at Castle Hill Training Centre and other venues throughout the borough we also deliver online training via Microsoft Teams.

All our courses can be delivered to your own organisations as a Bespoke course – just send us an email to [learninganddevelopment@bolton.gov.uk](mailto:learninganddevelopment@bolton.gov.uk) letting us know what you require and we can look to arrange for you.

We also run a new Mental Health and Wellbeing training programme – many of these courses are FREE to attend, don't miss out,.

## ME Learning

We have courses available online including courses from HMRC, and on our fantastic ME Learning Platform that has over 150 courses to suit your needs including courses to support the **Care Certificate**

Licences cost £30 inc VAT for access until March 2025. If you require a licence please contact the Learning and Development Team. Email: [e-learning@bolton.gov.uk](mailto:e-learning@bolton.gov.uk)

Please let us know the following details:

- Name of Organisation
- Full Address inc postcode
- Contact Name
- Contact Number
- Email Address

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**To request a place on any of these courses in this training brochure please use the nomination form link below**

**[Nomination Form](#)**



## **Courses Available**

- [Administration of Medication Level 2](#)
- [Administration of Medication Level 2 Refresher](#)
- [Care Certificate - Introduction and Professional Values](#)
- [Care Certificate - Portfolio Building](#)
- [Care Certificate - Managers Awareness](#)
- [Catheter Care](#)
- [Dementia and Dementia Care](#)
- [Emergency First Aid](#)
- [Fluids and Nutrition](#)
- [Mandatory Adult Social Care Training :2 Day](#)
- [Mandatory Adult Social Care Training : Refresher  
\(Blended Learning \)](#)
- [Person Centred Practice](#)
- [Pressure ulcer and Basic Waterlow Score](#)
- [Recognising and Responding to Abuse](#)
- [Stoma Care](#)
  
- [\*\*Mental Health and Wellbeing Training\*\*](#)
  
- [\*\*Nomination Form\*\*](#)



# Administration of Medication Level 2

## Course Overview

This course highlights the key medication administrative requirements that care staff need in order to meet the needs of service users.

**Please note: This course involves a 'Theory Test' and 'Practical Assessment' that all course participants must successfully complete to be deemed Competent in administering medication in Health and Social Care.**

## Audience

This course is suitable for all frontline social care staff who are required to administer medication.

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

## Trainer(s)

Intermediate Tier Pharmacy Team

Dates	Times
16 May	09:30am - 16:30pm
19 June	09:30am - 16:30pm
17 July	09:30am - 16:30pm
11 September	09:30am - 16:30pm
16 October	09:30am - 16:30pm
21 November	09:30am - 16:30pm
11 December	09:30am - 16:30pm
15 January 2025	09:30am - 16:30pm
12 February 2025	09:30am - 16:30pm
19 March 2025	09:30am - 16:30pm

## Price

£30 plus VAT

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# Administration of Medication Level 2 Refresher

## Course Overview

The course will refresh the knowledge, understanding and skills that you covered in the full day Administration of Medication L2 course.

**Please note: This course involves a 'Theory Test' and 'Practical Assessment' that all course participants must successfully complete to be deemed Competent in administering medication in Health and Social Care.**

## Audience

This course is for all frontline social care staff who have completed the full day Administration of Medication Level 2 course.

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

## Trainer(s)

Intermediate Tier Pharmacy Team

Dates	Times
22 May	09:30am - 13:00pm
26 June	09:30am - 13:00pm
23 July	09:30am - 13:00pm
26 September	09:30am - 13:00pm
22 October	09:30am - 13:00pm
27 November	09:30am - 13:00pm
08 January 2025	09:30am - 13:00pm
05 February 2025	09:30am - 13:00pm
12 March 2025	09:30am - 13:00pm

## Price

£30 plus VAT

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# Care Certificate Induction Professional Care Values

## Course Overview

This training introduces the Professional Care Values that those working in the Health and Social Care sector need to support service users. In addition the course covers the Care Certificate Standards and how to evidence the criteria that is covered as part of your job role and work experiences.

## Audience

Anyone who works in Adult Social Care whether you are new, have recently changed job role, joined a new team or simply want to renew your skills. It also addresses the care certificate standards that focus on good communication, duty of care, privacy and dignity in care.

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Dates	Times
5 July	09:30am - 14:30pm
20 September	09:30am - 14:30pm
29 November	09:30am - 14:30pm
24 February 2025	09:30am - 14:30pm

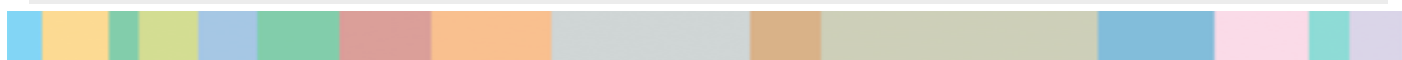
## Price

£30 plus VAT

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# Care Certificate Portfolio Building

## Course Overview

These drop in sessions offer an opportunity for those completing the Care Certificate Standards to come along and ask about any aspects of completing their portfolio that they may be having difficulties with.

## Audience

All adult carers working towards the Skills for Care– Care Certificate Standards.

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

## Trainer(s)

Olga Baba

Dates	Times
22 August	09:30am - 12:00pm
15 November	09:30am - 12:00pm
14 February 2025	09:30am - 12:00pm

## Price

No Charge

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# Care Certificate Manager Awareness

## Course Overview

This half day course to introduce the Care Certificate Standards to managers and supervisors who have a responsibility to support staff in achieving their Care Certificate.

## Audience

Adult Carer supervisors and managers, with staff working towards the Skills for Care Care Certificate Standards

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

## Trainer(s)

Olga Baba / Janet Birchall

Dates	Times
12 June	09:30am - 12:00pm
04 December	09:30am - 12:00pm

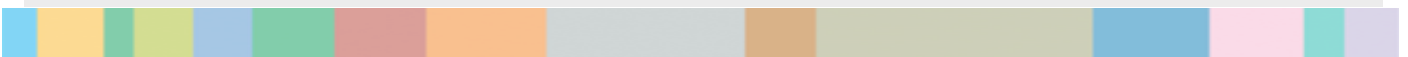
## Price

£30 plus VAT

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# Catheter Care

## Course Overview

This half day practical course is for any care staff who will be dealing with catheters as part of their role.

## Audience

Support staff and/or Health Care Assistants who care for people with a catheter

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

## Trainer

TLC Learning Academy

Dates	Times
15 July	09:30am - 12:00pm
9 September	09:30am - 12:00pm
21 October	09.30am-12:00pm
25 November	09:30am - 12:00pm
13 January 2025	09:30am - 12:00pm
03 March 2025	09:30am - 12:00pm

## Price

£30 plus VAT

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# Dementia and Dementia Care

## Course Overview

The course will examine the current knowledge on the cause and symptoms of dementia, treatments and 'cures' available or anticipated, and the principle of 'person-centred' dementia care. Participants will consider case studies where a person with 'failing mental powers' needs suitable and sensitive care.

## Audience

All Care Staff working with those with Dementia.

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

## Trainer(s)

John Matthias T/A Any Questions?

Dates	Times
5 June	09:30am - 15:00pm
15 October	09:30am - 15:00pm
11 February 2025	09:30am - 15:00pm

## Price

£30 plus VAT

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# Emergency First Aid

## Course Overview

To provide delegates with an understanding and practical knowledge of the skills in First Aid to enable them to prevent injuries becoming worse, promote recovery and preserve life.

Participants **MUST** be physically able to carry out the practical requirements of the course e.g. administering resuscitation and recovery position at floor level without assistance. Please note - individual manikins will be supplied.

## Audience

Available for anyone from any sector who work with adults

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

## Trainer(s)

The Training Company

Dates	Times
31 May	9:30am - 16:30pm
1 July	9:30am - 16:30pm
26 July	9:30am - 16:30pm
23 August	9:30am - 16:30pm
13 September	9:30am - 16:30pm
18 October	9:30am - 16:30pm
8 November	9:30am - 16:30pm
6 December	9:30am - 16:30pm
10 January 2025	9:30am - 16:30pm
14 February 2025	9:30am - 16:30pm
7 March 2025	9:30am - 16:30pm

## Price

£30 plus VAT

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# Fluid and Nutrition

## Course Overview

This half day course is designed to give attendees an insight into the importance of a healthy diet and looks at all food groups and their actions on the body. It also considers the effects a poor diet can have on a person's health and the different ways that this can affect them from both a physical and mental health perspective.

## Audience

All Social Care Staff

## Venue

Online Delivery—via Microsoft Teams

## Trainer(s)

TLC Learning Academy

Dates	Times
23 May	13:30pm - 16:30pm
26 September	09:30am - 12:30pm
28 February 2025	09:30am - 12:30pm

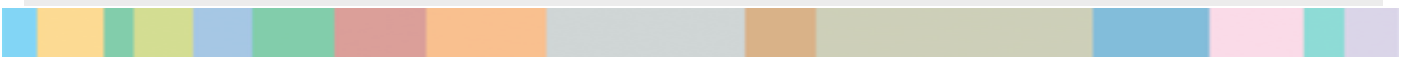
## Price

£30 plus VAT

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# Mandatory Adult Social Care Training :2 Day

## Course Overview

This is a two-day course designed for people new to the caring profession and any staff who have not attended this mandatory training as an update for over three years. Any staff new to Bolton Council will be placed on this course as part of their induction programme.. The course is offered to Adults, Children's Care staff, Occupational Therapists and Community Assessment Officers. Internal and External

This course covers **Moving and Positioning Individuals, Hoist and Safe Use of Equipment** and **Infection Prevention Control**. It also includes the Bolton High 5 Assessment Process.

## Audience

Support workers / Care assistants Adults and Children's who support people with Moving and Handling, Occupational Therapists and Community Assessment Officers

## Venue

Independent Living Services and Community Loan Stores, Adelaide Depot, Adelaide Street, Bolton, BL3 3NY

**(Please note no refreshments available at this venue)**

Dates	Times
9 & 10 September	09:30am - 16:30pm
7 & 8 October	09:30am - 16:30pm
4 & 5 November	09:30am - 16:30pm
9 & 10 December	09:30am - 16:30pm
13 & 14 January 2025	09:30am - 16:30pm
3 & 4 February 2025	09:30am - 16:30pm
24 & 25 March 2025	09:30am - 16:30pm

## Price

£60 plus VAT

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# Mandatory Adult Social Care Training : Refresher (Blended learning)

## Course Overview

This course is split into two parts with a blended learning approach.

**Part 1 - Online training to be completed via ME Learning**

**Part 2 - Practical classroom based training at Adelaide Loan Stores**

You will need to complete the following **ME Learning** courses within 3 months prior to completing Part 2 of this training.

- **Infection Prevention Control**
- **Moving and Positioning of Individuals**

\*if you complete these courses any earlier or do not provide the certificates at the practical session, you may be refused access to the course.

**To purchase a ME Learning licence to allow you to complete Part 1 contact the Learning and Development Team - Licences cost £30 inc VAT**

**Dates for Part 2** of the Mandatory Adult Social Care Training :Refresher (Blended learning ) dates are shown below, please complete a nomination form to apply for this course

## Audience

Staff who have previously completed Mandatory Adult Social Care Training: 2 Day - Care Staff in Adults, Children's Services, Occupational Therapists and Community Assessment Officers Internal and External

Dates	Times
13 September	09:30am - 12:30pm
11 October	09:30am - 12:30pm
8 November	09:30am - 12:30pm
6 December	09:30am - 12:30pm
10 January 2025	09:30am - 12:30pm
7 February 2025	09:30am - 12:30pm
7 March 2025	09:30am - 12:30pm

## Price

£30 plus VAT

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# Person Centred Practice (PCP)

## Course Overview

This course will explain what Person Centred Care is and the importance of Person Centred Values and how they influence all aspects of health and social care work. The course offers some practical tools for working in a person-centred way.

## Audience

All Social Care Staff

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

## Trainer(s)

Olga Baba

Dates	Times
21 May	09:30am - 12:30pm
24 September	09:30am - 12:30pm
25 February 2025	09:30am - 12:30pm

## Price

£30 plus VAT

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# Pressure Ulcer and Basic Waterlow Score

## Course Overview

This course will provide staff with an understanding of who is at risk of developing a pressure ulcer and potential causes of pressure ulcers. It will also provide staff with evidence - based knowledge on how a Waterlow Score is obtained to promote good practice and care.

## Audience

All staff within adult social care who have a responsibility for providing personal care, extra care etc.

## Venue

Online via Microsoft Teams

## Trainer(s)

TLC Learning Academy

Dates	Times
3 June	09:30am - 12:30pm
23 September	09:30am - 12:30pm
16 December	09:30am - 12:30pm
24 February 2025	09:30am - 12:30pm

## Price

£30 plus VAT

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# Recognising and Responding to Abuse

## Course Overview

Essential for anyone working in Adult Health and Social Care, this short course will provide you with the information and knowledge on how to spot and respond to the abuse and neglect of those who we care for.

The course will provide information on the roles and responsibilities of the worker, principals of safeguarding, the different types of abuse and neglect, acting on concerns and the role of the Local Authority. The course will also provide an overview of the Mental Capacity Act and DoLS framework and how these are linked to good and safe care of the individuals we support.

## Audience

All frontline support staff

## Venue

Online-Via Microsoft Teams

## Trainer(s)

TLC Learning Academy

Dates	Times
12 June	09:30am - 12:30pm
29 July	09:30am - 12:30pm
27 September	09:30am - 12:30pm
13 November	09:30am - 12:30pm
6 January 2025	09:30am - 12:30pm
5 March 2025	09:30am - 12:30pm

## Price

£30 plus VAT

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# Stoma Care

## Course Overview

This course will cover the three main types of stomas. Identify basic anatomy and physiology of the digestive system. Identify how to dispose of used stoma pouches correctly. Use correct procedures for reporting issues / concerns. Demonstrate the correct method for measuring and sizing a new pouch. Demonstrate correct procedure for emptying a pouch

## Audience

Any staff who support a person with a stoma (Urostomy / Colostomy or Ileostomy) as part of their working day.

## Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

## Trainer(s)

Stoma Nurses - Bolton NHS

Dates	Times
15 May	14:30pm - 16:30pm
12 June	14:30pm - 16:30pm
24 July	14:30pm - 16:30pm
11 September	14:30pm - 16:30pm
9 October	14:30pm - 16:30pm
6 November	14:30pm - 16:30pm
4 December	14:30pm - 16:30pm
29 January 2025	14:30pm - 16:30pm
26 February 2025	14:30pm - 16:30pm

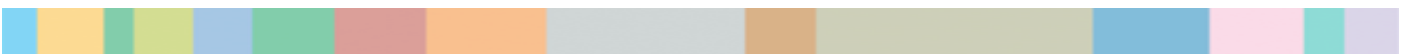
## Price

£30 plus VAT

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## Mental Health and Wellbeing Training

This **FREE** training programme helps people to gain insights into their own mental health and wellbeing, as well as learn how to recognise the signs of poor mental wellbeing in others, provide support and advocate for mental health awareness in the workplace.

There are a number of different courses on offer, ranging from one-hour introductory sessions to courses with up to seven sessions on different days.

Training is available both online and in person.

Any courses beginning with '**Community**' in the title are open to anyone living, working or volunteering in the Bolton area.

Please take a look at the Mental Health and Wellbeing training offer using the link below.

### [Training Programme](#)



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## Important Booking Information

Once the booking has been made, you will receive a confirmation email from the Learning and Development Team, if you do not receive anything please check your junk mail first.

If the course is full, you will be contacted to arrange an alternative date, if available.

You must advise the Learning and Development Team in advance if you are unable to attend so the place can be offered to someone else.

### **Training places are in limited supply.**

If the course is being delivered online via MS Teams you will receive a link to the training a week before the course start date

If you don't receive anything or have any queries regarding the training please contact the Learning and Development Team.

## Cancellation policy

2 weeks or more – no charge,

1-2 weeks prior - £30 plus VAT

The week of the training course and non-attendance - Full Cost plus VAT

**IMPORTANT** -If your course is free of charge and you cancel within 2 weeks or do not attend, you will be charged £30 plus VAT

Email: [Learninganddevelopment@bolton.gov.uk](mailto:Learninganddevelopment@bolton.gov.uk)

Tel: 01204 337600

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