



Health and Social Care Learning and Development Programme

Programme Contents

Welcome to Calderdale Council's Learning and Development Programme April 2024 – March 2025. We offer high quality learning, which covers the range of knowledge that underpins key skills. It is for those who work with or supporting Adults in Health and Social Care.

This training offer is available to those who provide Health and Social Care or support to adults in Calderdale. Applications are welcome if you are:

- Employed by Calderdale Council, a partner organisation or people living in Calderdale.
- A volunteer or unpaid carer for a resident of Calderdale.

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Terms and Conditions

Privacy Notice

Before you book a course, please read our privacy notice. This tells you what we do with your information.

[Adult Health & Social Care Learning and Development Programme - privacy notice | Calderdale Council](#)

Booking Procedures

Calderdale employees – Training must be booked via [iTrent Employee Self Service](#).

External delegates – Please submit the online booking form at [Learning and development | Calderdale Council](#). We do not accept telephone bookings. If less than 2 weeks to the course email [workforcedevelopment](#) to check availability. By submitting an online booking form or emailed request you are agreeing to our terms and conditions on behalf of your employer.

Confirmations

We confirm all bookings by email from no-reply@hr.calderdale.gov.uk. We aim to confirm bookings within 7 days of receiving the booking form. If you do not think you have received confirmation, please check your junk and spam mailboxes, then contact us **before** your first requested course or you will be charged for all training not attended.

Costs and Payment Procedures

The training element is funded for those that attend. Non-attendance charges apply.

Accredited courses incur a charge for certification costs as indicated in the course description.

We will invoice you or your organisation for certification and non-attendance fees at the end of each term.

Accessing Virtual Delivery

You will need a device with a camera and microphone. Please read the pre-course information which also includes technical support. Participants booked on the session will receive the course link by email 1 week prior to the course. If you book within 1 week, please request login instructions.

If your staff share a device to access it is preferable if you have no more than 2 per device to enable networking and shared ideas in group work. Please make it known to the tutor verbally or in the chat if you are sharing a device so they can mark your attendance correctly.

Lunch and Refreshments

We do not provide lunch or refreshments for any courses. Please feel free to bring your own refreshments and lunch.

Cancellation and Non-Attendance

If we need to cancel training, we will do this by email unless it is less than 3 working days. Please ensure you add our email to your safe list to ensure cancellations do not go in your junk mailbox.

If you are unable to attend, please try and find a substitute. If you need to cancel, please email workforcedevelopment@calderdale.gov.uk

If you fail to attend a learning activity without 3 working days' notice we will charge you or your organisation £50 per person, per day. If you are attending a virtual course and are experiencing difficulties connecting to a session, please email workforcedevelopment@calderdale.gov.uk for guidance.

Attendance at training events is monitored both on an organisation and an individual basis. We will contact organisations with members of staff who regularly fail to attend venue based learning or virtual training for a discussion before we accept any further bookings.

Certificates

External staff: Certificates will be issued after attendance. Please ensure you arrive 15 minutes prior to the start of the event, attend all dates and full sessions otherwise you will be marked as failed and will not receive a certificate.

Internal staff: Your training record is available on iTrent Self Service.

Venues and Training Times

Candidates must ensure they arrive promptly for training as the venues may not be accessible once the training has started. Registration for all training is 15 minutes before the stated start time. All times listed are the times the training delivery will commence and not the time you should arrive. If you are late for a session and the venue is not accessible, we will mark you as not attended, and we will charge you/your setting non-attendance fees.

You must contact Workforce Development if you wish to cancel and not the venue.

Contact Workforce Development

Email: workforcedevelopment@calderdale.gov.uk

Telephone: 01422 288317

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Delegate 70:20:10 Learning Framework

There are different methods of learning and development. The **70:20:10** framework helps us to recognise that learning and development isn't just in the classroom.

Workforce Development recognises that attending a course isn't the only way to develop. Therefore, throughout this programme you will find multiple ways in which you can improve on your skills and knowledge. To find out more please watch this [YouTube clip about 70:20:10 model](#).

- **70% of your learning is from real life and on-the-job experiences and tasks - this could include new responsibility at work, getting involved with different projects and facing challenges in the workplace**
- **20% of your learning is from learning through others | this could include peer observations, coaching, mentoring, teamwork and informal feedback.**
- **10% of your learning is from formal skills training such as courses, workshops, e-learning and reading.**

Whole Team/Cluster Training

Whole team training: Train all staff in your setting in one go

Cluster training: Training for a group of practitioners requiring the same training.

We offer a range of training in this style, for more details please email workforcedevelopment@calderdale.gov.uk

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Course List

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Advanced Care Planning and Communication Skills

Target Audience:

All people who work with or care for adults including carers, independent and voluntary providers and Adults Health and Social Care staff.

Learning Outcomes:

By the end of the course participants will be able to:

- Have conversations with patients and those important to them about their wishes for future support and care – including by telephone and/or videocall.
- Notice cues and support people to talk openly about things that may be concerning them.
- Record and share people's wish for future care.

Provider:

Overgate Hospice.

Date	Time	Venue
3 June 2025	2.00pm – 4.00pm	Overgate Hospice

Additional dates will follow.

How to Book:

Council Staff: Please reserve a place via iTrent.

External Practitioners: If you are interested in this training, please contact education@overgatehospice.org.uk.

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Cultural Competence and Humility

Target Audience:

All people who work with or care for adults including carers, independent and voluntary providers and Adults Health and Social Care staff.

Course Aims:

Understand what cultural competence is and its importance for professionals working across cross-cultural situations.

Learning Outcomes:

By the end of the course participants will:

- Become aware of their own cultural norms, attitudes, beliefs, and behaviours.
- Be able to examine your own personal biases, stereotypes, and prejudices.
- Better understand what unconscious bias is and to reflect upon their own.
- Understand what is meant by 'culture' and why it is important for professionals to be aware of how this can impact health.
- Develop improved cultural self-awareness and cultural knowledge.
- Understand the impact cultural differences might have on your interactions with others.
- Become comfortable with "not knowing" – Balancing your expert knowledge with being open to learning from the community and their lived experience.

Date	Time	Venue
22 May 2025	9.30 am – 12.30 pm	Town Hall
2 July 2025	9.30 am – 12.30 pm	Town Hall
2 October 2025	9.30 am – 12.30 pm	Town Hall
18 December 2025	9.30 am – 12.30 pm	Town Hall

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Dementia Basic Awareness

Target Audience:

All people who work with or care for adults including carers, independent and voluntary providers and Adults Health and Social Care staff.

Please note that this course covers emotive issues. Participants should think carefully about whether they should attend, particularly when caring for a person recently diagnosed with dementia.

Course Aims:

To identify what dementia is and how it affects a person.

Learning Outcomes:

By the end of the course participants will be able to:

- Describe a range of causes of dementia syndrome.
- Describe the types of memory impairment commonly experienced by individuals with dementia.
- Identify conditions people often mistake for dementia.
- Understand memory impairment and function.
- Explain how to support the abilities and meet the needs of individuals with dementia.

Date	Time	Venue
24 April 2025	9.30 am – 12.30 pm	Princess Buildings
27 June 2025	9.30 am – 12.30 pm	Princess Buildings
11 September 2025	9.30 am – 12.30 pm	Princess Buildings
6 November 2025	9.30 am – 12.30 pm	Princess Buildings
9 January 2026	9.30 am – 12.30 pm	Princess Buildings
12 March 2026	9.30 am – 12.30 pm	Princess Buildings

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Deprivation of Liberty and Liberty Protection Safeguards

The Mental Capacity Act 2005 applies to all professionals in social care, health and other sectors who care for, treat and support individuals aged 16 and over who cannot make some or all decisions for themselves.

Social Care Institute for Excellence (SCIE) webpage provides information, guidance, and accredited training for care and health staff to support, protect and empower people who may lack capacity. This includes Mental Capacity Act, Deprivation of Liberty, Liberty Protection Safeguards and Independent Mental Capacity Advocates.

This CPD-accredited course builds on the topics already covered within the [Mental Capacity Act e-learning course](#), and focuses on the Deprivation of Liberty Safeguards (DoLS).

It will explore the DoLS processes and cover the things everyone working in and around health and social care need to be aware of.

This course is for everyone who looks after, or cares for someone who may be unable to make decisions for themselves in relation to their own care, treatment and accommodation decisions. For example, doctors, nurses, social workers, care workers, and family members.

To access the training visit [Mental Capacity Act \(MCA\) and DoLS | SCIE](#). SCIE training resources are usually free to access, however you will need a free MySCIE account.

Refresher Period:

You should complete this training every 3 years.

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Effective Record Keeping

Target Audience:

All people who work with or care for adults including carers, independent and voluntary providers and Adult Health and Social Care Staff.

Course Aims:

Providing a basic awareness of the principles of ethical care support. It provides the foundation of recording information, the importance, and the legal position.

Course Content:

- What information does the sector commonly create and store?
- What legal requirements are in relation to third party information?
- The key principles if creating and recording information:
 - Data Protection Act and GDPR
 - Confidentiality and the circle of care
 - Professional boundaries and ethical behaviour
 - How to personalise information and review it consistently

Learning Outcomes:

By the end of the course participants will be able to

- Identify key legislative issues and the range of information required.
- Know the importance of ethical recording and confidentiality.
- Accurately and appropriately personalise information.
- Understand how and why reviewing is essential to accurate support planning.

Refresher Period:

You should complete this training every 3 years.

Date	Time	Venue
23 April 2025	10.00 am – 11.00 am	Virtual Delivery
11 July 2025	10.00 am – 11.00 am	Virtual Delivery
25 September 2025	10.00 am – 11.00 am	Virtual Delivery
7 November 2025	10.00 am – 11.00 am	Virtual Delivery
22 January 2026	10.00 am – 11.00 am	Virtual Delivery
11 March 2026	10.00 am – 11.00 am	Virtual Delivery

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Emergency First Aid at Work

Target Audience:

We only offer this training to Calderdale Council employees without charge. External participants see how to access this training below.

Please note this is a practical course so you must be able to practice resuscitation techniques at floor level so you may want to wear trousers.

Course Aims:

This Level 2 accredited course will give participants the skills and knowledge to conduct basic lifesaving first aid in the event of an accident.

Learning Outcomes:

By the end of the course participants will be able to:

- Manage an unconscious person.
- Place a person in the recovery position.
- Understand how to resuscitate a person.
- Assist a person who is choking.
- Treat a person who is in shock.
- Manage bleeding.
- Understand how to treat burns and scalds.
- Respond to an overdose or poisoning.
- Support a person having an epileptic seizure.

Refresher Period:

Certificates are valid for 3 years.

For external candidates: Please note there is a charge for this training. You can register your interest for this course by emailing First.Aid@calderdale.gov.uk. The team will then contact you with details of available dates, times, and course costs.

Alternatively, you can commission First Aid training from any provider you wish but please ensure it meets the necessary requirements for the service you provide.

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Equality, Diversity and Inclusion

Target Audience:

All people who work with or care for adults including carers, independent and voluntary providers and Adult Health and Social Care Staff.

Course Aims:

This session covers equality, diversity, and inclusion issues, and helps participants understand how to recognize and address these in the workplace.

Learning Outcomes:

By the end of the course participants will understand:

- Challenging and reflecting on our own feelings and beliefs.
- Discrimination and prejudice and how it can have an impact on practice.
- How discrimination affects other groups and people.
- Our individual behaviours in context of larger social systems.

Refresher Period:

You should complete this training every 3 years.

Date	Time	Venue
25 April 2025	10.00 am – 12.00pm	Virtual Delivery
17 July 2025	10.00 am – 12.00pm	Princess Buildings
10 October 2025	10.00 am – 12.00pm	Princess Buildings
14 January 2026	10.00 am – 12.00pm	Virtual Delivery

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Health and Safety Awareness

Target Audience:

All people who work with and care for adults including carers, independent and voluntary providers and Adult Health and Social Care staff.

Course Aims:

To raise awareness of the need to provide a healthy and safe working environment that ensures the welfare of everyone.

Learning outcomes:

By the end of the course participants will be able to:

- Understand key Health and Safety Legislation.
- Identify your (employee) legal duties in relation to Health and Safety.
- Identify and discuss safe practices within the workplace.
- Help develop your Health and Safety culture.
- Identify actions to take on discovering a fire.

Refresher Period:

You should complete this training every 3 years.

Date	Time	Venue
9 April 2025	9:30 am - 12:30 pm	Calderdale Adult Learning
18 June 2025	9:30 am - 12:30 pm	Calderdale Adult Learning
13 August 2025	9:30 am - 12:30 pm	Calderdale Adult Learning
8 October 2025	9:30 am - 12:30 pm	Calderdale Adult Learning
10 December 2025	9:30 am - 12:30 pm	Calderdale Adult Learning
11 February 2026	9:30 am - 12:30 pm	Calderdale Adult Learning

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Infection Prevention and Control

Target Audience:

This course is suitable for all people who work with or care for adults including NHS staff, carers, independent and voluntary providers and Adult Health and Social Care staff.

Course Aims:

To highlight the causes and routes of infection, and how to prevent and control them. To provide an awareness and understanding of legislation and safe working practices.

Learning Outcomes:

By the end of the course participants will understand:

- What is infection and how is it caused.
- When infection is present.
- How infections spread.
- The risks associated with infection.
- The legislation that governs infection.
- Why organisation policies and procedures are important.

Refresher Period:

You should complete this training every 3 years.

Date	Time	Venue
29 May 2025	10.00 am – 12.30 pm	Town Hall
10 September 2025	10.00 am – 12.30 pm	Princess Buildings
4 December 2025	10.00 am – 12.30 pm	Princess Buildings
5 March 2026	10.00 am – 12.30 pm	Princess Buildings

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Learning Disability Awareness

Target Audience:

All people who work with or care for adults including carers, independent and voluntary providers and Adults Health and Social Care staff.

Pre-requisite:

You must have completed the e-learning no longer than 6 months prior to attending this course.

- **Council Staff** – complete the course via the Learning Hub.
- **All other providers** - complete the mandatory e-learning via e-lfh website at [e-lfh Oliver McGowan Mandatory e-learning](#). Scroll down to 'How to Access' section and click 'Register'.

Course Aims:

To introduce and provide an overview of Learning Disabilities. Case histories feature throughout the session for group discussion and comparison of working practices. The outcomes of this course follow Tier 1 of the Oliver McGowan mandatory training.

Learning Outcomes:

By the end of the course participants will be able to:

- What is a learning disability?
- The medical versus the social model of disability
- Life experiences of individuals with learning disability and mental health issues
- How to make reasonable adjustments
- Consideration given to additional health needs of those with a learning disability.

Date	Time	Venue
13 May 2025	9.30 am – 12.30 pm	Virtual
1 October 2025	9.30 am – 12.30 pm	Princess Buildings
21 November 2025	9.30 am – 12.30 pm	Virtual
10 February 2026	9.30 am – 12.30 pm	Princess Buildings

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Manual Handling – Practical Skills

Target Audience:

Calderdale Council Employees Only who regularly move and position people as part of their work role.

Course Aims:

The training provides newly appointed staff with the practical skills needed to perform manual handling tasks as safely as possible, particularly in situations where they are supporting people. The course also provides staff with underpinning knowledge of relevant legislation in the context of their workplace.

The course aims to promote safe practice in manual handling based upon research into back pain/injuries and an understanding of biomechanical principles. The course will also provide participants with the opportunity to practice appropriate manual handling techniques.

Learning Outcomes:

By the end of the course participants will understand:

- Relevant legislation
- Manual handling principles and good back care
- A range of manual handling equipment and techniques

Refresher Period:

The National Back Care Association strongly recommends that those who routinely perform manual handling as part of their job role complete a refresher course annually. Workplace key trainers will provide the refresher courses.

Provider:

Jane Bannon, Calderdale MBC

Date	Time	Venue
19 February 2025	9.30 am – 4.00 pm	Room 4, Elland Library
20 March 2025	9.30 am – 4.00 pm	Room 4, Elland Library
30 April 2025	9.30 am – 4.00 pm	Room 4, Elland Library
28 May 2025	9.30 am – 4.00 pm	Room 4, Elland Library
19 June 2025	9.30 am – 4.00 pm	Room 4, Elland Library
16 July 2025	9.30 am – 4.00 pm	Room 4, Elland Library
3 September 2025	9.30 am – 4.00 pm	Room 4, Elland Library
15 October 2025	9.30 am – 4.00 pm	Room 4, Elland Library
13 November 2025	9.30 am – 4.00 pm	Room 4, Elland Library
4 December 2025	9.30 am – 4.00 pm	Room 4, Elland Library

Venue Address: Room 4, Elland Library, Coronation Street, Elland, HX5 0DF

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Medication Level 2 (Accredited)

Target Audience:

All people who work with and care for adults including carers, independent and voluntary providers and Adult Health and Social Care Staff who administer medication and require accreditation as part of their role.

Course Aims:

To encourage safe medication practices and procedures for medication administration that comply with Care Quality Commission (CQC) Fundamental Standards of Quality.

Learning Outcomes:

By the end of the course participants will understand:

- The differences between Administering, Supporting and Prompting people with their medication.
- Common side effects to medication.
- Safe disposal methods and infection controls of medication.
- Potential problems with medication administration and how to avoid these.
- Procedures for handling medication.
- Information and guidance on how to administer prescribed medicines safely and effectively except for those requiring specialist techniques.

Accreditation Assessment:

On successful completion of a multiple-choice assessment participants will be Level 2 accredited.

Refresher Period:

You must complete the full day course every 3 years with an annual refresher in between.

Charge Applies:

We charge a £20 certification fee for each participant.

Date	Time	Venue
4 July 2025	9.30 am – 4.00 pm	Town Hall
15 October 2025	9.30 am – 4.00 pm	Town Hall
5 December 2025	9.30 am – 4.00 pm	Town Hall
6 February 2026	9.30 am – 4.00 pm	Princess Buildings

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Medication Refresher Level 2 (Accredited)

Target Audience:

This is a half day annual refresher for people that have completed the 1-day accredited training.

Course Aims:

To encourage safe medication practices and procedures for medication administration that comply with Care Quality Commission (CQC) Fundamental Standards of Quality.

Learning Outcomes:

By the end of the course participants will have and understanding of:

- The differences between Administering, Supporting and Prompting people with their medication.
- Common side effects to medication.
- Safe disposal methods and infection controls of medication.
- Potential problems with medication administration and how to avoid these.
- Safe procedures for handling medication.
- Information and guidance on how to administer prescribed medicines safely and effectively except for those requiring specialist techniques.

Accreditation Assessment:

On successful completion of a multiple-choice assessment participants will be Level 2 accredited.

Refresher Period:

You must complete the full day course every 3 years with this annual refresher in the years in between.

Charge Applies:

We charge a £20 certification fee for each participant.

Date	Time	Venue
26 June 2025	9.30 am – 12.30 pm	Town Hall
9 October 2025	9.30 am – 12.30 pm	Town Hall
12 December 2025	9.30 am – 12.30 pm	Princess Buildings
11 February 2026	9.30 am – 12.30 pm	Princess Buildings

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Mental Capacity Act

The Mental Capacity Act 2005 applies to all professionals in social care, health and other sectors who care for, treat and support individuals aged 16 and over who cannot make some or all decisions for themselves.

The Safeguarding Adult Board offer 2 courses the first being the e-learning followed by a virtual session.

Part 1 is Understanding the Importance of Mental Capacity Act and Liberty Protection Safeguards e-learning.

Course Aims:

This wide-ranging course contains information and guidance on Mental Capacity Assessment and Deprivation of Liberty Safeguards, how to undertake assessments and when they are appropriate, as well as recording the results.

Part 2 is Mental Capacity Act – Introduction

Course Aims:

This course builds on the E-Learning module and explores the Mental Capacity Act 2005, explaining how to apply its guidance when supporting individuals whose ability to make decisions for themselves may be in question. It explores approaches designed to ensure empowerment for people, with an emphasis on the 5 Key Principles of the act. It aims to develop practical understanding of the processes and good practice guidance and promotes best practice in supporting individuals in making decisions about their own lives.

Learning Outcomes:

- Understand the meaning of the term 'Mental Capacity'.
- The application of the principals of the Mental Capacity Act
- Consideration of your duty of care
- Recognise coercive behaviour and the safeguarding implications.
- Risk assessment and unwise decision taking.
- Understand the term 'best interests' and the decision-making process.

Refresher Period:

You should complete this training every 3 years.

You can book through the Safeguarding Adult Board. Please note Calderdale Safeguarding Adult Board have a charging policy for non-completion and non-attendance. Please ensure you read the details at [Training and development – Safeguarding Calderdale](#) before booking.

Please access via Chrome or Microsoft Edge, using the [Enable log in page](#). Click on 'Learning' for the e-learning module and 'Events' for virtual and face to face sessions.

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Nutrition and Hydration

Target Audience:

All people who work with or care for adults including carers, independent and voluntary providers and Adult Health and Social Care Staff.

Course Aims:

- To ensure learners gain an understanding of how nutrition and hydration has a direct connection with health and well-being.
- To enable the learner to recognise signs of malnutrition and dehydration and understanding the principles of nutritional and hydration screening.

Learning Outcomes:

By the end of the course participants will be able to:

- Identify the essential nutrients and fluids needed to sustain a healthy body and the groups they belong to.
- Consider, construct and present nutritional meals for people.
- Select cooking methods and equipment to maximise the nutritional content of foods and fluids.
- Define malnutrition and dehydration.
- List the five key steps in the use of MUST.
- Calculate a Waterflow & MUST score.
- Describe how to support individuals with dining and maintaining fluid intake.

Refresher Period:

You should complete this training every 3 years.

Date	Time	Venue
1 May 2025	9.30 am – 12.30 pm	Town Hall
11 July 2025	9.30 am – 12.30 pm	Virtual
19 September 2025	9.30 am – 12.30 pm	Princess Buildings
23 October 2025	9.30 am – 12.30 pm	Virtual
11 December 2025	9.30 am – 12.30 pm	Town Hall
13 February 2026	9.30 am – 12.30 pm	Virtual

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Palliative and End-of-Life Care

Target Audience:

All people who work with or care for adults including carers, independent and voluntary providers and Adult Health and Social Care Staff.

Please note that this is an emotive and potentially upsetting topic. Participants who are recently bereaved, or who currently have a loved one who is near the end of their life, should think carefully whether now is the appropriate time to attend.

Course Aims:

This training will provide participants with an introduction and overview of palliative care. The session will touch on all elements contained within the End-of-Life Care Workbook for Support and Care staff.

Learning Outcomes:

By the end of the course participants will understand:

- 4 care and hygiene.
- Mouth care and oral hygiene.
- Nutritional needs.
- Pressure area care.
- Pain recognition and management.
- Recognising when a person may be dying.
- What to do after a person has died.

Provider:

Overgate Hospice

Date	Time	Venue
10 February 2025	2.00 pm – 4.00 pm	Overgate Hospice
12 May 2025	2.00 pm – 4.00 pm	Overgate Hospice
22 July 2025	2.00 pm – 4.00 pm	Overgate Hospice
10 November 2025	2.00 pm – 4.00 pm	Overgate Hospice

How to Book:

Council Staff: Please reserve a place via iTrent.

External Practitioners: If you are interested in this training, please contact education@overgatehospice.org.uk.

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Safeguarding Adults – Awareness

Target Audience:

This mandatory course is suitable for all people who work with or care for adults including NHS staff, carers, independent and voluntary providers and Adult Health and Social Care staff.

Course Aims:

To understand the meaning and process of Making Safeguarding Personal and recognise what constitutes abuse. Identify the key roles workers have in preventing and reporting abuse. To encourage a multi-agency approach to safeguarding adults at risk of abuse.

Learning Outcomes:

By the end of the course participants will understand:

- What safeguarding is and the separate roles in safeguarding adults.
- The process for making a safeguarding alert or referral in the context of making safeguarding personal guidelines.
- The importance of good practice and relevance of the respect and dignity agenda.
- The policy and legislation that underpins safeguarding.
- The types and indicators of abuse.
- Your responsibilities in accordance with the West Yorkshire Safeguarding Adults multi agency policy and procedure.

Refresher Period:

You should complete this training every 3 years.

Date	Time	Venue
24 April 2025	10.00 am – 12.00 pm	Virtual Delivery
21 May 2025	10.00 am – 12.00 pm	Princess Buildings
5 June 2025	10.00 am – 12.00 pm	Virtual Delivery
8 July 2025	10.00 am – 12.00 pm	Virtual Delivery
3 September 2025	10.00 am – 12.00 pm	Princess Buildings
17 October 2025	10.00 am – 12.00 pm	Virtual Delivery
14 November 2025	10.00 am – 12.00 pm	Virtual Delivery
12 December 2025	1.30 pm – 3.30 pm	Princess Buildings
15 January 2026	10.00 am – 12.00 pm	Princess Buildings
5 February 2026	10.00 am – 12.00 pm	Virtual Delivery
6 March 2026	10.00 am – 12.00 pm	Virtual Delivery

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Safeguarding Children – E-Learning

Target Audience:

This e-learning module is appropriate for Adults Health and Social Care Staff, carers, independent and voluntary providers who encounter children and families within their work role. Including those who do not have a specific role in relation to child protection but have a duty to safeguard and promote the welfare of children.

Course Aims:

To outline the statutory requirements for anyone working with children and families. To raise awareness and recognition of child abuse and the actions to take if you believe a child is at risk of harm.

Please read the course descriptions and select the level of course most relevant for your job role.

Learning Outcomes:

By the end of the course participants will understand:

- What is safeguarding?
- Multi-agency safeguarding and best practice.
- Recognise different types of child abuse.
- Identify signs and symptoms of child abuse.
- How to make a referral if there is a suspicion that a child is suffering from abuse or at risk of harm.

Refresher Period:

You should complete this training every 3 years.

You can book through the Safeguarding Adult Board. Please note Calderdale Safeguarding Adult Board have a charging policy for non-completion and non-attendance. Please ensure you read the details at [Training and development – Safeguarding Calderdale](#) before booking.

Please access via Chrome or Microsoft Edge, using the [Enable log in page](#). Click on 'Learning' for e-learning sessions.

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Supervision Skills

Target Audience:

All staff responsible for conducting the supervision or one-to-one sessions of staff under their line management responsibility.

Course Aims:

This course supports line managers to develop their skills in relation to conducting regular supervision of their staff. It gives the opportunity for individuals to reflect on their current practice and reflect on the impact of this and how to further enhance supervision sessions for future use. It enables individuals to discuss tried and tested methods and the impact that this can have on staff they supervise.

Learning Outcomes:

By the end of the course participants will understand:

- The purpose of supervision for both employee and employer.
- The context of supervision and the positive and negative impact this can create around the real purpose of supervisions.
- What we consider to be 'good' and 'bad' supervision.
- The importance of reflection in supervision.
- Good practice tips moving forward.
- Supervision contracts, the importance of and putting them into practice.
- Individual responsibilities for both employee and employer.

Date	Time	Venue
9 May 2025	10.00 am – 12.00 pm	Princess Buildings
18 September 2025	10.00 am – 12.00 pm	Virtual Delivery
3 December 2025	10.00 am – 12.00 pm	Virtual Delivery
20 February 2026	10.00 am – 12.00 pm	Princess Buildings

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Verification of Expected Death

Target Audience:

Registered Nurses only.

Course Aims:

The aim of this training is to equip you with required knowledge and skills essential to become competent in verifying expected adult death.

Learning Outcomes:

By the end of the course participants will understand:

- The underpinning theoretical knowledge.
- Extension of your clinical practice.
- Ability to verify expected adult death.

Provider:

Overgate Hospice and Calderdale and Huddersfield NHS Foundation Trust.

Date	Time	Venue
16 April 2025	2.00 pm – 4.00 pm	Virtual Delivery
9 July 2025	2.00 pm – 4.00 pm	Virtual Delivery
7 October 2025	2.00 pm – 4.00 pm	Virtual Delivery

How to Book:

If you are interested in this training, please contact education@overgatehospice.org.uk.

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Additional Learning Providers

NHS Health Education England - e-Learning for Healthcare (e-lfh)

They provide essential training for Healthcare professionals

eLfH offer essential training in key subjects:

- Assessments and Checks
- Medicines Management
- Mental Health
- Pain Management
- Communication
- Sepsis
- Health and Safety
- End of Life Care
- Diabetic Care
- Managing Breathlessness
- Privacy and Dignity
- Nutrition and Hydration
- Urinary Catheter and Continence Management
- Stoma Care
- Skin Care
- Tissue Viability / Wound Healing
- Staff Wellbeing and Resilience
- Digital Literacy
- Managing COVID-19 Outbreaks

The training and resources are free to access but you will need to login or register at [e-Learning for Healthcare](#).

Bradford College

These Distance Learning courses offer you the opportunity to study for, and gain, recognised accreditation that is of value to your work and personal development. These Level 2 qualifications accredited by NCFE give you the flexibility to complete the course at your own pace, in your own home, at a time that suits you or as part of a work-based training programme. You will have an assigned, qualified tutor who will give you guidance and feedback by phone, email, post and/or online.

Distance Learning courses are available by means of an online portal. If you complete the course, you will not pay fees.

If you would like more information about our current courses or to register, email distancelearning@bradfordcollege.ac.uk or telephone:

Marcus Mottram: 01274 088529

William Caufield: 01274 088371

Calderdale Adult Learning

They offer a wide range of learning opportunities if you want to learn for personal interest and wellbeing or to gain skills for a job and to help with your career progression. There are also a range of courses aimed at families learning together.

To find out more visit [Calderdale Adult Learning](#). You can contact us for advice and guidance by emailing cyps.cal@calderdale.gov.uk or telephone 01422 392820.

Barclays Digital Wings

Skills for Care are working in partnership with Barclays to provide digital support and training to the adult social care sector.

Barclays Digital Wings are providing online direct support and training to staff including accessing healthcare appointments online, keeping residents connected to friends and family and accessing entertainment/hobbies online. Tailored e-learning and virtual learning sessions to meet the requirements of your care organisation are also available.

[Find out more about Barclays Digital Wings](#) sign up using code **SKIFCAR**.

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Online Courses and E-learning

Safeguarding

These 2 courses provide you with basic information and skills so that you can fulfil your responsibilities. The courses will give you an understanding of specific topic areas so that you can confidently discuss the concepts with families, should you need to.

The following self-registration courses are available:

- Safeguarding Everyone
- Safeguarding Children – 3 levels available.

You can book through the Safeguarding Adult Board. Please access via Chrome rather than Internet Explorer, using the [Enable log in page](#). Click on 'Learning' for e-learning sessions.

Medication Awareness

This course aims to provide learners with the knowledge required to support the use of medication in health and social care settings. It provides information on the different types, classifications and forms of medication, as well as providing guidance on safe storage and disposal.

You can book through the Safeguarding Adult Board. Please access via Chrome rather than Internet Explorer, using the [Enable log in page](#). Click on 'Learning' for e-learning sessions.

Mental Capacity Act 2005

This applies to all professionals in social care, health and other sectors who care for, treat and support individuals aged 16 and over who cannot make some or all decisions for themselves.

Social Care Institute for Excellence (SCIE) webpage provides information, guidance, and accredited training for care and health staff to support, protect and empower people who may lack capacity. This includes Mental Capacity Act, Deprivation of Liberty, Liberty Protection Safeguards and Independent Mental Capacity Advocates.

This Mental Capacity Act e-learning explores the Mental Capacity Act 2005, including best interest decision-making, and how to support people to make their own decisions.

The courses are for everyone who looks after or cares for someone. To access the training visit [Mental Capacity Act \(MCA\) and DoLS | SCIE](#). SCIE training resources are usually free to access, however you will need a free MySCIE account.

Dementia

This e-learning provided by Social Care Institute for Excellence aims to raise the awareness and skills of care staff working with people with dementia. It aligns with Tier 1 of the National Dementia Training Standards Framework and allows you to collect evidence towards the relevant section of the Care Certificate.

The course seeks to improve the wellbeing and experience of people with dementia and of the care staff supporting them. It should improve your confidence in managing situations you find challenging. [SCIE Dementia Awareness webpage](#).

Parkinson UK Training Information:

Parkinson's is the fastest growing neurological condition in the world, and currently there is no cure. This presentation provides details about Parkinson's and the free training and resources that are available. It has links to learning pathways, interactive workbooks, training including train the trainer.

Find out more at [Parkinson's UK training presentation \(connecttosupport.org\)](#)

End of Life Care Resources

Permission has been granted to use this google drive resource by Calderdale NHS Foundation trust and Kirkwood hospice. It provides a variety of documentation relating to end of life care, in particular:

- Item 1 Introduction to the resource files
- Item 3 COVID-19 The Importance of Advance Care Planning
- Item 4 Advance Care Planning - Conversation Tips
- Item 6 End of Life Care Workbook for Support and Care Staff
- Item 12 NICE COVID 19 Rapid Guidelines: Managing Symptoms (including at the end of life) in the Community
- Item 17 Death and Grieving in a Care Home During the COV19 Pandemic

You can access files and resources at [Care Home Education - End of Life Care](#)

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Government Funded Accredited Courses

The skills network provides accredited distance learning courses fully funded via the Adult Education Budget (AEB).

What is distance learning? Distance learning is a way of learning remotely without attending lessons in a classroom or having regular face to face contact with a tutor. This means you can study at your own pace, in your own home, at a time that suits you with the freedom to revisit areas of the course as little or as much as you like without having to keep the same pace as others. Your Learner Support Adviser will provide the support and guidance needed for success.

The EQUAL e-learning platform provides complete flexibility meaning you don't have to attend college or sit any exams. Alternatively, you have the option to study using paper-based learning and assessments.

Course Subjects – Expand your skills and knowledge with a Level 2 Certificate in the following subject areas:

- Prevention and Control of Infection
- Digital Skills in Employment
- Counselling Skills
- Principles of End-of-Life Care
- Information, Advice or Guidance
- Preparing to work in Adult Social Care
- Working with Individuals with Learning Disabilities
- Understanding Autism
- Principles of the Mental Health Care Worker
- Allergy Awareness
- Awareness of Mental Health Problems
- Caring for the Elderly
- Common Health Conditions
- Falls Prevention Awareness
- Principles of Dementia Care
- Principles of Team Leading
- Understanding Behaviour that Challenges
- Understanding Dignity and Safeguarding
- Understanding Specific Learning Difficulties
- Understanding the Care Management of Diabetes
- Principles of Care Planning
- Improving Service User Experience

Course Funding: To qualify for funding, you must be aged 19 or over, reside in England and have been living in the EU for at least the last three years. You cannot enrol onto a course that you have already completed.

To find out more and to enrol visit [The Skills Network apply online](#)

THE SKILLS NETWORK

Telephone: 01757 600707

Email: Rebecca.Rayner@theskillsnetwork.com

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Skills for Care: Training, Webinars and Bite Size Resources

Skills for Care help create a well-led, skilled and valued adult social care workforce. They have collated information and guidance all in one place. It includes topics such as national guidance, end of life care, looking after yourself and colleagues, digital and technology and supporting families, friends and carers.

For advice and guidance visit www.skillsforcare.org.uk

The Registered Manager webinars

These sessions cover a wide range of topics to support managers and their services. The webinars last 30 – 60 minutes long and come with bite size resources. Available topics include:

- Training
- HR
- Recruitment
- Leading your service
- Wellbeing
- Digital, data and technology
- Care topics

Please visit [Registered manager webinars \(skillsforcare.org.uk\)](http://skillsforcare.org.uk) to access the webinars and bite size resources.

Modern Slavery

Do you know the signs of modern slavery, or what to do if you are worried about someone?

This series of videos, featuring Keiko Ivinson of Hestia and Professor Vic Rayner OBE, CEO of the National Care Forum, gives an overview of what you need to know about modern slavery, from the scale of the problem, what to look out for, and what action you can take to protect your employees.

Visit [Modern slavery \(skillsforcare.org.uk\)](http://skillsforcare.org.uk).

Please note Council staff access Modern Slavery e-learning via the Learning Hub.

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Calderdale Networks and Support Groups

Calderdale Advocacy

[Advocacy | Calderdale Council](#)

Calderdale Adults with Autism

[Adults with Autism | Calderdale Council](#) and [Calderdale Hub – Specialist Autism Services](#)

Carers Wellbeing Service Calderdale

[Carers Wellbeing Service \(Calderdale\) | Calderdale Council](#)

Calderdale End of Life Care Network

It is a fantastic opportunity to share best practice, learning ideas and experiences with colleagues.

For more information, please email marie.sullivan@overgatehospice.nhs.uk or telephone 01422 379151.