

Day 1	CIS	Day 2	CIS	Day 3	CIS	Day 4	CIS
Am - Principles of Care - Role of the Worker Trainers – Julie Mills		Am - Safeguarding Adults & Children Trainers – Rhian Morris		Am - Good Record Keeping Trainers – Jonathan Keane, Helen Broadhurst		Am - Equality & Diversity and Professional Development Trainers – Neelam Johal	
Responsibilities and limits of your relationship with an individual.	1.1.1	Provide inclusive support.	4.2.3	Be able to handle information in agreed ways.	1.4.1	Competence in your own work role within the sector.	2.1.2
Working in ways that are agreed with your employer.	1.1.2	Understand how duty of care contributes to safe practice.	5.1.2	Be aware of how to keep records that are up to date, complete, accurate and legible.	1.4.2	Understand the importance of reflective practice	2.1.3
Policies and procedures of the organisation	1.2.1	Know how to address dilemmas that may arise between an individual's rights and duty of care.	5.2.1	Be aware of agreed procedures for: recording information, storing information and sharing information.	1,4,3		2.3.3
The importance of working in partnership with others, carers, families, advocates.	1.3.1	Recognising signs of harm or abuse	5.2.2	Be aware of how to and to whom to report if you become aware that agreed procedures have not been followed	1.4.4	Evaluate own performance	2.2.1
The importance of working in teams	1.3.2		5.2.3			Produce a personal development plan.	2.2.2
Ways of working that help improve partnership with others	1.3.3	Ways to reduce likelihood of abuse.	6.1.1			Use learning opportunities and reflective practice to contribute to personal development.	2.4.1
Competence within your own work role within the sector			6.1.2	Understand principles and practices relating to confidentiality.			2.4.2
Professional boundaries			6.1.3				2.4.3
GSCC codes of practice	2.1.1	Responding to suspected or disclosed abuse.	6.1.4	Recognise barriers to effective communication.	3.4.1	The value and the importance of equality and inclusion.	2.5.1
			6.2.1	Be aware of ways to reduce barriers to effective communication.	3.4.2		2.5.2
			6.2.2	Know how to check communication has been understood to minimise misunderstandings.	3.4.3	Access information, advice and support about equality and inclusion.	2.5.3
			6.3.1	Be aware of sources of information and support or services to enable more effective communication	3.4.4		2.5.4
			6.3.2				4.1.1
			6.3.3				4.1.2
			6.4.1				4.1.3
			6.4.2				4.1.4
			6.4.3				4.3.2
							5.3.1
							5.3.2
							5.3.3
							5.3.4
							6.2.2

PM - Person Centred Approaches	CIS	PM - Health & Safety	CIS	PM - Effective Communication	CIS	PM - Dementia, Awareness Stress & Nutrition	CIS
Trainers – Anne-Marie Vukelic, Sue Hughes		Trainers – Carol Padley		Trainers – Andy Pettit		Trainers – Ellen Allan, Andy Pettit	
Provide inclusive support.	4.2.1	Know how to recognise and handle adverse events incidents, errors and near misses.	5.4.1	Importance of effective communication in the work setting.	3.1.1	Recognising possible signs of dementia.	7.3.1
	4.2.2		5.4.2	Be aware of the reasons why people communicate	3.1.2	Be aware of the differences between depression, confusion and dementia.	7.3.2
Understand how duty of care contributes to safe practice.	5.1.1	Roles and responsibilities relating to health and safety in the work setting.	8.1.1	Understand how communication affects relationship in the work setting.	3.1.3	Understand the importance of early diagnosis.	7.3.3
Promote person centred values in everyday work.	7.1.1		8.1.2	Know why it is important to observe an individuals reactions when communicating with them.		Know who to tell if you suspect the symptoms are associated with dementia	7.3.4
	7.1.2		8.1.3				
Work in a person centred way.	7.1.3		8.1.4	Meeting the communication and language needs, wishes and preferences of individuals.	3.2.1	Managing stress.	8.10.1
Recognise the features of person centred support	7.2.1	Health and safety risk assessments	8.2.1	Know how to establish an individual's communication and language needs, wishes and preferences.	3.2.2	Recognise common indicators of stress in yourself and others.	8.10.2
Understand why it is important to find out the history and preferences of individuals.	7.2.2		8.2.2	Understand a range of communication methods and styles that could help meet an individuals communication needs.	3.2.2	Be aware of circumstances that tend to trigger stress in yourself and others.	8.10.3
Understand how the changing needs of individuals are reflected in the support plan.	7.2.3	Responding to accidents and sudden illness.	8.4.1	Non verbal communication	3.22	Know ways to manage stress	
Understand the importance of consultation with individuals	7.2.4	Handling hazardous substances.	8.4.2				
Supporting active participation.	7.4.1	Preventing the spread of infection.	8.6.1				
	7.4.2		8.6.2				
	7.4.3		8.7.1	Overcoming difficulties in promoting communication.	3.3.1	Food safety, nutrition and hydration	8.11.1
	7.4.4		8.7.2	Recognise barriers to communication	3.3.2	Understand the importance of food safety.	8.11.2
			8.7.3	Be aware of methods to reduce barriers to communication	3.3.3	Understand the importance of good hydration and nutrition.	8.11.3
Supporting individual's rights to make choices.	7.5.1	Promoting fire safety in the work setting.	8.7.4	Be aware of sources of support and information that are available		Recognise signs and symptoms of poor nutrition and hydration.	8.11.4
	7.5.2		8.7.5			Be aware of ways in which to promote good nutrition and hydration.	
	7.5.3		8.8.1				
	7.5.4		8.8.2				
Promoting spiritual and emotional well being.	7.6.1	Security measures in the work environment.	8.9.1				
	7.6.2		8.9.2				
	7.6.3						

