



## Health and Social Care Education

Stella Maris Social Enterprise specialises in Training for the Health and Social Care Sectors. It is a company limited by guarantee a 'Not for Profit Company' whose profits will be used for the benefit of the local community.

### ***Health & Social Care Training***

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The Products of our business are training courses and the Services we provide are knowledge and understanding of the course content and the skills required to put theory into practice. We achieve this by using different methods of training, assessment and feedback from the learners and work place supervisors.

Our work never ends the need is constantly there to assist people working in the Health and Social Care sectors to progress in their chosen career or to follow continuous training to keep abreast of changes, innovations, good practice and development of knowledge and skills.

We are qualified and experienced Trainers in the Health and Social Care Sectors and it is equally important that we also keep abreast of changes and innovations and strive to perform excellence in care and training provision. Passing on first class, relevant knowledge is paramount to ensuring delivery of best practice, which is 'Fit For Purpose' and ultimately, care provision of quality and excellence, the goal for which we strive.

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# The Training Centre for Health & Social Care



Providing Health & Social Care services requires special people to do a very special job. The prime philosophy of the company is to educate and train Health and Care Workers of all levels to use 'Principles' of Individuality, Dignity, Respect, Privacy, Choice, Autonomy & Independence, during the course of their everyday work. To take pride in what they do and to use their existing and new found knowledge and skills caring for people.

- ✚ The Training Centre is based in Little Sutton, on a main road position on the A41 close to the Wirral Cheshire border. It is located on a main line bus route and just 2 minutes walk from the train station, which makes commuting from Liverpool, Chester and other North West locations fast and straight forward. There are car parks close by.
- ✚ The Training Centre is a Registered City & Guilds Training Centre. This status will have a great impact for people wanting to study, learn and gain qualifications in the Health & Care Sectors.

## How?

- ✚ People will have the opportunity to view all the Courses available and register for them with the Awarding Body, 'CITY & GUILDS', at the Training Centre and 'On Line'.
- ✚ Along with City & Guilds we want to ***Simplify Learning***. All the information you want, in order to make your choices and to help you to plan or compliment your Career Pathway will be on hand. ***Please view our pages on Courses.***

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# The Training Centre for Health & Social Care

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- ✚ The Training Centre has an ideal environment for learning.
- ✚ We will have the resources for e-learning and e-portfolios. More time for learning, less time making notes.
- ✚ We operate an equal opportunity policy and follow anti discriminatory practice, the values of which are included in all aspects of training.
- ✚ As an Equal Opportunity Provider and supporter of anti-discriminatory practice .we operate a 'Welcome to All' policy
- ✚ Our premises have facilities for people with physical disabilities.
- ✚ We are very passionate about the work that we do and ensure that we keep our own knowledge up to date by attending training courses, seminars, read about foreseeable changes in legislation, current trends, and changes within the health and social care sectors. Course content is frequently updated to ensure it is in line with Skills for Care, Skills for Health and The Care Quality Commission.
- ✚ At the Training Centre training is delivered by qualified staff who have the knowledge and experience to ensure that people are trained to know how to, 'Do it Right'. We provide for current and future development of Health and Social Care Services in the Community, in Residential, Nursing and Hospital settings. We will do it differently, innovatively and will stand out from the rest.
- ✚ We are currently working towards achievement of Accreditation from the National Skills Academy for Care, Such an achievement will give the Training Centre and the work that we do the stamp of EXCELLENCE.



# Vocational Courses

Vocational qualifications are work based awards and learners' skills and knowledge are assessed in the workplace whilst they are working directly with individuals and colleagues. They must be working in a real health or social care setting on a full or part time basis and in paid or voluntary work. Initial Training for these courses are in the Training Centre and at intervals during the course for Theory Training. If learners require any additional training prior to assessment this can be based in the workplace, at the Training Centre or by distance/e-learning.

## Health and Social Care - NVQ 2,3,4 (No. 3172 )

These qualifications are designed for people who work with individuals to support and assist them with their physical or emotional care, daily living needs or maintaining their independence.

### Qualification structure

#### Level 2 NVQ/QCF in Health and Social Care

The level 2 qualification is aimed at those who support and assist individuals with their physical or emotional care, daily living needs or maintaining their independence. It is extremely relevant for home care assistants, community support assistants, healthcare assistants, and residential or day service assistants.

#### Level 3 NVQ in Health and Social Care (Adults and Children and Young People)

The level 3 qualification is aimed at individuals who often work without direct supervision or on their own, perhaps in a user's own home.

#### Level 4 NVQ/SVQ in Health and Social Care (Adults and Children and Young People)

The level 4 qualification is aimed at people in supervisory or management roles.

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## Award in the Prevention and Control of Infection - QCF (No. 7395 )

**QCF credits : 7**

The level 2 Award in the Prevention and Control of Infection provides learners with an understanding of the causes of infection and how these can be controlled and managed. This qualification has been developed for people working in the health and social care sector and is aimed at health care assistants, health care workers and social care workers.

The qualification aims to familiarise learners with:

- ✚ Infection control legislation and policies (England).
- ✚ Develop an understanding of cleaning methods.
- ✚ Appropriate waste disposal.
- ✚ Prevent the spread of infection.

## Qualification structure

The qualification comprises of 3 mandatory units:

- ✚ The principles of infection prevention and control.
- ✚ Causes and spread of infection.
- ✚ Cleaning, decontamination and waste management.

## How is the qualification delivered and assessed?

Each unit will be assessed by an assignment. On completion of this qualification learners will have demonstrated that they understand the causes of infection and how these can be controlled.



## Certificate for Health Trainers - QCF (No. 7562 )

**QCF credits : 15**

The role of the Health Trainer has been designed in order to support the Health Trainer Initiative by the Department of Health. City & Guilds have worked in partnership with the Department of Health and its Health Inequalities Unit to create this level 3 qualification. As part of the plan to reduce health inequalities, Health Trainers employed in the community will encourage individuals to improve their health and wellbeing.

The work of Health Trainers will focus on supporting healthier food choices, diet and exercise, giving up smoking, addressing individuals' behaviors relating to health and their motivation to change. As they will be employed to work in the community, Health Trainers will also be recruited from within the local community.

Health Trainers work in many areas, such as the NHS and other local organisations, including local authorities, businesses and the voluntary and community sector. As a Health Trainer, you may be employed in a full or part-time role, in the paid or voluntary sector. In some cases, Health Trainers may be people whose current role has been extended; this can include community pharmacy assistants, leisure centre workers, union representatives in the work place and housing officers.

### Qualification structure

There are 4 Mandatory units at level 3:

- 301: Introduction to the Role and responsibilities of a Health Trainer.
- 302: Establishing and developing relationships with communities while working as a Health Trainer.
- 303: Communicate with individuals about promoting their health and wellbeing while working as a Health Trainer.
- 304: Enable individuals to change their behaviour to improve their health and wellbeing while working as a Health Trainer.

The qualification focuses on practical activities and the units are assessed by a portfolio of evidence.

### Progression

The Health Trainer role is a great way for learners to begin a career in the health and community field and requires no previous formal qualification.

# Vocational Courses Cont'



City & Guilds level 4 NVQ in Leadership and Management for Care Services is the replacement for both the current NVQs in **Registered Managers (Adults) (3058)** and **Residential Childcare Managers (3066)**.

The qualification is based on National Occupational Standards and an assessment strategy prescribed by Skills for Care and Development and will bring together the previous NVQ qualification routes for Adult Managers and for Residential Childcare Managers into a single qualification structure on the National Qualifications Framework (NQF). The qualification enables continuity of a level 4 NVQ with a recognised currency for managers to be maintained, until such time as the qualification is reformatted to make it suitable for the **Qualifications and Credit Framework (QCF)**.

## Qualification structure

The qualification structure comprises 31 units, of which the first **four** are mandatory with the choice of a further four drawn from a total of 27 optional units. Two of these units have specific relevance to managers of children's services.

### Mandatory units:

Manage and develop yourself and your workforce within care services

- Lead and manage provision of care services that respects, protects and promotes the rights and responsibilities of people
- Develop and maintain systems, procedures and practice of care services to manage risks and comply with health and safety requirements
- Lead and manage effective communication that promotes positive outcomes for people within care services.

## How is the qualification delivered and assessed?

This is a work based NVQ where learners are assessed in the workplace performing real work activities. In addition to observation, there is a range of other methods of assessment such as expert witness observation, professional discussion, accounts and case studies. Assessors will negotiate the most appropriate methods to ensure all requirements are met.



# Vocational Courses Cont'

## **Assessor & Verifier Awards now available for registration!**

This suite of awards has been developed especially for those working in a range of assessing roles.

### **Awards at level 3**

There are two assessor awards available: the Certificate in Assessing Candidates using a Range of Methods and the Certificate in Assessing Candidates' Performance through Observation (the latter focuses on observing learners in the workplace).

### **Award at level 4**

The level 4 Certificate in Conducting Internal Quality Assurance of the Assessment Process is for verifiers and all those who ensure that that the quality requirements of external organisations, such as awarding bodies, are met.

Learners will learn how to assess candidates using a range of methods, through observation and to conduct internal quality assurance of the assessment process. To enter, learners must hold a qualification in the area they intend to assess.

## **Personal Development and Learning for Unpaid Carers - Learning for Living - Vocational Entry (No. 3613 )**

This qualification is aimed at people who are unpaid carers i.e. looking after a family member, partner or friend in need of help because they are ill, frail or have a disability, either currently or in the recent past. It does not address the needs or interests of young carers nor does it consider general parenting matters.

Learning for Living has a dedicated web site, please visit [www.learning-for-living.co.uk](http://www.learning-for-living.co.uk) for more details.

**Apprenticeship Programmes for Health & Social Care are also covered at this Training Centre. Please ask for details.**

## Training Care Workers Caring for Different Service User Groups

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We train people who care for Adults and Children from the Service User groups listed below.

Assurance will be given to those commissioning Training Services from Stella Maris. That Training will be delivered by professional people who are trained to teach, have worked in the Health and Social Care Sectors and who share the values and aspirations of the Enterprise.

### Service User Groups

- All age groups including children
- Physical disability
- Physical and Sensory Difficulties
- Learning Difficulties
- Acute or Chronic illness
- Long and Short Term Illness
- End of Life Care
- Carers

## Practical Training for Service Provision

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- Assisting to get out of bed and prepare for the day
- Assisting to get ready and go to bed
- Assistance with dressing and undressing
- Personal hygiene: Toileting, washing, bathing, shaving and hair care.
- Assisting to eat and drink
- Preparing and serving food
- Escorting shopping, appointments etc
- Record Keeping, Reporting Concerns & Completing Care Plans
- Continence Management
- Catheter Care
- Colostomy / Stoma Care:
- Pressure Area Care and Prevention
- End of life care, which will include all aspects of care to provide comfort, dignity and respect of the Service Users wishes and choices, within the remit of the Care Workers duties.



# Mandatory and Short Courses

Fit For Purpose

All the courses we provide are compiled using information from the Care Quality Commission National Standards. We also use information supplied by Skills for Care, Skills for Health and Social Care Institute of Excellence. Also, individual Company information as requested.

The following courses are described by the Care Quality Commission as being a requirement, obligatory, mandatory, regulation or guideline. Whichever heading the subject is under there is obviously a very good reason why the subject is described in such a context and therefore merits specific Training.

- ✚ **Induction Training (New employees) Over a period of 12 weeks**
- ✚ **Induction Training (Managers, Leaders, Staff Promotions)**
- ✚ **Safeguarding (Adults, Children or Both) A Half to a Full Day**
- ✚ **Health & Safety (All aspects covered- Full Course) 4 Full Days**
- ✚ **Moving & Handling of People & Objects Full Day (Theory & Practice)**
- ✚ **Medication Full Day**
- ✚ **First Aid Half Day**
- ✚ **Food Hygiene Half Day**
- ✚ **Recruitment Full Day (Senior Staff & Managers)**
- ✚ **Conducting Interviews Full Day (Senior Staff & Managers)**
- ✚ **Risk Assessments Full Day (Senior Staff & Managers)**
- ✚ **Compiling Care Plans Full Day (Senior Staff & Managers)**
- ✚ **Coordinating Care Services Full Day (Senior Staff & Managers)**



# Mandatory and Short Courses

Fit For Purpose

- ✚ Equality and Diversity Half Day
- ✚ Dementia Full Day
- ✚ End of Life Care Full Day
- ✚ Anticipate every Eventuality (Domiciliary Care Staff)
- ✚ Understanding Personalisation, Direct Payments, Preferred Provider, Spot Contract, Commissioning and Contracts of Service Provision. (For Owners, Managers, Senior Staff) Full Day

The courses listed are just some of the many areas that address essential training for Owners, Managers and Care Staff of all grades.

Courses can also be 'Taylor-Made' and delivered to meet the requirements of individual Companies and Organisations. Please arrange to have a meeting with me to discuss your individual training requirements.

## **Recognition for Successful Completion of Courses**

For courses where a test is required, a certificate will be issued to successful candidates.

Anyone not up to the required standard will have the opportunity to receive extra tuition to give them the assistance required to understand the course content and ensure competence in the subject area.

People studying for a Qualification, for example NVQ/QCF, who complete any of our courses will receive accreditation for applicable units covered.

## **Funding & Prices**

There is often funding available for Health & Social Care Training including Leadership & Management Courses. Please Contact me for details.