



WORKING TOGETHER, LEARNING TOGETHER

SCAT-PP

Social Care & Training - Portsmouth Partnership

Contact

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Bookings will only be made upon receipt of a completed nomination form

Cancellation of training places

To give those candidates on the waiting lists for courses every opportunity to attend we require 3 working days prior notice via email to cancel a confirmed place on a course.

All non - attendance without 3 working days (Monday to Friday) prior notice remains payable.

If you require a course/workshop or a briefing session that isn't mentioned in this flyer, please contact Julie on the details above and we will do our best to accommodate your requirements.



FLOURISH - FUNDING FOR ADULT SOCIAL CARE TRAINING



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In partnership with Portsmouth County Council

A photograph of two women hugging warmly. The woman in the foreground has blonde curly hair and is wearing a blue quilted jacket. The woman behind her has grey hair and is wearing a dark jacket. To the left of the women is a yellow graphic consisting of a circle with several curved lines radiating from it, resembling a sun or a flower.



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FREE E-LEARNING

Autism Developing Understanding and Implementing Practical Approaches (v1)

It is important that autism is better recognised and understood, enabling inclusion, independence and well-being for people on the autism spectrum.

This module will provide information and practical suggestions to enable people who are on the autism spectrum, families, friends, colleagues and professionals, to adopt an approach which embraces difference and enables positive change.

This eLearning has been created by Autism Hampshire on behalf of the four local authorities - Southampton, Hampshire, Isle of Wight, and Portsmouth.

[Autism Developing Understanding and Implementing Practical Approaches Web
\(autismhampshire.org.uk\)](http://autismhampshire.org.uk)



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AUTISM - SUPPORTING AUTISTIC PEOPLE THROUGH SOCIAL CARE ASSESSMENTS

Awaiting new dates

Who should attend?

Adult social care staff who carry out care and support assessments, including assessments of need and support planning. A basic understanding of autism is required for this course.

Course Description

Supporting Autistic People Through Social Care Assessments training is a one-day course to develop your understanding of how to carry out care and support needs assessments that are sensitive to the needs of autistic adults.

Training objectives

This course is aimed at a variety of adult social care staff who carry out care and support assessments, including assessments of need and support planning.

Learning outcomes

By the end of the session, we want you to be able to:

- Know the key laws and policies relating to supporting autistic people and what they mean in practice
- Learn to recognise the difficulties in carrying out needs assessments for autism and identify approaches and strategies to overcome these
- Learn to place the individual at the centre of thinking about autism and how to match support to their needs
- Complete care and support needs assessments which reflect the nature of autism
- Meet fellow practitioners and work with a National Autistic Society who has many years' experience of supporting autistic people



CARE ACT ESSENTIALS

05 Nov 2025 - Civic Offices - 9:30am - 4:30pm - £44

03 Feb 2026 - Civic Offices - 9:30am - 4:30pm - £44

Who should attend?

Adult Social Care Staff

Training objectives

This course is aimed at a variety of adult social care staff who require a knowledge and understanding of the Care Act as part of their role.

Learning outcomes

By the end of the session, we want you to be able to:

- Recall the key principles of the Care Act and the duties and powers including promoting wellbeing, assessment and care planning, personal budgets, Safeguarding Adults Boards (SAB), Safeguarding Adults Reviews (SAR), and Ordinary Residence
- Demonstrate knowledge of sections 5 (promoting diversity) and 10 (carers' assessments)
- Demonstrate tools that involve the person as fully as possible
- Demonstrate how to apply the advocacy duty
- Continue to utilise the strengths-based approach, including Making Safeguarding Personal (MSP) with the use of the ROPES and MASSOS Models
- Identify the main section and guidance, of the Care Act, on people in prison and those who have been released from their sentence
- Demonstrate they have met their Duty of Care
- Demonstrate what good looks like



CARE ACT DETAILED

Awaiting new dates

Who should attend?

Adult Social Care Social Workers, Managers & OTs

Training objectives

This course is aimed at Social Workers, OT's and Managers and will focus on key sections of the Care Act 2014

Learning outcomes

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

- Work with examples on key sections of the Care Act, 2014, including eligibility, assessment, carers, advocacy, safeguarding (as related to Safeguarding Adult Reviews) and personal budgets
- Demonstrate how strength-based practice underpins the implementation of the Care Act
- Enhance practice in developing good quality outcomes based on identified needs and linked to the Care Plan
- Reflect on legal application of key areas of the Care Act, using case law, ombudsman reports and Safeguarding Adult Reviews
- Reflect on the Care Act and self-neglect using case studies
- Apply experience and knowledge of the Care Act to current practice to identify areas for best practice and how this can be achieved

DEMENTIA AWARENESS

Awaiting new dates

Who should attend?

Anyone caring for or working with individuals suffering with Dementia.

Training objectives

This course enables participants to understand what dementia is, to challenge myths and to develop the skills to communicate effectively with people with dementia and/or carers.

Learning outcomes

By the end of this session, we want you to be able to:

- Understand the impact of dementia on individuals
- Understand the principles of person-centred dementia care
- Care for a person with dementia in a way that meets their individual needs that supports independence
- Communicate effectively and compassionately with individuals who have dementia
- Identify services that provide support, advice and information to people with dementia, their family and carers and how to refer people to these services



DEMENTIA - SUPPORTING PHYSICAL AND PSYCHOLOGICAL HEALTH OF PEOPLE WITH DEMENTIA

Awaiting new dates

This one-day course provides guidance on how to support people with dementia with basic care needs, how to recognise common medical issues and how to enable people with dementia to experience good psychological well-being

Who should attend?

Anyone with an understanding of dementia and person-centred care who is involved in the care or support of people with dementia in any setting

Training objectives

The aim of the course is to help you gain knowledge and confidence in supporting people with dementia to optimise their physical and psychological well-being. This will be achieved through an interactive session involving the use of PowerPoint, video, various group activities and handouts to back up all the learning.

Learning outcomes

By the end of the session, we want you to be able to:

- Recognise potential barriers to a person with dementia eating and drinking and know how to support nutrition and hydration
- Be aware of the risk of delirium, the ways delirium may present and steps that can be taken to prevent and treat delirium
- Understand the risk of depression in people with dementia
- Know how to recognise and manage pain in people with dementia
- Be able to support people with dementia with basic care needs such as washing, dressing and continence, in a way that also addresses psychological needs
- Understand the importance of monitoring the effects of medication taken by people with dementia
- Understand possible causes of stress and distress for people with dementia and know how to respond
- Be able to recognise and monitor signs of well-being and signs of ill-being shown by people with dementia



FIRST AID - BASIC LIFE SUPPORT

04 Dec 2025 - Civic Offices - 10:30am - 2:00pm - £44

This course is for social care staff who are working towards the Care Certificate and do not require a full EFAW or FAW qualification.

Learning Outcomes

You will be able to:

- State the role of the first aider including reference to: the importance of preventing cross infection
- The need for recording incidents and actions; use of available equipment
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious (including seizure)
- Administer cardiopulmonary resuscitation and demonstrate the safe use of an AED
- Administer first aid to a casualty who is choking

Practical Assessments

Practical skills are an essential element of First Aid training. You will need to lie, kneel and get on and off of the floor. Please contact us before the start of the course if you have any medical conditions or injuries which stop you or make it difficult for you to take part in these assessments. We will be able to discuss your requirements and offer advice.

Theory Assessments

Depending on the course you are attending there may be theory assessments for you to take part in. If you have any issues around reading and writing, please contact us before the start of the course so that we can arrange additional support. Any information that you share with us will be treated as strictly confidential.

Dress Code

Please ensure that you are dressed appropriately for a practical First Aid course. The following items of clothing might compromise your safety/dignity and so are best avoided:

Low cut tops or blouses, short skirts, short shorts, open toe shoes. If you arrive dressed in any of the above the trainer may ask you to leave and return on a different day (a charge may be incurred).

Identification

Due to a change in requirements it is now essential that participants on any First Aid course take with them on the first day one of the following:

Picture Driving Licence

Passport

A signed credit card/debit card is acceptable if you are a non-driver and do not hold a passport

Work ID



FIRST AID - EMERGENCY FIRST AID AT WORK - LEVEL 3 RQF (1 DAY)

20 Jan 2026 - Civic Offices - 9:30am - 4:30pm - £60

26 Feb 2026 - Civic Offices - 9:30am - 4:30pm - £60

25 Mar 2026 - Civic Offices - 9:30am - 4:30pm - £60

This course will provide a three-year qualification in Emergency First Aid at Work (EFAW) for staff who are either coming to the end of their existing EFAW qualification or for staff who do not have a EFAW qualification and require it for their job role.

Learning outcomes

By the end of the session, we want you to be able to:

- State the role of the first aider including reference to: the importance of preventing cross infection; the need for recording incidents and actions; use of available equipment
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious (including seizure)
- Administer cardiopulmonary resuscitation and demonstrate the safe use of an AED
- Administer first aid to a casualty who is choking
- Administer first aid to a casualty who is wounded and bleeding
- Administer first aid to a casualty who has a catastrophic bleed (optional module)
- Administer first aid to a casualty who is suffering from shock
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

Practical Assessments

Practical skills are an essential element of First Aid training. You will need to lie, kneel and get on and from the floor. Please contact us before the start of the course if you have any medical conditions or injuries which stop you or make it difficult for you to take part in these assessments. We will be able to discuss your requirements and offer advice.

Theory Assessments

Depending on the course you are attending there maybe theory assessments for you to take part in.

If you have any issues around reading and writing, please contact us before the start of the course so that we can arrange additional support. Any information that you share with us will be treated as strictly confidential.

Dress Code

Please ensure that you are dressed appropriately for a practical First Aid course. The following items of clothing might compromise your safety/dignity and so are best avoided:

Low cut tops or blouses
Short skirts
Short shorts
Open toe shoes



If you arrive dressed in any of the above the trainer may ask you to leave and return on a different day (a charge may be incurred).

Identification

Due to a change in requirements it is now essential that participants on any First Aid course take with them on the first day one of the following:

Picture Driving Licence

Passport

A signed credit card/debit card is acceptable if you are a non-driver and do not hold a passport

Work ID



FIRST AID AT WORK (3 DAYS)

17, 18 & 19 Mar 2026 - Civic Offices - 9:30am - 4:30pm - £180

The First Aid at Work (FAW) course will allow delegates to act as a qualified first aider in the workplace. This course will give delegates the Level 3 First at Work qualification, accredited by Quallsafe awards.

There is no need to attend Emergency First Aid at Work (EFAW) before attending this course. If you already hold the EFAW qualification, please contact the administrator of the course before booking.

If you are already FAW qualified and need to requalify please look for the First Aid at Work Requalification course. This is a two-day course open to people who are approaching the end of their three-year FAW qualification.

Learning outcomes

By the end of the session, we want you to be able to:

- State the role of the first aider including reference to: the importance of preventing cross
- Infection; the need for recording incidents and actions; use of available equipment
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious (including seizure)
- Administer cardiopulmonary resuscitation and demonstrate the safe use of an AED
- Administer first aid to a casualty who is choking
- Administer first aid to a casualty who is wounded and bleeding
- Administer first aid to a casualty who has a catastrophic bleed
- Administer first aid to a casualty who is suffering from shock
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
- Administer first aid to a casualty with: injuries to bones, muscles and joints, including suspected spinal injuries; chest injuries; burns and scalds; eye injuries; sudden poisoning; anaphylactic shock
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes)

Additional Information

Practical Assessments

Practical skills are an essential element of First Aid training. You will need to lie, kneel and get on and off of the floor. Please contact us before the start of the course if you have any medical conditions or injuries which stop you or make it difficult for you to take part in these assessments. We will be able to discuss your requirements and offer advice.

Theory Assessments

Depending on the course you are attending there maybe theory assessments for you to take part in.

If you have any issues around reading and writing, please contact us before the start of the course so that we can arrange additional support. Any information that you share with us will be treated as strictly confidential.

Dress Code

Please ensure that you are dressed appropriately for a practical First Aid course. The following items of clothing might compromise your safety/dignity and so are best avoided:

- Low cut tops or blouses
- Short skirts
- Short shorts
- Open toe shoes

If you arrive dressed in any of the above the trainer may ask you to leave and return on a different day (a charge may be incurred).

Identification

Due to a change in requirements it is now essential that participants on any First Aid course take with them on the first day one of the following:

- Picture Driving Licence
- Passport
- Work ID
- A signed credit card/debit card is acceptable if you are a non-driver and do not hold a passport



HANDLING OF PEOPLE - INDUCTION (THEORY AND PRACTICE)

13 Nov 2025 - Civic Offices - 9:30am - 4:30pm - £44

05 Jan 2026 - Civic Offices - 9:30am - 4:30pm - £44

Who Should Attend?

You can attend this course if you are new staff working for PCC or the private sector. Your role should directly or indirectly involve the handling of people. Ideally the posture awareness workbook should be read prior to the course

Training objectives

The aim of the course is to introduce you to a range of manual handling techniques from at best (independent with verbal prompting) to at worst (use of hoists) to facilitate chair, bed and floor transfers and the manual handling equipment that may be used during the transfers

You will:

- Discuss manual handling scenarios relevant to your workplace
- Receive demonstrations and be supervised practising manual handling techniques to assist clients with chair transfers, bed transfers and floor transfers that are relevant to your workplace
- Explore the use of a range of equipment to assist with the above transfers

Learning outcomes

By the end of the session, we want you to be able to:

- Discussed the acronym used to undertake a manual handling risk assessment (TILE/LITE)
- Recalled the 5 biomechanical principles of handling (explained in the posture awareness workbook)
- Critically reviewed manual handling techniques in relation to the above

Additional Information

Please note, considering the practical element of the course, low-heeled shoes that support all the foot and no tight clothing should be worn.

Managers should ensure that the staff they nominate are in a state of physical fitness commensurate with being able to undertake the practical elements of this course safely. If in doubt when nominating an individual or needing clarification about the state of physical fitness required undertaking the course safely, please discuss with the People Handling and Back Care Advisor prior to the course.



HANDLING OF PEOPLE REFRESHER (THEORY AND PRACTICE)

03 Nov 2025 - Civic Offices - 09:30am - 12:30pm

02 Dec 2025 - Civic Offices - 09:30am - 12:30pm

08 Jan 2025 - Civic Offices - 09:30am - 12:30pm

Course Description

This is a practical course giving opportunity to apply the theory related to the handling of people.

Who Should Attend?

This is aimed at experienced care staff working for PCC or the private sector wanting a classroom-based refresher course in the moving and handling of people

Training Objectives

What can I expect?

The aim of the course is to give an update in manual handling theory. It will promote discussion, demonstration, and opportunity to practice manual handling techniques relevant to your workplace

Learning Outcomes

By the end of the session you will have:

- Recalled the acronym used to undertake a manual handling risk assessment (TILE/LITE)
- Recalled the 5 biomechanical principles of handling
- In relation to a selected scenario critically reviewed manual handling techniques in relation to the above

Note

Please note, considering the practical element of the course, low-heeled shoes that support all the foot and no tight clothing should be worn. Managers should ensure that the staff they nominate are in a state of physical fitness commensurate with being able to undertake the practical elements of this course safely.

If in doubt when nominating an individual or needing clarification about the state of physical fitness required undertaking the course safely, please discuss with the People Handling and Back Care Advisor prior to the course.



LEVEL 2 IN FOOD SAFETY AND HYGIENE - (RSPH ACCREDITED)

Awaiting new dates

Who should attend?

Anyone involved in the preparation, cooking, or presentation of food either as a new food handler or someone who needs to renew their level 2 food safety certificate.

Course overview:

Designed for anyone who prepares, cooks, or serves food in the catering industry. Covers all aspects of food safety and enables learners to understand their legal responsibilities and know what constitutes best practice with regards to controlling food safety hazards, key temperatures, food storage, food preparation, personal hygiene, and premises cleaning.

Learning outcomes

By the end of the session, we want you to be able to:

- Explain how individuals should behave responsibly within food safety law
- Outline personal hygiene procedures and describe how to keep the working area clean and hygienic
- Explain how to prepare, cook, and hold food safely within food safety management controls



MCA - ANNUAL REFRESHER - LEARNING LESSONS FROM COURT OF PROTECTION CASES

Awaiting new dates

Who should attend?

Experienced professionals in any health or social care setting (e.g. hospitals, social work teams, residential or community care, GP surgeries etc). Participants should already be very familiar with the Mental Capacity Act 2005 as the Code of Practice, because this is **NOT** an awareness session.

What to expect?

All of our training sessions, whether face-to-face or virtual, are intended to be as interactive as possible. Participants are encouraged to ask questions, make comments and bring up their own issues. We use lots of different methods including quizzes, case studies, video clips and small group work as well as direct teaching. We want participants to leave the session saying, "that was really enjoyable – and it was directly relevant to my working life."

Training objectives

Mental Capacity Act cases go to the Court of Protection where there is conflict amongst the people involved, and/or where the issue is so serious or complicated that it cannot be resolved through meetings and negotiation amongst professionals, families and individuals. The rulings of the Court, and the reasons for those rulings, can be invaluable in helping health & social care professionals deal with similar issues in their own practice. So this session will look at a range of cases which have been considered by the Court of Protection, to see what lessons can be learnt for our everyday practice.

Learning outcomes

By the end of this session, we want you to be able to:

- Have considered a range of Mental Capacity Act cases which have been dealt with in the Court of Protection (and occasionally the Court of Appeal or the Supreme Court)
- Have analysed what the Courts have said about various issues, including, but not limited to:
 - Assessing capacity
 - Fluctuating capacity
 - Making best interests decisions
 - Unwise decisions
 - The relevance of available resources to decision making
 - How much weight to give to the person's own wishes and feelings, if these are not clear
 - Life sustaining treatment and other serious medical treatment
 - Restricting contact with family
 - Sexual activity
 - Unwise decisions
 - The use of advocates
 - Advance Decisions and Lasting Powers of Attorney
- Have had an opportunity to raise their own difficult cases (as appropriate) for discussion and guidance within the group



MCA AND INHERENT JURISDICTION

Awaiting new dates

Who should attend?

Anyone working in a health and/or social care setting.

What to expect?

All our training sessions, whether face-to-face or virtual, are intended to be as interactive as possible. Participants are encouraged to ask questions, make comments and bring up their own issues. We use lots of different methods including quizzes, case studies, video clips and small group work as well as direct teaching. We want participants to leave the session saying, “that was really enjoyable – and it was directly relevant to my working life.”

Training objectives

To give participants a general understanding of the concept of the inherent jurisdiction of the High Court.

Learning outcomes

By the end of this session, we want you to be able to:

- Explain when the inherent jurisdiction of the High Court may be applied.
- Be able to explain when the inherent jurisdiction may NOT be applied.
- Be aware of some other legislative approaches that may be more appropriate than inherent jurisdiction.
- Appreciate the inter-relationship between the Mental Capacity Act 2005 and the inherent jurisdiction of the High Court.
- Understand the importance of identifying the “causative nexus” – i.e. the reason for a person’s inability to make a particular decision.
- Have examined a range of real cases and case examples where the High Court has considered using its inherent jurisdiction and be able to apply the learning from these cases to their own everyday working practice.



MCA - BEST PRACTICE FOR BEST INTERESTS DECISIONS & MEETINGS

Awaiting new dates

Who should attend?

All professional staff who are required to carry out these tasks. All participants should come to the training with a thorough general understanding of the Mental Capacity Act, as we will not have time to cover the basics of the Act.

What to expect?

All of our training sessions, whether face-to-face or virtual, are intended to be as interactive as possible. Participants are encouraged to ask questions, make comments and bring up their own issues. We use lots of different methods including quizzes, case studies, video clips and small group work as well as direct teaching. We want participants to leave the session saying, "that was really enjoyable – and it was directly relevant to my working life."

Training objectives

To give participants the skills necessary to plan, participate in and/or chair the process of making best interests decisions in line with the Mental Capacity Act 2005. The ultimate aim would be for practice to improve which would in turn reduce the likelihood of complaints or challenges being made.

Learning outcomes

By the end of this session, we want you to be able to:

- Know how to make a best interests decision
- Be clear about when a best interests meeting is, and is not, appropriate
- Be confident about when and whether to use a balance sheet to weigh up the various elements of a best interests decision
- Understand who should participate in the best interests decision-making process, and why
- Be able to support other people, for example family members, who have to attend best interests meetings or who have to participate in the best interests process
- Be able to identify who is the best person to chair a best interests meeting
- Have practised some of the skills which are needed to chair a best interests meeting effectively
- Have practised some of the skills which are needed to resolve disputes between professionals, and/or between professionals and family members
- Know how to ensure that records are robust and will stand up to scrutiny
- Have explored various best interests cases which have been considered by the Court of Protection, and learned the lessons from these, in order to reduce the possibility of their own cases being challenged or taken to Court



MCA - EXECUTIVE FUNCTIONING OF THE BRAIN AND QUESTIONS AROUND CAPACITY

Awaiting new dates

Who should attend?

Staff and practitioners that undertake Mental Capacity Assessments as part of their role.

Course Overview

To give participants a general understanding of the concept of “Executive Mental Capacity” (sometimes called “Executive Functioning”) and how to apply that understanding in their work with people who struggle to put theoretical decisions into practice.

Learning outcomes

By the end of the session, we want you to be able to:

- Be able to define the concepts of Executive Mental Capacity and Executive Functioning
- Be able to define and identify the “Frontal Lobe Paradox”
- Understand the difference between “talking the talk” (decisional capacity) and “walking the walk” (executive capacity)
- Be able to apply the “Pyramid Model of Awareness” to assess a person’s mental capacity where it seems likely that they may be unable to implement a decision in practice, even though they can make it in theory
- Be able to apply the “articulate/demonstrate” approach to assessing executive capacity
- Have examined a range of real cases and case examples where executive functioning is an issue, and be able to apply the learning from these cases to their own everyday working practices

Training methods used:

All our training sessions are intended to be as interactive as possible. Participants are encouraged to ask questions, make comments, and bring up their own issues. We use lots of different methods including quizzes, case studies, video clips and small group work as well as direct teaching. We want participants to leave the session saying, “that was really enjoyable – and it was directly relevant to my working life.”



MCA - PART 1 AWARENESS

Awaiting new dates

Virtual Online - A one-day training session is split over two consecutive dates which will give participants an overall understanding of how the Mental Capacity Act applies to their day-to-day work settings

Face to Face - A whole day course which is being held in the Civic Offices

Who should attend?

Social workers, care managers, independent support assistants and occupational therapists and care staff working in provider services (residential and day care) within Adult Social Care. This is specifically aimed at people who need to gain a thorough grounding in what the Act is all about. Part 2 / Part B of the MCA programme goes into more depth.

Training objectives

What can I expect?

An interactive session aimed at encouraging participants to ask questions, make comments and bring up their own issues through the use of a range of different methods including quizzes, case studies, video clips and small group work as well as direct teaching.

Learning outcomes

By the end of the session, we want you to be able to:

- Be able to explain why and how the Act was introduced
- Have memorised the 5 principles of the Act's Code of Practice
- Be able to define what the Act means by "capacity"
- Know how to assess whether someone does or does not have capacity
- Know that the Act has introduced a new criminal offence of "ill-treatment or wilful neglect"
- Know how the Act protects health and social care workers from being prosecuted, and service users from being abused
- Be able to describe the purpose of an Advance Decision
- Be able to explain the purpose of a Lasting Power of Attorney
- Be able to list the functions and powers of the Court of Protection and the Office of the Public Guardian
- Know the role of the Independent Mental Capacity Advocate (IMCA)
- Have a very basic grasp of how the Mental Capacity Act 2005 links to the Deprivation of Liberty Safeguards
- Recognise the importance of record keeping to support all decisions
- Have explored some case law examples that have been heard in the Court of Protection
- Have discussed their own issues in relation to how the Mental Capacity Act applies in their work settings
- Be able to apply all of their knowledge to everyday situations that they may face at work



MCA - PART 2 ADVANCED

Awaiting new dates

Face to Face - A whole day course which is being held in the Civic Offices

Who should attend?

Social workers, care managers, independent support assistants and occupational therapists. All participants will be expected to have a thorough grasp of the Mental Capacity Act before attending this session (ideally by attending a “Part 1” session)

Training objectives

What can I expect?

An interactive session aimed at encouraging participants to ask questions, make comments and bring up their own issues through the use of a range of different methods including quizzes, case studies, video clips and small group work as well as direct teaching.

Learning outcomes

By the end of the session, we want you to be able to:

- Have received a basic reminder of the provisions of the Act
- Have explored how the 2014 House of Lords report on the implementation of the Mental Capacity Act should affect their own workplaces
- Be able to make links between the Mental Capacity Act and Safeguarding Adults and the Human Rights Act
- Have reviewed and discussed various cases which have come before the Court of Protection
- Be able to apply the judgments of the Court of Protection to similar cases that have arisen, or might arise, in their own work settings
- Have practiced carrying out capacity assessments, using the appropriate organisational paperwork and procedures
- Have practiced making best interests decisions using the appropriate organisational paperwork and procedures
- Have explored how to make a referral to the IMCA service using the appropriate organisational paperwork and procedures
- Understand the importance of keeping accurate and appropriate records in relation to all aspects of the Mental Capacity Act
- Have explored fully their own cases and scenarios in relation to the Mental Capacity Act in social work and care management settings
- Be able to apply all of their knowledge to everyday situations that they may face at work



MEDICATION - EMERGENCY MEDICATION TRAINING

Awaiting new dates

Training objectives

To provide an interactive session involving group activities and discussion.

A practical face-to-face workshop teaching how to manage and treat a seizure with rescue medicines such as buccal midazolam.

Learners have their competence individually assessed by an experienced pharmacist or nurse. Theory is studied using video, case studies, discussion and a comprehensive workbook provided on the day.

Learning outcomes

By the end of the session, we want you to be able to:

- Understand types of seizure (video clips),
- Individual care plans and seizure record diaries,
- Demonstrate how to provide first aid during a seizure,
- Demonstrate how to prepare the correct dosage of Epistatus,
- Demonstrate when to give midazolam,
- Demonstrate how to administer midazolam (Buccolam and Epistatus) to an individual,
- Explain what vitals to check after giving midazolam and what side effects to look for
- Demonstrate how to place an individual in the recovery position (if required)
- Demonstrate how to monitor for side effects after administering midazolam
- Demonstrate how to record the administration of midazolam



MEDICATION - PRACTICAL COMPETENCIES IN MEDICINES ADMINISTRATION **(FOUNDATION COURSE)**

Awaiting new dates

This is a one-day practical workshop. Delivered by an experienced pharmacist or nurse, it teaches (and assesses) the skills needed to select, administer, and record medication in all care environments

Who Should Attend?

All new staff who will be administering medication or assisting with medication

The aim of the course is to ensure you are competent to deliver medication. You will undertake simulated medicines rounds at three key stages (before, during and at the end of the workshop). Deliberate mistakes are included which you must identify. You will sit these assessments at the start, middle and end of the workshop

Learning outcomes

This is a practical workshop, and you will demonstrate

- How to record medicines taken on time
- How to record medicines given late or early
- How to record flexible doses
- Different options for recording when required medicines
- How to record when required medicines offered but not taken
- How to select the correct medication
- How to check once opened dates and expiry dates
- How to check cautionary and advisory labels
- How to give and record medicines in a systematic way
- How to measure out oral liquids accurately (spoons vs. measuring cups vs syringes)
- How to administer using oral syringes
- How to apply creams, ointments and barrier creams
- How to apply transdermal patches
- How to administer inhalers with spacers
- How to administer accuhalers
- How to administer turbohalers and other inhaler types
- How to apply eye drops, eye gels and eye ointments



PREVENT TRAINING

07 Oct 2025 - Virtual - 10:00am - 11:30am - £0

11 Dec 2025 - Virtual - 1:00pm - 2:30pm - £0

Prevent is part of the UK's counter terrorism strategy. This workshop will help participants to identify the issues and preventative measures from the Government strategy aimed at tackling the radicalisation of individuals, both in the UK and elsewhere (stopping people from becoming a terrorist or supporting terrorists or violent extremists).

The Counter-Terrorism and Security Act 2015 places a legal duty on the local authority to have “due regard to the need to prevent people from being drawn into terrorism”. This includes ensuring frontline staff have a good understanding of Prevent and how to refer when concerns are raised.

Training objectives

This course is open to frontline workers across the public sector or those that engage with vulnerable individuals.

Learning outcomes

By the end of the session delegates will have:

- Identify Prevent aims
- Recognise individuals / groups who may be vulnerable to terrorism
- Explain why some people are able to influence and manipulate others to commit crimes
- Recognise when a vulnerable individual may be in need of help
- Describe what help and support is available to vulnerable individuals
- Describe who can provide support to professionals concerned about vulnerable individuals

Additional Information

You can expect:

- An interactive 2-hour workshop facilitated by an experienced Senior Hate Crime Caseworker
- Discussion with Q&A

Prevent Training - e-learning

There are a number of free e-learning packages available. To access these, please click on the links below.

Prevent Awareness

This offers an introduction to the Prevent duty and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.

Site address: <http://www.elearning.prevent.homeoffice.gov.uk>

Prevent Referrals

This package builds on the Prevent awareness eLearning training. It is designed to make sure that when we share a concern that a vulnerable individual may be being radicalised, that the referral is robust, informed and with good intention, and that the response to that concern is considered, and proportionate.



Site address: <https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>

Channel Awareness

This training package is for anyone who may be asked to contribute to, sit on, or even run a Channel Panel. It is aimed at all levels, from a professional asked to input and attend for the first time, to a member of staff new to their role and organising a panel meeting.

Site address: <https://www.elearning.prevent.homeoffice.gov.uk/channelawareness>

Face to Face Training

For face-to-face training or bespoke training opportunities, please email:
prevent@portsmouthcc.gov.uk



SAFEGUARDING ADULTS - AWARENESS

Awaiting new dates

A half day course to give participants an overall understanding and appreciation of what safeguarding adults is all about, and what responsibilities each participant has in safeguarding their service users

Who should attend?

Any PCC staff & partner organisations with face-to-face contact with adults

What can I expect?

The sessions are interactive. Participants are encouraged to ask questions, make comments, and bring up their own issues. A lot of different methods including quizzes, case studies, video clips and small group work as well as direct teaching are used.

Learning outcomes

By the end of the session, we want you to be able to:

- Be able to define the term “adult at risk” (formerly a “vulnerable adult”)
- Understand the importance of the Care Act Statutory Guidance for Safeguarding
- Be able to list and give examples of the ten main types of abuse
- Understand the role of the Disclosure and Barring Service (DBS - formerly the CRB and ISA)
- Be able to explain how the Mental Capacity Act 2005 links to Safeguarding Adults
- Know where to find the policies and procedures that are relevant to their own workplaces in relation to Safeguarding
- Be able to list the various alternative terms that are sometimes used for Safeguarding (e.g. POVA, Adult Protection etc.)
- Be confident in recognising some of the common symptoms which indicate that abuse might be occurring
- Be able to take actions in their own workplaces to reduce the risk of abuse occurring
- Be able to explain the difference between confidentiality, secrecy, and collusion
- Understand the importance of recording: what, when and how
- Know how to respond if an adult at risk makes a disclosure of abuse, or if there is any suspicion that a vulnerable adult may be being abused
- Know what procedures to use, and when to call the emergency services
- Know how to support the alleged victim, as well as how to deal with the alleged abuser
- Understand the importance of the concept of “Making Safeguarding Personal”
- Understand the role of the Multi-Agency Safeguarding Hub (MASH) for adults in Portsmouth



SAFEGUARDING ADULTS - DEVELOPING SAFEGUARDING PRACTICE **(Refresher for ASC staff after completing the basic safeguarding awareness course)**

Awaiting new dates

Who should attend?

ASC Staff and PCC Partners who have previously attended the safeguarding awareness course and require an update and to develop their knowledge and skills of safeguarding adults (including ISAs, Carers, Nurses, SWs, OTs).

Training objectives

What can I expect?

This half day refresher will enable participants to discuss and develop their safeguarding knowledge and skills in a supportive learning environment

Learning outcomes

By the end of the session, we want you to be able to:

- To have received and understood updated knowledge about safeguarding legislation and guidance
- To have discussed the Making Safeguarding Personal agenda and know what it means for their practice
- Understand the effects of coercion and control on decision-making, and when a safeguarding response is required to protect a service user
- To have developed skills and knowledge in safeguarding practice
- To have worked with a case study from referral to conclusion of the safeguarding process and understand their role



SAFEGUARDING ADULTS (SECTION 42): MAKING SAFEGUARDING ENQUIRIES

Awaiting new dates

These sessions enable staff to engage effectively with service users and/or their advocates to prevent or minimise the risk of neglect or abuse and where required, to make enquiries into allegations of abuse, in line with the Care Act 2014.

Who should attend?

Health and social care professionals and managers who conduct or are involved in safeguarding adults enquiries. Staff attending must already have a thorough understanding of Safeguarding Adults

Training objectives

What can I expect?

The sessions are interactive. Participants are encouraged to ask questions, make comments, and bring up their own issues. A lot of different methods including quizzes, case studies, video clips and small group work as well as direct teaching are used.

Learning outcomes

By the end of the session, we want you to be able to:

- Be able to engage effectively with service users when issues of potential or actual harm arise and enable them or their advocate/family member to express their chosen outcome and effectively contribute to the safeguarding process.
- Be able to make effective safeguarding enquiries involving and gathering and sharing information with partner agencies.
- Have enhanced their skills in assessment of, and enquiries into, of allegations of abuse.
- Be able to analyse the information gathered and assess risk and protective factors and be able to make an informed decision about the likelihood of future harm.
- Have the confidence to make a reasoned judgement about the steps needed to safeguard the service user and promote their welfare.
- Know how to make a SMART safeguarding plan.
- Know how to record effectively.
- Know how to ask safely about domestic abuse
- Understand the role of the Multi-Agency Safeguarding Hub (MASH) for adults in Portsmouth



SELF-NEGLECT AND HOARDING FOR HEALTH & SOCIAL CARE - AN UNDERSTANDING

Awaiting new dates

Aim

To give health & social care staff (including professionals) an awareness of the concept of self-neglect/hoarding, as included in the Safeguarding section of the Care Act 2014

Target Group

Health & social care staff in any setting

Learning outcomes

By the end of the session, we want you to be able to:

- Have an understanding of the concept of 'self-neglect' and what type of behaviours may be considered as such
- Have an understanding of the nature of Hoarding Behaviours as a particular type of Self-Neglect, and why this may occur and the diagnostic elements of such
- Understand the different categories and models of hoarding behaviour
- Be aware of the difficulty in engaging clients who self-neglect / hoard
- Be aware of various research studies concerning self-neglect and hoarding
- Be aware of the learning outcome from Serious Case Reviews (Safeguarding Adults Reviews) that have involved self-neglect / hoarding
- Understand the concept of Mental Capacity and the legal framework related to the issues raised by self-neglect and hoarding behaviours
- Be aware of the Human Rights Act and how this may impact on the individual who may self-neglect, in particular Articles 8 and 5 of the European Convention on Human Rights
- Be aware of the responsibilities of Local Authorities under Section 42 of the Care Act 2014 with regard to making enquiries concerning the Safeguarding of individuals who may be at risk
- Be aware of local policies and procedures regarding adults who may self-neglect, and how the care pathways specified may operate
- Understand some of the practical interventions that may help



SUPPORTING AUTISTIC PEOPLE THROUGH SOCIAL CARE ASSESSMENTS

Awaiting new dates

Target Group

Adult social care staff who carry out care and support assessments, including assessments of need and support planning. A basic understanding of autism is required for this course.

Aim

Supporting Autistic People Through Social Care Assessments training is a one-day course to develop your understanding of how to carry out care and support needs assessments that are sensitive to the needs of autistic adults.

This course is aimed at a variety of adult social care staff who carry out care and support assessments, including assessments of need and support planning.

Objectives

- Know the key laws and policies relating to supporting autistic people and what they mean in practice.
- Learn to recognise the difficulties in carrying out needs assessments for autistic and identify approaches and strategies to overcome these.
- Learn to place the individual at the centre of thinking about autism and how to match support to their needs.
- Complete care and support needs assessments which reflect the nature of autism.
- Meet fellow practitioners and work with a National Autistic Society who has many years' experience of supporting autistic people.



The following courses are delivered by the Independence & Wellbeing Team
Adult Social Care

Important information about booking your place:

'For people working in Portsmouth PO1- PO6 or working in services for Portsmouth residents there is no charge for these courses. For those working outside Portsmouth there is a charge of £44 per person per course'.

Participants without Microsoft Teams can access the virtual learning session via a link sent to their email address

Spaces on all courses are limited; it is therefore essential that you fully complete our booking form. Your place will only be confirmed once we have received your booking form as we are not able to accommodate people just turning up on the day.

To receive a booking form email
asclearning@portsmouthcc.gov.uk
for all other enquiries Tel: 02392 841762



COMMUNITY CONNECTOR OVERVIEW

07 Oct 2025 - Virtual - 2:00pm - 3:00pm - £0

13 Nov 2025 - Virtual - 10:30am - 11:30am - £0

09 Jan 2026 - Virtual - 10:30am - 11:30am - £0

29 Jan 2026 - Virtual - 11:00am - 12:00pm - £0

12 Mar 2026 - Virtual - 10:30am - 11:30am - £0

Who should attend?

People who work with individuals who may be lonely and isolated and are wanting to connect back to their communities but lack the confidence in the first instant to do so.

Course overview:

This course will introduce you to the service and inform you of how it may support the individuals you work with. It will cover:

- How the service supports individuals
- What the service can and can't support with
- Case Studies
- How to refer

Learning outcomes

By the end of the session, we want you to be able to:

- Demonstrate understanding of what the community connector service can offer
- Describe how the service works with individuals to achieve their goals
- Understand the criteria and how to refer an individual



INTRODUCTION TO CULTURAL AWARENESS

04 Dec 2025 - Civic Offices - 9:30am - 2:30pm - £0

31 Mar 2026 - Civic Offices - 9:30am - 2:30pm - £0

Who should attend?

The course is aimed at anyone, professionals and volunteers who would like to develop their practice in working with minority ethnic and other marginalised groups in Portsmouth.

Course overview:

Introduction to cultural awareness gives you an overview of minority ethnic and other marginalised groups in Portsmouth. It explores what culture is and develops participants' cultural competence. The course also looks at barriers that marginalised groups face when accessing services and how they can be overcome.

Training objectives

- Understand the principles of cultural competence.
- Understand the impact stereotyping has on practice.
- Explore the barriers minority communities face when accessing services.
- Develop best practice to engage with marginalised communities.

Learning outcomes

By the end of the session, we want you to be able to:

- Increase your knowledge about ethnic minority and other marginalised groups in Portsmouth.
- Develop your cultural competence and improve your practice when working with marginalised communities.
- Become more aware of barriers marginalised groups face when accessing services and how they can be overcome.



INDEPENDENCE AND WELLBEING TEAM OVERVIEW INFORMATION SESSION

Understand, empower, and support people to maintain their quality of life

07 Oct 2025 - Virtual - 2:00pm - 3:00pm - £0

29 Jan 2026 - Virtual - 11:00am - 12:00pm - £0

Participants without Microsoft Teams can access the virtual learning session via a link sent to their email address

Who should attend?

All staff, volunteers and community organisations and members, working with people who are living independently within their community or those who have the capacity to regain the ability to do so.

Course overview:

This session gives a complete overview of the work of the IWT in helping the residents of Portsmouth keep well, stay independent and active in the community. The session covers our team purpose, approach, ways of working and client group(s).

This awareness raising session of the IWT will provide participants with understanding of the far-reaching impact of loneliness and social isolation and the projects, services, information and resources available to them from the IWT and wider community opportunities.

Learning outcomes

By the end of the session, we want you to be able to:

- Understand the purpose of the IWT, who our client group is and the way in which we work
- Know what projects and services are delivered by the IWT and who to contact for information
- Develop awareness of local services/groups linked to the IWT priorities and work focus



MAKING EVERY CONTACT COUNT HEALTHY CONVERSATION SKILLS (MECC)

29 Oct & 05 Nov 2025 - Civic Offices - 9:15am - 1:00pm - £0

14 & 21 Jan 2026 - Civic Offices - 9:15am - 1:00pm - £0

Who should attend?

People who work with communities to improve their health and wellbeing are ideal candidates for this training. MECC HCS training enhances the skills of those in people facing roles to optimise time spent with individuals by using the four key Healthy Conversation Skills.

Course overview:

Making Every Contact Counts - Healthy Conversation Skills (MECC HCS) is an approach that uses the millions of day-to-day interactions that organisations and individuals have with people to support them in making positive changes to their health and wellbeing, by using open discovery questions and active listening skills. MECC HCS is about enhancing the conversations we are already having with individuals. It's not about adding to already busy workloads.

The course is divided into two ½ day sessions set a week apart alongside four e- learning modules to be completed before session two. Both sessions and eLearning must be completed to gain the accredited Royal Society for Public Health certificate.

Learning outcomes

By the end of the session, we want you to be able to:

- Demonstrate understanding and use of open discovery questions to explore peoples worlds, in order to support them to identify barriers to change and find their own solutions
- Describe the use of the SMARTER planning tool in supporting individuals to set their own goals
- Demonstrate reflection skills linked to your current practice and show confidence in supporting others towards behaviour change