

# Adult Care Course Dates 2021

Course title	Suitable for the following apprenticeships	Key outcomes	May	June	July
<b>Legislation, Policies and Procedures</b>	Adult Care & Lead Adult Care	Identify legislation relating to health and safety and analyse the main responsibilities of the employee, employer, and others. Identify the specific tasks that should not be carried out without specialist training. Recognise the importance and use of risk assessments. List different types of accidents and sudden illnesses that may occur and how to respond to them. Describe the causes and spread of infection and your role in infection prevention and control. Explain the main legislation and principles of safe moving and handling. Describe hazardous substances and the safe practices when storing, using, and disposing of them. Describe practices that prevent fires from starting, spreading, and the promotion of fire safety. Explain why and how to check the identities of visitors and keep self and others safe. Describe the common signs, indicators, and triggers of stress and how to access support.	Tue 18th		Wed 7th
<b>Roles and Responsibilities of a Care Worker</b>	Adult Care & Lead Adult Care	Identify the main tasks and responsibilities of your job role. Identify the statutory and codes of practice relevant to your role. Recognise your professional boundaries, limits to your training expertise and when to seek help. Understand the term duty of care and duty of candour and how these terms work in practice. Recognise the difference between a working relationship and a personal relationship. Understand the importance of working in partnership with others. Describe how to respond to complaints.	Thu 20th	Wed 23th	
<b>Different Types of Leadership and Leadership Theories. Difference between Management and Leadership. Dealing with Conflict</b>	Adult Care Level 4	Define management and leadership and explain the differences and overlaps. Recognise the qualities and behaviours of a good manager. Recognise and critique own natural leadership style and how to adapt their style. Describe action centred leadership and how it can apply to their role. Identify how to manage conflict within the workplace. Build a self development plan to support own leadership development.		Thu 3rd	

## Booking Information

Please book either through your Skills Coach or via the Learning Hub.

## Reminder!

Don't forget to log your courses against your off the job learning hours.