

Training Schedule January 2022 through to December 2022

The Adult Support and Protection Committee are pleased to inform you that our training is now all available virtually!

## Available Courses

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Application form for non-Fife Council Employees is on [Page 10](#)

## ASP Harm in the Home

### Learning Outcomes:

On completion of this course participants will:

- Have developed an understanding of resources available to implement, monitor and maintain high standards of care in a care at home service
- Have explored the complexities and dilemmas protection issues present
- Considered the legislation, guidance and procedures which support good practice
- Have awareness of new legislation
- Ill Treatment and Wilful Neglect will be considered along with the Duty of Candour

### Available dates

- 27th January 2022
- 17th March 2022
- 9<sup>th</sup> May 2022
- 1<sup>st</sup> September 2022
- 25<sup>th</sup> October 2022

**All full day courses, 9.30am – 4.00pm**

## ASP Harm in the Care Setting

### Learning Outcomes:

On completion of this course participants will:

- Have developed an understanding of resources available to implement, monitor and maintain high standards of care in care home settings
- Have explored the complexities and dilemmas protection issues present
- Have considered the legislation, guidance and procedures which support good practice
- Be aware of new legislation
- Ill Treatment and Wilful Neglect will be considered along with the Duty of Candour

The course uses materials derived from research undertaken at the University of Hull known as the Marsland indicators which are one method of identifying possible harm and putting in place prevention strategies.

### Available dates

- 3<sup>rd</sup> February 2022
- 24<sup>th</sup> March 2022
- 16<sup>th</sup> May 2022
- 8<sup>th</sup> September 2022
- 1<sup>st</sup> November 2022

**All full day courses, 9.30am – 4.00 pm**

## ASP Council Officer Training

(Primarily for Social Work Staff with an extended invitation to colleagues from other areas who are heavily involved in ASP activity, e.g. PPU, Health, Housing, SFRS)

Social work staff must have been qualified for 1 year prior to undertaking this course.

The aim of this course is to provide attendees with an in-depth learning experience in relation to:

- The Foundations of Adult Support and Protection
- The Gateways to Adult Support and Protection
- Engagement, Advocacy and Support, Case Conferences
- Risk Identification and Managers
- Investigative Interviews

Social Workers attending this course will be qualified Council Officer's upon conclusion and will be able to take forward the duties and responsibilities of this role under Adult Support and Protection legislation. Other agencies/services in attendance at this course will gain an advanced knowledge and awareness of Adult Support and Protection duties and responsibilities and will be able to undertake the role of the second officer.

### **Outcome:**

At the end of this 5 day course, you will be a fully qualified Council Officer and be able to take the lead in all Adult Support and Protection duties from IRD through to Case Conference.

**Available courses in 2022, these courses can be booked on Oracle only:**

### **Course 1 dates (all days are mandatory)**

18<sup>th</sup> February, 25<sup>th</sup> February, 4<sup>th</sup> March, 11<sup>th</sup> March & 18<sup>th</sup> March (all Fridays)

### **Course 2 dates (all days are mandatory)**

23<sup>rd</sup> May, 30<sup>th</sup> May, 6<sup>th</sup> June, 13<sup>th</sup> June & 20<sup>th</sup> June (all Mondays)

### **Course 3 dates (all days are mandatory)**

5<sup>th</sup> September, 12<sup>th</sup> September, 19<sup>th</sup> September, 26<sup>th</sup> September & 3<sup>rd</sup> October (all Mondays)

**You should retake this course every 5 years.**

**You should take the advance CO course 1 year following CO completion.**

**You should take the CO refresher 3 years following the CO completion.**

**These courses can be booked on Oracle only.**

## **Council Officer Refresher Training**

(Primarily for Social Work Staff with an extended invitation to colleagues from other areas who are heavily involved in ASP activity e.g. PPU, Health, Housing, SFRS)

This course should be taken 3 years post attendance at the Council Officer Training.

The aim of this course is to provide attendees with a refresh and updates of the Council Officer learning experience in relation to:

- The Foundations of Adult Support and Protection
- The Gateways to Adult Support and Protection
- Engagement, Advocacy and Support, Case Conferences
- Risk Identification and Managers
- Investigative Interviews

Social Workers attending this course will be updated and refreshed in their Council Officer qualification will be able to continue to take forward the duties and responsibilities of this role under Adult Support and Protection legislation. Other agencies/services in attendance at this course will gain an advanced knowledge and awareness of Adult Support and Protection duties and responsibilities and will be able to undertake the role of the second officer.

### **Outcome:**

At the end of this 1 day course, you will be a remain a fully qualified Council Officer and be able to take the lead in all Adult Support and Protection duties from IRD though to Case Conference. You will receive an update on any new learning and changes to the Council Officer Course that has taken place since your previous attendance.

### **Available dates:**

- 25<sup>th</sup> April 2022
- 24<sup>th</sup> October 2022

**These courses can be booked on Oracle only.**

## ASP Training for Trainers

This interactive course will deepen your skills as a trainer, improving your approach to developing and delivering basic ASP training within your workplace. The aim of this course is to provide attendees with the knowledge, skills and confidence to facilitate basic ASP awareness training within their individual organisations.

### **Outcome:**

This 2 day course aims to provide participants with the ability to:

Define who is an 'adult at risk of harm' & 'what is harm' as described in Adult Support and Protection Act (ASP)

Understand the duties to report any concerns & cooperate where there is actual or suspected harm

Appreciate types of harm and their Implications

Be aware of roles & responsibilities to support & protect adults

Appreciate the implications of ASP for day to day working

Gather knowledge, skills and confidence to become a basic ASP Trainer within your own organisation.

### **Available course:**

- Tuesday 10<sup>th</sup> & Wednesday 11<sup>th</sup> May 2022 (both days are mandatory)

**All full day courses, 9.30am – 4.00pm**

## ASP Working Together

### Learning Outcomes:

On completion of this course participants will:

- Be aware of the legislation surrounding Adult Support and Protection, including the Adult Support and Protection (Scotland) Act 2007, Mental Health (Care and Treatment) (Scotland) Act 2003 and Adults with Incapacity (Scotland) Act 2000
- Be familiar with Fife Inter-Agency Adult Support and Protection Guidance, know what harm is and be able to identify the indicators of harm
- Understand the requirement to share information to protect adults at risk of harm
- Understand individual and multi-agency responsibilities in Adult Support and Protection and the legal duty to co-operate under the Adult Support and Protection (Scotland) Act 2007
- Understand good practice in recording and defensible decision-making

### Available dates:

- 18<sup>th</sup> May 2022
- 29<sup>th</sup> June 2022
- 5<sup>th</sup> October 2022
- 7<sup>th</sup> December 2022
- 8<sup>th</sup> March 2023

**All full day courses, 9.30am – 4.00pm**

## **ASP Senior Managers Training**

**(Social Work (Team Manager, Service Managers, Senior Managers), Health, Police, Housing, Scottish Fire and Rescue Service)**

This training will focus on:

- ASP Context – Single Agency and the ASPC
- Overview of ASP Inter-agency and single agency procedures and roles & responsibilities
- ASP Complexity and Challenges: including significant harm, consent
- MRH and Escalation & Engagement
- The link between ASP and ICR's and SCRs and other parallel processes.
- LSI (regulated and non-regulated)
- ASP Quality Assurance

### **Outcome:**

The aim of this course is to provide attendees with an advanced and in-depth learning opportunity relating to complex ASP procedures. To ensure mutual understanding of the procedures, consistency in application and consideration of challenges and barriers that may arise.

### **Available date:**

- Wednesday 1<sup>st</sup> June 2022



## **Council Officer Advanced Practitioner Training**

(for Social Work Staff only)

This course should be undertaken 1 year post Council Officer Training.

The aim of this course is to provide attendees with

- Advanced interviewing skills
- Interviewing skills when the perpetrator is a family members
- Use and referencing of Human Rights Act in our reports
- Complex ASP cases
- LSI
- MRH/Escalation and Engagement
- Crossing the acts
- ASP Thresholds

### **Outcome:**

At the end of this 2 day course, you gain advanced skills and learning in your role as Council Officer and continue to take the lead in all Adult Support and Protection duties from IRD through to Case Conference.

### **Available courses:**

- Tuesday 7<sup>th</sup> & Wednesday 8<sup>th</sup> June 2022
- Wednesday 9<sup>th</sup> & Thursday 10<sup>th</sup> November 2022

**These courses can be booked on Oracle only.**

**Spaces are limited so please be sure to book as soon as possible.**

**All Fife Council Employees must book through Oracle.  
Click on the learning tab and search for  
ASP Working Together, ASP Harm in the Home, ASP Harm in the Care Setting**

## Application Form

If you would like to book a place on the webinar and **are not a Fife Council Employee**, please fill in the application below and return it to –  
[LearningAdminBusinessSupport@fife.gov.uk](mailto:LearningAdminBusinessSupport@fife.gov.uk)

Please be advised that non-attendance without notice is likely to result in a fee being incurred. Our courses are offered free of charge, however, it is vital that notice is given when people are unable to attend to ensure maximum places are offered to colleagues across all services. There will of course be occasions where it is not possible to make contact prior to the start of the course. Please ensure contact is made as soon as possible following to advise of reason for non-attendance.

Date of the session you wish to attend	
Name:	
Job title:	
Organisation / Service:	
Address:	
Telephone No:	
Email Address – Essential for MS Teams link	
Line Manager email	

We are currently able to offer this course free of charge.

### Coming soon...

We are currently working to adapt and relaunch our e-learning modules. These will be available from April 2022 onwards.

**ASP Basic Awareness**

**Undue Pressure**

