

**Adult Support and Protection Training Schedule**

**January 2024 through to March 2024**

**(More dates to be confirmed for the remainder of the year)**

The Adult Support and Protection Committee are pleased to inform you that our training is now all available virtually with the exception of Council Officer Training (see details on that section).

**Available Courses**

[ASP Harm in the Home 2](#_Toc150865842)

[Across the Acts 3](#_Toc150865843)

[Chairing The Adult Case Conference 5](#_Toc150865844)

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[ASP Council Officer Training 7](#_Toc150865846)

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[Council Officer Advanced Practitioner Training 13](#_Toc150865851)

### Application form for non-Fife Council Employees is on [Page 14](#app)

ASP Harm in the Home

**(Primarily for frontline practitioners within all partner agencies, support workers, voluntary organisations who are involved with providing support to adults within the community)**

**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**

* Monday 26th February 2024.
* More dates to be confirmed.

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

Across the Acts

**Who should attend**

This course is relevant for Council Officers, experienced staff and managers who require an understanding of the relevant legislative options for adults who might require support and / or may experience risk or harm.

It will familiarise participants with knowledge across protective legislation for adults in Scotland.

**Learning Outcomes:**

* To Appreciate the Primary and Supportive Legislation in Dealing with the Risk Landscape for Adults
* To Understand the Duty to Inquiry and What Relevant Legislation Says About Investigation - What to Do and Know
* To Understand the Options for Immediate, Short-term & Long-Term Powers and Provisions Across the Acts
* To Appreciate the Options for Assessment & Management of Risk
* To be Grounded in the Importance of Involving the Adult at Risk in the Process
* To Appreciate a Crossing the Acts and Bridging the Gaps Process.

**What participants said about this course**

This course ran in 2022 and 2023 and comments included -

* *Interesting to see discrete role of each Act and to see the differences actively applied individually and / or together in the context of a complex scenario.*
* *Helpful refresher on working in a measured way reminded of duty to inquire under each Act, understanding similarities and differences, and not to get channelled into responding with one to the exclusion of others.*
* *Very positive to have discussions with colleagues and the opportunity to gather and listen to all views particularly MHO colleagues.*
* *I appreciate having the handouts to refer to such as defensible decision making, the clear legislation route map and the role of executive function and capacity.*
* *Slides give clear information re-each Act, I am going to print out some and stick on my walls.*

**Available dates**

* Thursday 1st February 2024
* More dates to be confirmed.

**All full day courses, 9:30am – 4:00pm**

Chairing The Adult Case Conference

**Who should attend**

This course is new to Fife and is designed for managers and Council Officers who will be involved in chairing and / or organising ASP Case Conferences.

It is designed to maximise positive outcomes for the adult and provide coordinated and effective multi-agency support and protection.

**Learning Outcomes:**

* Understand the legislation and guidance underpinning Adult Support and Protection
* Identify the role, responsibilities & skills of the Chairperson & relevant others
* Plan the adult protection Case Conference effectively -
  + By overseeing the multi-agency response
  + Clearly communicating with relevant others including the adult at risk
* Chair ASP meetings to best practice standards
* Consider Protection Orders, Impact of Trauma & Reflections on The Adult’s Attendance
* Ensure appropriate recording, follow-up and review of Case Conference decisions.

**What participants elsewhere have said about this course**

* *A very helpful day and will certainly help me with my chairing responsibilities*
* *Good to differentiate between different roles in ASP Case Conference*
* *I will think more about how to plan and to gain information from all involved prior to the adult case conference*
* *Time to rethink how it must feel for the adult and how to get an outcome that best empowers them.*

**Available dates**

* **Tuesday 20th February 2024**
* More dates to be confirmed.

**All full day courses, 9:30am – 4:00pm**

ASP Harm in the Care Setting

**(Primarily for frontline practitioners within all partner agencies, support workers, voluntary organisations who are involved with providing support to adults within a care home 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**

* Monday 4th March 2024.
* More dates to be confirmed.

**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 can attend this training before they have been qualified for 1 year however cannot complete the Council Officer role until they have been qualified for 1 year and completed the full ASP Council Officer Training.

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 though to Case Conference.

**Available courses in 2024, these courses can be booked on Oracle only:**

**Course 1 dates (all days are mandatory) – all virtually.**

22nd February, 29th February, 7th March, 14th March and 21st March (All Thursdays)

**Course 2 dates (all days are mandatory) – delivered tbc**

Dates to be confirmed.

**Course 3 dates (all days are mandatory) – delivery tbc**

Dates to be confirmed.

**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:

• To Understand the Duty to Inquire and Support Options across Protective Legislation for Adults

• To Appreciate the Difference between Executive Capacity and Decisional Capacity and its Application to ASP

• To Consider the Impact of Trauma and Undue Pressure on the Ability of the Adult to Make Safe Decisions

• To Recognise and Respond to Disguised Compliance

• To be Familiar with Fife Inter-Agency Procedures and Protocols, including LSI; Dispute Resolution; Engagement Escalation; Multiple Report of Harm; and the new Adult at Risk Case Conference and their Effective Use

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:**

* Monday 11th March 2024.
* More dates to be confirmed.

**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:**

* Monday 5th & 6th February 2024 (both days are mandatory)
* More dates to be confirmed.

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

ASP Working Together

**(This course is aimed at multi agency practitioners as well as support workers and voluntary organisations)**

**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:**

* 21st February 2024
* 12 June 2024
* 11th September 2024
* 4th December 2024

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

ASP Senior Managers Training

**(Social Work (Senior Practitioner, 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 Learning Reviews 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:**

* Dates to be confirmed for 2024.

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 though to Case Conference.

**Available courses:**

* Monday 18th & Tuesday 19th March 2024.
* More dates to be confirmed.

**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.

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| --- | --- |
| 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.

**E-Learning**

**E-Learning courses are available to access via oracle and the partner site** [**https://fifecouncil.learningnexus.co.uk/**](https://fifecouncil.learningnexus.co.uk/) **for partner agencies to access.**

**Professional Curiosity**

**ASP and problematic alcohol & drug use**

**Undue Pressure**