

# YOUTH WORK

## Staff Training Programme



September 2017 - March 2018

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# INTRODUCTION

Welcome to this year's edition of the Community Learning & Development Youth Worker Training Programme. This Programme sets out the training courses that are planned for the period September 2017 until March 2018.

The Programme continues to offer a wide range of courses and it is designed to reflect our commitment to workforce development. It provides relevant training opportunities to all our youth work staff to support them in all aspects of their youth work practice, including their duty of care.

Those of you who were familiar with the Programme in the past will note that we made a number of changes to our mandatory training two years ago.

- We condensed what were the Induction and Essential Skills Courses to become one course – 'Principles and Practice of Youth Work'
- First Aid is no longer a mandatory course and staff are now only required to undertake HeartStart, a short emergency support skills course.
- Health and Safety training has been updated to include a short session on excursions. However, Visit Leader training is offered as a specialist course, targeted at staff who will be organising and leading excursions.

These changes to the core training have come about as a result of the on-going Youth Work Service Review. Recommendations from this Review have also informed the Specialist and Update training that is on offer, with training courses reflecting key themes of the Review.

Where places are available, courses are also open to volunteers and to colleagues from partner / voluntary organisations, free of charge.

# ***REGISTERING FOR COURSES***

To register for any of the courses detailed in this Programme, the booking form, included at the back of this booklet, requires to be completed. This form can be used to book for several courses at one time and can also be photocopied as required. Please provide your email address on the booking form if you have one. Bookings require to be received by Laura Welsh ([Laura.Welsh@fife.gov.uk](mailto:Laura.Welsh@fife.gov.uk)) at least **2 weeks prior to the course**.

The booking form requires to be countersigned by the relevant Line Manager / Community Education Worker before it can be processed. It is important that you take time to discuss your training needs with them first to make sure you are fulfilling all the required training requirements, as well as agreeing what Specialist and Update courses best meet your needs.

All our training bookings are now managed through our online Corporate Learning Management System (CLMS). When booking forms are received by Laura Welsh, a place is booked on the courses you have applied for and an email is then sent to you from CLMS confirming your place on the course. If a course is full you will receive an email advising that you have been placed on the waiting list.

If travel to training courses is an issue for you please talk to your Community Education Worker, who can then discuss this with the course leader. We will provide support wherever possible. We will provide refreshments at all courses but, where a course runs for a full day, you are expected to provide your own lunch.

Don't forget that training is an integral part of your job and you are paid for attending courses. Claims for attending training should be submitted on a separate pay claim from your usual hours – please mark this claim 'training.'

Please note that if for any reason you are no longer able to attend any course you have booked for, it is absolutely essential that you advise Laura Welsh so that your place can be offered to someone else. Failure to attend courses you have booked for are recorded as an absence and will be followed up by the Line Manager / Community Education Worker as necessary.

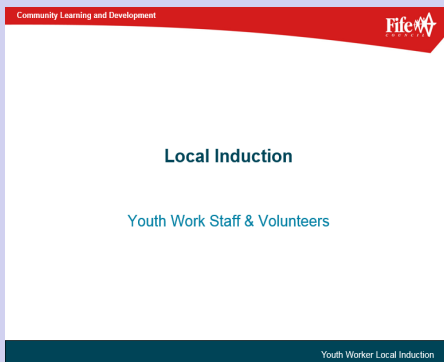
# LOCAL INDUCTION

Welcoming new staff to their post is a key part of settling in and we have a local induction process that supports this.

The purpose of the local induction is not only to welcome new staff, it is also about providing them with the information and knowledge that they need to carry out their role.

Induction is also the opportunity for staff to learn more about all the duties associated with their youth work post. It introduces staff to working for Fife Council, the contribution they make to the organisation, and standards of behaviour, performance and culture for an employee. It is the first and best opportunity to get things right.

For new youth workers, the local induction will be carried out by their Line Manager, usually a Community Education Worker. An initial induction meeting takes place and the Manager will work through a checklist of 'need to know' information. At this meeting information will be passed on to staff either by presentation or by handout.



# PRINCIPLES AND PRACTICE OF YOUTH WORK

**Description:**

This course is a part of the core mandatory training and will cover key aspects of Youth Work including; the purpose of youth work, roles and responsibilities, learning styles, equalities, values & attitudes, achievement, and self-esteem. This course also provides the opportunity to explore a number of youth work scenarios and how to respond to these.

The final part of the course will allow participants to reflect on a practical piece of work and, in doing so, will have the opportunity to consider planning, recording and evaluation.

Participants must attend both parts of this course and will be expected to complete a short individual exercise between part 1 and part 2.

**Facilitator:**

Youth Work Training Group

**Target Audience:**

Newly appointed Youth Workers who have received their local induction or any other Youth Worker in need of a refresher

**Catering:**

Participants must bring their own lunch.

**Course details:**

Tuesday 12th September 2017, 6:30pm to 9:30pm  
&  
Saturday 23rd September 2017, 10am to 4pm ,  
Roths Halls, Glenrothes

**Participants must attend both sessions**

**Places:**

25



# HEALTH & SAFETY AWARENESS

<b>Description:</b>	This updated course will provide staff with a general awareness of health and safety issues and understanding of their roles and responsibilities within a youth work setting . This will include excursions, accident reporting and risk assessment.
<b>Facilitator:</b>	Ian Cooper, Community Education Worker
<b>Target Audience:</b>	This course is compulsory for all Youth Work staff. New staff, current staff who have never completed this training, and those in need of a refresher should attend.
<b>Course Details:</b>	Tuesday 14th November 2017, 6:30pm to 8:30pm, Benarty Centre, Ballingry
<b>Places:</b>	25



# HEART START

**Description:**

Through our partnership with the British Heart Foundation, we are able to offer youth workers Heart Start training. Participants will learn the complete range of Emergency Life Support skills as follows:

- assessing an unconscious patient,
- performing cardiopulmonary resuscitation (CPR),
- dealing with choking,
- serious bleeding,
- helping someone that may be having a heart attack.

**Facilitator:**

Sonia McCathie, Community Education Worker  
Mike Crosbie, Community Education Worker

**If staff have a current First Aid certificate, they do not need to attend this course.**

**Course Details:**

Wednesday 4th October 2017, 6:30pm to 8:30pm,  
Dell Farquharson Centre, Dunfermline

**Places:**

20





# CHILD PROTECTION AND YOUR RESPONSIBILITY

**Description:** This course is designed for those who have direct responsibility for working with children and young people and will cover definitions and signs of abuse, case studies, procedures, medical consent, minimising risk and codes of conduct.

**Facilitator:** Child Protection Tutors

**Target Audience:** Youth Work staff who have never completed this training before.

**Catering:** Participants are required to bring their own lunch.

**Course Details:** Saturday 28th October 2017, 10:00am to 3:00pm,  
Lomond Centre, Glenrothes  
OR  
Wednesday 14th March 2018, 10:00am to 3:00pm,  
Dell Farquharson Centre, Dunfermline

**Places:** 20



# CHILD PROTECTION REFRESHER

<b>Description:</b>	Staff are required to have their Child Protection Training refreshed every 3 years. This course is therefore designed for those who completed their initial child protection training more than 2 years ago. It aims to reinforce previous learning, extend the definitions of abuse, further examine how we respond to concerns and explore use of the internet and new technologies and the risks they pose to children and young people.
<b>Facilitator:</b>	Child Protection Tutors
<b>Target Audience:</b>	Youth Work staff who completed their initial Child Protection Training more than 2 years ago.
<b>Course Details:</b>	Wednesday 7th February 2018, 6:30pm to 9:30pm, Templehall Community Centre, Kirkcaldy
<b>Places:</b>	20



# DRUG AWARENESS

- Description:** This course is delivered in an interactive way offering a mixture of activity based exercises, presentations and discussion by experienced staff who have worked in the substance misuse field for over 10 years. Course participants will have the opportunity to build on their generic skills to improve their knowledge and understanding of substances and their effects. By the end of this course participants will be able to:
- Recognise the current issues in the drug and alcohol field.
  - Gain more knowledge of drugs and alcohol, their effects and current trends.
  - To increase participants' knowledge of the issues surrounding these topics.
  - Identify key requirements for good practice within service delivery.
  - Develop competence in dealing with substance misuse.
  - Describe the required skills, knowledge and attitudinal base for working in this context.
  - Identify their future support needs.

**Facilitator:** Clued Up Project Staff

**Target Audience:** Youth Work staff

**Course Details:** Thursday 25th January 2018, 6:30pm to 9:30pm,  
Clued Up Project, 441 High Street, Kirkcaldy

**Places:** 20



# VISIT LEADER TRAINING

<b>Description:</b>	<p>EVOLVE is the online planning and approvals system that everyone is required to use when organising any trips or outings.</p> <p>This short course will brief participants on the procedures they are required to follow, and the responsibilities they have, when organising a trip or outing. The training covers legal responsibility, planning requirements, procedures and an overview of how to use the EVOLVE system.</p>
<b>Facilitator:</b>	Ali Dreyer, Outdoor Learning Manager
<b>Target Audience:</b>	Any member of Youth Work staff likely to be involved in organising or leading an excursion and who has not yet completed this training.
<b>Course Details:</b>	Tuesday 30th January 2018, 6:30pm to 9:30pm, Lochgelly Centre, Lochgelly
<b>Places:</b>	15



# FOOD HYGIENE

**Description:**

Staff involved in any kind of food preparation are required to undertake the relevant training.

This course will provide participants with the opportunity to gain their Royal Environmental Health Institute of Scotland (REHIS) Elementary Food Hygiene certificate.

The course will provide an introduction to food hygiene, personal hygiene of food handlers, the working environment, cleaning practices, food legislation, food poisoning and bacteria.

**Please note there will be a thirty minute multiple choice exam at the end of this course.**

**Facilitator:**

Iain Anderson, Fife Community Food Project

**Target Audience:**

Youth Work staff who require a food hygiene certificate.

**Catering:**

Participants are required to bring their own lunch.

**Course Details:**

Saturday 13th January 2018, 9:30am to 5:00pm,  
Parkgate Community Centre, Rosyth

**Places:**

15



# HEALTHY YOUNG LIVES

**Description:** This course aims to increase the knowledge and skills of Youth Work staff in promoting health, and to gain further understanding of how, within their own role and remit, they can improve health and address health inequalities for the vulnerable young people they work with.

By the end of the course, participants will have:

- Identified the main factors that influence the health and wellbeing of vulnerable young people
- Knowledge of how their practice impacts on the health and wellbeing of young people
- Discussed approaches that improve health and wellbeing of young people
- Identified approaches that can be adopted within their own practice

**Facilitator:** Lesley Pringle, Community Education Worker  
Ian Cooper, Community Education Worker  
NHS Staff

**Target Audience:** Youth Work staff who would like information and support with this topic

**Course Details:** Thursday 23rd November 2017, 6:30pm—9:30pm,  
Corn Exchange, Cupar

**Places:** 20 per course

# SOCIAL MEDIA

**Description:**

This course will provide an overview of Fife Council's use of social media and will set out the Council's Policy on the use of social media as a communication and engagement tool.

This course is open to all Youth Workers who are using , or planning to use, any types of social media within their club or project. The course will be of particular benefit to those staff currently involved in the administration of any Facebook or Twitter accounts for their club, project or area.

**Facilitator:**

Fife Council Communications Team

**Target Audience:**

Youth Work staff

**Course Details:**

Wednesday 14th February 2018, 6:30pm to 9:30pm, Lomond Centre, Glenrothes

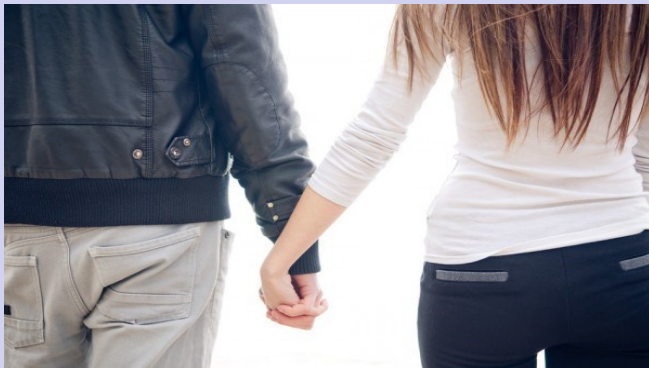
**Places:**

25



# UNDER AGE SEXUAL ACTIVITY

<b>Description:</b>	<p>This short course has been developed to enable Youth Work staff to become familiar with the local and national guidance on under-age sexual activity.</p> <p>This will include an understanding on how to follow the correct procedures, including the screening framework, when you have an under-age sexual activity concern. This course will also raise awareness of the boundaries of confidentiality and young peoples' rights.</p>
<b>Facilitator:</b>	Dr Sue Hamilton, Child Protection Consultant
<b>Target Audience:</b>	Youth Work staff who may be dealing with sexual health issues
<b>Course Details:</b>	<p>Thursday 28th September 2017, 6:30pm to 9:30pm, Cowdenbeath Leisure Centre, Cowdenbeath</p> <p>Or</p> <p>Thursday 5th October 2017, 6:30pm to 9:30pm, Abbeyview Centre, Dunfermline</p>
<b>Places:</b>	25





# UNDER PRESSURE COURSE

**Description:** Zero Tolerance Under Pressure training aims to increase the skills and capacity of youth work staff to prevent abuse and exploitation in teen relationships. This training is delivered in partnership between CLD and FVAW and is an excellent opportunity to obtain a great set of resources for tackling abuse and exploitation in young people's relationships and make a real difference in the lives of young people you work with.

**Course Aims:** To equip youth workers with the knowledge, skills and confidence to deliver effective sexualisation awareness, abuse prevention and early intervention initiatives with young people.

To enable youth work staff to incorporate prevention and early intervention strategies into their work and initiate new activities to address abuse in young peoples intimate relationships

**Facilitator:** Lesley Pringle, Community Education Worker  
Lynda Dargie, Fife Violence Against Woman Partnership

**Course Details:** Wednesday 31st January 2018, 6:30pm to 9:30pm, Balmaise Centre, Leven  
&  
Wednesday 28th February 2018, 6:30pm to 9:30pm, Balmaise Centre, Leven

**Participants must attend both sessions**

**Places:** 12



# OTHER INFORMATION

## **PDA Youth Work**

We have worked in partnership with Youth 1<sup>st</sup> and Youth Scotland to deliver a PDA Youth Work Programme. Building on the success of this programme, we will be running another programme in the future. If this is something you would like to be considered for then please speak to your Manager. Further information will follow later in the year.....watch this space!

## **Youth Work Week – a date for your diary**

Don't forget it's Youth Work Week 1<sup>st</sup> to 7<sup>th</sup> November 2017. Perhaps you would like to do something to celebrate the youth work you are doing or the young people you work with that week? Get your thinking cap on and look out for more information in the coming weeks.

## **Training available via Youth 1<sup>st</sup>**

Youth 1<sup>st</sup> is a voluntary organisation that offers a range of training opportunities for Youth Workers in Fife. The courses include Arts and Crafts, Conflict Resolution, Internet Safety, First Aid, Introduction to Fundraising, Move It Essentials, Games Games Games and Child Protection. Full details of course dates and venues, along with booking information can be found at: [www.youth1st.co.uk](http://www.youth1st.co.uk)

## **Health Improvement Training Programme**

The 2017 - 2018 edition of the Health Improvement Training Programme features a wide range of free training courses aimed at helping all those working in Fife to contribute towards building a fairer, healthier Fife. For more information visit [www.healthyfife.net](http://www.healthyfife.net)

**Please note:** Any additional training courses should be discussed with your Manager in the first instance. Payment for attending any of these additional courses will be at the discretion of your Manager.

## **Year of Young People 2018**

The Year of Young People 2018 aims to inspire Scotland through its young people, celebrating their achievements, valuing their contribution to communities and creating new opportunities for them to shine locally, nationally and globally. Find out the latest info about all the exciting things that will be happening in 2018 at <http://young.scot/yoyp2018/>

# BOOKING FORM

To book onto any of the courses in this booklet apply via CLMS—

<https://asp.soprahosting.co.uk/cpd/fifecouncil/>

Only where this is not possible, please complete details below and return to  
[Laura.Welsh@fife.gov.uk](mailto:Laura.Welsh@fife.gov.uk)

Personal Information – All Information is MANDATORY			
Name:			
Email Address:			
Contact Number:			
Job Title:			
Payroll Number:			
Area Team:			
Base:			
Line Manager:			
Courses you wish to attend			
Course Title	Date	Time	Venue
<p><b>The section below should be completed by your Line Manager</b></p> <p>I fully support this application</p> <p><b>Managers signature:</b></p> <p><b>Date:</b></p>			

# ***CONTACT DETAILS***

## **Laura Welsh**

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Community Learning and Development  
3rd Floor  
Rothesay House  
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