



The Willow Centre
meeting your training needs...

**course
directory
2019**

**We provide excellent value
training and meeting room hire,
open courses, and a bespoke
mobility suite.**

**www.willowcentre.co.uk
01245 267071**

Welcome to The Willow Centre

Welcome to our Course Directory.

We have collaborated with experienced trainers in creating this programme of training courses and we hope that you will take full advantage of our training offers available.

These training courses will help you stay competent in the workplace and will help you to comply with workplace regulations. All our courses are certificated and we are working with awarding bodies for pending accreditation on some of the courses that we are offering.

For booking information and terms and conditions, please turn to the back of the brochure. All course dates and current prices are listed on our website willowcentre.co.uk.

We look forward to seeing you at The Willow Centre in the near future.



Cathy

Cathy Neat
Director & Principal Trainer

Content listings

- 02 Approved Assessor Training
- 03 Food Hygiene
- 04 First Aid Training
 - 04 - Emergency First Aid 1 day
 - 04 - Paediatric First Aid
- 05 Mental Capacity Act / Deprivation of Liberty Safeguards Training
 - 05 - MCA DoLS: Train the Trainer
- 06 Moving & Handling Training
 - 06 - Moving & Handling: An Introduction
 - 06 - Moving & Handling: Train the Trainer
 - 07 - Moving & Handling: Refresher Training
- 08 **Booking information**
- 08 Information & Signposting
- 09 Terms and Conditions

APPROVED ASSESSOR TRAINING

Who is it for?

This course is for persons who are working in a front line capacity with persons who need aids/ equipment to assist them in their daily living.

This one day course will give you the tools of competency in the ordering of daily living equipment.

We are working in partnership with Essex County Council who will issue the PIN and Login details upon completion of this course.

The course will cover the following:

- ✓ To provide Information, Guidance and Permission to access and order a specific range of equipment identified during the assessment or review process as necessary to meet identified, eligible needs.
- ✓ To ensure you are competent when assessing for equipment.
- ✓ To inform you of the process of ordering equipment via Essex County Council's Uniquis portal.

This course is certificated based on competency in the ordering of specific equipment and will include the issuing of Login & PIN details for delegates upon completion.

Please Note: This course is suitable for Health & Social Care staff who are wishing to provide social care equipment to those who have long term disabling impairments (with no significant recovery or improvement) using an ECC Uniquis PIN.

This course is NOT SUITABLE for health staff who would like a PIN to order Health Equipment. Any enquiries relating to this will need to be had with health management.

How long is it?

One day – 09:00-17:00

What is the cost?

£220.00 plus VAT

**For more information or to make a booking, call 01245 267071
or email admin@willowcentre.co.uk**

FOOD HYGIENE - LEVEL 2

Who is it for?

This one day course has been designed to help anyone who works within the catering industry handling, preparing or serving food.

By law, all food handlers must have an understanding of the basic principles of food hygiene and know how to work safely so as to protect the food they serve from contamination.

This course provides learners with up-to-date food hygiene information using a range of written and interactive exercises to ensure learners thoroughly comprehend their food safety responsibilities.

The course will cover:

- ✓ Understand how individuals can take personal responsibility for food safety in their environment
- ✓ To understand the importance of keeping him / herself clean and hygienic
- ✓ To understand the importance of keeping work areas clean and hygienic
- ✓ To understand how to keep food safe
- ✓ To understand the law and legislation around food hygiene

The course will be certified.

How long is it?

One day – 09:00-16:00

What is the cost?

£50.00 plus VAT

**For more information or to make a booking, call 01245 267071
or email admin@willowcentre.co.uk**

FIRST AID TRAINING

We are delighted to be able to work with some great First Aid trainers who have huge expertise in this area. We have put together a selection of First Aid Courses for those who just need to know the basics to those who require more in-depth training:

EMERGENCY FIRST AID AT WORK

This course will cover First Aid basics, the role of the first aider, how to manage an emergency, cuts, burns and bleeds, choking and fainting, shock and seizure and how to deal with an unconscious person. Both theory and practical sessions including CPR skills. A written assessment or continuous observation by the trainer with certification at the end.

Who is it for?

This course is essential for staff that must have basic first aid training to fulfil their role within the workplace.

How long is it?

One day – 09:00-16:30

What is the cost?

£80.00 plus VAT

PAEDIATRIC FIRST AID Level 2

Who is it for?

This one day course will cover the basics of first aid principles for persons working within an infant and child environment.

The course will cover:

- ✓ Understand the role and responsibilities of the paediatric first aider
- ✓ Be able to assess an emergency situation safely
- ✓ Be able to provide first aid for an infant and child who is unresponsive and breathing normally
- ✓ Be able to provide first aid for an infant and child who is unresponsive and not breathing normally
- ✓ Be able to provide first aid to an infant and child who:
 - ✓ Has a foreign body airway obstruction
 - ✓ External bleeding
 - ✓ Suffering from shock
 - ✓ With anaphylaxis symptoms

The course will include both practical demonstrations / assignment and oral examination with the practical being assessed by simulation. The course will be certified.

How long is it?

One day - 09:00-17:00

What is the cost?

£83.00 plus VAT

**For more information or to make a booking, call 01245 267071
or email admin@willowcentre.co.uk**

MCA DoLS TRAIN THE TRAINER

MCA DoLS – TRAIN THE TRAINER

Who is it for?

Working knowledge of both the MCA & DoLS legislation is of paramount importance to upholding the good standards of care expected from those in the care sectors. This course not only covers these topics in some depth, but also equips delegates with a range of instructor skills so organisations will benefit from having a dedicated in-house MCA & DoLS trainer.

This MCA and DoLS Train the Trainers course is presented by means of tutorials, practical exercises and group discussions.

Pre Requisite for the Course:

Applicants must have attended MCA and DoLS training prior to attending this Train the Trainer Course. It is expected that this course will refresh knowledge sufficiently in order to deliver up to date information within their individual sessions.

Course Assessment:

The course is delivered in 2 days and candidates must demonstrate a willingness to learn along with interaction of group activities and present an extract of their proposed session in the wider group.

This course also covers:

- ✓ Current legislation
- ✓ List the functions of the Mental Capacity Act
- ✓ Policy and procedures
- ✓ Describe the groups that will be affected by the legislation
- ✓ The assessment procedure
- ✓ Explain what is meant by the functional test
- ✓ What is meant by best interests
- ✓ Explain the role of Lasting Power of Attorneys
- ✓ What protection is available for decision makers
- ✓ Explain the Deprivation of Liberty Safeguards including up to date rulings regarding the ACID test
- ✓ Understand the limits of restraint issues
- ✓ Describe the function of the Court of Protection
- ✓ Understand the roles of various people involved
- ✓ Train others in Mental Capacity Act and DoLS requirements within their working environment

Train the Trainer Elements:

- ✓ How to vary teaching methods
- ✓ Planning your session
- ✓ Adapting to various Learning styles
- ✓ Preparing the individual lesson plan
- ✓ How people retain information
- ✓ Evaluation processes
- ✓ Building in Feedback to your sessions
- ✓ Presentation skills
- ✓ Dos and don'ts

How long is it?

1 day: 09:00-16:00

What is the cost?

£150.00 plus VAT

**For more information or to make a booking, call 01245 267071
or email admin@willowcentre.co.uk**

MOVING & HANDLING TRAINING

We have a variety of Moving & Handling courses to choose from and the courses are delivered in our Mobility Training suite. Our trainers are experts in Manual Handling and come with a wealth of experience. Our group sizes are kept small so that the trainer has more interaction with the group, making each session very personal.

MOVING & HANDLING (PEOPLE) – AN INTRODUCTION

Who is it for?

This one day course is suitable for professionals who are not skilled in Moving and Handling of people and who need to be competent. It is also essential to cover the knowledge and practical requirements of the Care Certificate.

The course will focus on the following areas:

- ✓ Manual Handling Responsibilities and the Law
- ✓ Anatomy of the Spine and Types of Injuries
- ✓ Biomechanics and Ergonomics
- ✓ Safe Lifting Techniques – L.I.T.E
- ✓ Lifting Objects
- ✓ Key Elements of People Moving
- ✓ Risks and Controls related to People Moving
- ✓ People Moving – Risk Assessments/ Personal Plan
- ✓ People Moving Equipment
- ✓ People Moving – Controversial Techniques
- ✓ People Moving – Good Techniques
- ✓ Practical Sessions and Assessments in People Moving

Candidates will be assessed throughout the course and at the end of the course will be competent to provide correct people handling techniques so that risks are reduced to themselves and those in their care.

How long is it?

One day – 09:30 registration for 10am start -16:30

What is the cost?

£40.00 plus VAT

MOVING & HANDLING (PEOPLE) – TRAIN THE TRAINER

Who is it for?

This certificated three day course is suitable for professionals who are already skilled in Moving and Handling and who want to train others in this technique.

Candidates will be assessed throughout the course and at the end to ensure competency and the course is certificated.

The course will focus on:

- ✓ Anatomy of the Spine and Types of Injuries
- ✓ Biomechanics and Ergonomics
- ✓ Safe Lifting
- ✓ Techniques - L.I.T.E
- ✓ Lifting Objects
- ✓ Key Elements of People Moving
- ✓ Manual Handling
- ✓ Law and ACOPS Guidance
- ✓ Manual Handling responsibilities & the Law
- ✓ Risks and Controls related to People Moving
- ✓ People Moving - Risk Assessments / Personal Plan
- ✓ People Moving - Controversial Techniques
- ✓ People Moving - Good Techniques
- ✓ Practical Sessions and Assessments in People Moving

How long is it?

Three days – 09:00-16:30

What is the cost?

£599.00 plus VAT

**For more information or to make a booking, call 01245 267071
or email admin@willowcentre.co.uk**

MOVING & HANDLING REFRESHER

Moving & Handling training constantly evolves with legislative changes and updates in techniques. These courses are suitable for those who have completed their initial Moving & Handling training but who now need a refresher course to keep their knowledge and skills up to date.

TRAIN THE TRAINER - 1 DAY REFRESHER

Who is it for?

This one day course is suitable for those professionals who have already completed their Moving & Handling Train the Trainer training and who need a refresher on the legislation and practices.

The course will focus on updates on the following practices:

- ✓ Anatomy of the Spine and Types of Injuries
- ✓ Biomechanics and Ergonomics
- ✓ Safe Lifting
- ✓ Techniques - L.I.T.E
- ✓ Lifting Objects
- ✓ Key Elements of People Moving
- ✓ Manual Handling
- ✓ Law and ACOPS Guidance
- ✓ Manual Handling responsibilities & the Law
- ✓ People & Moving - Risks and Controls
- ✓ People Moving - Risk Assessments / Personal Plan
- ✓ People Moving - Controversial Techniques
- ✓ People Moving - Good Techniques vs Controversial techniques

This course will be a mixture of demonstrations and practical session as well as theory. The course will be certificated.

How long is it?

One day – 09:00-16:00

What is the cost?

£120.00 plus VAT

MOVING & HANDLING (PEOPLE) INTRODUCTION - 1 DAY REFRESHER

Who is it for?

This one day course is suitable for professionals who are not skilled in Moving and Handling of people and who need to be competent. It is also essential to cover the knowledge and practical requirements of the Care Certificate.

The course will cover the following:

- ✓ Manual Handling Responsibilities and the Law
- ✓ Anatomy of the Spine and Types of Injuries
- ✓ Biomechanics and Ergonomics
- ✓ Safe Lifting Techniques – L.I.T.E
- ✓ Lifting Objects (Manual Handling)
- ✓ Key Elements of People Moving
- ✓ Risks and Controls related to People Moving
- ✓ People Moving:
 - ✓ Risk Assessments / Personal Plan
 - ✓ Controversial Techniques vs Good Techniques

This course will be a mixture of demonstrations and practical sessions as well as theory. This course will be certificated.

How long is it?

One day – 09:00-16:00

What is the cost?

£50.00 plus VAT

**For more information or to make a booking, call 01245 267071
or email admin@willowcentre.co.uk**

BOOKING INFORMATION

To book your place(s) on any of our training courses, you can either book via our website: www.willowcentre.co.uk/courses

Just click on the course and add the course to your basket. If you have a PROMO CODE you can add this to the basket and it will calculate the discount accordingly. You can then pay by Bank Transfer, Credit and Debit Card.

Alternatively, you can email us at admin@willowcentre.co.uk with your booking request and we will send through your booking confirmation to you together with an invoice for payment.

If you have any queries regarding booking a course, please do give us a call on 01245 267071.

INFORMATION & SIGNPOSTING

The Willow Centre cannot recommend specific trainers but we can signpost you to our database of experienced and competent trainers for you to make arrangements directly with them.

For more details or just to talk through your requirements, please call us on 01245 267071 or drop us an email: admin@willowcentre.co.uk

WHAT WE OFFER



HIGH QUALITY learning environment

Our rooms are of high quality and are fully equipped to meet your training needs.



EXPERT instructors

Our trainers are fully qualified and occupationally competent in delivering high quality development experiences that meets our clients objectives.



CERTIFIED courses

All our courses are certified and we are working towards accreditation for many of our courses.

TERMS & CONDITIONS

IMPORTANT INFORMATION:

Our core trading hours are from 08:00 – 17:00, Monday to Friday. For access outside of these hours (for set up purposes) please contact the Centre Manager.

PLEASE NOTE: Upon receipt of a booking, The Willow Centre will issue an acknowledgement email and invoice or receipt if payment is made online.

Your booking will NOT be confirmed until FULL PAYMENT is received. All monies need to be cleared 14 days before the course takes place. Any booking not in receipt of full payment at this time will be cancelled.

PAYMENT INFORMATION:

You can pay for your course in the following ways:

1. Online by logging onto The Willow Centre website www.willowcentre.co.uk and clicking onto the courses page. We accept payments by debit card, major credit cards and PayPal.
2. By online direct payment transfer to our bank account
Bank Details: Santander Account number: 74380177 Sort code: 090128 – The Willow Centre Ltd.
Payment reference is your invoice number.
3. By credit / debit card by calling 01245 267071 (office hours only)

If you would like to pay by Online Direct Payment Transfer – Please let us know and we will send through a Pro Forma Invoice for payment.

Cancellation – Delegates:

If delegates are unable to attend a course, they should inform us IN WRITING as soon as possible. Every endeavour will be made to change their booking to another date (where possible) free of charge.

Cancellation by The Willow Centre:

The Willow Centre reserves the right to change or cancel a course should we need to. Delegates will be offered the option of moving to another date or a credit note to the value of the price paid for another course at a later date. Refunds are at the managements discretion.

Delegates who decline this option will be charged as follows:

- ✓ More than 28 days prior to the course start date – Admin fee Charge of £30.00 will be charged
- ✓ Between 14-28 days prior to the course start date – 50% course fee will be charged
- ✓ Less than 14 days prior to the course start date – full course fee

All fees will be subject to VAT.

If you do not attend the course and you have paid for it, the full fee remains payable.

For full terms and conditions, please visit www.willowcentre.co.uk/terms-and-conditions



The Willow Centre

meeting your training needs...



You need to hire a meeting room? Try us!

Everything's ready - not just tables and chairs, but equipment and technical support. Tell us what you're looking for and we'll show you options that match your needs.

- Room hire from £120 per day, excluding VAT
- Tailor your session exactly as you want it
- Choose your room size, layout and technical facilities
- Full technical support
- Projector, screen and whiteboard included
- Coin operated hot refreshment stations in each room
- Cold water filter machines with squash selection
- No hidden add-ons
- Discounts available for multiple bookings
- Free parking for the course trainer

Call us today to discuss your requirements: 01245 267071

Marketing packages now available:

Find out how we can help you arrange a training course, provide admin assistance and advertise your course details. We also provide:

- Our own courses
- Bespoke courses tailored to your needs
- Train the trainer classes

www.willowcentre.co.uk



**For more information or to make a booking, call 01245 267071
or email admin@willowcentre.co.uk**

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