



# Training programme

Working together to change lives

# Contents

Contents .....	2
Independent Lives - About us.....	3
Our vision and values .....	3
Our training programme.....	4
Our courses.....	5
First Aid.....	6
Moving and handling people .....	7
Medication level 1&2 .....	9
Safeguarding .....	10
Mental capacity.....	11
Autism awareness .....	13
An introduction to equality, diversity & inclusion .....	14
Disability awareness .....	15
Mental health awareness.....	16
Our workbooks.....	18
Care certificate.....	18
Food hygiene.....	19
Health and safety .....	19
Infection control .....	20
Medication level 1&2 (workbook) .....	21
Safeguarding (workbook).....	22
Our e-learning .....	22

# Independent Lives - About us

Independent Lives is a user-led charity and social enterprise working to change the lives of disabled people, people with support needs and carers. Our vision is a fair society where everyone can participate and has the opportunity to fulfil their potential.

Working together we can achieve real change in the lives of the people we support - so that we can all participate in our communities and have greater choice, control, and freedom.

We provide a range of frontline services which support people and their communities. From domiciliary care support to respite support for carers, from information and advice for direct payment recipients to campaigns that promote the importance of peer leadership and strategic co-production.

Independent Lives is a charity that really matters and really makes a difference.

## Our vision and values

### Excellence

At Independent Lives, we believe in integrity, accountability, and transparency. Our passion drives us to go above and beyond, delivering high quality led services which can change lives.

### Inclusion

We celebrate our differences and believe that embracing diversity makes us stronger. We want to create a world based on respect and understanding where every voice is heard.

### Innovation

We believe in the power of great ideas. We are unafraid to be bold or to ask why. Through forward thinking, creativity, and the freedom to express ourselves we can shape a better world.

### Person centred

We believe in treating people with dignity, compassion, kindness, and respect. By valuing people's lived experiences and recognising their unique circumstances we can be an organisation that really makes a difference.

# Our training programme

In the dynamic world of the care sector, excellence isn't just a goal- it's necessary. As demands for quality care continue to evolve, so must the skills and knowledge of those entrusted with the well-being of others. That's where the Independent Lives training programme steps in, transforming the way your team approaches care giving.

## So why choose us?



**We are tailored to the care sector:** We understand the challenges and responsibilities that come with a caring role. Our training programme is crafted to include 'best practice' and current legislation to ensure that every session and every skill is applicable to the role that you do.



**Comprehensive curriculum:** From essential skills to specialised subjects on Autism, and Mental health awareness, our range of sessions covers everything you need for effective care. Whether you're new to the sector, or refreshing existing skills, our training provides valuable insights and practical strategies to enhance your performance and support the well-being of those under your care.



**Interactive learning:** We believe that the most effective learning happens through active engagement. That's why our training sessions are designed to be interactive, incorporating real-life scenarios, and group discussions to encourage collaboration and cater to all learning styles.



**Measurable results:** At the heart of our training programme lies our commitment to support you in your learning goals. Each session has clear objectives and outcomes, as well as certification so you can evidence and track your own learning and personal development.

In the care sector, every interaction matters. By engaging our training programme, you are not just investing in your skills but enhancing your ability to deliver compassionate and effective care whilst making a real difference to the well-being of others.

If you would like to take the next step then please contact us today to find out more and how our training programme can benefit you. Let's make a difference together.

# Our courses

Independent Lives provides a wide range of quality training courses. All our training is delivered by experienced and fully qualified trainers and is designed to meet the needs of anyone in a care giving role.

At Independent Lives, we know it is important to ensure that all learning is inclusive and accessible. Not only do we have a range of in-person, online and workbook courses but we can also offer bespoke training and what's even better is, we will come to you.

All our prices are inclusive of VAT, and we can offer a discount for charities or non-profit organisations so we are sure we can cater to fit your needs.

If you have any questions about our training or require any support, then please contact us at [training@independentlives.org](mailto:training@independentlives.org) or by phoning **01903 219482 (option 3)**.

Alternatively, for a no obligation quote email [training@independentlives.org](mailto:training@independentlives.org) for the attention of the training and development officer.

## Get in touch

Independent Lives  
Southfield House  
11 Liverpool Gardens  
Worthing  
BN11 1RY

**Phone:** 01903 219482

**Email:** [info@independentlives.org](mailto:info@independentlives.org)

**Website:** [www.independentlives.org](http://www.independentlives.org)

# First Aid



Emergencies can happen at any time, and being prepared can make all the difference. Enrol in our comprehensive First Aid course and equip yourself with the knowledge and skills to respond effectively in critical situations.

The running time for this course is four hours.

Once completed, this training should be refreshed every three years or sooner if the need arises.

## What will be covered:



Your roles and responsibilities as a first aider

How to perform a primary survey

How to take action in the event of injuries and ailments

How to recognise the signs of a Stroke or Heart attack

What to do if someone has a seizure

How to put someone in the recover position

What to do if someone is choking

How to perform CPR

## Assessment:

Assessment criteria will be met through a practical element as well as a quiz. You will need a pass rate of 75% to be certificated.

## Pricing:

Our tailored and inclusive first aid training is competitively priced at just £100 per person and is fully accessible.

This training takes place face to face and can be done at our office in Worthing (capacity of eight per session) or we can come to you. Please note, that travel costs may be added on depending on your location.

You will be invoiced via email by our training team once your booking is complete and payment will need to be made no later than 48 hours before the training commences or within 30 days (whichever comes first).

## Moving and handling people



Invest in your professional development and well-being of those you care for. Join our Moving and Handling people training course today and gain the confidence and competence to provide safe and compassionate assistance to those you support.

The running time for this course is four hours.

Once completed, this training should be refreshed annually or sooner if the need arises.

### What will be covered?



Your roles and responsibilities in regard to moving and handling people



The principles of safe moving and handling



The consequences of poor moving and handling and examples of moves no longer used



In person practise of using safe manoeuvres e.g. the use of a slide sheet and hoist



Knowledge of how to take care of your own health and safety when moving someone



Knowledge surrounding the importance of risk assessing and agreed ways of working

## Assessment:

Assessment criteria will be met through a practical element as well as a quiz. You will need a pass rate of 75% to be certificated.

## Pricing:

Our comprehensive moving and handling people training is priced at £100 per person and fully accessible.

This training takes place face to face and can be done at our office in Worthing (capacity of eight per session) or we can come to you. Please note, that travel costs may be added on depending on your location.

You will be invoiced via email by our training team once your booking is complete and payment will need to be made no later than 48 hours before the training commences or within 30 days (whichever comes first).



# Medication level 1&2



When it comes to medication, safety is paramount. Our training focusses on teaching you best practices for safe administration, reducing the risk of errors and ensuring you have the information and expertise required to excel in your role.

The running time for this course is three hours.

Once completed, this training should be refreshed annually or sooner if the need arises.

## What will be covered:



Your roles and responsibilities when administering or supporting someone with their medication



How to prepare medication safely



How to document the use of medication



How to store and dispose of medication in a safe way



The eight rights and guidelines of medication administration



What to do if an error is made and why they happen



The types of medication

## Assessment:

Assessment criteria will be met through a practical element as well as a quiz. You will need a pass rate of 75% to be certificated.

## Pricing:

Our thorough and extensive medication training is an online course facilitated through Zoom or Microsoft Teams and is reasonably priced at £50 per person.

You will be invoiced via email by our training team once your booking is complete and payment will need to be made no later than 48 hours before the training commences or within 30 days (whichever comes first).

## Safeguarding



This training is designed to help you recognise and respond to concerns or risks to the welfare and safety of adults and children at risk. The primary goal of this training is to prevent and address abuse, neglect, or harm and to ensure the well-being of the people you support.

The running time for this course is one hour, thirty minutes.

Once completed, this training should be refreshed every two years or sooner if the need arises.

### What will be covered?



What safeguarding is



Your responsibilities



What to do if someone is in danger



Making safeguarding personal



The types of abuse and how to recognise these



Professional curiosity



What to do if you suspect abuse

## Assessment:

Assessment criteria will be met through a quiz. You will need a pass rate of 75% to be certificated.

## Pricing:

Our detailed safeguarding training is an online course facilitated through Zoom or Microsoft Teams and is reasonably priced at £40 per person.

You will be invoiced via email by our training team once your booking is complete and payment will need to be made no later than 48 hours before the training commences or within 30 days (whichever comes first).

# Mental capacity



This training is essential to ensure that individuals who may lack capacity receive appropriate care and protection of their rights. This course will cover real-world examples and give you the best possible chance of safeguarding those you support.

The running time for this course is one hour, thirty minutes.

Once completed, this training should be refreshed every two years or sooner if the need arises.

## What will be covered?



The Mental Capacity Act and what it is



Why the act is so important



The five principles of the Mental Capacity Act



The two-stage capacity assessment

Real world examples

## Assessment:

Assessment criteria will be met through a quiz. You will need a pass rate of 75% to be certificated.

## Pricing:

Our mental capacity training is both comprehensive and fundamental. This is an online course facilitated through Zoom or Microsoft Teams and is reasonably priced at £40 per person.

You will be invoiced via email by our training team once your booking is complete and payment will need to be made no later than 48 hours before the training commences or within 30 days (whichever comes first).

# Autism awareness



Autism awareness training is essential in moving towards a more supportive community for autism individuals. This training will increase understanding and knowledge of autism as well as reducing misconceptions and misinformation. This can lead to more compassionate and support attitudes and interactions.

The running time for this course is two hours.

Once completed, any refreshers are as per employer's policies and procedures.

## What will be covered?



What autism is



Signs and indicators



Adult and child perspectives



Social interaction



Repetitive and restrictive behaviours



The senses



Meltdowns and shutdowns

## Assessment:

Assessment criteria will be met through open discussed as well as a quiz. You will need a pass rate of 75% to be certificated.

## Pricing:

Our autism awareness training gives a great foundation in your role. This can be face to face or online facilitated through Zoom or Microsoft Teams and is reasonably priced at £40 per person.

You will be invoiced via email by our training team once your booking is complete and payment will need to be made no later than 48 hours before the training commences or within 30 days (whichever comes first).

## An introduction to equality, diversity & inclusion



The goal of this training is to create environments where all individuals are treated fairly, with dignity and respect, regardless of their background, characteristics, or differences. In a world that thrives on diversity and inclusivity, understanding and appreciating the unique differences of individuals is paramount.

The running time for this course is one hour.

Once completed, any refreshers are as per employer's policies and procedures. However, it is recommended annually to keep up to date with any changes.

### What will be covered?



The definitions of equality, diversity and inclusion



The nine protected characteristics



The Equality Act 2010



The definitions of harassment, discrimination, and victimisation



Unconscious bias and stereotypes

### Assessment:

Assessment criteria will be met through open discussion and a quiz. You will need a pass rate of 75% to be certificated.

## Pricing:

This training is paramount knowledge to have in an all-inclusive society. This is an online course facilitated through Zoom or Microsoft Teams and is reasonably priced at £40 per person.

You will be invoiced via email by our training team once your booking is complete and payment will need to be made no later than 48 hours before the training commences or within 30 days (whichever comes first).

## Disability awareness



Join us for disability awareness training as we challenge preconceived notions, break down barriers and work towards a more understanding and compassionate society. This training will equip you with the knowledge and perspective to champion disability awareness and make a lasting positive difference in your community.

The running time for this course is one hour.

Once completed, any refreshers are as per employer's policies and procedures.

## What will be covered?



The definition of disability



Hidden disabilities



The different models of disability



Barriers faced by disabled people and how we can overcome them



Facts and statistics - that may surprise you



Tyler's story - a short film about disability

## Assessment:

Assessment criteria will be met through a quiz. You will need a pass rate of 75% to be certificated.

## Pricing:

This eye-opening training gives you essential understanding in breaking down barriers. This is an online course facilitated through Zoom or Microsoft Teams and is reasonably priced at £40 per person.

You will be invoiced via email by our training team once your booking is complete and payment will need to be made no later than 48 hours before the training commences or within 30 days (whichever comes first).

# Mental health awareness



Empower yourself and others with our mental health awareness training. We will give you the knowledge and skills necessary to understand, support, and promote mental wellness. From recognising signs of distress to practicing effective communication, we will assist you in creating a supportive environment for yourself and those you support.

The running time for this course is two hours.

Once completed, any refreshers are as per employer's policies and procedures. However, it is recommended annually.

## What will be covered?



What is mental health?



The mental health continuum





Frame of reference



Different mental health conditions



Early warning signs of ill mental health



Wellbeing strategies



Other helpful resources

## Assessment:

Assessment criteria will be met through activities, open discussion as well as a quiz. You will need a pass rate of 75% to be certificated.

## Pricing:

With mental health being at the forefront of many minds, this training is an essential step when in a supporting role. This can be delivered face to face or online facilitated through Zoom or Microsoft Teams and is reasonably priced at £40 per person.

You will be invoiced via email by our training team once your booking is complete and payment will need to be made no later than 48 hours before the training commences or within 30 days (whichever comes first).

## Our workbooks



We provide a range of high-quality workbooks aimed at allowing you to gain the knowledge and skills you need you become an effective care worker. Workbooks are designed for you to work on at your own pace and will help you improve your existing skills as well as learn new ones.

Our workbooks can be sent via post or email so they can be completed in your own time.

## Care certificate

Independent Lives has developed a Care Certificate workbook to support community care workers as well as residential care workers.

Each workbook costs £37.50 and has a simple, easy to follow layout with exercises and prompts throughout.

Once completed, a practical sign off will be required from our qualified assessor at £300 per person. This care certificate will stay with you and does not have to be refreshed; however, mandatory training will still need to be completed as per CQC guidance.

# Food hygiene

As a care worker, you may be involved in food hygiene in the course of your daily duties. This workbook will enable you to prepare food safely and maintain correct food hygiene practices at home and at work.

## By the end of this workbook, you will:



Be aware of current legislation



Understand the results of poor food hygiene practices at work and at home



Know the causes of food poisoning



Recognise food poisoning symptoms



Be aware of good personal hygiene



Actively promote correct food handling and preparation at work



Understand the principles of nutrition and hydration and be able to support people with this

Once completed, this training should be refreshed every three years.

Assessment criteria will be met via an online or paper quiz in which you will need a pass rate of 75% to be certificated.

The cost of this workbook is £20 which includes postage.

# Health and safety

This workbook will equip you with the knowledge to identify hazards, mitigate risks, and foster a culture of safety in any environment.

## By the end of this workbook, you will:



Know your responsibilities as an employee and that of your employer in terms of health and safety



Recognise common hazards



Understand basic risk assessments



Have an increased awareness of health and safety in the home



Have an understanding of electricity and fire within the workplace



Have knowledge regarding first aid and manual handling of objects



Understand your own personal safety

Once completed, this training should be refreshed every two years.

Assessment criteria will be met via an online or paper quiz in which you will need a pass rate of 75% to be certificated.

The cost of this workbook is £20 which includes postage.

## Infection control

As a care worker, you may be involved in infection control on a daily basis. The focus of this workbook is on standard infection control precautions, specifically preventing the spread of infections in health and social care roles.

### By the end of this workbook, you will:



Have knowledge of the legal aspects of infection control



Understand disease transmission



Know how to promote and deliver effective hand hygiene



Understand the dangers of infection when dealing with needles and sharps



Understand the importance of housekeeping and waste disposal



Be able to reduce the risk of spreading infection in the workplace

Be able to think about your existing practice and how you can improve it

Once completed, this training should be refreshed every three years.

Assessment criteria will be met via an online or paper quiz in which you will need a pass rate of 75% to be certificated.

The cost of this workbook is £20 which includes postage.

## Medication level 1&2 (workbook)

As a care worker, it is important that you understand how to support a person with their medication management. This workbook will enable you to understand your responsibilities around medication support and administration.

### At the end of this workbook, you will:



Understand what medication is and why training is important

Know levels of medication support

Have an awareness of the legal aspects and documentation of medication

Know the different types of medication and how they work

Be able to recognise adverse reactions and side effects

Know the eight rights and guidelines of administration

Understand medication errors and why they happen

Know how to safely store and dispose of medication

Once completed, this training should be refreshed every year. Please note, if you are new to supporting someone with their medication, we advise doing the classroom session.

Assessment criteria will be met via an online or paper quiz in which you will need a pass rate of 75% to be certificated.

The cost of this workbook is £20 which includes postage.

## Safeguarding (workbook)

When working in care, it is important that you understand safeguarding in the course of your daily duties. This workbook will give you the essential knowledge to understand safeguarding and your responsibilities.

### By the end of this workbook, you will:



Understand what is meant by adults or children 'at risk'



Know the forms of abuse that may take place



Recognise signs and indicators of abuse



Know what to do if you suspect abuse

Once completed, this training should be refreshed every two years.

Assessment criteria will be met via an online or paper quiz in which you will need a pass rate of 75% to be certificated.

The cost of this workbook is £20 which includes postage.

## Our e-learning

E-learning is a great way to learn new skills at your own pace and in a location convenient to you. We add new e-learning courses throughout the year so keep an eye on the e-learning page of our website here [E-learning - PA Pages \(pa-pages.org\)](http://pa-pages.org)

Currently we have the following e-learning courses:

### Lone working:

This course is aimed at supporting people who work or volunteer in health and social care to better understand your own personal safety and why it is important to put measures in place to protect yourself.

This course is divided into a number of short videos. To complete this learning, you will need to watch each video and then complete a short quiz. Once successfully completed you will be issued with a certificate which you can download and save.

Below some of the videos we have included some additional information which you may find useful. Any further reading or external links we provide are not essential to complete the course, but we recommend that you take time to explore the subject further.

This course can be accessed free of charge here [Lone working - PA Pages \(pa-pages.org\)](https://pa-pages.org/lone-working)

If you are not already registered on our website, you can do so here [Register - PA Pages \(pa-pages.org\)](https://pa-pages.org/register) using the option of Health and Social care worker.

## Tackling digital exclusion:

This course is aimed at helping people who work or volunteer in health and social care to better understand the impact of digital exclusion and to learn how to support someone who may be digitally excluded.

This course is divided into a number of short videos. To complete this learning, you will need to watch each video in turn and then complete a short quiz. Once successfully completed you will be issued with a certificate of completion which you can download and save.

Below each video we have included some additional information which you may find useful. Any further reading or external links we provide are not essential to complete the course, but we recommend that you take the time to explore the subject further.

This course can be accessed free of charge here [Tackling digital exclusion - PA Pages \(pa-pages.org\)](https://pa-pages.org/tackling-digital-exclusion)

If you are not already registered on our website, you can do so here [Register - PA Pages \(pa-pages.org\)](https://pa-pages.org/register) using the option of Health and Social care worker.

## Infection control:

Infection prevention and control are essential to prevent the spread of COVID and other viruses.

This video based course will teach you about the spread of infection and what you can do to protect both yourself and the other people you support. Understanding infection control will provide you with the tools to help prevent COVID-19 and other viruses from spreading.

This course is divided into a number of short videos. To complete this learning, you will need to watch each video in turn and then complete a short quiz. Once successfully completed you will be issued with a certificate of completion which you can download and save.


This course can be accessed free of charge here [Infection Control - PA Pages \(pa-pages.org\)](https://pa-pages.org/infection-control)

If you are not already registered on our website, you can do so here [Register - PA Pages \(pa-pages.org\)](https://pa-pages.org/register) using the option of Health and Social care worker.

**Independent Lives is a user-led charity working to change the lives of disabled people, people with support needs and carers. Our vision is for a fair society where everyone can participate and has the opportunity to fulfil their potential.**

 [info@independentlives.org](mailto:info@independentlives.org)

 01903 219482

 Ground Floor  
Southfield House  
11 Liverpool Gardens  
Worthing  
West Sussex  
BN11 1RY

Charity No: 1153815

[www.independentlives.org](http://www.independentlives.org)