How to apply:

**Fife Council employees** should apply through the Corporate Learning Management System (CLMS) to ensure that your Continuous Professional Development record is maintained. The required CLMS number is detailed next to the course title on the following pages.

**NHS employees:** apply online:
- Visit www.fifedirect.org.uk
- Click on ‘Do It Online’ (top blue toolbar).
- Click on ‘Apply for it’ then ‘Adult Protection Training Application Form’

For further information call Nicola Buchanan 03451 555 555 Ext 490074 or email: aspc.training@fife.gov.uk.

All applications will be confirmed by e-mail via the Corporate Learning Management System.

Details of how to access Adult Protection e-learning are available on the ‘E-learning’ page at: www.fifedirect.org.uk/adultprotection and on the next page of this booklet.

The Adult Support and Protection Committee continues to deliver adult protection training free of charge.

However, if you have to cancel a place on a course call Nicola Buchanan 03451 555 555 Ext 490074 or email aspc.training@fife.gov.uk. as soon as possible, giving at least 3 working days notice, otherwise a charge may apply.
E-Learning

Adult Support and Protection e-learning is a free learning module available to everyone. All you need is a computer with internet access. The module can be accessed 24/7 making it flexible to fit around your busy schedule.

How to access E-Learning:

**Fife Council employees**
- Visit [https://fifecouncil.learningnexus.co.uk](https://fifecouncil.learningnexus.co.uk)
- LOG IN FIRST*
- After logging in, you will return to the home page. Adult Protection courses are under 'Health and Social Care.' Click 'Adult Protection: General Overview' and follow the instructions on screen. If given an option use ‘normal’ mode.

**NOTE:** You will be able to 'bookmark' your place on the course and return at a later date, if you are unable to complete the course in one session.

* Log in details for Fife Council employees (if you do not already have an account)

**If you started with Fife Council before 22 July 2015** you will have automatically been set up with a login. Login using the following:
- Username—First 6 digits of your payroll number
- Password—Fife

You will then be prompted to change to a password of your choosing.

**If you started with Fife Council on or after 22 July 2015** you need to request a new account on First Contact.
(From the First Contact Homepage—Services/Technology/Systems and Software/Systems A-K/ E for E-learning and select the ‘Add New User’ option).

**NHS employees**

- Visit: [https://fifecouncil.learningnexus.co.uk](https://fifecouncil.learningnexus.co.uk)
- Click on the light blue banner ‘Do you belong to a Fife Council Partner Organisation?’
- Click ‘Adult Protection: For Fife Council Partner Organisations.’
- Click ‘How to evidence that you have completed and passed this course’ **BEFORE** you start the e-learning module, otherwise you will not be able to evidence you have completed the course.
- Click the yellow box ‘Adult Protection.’
Effective Working Together
(CLMS SW 1869)
A one day course from 9.30am – 4.30pm in the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

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

Target Participants
Course attendees will have previously undertaken some single agency training and should be in a role that involves multi-agency working.

Course Enforced Pre-requisites:
You must have completed your own Service Adult Protection training OR the ASPC Adult Support and Protection e-learning Module.

Available Dates 2019
27 August
1 October
22 October
5 November
3 December

Available Dates 2020
14 January
11 February
10 March
31 March
Crossing The Acts: the intersectionality of key protective legislation (CLMS SW5438)

A one day course at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS from 9.30am-4.30pm. This training was identified as part of the response to a Finding in a Fife Adult Significant Case Review.

Learning Outcomes

On completion of this course participants will:

- Understand the intersectionality of the 3 protective acts (Adults with Incapacity, Mental Health, and Adult Support and Protection)
- Understand good practice in accessing and sharing information about patient/client mental health
- Understand defensible decision-making and how to make evidence-based professional judgements

Target Participants

Team managers and staff from Assessment and Care management Social Work Services, key NHS Fife staff from mental health and learning disability services, and key Police Scotland personnel.

Course Enforced Pre-requisites:

You must have completed the Inter-Agency Effective Working Together Training Course

Available Dates 2019

2 September (Classroom 1)
3 September (Classroom 1)
29 October (Classroom 1)
30 October (Classroom 1)
25 November (Classroom 4)
26 November (Classroom 4)
Harm in Care Settings (CLMS SW 4951)
A one day course from 9.30am – 4.30pm in the School of Nursing and Health Sciences, Forth Avenue, Kirkcaldy KY2 5YS.

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.

Target Participants
Course attendees should be Managers and Depute Managers of Care Homes and Council Contract Monitoring Officers.

Course Enforced Pre-requisites:
You must have completed your own Service Adult Protection training OR the ASPC Adult Protection e-learning Module.

Available Dates 2019
24 September
12 November

2020
21 January
17 March
Harm in the Home *(CLMS SW 4953)*

A one day course from 9.30am – 4.30pm in the School of Nursing and Health Sciences, Forth Avenue, Kirkcaldy KY2 5YS.

**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

**Target Participants**

Course attendees should be Managers and Depute Managers of Care at Home and Housing Support services, Contract Monitoring Officers and relevant Social Work Managers.

**Course Enforced Pre-requisites:**

You must have completed your own Service Adult Protection training OR the ASPC Adult Protection e-learning Module.

**Available Dates 2019**

- 29 October
- 10 December

**2020**

- 18 February
Council Officer Training
Adult Case Conference (CLMS SW 3362)

A half day course at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS from 1.15-4.15pm.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will -
Regarding the Adult Case Conference:
• Understand when it is necessary
• Understand it’s purpose
• Recognise good practice in engaging the adult
• Understand the importance of inter-agency contributions
• Understand decision making and action planning
• Understand the importance of follow-up and review
• Understand good practice in recording and defensible decision-making

Target Participants

• Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007

• Course Enforced Pre-requisites:
  You must have completed the Inter-Agency Effective Working Together Training Course

Available Dates 2019

5 December

Note: Staff may wish to note that Council Officer Module (Engagement, Advocacy and Support CLMS SW 3359) is being held in the morning on the above dates.
Council Officer Training

Engagement, Advocacy and Support

(CLMS SW 3359)

A half day course from 09.30–12.30 at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will:

- Understand the foundation principle of Service User Engagement
- Understand the essential role and importance of Advocacy in ensuring the adult's views are heard
- Understand and appreciate the central role of Communication Support in the engagement of the Adult at Risk of Harm
- Consider the related Recording and Defensible Decision Making Implications

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007
- Course Enforced Pre-requisites:
  You must have completed the Inter-Agency Effective Working Together Training Course

Available Dates 2019

5 December

Note: Staff may wish to note that Council Officer Module (Adult Support and Protection Adult Case Conference CLMS SW 3362) is being held in the afternoon on the above dates.
Council Officer Training
Gateways to Adult Support & Protection
(Three Point Test Revisited, IRD and Self-Harm) (CLMS SW 3360)

A full day course from 9.30am – 4.00pm at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes
On completion of this course participants will -

- Understand the 3 point criteria as a gateway to support and protection
- Appreciate the differences and nuances of:
  - Harm and Serious Harm
  - Undue Pressure
- Understand the implications of self-harm/self-neglect in ASP
- Understand the components of the Inquiry Process, in particular the IRD
- Appreciate thresholds for a concern
- Understand good practice in recording and defensible decision-making

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007

- Course Enforced Pre-requisites:
  You must have completed the Inter-Agency Effective Working Together Training Course

Available Dates 2019
29 August

Available Dates 2020
16 January
Council Officer Training
Investigative Interviewing & Protection Orders
(CLMS SW 3246)

A full day course from 9.30am – 4.30pm at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will -

- Have gained an understanding of the Adult Support and Protection (Scotland) Act 2007 in relation to practice
- Understand the Adult Support and Protection Investigative Process
- Be aware of the requirements in planning, undertaking and reporting the investigative interview
- Understand their responsibilities in the Council Officer/Supporting Officer role
- Understand good practice in recording and defensible decision-making.

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007

- Course Enforced Pre-requisites:
  You must have completed the Inter-Agency Effective Working Together Training Course.

Available Dates 2019

24 October

Available Dates 2020

15 January
12 March
Council Officer Training
Risk Identification, Assessment & Management
(CLMS SW 3361)

A full day course from 9.30am – 4.30pm at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes
On completion of this course participants will -
- Understand the Risk Framework in the context of ASP
  - Risk Identification
  - Risk Assessment and
  - Risk Management
- Appreciate the subtleties and complexities of Risk of Harm
- Appreciate the indicators of risk in support & care settings
- Reflect on learning
- Understand good practice in recording and defensible decision-making

Target Participants
- Statutory Agencies—Health & Social Care, Local Authority, NHS Fife and Police Scotland staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007

- Course Enforced Pre-requisites:
  You must have completed the Inter-Agency Effective Working Together Training Course

Available Dates 2019 26 September
Available Dates 2020 27 February
Council Officer Training
The Foundations of ASP
(CLMS SW 3357)

A full day course from 9.30am – 4.30pm at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will -

- Understand the roles and responsibilities of the Council Officer and the Supporting Officer
- Understand the importance of Capacity and Consent in ASP
- Understand the legislative framework for supporting and protecting adults
- Understand the role of the Mental Welfare Commission, the Care Inspectorate and the Office of the Public Guardian
- Understand good practice in recording and defensible decision making

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007.
- Course Enforced Pre-requisites:
  You must have completed the Inter-Agency Effective Working Together Training Course.

Available Dates 2019

24 September
14 November

CHILD SEXUAL EXPLOITATION TRAINING

Fife ASPC and CPC recognise that young people aged 16+ may be at risk from sexual exploitation. Everyone working with young adults requires an understanding of child sexual exploitation legislation and guidance. Fife Council employees should apply for this training through Corporate Learning Management System (CLMS)

NHS Fife employees—for more information:

- Visit:  www.fifechildprotection.org.uk
- Go to ‘Inter-Agency Child Protection Training’
- Go to ‘CSE’.
Fife Adult Support & Protection
www.fifedirect.org.uk/adultprotection

Adult Protection
Phone Line

01383 602200