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| **Induction for new workers Corporate Induction E-Learning** Provide new workers with the knowledge they need to complete induction and meet organizational requirements

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| E-Learning | Information Governance  |
| Corporate Induction  |
| Customer Care |
| Equality and Diversity |
| Standards of Behaviour  |
| Preventing violent extremism  |
| Modern Slavery & Human Tafficking |
| Mental Capacity Act 2005 |
| DSE & Risk Assessment |
| Safeguarding Adults |
| Domestic Abuse (3 modules) * What is Domestic Abuse
* Impact, building resilience and barriers to seeking support
* Risk identification, assessment, and management
 |
| Cylix Health and Safety E-Learning.  |
| Cylix 01 | Understanding Health and safety |
| Cylix 02  | Lifting and Carrying |
| Cylix 03 | Stress Busting |
| Cylix 04 | Managing Stress (Managers only) |
| Cylix 05 | Personal Safety |
| Cylix 06 | Fire Safety |
| Cylix 07 | Hazardous Substances |
| Cylix 08 | Reporting Health and Safety Incidents |
| Cylix 09 | Staying safe on the road |
| Cylix 10 | Asbestos Awareness |
| Cylix 11 | Environmental Awareness |
| Cylix 12 | Working at Height |

 | **Specialist Training** Provide existing workers with knowledge and skills needed to meet the specific needs of the clientsSome topics are being developed as blended learning which includes e-learning, recorded sessions, workbooks, and live interactive sessionsThe list will be updated regularly Milton Grange Milton RoadEastbourneEast Sussex, BN21 1SL Phone: 01323 466466E-mail: miltongrange@eastsussex.gov.uk  | **Milton Grange**  Intermediate and Day Care Services Training and Competencies    |
| **Mandatory Training** Provide new staff with knowledge and skills required to carry out their role safely.

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| Basic First Aid  | East Sussex Learning Portal |
| Moving and Handling of people and objects  | East Sussex Learning Portal |
| Infection Control  | In-house |
| Nutrition, Hydration and Food Safety | In-house  |
| Medication (if required)  | East Sussex Learning Portal |
| Safeguarding Adults  | East Sussex Learning Portal |
| Introduction to Mental Capacity Act 2005  | East Sussex Learning Portal |
| Accessible Information Standard  | <https://portal.e-lfh.org.uk/> (Registration required) |
| Swallowing Difficulties  | East Sussex Learning Portal |
| The Core Principles of Reablement  | East Sussex Learning Portal |
| COSHH | In-house |
| Fire Safety & Evacuation | In-house |

 | **The Care Certificate** The Care Certificate will ensure new workers have the knowledge to meet the standards required for the role

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| Care Certificate Induction  | East Sussex Learning Portal  |
| Care Certificate Support  | 1:1 Session via Microsoft Team.  |

**Competencies** Provide new staff with the skills to work competently in their role. These will need to be updated regularly. (See Training Plan)

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| Medication Competencies (if required)  | Line Manager  |
| Mental Capacity Act Competencies  | East Sussex Learning Portal |
| Safeguarding Competencies  | East Sussex Learning Portal |
| RSW Competencies  | Nursing Team  |
| Rehabilitation Competencies | Therapy Team |

 | **Apprenticeships** New and existing workers can further enhance their skills and knowledge, and gain a recognised qualification, by completing an apprenticeship with Adult Social Care. Apprenticeships available include: **Level 2 - Adult Care Worker** **Level 3 - Lead Adult Care Worker** Apprenticeships consist of a blended programme of learning at work, taught sessions and learning sets. All staff who choose to complete an apprenticeship will be given the support of an assessor to guide them through the process. Staff with no qualifications in English or Maths will be additionally supported to achieve a qualification in these areas.  **Qualifications** **Existing workers** can further their personal and professional development, by completing a nationally recognised Level 2 Qualification Further information is available on the East Sussex Learning Portal.  |