

School Support Training



For more information

☎ 020 3045 5176

www.lecb.ac.uk



Learning & Enterprise College Bexley

Changing futures



LONDON BOROUGH OF
BEXLEY



Health & Safety Essentials for Classroom Staff

Who is this course for?

This comprehensive introduction is suitable for NQTs, Teachers, Teaching Assistants and Nursery staff.

Course content

Covering basic knowledge of the adult social care sector and the job roles and services within it. Units include:

- Manual Handling
- Fire Awareness
- Basic First-Aid
- Safeguarding & Prevent
- Risk Assessment
- Health & Safety
- Accident Recording
- Working at Height

Duration: 1 day
Award: Level 2 Award Health and Safety in the Workplace - HABC



Health & Safety Essentials for Support Staff

Who is this course for?

This comprehensive introduction is suitable for clerical, administrative, support staff, caretakers and mid-day supervisors.

Course content

This course covers:

- Accident Recording
- Risk Assessment
- Cleaning up Spillages
- Fire Awareness
- Manual Handling
- Safeguarding & Prevent
- Working at Height
- Health and Safety
- Basic First-Aid

Duration: 1 day
Award: Level 2 Award Health and Safety in the Workplace - HABC



Health & Safety Essentials for Cleaning Staff

Who is this course for?

This comprehensive introduction is suitable for all staff involved in cleaning and site safety.

Course content

This course covers:

- COSHH and specific on site training of hazardous substances used
- Manual Handling Awareness Training
- Work at Height Awareness
- How to clean up spillages and body fluids
- Awareness of sharps and infection control
- Awareness of the risks of wood dust in relation to cleaning in design and technology areas.

Duration: 1 day

Award: Level 2 Award Health and Safety in the Workplace - HABC



Food Safety in Catering - Level 2

Who is this course for?

This qualification is ideal for anyone working in the catering and hospitality industry (or those about to start work in the industry).

Course content

- Hazards and controls
- Food safety management and temperature controls,
- Food poisoning control
- Personal hygiene
- Cleaning and disinfection
- Food pests
- Role of the food handler in keeping food safe

Duration: 1 day

Award: Level 2 Award in Food Safety in Catering - HABC



Control of Substances Hazardous to Health (COSHH) - Level 2

Who is this course for?

This accredited qualification is for anyone who is likely to come into contact with hazardous substances within a variety of working environments including: manufacturing, cleaning, healthcare, transport, utilities and office environments.

Course content

It gives learners the knowledge to recognise the risks associated with hazardous substances and how to control them. Subjects covered include laws relating to hazardous substances in the workplace, risk assessments, safe use of hazardous substances in the workplace, control precautions and procedures for dealing with hazardous substances.

Duration: ½ day

Award: Level 2 Award in the Control of Substances Hazardous to Health (COSHH) - HABC

Risk Assessment - Level 2

Who is this course for?

This qualification is aimed at individuals working in any environment who need to be more risk aware and provides them with the knowledge, understanding and skills to perform a risk assessment.

Course content

Topics covered include why risk assessments are necessary, the legal requirements relating to risk assessments and simple processes for carrying out a risk assessment

Duration: 1 day

Award: Level 2 Award in Risk Assessment - HABC



Fire Safety Awareness - Level 1

Who is this course for?

The Level 1 Award in Fire Safety Awareness is a qualification aimed at all staff, particularly new starters in any workplace, where a basic understanding of fire safety is required.

Course content

Learners gaining this qualification will know that fire safety is the responsibility of everyone in the workplace and will recognise the contribution they have in preventing the starting and spread of fires.

Duration: ½ day
Award: Level 1 Award in Fire Safety Awareness - HABC



Fire Safety Awareness - Level 2

Who is this course for?

This qualification is ideal for anyone involved in the management of fire safety in any workplace.

Course content

- Hazards and risks
- Controlling fire in the workplace
- The principles and practice of fire safety management at work
- The role of the nominated fire warden

Duration: 1 day
Award: Level 2 Award in Fire Safety Awareness - HABC



Principles of Moving and Handling

Who is this course for?

This theoretical training course will show you the principles to follow to ensure you protect yourself, colleagues and the people that you support and care for from back injuries or injuries attached to poor moving and handling procedures.

The knowledge you gain from this course underpins the practical training you already have to practise correct moving and handling techniques.

Course content

On completion of this course, participants will have an understanding of:

- Legal duties and responsibilities relating to moving and handling
- Risk identification and ergonomic solutions
- Causes and effects of injury
- Stressful postures and movements
- Principles for safe manual handling
- The need for fitness and self care

Duration: 2 hours

Award: Certificate of Attendance



Medication Awareness

Who is this course for?

This session is aimed primarily at staff who are involved in the administration of medication, providing learners with the introductory knowledge required in health and social care settings. It provides information on the different types, classifications and forms of medication, as well as providing guidance on safe storage and disposal.

Course content

This course covers:

- Understanding the Legislative Framework for the use of medication
- Common types of medication and their use
- Roles and Responsibilities in the use of medication
- Techniques for administering medication
- How to receive, store and dispose of medication safely
- The rights of the individual when managing medication
- Suitable recording and reporting techniques relevant to medication administration

Duration: 3 hours

Award: Certificate of Attendance



Mental Health Awareness

Who is this course for?

This is ideal for professionals or other front-line staff who require an awareness of mental health. This course provides knowledge of issues relating to mental health, different conditions and their effects and provides ideas for supporting people.

Course content

By attending this course students will:

- Identify the meaning of the term mental health
- Discuss the challenges of mental health issues and how these may affect people
- Discuss issues relating to stereotypes and stigmas associated with mental health issues
- Identify legislation relating to the provision of services and support for people with mental health issues
- Identify the range of mental health related issues
- Discuss the personal, social and cultural challenges which people identify with, organisations which can provide additional mental health support and services

Duration: 3 hours

Award: Certificate of Attendance



Safeguarding Awareness

Who is this course for?

This 3 hour workshop is an introduction to safeguarding for all staff. It includes all aspects of basic awareness and a comprehensive approach to safeguarding.

Course content

By the end of the training participants should be able to:

- Understand and explain what constitutes abuse
- Understand how and when individuals may be considered at risk
- Identify some indicators of abuse
- Explain the factors to be considered in assessing whether a situation is abusive
- Know when and to whom suspected abuse/neglect should be reported
- Understand key legislation
- Understand the importance of working in an inclusive anti-discriminatory way when engaging service users and their families

Duration: 3 hours

Award: Certificate of Attendance



SEND (Special Educational Needs and Disabilities) Workshop

Who is this course for?

This workshop aims to raise awareness of the most common SEND encountered within an educational setting. It will be useful for all staff who come into contact with pupils with SEND.

Course content

The course will focus on eight common Special Educational Needs (listed below), examining their characteristics and identifying practical ways to improve learning for students with these needs.

- ADD (Attention Deficit Disorder) & ADHD (Attention Deficit Hyperactivity Disorder)
- ASD (Autistic Spectrum Disorder)
- Mental health conditions e.g. anxiety
- Dyslexia
- Dyscalculia
- Dyspraxia
- Speech, Language and Communication Needs (SLCN)
- Other health conditions e.g. those which cause chronic pain.

Duration: 2 hours

Award: Certificate of Attendance

Autistic Spectrum Disorder Workshop (ASD)

Who is this course for?

This workshop aims to raise awareness of ASD amongst school staff. All participants will leave the workshop with a much better understanding of the impact of ASD upon thinking and learning, together with some practical ways of helping to mitigate this impact.

This will be useful for teachers and support staff who have contact with pupils who have ASD.

Course content

- Definition of autism, including a brief overview of terminology and ideas about causation
- Common impacts upon thinking and learning
- Common strategies and practical tips/approaches for improving learning for people with autism.

Duration: 1½ hours

Award: Certificate of Attendance



Emergency Paediatric First Aid

Who is this course for?

This qualification is ideal for learners wishing to gain the knowledge and skills required to administer effective emergency paediatric first aid.

Course content

Subjects covered include the roles and responsibilities of a paediatric first aider, how to provide first aid to an infant or child who is unresponsive, how to administer cardiopulmonary resuscitation and use of an automated external defibrillator. It also covers how to administer first aid to an infant or child who is choking or suffering from hypovolemic shock.

Assessment: This qualification is assessed by practical and theory methods.

Duration: 1 day, or split into 2 sessions

Award: Participants will receive a Level 3 Award in Emergency Paediatric First Aid (RQF). Certificate valid for 3 years.



Paediatric First Aid

Who is this course for?

This qualification is ideal for learners wishing to become paediatric first aiders in a workplace with the responsibility for the welfare of infants and children. The course content aligns with the paediatric first aid syllabus within the Early Years Foundation Stage.

Course content

Subjects covered include the roles and responsibilities of a paediatric first aider, how to provide first aid to an infant or child who is unresponsive, how to administer cardiopulmonary resuscitation and use of an automated external defibrillator. It also covers how to administer first aid to an infant or child who is choking, has a fracture or other conditions, such as burns, electric shock and sudden poisoning.

Assessment: This qualification is assessed by practical and theory methods.

Duration: 2 days, or split into 4 sessions

Award: Participants will receive a Level 3 Award in Paediatric First Aid Certificate valid for 3 years.



Emergency First Aid

Who is this course for?

Designed for people who want to receive training in emergency first aid and especially suited for nominated first aiders in smaller, low risk working environments.

This is a basic first aid course designed to equip staff with the knowledge to administer first aid in an emergency situation. The course will involve a practical demonstration of ability.

Course content

The following techniques will be covered:

- Resuscitation
- Recovery Position
- Unconscious casualty
- Managing the Incident
- Bandaging
- Treatment of burns and scalds
- Helping somebody who is choking

Assessment: Via on-going oral and/or written questioning and practical demonstration.

Duration: 1 day, or split into 2 sessions

Award: Participants will receive an Emergency First Aid Certificate valid for three years.



First Aid at Work

Who is this course for?

Designed for those students already working or preparing to work in industry and that have been identified within the company's risk assessment of First Aid.

Course content

Topics covered include:

- The roles and responsibilities of the First Aider
- Assessing an incident
- Recognising signs and symptoms of injury and illness
- Assisting a casualty who is suffering from major injury and illness
 - Chest injuries
 - Spinal injuries
 - Anaphylaxis.

Assessment: Via on-going oral and/or written questioning and practical demonstration.

Duration: 18 hours over 3 days or spread over 6 weeks.

Award: On successful completion of the course and final assessment, the candidate will receive a nationally recognised First Aid at Work Certificate, valid for three years.



Team Leader Workshop

Who is this course for?

Explore what makes a successful team and develop strategies and techniques to become an effective team leader.

Suitable for new and current team leaders.

Course content

The course will cover:

- Managing Your Team
- Team-building theory
- Common Leadership mistakes
- Setting SMART objectives
- Team leadership case studies
- Motivating Your Team

Duration: 2½ hours

Award: Certificate of Attendance



Functional Skills Maths & English

Who is this course for?

Anyone who hasn't achieved a grade C in maths or English GCSE.

Course content

This is offered as a classroom-based course or through blended/ online learning.

Maths:

- Fractions
- Decimals and percentages
- Common measures
- Shape and space
- Handling data
- Probability

English:

- Speaking and listening
- Reading and writing

Duration: 45 hours

Award: Functional Skills
Qualification -
City & Guilds



Supporting Teaching & Learning in Schools: Level 2 Certificate - NCFE CACHE

Course content

Support children and young people in Primary, Secondary or Special School to achieve their potential by working as a Teaching Assistant.

Covering a wide range of areas including children and young people's development, supporting those with disabilities or special educational needs and communication and professional relationships.

A letter confirming placement in a primary or secondary school, Key Stage 1 and above for a minimum of 6 hours pw over a period of a year is required at enrolment as well as an up to date DBS check, which you can obtain through the College.

Work based assessment can take up to one year to complete.

Duration: 16 wks - 2hrs per week
Award: Supporting Teaching & Learning in Schools: Level 2 Certificate - NCFE CACHE



Supporting Teaching & Learning in Schools: Level 3 Certificate - NCFE CACHE

Course content

The Certificate is suitable for those working in unsupervised roles supporting learning.

A letter from your chosen school to confirm your placement and number of hours is required at enrolment as well as an up to date DBS check.

You will be assigned an Assessor to visit your workplace and observe your work over a period of up to one year. Qualification may take up to 18 months to complete

Duration: 25 wks - 2 hrs per week
Award: Supporting Teaching & Learning in Schools: Level 2 Certificate - NCFE CACHE



ICT in Early Years: Level 3 Award - NCFE CACHE

Course content

A brand new qualification, providing students with the knowledge and skills to be able to integrate the use of ICT in Early Years learning including topics such as e-safety and how to promote a healthy and safe environment for children online.

Students will need to be working or volunteering in early years settings in order to meet the requirements for assessment. No simulation will be permitted.

This qualification will provide career opportunities as a pre-school worker or practitioner in day nurseries, nursery schools or reception classes.

This qualification can be used as CPD for individuals within these job roles. All units will be internally assessed using a range of methods, including direct observation within the workplace, a portfolio of evidence, written assignments or a set task.

Duration: 16 wks - 2 hrs/wk

Award: ICT in Early Years:
Level 3 Award -
NCFE CACHE



Foundation Degrees in
partnership with
Canterbury
Christ Church
University

**Childhood Studies:
Foundation Degree - CCCU**

**BA (Hons) Childhood Studies:
Top-up degree - CCCU**

For more information please see our website - www.lecb.ac.uk or our current brochure.



Additional Courses

We understand the importance and benefits of well trained staff to your organisation.

The College also offers a wide range of courses you may be interested in for staff development.

These include:

- British Sign Language
- Signalong
- AAT Accounting
- Counselling
- ECDL
- MS Applications
- Languages
- Teacher Training
- Assessing

If there are specialist activities you are interested in please contact us to discuss your requirements.

Location

We have dedicated training facilities at our sites across the London Borough of Bexley:

- Bexleyheath
- Erith
- Sidcup

For group bookings, we can also arrange to deliver training at your premises for greater convenience and efficiency.

Please call us to discuss your requirements.



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