



Adult Social Care

Specialist Training Programmes Brochure

2022 - 2024



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Our commitment to you

Developing a workforce that feels connected to and can meet our residents current and future needs is essential to delivering the ambitious outcomes we want to achieve for our residents.

We recognise and value that people are our greatest asset, talented, committed, and passionate about serving our residents. A well-led and well-managed workforce is at the heart of providing high-quality social care support. Ensuring the right workforce, with the right skills and training, is fundamental to delivering these objectives.

Please take the opportunity to read through the brochure and learn what opportunities you have in developing your career with us.



Jennifer McAteer
Service Director
Quality, Standards and Performance

Introduction

Welcome to the Adult Social Care Specialist Training Programmes Brochure.

The purpose of this brochure is to provide you with a wide range of learning and development opportunities to enable you to develop, grow and enhance your skills and knowledge as you progress as a specialist and Advanced Practitioner. This brochure is the starting point for offering specialist courses that will support you on your career development.

Whilst some of these programmes primarily focus on social work, we would encourage Occupational Therapists and other professional disciplines to read this brochure. New programmes are being developed regularly, so we will keep you posted with regards to expanding our specialism programme in the near future.



Steps to consider

1. All requests for specialist training should be considered as part of your learning and development with your line manager.
2. This should form part of your regular supervision with your line manager.
3. Previewing the requisites or requirements is critical to ensure that you are suitably prepared, as well as considering the options open to you to help you meet the programme requirements.
4. For the application process, try to include how you are demonstrating our PACT values – Proud, Ambitious, Collaborative, Trustworthy - they are what we stand for as an organisation and will help you in your interview.
5. When agreed with your line manager, the nomination form will be completed and submitted to the Workforce Team.
6. As an Advanced Practitioner, you are required to have achieved or be working to achieve a post-qualifying award listed in this brochure as outlined in the Careers Progression Framework.
7. Buckinghamshire Council will support you to have up to one hour a week to study for the duration of your course.

Practice Educator Professional Standards Stage 1 & 2

30 academic credits

Overview

Being a Practice Educator is a really valuable and worthwhile postgraduate course. It gives an excellent opportunity to remain current in standards of practice, not only for the student but also for the Practice Educator. Practice Educator Professional Standards (PEPS) 1 and 2 are available through Bucks New University (BNU), starting in September each year. Please read the guidance below on outcomes, expectations, and requirements.

Entry requirements:

- Candidates must have an endorsement by your line manager.
- Candidates must have been successful in last year's Coaching for Performance (C4P).
- Candidates must have completed probation in their current post.
- Candidates must have a minimum of two years post-qualifying experience and experience managing a diverse and complex caseload, be able to make decisions, work effectively in partnership with others and ideally have been involved in supporting newly qualified social workers.
- Candidates must complete PEPS 1 before moving onto PEPS 2.
- Candidates who have completed PEPS 1 and have not supported a student cannot be nominated for PEPS 2.

Duration

The course will typically run over an academic year of September – August.

- six full-day workshops (details below)
- responsibility for a 100-day statutory placement
- 15 hours of support and assessment from an assessor mentor.



The timing of the teaching sessions is booked to support you through the student placement. Attendance for all sessions is compulsory. Buckinghamshire New University is delivering a hybrid teaching model for all courses so that you will have some online and some face-to-face sessions. The face-to-face sessions will be provided at the High Wycombe Campus.

Learning outcomes

This course provides an opportunity for you to acquire knowledge and skills in the following:

- auditing and managing the learning environment and process
- adult learning theories, models, and methods of enabling the learning of others
- theories and principles of assessment, including working with struggling/failing students
- values and power issues in practice learning
- service user involvement
- reflective practice.

The expectation on completion of the course

Becoming a Practice Educator carries a responsibility and commitment from you to maintain your training and learning by having a minimum of one student throughout the academic year, from September to August. Once PEPS 1 is completed, you will be expected to enrol for PEPS 2.

Best Interest Assessor and BIA Refresher Training

20 academic credits

Overview

Best Interest Assessor (BIA) is an inter-professional module aiming to equip experienced health and social care practitioners with the skills and knowledge required to undertake a Best Interest Assessment. A Best Interest Assessment is a specific task related to implementing the Deprivation of Liberty Safeguards.

Entry Requirements

There is a presumption that prior to training for the role, practitioners will already be able to demonstrate a high level of professional practice in their area of specialism and be able to evidence the following:

- Candidates must be endorsed by your manager.
- Candidates must have been successful in last year's Coaching for Performance (C4P).
- Candidates must have completed probation in their current post.
- Candidates must have a minimum of two years post-qualifying experience.
- Working knowledge of the Mental Capacity Act 2005 (MCA) and human rights legislation, for example, assessing capacity and making best-interest decisions.
- Candidates must have the capability to work independently and autonomously.

Duration 6 months. It consists of 8 one-day workshops, 50% online and 50% face-to-face.

Course content:

- Mental capacity legislation and the Deprivation of Liberty Safeguards (DOLS), their related codes of practice, national and local policy guidance.
- Relevant parts of other legislation, codes of practice, national and local policy guidance, in particular, the Human Rights Act 1998, the Mental Health Acts 1983 and 2007, and law/policy related to Adult Safeguarding, such as S.42 Care Act 2014.
- The formal two-stage assessment of capacity.
- The impact of mental disorder on mental capacity, including the effect of social, physical, and developmental factors on a person's ability to make decisions.

Learning outcomes

The course would lead to trainees developing the following capabilities:

- The ability to apply in practice and maintain knowledge of relevant legal and policy frameworks
- The ability to work in a manner congruent with the presumption of capacity
- The ability to take all practical steps to help someone to make a decision
- The ability to balance a person's right to autonomy and self-determination with their right to safety and respond proportionately
- The ability to make informed, independent best, interest decisions within the context of a Deprivation of Liberty Safeguards (DoLS) assessment
- The ability to effectively assess risk in complex situations and use analysis to make proportionate decisions

The expectation on completion of the course

You will refresh your practice annually and agree to be part of the BIA rota. The BIA Training will be changing once the Liberty Protection Safeguards training (LPS) Code of Practice is finalised and more updates will be made available in due course.

Pre-Approved Mental Health Practitioner Level 7

30 academic credits

Overview

This module will provide students with the historical context of professional practice within Mental health. Students will be exposed to a range of theories, approaches, and models around mental health assessments. The use of relevant case studies will enhance students learning and development of an depth understanding of the theoretical context of Mental Health.

Entry Requirements

- Candidates must be endorsed by your manager.
- Candidates must have been successful in last year's Coaching for Performance (C4P).
- Candidates must have completed probation in their current post.
- Candidates must have a minimum of two years post-qualifying experience.
- Candidates must have current registration with the appropriate professional statutory body.
- Candidates must have a bachelor's Honours degree with 2:2 in any subject, or equivalent.
- Candidates must also meet the professional requirements set out in Schedule 1 of the Mental Health (AMHP) Regulations 2008* and hold a professional qualification in social work or occupational therapy.

Duration 3 months part time study

Course Content

The module will help students to develop a critical analysis of the following: Historical context of mental health legislation and practice. An analysis of the socially constructed nature of mental disorders and the different models that can be applied to understand and theorise the concepts. This will include comparing and contrasting medical, psychological, and social models of disability, behaviours and disease. These models will be applied to case studies and contemporary Approved Mental Health Act assessments and practice. The module will also explore the impact of inequality and wider social forces on the lives of people who use mental health services in Britain.

Learning Outcomes

- Critically evaluate a broad range of competing theories, approaches, and models when conducting mental health assessments.
- Critically analyse the historical and social forces that have shaped professional practice, assessments, treatments, and interventions.
- Use a critical evaluation of relevant social research to inform practice and decision-making in the process of conducting mental health assessments.
- Demonstrate a comprehensive understanding of the contested nature of knowledge and its social construction in relation to the analysis of mental disorders and models of mental health.

The expectation on completion of the course

Candidates will be expected to progress on the Approved Mental Health Practitioner Programme.

Approved Mental Health Practitioner Level 7

120 academic credits

Overview

The primary aim of the Approved Mental Health Professional (AMHP) programme is to provide mental health practitioners with relevant professional knowledge, competency, and skills so that their employers can appoint them to undertake the role of the Approved Mental Health Professional under the Mental Health Act (1983) revised 2007, and associated policies and legislation. The programme will equip mental health practitioners with a critical understanding of the historical and social context that has shaped modern mental health services and practices in Britain. It will also provide an in-depth critical understanding of the legal framework and a wide range of models of mental disorders that will inform your practice as an Approved Mental Health Professional.

Entry Requirements

- Candidates must be endorsed by your manager.
- Candidates must have been successful in last year's Coaching for Performance (C4P).
- Candidates must have completed probation in their current post.
- Candidates must have a minimum of two years post-qualifying experience.
- Candidates must have completed the pre-AMHP programme.
- Candidates must have current registration with the appropriate professional statutory body.
- Candidates must have a bachelor's Honours degree with 2:2 in any subject, or equivalent.
- Candidates must also meet the professional requirements set out in Schedule 1 of the Mental Health Regulations 2008* and hold a professional qualification in social work, or occupational therapy.

Duration 2 years part time study

Learning Outcomes

Successful completion of the programme will enable mental health practitioners to demonstrate a critical understanding and application of knowledge and skills in the following areas:

- Knowledge
- Academic Skills
- Practice Skills
- Academic Modules that Support the AMHP Placement
- Mental Health Law, Social Policy and Ethics
- Models of Mental Disorder, Risk Management, Complex Decision Making and the Role of the AMHP

The expectation on completion of the course

The AMHP has a responsibility to organise and undertake an assessment under the Mental Health Act (MHA) 1983. The AMHP role is crucial to ensure that the rights of people in mental health crisis are protected, that detention is avoided whenever possible, that social issues are considered and that the views of people and families are included in assessments under the MHA. In addition to this, once you have completed the course, you will be part of the Approved Mental Health Practitioner rota.

Autism Studies PGDip

Academic Credits 180

Overview

The programme aims to provide detailed knowledge of autism and other developmental disabilities and Provide experience in conducting research or intervention in the field of autism. All teaching is delivered in workshops (2-3 days of attendance for part-time students), with roughly one workshop per month from September- May. All teaching is recorded for distance learning students, alongside one-to-one online tutorials and online consolidation sessions discussing each lecture.

Duration

- 2 years part time distance learning.
- All teaching is delivered in workshops (2-3 days attendance for part time students) – approximately one workshop per month September- May.
- All teaching is recorded for distance learning students, and they provide one to one online tutorials and online consolidation sessions discussing each lecture

Entry Requirements

- Candidates must be endorsed by your manager.
- Candidates must have been successful in last year's Coaching for Performance (C4P).
- Candidates must have completed probation in their current post.
- Candidates must have a minimum of two years post-qualifying experience.
- Candidates must have a good honours degree (typically in psychology or other relevant social sciences) or comparable professional qualifications and experience.

Learning Outcomes

In addition to developing your intellectual and transferable skills, you will gain knowledge and understanding of the following:

- the characteristics, diagnosis, and epidemiology of autism cognitive, communicative, and social characteristics of people with intellectual disabilities.
- biological, social, and environmental causes of autism.
- behaviour analysis.
- intervention and approaches to supporting people with autism.
- challenging behaviour and other associated complex needs.
- ideology, policy, and service development.
- definition and measurement of service quality.
- the relationships between the service organisation and quality research methodology.

The expectation on completion of the course

- To apply all learning into practice and share knowledge with the wider operational teams.
- Act as a champion for autism across the service and represent the organisation with other stakeholder organisations
- Maintain specialist knowledge and impart this across the service as required.

Next Steps

Manager's responsibility

To ensure that candidates are endorsed and meet the entry requirements for the relevant programme. The manager also needs to ensure that they have the capacity to release the candidate for the training and completion expectations.

How to Apply

All applicants must complete the relevant nomination form* with their line manager. Applications must be sent to asctraining@buckinghamshire.gov.uk by the deadline stated on the nomination form.

The panel will shortlist the applications. The Workforce lead on the panel will notify the applicants to advise the outcomes within ten working days of the close of the application process.

A selection team will offer an interview where it is clear entry criteria for the course is met. This team is likely to consist of the Workforce Strategic Lead, an Operational Manager, Practice Lead and Human Resources representative.

The interview will consist of the following:

- Competency-based questions.
- An exercise for candidates to complete.

There is an appeals process* should you wish to appeal the decision.



**See appendix for nomination forms and appeals process.*

Interview Preparation & Resources



You'll find all relevant information about timings and where to go, what to bring with you, and anything you need to prepare in advance. It's important you read this information carefully as this could impact on your ability to complete the interview.



To prepare for your interview you could practise mock interviews. This is a great way to build confidence in talking about yourself and your studies, and will help highlight any areas that you might need to work on.



It's normal to feel a little nervous, and our course leaders are used to this so will make allowances. If you have prepared fully before your interview this should help you to feel more confident in what to expect.

Selection interviews

There will be a presentation and an exercise for you to complete. The selection team will be looking to ensure you can demonstrate the following:

- Communicate openly, honestly, and accurately.
- An understanding from you as to why this course is relevant for you at this time and what you are hoping to achieve from this.
- Your ability to listen to people and apply professional curiosity to evaluate and assess what information you need to gather to provide quality advice, support, or care.
- Your ability to treat people with compassion, dignity and respect and work together to empower positive change.
- Your ability to adapt your approach according to the situation and context.
- Your commitment to continuous learning within social work, with curiosity and critical reflection whilst adhering to the SWE professional standards.

Personal statements for university applications

- <https://www.prospects.ac.uk/applying-for-university/getting-into-university/personal-statements-for-university-applications>
- <https://www.ucasdigital.com/widgets/personalstatement/#/splash>

Interview advice

- <https://bucks.ac.uk/applying-to-bucks/undergraduate/application-guide/interview-advice>
- https://bucks.ac.uk/courses/undergraduate/social-work-ft?gclid=EAlaIqObChMIwoHEtqSa6gIVSLTtCh3AOgd1EAAYAiAAEgJ_afD_BwE
- Ensure you are familiar with the [PCF](#) and consider examples of how you demonstrate this in your practice.



Adult Social Care Careers Advice & Development Service

If you are not sure which is the best option for you, then please use our Careers Advice Service.

With this service, you will be able to receive advice, support, and guidance to make informed decisions about your future career aspirations.

What are the benefits of this service?

- An opportunity to have a one-to-one discussion about your career development
- Support and guidance for talking through your qualification options.
- Discussions around your prior learning and how we can build on this.
- Develop a tailor-made plan in line with your appraisal.

How to make contact

- Look in our outlook calendars & book an appointment with Nula O’Keeffe or Emma Devonshire
- Call Nula on 01296383985 or Emma on 01296383990
- Email asctraining@buckinghamshire.gov.uk



Appendix 1 – Nomination Form

Nomination Form to undertake Adult Social Care Specialist Training Programmes 2022/2023



Nomination Form to
undertake Adult Socia

Appendix 2 – Appeals Process

Whilst we recognise how keen staff are to undertake specialist training, there might be particular reasons that you have not been shortlisted or offered a selection interview.

As such it is important that you are kept informed throughout the process and offered a clear reason as to why a course cannot be offered at this time. You can appeal a decision that a selection team make.

The following list sets out the process for how to go about doing this.

- This Appeal process is to be applied where there are grounds of perceived unfair outcome following a selection and application process.
- The Appeals processes will show due consideration for the application timeframes for each qualification.
- In the event of that you are unhappy with a decision about a course application, your concern, along with your reasons for your concern should be submitted in writing to the Workforce Development team within 5 working days of the decision in question to asctraining@buckinghamshire.gov.uk.
- Appeals will be considered by a senior member of the Adults and Health Directorate unconnected with the application process. Normally this will be the Principle Social Worker or the delegated representative.
- The PSW will consider all appeals against the published criteria for the programme the staff member has applied for and they will satisfy themselves about due process and consistency of decisions in relation to programme outcomes.
- Where the PSW believes there is a need for review of a decision, the selection team will reconsider the decision, based on the information. Where there are no grounds for appeal this decision will be communicated back to the staff member in writing (normally by email) within 2 weeks.
- Where necessary, the selection team will be chaired by the PSW and representatives of Operations, Workforce Development and Human Resources will be present.
- The selection team will meet at the earliest convenience and normally within 2 weeks of an appeal being lodged with the Workforce Development. The selection team will consider the grounds for appeal and the decision-making process. The outcome will be communicated by a member of this team to the staff member shortly afterwards.
- If an appeal is upheld the Selection team may make recommendations for improvements to the application and selection process to ensure continual improvement and equity of opportunity for staff across Adults and Health Directorate.
- Ultimately, the key focus for the selection team is to assist you to be successful in your application, but naturally there may be circumstances that means that this may not be possible. Where this is the case, we will work closely with you and your manager to ensure you are fully informed and provided with the best advice and support for your career development.

Timetable of Events 2022 - 2023

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
PEPS1				Launch to teams	Close of nominations	Selection interviews	BNU portal is open for applicants to load		Start of programme (Finish 12months later)					Start of programme (Finish 12months later)	
PEPS 2				Launch to teams	Close of nominations	Selection interviews	BNU portal is open for applicants to load		Start of program (Finish 12months later)					Start of program (Finish 12months later)	
BIA/LPS											BIA Refresh 1day		Launch to teams	Close of nominations	Start of programme (Finish 6 12months later)
Pre – AMHP										Launch to teams	Close of nominations Selection interviews Start of programme			End of programme after 3 months	
AMHP														Close of nominations Selection interviews	Start of programme Finish in 2 years
Autism Training	Launch to teams	Close of nominations	Selection interviews						Start of programme Finish in 2 years						



Email: asctraining@buckinghamshire.gov.uk