

‘Targeted’ Training Program & Schedule

Revised ‘Targeted’ Training Program (February 2012)

The revised ‘Targeted’ Training Program (January 2012) will need to be conducted in each of the four work-places to accommodate service provision and client needs.

Competencies will be grouped into broad Skill-sets related to the Occupational Framework: levels 1 & 2 (notionally congruent with \approx EQF 3-4)

Furthermore, the ‘targeted’ training program will be supported with the assistance of NKE and our national experts UE, ZA & UM.

The revised ‘Targeted’ Training Program is based on 90 minutes (1 ½ hours) training sessions, of which three (or four) can be delivered in any one training day.

Focus	Skill-set	Indicative Content	No of Training Sessions (90 mins each)
A & B	Welcome, Course Overview & expectations	Welcome Course Overview – Purpose of training – General competencies (all sites) & – Specialised competencies Social work (TSS) Social-care (Chorbog & Batosh) Expectations– attendance, participation, ‘homework’, testing	1
	Creating a conducive learning environment	What is ‘Learning?’- Types of learning Conditions for effective learning Learning styles Supporting colleagues to learn	1
B Common, Shared Competenci es (CSC)	Conceptualise & articulate the roles & different occupational levels, within ‘modernised’ social services	Conceptualise & articulate the roles of Social Worker- Social carer, Occ & Physical Therapist & different occupational levels. Identify convergences & divergences between SWk, SC, OT & PT at different occupational levels. Major objectives of social services: Promote social participation (adapt & extend existing capabilities & capacities, & development of new capabilities & capacities), Maintain & preserve existing capabilities & capacities, Prevent emergence of secondary impairments, conditions & complications (physical, social, psychological, emotional) Outline & Describe own social service role.	2
	Apply Social Model & approach to Aging & Disability to social services work (General Issues)	Identify personal attitudes & values to Aging & Disability Describe different models & approaches to Aging & Disability Articulate Social Model & approach to Aging & Disability	2
	Practice ethically in social services	Identify elements of Ethical practice, Describe performance requirements of Codes of Practice & Practice standards Resolve ethical dilemmas encountered in SWk, SC, OT & PT	2
	Facilitate social participation	Identify & describe the range & types of social participation; Describe the importance & value of social participation	1
	Undertake Assessment & Case planning (General principles & practices)	Identify & describe the aims & purposes of Assessment & Case planning Articulate an appropriate conceptualisation of assessment in social services (ie. A guided, active, participatory, and mutual process of exploration, discovery and identification a person’s Strengths and limitations, capacities and capabilities, resources, needs, to inform the prioritisation of needs; and the preparation and implementation of an agreed realistic plan to respond to those needs.) Articulate the principles of Assessment & Case planning Describe different approaches to Assessment (evaluation, testing/ examining, diagnosis, identification etc)	2

	Demonstrate the use basic communication competencies	Use basic communication competencies for - communicating information - communicating with service-users - team-work	2
	Demonstrate the use of interpersonal competencies in the workplace	Use Interpersonal competencies to: Establish, maintain & terminate relationships, and Resolve & manage conflict	2
	Work as an effective member of a Team	Conceptualise & articulate what is meant by 'Teamwork' Describe the aims & purposes of advantages & disadvantages of Teamwork Perform the competencies of effective 'followership' Demonstrate teamwork competencies Demonstrate Multi-disciplinary team work competencies	1
	Undertake Key work	Describe aims & purposes of Key work (social work & Social-care) Identify & describe the role of Key work Articulate the major responsibilities of a Key Worker	1
	Keep & maintain appropriate social services documentation (General principles & competencies)	Describe aims & purposes of social services Case recording & documentation Identify the functions of standardised documentation (forms, templates & files) Identify & describe documentation requirements (ideal & actual) Use appropriate & accurate language in case documentation Maintain client privacy & confidentiality Secure & preserve client records	2
	Review of training topics	Overview & review of major topics & competencies	1
	Testing of competencies		1
		Sub-TOTAL	

A Social Work Focus (SWF)	Conceptualise & articulate the role of Social Workers & different occupational levels, within 'modernised' social services	Describe the role of a social worker different occupational levels, within 'modernised' social services; Articulate the major objectives of Social Work Outline & Describe own Social Work role (ideal & actual)	2
	Apply Social Model & approach to Aging & Disability to Social Work	Identify & apply implications of the Social Model & approach to Aging & Disability for Social Work, (generally to social work & to personal practice)	1
	Conduct a basic interview	Articulate the aims & purposes of an interview; Perform basic interviewing competencies, including appropriate use of communication competencies	2
	Undertake basic personal counselling	Identify essential differences between Interviewing & basic counselling; Describe the continuum of counselling (effective talking) (ie .information-giving, interviewing, advising helping, basic counselling, psycho-therapy) Articulate the aims & purposes of basic personal counselling; Perform basic counselling competencies (ie Initiating & establishing a relationship, Attending, active listening, para-phrasing, clarifying, goal-setting, planning, review, & terminating)	3
	Conduct a basic Psycho-social assessment	Psycho-social Assessment 3-dimension (eg OPM Framework based on Common Assessment Framework (UK); Make appropriate use of basic assessment 'tools': genogram, socio-gram, Life-line, Identification of Capabilities & Capacities: (Resources, Strengths & Limitations); Identify & clarify client's Wants & Needs; Prioritise client Needs;	3
	Prepare a basic social work Case Plan	Articulate aims & purposes of Case planning; Use basic psycho-social assessment to inform case planning; Prepare a Case plan using 'OPM Tools'	3
	Undertake social work Key work	Identify & describe the role of Social work Key Worker ; Articulate major Social work Key Worker responsibilities & tasks; Perform Key work tasks;	1

	Facilitating social participation	Articulate the role of the Social worker in promoting & facilitating social participation Describe the importance & value of Family Contact & Visitation	2
		Promote, facilitate & support Family Contact & Visitation	1
	Keep & maintain appropriate Social Work documentation	Describe aims & purposes of social services Case recording & documentation Identify & describe documentation requirements (ideal & actual) Properly use Social Work forms & files to document social work interventions	1
	Review of training topics		1
	Testing of competencies		1
	Sub-TOTAL		

C Social-care Focus (SCF)	Conceptualise & articulate the role of Social-carers & different occupational levels, within 'modernised' social services	Describe the role of a social carer at different occupational levels, within 'modernised' social services; Articulate the major objectives of social care Outline & Describe own social care role (ideal & actual)	1
	Apply Social Model & approach to Aging & Disability to Social-care work	Identify & apply implications of the Social Model & approach to Aging & Disability for Social-care work, (generally to social-care work & to personal practice)	1
	Undertake a social-care assessment	Identify & describe the aims & purpose of a social-care assessment Articulate the major domains of a social-care elements	2
	Prepare a social-care plan	Articulate aims & purposes of Care planning; Use basic social care assessment to inform case planning; Prepare a Care plan using 'OPM Tools'	1
	Undertake social care Key work	Identify & describe the role of Social work Key Worker ; Articulate major Social work Key Worker responsibilities & tasks; Perform Key work tasks	1
	Facilitating social participation	Articulate the role of the Social carer in promoting & facilitating social participation Describe the importance & value of Family Contact & Visitation Facilitate & support Family Contact & Visitation	1
	Communicate effectively with clients	Give effective directions & instructions Identify differences between directions & instructions, Appropriate use of directions & instructions	1
		Use Assisted & Augmented communications to promote & facilitate communication	1
	Perform basic personal care competencies	Provide Bathing, Toileting, Dressing, Feeding assistance; Assist client with Grooming (hair care & combing, shaving, teeth-brushing); Promote & perform Foot-care, Mouth & Teeth-care, Skin-care, Ear-care, Eye-care; Prevention & management of pressure wounds; Manage bladder & bowel incontinence;	9
	Perform basic PT competencies (related to social-care)	Perform appropriate Movement (lifts, transfers & turning), & Positioning techniques; Correct feeding & Choking prevention methods;	6
	Perform Basic OT competencies (related to social-care)	Conduct a basic risk assessment; Identify need for environmental adaptation, & adapt the environment; Implement Falls prevention strategies including client awareness-raising, teaching of Falls prevention techniques, & adapt t environment to reduce falls;	6
	Prevent emergence of secondary impairment, conditions & complications	Identify & describe the range & types of typical secondary impairments, conditions & complications; Promote & use strategies & methods to prevent secondary conditions & complications (Social isolation, atrophy (wasting away/ loss) of existing capabilities & capacities, Depression, Pressure wounds, Contractures etc.);	6
Keep appropriate	Case recording & documentation (Social-care forms & files)	2	

	documentation of social-care work		
	Review of training topics		1
	Testing of competencies		2
		Sub-TOTAL	
		TOTAL	