

# Archway

## Training Calendar 2024 – 2025

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## Induction and Essential Skills

| Course Title   | Classroom / Webinar | Time               | Apr 2024   | May 2024   | Jun 2024                     | July 2024                       | Aug 2024                        | Sep 2024                     | Oct 2024                            | Nov 2024                     | Dec 2024             | Jan 2025                     | Feb 2025                     | Mar 2025                     |
|--|---------------------|--------------------|--|--|------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------------|------------------------------|----------------------|------------------------------|------------------------------|------------------------------|
| Creative Academy Induction                                   | Webinar             | 10:30-12:00        | Runs every day Monday-Friday (Excluding Bank Holidays) |  |                              |                                 |                                 |                              |                                     |                              |                      |                              |                              |                              |
| Creative Support WE CARE Induction                           | Classroom (2 Days)  | 09:30-16:30        |  | 7<br>(Day 1)<br>8<br>(Day 2)                       |                              | 8<br>(Day 1)<br>9<br>(Day 2)    |                                 | 2<br>(Day 1)<br>3<br>(Day 2) |                                     | 4<br>(Day 1)<br>5<br>(Day 2) |                      | 6<br>(Day 1)<br>7<br>(Day 2) |                              | 3<br>(Day 1)<br>4<br>(Day 2) |
| Anti-Racism  | Webinar             | 13:00-14:30        | 2, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24, 26, 29         | 1, 3, 7, 8, 10, 13, 15, 17, 20, 22, 24, 28, 29, 31 | 5, 7, 10, 13, 19, 21, 25, 27 | 3, 5, 9, 11, 17, 19, 23, 25, 31 | 2, 6, 8, 14, 16, 20, 22, 28, 30 | 3, 5, 11, 13, 17, 19, 25, 27 | 1, 3, 9, 11, 15, 17, 23, 25, 29, 31 | 6, 8, 12, 14, 20, 22, 26, 28 | 4, 6, 10, 12, 18, 20 | 7, 9, 15, 17, 21, 23, 29, 31 | 4, 6, 12, 14, 18, 20, 26, 28 | 4, 6, 12, 14, 18, 20, 26, 28 |
| Code of Conduct & Professional Boundaries                    | Webinar             | Varies (See month) |  | 9<br>(09:30-12:30)                                 |                              |                                 | 7<br>(13:00-16:00)              |                              |                                     | 12<br>(09:30-12:30)          |                      |                              | 10<br>(13:00-16:00)          |                              |
| Confidence, Assertiveness and Resilience                     | Webinar             | Varies (See month) |  |  | 11                           |                                 |                                 | 18                           |                                     |                              | 3                    |                              |                              | 19                           |
| Data Protection and Information Governance                   | E-learning          | N/A                | Available as e-learning on Learning Pool               |  |                              |                                 |                                 |                              |                                     |                              |                      |                              |                              |                              |
| Dignity in Care  | Webinar             | 09:30 11:00        |  |  |                              | 11                              |                                 | 24                           |                                     |                              |                      |                              |                              |                              |
| Effective Key Working, Daily Care Notes and Support Planning | Webinar             | Varies (See month) | 25<br>(09:30-12:30)                                    | 23<br>(13:00-16:00)                                | 18<br>(09:30-12:30)          | 4<br>(13:00-16:00)              | 7<br>(09:30-12:30)              | 16<br>(13:00-16:00)          | 15<br>(09:30-12:30)                 | 11<br>(13:00-16:00)          | 10<br>(09:30-12:30)  | 14<br>(13:00-16:00)          | 18<br>(09:30-12:30)          | 19<br>(13:00-16:00)          |
| First Aid & Basic Life Support                               | Classroom           | 09:30-12:30        |  | 22   |                              | 25                              |                                 | 17                           |                                     | 20                           |                      | 23                           |                              | 18                           |
|  | Webinar             | 09:30-12:30        | 5, 12, 19, 26  | 3, 10, 17, 24, 31                                  | 7, 14, 21, 28                | 5, 12, 19, 26                   | 2, 9, 16, 23, 30                | 6, 13, 20, 27                | 4, 11, 18, 25                       | 1, 8, 15, 22, 29             | 6, 13, 20            | 10, 17, 24, 31               | 7, 14, 21, 28                | 7, 14, 21, 28                |

## Induction and Essential Skills (cont.)

| Course Title   | Classroom / Webinar | Time                  | Apr 2024                                     | May 2024            | Jun 2024            | July 2024          | Aug 2024            | Sep 2024            | Oct 2024            | Nov 2024            | Dec 2024            | Jan 2025            | Feb 2025            | Mar 2025 |
|--|---------------------|-----------------------|--|---------------------|---------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------|
| Food Safety (Level 2)<br>*CPD Accredited   | Classroom           | Full Day              | Available on Request                         |                     |                     |                    |                     |                     |                     |                     |                     |                     |                     |          |
| Food Safety  | Webinar             | Varies<br>(See month) | 15<br>(09:30-11:00)                          | 22<br>(13:00-14:30) | 20<br>(09:30-11:00) | 9<br>(13:00-14:30) | 12<br>(09:30-11:00) | 10<br>(13:00-14:30) | 17<br>(09:30-11:00) | 13<br>(13:00-14:30) | 18<br>(09:30-11:00) | 23<br>(13:00-14:30) | 25<br>(09:30-11:00) |          |
| Fraud Prevention & Client Finance  | Webinar             | 10:00-12:30           | 5, 19  | 3, 17, 31           | 14, 28              | 12, 26             | 9, 23               | 6, 20               | 4, 18               | 1, 15, 29           | 13, 27              | 10, 24              | 7, 21               | 7, 21    |
| Infection Control  | Webinar             | Varies<br>(See month) | 15<br>(11:00-12:00)                          | 22<br>(14:30-15:30) | 20<br>(11:00-12:00) | 9<br>(14:30-15:30) | 12<br>(11:00-12:00) | 10<br>(14:30-15:30) | 17<br>(11:00-12:00) | 13<br>(14:30-15:30) | 18<br>(11:00-12:00) | 23<br>(14:30-15:30) | 25<br>(11:00-12:00) |          |
| Medication Administration  | Classroom           | 09:30-16:30           | 16   |                     | 3                   | 30                 | 28                  | 26                  | 28                  |                     | 3                   |                     | 5                   |          |
| Moving & Positioning   | In Service          | N/A                   | Available on request                         |                     |                     |                    |                     |                     |                     |                     |                     |                     |                     |          |
| Oliver McGowan Tier 1  | E-learning          | N/A                   | E-learning course available on Learning Pool |                     |                     |                    |                     |                     |                     |                     |                     |                     |                     |          |
| Oliver McGowan Tier 2  | Classroom           | Full Day              | Available on request                         |                     |                     |                    |                     |                     |                     |                     |                     |                     |                     |          |
| Safeguarding People at Risk & Mental Capacity Act (MCA) & Deprivation of Liberty Safeguards (DoLS) | Classroom           | 09:30-16:30           |  | 15                  | 4                   | 16                 |                     | 9                   | 31                  | 29                  |                     | 14                  |                     | 27       |

Specialist Skills

| Course Title  | Classroom / Webinar | Time        | Apr 2024             | May 2024 | Jun 2024 | July 2024 | Aug 2024 | Sep 2024 | Oct 2024 | Nov 2024 | Dec 2024 | Jan 2025 | Feb 2025 | Mar 2025 |
|---|---------------------|-------------|----------------------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Blood Glucose Monitoring  | Webinar             | 13:00-14:00 |                      |          |          | 4         |          |          | 10       |          |          | 15       |          |          |
| Diabetes Management   | Webinar             | 09:30-11:30 |                      |          |          | 4         |          |          | 10       |          |          | 15       |          |          |
| Emergency Administration of Auto Injectors for Anaphylactic Shock | Webinar             | 1 hour      | Available on Request |          |          |           |          |          |          |          |          |          |          |          |
| Epilepsy Management   | Webinar             | 09:30-11:30 |                      | 2        | 4        | 10        | 14       | 17       | 7        | 20       | 11       | 20       | 13       | 17       |

## Clinical Skills

| Course Title   | Classroom / Webinar | Time               | Apr 2024 | May 2024            | Jun 2024                               | July 2024           | Aug 2024                               | Sep 2024            | Oct 2024                               | Nov 2024            | Dec 2024                               | Jan 2025            | Feb 2025                               | Mar 2025            |
|--|---------------------|--------------------|----------|---------------------|--|---------------------|--|---------------------|--|---------------------|--|---------------------|--|---------------------|
| Buccal Midazolam Administration  | Webinar             | 13:00-15:00        |          | 2                   | 4                                      | 10                  | 14                                     | 17                  | 7                                      | 20                  | 11                                     | 20                  | 13                                     | 17                  |
| Catheter Care  | Webinar             | 09:30-11:30        | 4        | 2                   | 6                                      | 1                   | 1                                      | 2                   | 2                                      | 4                   | 2                                      | 7                   | 6                                      | 6                   |
| Dysphagia – Supporting People with Swallowing Difficulties                 | Webinar             | 09:30-11:30        | 15       | 13                  | 20                                     | 11                  | 12                                     | 19                  | 16                                     | 18                  | 16                                     | 22                  | 20                                     | 20                  |
| Falls Prevention   | Webinar             | 13:00-15:00        | 22       | 28                  | 25                                     | 22                  | 27                                     | 25                  | 31                                     | 28                  | 19                                     | 30                  | 27                                     | 25                  |
| Nutrition & Hydration  | Webinar             | 13:00-15:00        | 15       | 13                  | 20                                     | 11                  | 12                                     | 19                  | 16                                     | 18                  | 16                                     | 22                  | 20                                     | 20                  |
| Managing Incontinence, Constipation and Faecal Impaction                   | Classroom           | Varies (See month) |          | 22<br>(13:00-16:00) | 19<br>(09:30-12:30) &<br>(13:00-16:00) | 25<br>(13:00-16:00) | 22<br>(09:30-12:30) &<br>(13:00-16:00) | 17<br>(13:00-16:00) | 22<br>(09:30-12:30) &<br>(13:00-16:00) | 20<br>(13:00-16:00) | 19<br>(09:30-12:30) &<br>(13:00-16:00) | 23<br>(13:00-16:00) | 19<br>(09:30-12:30) &<br>(13:00-16:00) | 18<br>(13:00-16:00) |
|  | Webinar             | 13:00-15:00        | 11       | 8                   | 10                                     | 5                   | 5                                      | 9                   | 8                                      | 14                  | 12                                     | 16                  | 12                                     | 10                  |
| Oral Care – including Mucosa and Dentures                                  | Webinar             | 13:00-15:00        | 23       | 23                  | 24                                     | 18                  | 20                                     | 23                  | 21                                     | 25                  | 18                                     | 27                  | 26                                     | 26                  |
| Percutaneous Endoscopic Gastrostomy (PEG) Care and Support                 | Webinar             | 09:30-11:30        | 23       | 23                  | 24                                     | 18                  | 20                                     | 23                  | 21                                     | 25                  | 18                                     | 27                  | 26                                     | 26                  |
| Pressure Area Care and Maintaining Healthy Skin                            | Webinar             | 09:30-11:30        | 22       | 28                  | 25                                     | 22                  | 27                                     | 25                  | 31                                     | 28                  | 19                                     | 30                  | 27                                     | 25                  |
| Stoma Care   | Webinar             | 09:30-11:30        | 11       | 8                   | 10                                     | 5                   | 5                                      | 9                   | 8                                      | 14                  | 12                                     | 16                  | 12                                     | 10                  |
| Stroke – Cerebrovascular Accident (CVA) & Transient Ischaemic Attack (TIA) | Webinar             | 13:00-15:00        | 4        | 2                   | 6                                      | 1                   | 1                                      | 2                   | 2                                      | 4                   | 2                                      | 7                   | 6                                      | 6                   |
| Supporting People with Asthma  | Webinar             | 13:00 – 14:30      |          |                     |  | 11                  |  | 24                  |  |                     |  |                     |  |                     |

Mental Health

| Course Title                                      | Classroom / Webinar | Time               | Apr 2024             | May 2024 | Jun 2024         | July 2024 | Aug 2024 | Sep 2024         | Oct 2024 | Nov 2024        | Dec 2024 | Jan 2025         | Feb 2025 | Mar 2025         |
|---|---------------------|--------------------|----------------------|----------|------------------|-----------|----------|------------------|----------|-----------------|----------|------------------|----------|------------------|
| Affective Disorders: Trauma Informed Care         | Webinar             | 13:00-15:30        | 8                    |          | 24               |           |          | 3                |          |                 | 19       |                  |          |                  |
| Basic Principles of De-Escalation                 | Webinar             | 09:30-12:00        | 8                    |          | 24               |           |          | 3                |          |                 | 19       |                  |          |                  |
| Hoarding Disorder: Trauma Informed Care           | Webinar             | 09:30-12:00        |                      |          | 13               |           | 28       |                  |          |                 | 17       |                  | 24       |                  |
| Mental Health First Aid                           | Classroom (2 Days)  | Full Day           | Available on request |          |                  |           |          |                  |          |                 |          |                  |          |                  |
| Monitoring the Side Effects of Clozapine          | Webinar             | Varies (See month) |                      |          | 26 (14:00-15:00) |           |          | 10 (10:00-11:00) |          | 7 (14:00-15:00) |          | 14 (10:00-11:00) |          | 24 (14:00-15:00) |
| Obsessive Compulsive Disorder (OCD)               | Webinar             | 13:00-15:30        |                      |          | 13               |           | 28       |                  |          |                 | 17       |                  | 24       |                  |
| Personality Disorder: Trauma Informed Care        | Webinar             | 13:00-15:30        |                      | 16       |                  |           | 21       |                  | 14       |                 |          |                  | 4        |                  |
| Schizophrenia and Psychosis: Trauma Informed Care | Webinar             | 09:30-12:00        |                      | 16       |                  |           | 21       |                  | 14       |                 |          |                  | 4        |                  |
| Self Harm & Suicide                               | Webinar             | 13:00-15:30        | 23                   |          |                  | 2         |          |                  | 1        |                 |          | 6                |          |                  |
| Working with Substance Misuse                     | Webinar             | 09:30-12:00        | 23                   |          |                  | 2         |          |                  | 1        |                 |          | 6                |          |                  |

## Management Training

| Course Title   | Classroom / Webinar | Time          | Apr 2024              | May 2024 | Jun 2024 | July 2024 | Aug 2024 | Sep 2024 | Oct 2024 | Nov 2024 | Dec 2024 | Jan 2025 | Feb 2025 | Mar 2025 |
|--|---------------------|---------------|-----------------------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Anti-Racism for Senior Staff                                   | Webinar             | 13:00-15:00   |                       | 21       |          |           |          | 4        |          |          | 11       | 8        |          | 13       |
| EDHR & Culturally Appropriate Care & Support for Managers      | Webinar             | 13:00-15:00   |                       |          | 12       |           |          |          | 16       |          |          |          | 11       |          |
| Emotionally Unstable Personality Disorder: Supporting Staff    | Webinar             | 13:00-15:00   | Dates to be confirmed |          |          |           |          |          |          |          |          |          |          |          |
| Equality, Diversity and Human Rights (EDHR): The Golden Thread | Webinar             | 13:00-15:00   |                       |          |          | 2         |          |          | 30       |          |          |          |          | 11       |
| Medication Observation for Senior Staff                        | Webinar             | 10:00 – 15:00 | 11                    |          | 13       |           | 8        |          | 22       |          | 2        |          | 26       |          |

## Management Development Pathway

| Course Title                             | Classroom / E-Learning | Time     | Apr 2024  | May 2024 | Jun 2024 | July 2024 | Aug 2024 | Sep 2024 | Oct 2024 | Nov 2024 | Dec 2024 | Jan 2025 | Feb 2025 | Mar 2025 |
|--|------------------------|----------|---|----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Introductory Modules for Managers        | E-Learning             | N/A      | Available as E-Learning through Skills for Care via Learning Pool |          |          |           |          |          |          |          |          |          |          |          |
| Creative Leaders                         | Classroom (2 Days)     | Full Day | Available on Request  |          |          |           |          |          |          |          |          |          |          |          |
| Leading Your Service Good to Outstanding | Classroom (3 days)     | Full Day |   |          |          |           |          |          |          |          |          |          |          |          |



## E-Learning

## Creative Academy E-Learning Suite

(Enrol online today on Learning Pool)

|  |   |
|--|---|
| Acquired Brain Injury                      | Staying Safe and Healthy in the Office Environment (SSHOE)) (previously M&H For Non-Care Staff) |
| Data Protection and Information Governance | Medication Administration   |
| Dyspraxia Awareness                        | Mental Capacity Act & Deprivation of Liberty Safeguards   |
| Electrical Safety                          | Moving & Positioning  |
| Equality, Diversity and Human Rights       | Oral Health including Mucosa and Dentures   |
| Fire Safety Awareness                      | Person Centred Care and Approaches  |
| Food Safety                                | Positive about Autism   |
| Fraud Prevention & Client Finance          | Positive Behaviour Support  |
| Health & Safety Awareness                  | Pressure Area Care and Maintaining Healthy Skin   |
| Health Action Planning                     | Recruiting & Engaging Volunteers  |
| Infection Control                          | Safeguarding People at Risk   |
| Introduction to Diabetes                   | Supporting People with a Learning Disability  |
| Introduction to Epilepsy                   | Supporting People With Their Oral Health Care   |
| LGBTQ+ Awareness                           | Understanding Mental Health   |
| Living Well with Dementia                  | Writing Daily Care Notes  |

# Course Information

For more information about all of the available courses that we deliver, please see our:

[Course Information Booklet](#)

# How to Apply

You can access e-learning and enrol yourself onto webinar and classroom training directly through your Creative Academy learning platform. To access this, please [click here](#).

Alternatively, you can enrol yourself or an individual onto one of the scheduled webinar or classroom dates by submitting an [Individual Application Form](#).

To enrol a group of staff onto one of the scheduled dates, please submit a [Group Application Form](#).

For any extra training requests, please submit a [Senior Manager Extra Training Request Form](#).