

## Access to Learning Materials



### KEY FEATURES OF THE SCILS/EILS WEBSITE

- Personal Development Plan
- Individual Learning Sessions
- Group Learning Sessions
- News Desk
- Discussions Board

*"It helped me get a good start with my Management Qualification."*

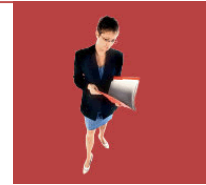
*"It has been very useful to get the Mental Capacity Act online, it's the best way for many care staff to access it."*

*"A comprehensive one stop shop for a wide variety of information and materials related to the care sector."*

**A subscription has been taken out by Nottinghamshire County Council. This enables all Local Authority staff access to the Learning Materials and Facilities provided on the [www.scils.co.uk](http://www.scils.co.uk) and [www.eils.co.uk](http://www.eils.co.uk) websites.**

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## Access Information



**Registration Number: 415NCCLGN**

To access the website you need to go to [www.scils.co.uk](http://www.scils.co.uk) and click on Register. Use the registration number above to create a username and password for logging in.

A User Guide is available by clicking on the link at the bottom of the website which gives step by step instructions on registering with the website

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## Major Updates From 2015

**Care Act 2014:** Learning Materials related to the Care Act were added in February 2015

**Care Certificate:** Materials to support managers to work through the Care Certificate with their staff were added in April 2015 (including facilitator's guides, handouts and powerpoints)

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## Recent Additions to the Website

- An Introduction to Working Positively with People at Risk of Suicide and Those Bereaved through Suicide
  - Safeguarding Adults - Recognising Adult Abuse
  - Young Carers
  - Reminiscence Work - Memory and Creativity
  - Multiple Sclerosis
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## Contacting SCILS/EILS

To contact SCILS/EILS with any query use the following details:

Email: [info@scils.co.uk](mailto:info@scils.co.uk)

Web: <http://www.scils.co.uk>  
<http://www.eils.co.uk>

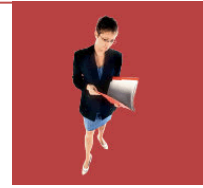
Post: 136 Repton Road, West Bridgford  
Nottingham, NG2 7EL

Phone: 0115 923 0200

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## What is on the SCILS/EILS websites?



**Individual Learning Sessions:** Learning materials (up to an hour and a half in length) covering a variety of topics for employees at all levels in the organisation with a defined set of objectives and links to qualifications.

**Multiple Choice Tests:** Use the website to create bespoke multiple choice tests for your members of staff and record evidence of completion/pass rates.

**Group Learning Sessions:** High quality group/taught learning sessions designed for managers or those with teaching responsibilities to download and run with their employees. Some will be appropriate for an hour and a half session at the end of a staff meeting; others are designed to last longer. All come with handouts ready for photocopying, step by step guidance about running the session and clear learning objectives.

**Care Certificate Resources:** Comprehensive learning programmes covering the Care Certificate, enabling those with managerial/training responsibility to download and run with staff.

**Personal Development Plan:** A facility enabling learners to record the completion of Learning Sessions or Units relating to Social Care Qualifications. The learner or manager can select Learning Sessions, Units or their own organisational resources (e.g. policies) for the learner to complete and view the completion record.

**Assessor and Verifier Guidance:** Guidance for those who are undertaking Assessor and Verifier Training.

**Manager's Induction Standards:** Each of the 12 Standards are individual learning sessions and each has an on-line or downloadable evidence booklet for completion. The Standards are aimed at staff new to management as well as those new in post who have previously managed other care services. They are also intended for aspiring or potential managers to help support their development, although evidence of having met some of the standards will require actual management experience.

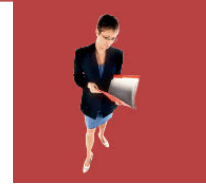
**News Desk:** Key issues/documents relating to policy, legislation, research etc, are identified weekly from over 60 other websites, for example, the Department of Health/Education, Care Quality Commission, Skills for Care etc. A summary of the new information is provided along with a link to the source of the information.

**Discussions Board:** A forum for registered users to ask questions or start discussions with other members of the website throughout the country.

**Question and Answer facility:** A facility for staff to ask questions with an answer guaranteed within 48 working hours.

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## Comments from People using the Website



*I use the website at least weekly: it's been incredibly helpful for signposting and keeping up to date with quick summaries that can be looked at in more depth if necessary. It's also really helpful for getting ideas for support groups (particularly for keeping up to date re consultation) and for materials for induction standards workbook. I've also used some of the research in training groups. Thank you! The site saves me loads of time having to research individual topics.*

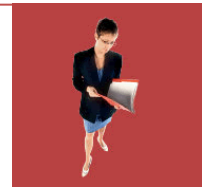
*I have used the Scils resources over the last few years in various situations and have found it an invaluable resource. I work within local authority provision, but train with statutory and voluntary organisations. Resources have been used both directly and as contents within training material. Staff have been able to use them directly to support their training especially within the NVQ. Scils regular emails and links enable practioners to keep up to date - the easy of access and presentation of the material support learning. I have found it an all round positive support in working to best safe practice within care.*

*The scils website and newspapers are an extremely useful resource. I have used the training materials to advance my own knowledge and to augment other business objectives of our care company. In particular I have been able to advise our home managers to use the training tools for dementia awareness to improve staff knowledge for the homes where dementia is prevalent, but not necessarily diagnosed/registered. It has enabled the staff to have a better understanding of the disease and its effects on behaviour of our residents and therefore how to care for each person individually and with the utmost respect, dignity and care. The news emails are highly informative and keeps me updated on current thinking, topics under review etc*

*I am an HR Officer for a small private care company with about 20 staff and am involved in inducting new colleagues. I use SCILS to find learning sessions that will help support those with not much experience or who have been out of the care industry for a while. I find the variety of learning sessions available is very good and they cover a broad range of topics. I also use the sessions to help colleagues complete the common induction standards to improve their understanding and knowledge. I also find the fact that the sessions can either be worked on online or on paper is very useful. I would highly recommend this website to anyone in the care industry.*

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# Learning Sessions for people working with adults



## Individual Learning Sessions

- Acquired Brain Injury
- Active Support - Achievement and Fulfillment
- Active Support - Empowerment of Service Users
- Activities for people with multiple impairments
- Activities in Social Care
- Advanced Nutrition for Older People in Residential Care Settings
- Advocacy
- Alcohol and Young People
- Anti-discriminatory Practice
- Asperger Syndrome - an introduction
- Assertiveness Skills
- Assessing QCF Qualifications in Health and Social Care
- Assessing the Needs of Carers
- Attention Deficit Hyperactivity Disorder
- Care Act 2014
- Care Programme Approach
- Carers and the Law
- Carers and the Law in Scotland
- Caring for a Dying Person
- Challenging Behaviour
- Coaching in the Workplace
- Communicating with people who are deaf or hearing impaired
- Community Care and the Law in Scotland - an introduction
- Complaints Procedure
- Computer Skills - Learning the Basics
- Confidentiality
- Constructive Feedback
- Counselling Skills
- CQC - New Registration Process
- Creative Movement in Social Care
- Critical Incidents
- Culture - Religious and Spiritual Needs
- Customer Care
- Decision Making
- Dementia - defining
- Dementia and Confusion - how to respond
- Depression
- Deprivation of Liberty Safeguards (DOLS)
- Diabetes
- Direct Payments and Personalised Budgets
- Drugs and Alcohol Misuse
- Dyspraxia
- Eating Disorders
- Empathy

- Engaging with People who Hoard
- Epilepsy
- Equality Act 2010
- Equipment and Assistive Technology - Telecare and Telehealth - an Introduction.
- Evaluating a Research Project
- Falls Prevention
- Goal Setting
- Group Work
- Hazard Analysis Critical Control Points - HACCP
- Health and Safety in the Work Setting
- Health and Social Care Values
- Horse Riding
- Horticultural Therapy
- How Adults Learn
- Human Rights Act
- Huntington's Disease
- Individualising Services
- Internal Quality Assurance of QCF Qualifications in Health and Social Care
- Intervention Methods in Social Care
- Key Worker Role
- Learning Disability - An Introduction
- Leaving Care Legislation
- Legislation and Policy
- Life Story Work
- Listening Skills
- Literacy Skills
- Loss and bereavement - an understanding
- Loss and bereavement - how to respond
- Making Decisions: Working with adults who lack capacity and the law in Scotland
- Making Meetings Work
- Management - Becoming a new manager
- Managing a Team
- Managing Change
- Managing Financial Resources
- Managing Medication - Administering Medicines within Social Care Settings
- Managing Medication - Medicines in the UK
- Managing Medication - Types of Medication
- Managing Policies and Procedures
- Managing Quality
- Managing Your Time
- Mental Capacity Act 2005 - An Introduction
- Mental Health Act 1983
- Mental Health Awareness
- Mentoring Pack (Mentor - Peer) - Provided by Nottinghamshire County Council
- Mentoring Pack - Created by Nottinghamshire County Council
- Moving and Handling
- Music in Social Care
- Music in Social Care - Learning Disability Focus.
- Numeracy Skills

- Nutrition in Home Support Services
- Nutrition in Residential, Hospital and Day Settings.
- Older People and the Law in Scotland
- Performance Appraisal
- Personal Care
- Personal Development Plan - Suggested Format
- Personal Safety
- Personalisation Agenda - Culture Change
- Personalisation Agenda - Reablement
- Post Traumatic Stress Disorder
- Pressure Care - an introduction
- Recognising and Managing Conflicts
- Recording Skills
- Recruitment Interviewing
- Recruitment Process
- Reflective Practice
- Regulation of Adult Social Care
- Reminiscence Work - Memory and Creativity
- Research - Conducting a Survey
- Research to Improve Practice
- Responding to service users
- Rights, Independence, Choice and Inclusion
- Risk Management: Risk Assessment and Positive Risk Taking
- Safe Food Handling
- Safeguarding Adults - A guide to recent legislation
- Safeguarding adults - Recognising Adult Abuse
- Safeguarding adults - Responding to Adult Abuse
- Safeguarding adults: An introduction to the law in Scotland
- Self-Harm and Suicide Awareness
- Service User Involvement - an introduction
- Theories of Learning
- Training - Planning and Delivering Training
- Training Cycle
- Training Needs Analysis Toolkit - Provided by Nottinghamshire County Council
- Understanding, Using and Valuing Supervision
- Values, social care and the law in Scotland
- Work/Life Balance
- Working with people we find difficult

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## Group Learning Sessions



- Active Support - Achievement and fulfilment
- Active Support - Empowerment of Service Users
- Anti-discriminatory practice
- Anti-discriminatory/anti oppressive practice
- Assertion Skills - Saying No!
- Assertiveness Skills
- Confidentiality
- Confidentiality – Sharing on a need to know basis
- Constraints and Conflicts
- Customer Care
- Different Intervention Methods Used in Health and Social Care
- Fire Prevention - Introduction
- Health and Social Care Values - Understanding and Demonstrating
- Human Rights and the Law in Scotland
- Loss and Bereavement - Introduction
- Loss and Bereavement - Stages
- Medication Awareness
- Mental Health Acts 1983 and 2007 - Amendments and reformed practice
- Mentoring Pack - Created by Nottinghamshire County Council
- Personal and professional relationships - differences
- Policies and Procedures
- Safe Manual Handling
- Safeguarding Adults - Recognising Adult Abuse
- Safeguarding Adults - Responding to the abuse of adults
- Understanding, Using and Valuing Supervision
- Values, social care and the law in Scotland



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# Learning Sessions for people working with children and young people



## Individual Learning Sessions

- Acquired Brain Injury
- Activities for people with multiple impairments
- Activities in Social Care
- Advocacy
- Alcohol and Young People
- Anti-discriminatory Practice
- Asperger Syndrome - an introduction
- Assertiveness Skills
- Assessing QCF Qualifications in Health and Social Care
- Assessing the Needs of Carers
- Attachment Theory
- Attention Deficit Hyperactivity Disorder
- Babies - Planning a Suitable Daily Routine
- Babies - Providing a Safe, Secure Environment
- Bullying
- Carers and the Law
- Carers and the Law in Scotland
- Caring for a Dying Person
- Challenging Behaviour
- Children and Families: An introduction to the law in Scotland for health and social care workers
- Children's Hearing System in Scotland
- Children's Rights and the Law in Scotland
- Coaching in the Workplace
- Communicating with people who are deaf or hearing impaired
- Communication and Language 0 - 4 years
- Community Care and the Law in Scotland - an introduction
- Complaints Procedure
- Computer Skills - Learning the Basics
- Confidentiality
- Constructive Feedback
- Counselling Skills
- Critical Incidents
- Culture - Religious and Spiritual Needs
- Customer Care
- Cystic Fibrosis
- Death, Loss and Bereavement
- Decision Making
- Depression
- Deprivation of Liberty Safeguards (DOLS)
- Diabetes
- Direct Payments and Personalised Budgets
- Disciplinary measures in residential settings
- Drugs and Alcohol Misuse
- Dyslexia
- Dyspraxia

- Eating Disorders
- Empathy
- Environments that are Safe, Stimulating and Secure
- Epilepsy
- Equality Act 2010
- Equipment and Assistive Technology - Telecare and Telehealth - an Introduction.
- Evaluating a Research Project
- Every Child Matters
- Foundation Stage Profile
- Getting it Right for Every Child in Scotland
- Goal Setting
- Group-work
- Hazard Analysis Critical Control Points - HACCP
- Health and Safety in the Work Setting
- Horse Riding
- Horticultural Therapy
- How Adults Learn
- How Children Learn
- Human Rights Act
- ICT and Science in the Early Years
- Individualising Services
- Intellectual Development with Babies
- Internal Quality Assurance of QCF Qualifications in Health and Social Care
- Key Worker Role
- Learning Disability - An Introduction
- Leaving Care Legislation
- Legislation and Policy
- Life Story Work
- Listening Skills
- Literacy Skills
- Loss and bereavement - an understanding
- Loss and bereavement - how to respond
- Making Meetings Work
- Management - Becoming a new manager
- Management Responsibility in Child Health, Safety and Protection
- Managing a Team
- Managing Change
- Managing Financial Resources
- Managing Medication - Administering Medicines within Social Care Settings
- Managing Medication - Medicines in the UK
- Managing Medication - Types of Medication
- Managing Physical Resources
- Managing Policies and Procedures
- Managing Quality
- Managing Your Time
- Mental Capacity Act 2005 - An Introduction
- Mental Health Act 1983
- Mental Health Awareness
- Mentoring Pack (Mentor - Peer) - Provided by Nottinghamshire County Council
- Music and Dance In the Early Years

- Music in Social Care - Learning Disability Focus.
- Numeracy Skills
- Nutrition in Home Support Services
- Nutrition in Residential, Hospital and Day Settings.
- Observation and Assessment Skills
- Outdoor Play
- Parenting Skills
- Parents responsibilities and rights in Scotland
- Performance Appraisal
- Personal Development Plan - Suggested Format
- Personal Safety
- Personalisation Agenda - Culture Change
- Personalisation Agenda - Reablement
- Physical Development 0 - 3 years - facilitating
- Physical Development 0 - 3 years - understanding
- Physical Development 3 - 5 years - facilitating
- Physical Development 3 - 5 years - understanding
- Physical Development 6 - 13 Years - facilitating
- Physical Development 6 - 13 years - understanding
- Physical Development with Babies
- Play environments - organising these with families
- Post Traumatic Stress Disorder
- Primary English - Supporting its teaching at EYFS and Primary School Levels
- Primary Maths
- Purposeful and enjoyable activities for looked-after children
- Recognising and Managing Conflicts
- Recruitment Interviewing
- Recruitment Process
- Reflective Practice
- Research - Conducting a Survey
- Research to Improve Practice
- Risk Management: Risk Assessment and Positive Risk Taking
- Safe Food Handling
- Safeguarding children and the law in Scotland
- Safeguarding children and young people - Child Protection Conferences and other key procedures
- Safeguarding children and young people - preventing/responding to Child Abuse
- Safeguarding Children and Young People Legislation
- Self-Harm and Suicide Awareness
- Sexuality and Personal Relationships
- Spiritual Wellbeing
- Supporting Deaf and Hearing Impaired Children
- Supporting the Development of Speaking and Listening in the Early Years: The Pre-Schooler (15 months - 5 years)
- Teenagers and Sexual Health
- Theories of Child Development
- Theories of Learning
- Training - Planning and Delivering Training
- Training Cycle
- Training Needs Analysis Toolkit - Provided by Nottinghamshire County Council

- Understanding, Using and Valuing Supervision
- Work/Life Balance
- Working with parents and carers
- Working with people we find difficult

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## Group Learning Sessions



- Assertion Skills - Saying No!
- Assertiveness Skills
- Customer Care
- Different Intervention Methods Used in Health and Social Care
- Fire Prevention - Introduction
- Human Rights and the Law in Scotland
- Learning through creative play 3: Music and dance
- Learning Through Creative Play: Role Play
- Loss and Bereavement - Introduction
- Loss and Bereavement - Stages
- Malleable and Manipulative Play - Exploring the world through sensory experiences
- Mathematics in the Early Years Foundation Stage
- Medication Awareness
- Mental Health Acts 1983 and 2007 - Amendments and reformed practice
- Observation and Assessment Skills
- Policies and Procedures
- Safe Manual Handling
- Storysacks
- Understanding, Using and Valuing Supervision
- Using Materials to provide Art and and Craft Opportunities
- Values, social care and the law in Scotland