

Recruitment and training for the Health and Social Care Industry



Welcome to Barnsley College

Barnsley College was founded in 1932 and has been the starting point for thousands of businesses across Yorkshire ever since.

Rated as 'Outstanding' by Ofsted, the College offers a range of business services ranging from supporting organisations facing redundancy to recruiting and training new and existing staff. With a team of specialised staff, Barnsley College offers businesses a range of services from short training programmes to bespoke packages to apprenticeships, ensuring that each individual business' needs are met.

Whether you're looking for one member of staff or appointing large numbers, recruitment can be time consuming and stressful. Barnsley College can help to relieve that.

You can rely on us to help you:

- establish the needs of your business and the role you're looking to fill
- produce a job description
- advertise your vacancies
- manage the application process
- shortlist candidates
- conduct initial interviews
- support a structured recruitment programme (if appropriate)

You will always have the final say on your candidate.



Your business is unique

In business, your staff are your most important resource and we know that when you find an individual who 'fits' your business, you want to do as much as you can to retain them and support them to progress, ultimately benefitting your organisation. One of the proven ways to motivate and hold on to staff is through effective training.

At Barnsley College we can offer your business a range of training options and continue to develop new and exciting programmes all the time. Our training is flexible and can often be designed to achieve exactly what you need.

You benefit from:

- Improved skills, productivity and efficiency
- Increased staff morale leading to reduced staff turnover and absence
- A more flexible workforce
- Effective succession planning
- Better use of resources
- Improved reputation and customer satisfaction

Your staff benefit from:

- Improved skills
- Better prospects within the organisation
- Increased motivation and self esteem

Training can be delivered from entry level to higher level, degree and management programmes. Our range of study options include:

- On the job training
- Part-time study
- Block study
- Training within the workplace
- Intensive short courses





Barnsley College is looking to business to help shape the future workforce and ensure that young people are leaving education ready for the workplace.

Talent United bridges the gap between education and employment and creates opportunities for you to have a positive influence on the workforce of tomorrow. With your support we can shape a generation of work ready young people who will enrich the local labour market.

Talent United invites you to share your experience, share your expertise and impart your knowledge on the young people of today who will become your workforce of tomorrow.

To get involved with this new and exciting initiative and have your business recognised, please contact **+44 (0)1226 216 166** or email **TalentUnited@barnsley.ac.uk**

Barnsley's Apprenticeship Pledge



The CEOs of some of Barnsley's largest employers have committed to work towards employing 2.5% of their workforce in apprenticeship positions over the coming year by formally signing Barnsley's Apprenticeship Pledge.

Barnsley's Apprenticeship Pledge was established in 2013 in partnership with the One Barnsley Strategic Partnership in an effort to reduce local unemployment and increase training and employment opportunities for local people.

Since its launch the Pledge has gained the support of hundreds of local businesses, has won numerous awards and has even been recognised in the House of Commons as an example to other communities.

By signing the Pledge you will be joining the likes of:

- Jobcentre Plus
 - Barnsley Premier Leisure
 - Koyo Bearings
 - Stagecoach Bus
 - Barnsley College
- Barnsley and Rotherham Chamber of Commerce
 - South West Yorkshire Partnership NHS Foundation Trust
 - Barnsley Council
 - South Yorkshire Police

The One Barnsley Group, which includes some of the region's largest public and private sector employers, works towards raising the profile of apprenticeships and demonstrating the benefits to other local businesses, partner organisations and the wider community.

If you would like to find out more information about the Pledge and how to sign up, contact us on **+44 (0)1226 216 166** or email: **apprenticeships@barnsley.ac.uk**



Service you can rely on

As a NHS preferred provider, the college now delivers over 200 apprenticeships with a number of NHS Trusts throughout Yorkshire and Humber, including:

- Barnsley Hospital NHS Foundation Trust
- Calderdale and Huddersfield NHS Foundation Trust
- Hull Royal Infirmary (Humber NHS Foundation Trust)
- Leeds Teaching Hospital NHS Foundation Trust
- Rotherham, Doncaster and South Humber NHS Foundation Trust
- Scunthorpe General Hospital (North Lincolnshire and Goole NHS Trust)
- Sheffield Children's Hospital
- Sheffield Teaching Hospitals NHS Foundation Trust
- South West Yorkshire Partnership NHS Foundation Trust
- York Teaching Hospital NHS Foundation Trust

You can be assured you are receiving the very best service for your business and your employees.



“Working alongside training providers like Barnsley College, we are constantly developing the Trust in Barnsley to ensure the services and care are the very best.”

Stephen Wragg, Chairman
Barnsley Hospital NHS Foundation Trust

Short Courses

We know that your business is subject to a wealth of legislation and legal requirements which is why we want to make mandatory training as simple and stress free as possible. We offer a broad range of industry short courses to ensure that you and your staff are compliant with current requirements.

Our mandatory training offer is regularly updated and currently includes:

- First Aid at Work
- Emergency First Aid at Work
- Paediatric First Aid
- Food Safety
- Healthier Food and Special Diets
- Implementing Food Safety Management Procedures
- Manual Handling

We can also offer short upskilling/ refresher courses for teams and individuals in various areas including the following:

- Customer Service
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Time Management and Delegation
- Leadership and Management
- Equal Opportunities
- Introduction to Care Certificate
- NCFE CACHE Level 2 Award in the Prevention and Control of Infection
- NCFE CACHE Level 2 Award in Awareness of End of Life Care

- NCFE CACHE Level 2 Award in Awareness of Dementia
- NCFE CACHE Level 2 Certificate in Dementia Care
- NCFE CACHE Level 2 Award in Supporting Individuals with Learning Disabilities
- NCFE CACHE Level 2 Certificate in Assisting and Moving Individuals for Social Care Settings
- NCFE CACHE Level 2 Certificate in Understanding the Safe Handling of Medication

Our list of courses is regularly updated so please contact your Employer Engagement Coordinator or call **+44 (0)1226 216 166** to discuss prices and requirements. We can offer significant discounts for multiple bookings.

Our short courses can be delivered at your premises or at a college site*

*Subject to minimum booking requirements

Apprenticeships

Apprenticeships provide your business with an enthusiastic employee who is keen to learn, train and forge a career in your industry.

Apprentices usually spend one day per week in college, where they will train using specialist, industry standard equipment and learn the theory and knowledge required to qualify in their chosen area. The remaining four days per week are spent within your business putting these newly developed skills to work and learning from your people.

By taking on an apprentice you are able to develop a member of staff who is loyal to your business and is familiar with your culture, your processes and your business.

Duration: Apprenticeships last a minimum of one year. It is up to you and the needs of your organisation whether you choose to retain your

employee after they complete their programme.

Cost: Apprentices aged 16 – 18 or in their first year of study must be paid the apprenticeship minimum wage. Apprentices aged 19 and above must be paid the national minimum wage. See www.gov.uk for more information.

Training costs can be affected by the programme of study, the age of the apprentice and changing government legislation. You may also be eligible to receive a grant or funding, subject to eligibility criteria. Please contact **+44 (0)1226 216 166** for the latest information and advice about how to access it.

9 out of 10 employers who take on an apprentice report benefits to their business, including increased productivity or quality of their product or service

Studying Health Sciences and Social Care Professions at Barnsley College will help your employees gain valuable skills and experience that could move their career to the next level. They will develop skills for a range of careers in areas such as:

- Clinical Healthcare
- Non-Clinical Support
- Business Administration
- Management
- Catering and Hospitality

Healthcare in Support Services

Level 2 Intermediate Apprenticeship

How long is the course?

A minimum of 12 months.

What qualification will the apprentice achieve?

- Level 2 Certificate in Healthcare Support Services
- Level 2 Award in Employment and Personal Learning Skills in Health

What will the apprentice study?

The apprentice will study all of the mandatory units and choose from the optional units listed below until they reach a minimum of 26 credits. They will also study:

- Employment, Rights and Responsibilities (ERR) Booklet
- Level 1 Functional Skills in English and maths, progressing onto the Level 2 if still within the 12 months of the course
- Personal Learning and Thinking Skills (PLTS)

Mandatory Units

- Introduction to personal development in health, social care or children's and young people's settings
- Introduction to communication in health, social care or children's and young people's settings
- Introduction to equality and inclusion in health, social care or children's and young people's settings
- The role of the health and social care worker

Optional Units

- Maintain quality standards in the Health Sector (Tech Cert)

- Service improvement in the Health Care Sector (Tech Cert)
- Protecting from risk of violence at work
- Contribute to the effectiveness of teams
- Principles of safeguarding and protection in health and social care
- Maintain and deal with payments
- Maintain food safety when storing, holding and serving food
- Clean surfaces using correct methods
- Collect blood/blood products from storage for transfusion
- Clean and store care equipment to minimise the risks of spreading infection
- Classify items and make up loads for cleaning
- Carry out the washing process
- Administer the current records system
- Provide authorised access to records
- Protect records
- Maintain the arrangements of records
- Move and transport individuals with special requirements who use community transport vehicles
- The principles of infection, prevention and control
- Causes and spread of infection
- Cleaning, decontamination and waste management

What can the apprentice do next?

Upon completion, the apprentice could apply for roles including:

- Healthcare Support Service Worker
- Ward Clerk
- Medical or Health Records Clerk

Health and Social Care

Level 2 Intermediate Apprenticeship

How long is the course?

This programme will take a minimum of 12 months to complete.

What qualification will the apprentice achieve?

Level 2 Diploma in Health and Social Care.

What will the apprentice study?

The apprentice will study some of the units listed below until they reach a minimum of 46 credits. They will also study:

- Employment, Rights and Responsibilities (ERR) Booklet
- Level 1 Functional Skills in English and maths
- Personal Learning and Thinking Skills (PLTS)

Units

- Introduction to communication in health, social care or children's and young people's settings
- Introduction to personal development in health, social care or children's and young people's settings
- Introduction to equality and inclusion in health, social care or children's and young people's settings

- Introduction to duty of care in health, social care or children's and young people's settings
- Principles of safeguarding and protection in health and social care
- Implement person-centred approaches in health and social care
- Contribute to health and safety in health and social care
- Handle information in health and social care settings
- Dementia awareness
- Understand the context of supporting individuals with learning disabilities
- Understand and implement a person-centred approach to the care and support of individuals with dementia
- Equality, diversity and inclusion in dementia care practice
- Understand and enable interaction and communication with individuals with dementia
- Approaches to enable rights and choices for individuals with dementia whilst minimising risks
- Support person-centred thinking and planning
- Provide active support

What can the apprentice do next?

Upon completion the apprentice could progress onto the Level 3 Advanced Apprenticeship in Health and Social Care or apply for roles including:

- Care Assistants in Residential Settings or Supported Living
- Healthcare Support Workers in Community and Primary Care Environments
- Care Support Workers in Domiciliary Services



Health and Social Care

Level 3 Advanced Apprenticeship

How long is the course?

This programme will take a minimum of 15-18 months to complete.

What qualification will the apprentice achieve?

CACHE Level 3 Diploma in Health and Social Care (Adults) for England (QCF).

What will the apprentice study?

The apprentice will study the mandatory units listed below and optional units relevant to their job role until they reach a minimum of 58 credits. They will also study:

- CACHE Level 3 Diploma in Health and Social Care (Adults) for England (QCF)
- CACHE Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings (QCF)
- CACHE Level 3 Certificate in Preparing to Work in Adult Social Care (QCF)*
- CACHE Level 2 English and maths Functional Skills/GCSE

* The Certificate in Preparing to Work in Adult Social Care is only required for those taking the Adult Social Care pathway of the apprenticeship.

Mandatory Units

- Promote communication in health, social care or children's and young people's settings
- Engage in personal development in health, social care or children's and young people's settings
- Promote equality and inclusion in health, social care or children's and young people's settings

- Principles for implementing duty of care in health, social care or children's and young people's settings
- Principles of safeguarding and protection in health and social care
- The role of the health and social care worker
- Promote person-centred approaches in health and social care
- Promote and implement health and safety in health and social care
- Promote good practice in handling information in health and social care settings

What can the apprentice do next?

Upon completion, the apprentice could progress onto the Level 5 Diploma in Leadership for Health and Social Care and Young People's Services or apply for roles including:

- Senior Care Support Workers in Residential Settings
- Senior Healthcare Assistants in Community, Primary Care and Acute Health Environments
- Senior Care Support Workers in Domiciliary Services, Supported Living or Day Services
- Community-Based Senior Support Workers

Health and Social Care

Level 5 Higher Apprenticeship in Care, Leadership and Management

How long is the course?

This programme will take a minimum of 18-24 months to complete.

What qualification will the apprentice achieve?

CACHE Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services.

What will the apprentice study?

The apprentice will study the mandatory units listed below and optional units relevant to their job role until they reach a minimum of 90 credits.

This is the General Adult Social Care pathway. This pathway is not suitable for people working in the Health Service or Children and Young People's Services.

Higher Apprentices must achieve one of the combined competence and knowledge qualifications listed and gain a minimum of 90 credits.

They must specifically achieve the following two units which are included as options in the qualification:

- Unit F/504/2218: Understand professional management and leadership in health and social care or children and young people's settings
- Unit J/602/3499: Undertake a research project within services for health and social care or children and young people

What can the apprentice do next?

Upon completion the apprentice could progress onto a degree in Health and

Social Care or apply for roles including:

- Adults' Residential Manager - Management of day to day provision in a residential service as an assistant manager, deputy, unit or service manager. May include responsibility as Registered Manager of the Service
- Adults' Advanced Practitioner - Roles within adult social care services that need a high level of knowledge of care provision activities or a specific specialism. Not involved in direct management of staff but has some responsibility for assessment of individuals' needs of and ensures positive outcomes



FdSc Professional Practice in Health and Social Care with Higher Apprenticeship in Health (Assistant Practitioner Route)

How long is the course?

This programme will take two years to complete.

What qualification will the student achieve?

Foundation Degree in Professional Practice in Health and Social Care.

What will the student study?

The student will study all of the modules below.

Year 1

- Work Based Learning
- Reflective and Personal Development Skills
- Essential Sciences for Person Centred Care
- Holistic Assessment
- Delivery and Implementation of Health and Social Care Interventions
- Foundations for Effective Collaborative Practice

Year 2

- Work Based Learning
- Promoting Health, Wellbeing and Independence
- Using and Evaluating Evidence To Inform Practice
- Leadership and Management

The evidence for the work based learning modules in year 1 and 2 will be demonstrated through suitable health, social or community roles from either existing employment or a work placement. This will comprise of 200 hours in the first year and 200 hours in the second year.

Any changes to these modules will be listed at :

<http://universitycampus.barnsley.ac.uk/updates>

How much does the course cost?

To be confirmed

Who validates the course?

Sheffield Hallam University

What can the graduate do next?

Upon completion, the graduate could progress onto a number of professional degree courses. Alternatively, this qualification could help you progress into and through supervisory and management roles within a healthcare setting.



FdSc Professional Practice in Health and Social Care

How long is the course?

This programme will take two years to complete. It can be studied on a full-time basis only.

What qualification will the student achieve?

Foundation Degree in Professional Practice in Health and Social Care.

What will the student study?

The student will study all of the modules below.

Year 1

- Work Based Learning
- Reflective and Personal Development Skills
- Essential Sciences for Person Centred Care
- Holistic Assessment
- Delivery and Implementation of Health and Social Care Interventions
- Foundations for Effective Collaborative Practice

Year 2

- Work Based Learning
- Promoting Health, Wellbeing and Independence
- Using and Evaluating Evidence To Inform Practice
- Leadership and Management

The evidence for the work based learning modules in year 1 and 2 will be demonstrated through suitable health, social or community roles from either existing employment or a work placement. This will comprise of 200 hours in the first year and 200 hours in the second year.

Any changes to these modules will be listed at:

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How much does the course cost?

To be confirmed

Who validates the course?

Sheffield Hallam University

What can the graduate do next?

Upon completion, the graduate could progress onto a number of professional degree courses. Alternatively, this qualification could help you progress into and through supervisory and management roles within a healthcare setting.



Dental Nursing

Level 3 Advanced Apprenticeship

How long is the course?

This programme will take a minimum of 24 months to complete.

What qualification will the apprentice achieve?

Level 3 Diploma in Dental Nursing.

What will the apprentice study?

The apprentice will study the units listed below until they reach a minimum of 49 credits. In addition to this, they must achieve a pass, merit or distinction in the synoptic test (part 1 and part 2) which covers the underpinning knowledge across units. They will also study:

- Employment, Rights and Responsibilities (ERR) Booklet
- Level 1 Functional Skills in English and maths
- Personal Learning and Thinking Skills (PLTS)

Units

- Contribute to health and safety in the Dental Environment
- Work within regulatory requirements in relation to the role of a dental nurse
- Reflect on and develop own practice as a dental nurse
- Prepare and maintain environments, instruments and equipment for clinical dental procedures
- Promote oral health for individuals
- Contribute to the production of dental images
- Provide support during the prevention and control of periodontal disease, caries and the restoration of cavities
- Provide support during the provision of fixed and removable prosthesis

- Provide support during non-surgical endodontic treatment
- Provide support during the extraction of teeth and minor oral surgery procedures
- Principles of infection control in the dental environment
- Dental anatomy and assessment of oral health
- Principles and techniques of dental radiography
- Principles of managing oral disease and dental procedures
- First Aid Essentials

What can the apprentice do next?

Upon completion, the apprentice could progress onto further study relating to their job role or apply for roles including:

- Dental Hygienist / Dental Technician
- Practice management



Clinical Healthcare Support Level 2 Intermediate Apprenticeship

How long is the course?

This programme will take a minimum of 12 months to complete.

What qualification will the apprentice achieve?

Level 2 Diploma in Clinical Healthcare Support.

What will the apprentice study?

The apprentice will study all the mandatory units listed below and chose from optional units depending upon their job role. They will also study:

- Employment, Rights and Responsibilities (ERR) Booklet
- Level 2 Functional Skills in English, maths and ICT (if required)
- Personal Learning and Thinking Skills (PLTS)

Mandatory Units

- Introduction to personal development in health, social care or children's and young people's settings
- Introduction to communication in health, social care or children's and young people's settings
- Introduction to duty of care in health, social care or children's and young people's settings
- Introduction to equality and inclusion in health, social care or children's and young people's settings
- The role of the health and social care worker
- Contribute to health and safety in health and social care
- The principles of infection prevention and control
- Causes and spread of infection

- Implement person centred approaches in health and social care
- Principles of safeguarding and protection in health and social care
- Handle information in health and social care settings

Optional Units

- Principles of health promotion
- Promotion of general health and well-being
- Maintaining quality standards in the health sector
- Service improvement in the health sector
- Dementia awareness
- Contribute to the promotion and effective functioning of blood and blood component sessions and services
- Monitor and maintain the environment and resources during and after clinical/ therapeutic activities
- Emergency first aid skills
- Cleaning, decontamination and waste management
- Obtain and test specimens from individuals
- Support individuals to carry out their own healthcare procedures
- Provide support to manage pain and discomfort

What can the apprentice do next?

Upon completion, the apprentice could progress onto the Level 3 Advanced Apprenticeship in Clinical Healthcare Support or apply for job roles working within healthcare departments including:

- Neurophysiology
- Audiology / Cardiology
- Respiratory / GI Physiology

Clinical Healthcare Support Level 3 Advanced Apprenticeship

How long is the course?

This programme will take a minimum of 12 months to complete.

What qualification will the apprentice achieve?

Level 3 Diploma in Clinical Healthcare Support.

What will the apprentice study?

The apprentice will study all the mandatory units listed below and chose from optional units depending upon their job role.

Mandatory Units

- The role of the health and social care worker
- The principles of infection prevention and control
- Causes and spread of infection
- Principles of safeguarding and protection in health and social care
- Cleaning, decontamination and waste management
- Engage in personal development in health, social care or children's and young people's settings
- Promote communication in health, social care or children's and young people's settings
- Promote equality and inclusion in health, social care or children's and young people's settings
- Promote and implement health and safety in health and social care
- Promote person centred approaches in health and social care
- Promote good practice in handling information in health and social care settings
- Principles for implementing duty of care in health, social care or

children's and young people's settings

Optional Units

- Prepare individuals for healthcare activities
- Support individuals undergoing healthcare activities
- Assist in the administration of medication
- Assist the practitioner to carry out healthcare activities
- Establishing and developing relationships with communities while working as a health trainer
- Understand mental health problems
- Understand the process and experience of dementia
- Care for individuals with urethral catheters
- Administer medication to individuals, and monitor the effects
- Carry out personal hygiene for individuals unable to care for themselves
- Undertake treatments and dressings of lesions and wounds
- Carry out wound drainage care
- Remove wound closure materials

What can the apprentice do next?

Upon completion, the apprentice could progress onto specialist health pathways or apply for roles working within Healthcare Scientist Departments including:

- Phlebotomist
- Assistant Dietician
- Medical Laboratory Assistant
- New-born Hearing Screener
- Nursing Healthcare Assistant
- Podiatry Assistant

Laboratory and Science Technicians Level 3 Advanced Apprenticeship

How long is the course?

This programme will take a maximum of 36 months to complete.

What qualification will the apprentice achieve?

- Level 3 NVQ Diploma in Laboratory and Associated Technical Activities
- Level 3 BTEC Diploma in Engineering (Specialist Applied Science)
- Advanced Apprenticeship Certificate

What will the apprentice study?

- Level 3 NVQ Diploma in Laboratory and Associated Technical Activities
- Level 3 BTEC Diploma in Engineering (Specialist Applied Science)
- Employment, Rights and Responsibilities (ERR) Booklet
- Level 2 Functional Skills in English, maths and IT
- Personal Learning and Thinking Skills (PLTS)

What can the apprentice do next?

Upon completion, the apprentice could progress onto the Higher Apprenticeship in Laboratory and Associated Technical Activities (QCF).



Cleaning and Support Services

Level 2 Intermediate Apprenticeship

How long is the course?

This programme will take a minimum of 12 months to complete.

What qualification will the apprentice achieve?

Level 2 Diploma in Cleaning and Support Services and a Level 2 Certificate in Cleaning Principles.

What will the apprentice study?

The apprentice will study all of the mandatory units and choose from the optional units listed below until they reach a minimum of 18 credits. They will also study:

- Employment, Rights and Responsibilities (ERR) Booklet
- Level 1 Functional Skills in English and maths
- Personal Learning and Thinking Skills (PLTS)

Mandatory Units

- Reduce the risks to health and safety in the workplace
- Communicate effectively in the workplace
- Develop yourself in the job role
- Work with others and follow reporting procedures in a cleaning environment

Optional Units

- Clean and maintain internal surfaces and areas
- Clean and maintain external surfaces and areas
- Deal with routine waste
- Clean washrooms and replenish supplies
- Clean high risk areas
- Clean confined spaces

- Clean food areas
- Deep clean equipment and surfaces
- Clean, maintain and protect semi-hard and hard floors
- Clean and maintain soft floors and furnishings
- Clean glazed surfaces and facades
- Deal with non-routine waste
- Carry out maintenance and minor repairs
- Perform street cleaning manually
- Perform street cleaning mechanically
- Work safely at heights
- Use a water fed pole system to clean windows and facades

What can the apprentice do next?

Upon completion, the apprentice could progress onto further study relating to their job role or apply for roles including:

- Cleaner / Window Cleaner
- Handy Person





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