

**BANK**  
  
**Training**  
**BANK**  
**TRAINING LTD.**

*TRAINING TO INVEST IN THE FUTURE*

***“TRAINING ENABLES INDIVIDUALS TO REACH THEIR GOALS AND AMBITIONS. WE AIM TO FACILITATE THIS BY PROVIDING SAFE AND PROFESSIONAL TRAINING OF THE HIGHEST STANDARDS, THE KEY TO SUCCESS IS TO LEARN ALL THAT ONE CAN”***



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Professional Tailor-Made Training



# ***BANK Training Ltd.***

***“Training enables an individual to reach their goal and ambitions. The key to success is to learn all that one can”***

Prospectus for ***BANK Training Ltd.***

## **Introduction**

*BANK Training* is a company that specialises in the delivery of a variety of training programmes and course that are tailor made to suit your requirements.

*BANK Training* is also an Highfield Accredited Centre with a range of accredited courses available to other sectors.

At present *BANK Training* provides courses in various subjects for example,

- Care Certificate Induction Training
- Manual handling for individuals in the care sector but can also offer either industrial or clerical course.
- Manual Handling Full day
- Manual Handling Updates
- First aid awareness
- First Aid Appointed persons
- Emergency First Aid at Work 3 days
- Designated First Aid at Work
- Two Day refresher
- Paediatric Emergency First Aid

- Basic Life Support
- Basic Food hygiene
- Health and Safety
- Safe handling of medication
- Infection control
- Risk assessment
- Care workshops
- Safeguarding Adults
- Dementia Care
- Mandatory training for Agency staff (NHS)
- Mandatory training for Agency staff (General)
- Domiciliary Induction
- Safeguarding Children
- Challenging Behaviour
- Autism Awareness
- Epilepsy Awareness
- Buccal Midazolam Training
- Learning Disabilities
- Breakaways
- Supervisions
- Report Writing and Recording

### **Clinical Courses Available**

- Venepuncture and care
- Diabetes
- Cannulation
- Cardio Vascular System and Common Medical Conditions
- Understanding Base Line Observations and Common Linked Medical Complaints
- Catheter Care
- Wound and Pressure care
- Medication Update
- Mental Capacity and DoLS
- Tracheostomy
- Observations
- Epilepsy
- Buccal Midazolam
- PEG Feeding
- Infection Prevention and Control
- Equality and Diversity
- Safeguarding Adults and Children

Other Courses Available upon request

Other courses are available which are credited by Highfield.

The teaching is designed to be student centred and to challenge student's values and beliefs in the community or residential setting. Courses can be tailor made to suit the requirements of your company and staff.

All the trainers that BANK Training use, are fully trained facilitators and assessors and hold accredited teaching qualifications. We provide written support as well as moral support. We pride ourselves on being approachable and listen to the students who have concerns or issues. We provide students with time and accessibility to our knowledge and experience. Each trainer ensures that the individual student reaches his or her optimum levels of learning.

## **Aims**

To deliver high quality training and continuing professional development for individuals, teams and organisations.

To enable the students to deliver community, residential and healthcare related services in a confident and respectful manner by maintaining the core principles, quality in care and rehabilitation in line with Care Quality Commission Standards by competent and qualified trainers.

Facilities must meet our Health and Safety and environmental requirements.

Teaching and resource equipment is available to enable students to complete their organised training programmes

Equipment available includes: -

- Audio and visual equipment
- Wipe boards
- A selection of Moving and Handling equipments
- First aid equipment

All our training officers have extensive knowledge and qualifications, which are relevant for the delivery of all training provided by *BANK Training Ltd.* All trainers are continually updating their own professional development. Details of individual trainer's qualifications and experiences are obtainable on request.

If you require any further information on any of the courses mentioned above, please feel free to contact the Training Manager, Franky Patel on 07747023483 or E-mail at [franky.patel@hotmail.co.uk](mailto:franky.patel@hotmail.co.uk)

**[www.bank-training.co.uk](http://www.bank-training.co.uk)**

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**Course**

**Care Certificate Standards**

**Aims**

- To provide new employees with the basic regulatory and legal training to enable them to safely provide care
- To update staff with the knowledge required within their work areas
- To ensure staff retain knowledge and practical skills for their work placements

**Objectives**

At the end of the training sessions, staff will be able to:

- Standard 1 - Understand Your Role
- Standard 2 - Your Personal Development
- Standard 3 - Duty Of Care
- Standard 4 - Equality And Diversity
- Standard 5 - Work In A Person Centred Way
- Standard 6 - Communication
- Standard 7 - Privacy And Dignity
- Standard 8 - Fluids And Nutrition
- Standard 9 - Dementia And Cognitive Issues
- Standard 10 - Safeguarding Adults
- Standard 11 - Safeguarding Children
- Standard 12 - Basic Life Support
- Standard 13 - Health And Safety
- Standard 14 - Handling Information
- Standard 15 - Infection Prevention And Control

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Revised 05/02/2017



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**Course**

**Care of the Dying – Palliative care**

**Aims**

- To provide information and instruction
- To enable attendees to have a fuller understanding of the issue of palliative (end of life) care
- To provide opportunities for attendees to identify their own views on death and bereavement
- To provide instruction on the basic principals of good end of life care

**Objectives**

By the end of the course the attendees will be able to:

1. Define the meaning of the terms palliative care and end of life care
2. Identify the major conditions requiring palliative care
3. Relate some care methods for the support of dying people
4. Recognise the role and responsibilities they have in the support of dying people
5. Identify the basic principals of cultural care of the dying





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**Course**

Effective Communication

**Aims**

- To ensure that participants understand how effective communication is important within the workplace.
- To provide instruction and guidance on the development of effective, non-judgemental and concise communication skills, and to promote the understanding and development of confidentiality in the workplace

**Objectives**

By the end of the course the participants will be able to:

1. Recognise the different forms of communication and their relative importance.
2. Identify the importance of clear and effective verbal communication, and understand the effects of poor communication skills on the care environment.
3. Recount the legislative and regulatory framework for the recording and storage of care related written information.
4. Identify the need for confidentiality and the rights service users/ residents have with respect to their recorded information.



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**Course**

**Safeguarding Adults Awareness**

**Aims**

- Give all staff a basic understanding of their responsibilities in the protection of vulnerable adults from abuse

**Objectives**

By the end of the course attendees will be able to:

1. Identify types of abuse
2. Identify adult groups vulnerable to abuse
3. Identify causes, signs and symptoms of abuse
4. Know how to respond to allegations of abuse
5. Know the importance of effectiveness of good documentation

**Duration**

3 hours



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**Course**

Risk Assessment and Management

**Aims**

- To provide attendees with the instruction and practical activity to enable them to carry out generic risk assessments within their sector
- Provide a legislative framework from which they should develop their practice

**Objectives**

By the end of the course the attendees will be able to:

1. Recount the legislative framework governing risk assessment
2. Identify the five stages in risk assessment and management
3. Develop a risk assessment within the class room
4. Evaluate and amend existing risk assessments
5. Understand the importance of continuing evaluation and review of risk and risk assessment



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**Course**

**Nutrition and Health**

**Aims**

- To provide instruction and guidance on the management of good nutrition, and the methods used in measuring the status of service users' level of nutrition

**Objectives**

By the end of the course the attendees will:

1. Be able to identify the major food groups, and indicate the relative proportions of each in a healthy diet.
2. Be able to measure and calculate the body mass index of any individual
3. Be able to recognise the indicators of poor nutrition by using BMI and other measures
4. Identify the correct procedures should any indicator of poor nutrition be present



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**Course**

Moving & Handling

**Aims**

- Back injury is the major reason for absence from the workplace
- The aim of this course is to train all staff to handle people in a safe manner enabling them to reduce the risk injury
- Enabling participants to understand why it is important to complete risk assessments before moving and handling

**Objectives**

By the end of the course participants will be able to:

1. Identify the legislation that applies to moving and handling and describe the responsibilities employees and their employers have.
2. Understand the risk assessment process. Explain and use the principles of safe moving and handling.
3. Identify the effects of poor handling on employees.
4. To understand why certain techniques are classed as unsafe.
5. Understand the importance of good posture and exercise to back care.
6. Use approved techniques for moving and handling tasks relevant to work.
7. Safely use mechanical aids available in their workplace. Explain the importance of promoting mobility and independence.

**Duration**

Full Day

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**Course**

**Medication Administration**

**Aims**

- The aim of this course will help you to understand the importance of administering medication correctly
- On completion you will be able to:
  - State what a Medicine is and explain the need for Safe administration
  - You will also discover why procedures in handling medicines are extremely important

**Objectives**

By the end of the course the attendees will be able to:

1. State what a medicine is
2. Explain the need for safe administration of medicines and the importance of record keeping
3. Explain the importance of completing a risk assessment
4. Outline what to do if a medicine is refused or if an error is made
5. List the various points of entry and the different packaging and compliance
6. Demonstrate an awareness of the possible side effects of medicines
7. Explain the importance of infection control procedures

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**BANK Training**  
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**Course**

Medication Awareness

**Aims**

- The aim of this course will help you to understand the importance of how medication is correctly administered
- To be able to state what a medicine is
- To understand legalisation and correct guidelines
- You will also discover why procedures in handling medicines are extremely important

**Objectives**

1. State what a medicine is.
2. Explain the need for safe administration of medicines and the importance of record keeping.
3. Explain the importance of completing a risk assessment.
4. Outline what to do if a medicine is refused or if an error is made.
5. List the various points of entry and the different packaging and compliance.
6. Demonstrate an awareness of the possible side effects of medicines.
7. Understand how Control Drugs are to be handled
8. Explain the importance of infection control procedures.



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**Course**

**Mandatory Training day**

**Aims**

- To provide new employees with the basic regulatory and legal training to enable them to safely provide care
- To update staff with the knowledge required within their work areas
- To ensure staff retain knowledge and practical skills for their work placements

**Objectives**

1. Understand policies and procedures for the workplace
2. Ensure confidentiality is maintained within the workplace
3. Understand Person Centred Care planning
4. Understand and fill out relevant forms
5. Learn practical manual handling and BLS skills are used correctly
6. Ensure that they have excellent communication skills
7. Understand that the training is essential for their competence at work
8. Be able to understand all Health and Safety Legislation that effects them, their employment, their employer and colleagues. Understand and complete risk assessments
9. Understand the importance of Infection Control, Food Hygiene within the workplace
10. Be competent in identifying Dementia and mental health conditions
11. Be aware of safeguarding procedures





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**Course**

Infection Control

**Aims**

- The aim of this one-day training is to develop understanding of Infection Control and Prevention and why there is a need for both within the workplace and daily life
- You will gain the skills and knowledge required to control the spread of infection and contamination

**Objectives**

By the end of the course, participants will be able to:

1. Identify potential infection risks in the workplace.
2. Access information to keep control knowledge up to date.
3. Demonstrate and explain the requirement for personal hygiene and health checks prior to starting work.
4. Carry out effective hand-washing procedures.
5. Identify the differences between cleaning, disinfecting, sterilising and decontamination.
6. Report infection risk incident.
7. to understand the importance of reporting any illnesses they may suffer from

**Course**

Health and Safety at Work

**Aims**

- To provide participants with the instruction and learning opportunity to develop a good working knowledge of the issues of health and safety at work legislation and practice, particularly within the care environment
- To ensure participants understand the importance of documentation

**Objectives**

By the end of the course the attendees will be able to:

1. Identify major pieces of legislation governing health and safety, with particular reference to those covering the care sector
2. Recognise their role in ensuring a safe work environment
3. Recount the employer's responsibilities and their own responsibilities in law.
4. Understand the reporting processes and the requirements in law for reporting accidents.



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**Course**

Food Hygiene Awareness

**Aims**

- To provide participants with instruction and guidance on the legislative framework covering food hygiene regulations
- Practical skills associated with good hygiene practice
- To understand how food poisoning can occur in the workplace

**Objectives**

By the end of the course, attendees will be able to:

1. Recount the relevant legislative framework.
2. Identify the appropriate equipment and resources for use in food preparation
3. Understand the link between good personal hygiene and good food hygiene
4. Recall the recommended temperatures and settings for the safe storage of food
5. Describe the processes required for effective cleaning of food preparation areas.
6. Understand that documentation must be completed.



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**Course**

Equality and Diversity

**Aims**

- To provide an insight into the need to address equality and diversity
- To understand how equality and valuing diversity can be achieved in the caring environment

**Objectives**

By the end of the course participants will be able to:

1. Relate the meaning of equality and diversity
2. Identify the relevant legislation and regulations surrounding the issue
3. Recognise the principals of good care practice with respect to equality and diversity
4. Be able to apply this learning to their occupation



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**Course**

**Epilepsy Awareness**

**Aims**

- To provide instruction on the causes and manifestation of epileptic seizures
- To provide guidance on the treatment and management of the condition

**Objectives**

By the end of the course, attendees will:

1. Define what epilepsy is, and describe the main types
2. Identify the main causes of epilepsy
3. Explain, how seizures can manifest themselves in different situations
4. Describe the process of major and minor seizures
5. Describe the response needed to support a person through an episode



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**Course**

Emergency First Aid/Appointed Persons

**Aims**

- To provide essential knowledge and practical skills required to preserve life and promote recovery and prevent the situation from getting worse
- Designed for all staff to administer basic first aid until professional help arrives

**Objectives**

Will focus on:

1. BLS/Recovery position.
2. Primary and secondary survey
3. Airways and breathing problems
4. Shock
5. Cardiac arrest/Angina/Stroke
6. Burns
7. Poisoning
8. Bleeding



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**Course**

Understanding Diabetes

**Aims**

- Understand the causes and types of Diabetes
- Providing background information and guidance to participants so that they may ensure correct treatment and detection of the condition
- Management of the condition by use of good dietary control

**Objectives**

By the end of the course, participants will be able to :

1. Recount the types of Diabetes
2. Identify the types of Diabetes
3. Recognise the typical symptoms shown by a person suffering from Diabetes
4. Understand the method of diagnosis
5. Recognise the main food groups to be controlled
6. Understand the main principals of dietary management



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**Course**

Working with people with Dementia

**Aims**

- To ensure participants understand there are different levels of dementia
- Explain the different forms of dementia and how they may present in the care environment.
- Explore the ways staff can positively contribute to or detract from the lives of people living with dementia

**Objectives**

By the end of the course candidates will be able to:

1. List the different types of dementia
2. Understand the caring needs of dementia clients
3. Identify positive interventions to improve the lives of those living with dementia
4. To recognise practice which detracts from the lives of those living with dementia
5. To provide support to the clients family







**Training to invest in the future**  
**Training Terms and Conditions**

1. These terms and conditions of business are between BANK Training Ltd. (hereinafter called "BT") and the client (hereinafter called the "client")
2. The Client agrees to pay the hourly or session charges of BT as advised at the time of the booking. Signatures of contract by the Client constitutes acceptance that the training officer's services have been satisfactory.
3. Travelling, hotel, or other expenses as may be agreed shall be itemised on BT's invoice in addition to this charge. These charges will be those in force at the time of the assignment and may be varied with agreement with the client.
4. No variation to these terms can be made without the written consent of the Directors of BANK Training.
5. Cancellations will be charged as follows:
  - a. 1 week prior to training date – 50%
  - b. 2 days prior to training date – 75%
  - c. 1 day or less to training date – 100%
  - d. any un-refundable expenses i.e hotel bookings
6. Late payment of invoices in excess of 30 days will be subject to an 8% over base rate (Bank of England) increase and a new invoice will be issued (late payments of commercial debts (interest) act 1998)
7. Certificates will not be issued until payment of invoice has been received in full.
8. The named person on the certificate will have shown competency on the day of the session. Any liability for injury following the session is the responsibility of the named individual and not BANK Training Ltd.

Please note the company is VAT registered. No; 230 2264 58. CRN; 10180739

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact name \_\_\_\_\_ Tel no \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_

(if different from above)

Signature \_\_\_\_\_ Date \_\_\_\_\_





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