



# Fully Funded Training

For a limited time only

You can Access "Skills for Care" Funded Training!

## Courses Available for Individual Employers and PAs from October 2024

- Masterclass in being a good employer and PA rights & obligations
- Building Emotional Resilience
- Manual Handling
- Mental Health Awareness
- First Aid at work
- Disability Awareness
- 5 ways to wellbeing
- Introduction to Direct Payments Peer Support
- Understanding and Promoting Positive Mental Health And Wellbeing In The Workplace (PA's)
- Managing and promoting Positive mental Health and Work Wellbeing (Manager/IE's)
- Health and digital literacy
- Food Safety and Food Hygiene - Safer food results at home

Course Dates Available: October 2024 to March 2025 - In Birmingham, Sandwell and Online [Click here](#) to book via [Eventbrite](#) or contact us on 0121 558 5555-Opt 1 Email: [dps@idealforall.co.uk](mailto:dps@idealforall.co.uk)

Lunch & Refreshments Provided

We can reimburse costs for travel & PA cover – Limited funding available

To Book online and view venue details, [click here](#) "Eventbrite" or click preferred Area below. You can also register via Ideal for All on 0121 558 5555 Option 1 – [dps@idealforall.co.uk](mailto:dps@idealforall.co.uk)

## Personal Assistant Employee Rights & Employer Obligations (Direct Payment-Social & Health Care)

11/11/2024	25/11/2024	20/01/2025	10/02/2025	24/02/2025
10am - 12pm	2pm - 4pm	2pm - 4pm	2pm - 4pm	10am - 12pm
10/03/2025	24/03/2025			
2pm - 4pm	2pm - 4pm			

click below for venue details

[Independent Living centre](#)

[Online](#)

## Building Emotional Resilience

14/10/2024	25/11/2024	13/01/2025
2pm - 4pm	2pm - 4pm	2pm - 4pm

Independent Living Centre,  
100 Oldbury Road,  
Smethwick, B66 1JE

[Book here](#)

## Manual Handling

03/03/2025	11/03/2025
9.30am - 4pm	9.30am - 4pm

Manor Farm Community Association,  
King George Crescent,  
Walsall, WS4 1EU

[Book here](#)

## Mental Health Awareness in the Workplace - (FAIB)

09/01/2024	20/02/2025
10am - 2pm	10am - 2pm

Independent Living Centre,  
100 Oldbury Road,  
Smethwick, B66 1JE

[Book here](#)

## Introduction to Direct Payments Peer Support

16/10/2024	13/11/2024	15/01/2025
10am - 12pm	10am - 12pm	10am - 12pm

Independent Living Centre,  
100 Oldbury Road,  
Smethwick, B66 1JE

[Book here](#)



0121 558 5555 (option 1)  
[DPS@idealforall.co.uk](mailto:DPS@idealforall.co.uk)



Ideal for All  
100 Oldbury Road, Smethwick B66 1JE

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## Emergency First Aid at Work

10/10/2024	28/10/2024	07/11/2024	21/11/2024
9.30am - 4pm	9.30am - 4pm	9.30am - 4pm	9.30am - 4pm
23/01/2025	06/02/2025	06/03/2025	
9.30am - 4pm	9.30am - 4pm	9.30am - 4pm	

Independent Living Centre, 100 Oldbury Road, Smethwick, B66 1JE

[Book here](#)

## i-act Understanding and Promoting Positive Mental Health And Wellbeing In The Workplace (PA's)

08/10/2024	05/11/2024	19/11/2024	03/12/2024	21/01/2025
10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm
04/02/2025	18/02/2025	11/03/2025	25/03/2025	
10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm	

Salop Drive Market Gardens, Salop Drive, Oldbury, B68 9AG

[Book here](#)

## i-act Managing and promoting Positive mental Health and Work Wellbeing (Manager/IE's)

11/11/2024	26/11/2024	27/01/2024	11/02/2025	04/03/2025
10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm

click below for venue details

[Salop Drive](#)  
[Market Garden](#)

[Independant](#)  
[Living Centre](#)



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## Disability Awareness

29/10/2024	12/11/2024	14/01/2025	04/02/2025
10am - 12pm	10am - 12pm	10am - 12pm	2pm - 4pm
25/02/2025	18/03/2025	click below for venue details	
10am - 12pm	10am - 12pm	<a href="#"><u>Book here</u></a>	

## 5 ways to Wellbeing Connect, Move, Learn, Notice, Give

26/11/2024	28/01/2025
6pm - 8pm	6pm - 8pm
03/02/2025	17/02/2025
10am - 12pm	10am - 12pm
click below for venue details	
<a href="#"><u>Online</u></a> <a href="#"><u>Independant</u></a> <a href="#"><u>Living Centre</u></a>	

## Digital & Health Literacy

25/10/2024	29/11/2024
10am - 1pm	10am - 1pm
10/01/2025	28/02/2025
10am - 1pm	10am - 1pm

Malthouse Gardens,  
100 Oldbury Road,  
Smethwick, B66 1JE

[Book here](#)

## Food Safety & Food Hygiene

28/10/2024	18/11/2024	20/01/2025	10/02/2025
1pm - 4pm	1pm - 4pm	1pm - 4pm	1pm - 4pm

Salop Drive Market Gardens, Salop Drive, Oldbury, B68 9AG

[Book here](#)



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# Personal Assistant Employee Rights & Employer Obligations (Direct Payment-Social & Health Care)

Ideal for All in partnership with the Independent Living Group (ILG), a leading employment training company will be delivering “Being a Good Employer “ and “PA Rights & Obligations Courses”

## Course Summary

Clear guidance on being an individual employer and adhering to employment law and legal legislations.

What to expect as an employed PA, carrying our contractual duties and gaining knowledge around employee/PA rights.

## Course Content

### Being A Good Employer & PA Rights & Obligations

Employment Law - Legal Obligations e.g. ELI, H&S	Introduction to the role of a PA
Contacts of Employment & obligations including holiday pay	PA values, attitudes and behaviors
Good employment Practice-e.g. regular Supervisions	Rights & Responsibilities of being PA
Payroll – Paying Pas & HMRC on time	Benefits of being a PA
Pension auto enrolment	Legal & contractual Obligations
Support Organisations	

Certifications – Learners will be awarded a certificate of course completion.

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# Building Emotional Resilience

Ideal for All is working in partnership with leading mental health charity The Kaleidoscope Group, to deliver this mental health Building Emotional Resilience course:

## Course Summary

This session will help you to understand what emotional resilience is, the factors involved and how we can find ways to look after our own wellbeing and build up our own resilience. Learn how to adapt to adversity without lasting difficulties; less resilient people have a harder time with stress and life changes, both major and minor.

## Course Contents

Learning outcomes will include:

- Understand what we mean by 'Emotional Resilience'
- Explore the Mental Health Continuum and Stress Container
- Identify practical interventions to build resilience



## Certifications:

Learners will be awarded a CPD accredited certification of completion

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# Manual Handling

Manual handling refers to the physical lifting, carrying, pushing, or pulling of objects or people by hand or by using bodily force. It is a common task in many workplaces, including industries like construction, healthcare, manufacturing, and retail.

## Course Summary

A manual handling course typically covers essential principles and techniques for safely lifting, carrying, pushing, and pulling objects or people in the workplace.

## Course Contents

Learning Outcomes will include:

- Know the importance of spinal health and wellbeing and the impact this has on any working activity
- To identify the importance of taking a balanced risk assessment approach and what needs to be considered prior to undertaking the activity
- To describe the legal framework and key guidance and how this influences safer person centred manual handling
- To demonstrate safer principles of handling whilst completing practical aspects of your role



## Certifications:

Learners will be awarded a CPD accredited certification of completion



# Mental Health Awareness in the Workplace - (FAIB)

Why is mental health awareness important in the workplace?

By positively managing and supporting employees' mental wellbeing, employers can support staff to perform to their potential.

Ideal for All is working in partnership with approved training provider First Response to deliver this mental health course.

## Course Summary

The Mental Health Awareness course is suitable for all staff that want to increase their awareness of Mental Health for themselves and others.

## Course Contents

- What do we mean by Stigma?
- Dealing with Stigma
- Spotting a Mental Illness
- Active Listening
- How to start a Conversation
- What is Stress?
- Where to signpost in a crisis



## Certification

Learners will be awarded the Mental Health Awareness certificate valid for 3 years. Learners are advised to keep up to date with changes to policies, procedures and new legislation through ongoing CPD

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# An Introduction to Direct Payments Peer Support

Ideal for All is a user-led organisation and social enterprise working to make life better for all us regardless of age, ability or background. Promoting inclusion and diversity, people are empowered to live independent, full lives and become more resilient in the future.

## Course Summary

Introduction to peer support, and create awareness of peer support types, benefits, and the positive impact it can have on people's lives. This overview session will cover the core values of Direct Payments peer support, common challenges, and practical solutions, as well as key user-led approaches like peer leadership.

## Course Contents

Learning outcomes include:

- How to effectively engage in peer support
  - Increased awareness of how it can contribute to tackling loneliness, reducing isolation, improving health and mental wellbeing, whilst sharing and learning new skills and information peer to peer.
  - raise awareness and understanding of Ideal for All's Direct Payment peer support opportunities both online and face to face in the region
- provide navigation to a range of other practical self-help resources.



## Certifications:

Learners will be awarded with a certification of course completion

Funded by



# Emergency First Aid at Work

Ideal for All has partnered with "First Response First Aid Ltd" to provide this First Aid course. All their trainers are experienced personnel who have the most up to date training and a wealth of practical experience. This one day qualification contains all the vital skills to save lives and treat basic injuries and illness.

## Course Summary

Candidates successfully completing this course will be entitled to act as a first aider in the workplace gaining an Emergency First Aid at Work certificate. In addition to the subjects covered on a standard Emergency First Aid at Work course, it also includes Paediatric first aid training.

## Course Contents

- The role of the first aider
- Importance of preventing cross infection.
- The need for recording incidents and actions
- Use of available equipment
- Assessing the situation & act safely in an emergency
- Administer Cardio Pulmonary Resuscitation
- Safe use of an Automated External Defibrillator
- Administer first aid to a casualty who is: unconscious (including seizures) choking wounded or bleeding, suffering from shock
- Provide appropriate first aid for Minor Injuries (small cuts, grazes, bruises, minor burns, scalds & small splinters)

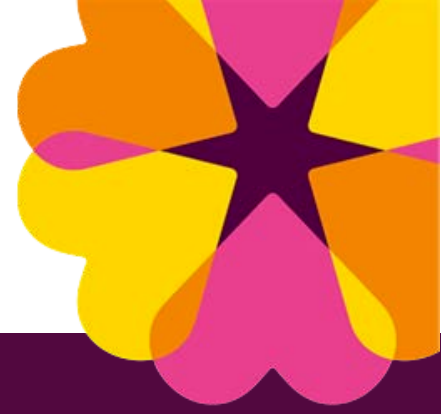
## Certification

Successful candidates will be awarded the Emergency First Aid at Work Including Paediatric Element certificate valid for 3 years.



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# **i-act Understanding and Promoting Positive Mental Health And Wellbeing In The Workplace**

Ideal for All is a user-led organisation and social enterprise working to make life better for all us regardless of age, ability or background. Promoting inclusion and diversity, people are empowered to live independent, full lives and become more resilient in the future. I-act is the UK's leading evidence-based, accredited mental health & wellbeing programme for understanding and managing mental health and wellbeing in the workplace.

## Course Summary

Understanding and Promoting Positive Mental Health And Wellbeing In The Workplace. Accredited programme for positive mental health and Wellbeing. UK's leading evidence-based, accredited mental health & wellbeing programme for understanding and managing mental health and wellbeing in the workplace.

## Course Contents

- practical tools for managing stress, anxiety and low mood
- promote positive wellbeing, building resilience
- FREE resource pack, toolkit and signposting



## **Certification**

Successful candidates will be awarded the accreditation from The Royal College of Psychologists





# i-act Managing and promoting Positive mental Health and Work Wellbeing

Ideal for All is a user-led organisation and social enterprise working to make life better for all us regardless of age, ability or background. Promoting inclusion and diversity, people are empowered to live independent, full lives and become more resilient in the future. I-act is the UK's leading evidence-based, accredited mental health & wellbeing programme for understanding and managing mental health and wellbeing in the workplace.

## Course Summary

Accredited programme for positive mental health and Wellbeing. UK's leading evidence-based, accredited mental health & wellbeing programme for understanding and managing mental health and wellbeing in the workplace.

## Course Contents

- practical tools for managing stress, anxiety and low mood
- promote positive wellbeing, building resilience
- FREE resource pack, toolkit and signposting



## Certification

Successful candidates will be awarded the accreditation from The Royal College of Psychologists



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# Disability Awareness

Ideal for All deliver this in-house training and development course to identify and raise awareness of disabilities including physical, sensory, mental health and other hidden disabilities.

## Course Summary

This session provides information on effective ways of promoting positive awareness around disabilities including hidden disabilities.

## Course Contents

Learning Outcomes will include:

- Preferred language terminology
- Disability Confident approaches
- Medical and Social Model of Disability
- Equality Act 2010



## Certifications:

Learners will be awarded a certificate to confirm learning outcomes have been achieved

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# 5 ways to Wellbeing Connect, Move, Learn, Notice, Give

Ideal for All is a user-led organisation and social enterprise working to make life better for all us regardless of age, ability or background. Promoting inclusion and diversity, people are empowered to live independent, full lives and become more resilient in the future.

## Course Summary

Overview of the 5 ways to wellbeing and how this can support you day to day. A set of 5 evidence-based actions we can use to prioritise our wellbeing and make a positive difference about how we feel 'in ourselves' daily.

## Course Contents

- Explore what the term wellbeing means & understand more about the 5 ways Connect, Move, Learn, Notice, Give
- Simple actions to make these part of our everyday lives, supporting our own positive wellbeing. Acknowledge your own strengths, skills and qualities



## Certifications:

Learners will be awarded a certification of completion





# Digital & Health Literacy

This course is on Digital and Health Literacy that teaches people how to navigate the internet securely, safely and with confidence.

## Course Summary

Participants learn about accessing various websites and apps safely and securely to minimise risks of digital threats and develop confidence for using digital devices in daily situations.

## Course Contents

- Digital Safety Fundamentals; Identifying and avoiding online scams, creating & managing strong passwords and protecting personal information online
- Health Literacy in the Digital Age; Accessing reliable health information online, using health apps and wearable devices effectively and understanding ethical considerations and privacy issues
- Practical Skills; Navigating telemedicine platforms, communicating safely with healthcare providers online, Managing digital health records securely
- Evaluating sources of health information; recognizing and responding to digital health threats (e.g., phishing, malware)
- Setting and tracking health goals using digital tools



## Certifications:

Participants will be awarded a certificate verifying their successful attainment of learning objectives.



# Food Safety & Food Hygiene

Ideal for All will deliver this training to equip you with essential skills to uphold stringent food safety protocols. As a participant, you will play a pivotal role in leading your team towards compliance with food safety management systems, ensuring a safe and enjoyable dining experience for all.

## Course Summary

Our course focuses on ensuring the safe preparation, storage, and serving of food in the workplace, which is crucial for both personal and public health. Participants will learn to recognize and mitigate the consequences of food safety lapses, identify common food hazards, and understand their personal responsibility in maintaining high standards of food safety.

## Course Contents

- Understanding the consequences of food safety lapses
- Identifying common food hazards
- Clarifying your personal responsibility for maintaining food safety standards
- Recognizing symptoms of food poisoning and assessing high-risk groups



## Certifications:

Learners will be awarded a CPD accredited certification of completion