

Adult Social Care Training Programme

2025—2026

WELCOME.....

Our team offers a comprehensive, high quality training programme to suit the mandatory and essential training requirements of the Adult's workforce. The training is open to all staff and practitioners who come under the umbrella of Adult Services including:

- residential homes
- care homes
- domiciliary care
- personal assistants

To help with the cost of living we have capped our courses as follows:

1 day training - £30 (plus VAT) per person

2 day training - £60 (plus VAT) per person

We run face to face training at Castle Hill Training Centre and other venues throughout the borough we also deliver online training via Microsoft Teams.

All our courses can be delivered to your own organisations as a Bespoke course – just send us an email to learninganddevelopment@bolton.gov.uk letting us know what you require and we can look to arrange for you.

We also run a new Mental Health and Wellbeing training programme – many of these courses are FREE to attend, don't miss out.

Me-Learning-Events (On-line and Face to Face Courses)

You can now book and cancel a training place directly on to a course via our new Me-learning Events platform

To book or cancel a place on a training course follow — [Book now – Learning and development](#)

Me-Learning-Digital Courses

We have over 200 short courses available online including courses to support **Adult Social Care** and the **Care Certificate Standards**.

Licences for this suite of training costs £30 inc VAT for access until March 2026. If you require a licence please contact the Learning and Development Team. Email: e-learning@bolton.gov.uk



Courses Available

- [Administration of Medication Level 2](#)
- [Administration of Medication Level 2 Refresher](#)
- [Care Certificate - Introduction and Professional Values](#)
- [Care Certificate Standards : Support Session](#)
- [Care Certificate - Managers Awareness](#)
- [Catheter Care](#)
- [Dementia and Dementia Care](#)
- [Emergency First Aid](#)
- [Fluids and Nutrition](#)
- [Mandatory Adult Social Care Training :2 Day](#)
- [Mandatory Adult Social Care Training Refresher](#)
[\(Blended Learning \)](#)
- [Person Centred Practice](#)
- [Pressure ulcer and Basic Waterlow Score](#)
- [Recognising and Responding to Abuse](#)
- [Stoma Care](#)

- [Mental Health and Wellbeing Training](#)

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Administration of Medication Level 2

Course Overview

This course highlights the key medication administrative requirements that care staff need in order to meet the needs of service users.

Please note: This course involves a 'Theory Test' and 'Practical Assessment' that all course participants must successfully complete to be deemed Competent in administering medication in Health and Social Care.

Audience

This course is suitable for all frontline social care staff who are required to administer medication.

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Trainer(s)

Intermediate Tier Pharmacy Team

Dates	Times
25 June 2025	09:30am - 16:30pm
23 July 2025	09:30am - 16:30pm
24 September 2025	09:30am - 16:30pm
22 October 2025	09:30am - 16:30pm
13 November 2025	09:30am - 16:30pm
14 January 2026	09:30am - 16:30pm
11 February 2026	09:30am - 16:30pm
4 March 2026	09:30am - 16:30pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Administration of Medication Level 2 Refresher

Course Overview

The course will refresh the knowledge, understanding and skills that you covered in the full day Administration of Medication L2 course.

Please note: This course involves a 'Theory Test' and 'Practical Assessment' that all course participants must successfully complete to be deemed Competent in administering medication in Health and Social Care.

Audience

This course is for all frontline social care staff who have completed the full day Administration of Medication Level 2 course.

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Trainer(s)

Intermediate Tier Pharmacy Team

Dates	Times
11 June 2025	09:30am - 13:00pm
2 July 2025	09:30am - 13:00pm
10 September 2025	09:30am - 13:00pm
1 October 2025	09:30am - 13:00pm
5 November 2025	09:30am - 13:00pm
7 January 2026	09:30am - 13:00pm
18 February 2026	09:30am - 13:00pm
11 March 2026	09:30am– 13:00pm

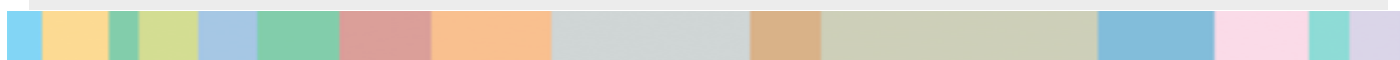
Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Care Certificate Introduction to Professional Care Values

Course Overview

This training introduces the Professional Care Values that those working in the Health and Social Care sector need to support service users. In addition the course covers the Care Certificate Standards and how to evidence the criteria that is covered as part of your job role and work experiences.

Audience

Anyone who works in Adult Social Care whether you are new, have recently changed job role, joined a new team or simply want to renew your skills. It also addresses the care certificate standards that focus on good communication, duty of care, privacy and dignity in care.

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Dates	Times
12 August 2025	09:30am - 14:30pm
20 November 2025	09:30am - 14:30pm
26 February 2026	09:30am - 14:30pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Care Certificate Standards: Support Session

Course Overview

These drop in sessions offer an opportunity for those completing the Care Certificate Standards to come along and ask about any aspects of completing their portfolio that they may be having difficulties with.

Audience

All adult carers working towards the Skills for Care– Care Certificate Standards.

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Trainer(s)

Olga Baba

Dates	Times
27 May 2025	09:30am - 12:00pm
22 July 2025	09:30am - 12:00pm
18 Sept 2025	09:30am - 12:00pm
25 November 2025	01:30pm - 4.00pm
22 January 2026	09:30am - 12:00pm
24 March 2026	09:30am - 12:00pm

Price

No Charge—support session

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Care Certificate Manager Awareness

Course Overview

This half day course to introduce the Care Certificate Standards to managers and supervisors who have a responsibility to support staff in achieving their Care Certificate.

Audience

Adult Carer supervisors and managers, with staff working towards the Skills for Care Care Certificate Standards

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Trainer(s)

Olga Baba / Janet Birchall

Dates	Times
15 September 2025	09.30am- 12.00pm
24 February 2026	09:30am - 12:00pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Catheter Care

Course Overview

This half day practical course is for any care staff who will be dealing with catheters as part of their role.

Audience

Support staff and/or Health Care Assistants who care for people with a catheter

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Trainer

TLC Learning Academy

Dates	Times
8 July 2025	01:30pm—4:00pm
2 September 2025	01:30pm- 4:00pm
4 November 2025	01:30pm - 4:00pm
8 January 2026	01:30pm - 4:00pm
11 March 2026	01:30pm - 4:00pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Dementia and Dementia Care

Course Overview

The course will examine the current knowledge on the cause and symptoms of dementia, treatments and 'cures' available or anticipated, and the principle of 'person-centred' dementia care. Participants will consider case studies where a person with 'failing mental powers' needs suitable and sensitive care.

Audience

All Care Staff working with those with Dementia.

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Trainer(s)

John Matthias T/A Any Questions?

Dates	Times
24 June 2025	09:30am - 15:30pm
23 October 2025	09:30am - 15:30pm
17 February 2026	09:30am - 15:30pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Emergency First Aid

Course Overview

To provide delegates with an understanding and practical knowledge of the skills in First Aid to enable them to prevent injuries becoming worse, promote recovery and preserve life.

Participants **MUST** be physically able to carry out the practical requirements of the course e.g. administering resuscitation and recovery position at floor level without assistance. Please note - individual manikins will be supplied.

Audience

Available for anyone from any sector who work with adults

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Trainer(s)

The Training Company

Dates	Times
9 June 2025	9:30am - 16:30pm
8 July 2025	9:30am - 16:30pm
5 August 2025	9:30am - 16:30pm
8 September 2025	9:30am - 16:30pm
14 October 2025	9:30am - 16:30pm
3 November 2025	9:30am - 16:30pm
4 December 2025	9:30am - 16:30pm
15 January 2026	9:30am - 16:30pm
12 February 2026	9:30am - 16:30pm
5 March 2026	9:30am - 16:30pm

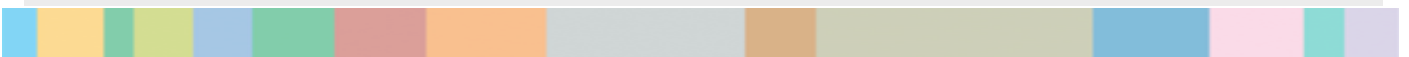
Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Fluids and Nutrition

Course Overview

This half day course is designed to give attendees an insight into the importance of a healthy diet and looks at all food groups and their actions on the body. It also considers the effects a poor diet can have on a person's health and the different ways that this can affect them from both a physical and mental health perspective.

Audience

All Social Care Staff

Venue

Online Delivery—via Microsoft Teams

N.B From September Course back to Face to Face at Castle Hill

Trainer(s)

TLC Learning Academy

Dates	Times
18 September 2025	09:30am - 12:30pm
20 February 2026	09:30am - 12:30pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Mandatory Adult Social Care Training :2 Day

Course Overview

This is a two-day course designed for people new to the caring profession and any staff who have not attended this mandatory training as an update for over three years. Any staff new to Bolton Council will be placed on this course as part of their induction programme.. The course is offered to Adults, Children's Care staff, Occupational Therapists and Community Assessment Officers. Internal and External

This course covers **Moving and Positioning Individuals, Hoist and Safe Use of Equipment** and **Infection Prevention Control**. It also includes the Bolton High 5 Assessment Process.

Audience

Support workers / Care assistants Adults and Children's who support people with Moving and Handling, Occupational Therapists and Community Assessment Officers

Venue

Independent Living Services and Community Loan Stores, Adelaide Depot, Adelaide Street, Bolton, BL3 3NY

(Please note no refreshments available at this venue)

Dates	Times
16 + 17 June 2025	09:30am - 16:30pm
21 + 22 July 2025	09:30am - 16:30pm
15 + 16 September 2025	09:30am - 16:30pm
20 + 21 October 2025	09:30am - 16:30pm
17+ 18 November 2025	09:30am - 16:30pm
12 + 13 January 2026	09:30am - 16:30pm
9 +10 February 2026	09:30am - 16:30pm
2 + 3 March 2026	09:30am - 16:30pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £60 per place

External Delegates £60 plus VAT

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Mandatory Adult Social Care Training Refresher (Blended learning)

Course Overview

This course is split into two parts with a blended learning approach.

Part 1 - Online training to be completed via ME Learning

Part 2 - Practical classroom based training at Adelaide Loan Stores

You will need to complete the following **ME Learning** courses within 3 months prior to completing Part 2 of this training.

- **Infection Prevention Control**
- **Moving and Positioning of Individuals**

*if you complete these courses any earlier or do not provide the certificates at the practical session, you may be refused access to the course.

To purchase a ME Learning licence to allow you to complete Part 1 contact the Learning and Development Team - Licences cost £30 inc VAT

Dates for Part 2 of the Mandatory Adult Social Care Training :Refresher (Blended learning) dates are shown below, please complete a nomination form to apply for this course

Audience

Staff who have previously completed Mandatory Adult Social Care Training: 2 Day - Care Staff in Adults, Children's Services, Occupational Therapists and Community Assessment Officers Internal and External

Venue

Dates	Times
9 June 2025	09:30am - 1.00pm
8 July 2025	09:30am - 1.00pm
2 September 2025	09:30am - 1.00pm
7 October 2025	09:30am - 1.00pm
4 November 2025	09:30am - 1.00pm
7 January 2026	09:30am - 1.00pm
4 February 2026	09:30am - 1.00pm
11 March 2026	09:30am - 1.00pm

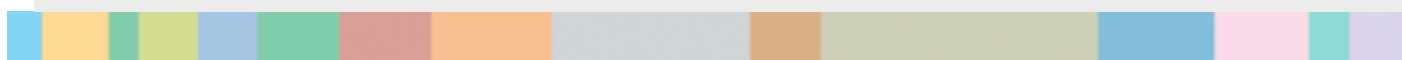
Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Person Centred Practice (PCP)

Course Overview

This course will explain what Person Centred Care is and the importance of Person Centred Values and how they influence all aspects of health and social care work. The course offers some practical tools for working in a person-centred way.

Audience

All Social Care Staff

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Trainer(s)

Olga Baba

Dates	Times
29 May 2025	09:30am - 12:30pm
25 September 2025	09:30am - 12:30pm
25 February 2026	09:30am - 12:30pm

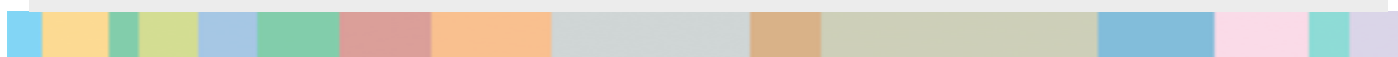
Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Pressure Ulcer and Basic Waterlow Score

Course Overview

This course will provide staff with an understanding of who is at risk of developing a pressure ulcer and potential causes of pressure ulcers. It will also provide staff with evidence - based knowledge on how a Waterlow Score is obtained to promote good practice and care.

Audience

All staff within adult social care who have a responsibility for providing personal care, extra care etc.

Venue

Online via Microsoft Teams

NB From September Course will be Face to Face at Castle Hill

Trainer(s)

TLC Learning Academy

Dates	Times
25 June 2025	09:30am - 12:30pm
22 September 2025	09:30am - 12:30pm
8 December 2025	09:30am - 12:30pm
26 February 2026	09:30am - 12:30pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Recognising and Responding to Abuse

Course Overview

Essential for anyone working in Adult Health and Social Care, this short course will provide you with the information and knowledge on how to spot and respond to the abuse and neglect of those who we care for.

The course will provide information on the roles and responsibilities of the worker, principals of safeguarding, the different types of abuse and neglect, acting on concerns and the role of the Local Authority. The course will also provide an overview of the Mental Capacity Act and DoLS framework and how these are linked to good and safe care of the individuals we support.

Audience

All frontline support staff

Venue

Online-Via Microsoft Teams

NB From September Course will be Face to Face at Castle Hill

Trainer(s)

Dates	Times
10 July 2025	1.30pm- 4.30pm
18 September 2025	1:30pm - 4:30pm
12 November 2025	1:30pm - 4:30pm
8 January 2026	1:30pm - 4:30pm
5 March 2026	1:30pm - 4:30pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Stoma Care

Course Overview

This course will cover the three main types of stomas. Identify basic anatomy and physiology of the digestive system. Identify how to dispose of used stoma pouches correctly. Use correct procedures for reporting issues / concerns. Demonstrate the correct method for measuring and sizing a new pouch. Demonstrate correct procedure for emptying a pouch

Audience

Any staff who support a person with a stoma (Urostomy / Colostomy or Ileostomy) as part of their working day.

Venue

Castle Hill Centre, Castleton Street, Bolton, BL2 2JW

Trainer(s)

Stoma Nurses - Bolton NHS

Dates	Times
28 May 2025	14:30pm - 16:30pm
25 June 2025	14:30pm - 16:30pm
23 July 2025	14:30pm - 16:30pm
3 September 2025	14:30pm - 16:30pm
8 October 2025	14:30pm - 16:30pm
10 December 2025	14:30pm - 16:30pm
14 January 2026	14:30pm - 16:30pm
11 February 2026	14:30pm - 16:30pm
11 March 2026	14:30pm - 16:30pm

Price

Internal Delegates—No charge to attend, however if circumstances change and you can no longer attend, you must cancel your place, to avoid Internal Recharge of £30 per place

External Delegates £30 plus VAT

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Mental Health and Wellbeing Training

This **FREE** training programme helps people to gain insights into their own mental health and wellbeing, as well as learn how to recognise the signs of poor mental wellbeing in others, provide support and advocate for mental health awareness in the workplace.

There are a number of different courses on offer, ranging from one-hour introductory sessions to courses with up to seven sessions on different days.

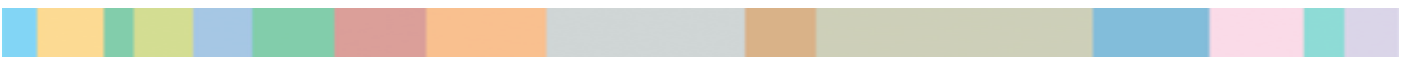
Training is available both online and in person.

Please take a look at the Mental Health and Wellbeing training offer using the link below.

[Training Programme](#)



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Cancellation policy

You can now cancel course places directly on Me Learning—

Charges for cancellation

2 weeks or more – no charge,

1-2 weeks prior - £30 plus VAT

The week of the training course and non-attendance - Full Cost plus VAT

IMPORTANT -If your course is free of charge and you cancel within 2 weeks or do not attend, you will be charged £30 plus VAT

Any issues cancelling course places please email learninganddevelopment@bolton.gov.uk

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