

# **CEDARWOOD TRUST**

Nurture - Nourish - Thrive

## **LEARNING FOR LIFE**



The Cedarwood Trust offers a wide range of courses for people of all ages and backgrounds to learn new skills, gain new qualifications and improve employability.

Courses are FREE and all help and assistance is provided.

[www.cedarwoodtrust.com](http://www.cedarwoodtrust.com)



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## Welcome to Cedarwood

The Cedarwood Trust is a community centre located in the heart of Meadow Well, North Shields. It provides a safe, inclusive and supportive space for the community, including:

- Groups for residents to participate in, make friends, learn new skills and boost wellbeing.
- Senior Support - Dedicated groups and sessions for over 50s to enjoy and feel welcome.
- Academic learning and courses to learn new skills, increase self value and improve employability.
- The Nurture Academy - a catering academy designed to help those looking for work in the catering industry with practical learning and gain food hygiene qualifications.
- Early Years support for families with young children. A range of groups and sessions to enrich young minds and help parents with hands on support.
- The Nourish Bistro - Providing a range of healthy, freshly cooked food for no more than £3.50.
- The Nourish Store - A community supermarket, providing groceries for just £4 per week.

# Nurture, Nourish, Thrive

We provide a range of courses to residents of North Tyneside in the care sector, catering industry, wellbeing and employability. The North of Tyne Combined Authority identified the need for practical, useful courses to enable people to access employment.

These courses are intended to help those who find it difficult to find employment and gain financial independence.

The courses instil valuable personal skills in learners, to support and develop their character with resilience, confidence and independence, to meet new people and to avoid isolation.

As an Ofsted registered education provider, we offer learning for life. Full support is given to students to access, enrol, graduate and move into employment.

Our aim is to remove the barriers that may prevent someone from accessing education, training and employment opportunities. We understand that some may find it daunting for many reasons, including:

- Being out of education/employment for a long time
- Past negative educational experience
- Difficulty reading/writing
- No access to technology i.e. computers/Internet
- Inability to travel or disability/accessibility issues
- Past or existing legal issues

We can help you every step of the way with costs, travel and stationary/equipment to enable you to do our courses.

## **Safe Learning Environment**

At Cedarwood, students will find a safe and inclusive learning environment. With all the support and resources they need with friendly, dedicated staff.

## **Learner Charter**

### **You can expect us to:**

- Provide information and guidance about all of our courses.
- Offer courses that focus on wellbeing.
- Support your learning journey with advice, compassion and respect.
- Deliver quality courses which will be held in a welcome and supportive environment.
- Respect your views, beliefs and opinions.
- Welcome your ideas about the courses and how we might improve them in the future.
- Provide course materials which will guide you through the course you are undertaking.
- Make sure you get the most from your time at the Cedarwood Trust.

### **We will expect you to:**

- Be prepared to give it your best.
- Be willing to embark on a journey of discovery and learning.
- Work with us to meet your needs.
- Be on time, and let us know if you can't attend.
- Respect the Cedarwood ethos, and the rights of our staff and fellow students.

# Equality, Diversity and Accessibility

At Cedarwood Trust we are committed to promoting equality, valuing diversity, combating unfair treatment and providing safe learning environments in which all learners are welcome. The principles of tolerance, understanding and respect for others are at the centre of this vision.

Our vision of quality is one where we:

- Treat everyone with dignity and respect, regardless of individual differences in age, gender identity, race, background, disability, sex or sexual orientation, marriage and civil partnerships, pregnancy and maternity, religion or belief as set out in the Equality Act 2010 and identified as protected characteristics.
- Create a range of opportunities that enable as many people as possible to access our services, participate fully and achieve their goals.
- Provide safe and inclusive places to learn and work.
- Actively promote positive attitudes and good relations between people of different groups.
- Recognise we all have a role to play in challenging discrimination, prejudice and unfair behaviour, whatever their origins.
- Work together to promote equality, diversity and inclusion.

The centre is accessible to all regardless of disability, arrangements can be made to ensure all disabilities are catered for.

# Learning at Cedarwood

We understand that sometimes we find ourselves at a point in life where we may feel 'stuck'. Unable to find a job, lacking motivation to get up and get out. At Cedarwood, our courses and groups help to reinvigorate individuals to get back out there, by learning new skills, meeting new people and creating more opportunities.

## Why choose Cedarwood?

Our courses are super flexible. Days and times can be adapted to suit you. Whether it's fitting around the school run, caring for family, existing employment etc. We have everything you need to learn and complete a course.

## How do you do it?

You can do one, some or all courses on offer. You can do it face to face, in a class, one to one or remotely in your own home. You can take as long as you need. We'll provide everything you need and support you every step of the way.

## What do we offer?

Our courses reflect the job market. There are many vacancies in the care sector, catering and hospitality industry. Our courses will train you suitably to get a job in any of these areas.

## What can you achieve?

Gaining new qualifications will significantly improve your employment opportunities. Whether you're currently unemployed, or looking to change careers.

## Which course is right for you?

If you're looking to work with people, whether it's children, the elderly, or support those with challenging behaviour or learning disabilities, our Step-Up Into Care courses will guide you on your path.

If you want a career in catering, learning to cook and work in the hospitality industry, our Nurture Academy will train you up and get you qualified with a level 2 food hygiene certificate.



# The Nurture Academy

Do you want to work in a bustling kitchen? Cooking new and exciting dishes? What about a local seaside café serving light bites by the beach? By learning basic culinary skills, you could work in a pub, hotel, restaurant, café, coffee shop and more.

The Nurture Academy is a FREE, 6 week practical cookery course open to anyone aged 19 and over. You'll learn practical and theoretical skills, working alongside real chefs and in a live kitchen serving food to patrons. You'll also graduate with a Level 2 certificate in Food Hygiene and Safety.

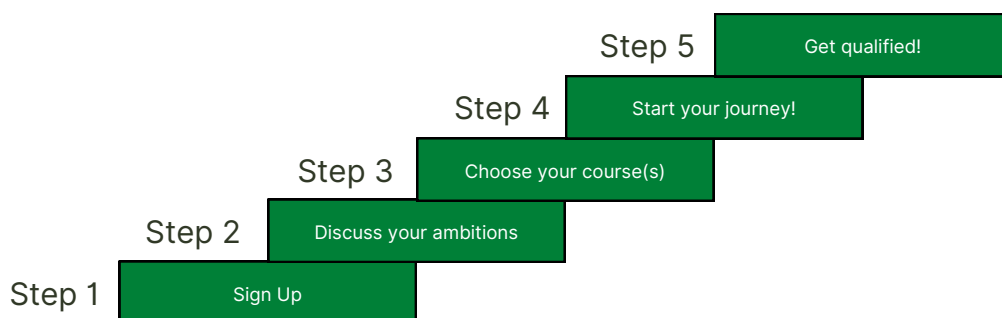
Once you complete your course, you'll have entry level skills, knowledge and confidence to actively seek employment in the catering industry, an apprenticeship or seek extra tuition.

You'll also gain valuable new cooking skills for yourself at home.



# Step Up Into Care

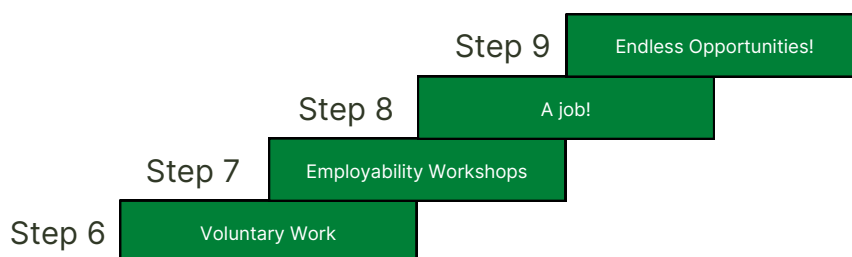
We can help you take the first step on our journey into a career in the care sector. Whether you have existing experience or no experience, each course is designed for you to learn valuable new skills, experience and qualifications to help you find employment in the care sector and boost your self-confidence.



Choose from the following courses:

- Challenging Behaviour
- Care Planning
- Wellbeing
- Dignity and Respect
- Equality, Diversity and Inclusion
- Mental Health Capacity Act
- Diet and Nutrition
- Information Governance
- Safeguarding Adults and Children
- Supporting Autism
- The Care Worker
- Mental Health First Aid

Next steps...



**It all starts with that first "Step Up Into Care"**



# Learning for Life

What are the individual courses for Step Up Into Care?

## Challenging Behaviour

### **Course Aim**

Promoting an awareness of the causes and how to use communication as a tool to reduce them. The aim of this course is to help you to understand what challenging behaviour is, who it affects, and how you can reduce your clients' likelihood of being harmed by their own actions or the actions of others.

### **Course Content**

- Causes of challenging behaviour.
- Effects of carers and the care setting on behaviour.
- Behavioural symptoms of dementia.
- Respecting personal boundaries.
- Effective communication.
- Investigating and reducing.

## Care Planning

### **Course Aim**

Care planning training enables you and your staff to offer a co-ordinated approach to the clients care, it promotes independence, empowers individuals and helps clients to be more involved in decisions about their care.

### **Course Content**

- Person centred approach.
- What is a care plan and what might it include.
- Gathering information through observation.
- Implementing the care plan.
- Monitoring and reviewing.

# Learning for Life

What are the individual courses for Step Up Into Care?

## Diet and Nutrition

### **Course Aim**

Promoting awareness of the means by which clients can be encouraged to eat a healthy diet and the need for staff to monitor and record daily intake.

### **Course Content**

- A balanced diet.
- The need for nutrition.
- Person-centred catering.
- Monitoring food intake.
- Safe food handling practice.

## Dignity and Respect

### **Course Aim**

Dignity and Respect are key factors in ensuring good practice underpins all aspects of your work. Dignity has become an important part of government policy and underpins the regulations outlined in the Care Quality Commissions (CQC) Mission Statement (October 2010).

This course aims to give you an overview of the importance of Dignity and Respect and how you can ensure you and your colleagues apply them in all of your dealings with others.

### **Course Content**

- The Common Core Principles of Dignity
- Defining Dignity and Respect
- Barriers to providing Dignity and Respect
- Good practice in promoting Dignity and Respect
- The Dignity Challenge

# Learning for Life

What are the individual courses for Step Up Into Care?

## **Equality, Diversity and Inclusion**

### **Course Aim**

A number of legislative Acts are now on the statute books with regard to these basic human rights. In order to achieve equality for all, your staff will be encouraged to explore their own experiences of and attitude towards the nine characteristics identified within the legislative Acts.

### **Course Content**

- 9 Characteristics of equality & diversity Legal framework.
- Discrimination and the Law.
- Individual needs and choices.
- Promoting respect for all.
- Health & personal care.

## **Health and Safety**

### **Course Aim**

Promoting awareness of each worker's responsibilities with regard to maintaining Health & Safety in both the working and living environments.

### **Course Content**

- The Health & Safety at Work Act (1974).
- Regulations explored & explained.
- The employees role.
- Enforcement procedures.
- Job-related hazards.
- Risk assessment.
- Accident prevention.
- Preventing ill health.

# Learning for Life

What are the individual courses for Step Up Into Care?

## **Information Governance**

### **Course Aim**

Handling information is a big part of your role. It is also a big responsibility as much of the information will be confidential.

We now have more ways to communicate than ever before including social media and mobile devices such as mobile phones and laptops. Although this makes it easier to share things with many people quickly, it also means that there is more chance of information being sent to the wrong people by mistake.

Breaches of confidentiality are very serious in any workplace, so it is important that you know what your workplace policies are regarding storage, use, disposal and sharing of information.

### **Course Content**

- Why do we need agreed ways of working?
- Relevant Legislation
- What is meant by secure systems
- Confidentiality
- Safeguarding personal information
- Data protection and GDPR
- Recording information clearly

## **Mental Capacity Act 2005**

### **Course Aim**

Covers the aims of the Mental Capacity Act 2005, including the Deprivation of Liberty Safeguards (DoLS) and identifies the carers' role in ensuring its implementation.

### **Course Content**

- What is the MCA?
- 5 core principles behind the Act.
- What is meant by lack of capacity.
- Promoting best interest.
- How MCA relates to other legislation.
- Communication techniques.
- The Code of Conduct.
- Consulting external professionals.
- DoLS.

# Learning for Life

What are the individual courses for Step Up Into Care?

## Safeguarding Adults

### **Course Aim**

This Safeguarding Adults course covers all forms of abuse effecting vulnerable adults to equip staff with the necessary skills to recognise and report the signs associated with abuse.

### **Course Content**

- Who is at risk?
- Causes of vulnerability.
- Types of abuse.
- Recognising signs of abuse.
- Reporting your suspicions.
- The Public Interest Disclosure Act (1998).
- Investigating alleged abuse.

## Safeguarding Children

### **Course Aim**

This course aims to ensure that you have a working understanding of your role in keeping the children in your care safe and know how to report and record any concerns or issues concerning the child in their care.

### **Who has responsibility?**

The government says it is the responsibility of everyone to protect all children by being aware of what is meant by the terms harm or abuse and being aware of how to raise concerns if we think a child may be at risk of harm / abuse.

This means if you work with children, it is both yours and your employer's responsibility to ensure that the way in which you work keeps the children in your care safe and does not place them at an unacceptable risk of harm.

# Learning for Life

What are the individual courses for Step Up Into Care?

## Mental Health First Aid Awareness

### Course Aim

This course is designed to help you be aware of those around you and to help you to recognise when they may need a little more understanding or need signposting to areas of support.

### Course Content

- Issues that impact on mental health
- Signs and symptoms of poor mental health
- Reducing stigma and discrimination
- The five step action plan
- Early intervention strategies

## Supporting People With Autism

### Course Aim

To raise awareness of Autism, understand the social, emotional and physical challenges individuals may face and recognise ways in which they can be supported.

### Course Content

- Understand how to identify Autism.
- Recognise the common sensory differences experienced by people who have autism.
- Recognise appropriate communication skills when supporting a person with Autism.
- Identify ways to work in partnership with friends and families to support individuals.
- Recognise how to support individuals to develop social skills.
- Identify how to support individuals with Autism to cope with transitions or difficult events.
- Support individuals on the Autistic spectrum in a person centred way.

# Learning for Life

What are the individual courses for Step Up Into Care?

## The Care Worker

### Course Aim

Due to an ageing population, there is an increasing demand on social care services and an increase in social care jobs. It has been estimated that by 2025 an additional 275,000 jobs will have been created. With the implementation of the Care Act 2014 and the integration of health care and social care, there are many jobs being created that integrate the two areas to provide a more joined up approach between the two sectors.

This means it is now more important that people wishing to work in care build a strong foundation of knowledge on which they can continue to develop a wide range of skills to enable them to compete in this growing marketplace.

Working in care is a valued profession, giving job satisfaction and a career pathway. This course aims to set you on that path towards becoming a highly valued care worker.

### Course Content

- Using a person centred approach.
- Providing dignity and respect.
- Promoting independence.
- Enabling choices.
- Acting in their best interests.
- Reporting and recording any changes.
- Respecting their right to refuse care.
- Responding appropriately to comments and complaints.

## Wellbeing

### Course Aim

Everybody has the right to live life as they want to as long as they are not causing harm to others. The human body needs certain things to happen to ensure it remains healthy. In other words, keeping your body healthy gives you the opportunity to achieve what you want out of life.

In national surveys carried out annually on wellbeing, it shows that wellbeing is at its highest when we are in our late teens and then again in the early to mid-seventies. It is much lower at other times and at its lowest between mid-forties and mid-fifties. One of the areas looked at is happiness, which we know is linked to wellbeing.

### Course Content

Within this manual, we will look at how leading a lifestyle where risks are minimised can increase the wellbeing of all of us. The wellbeing manual has an entire unit dedicated to Oral Health and Hygiene in line with the NICE guidelines.



# Employability Workshops

Having the qualifications for a job is one thing, but how do you go about getting employed?

We can help you with our employability skills workshops which include;

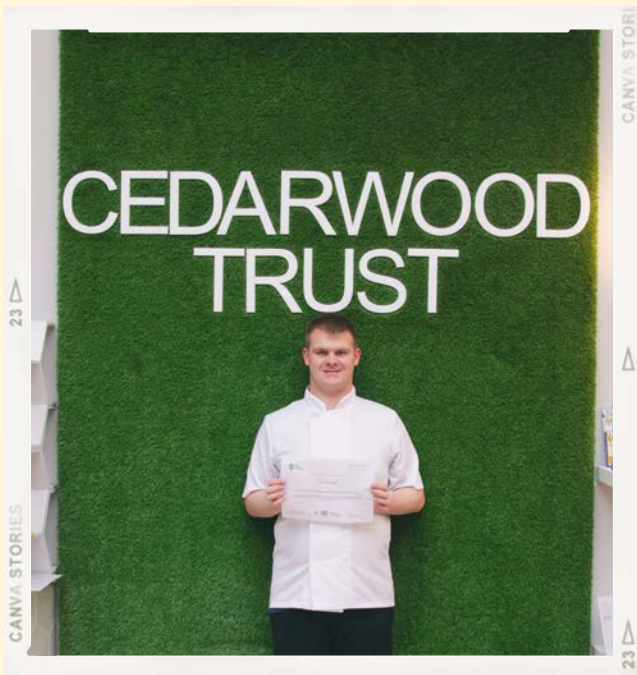
- Writing a CV
- Researching vacancies
- Completing an application form
- Writing a cover letter
- Interview skills

There will be dedicated sessions running regularly (see our website or call in to find out when), or we are able to do a one to one on any or all of the areas covered in these workshops. A bonus is that when you get that interview, we will even help you with the cost of an interview outfit!



# Are you next?

We're so proud of our students who have completed their courses and sought employment opportunities. Here are just a few of our fantastic graduates...



# While you're here...

Cedarwood offers a wide range of facilities, groups and resources for the community, including:

Bingo / Free Brunch / Crafts / Benefits Advice / Book Club / Help with Tech / Addiction Support / Gardening and more!



## Nourish Store

Our community supermarket where members pay just £4 to get £15 worth of shopping!



## Nourish Bistro

Cooking up a range of healthy and delicious snacks and meals for no more than £3.50!



## Early Years

Dedicated groups for parents and young children to play, learn new experiences and skills together in a safe, enriching environment.

# **CEDARWOOD TRUST**

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## **Get in touch**



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