

**HAWKHURST HOUSE
E-LEARNING TRAINING SCHEDULE**

Course	Time paid to Staff (H:MM)	To be Completed by					
		Managers/ Duty Managers	Carers & Senior Carers	Social Assistants	Cook/ Kitchen Assistant	Domestic Assistant	Office Staff/ Maintenance Technicians
Oral Healthcare	0:30	Yes	Yes	Yes			
Communication, Interaction and Behaviour in Dementia Care	0:45	Yes	Yes	Yes	Yes	Yes	
Dementia Awareness	0:45	Yes	Yes	Yes	Yes	Yes	
End of Life Care	1:15	Yes	Yes	Yes			
End of Life Dementia Care	1:00	Yes	Yes	Yes			
Equality, Diversity and Human Rights	1:00	Yes	Yes	Yes	Yes	Yes	Yes
Fire Safety - Level 1	0:30	Yes	Yes	Yes	Yes	Yes	Yes
Basic Life Support	0:30	Yes	Yes	Yes	Yes	Yes	Yes
Food Hygiene in Health & Social Care - Level 2	1:15	Yes	Yes	Yes	Yes		
Infection Prevention & Control - Level 1	0:30		Yes	Yes		Yes	
Infection Prevention & Control - Level 2	1:00	Yes					
Medication Management Management	1:00	Yes	Yes				
Mental Capacity Act	1:00	Yes	Yes	Yes	Yes	Yes	Yes
Moving & Handling - Level 1	0:30	Yes	Yes	Yes	Yes	Yes	Yes
Moving & Handling - Transferring People Level 2	0:30	Yes	Yes	Yes			
Health, Safety, & Welfare - Level 1	0:30	Yes	Yes	Yes	Yes	Yes	Yes
Safeguarding Adults - Level 1	0:30		Yes	Yes	Yes	Yes	Yes
Safeguarding Children - Level 1	0:45	Yes	Yes	Yes	Yes	Yes	Yes
Safeguarding Adults - Level 2	2:00	Yes					