

Contact:
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email:
Your ref:
Our ref:



25th Jan 2010

Dear Manager

The County Durham Safeguarding Adults Inter-agency Partnership is committed to providing safeguarding adults training to all partner agencies, including the independent and voluntary sector. By accessing this you can be sure that the training your staff receives is up to date and refers appropriately to inter- agency policies and procedures used in County Durham.

We are currently running taught sessions; open to all partner agencies, including the independent and voluntary sector. However as part of our commitment to ensuring that agencies are able to access training in as many formats as possible we are pleased to announce two additional ways for you to ensure your training requirements are met.

E-learning alerter training

E-learning is a method of training that can be undertaken in the workplace, or any place where a member of staff has access to a computer with an internet connection. Staff work through the content of the package and then complete an end of course assessment on the computer. On successful completion a certificate is issued.

Our e-learning package has recently been updated to ensure participants receive up to date information on how to report their concerns in County Durham.

How to access this training

The training is being administered via **decha** (Durham Employers Care and Health Alliance).

To enrol yourself or staff members on the course contact Anne Surtees by email: anne.surtees@durham.gov.uk or telephone 0191 383 3274

You will be given a user name and password for all the staff who you wish to enrol and instructions on how to access and complete the course.

CD-ROMS

For those of you who may be interested in the flexibility of e-learning but who might not have access via the internet we are pleased to announce the launch of our CD-ROM. The disc has the same information as on the e-learning. The only difference is that participants will be asked to complete an end of learning assessment on paper. This will be a series of multiple choice questions. We will be asking managers to mark the test (guidance sheets and answers will be supplied with the CD-Rom).

When you return the marked test we will arrange for a certificate of successful completion to be sent.

How do I get a copy of the CD-ROM?

We will be sending out a pack to all providers in February containing copies of the CD-ROM, guidance on completion of the course, a supply of assessment sheets and guidance on how to mark them. So all you need to do is wait for them to arrive.

We hope you enjoy using both the CD-ROM and the e-learning as additional tools to help ensure the training needs of your organisation are met.

If you have any questions please contact Elaine McClelland by email: elaine.mcclelland@durham.gov.uk or by telephone on 0191 383 5171.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lee Alexander', with a long horizontal flourish extending to the right.

Lee Alexander
Safeguarding and Practice Development Manager