

**HAILSHAM HOUSE**  
**MANDATORY TRAINING COURSES TO BE COMPLETED EVERY YEAR**

Type	E-learning Code	Course	Time paid to Staff (H:MM)	Managers/ RN's	Carers	Activities Organisers	Kitchen Staff	Laundry Staff/ Cleaners	Admin-istrators
E-learning	CUSCAR	Customer Care	0:30	Yes	Yes	Yes	Yes	Yes	Yes
E-learning	FHSCAR	Foundation Health & Safety - Care	2:00	Yes	Yes	Yes	Yes	Yes	Yes
E-learning	KSIPC	Infection Prevention & Control	2:00	Yes	Yes	Yes	Yes	Yes	
E-learning	KSSOVA	Safeguarding of Vulnerable Adults	2:00	Yes	Yes	Yes			Yes
E-learning	FIRE	Fire Safety	0:15	Yes	Yes	Yes	Yes	Yes	Yes
E-learning	MANUAL	Manual Handling	0:15	Yes	Yes	Yes	Yes	Yes	Yes
E-learning	FFSW	Foundation Food Safety	2:00	Yes	Yes	Yes	Yes		
E-learning	FAA	First Aid Awareness	0:30	Yes	Yes	Yes	Yes		
E-learning	KSDEM	Dementia	1:30	Yes	Yes	Yes	Yes		
E-learning	KSM	Medication	2:00	Yes					
Face-to-face		Manual Handling Practical	3:00	Yes	Yes	Yes	Yes	Yes	
Face-to-face		Fire Practical	3:00	Yes	Yes	Yes	Yes	Yes	Yes
Face-to-face		Challenging Behaviour	3:00	Yes	Yes	Yes			
Face-to-face		Palliative Care	3:00	Yes	Yes				
Face-to-face		3 x RN Study Days	8:00	Yes					