

Adult Support and Protection Training Schedule 2026

Please note all training is Instructor-led, either virtually or in person. Please see details for training method under the course headings below.

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Application form for non-Fife Council Employees is on [Page 18](#)

ASP Harm in the Home

Who should attend:

This course is primarily for frontline practitioners within all partner agencies, support workers and voluntary organisations, who are involved with providing support to adults within the community.

Learning Outcomes:

On completion of this course participants will:

- Be clear about roles and responsibilities where an adult may be at risk of harm
- Appreciate types of harm and their implications
- Have explored the complexities and dilemmas of harm in the home
- Be aware of the legislation, guidance and local procedures which support good practice

Available dates:

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Tuesday 3rd February (Room KTH01.004)
- Thursday 2nd April (Room KTH01.004)
- Wednesday 3rd June (Room KTH01.004)
- Friday 4th September (Room KTH01.004)

All full day courses, from 9.30am – 4pm

Who should attend:

This course is relevant for Council Officers, experienced staff and managers who require an understanding of the relevant legislative options for adults who might require support and / or may experience risk or harm.

It will familiarise participants with knowledge across protective legislation for adults in Scotland.

Learning Outcomes:

- To Appreciate the Primary and Supportive Legislation in Dealing with the Risk Landscape for Adults
- To Understand the Duty to Inquiry and What Relevant Legislation Says About Investigation - What to Do and Know
- To Understand the Options for Immediate, Short-term & Long-Term Powers and Provisions Across the Acts
- To Appreciate the Options for Assessment & Management of Risk
- To be Grounded in the Importance of Involving the Adult at Risk in the Process
- To Appreciate a Crossing the Acts and Bridging the Gaps Process

What participants have said about this course:

- *Interesting to see discrete role of each Act and to see the differences actively applied individually and / or together in the context of a complex scenario.*
- *Helpful refresher on working in a measured way reminded of duty to inquire under each Act, understanding similarities and differences, and not to get channelled into responding with one to the exclusion of others.*
- *Very positive to have discussions with colleagues and the opportunity to gather and listen to all views particularly MHO colleagues.*
- *I appreciate having the handouts to refer to such as defensible decision making, the clear legislation route map and the role of executive function and capacity.*
- *Slides give clear information re-each Act, I am going to print out some and stick on my walls.*

Available dates:

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Monday 9th March (Room KTH01.004)
- Tuesday 12th May (Room KTH01.004)
- Thursday 10th September (Room KTH01.004)
- Wednesday 4th November (Room KTH01.004)

All full day courses, from 9.30am – 4pm

Chairing The Adult Case Conference

Who should attend:

This course is designed for Managers and Council Officers who will be involved in chairing and/ or organising ASP Case Conferences.

An invitation is also extended to our statutory partner agencies (Health, Housing, Police Scotland, SRFS etc...) who may also be involved in convening and chairing Non-ASP Case Conferences.

It is designed to maximise positive outcomes for the adult and provide coordinated and effective multi-agency support and protection.

Learning Outcomes:

- Understand the legislation and guidance underpinning Adult Support and Protection (ASP)
- Identify the role, responsibilities & skills of the Chairperson & relevant others
- Plan the ASP Case Conference effectively -
 - By overseeing the multi-agency response in terms of enquiry, risk assessment and ASP planning
 - Clearly communicating with relevant others, including the adult at risk, to facilitate and optimise their contribution
- Chair ASP meetings to best practice standards – consider Protection Orders, impact of trauma and reflections on the Adult's attendance
- Understand the Non-ASP Case Conference Protocol and the role and responsibilities of the Lead Agency and other relevant agencies
- Ensure appropriate recording, follow-up and review of Case Conference decisions.

What participants have said about this course:

- *A very helpful day and will certainly help me with my chairing responsibilities*
- *Good to differentiate between different roles in ASP Case Conference*
- *I will think more about how to plan and to gain information from all involved prior to the adult case conference*
- *Time to rethink how it must feel for the adult and how to get an outcome that best empowers them.*

Available dates:

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Thursday 26th February (Room KTH01.004)
- Tuesday 26th May (Room KTH01.002)
- Wednesday 18th November (Room KTH01.004)

All full day courses, from 9.30am – 4pm

ASP Harm in Care and Support Settings

Who should attend:

Primarily for frontline practitioners within all partner agencies, support workers, voluntary organisations, who are involved with providing support to adults within a care home setting.

Learning Outcomes:

On completion of this course participants will:

- Have developed an understanding of resources available to implement, monitor and maintain high standards of care in care home settings.
- Have explored the complexities and dilemmas protection issues present.
- Have considered the legislation, guidance and procedures which support good practice.
- Be aware of new legislation.
- Ill Treatment and Wilful Neglect will be considered along with the Duty of Candour

The course uses materials derived from research undertaken at the University of Hull known as the Marsland indicators which are one method of identifying possible harm and putting in place prevention strategies.

Available dates:

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Tuesday 17th February (Room KTH01.004)
- Thursday 23rd April (Room KTH01.004)
- Wednesday 17th June (Room KTH01.004)
- Friday 18th September (Room KTH01.004)

All full day courses, from 9.30am – 4pm

ASP Council Officer Training

Who should attend:

This course is primarily for Social Work Staff with an extended invitation to colleagues from other areas who are heavily involved in ASP activity, for example, PPU, Health, Housing, SFRS.

Social work staff can attend this training before they have been qualified for 1 year however cannot complete the Council Officer role until they have been qualified for 1 year and completed the full ASP Council Officer Training.

The aim of this course is to provide attendees with an in-depth learning experience in relation to:

- The Foundations of Adult Support and Protection
- The Gateways to Adult Support and Protection
- Engagement, Advocacy and Support, Case Conferences
- Risk Identification and Managers
- Investigative Interviews

Social Workers attending this course will be qualified Council Officer's upon conclusion and will be able to take forward the duties and responsibilities of this role under Adult Support and Protection legislation. Other agencies/services in attendance at this course will gain an advanced knowledge and awareness of Adult Support and Protection duties and responsibilities and will be able to undertake the role of the second officer.

Outcome:

At the end of this 5-day course, you will be a fully qualified Council Officer and be able to take the lead in all Adult Support and Protection duties from IRD through to Case Conference.

All days are mandatory

Available dates:

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

February – March

- Friday 27th February (Room KTH01.004)
- Friday 6th March (Room KTH01.004)
- Friday 13th March (Room KTH01.004)
- Friday 20th March (Room KTH01.004)
- Friday 27th March (Room KTH01.004)

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

June - July

- Thursday 4th June (Room KTH01.004)
- Thursday 11th June (Room KTH01.004)
- Thursday 18th June (Room KTH01.004)
- Thursday 25th June (Room KTH01.004)
- Thursday 2nd July (Room KTH01.004)

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

October - November

- Monday 26th October (Room KTH01.004)
- Monday 2nd November (Room KTH01.004)
- Monday 9th November (Room KTH01.004)
- Monday 16th November (Room KTH01.004)
- Monday 23rd November (Room KTH01.004)

All full day courses, from 9.30am – 4pm

You should retake this course every 5 years.

You should take the advanced CO course 1 year following CO completion.

You should take the CO refresher 3 years following the CO completion.

Council Officer Refresher Training

Who should attend:

This course is primarily for Social Work Staff with an extended invitation to colleagues from other areas who are heavily involved in ASP activity, for example: PPU, Health, Housing, SFRS.

This course should be taken 3 years post attendance at the Council Officer Training.

The aim of this course is to provide attendees with a refresh and updates of the Council Officer learning experience in relation to:

- To Understand the Duty to Inquire and Support Options across Protective Legislation for Adults
- To Appreciate the Difference between Executive Capacity and Decisional Capacity and its Application to ASP
- To Consider the Impact of Trauma and Undue Pressure on the Ability of the Adult to Make Safe Decisions
- To Recognise and Respond to Disguised Compliance
- To be Familiar with Fife Inter-Agency Procedures and Protocols, including LSI; Dispute Resolution; Engagement Escalation; Multiple Report of Harm; and the new Adult at Risk Case Conference and their Effective Use

Social Workers attending this course will be updated and refreshed in their Council Officer qualification and will be able to continue to take forward the duties and responsibilities of this role under Adult Support and Protection legislation. Other agencies/services in attendance at this course will gain an advanced knowledge and awareness of Adult Support and Protection duties and responsibilities and will be able to undertake the role of the second officer.

Outcome:

At the end of this 1-day course, you will remain a fully qualified Council Officer and be able to take the lead in all Adult Support and Protection duties from IRD through to Case Conference. You will receive an update on any new learning and changes to the Council Officer Course that has taken place since your previous attendance.

Available dates:

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Tuesday 3rd March (Room KTH01.004)
- Thursday 1st October (Room KTH01.004)

All full day courses, from 9.30am – 4pm

ASP Hoarding Intervention Training

This course is aimed at multi agency frontline workers within Partner Agencies, Care Providers, Voluntary and third sector organisations.

Learning Outcomes:

On completion of this course participants will:

- Be able to recognise hoarding behaviour.
- Understand the cognitive-behavioural model of hoarding and
- Identify effective interventions.

Outcome:

Participants will feel aware of hoarding behaviours, the impact hoarding can have and be able to identify effective interventions.

Additional information:

Please contact your Service-Learning Specialist / learningadminbusinesssupport@fife.gov.uk or sherrin.woods@fife.gov.uk if you require assistance with regard to:

- Building/room access
- Hearing Loop/Interpreter
- Course materials in a specific format
- Other specialist equipment

Available dates:

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Thursday 29th January (Room KTH01.004)

More dates to follow

Time: 10am – 3pm

Who should attend:

This course is aimed at multi agency practitioners as well as support workers and voluntary organisations.

Learning Outcomes:

On completion of this course participants will:

- Be aware of the legislation surrounding Adult Support and Protection, including the Adult Support and Protection (Scotland) Act 2007, Mental Health (Care and Treatment) (Scotland) Act 2003 and Adults with Incapacity (Scotland) Act 2000.
- Be familiar with Fife Inter-Agency Adult Support and Protection Guidance, know what harm is and be able to identify the indicators of harm.
- Understand the requirement to share information to protect adults at risk of harm.
- Understand individual and multi-agency responsibilities in Adult Support and Protection and the legal duty to co-operate under the Adult Support and Protection (Scotland) Act 2007.
- Understand good practice in recording and defensible decision-making.

Available dates:

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Thursday 22nd January (Room KTH01.004)
- Tuesday 28th April (Room KTH01.002)
- Wednesday 23rd September (Room KTH01.004)
- Monday 30th November (Room KTH01.004)

All full day courses, from 9.30am – 4pm

Who should attend:

This course is aimed at Social Work (Team Managers, Service Managers and Senior Managers), Health, Police, Housing, Scottish Fire and Rescue Service and other multi-agency managers involved directly in ASP work, or overseeing/ supervising staff involved in ASP work.

Learning Outcomes:

This training will focus on:

- ASP Context – Single Agency and the ASPC.
- Overview of ASP Inter-agency and single agency procedures and roles & responsibilities.
- ASP Complexity and Challenges: including significant harm, consent.
- MRH and Escalation & Engagement.
- The link between ASP Learning Reviews and other parallel processes.
- LSI (regulated and non-regulated)
- ASP Quality Assurance.

Outcome:

The aim of this course is to provide attendees with an advanced and in-depth learning opportunity relating to complex ASP procedures. To ensure mutual understanding of the procedures, consistency in application and consideration of challenges and barriers that may arise.

Available date:

- Wednesday 7th October – Online via MS Teams

Full day course, from 9.30am – 4pm

Council Officer Advanced Practitioner Training

Who should attend:

This course is for Social Work Staff only.

This course should be undertaken 1 year post Council Officer Training.

Learning Outcomes:

The aim of this course is to provide attendees with:

- Advanced interviewing skills
- Interviewing skills when the perpetrator is a family members
- Use and referencing of Human Rights Act in our reports
- Complex ASP cases
- LSI
- MRH/Escalation and Engagement
- Crossing the acts
- ASP Thresholds

Outcome:

At the end of this 2-day course, you gain advanced skills and learning in your role as Council Officer and continue to take the lead in all Adult Support and Protection duties from IRD through to Case Conference.

Available courses

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Wednesday 20th May and Thursday 21st May (Room KTH01.004)
- Thursday 12th November and Friday 13th November (Room KTH01.004)

Two full days, from 9.30am – 4pm

Both days are mandatory.

This course can be booked on Oracle only.

ASP Professional Curiosity Webinar

Who should attend:

This course is aimed at multi-agency practitioners, support workers and voluntary organisations.

Aim:

This webinar aims to explore the role, relevance and importance of professional curiosity and how to apply professional curiosity in day-to-day practice.

Participants will have an opportunity for interactive discussions and to reflect on their own practice.

The overall aim of the session is for staff to feel better equipped and more confident to 'look beyond the face value', challenge assumptions and promote safer outcomes for those we are working with.

Available dates:

- Monday 30th March – online via MS Teams
- Wednesday 1st July – online via MS Teams
- Friday 9th October – online via MS Teams

Time: 9:30am – 12:30pm

ASP Second/Supporting Officer

Who should attend:

This course is designed for staff from all partner agencies who may fulfil the role of second/ supporting officer within an ASP Investigation.

Aim:

The course is designed to outline the key aspects and requirements of the second/ supporting officer conducting a visit or interview under ASP legislation, and to increase the confidence of workers to undertake this role.

Outcome:

At the end of the session, you will have an increased understanding of the role of the second/ supporting officer, from pre to post visit/ interview.

Available dates:

All dates are in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Wednesday 14th January (Room KTH01.004)
- Monday 20th April (Room KTH01.003)
- Thursday 27th August (Room KTH01.004)

Time: 10am – 1pm

ASP Protection Order Training

Who should attend:

The Adult Support and Protection Committee are pleased to offer Protection Order Training on 4 separate dates throughout 2026.

This course is aimed at frontline practitioners, managers and supervisors within all partner agencies who may potentially be involved in making an application for a Protection Order under ASP legislation.

Learning Outcomes:

- Background to the Adult Support & Protection (Scotland) Act 2007 and basic concepts.
- What are protection orders and when might they be used?
- Exploring case studies around undue pressure.
- How to evidence undue pressure in court.
- Undue pressure and incapacity: alternatives to protection orders.

Outcome:

Increased knowledge and understanding of ASP Protection Orders and their appropriate use.

Available dates:

All dates are in-person - Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

- Friday 6th February (Room KTH01.004)
- Wednesday 11th February (Room KTH01.004)
- Tuesday 1st September (Room KTH01.004)
- Monday 14th September (Room KTH01.004)

Time: 9:30am – 12:30pm

Spaces are limited so please be sure to book as soon as possible.

**All Fife Council Employees must book through Oracle.
Click on the learning tab and search for
ASP Working Together, ASP Harm in the Home, ASP Harm in the Care Setting**

Application Form

If you would like to book a place on a course and **are not a Fife Council Employee**, please fill in the application below and return it to –
LearningAdminBusinessSupport@fife.gov.uk

Our courses are offered free of charge; however, it is vital that notice is given when people are unable to attend to ensure maximum places are offered to colleagues across all services. There will of course be occasions where it is not possible to make contact prior to the start of the course. Please ensure contact is made as soon as possible following to advise of reason for non-attendance.

Course Title in Full:	
Date of the session you wish to attend:	
Name:	
Job title:	
Organisation/ Service:	
Address (including postcode):	
Telephone No:	
Email Address:	
Essential for MS Teams link	
Line Manager email:	

E-Learning

The following E-Learning courses are available to access via oracle, and the partner site <https://fifecouncil.learningnexus.co.uk/> for partner agencies to access:

Professional Curiosity

ASP and problematic alcohol & drug use

Undue Pressure