

## Adult Support and Protection Training Schedule

March 2025 through to December 2025

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

### Available Courses

|   |           |
|---|-----------|
| <b>ASP Harm in the Home</b>                           | <b>2</b>  |
| <b>Across the Acts</b>                                | <b>3</b>  |
| <b>Chairing The Adult Case Conference</b>             | <b>5</b>  |
| <b>ASP Harm in the Care Setting</b>                   | <b>7</b>  |
| <b>ASP Council Officer Training</b>                   | <b>8</b>  |
| <b>Council Officer Refresher Training</b>             | <b>10</b> |
| <b>ASP Hoarding Intervention Training</b>             | <b>11</b> |
| <b>ASP Working Together</b>                           | <b>12</b> |
| <b>ASP Senior Managers Training</b>                   | <b>13</b> |
| <b>Council Officer Advanced Practitioner Training</b> | <b>14</b> |

Application form for non-Fife Council Employees is on [Page 14](#)

### **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)**

- Thursday 17<sup>th</sup> April 2025, at Fife House, North Street, Glenrothes, KY7 5LT (Rm FHM05.002)
- Wednesday 7<sup>th</sup> May 2025, at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW
- Wednesday 24<sup>th</sup> September 2025, at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

**All full day courses, from 9.30am – 4.00pm**

## Across the Acts

### 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 Inquire 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 said about this course:

This course ran in 2022 and 2023, and comments included -

- *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:**

- Monday 21<sup>st</sup> April 2025
- **NEW – Thursday 9<sup>th</sup> October 2025 – In person, Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW**
- Monday 24<sup>th</sup> November 2025 – In person, Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

**All full day courses, from 9.30am – 4.00pm**

## 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 the enquiry, risk assessment and adult protection 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 & 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 elsewhere 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:

- Thursday 29<sup>th</sup> May 2025

- Thursday 4<sup>th</sup> December 2025 – In person, Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

**All full day courses, from 9.30am – 4.00pm**

### 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)

- Tuesday 22<sup>nd</sup> April 2025, at Dunfermline City Chambers, KY12 7NB (Rm DDC01.004)
- Tuesday 13<sup>th</sup> May 2025, at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW
- Tuesday 2<sup>nd</sup> September 2025, at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

**All full day courses, from 9.30am – 4.00 pm**

## 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.

### Available dates:

#### Course 1 dates (all days are mandatory)

**(All Mondays in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW)**

- 26<sup>th</sup> May 2025
- 2<sup>nd</sup> June 2025
- 9<sup>th</sup> June 2025
- 16<sup>th</sup> June 2025
- 23<sup>rd</sup> June **(in-person - venue to be confirmed)**



## **Course 2 dates (all days are mandatory)**

**(All Mondays in-person at Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XY)**

- 20<sup>th</sup> October 2025
- 27<sup>th</sup> October 2025
- 3<sup>rd</sup> November 2025
- 10<sup>th</sup> November 2025
- 17<sup>th</sup> November 2025

**All full day courses, from 9.30am – 4.00 pm**

**You should retake this course every 5 years.**

**You should take the advance CO course 1 year following CO completion.**

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

**These courses can be booked on Oracle only.**

## **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 Five 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 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 be able to 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:**

- Thursday 27<sup>th</sup> March 2025
- Thursday 18<sup>th</sup> September 2025 – In person, Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW

**All full day courses, from 9.30am – 4.00 pm**

**These courses can be booked on Oracle only.**

**Who should attend:**

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](mailto:learningadminbusinesssupport@fife.gov.uk) or [sherrin.woods@fife.gov.uk](mailto: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:**

- Wednesday 9th April 2025 – Online via MS Teams
- Wednesday 16<sup>th</sup> April 2025 – Online via MS Teams

**All full day courses, from 9.30am – 4.30pm**

### 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)**

- Friday 23<sup>rd</sup> May 2025
- Monday 30<sup>th</sup> June 2025
- Monday 6<sup>th</sup> October 2025
- **NEW – Friday 14<sup>th</sup> November 2025**

**All full day courses, from 9.30am – 4.00pm**

## **ASP Senior Managers Training**

### **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.

### **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:**

**(All dates are online via MS Teams)**

- Monday 29<sup>th</sup> September 2025

**All full day courses, from 9.30am – 4.00pm**

## **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 online via MS Teams)**

- Wednesday 9<sup>th</sup> & Thursday 10<sup>th</sup> April 2025
- Wednesday 5<sup>th</sup> & Thursday 6<sup>th</sup> November 2025

**All full day courses, from 9.30am – 4.00pm**

**These courses can be booked on Oracle only**

**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](mailto: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:<br>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**