



# THE SHELTERED HOUSING NETWORK

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The Sheltered Housing Network  
is part of The SHN Partnership

## **The National Certificate of Professional Practice in Housing Related Support**

### **Sheltered & Supported Housing Pathway**

### **Course Information Pack**

This information pack relates to students wishing to study at a Regional Study Centre. Please contact SHN if you would like an information pack that relates to studying the course via Distance Learning.



**Vocational & Inter-Personal Training – Consultancy Services  
Quality Standards Analysis – Housing Management**



## **The National Certificate of Professional Practice in Housing Related Support – Sheltered & Supported Housing Pathway**

This pathway of The National Certificate of Professional Practice in Housing Related Support is specifically designed to develop the skills and knowledge of those who work in Sheltered or Supported Housing and allied professions such as extra care, community support services, etc.

The course covers a range of subjects and topics that are linked to service provision in sheltered/supported housing. The curriculum is designed to enhance the skills that are needed by staff who provide front line customer care and support services to service users and also to develop their management skills. The course also provides an opportunity to learn more about the wider issues that impact on sheltered/supported housing.

The course is approximately ten months in duration. To complete the course successfully, students need to have received a Pass grade on all assessed work by the course completion date. Provision is made for extensions to be granted (up to a maximum of three months from the end of the course) in the event of sickness or personal circumstances that cause difficulties with studies. Students unable to complete the course within this time may be able to defer to the following year (dependent upon the circumstances). A fee of £150 will be payable should students wish to receive tutorial support after the course completion date.

### **How is the Course Delivered?**

The course is run at regional study centres and students will be allocated a place at their nearest regional study centre. There are six modules of study, each covering specific areas of practice or subjects related to sheltered/supported housing. Students follow a flexible learning programme set out in written study materials and attend study days where study materials and assignment details will be introduced and course content will be taught.

There will be an Induction day for this course, which will be held shortly prior to the first study block. Notification of your Regional Study Centre, plus the dates of the Induction day and Study Days will be sent to you with your pre-course information pack. This will be sent to the address given on your application form.

The course is also run via a distance learning programme with the aim of providing greater flexibility and choice for students to decide on their preferred study method. If you feel that you would prefer to study via distance learning please contact SHN for a relevant information pack

### **What will I need to do to gain my Certificate in Professional Practice?**

Students ability is tested through a process of continual assessment. This removes the necessity for students to sit any formal examination. Instead, the student submits a piece of work for each module of study which is assessed and marked. To successfully complete this course you are required to complete six pieces of assessed work and also reflect on your learning after each module of study and how you will apply this to your own practice within the workplace.

### **The six pieces of assessed work are linked to the following modules**

- Module 1: The Role of Sheltered Housing / Supported Housing / Community Housing Related Support Services
- Module 2: Providing Effective Support to Service Users
- Module 3: Self-Awareness and the Helping Process
- Module 4: Maintaining Safe Working Practices
- Module 5: Working in Partnership with Others
- Module 6: Promoting Quality Services in the Workplace

## **Produce a Reflective Practice Log**

The reflective practice consists of completing a reflective practice portfolio and six short 'action plan' reports. The sections within the portfolio and each of the action plan reports are directly linked to the specific modules of study and will assist you to:

- Evaluate your own skills and knowledge in this area
- Consider how to develop your skills and knowledge further
- Provide evidence of your own achievements and competency
- Identify how you will put what you have learnt into practice

## **Student Support**

As well as support provided by your tutor at each study block, the following is available:

- E-Mail contact with your personal tutor between each study block
- Access to additional tutorial support on a weekly basis via the national student telephone support help line
- Access to additional tutorial support on a 24 hour basis via the national student e-mail support help line
- Interaction with fellow students nationwide via the SHN e-learning site
- On-Line group forums via the SHN e-learning site
- Confirmation of your grade of assignments will be sent to you by e-mail within 10 working days of the submission date provided work is received on time.

## **Course Fees**

Platinum member -	£840.00
Gold member -	£892.50
Silver member -	£945.00
Non members -	£1,050.00

Inclusive of all registration fees for national accreditation and award of certificate.

\* Please note that fees may be subject to increase for reasons beyond our control

## **Details of instalment payments**

Individuals who are paying for the course themselves can pay in instalments.

- Initial Payment with application of £325.00 + VAT
- Five equal monthly payments to cover remainder (starting one month after course commencement)

***If you are self-funding and have difficulties in meeting the course fees, you are invited to contact SHN to discuss ways that we can support you. . SHN run a bursary scheme and you may be eligible for this.***

## **Refunds policy**

1. If the student and/or sponsoring organisation\* cancel this enrolment giving a minimum of 45 days notice prior to the commencement date of the course, a full refund shall be given including registration fees
2. If the student and/or sponsoring organisation\* cancel this enrolment giving a minimum of 30 days notice prior to the commencement date of the course, a full refund shall be given excluding registration fees
3. If the student and/or sponsoring organisation\* cancel this enrolment giving less than 30 days notice prior to the commencement date of the course, no refund shall be given

*\* relates to person or organisation who is responsible for payment of course fees*

All withdrawals from the course must be made in writing.

# The National Certificate of Professional Practice for Housing Related Support

## – Sheltered & Supported Housing Pathway

### COURSE CONTENT

Name of Module	Unit 1	Unit 2	Unit 3	Unit 4
<b>INDUCTION</b>	Introduction to Course Content and Requirements	Study Skills	Report Writing	
<b>1. The Role of Sheltered / Supported Housing / Social Alarm Providers &amp; Control Centre Services</b>	The Changing Role of Sheltered Housing/Supported Housing/Social Alarm Provision & Control Centre Services	Differing Models of Sheltered/Supported Housing	Recent Legislation and Policy that has influenced Sheltered Housing / Supported Housing / Social Alarm Provision & Control Centre Services	Role of the Support Staff in Sheltered Housing / Supported Housing / Social Alarm Provision & Control Centre Services
<b>2. Providing Effective Support to Service Users</b>	Principles of Providing Support	Assessing the Support Needs of Service Users and Providing Appropriate Support	Effective recording of information in relation to documenting action taken when supporting clients	Protecting Vulnerable Adults from Abuse
<b>3. Self-Awareness and the Helping Process</b>	The use of telecare and technology to support an individual to retain their independence	Recognising and Promoting Equality and Diversity in Sheltered / Supported Housing	Models of Support	Using Self-Awareness when supporting clients to be independent
<b>4. Maintaining Safe Working Practices</b>	Health and Safety Practices in Sheltered/Supported Housing/ Social Alarm Provision & Control Centre Services	Safe Practices for Lone Working	Assessing Risks in relation to provision of service in the Sheltered/Supported Housing Environment	Managing Challenging Behaviour
<b>5. Working in Partnership with Others</b>	Team Skills	Communicating Effectively with Clients and Colleagues	Communicating Effectively to the Wider Team	Participating in meetings and providing constructive feedback to peers, management and other agencies
<b>6. Promoting Quality Services in the Workplace</b>	The Community and its Resources	Standards of Service – Creating a Person Centred Service	Customer Care	Codes of Practice and External Accreditation systems
<b>Course Completion</b>	Continuing Professional Development Meeting (CPD)	Personal Development Action Planning	Course Evaluation	Presentation of Certificate