



THE SHELTERED HOUSING NETWORK

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The National Diploma in Sheltered/Supported Housing Studies (Nationally Accredited at Level 4)



REASONS TO STUDY with SHN for the NATIONAL DIPLOMA IN SHELTERED/SUPPORTED HOUSING STUDIES:

The course is delivered through a flexible learning programme supported by study days or by distance learning, allowing students to study in a way that suits their individual requirements.

Students are provided with tutorial time during all study events giving them clear guidance and an opportunity to clarify any points they are unsure of regarding the course or their studies in general.

There is an on-line support service for students as well as telephone tutorial support between study events.

Students will have access to regional and national student support groups through e-mail, on-line conferencing and telephone networking.

Students are informed of the results of their assignments within 10 working days of the set submission date either by e-mail, text messaging or post (whichever is preferred by the student).

The curriculum is designed to ensure that content is relevant and topical, covering current and future issues related to supported/sheltered housing and control centres.

Students have the opportunity to attend additional study days on a range of relevant topics at any of our regional training centres at 50% reduction of the normal cost.

This modular training course will enable you to continue to develop and expand upon your professional skills and knowledge of sheltered housing.

The course consists of five modules of study (four core modules plus one optional module) each covering a specific area of practice that is relevant to sheltered housing plus a year long research project.

Studying with SHN will automatically qualify you for Student Membership of SHN and all the additional benefits this carries.

Please contact us for further information about dates and venues of this course by either:

E-Mail: info@shn.org.uk Phone: 0870 467 0646 Fax: 0871 994 1791

ABOUT THE COURSE:

This nationally accredited course is designed to enable students to explore and debate topical issues relating to the provision of sheltered and/or supported housing. It aims to develop a wider understanding of the role of sheltered and/or supported housing. The course will be of benefit to those who either work in Sheltered or Supported Housing or have a specific interest in gaining a greater insight into the functions and purpose of sheltered/supported housing.

The course covers a range of subjects and topics that are linked specifically to sheltered/supported housing. The course curriculum is designed to enhance the students understanding of issues that sheltered and/or supported housing services need to address and provides an excellent opportunity to learn more about the wider issues that impact on sheltered/supported housing.

The course focuses on research based learning, giving students an added opportunity to utilise and develop effective research methods and effective planning skills throughout their studies.

One of the principle aims of the course is to encourage and enable the student to develop sound research practice and evaluate findings in a constructive and objective manner. It is hoped that this in turn will provide the student with evidence of competency in research and planning skills.

Each module of study will be supported by a course reader prompting the student to explore and question conventional theories and practices. The course reader book will raise relevant and topical points and guide the student to conduct further research.

The course is offered in two formats:

OPEN LEARNING, where students attend study days at a regional study centre.

DISTANCE LEARNING, where students study at home/work via the SHN E-Learning site.

The course can also be delivered 'In-House' making it an extremely cost effective way of enabling your staff team to gain and develop the necessary skills to provide a quality service.

How is the Course Assessed?

Student assessment of ability and competency will be through a continuous assessment process throughout the course enabling students to obtain a clear understanding of their current achievement and to plan their course work accordingly.

There will be five pieces of assessed work that students will need to successfully complete to pass. These are as follows:

- Five assignments – each linked to a specific module of study
- An Individual Research Project – Students will choose from a choice of topics that have particular relevance and interest to them. It is intended that the student utilise the project as a working management tool within their own workplace wherever possible.

Course Fees:

£895.00 plus £75.00 Registration and Assessment Fees = £970.00

SHN Members (10% discount)

£805.50 plus £75.00 Registration and Assessment Fees = £880.50

Supporting those involved in the provision of sheltered housing **Developing** a positive attitude towards the benefits of sheltered housing **Promoting** the professional status of staff working in sheltered housing

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COURSE CONTENT

Name of Module	Unit 1	Unit 2	Unit 3	Unit 4
INDUCTION	Introduction to Course Content and Requirements	Study Skills	Writing your Assignments and Project	Planning your Research Project
1. The Function and Purpose of Sheltered/Supported Housing	Considering the overall purpose and function of sheltered/supported housing services Exploring the future of sheltered/supported housing	Delivering user directed support and identifying outcomes	Inducting new service users to ensure a person centred approach Induction procedures for new staff in post	Ensuring equality of service delivery to service users
2. Ethical and Legal Issues when Providing Professional Support Services	Legislation and policy that impacts on the delivery of sheltered/supported housing services	Rights and responsibilities of the service provider and the service user	Managing anti-social behaviour	Ethical and moral Issues for sheltered/supported housing
3. Equality and Diversity	Recognising and valuing the individual	Ensuring equality of service delivery	Promoting and encouraging equality & diversity	Meeting the requirements of a multi-cultural society
4. Managing and Monitoring Sheltered/Supported Housing Service Provision	Defining local needs and requirements	External factors that influence the delivery of service	Ensuring the planned service meets the diversity and needs of all Consultation with existing and future stakeholders	Understanding Service Standards and their purpose The function of Performance Indicators Setting targets to match defined service standards Developing clear policy and procedures
5. Optional Module of Study	Managing Change	Team Skills	Project Management	
6. Research Project	Reviewing your first draft	Formulating your research	Producing your final project plan	Individual Tutorials
Course Completion	Continuing Professional Development Meeting (CPD)	Personal Development Action Planning	Course Evaluation	Presentation of Certificate

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OPTIONAL MODULES

As well as the four core modules, there is a requirement for students to completed one of the following optional modules of their choice:

Optional Module One ***Effective Change Management***

Covers:

- Evaluating the need for change
- Describing to people why change is necessary
- Understanding how and why people react to change
- The use of a range of tools to manage change effectively
- Understanding how to make change stick

Optional Module Two ***Managing and Supporting the Staff Team***

Covers:

- Interviewing Skills
- Induction of Staff
- Staff Supervision
- Appraising Staff
- Building and Motivating the Team
- Setting Standards And Agreeing Targets
- Communicating with staff in a Dispersed Setting
- Understanding the Disciplinary and Capability Process

Optional Module Three ***Project Management Skills***

Covers:

- Understanding the importance of managing an effective project
- Defining the objective of the projects you manage in the future
- Planning projects, identifying key tasks, allocating resources and setting milestones
- Communicating with the project team in order to implement the project
- Evaluating the success of the projects you run and identify areas where improvements can be made
- Devising an Action plan to enhance your project management skills

Research Project

There is also a requirement for students to produce a project on one of the following topics:

- Does sheltered/supported housing encourage independence or institutionalism?
- Moral and ethical issues that challenge the service
- Promoting equality and diversity in the provision of support
- Managing Change
- Creating effective teams
- Planning and providing additional services (project management)
- Evaluation of Quality Standards and Person Centred Services

The project is likely to link to the students own preferred area of work – either sheltered or supported housing and can reflect upon a particular service provision or focus on the wider concept of sheltered/supported housing in general.

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