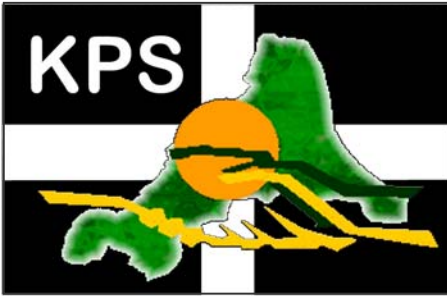


# Training Information

Kernow Positive Support

SPECIALISED HIV INFORMATION,  
SUPPORT, RESPIRE & RETREAT

CORNWALL'S BEST OPTION



# *Section 1*

## **An Introduction to Training**

Welcome to Kernow Positive Support' 'Training Services' Edition 1. This information includes the policy and guidelines as outlined for KPS external and internal training. You can request a training course application form by contacting KPS via telephone, Email or Fax.

An 'Internal Training' strategy has been paramount in giving people a better insight into the running of the group and caring for clients with whom we deal. All volunteers are expected to go through prior to working within the organisation.

Our external training programme also gives the opportunity of giving many voluntary and statutory agencies. Including; Hospitals, Colleges and Universities 'HIV Awareness Issues' and the aspects of 'Being Positive'. This also enables people who are HIV-positive to have an integral role in HIV service development in the county, and is part of our self-help ethos.

## **WHO ARE THE TRAINERS AND FACILITATORS?**

There are three types of trainers and facilitators who would be involved in training for KPS:

### **Positive Trainers**

These are HIV-positive volunteers and clients of KPS who are prepared to speak from a personal perspective about their experiences.

### **Volunteer Trainers**

These are KPS volunteers who have been trained in 'HIV Awareness Issues' and have first hand experience of working with people who are HIV-positive.

### **External Trainers**

These are professionals from external Voluntary/Statutory agencies who would occasionally facilitate our Internal Volunteer Training Programme.

*Details on expense rates are available by request from KPS*

## **WHAT TYPE OF TRAINING IS OFFERED?**

The type of Training varies depending on External and Internal requirements.

## **HOW IS EXTERNAL TRAINING ACCESSED?**

Requests for external training are made by contacting KPS and confirmed by completing a training application form you can request from KPS, and send back to us after completion via fax or Email, additional forms can also be requested. Training sessions should be booked 14 days in advance of the date training is required. Details of length and type of training require should be specified.

## **WHAT DOES THE EXTERNAL AGENCY PAY?**

Training/Facilitated Sessions are set on a half or full day charge basis. A fixed percentage of the fee charged is paid in expenses to the Trainers and the remainder covers administration costs. Details on current fees are available by request from KPS.

## **HOW DO YOU ACCESS INTERNAL TRAINING?**

Look through this information. There are brief descriptions of the types of Training Courses on offer.

Our online newsletter publication '@KPS' detail any current or forthcoming training courses for volunteers and should be booked through contacting KPS, booking procedures are outlined. If you are interested in a specific course(s) please complete the application form at the end of this information or request an application form from KPS.

## **WHAT DO YOU PAY FOR AN INTERNAL TRAINING COURSE?**

Sessions are provided free of charge to all KPS volunteers and clients (service users). However, external agency attendees are charged a small fee, details of which are available by request through KPS. However, there is a cancellation charge (*see Section 2*)

# *Section 2*

## **Booking Procedure**

### **External Training**

In this information we have tried to include subjects which will be useful to all agencies who require information regarding HIV issues, if there is anything which you feel should be covered and is not, please let us know. Most of the training courses available can be tailored to an Agency's specific need. (*see Section 3*)

A training application form can be requested from KPS for you to book the training course(s) of your choice. Please ensure that you book no later than two weeks before you wish the course to take place. If you have to make a last minute booking, please contact the KPS to confirm, as we may be unable to fulfill a specific training request, and may be able to negotiate an alternative arrangement.

### **Cancellation**

You must give 48 hours notice of cancellation we will ask for a cancellation payment of £25.00.

## **Internal Training**

In the following information you will find a selection of internal training courses, which may be of interest to you. We have tried to include subjects, which will be useful to all volunteers of Kernow Positive Support, which are also available to external agencies. We hope to have a selection of training courses for the future, and if there is anything which you feel should be covered and is not, do please let us know.

Some of our training courses are optional and we have indicated where a particular training course is compulsory for anyone wishing to undertake specific volunteer duties within Kernow Positive Support (*see Sections 5 and 6*). A training application are available from KPS by request to enable you to book the training course(s) of your choice, additional forms are available. Please ensure that you book no later than two weeks before a training course(s) is due to take place. If you have to make a last minute booking, please contact KPS to confirm.

## **Cancellation**

All Training Courses are free to KPS volunteers and clients. However, it is essential that we know if people are unable to attend. In order to cover administration charges, if you need to cancel a booking less than 48hrs in advance of the course(s), we will ask for a cancellation payment of £10.

# *Section 3*

## **External Training/Speakers Forum**

KPS currently have a small core of HIV-positive member trainers who are prepared to go into the community to give talks and run courses. There is also now available a Speakers Forum. If you are HIV-positive and would like to become a trainer for KPS, and/or join our KPS Speakers Forum please contact us.

Our current trainers have provided training for the National Health Service, Falmouth Art College, Reading University, Thames Valley University, Social Services, Council Housing Departments, Citizens Advice Bureaus. These courses were always well received.

The Courses include:

### **HIV Awareness Issues**

Normally half a day course looking at the basic issues of HIV and its transmission and infection statistics, the course includes looking at the social stigmas and prejudices as well as safer sex promotion.

### **Receiving an HIV-positive diagnosis**

Half-day course looking at the implications of an HIV-positive diagnosis and the services offered to those infected/affected. Including a role-play workshop.

### **'Being Positive' Aspects from a personal perspective**

A two-hour talk by a person with an HIV-positive Diagnosis and how the disease has affected them personally. These have been extremely popular and have always been well received.

## **KPS Services, promotion, profile and structures**

An hour talk by a representative from KPS, detailing the development of the organization, and an in-depth look at the services provided within the community and why there is a need for these services.

## **KPS Policy and Procedures**

An hour talk by a representative from KPS, detailing the development of the organization, and an in-depth look at the policies and procedures within the organisation.

## **Women and HIV**

A half-day course regarding women's issues in respect to HIV and its implications. *(Currently, KPS have no female volunteers with HIV – However, we have various contacts with HIV-positive women who may be prepared to speak on these important issues)*

**Speakers Forum** Talks by HIV-positive and Volunteer members of KPS. This would be from a personal perspective.

The above courses can be tailored to individual requirements by negotiation with KPS in the form of either half, full or a two-day course. Also, KPS can supply a specific course to be included within another organisation's training session, however; in this case there is a minimum half-day charge. If any external agencies are interested in sending their employees and volunteers to our training courses included within our 'Internal Training Programme' this can be negotiated through KPS. However, a small fee will be charged, details of which are available from KPS.



# *Section 4*

## **Internal Training**

KPS also have a small internal training team comprising HIV-positive volunteers, as well as access to professionals from statutory and other voluntary agencies. KPS provides an in-depth look at many aspects of the care and services provided to those infected and affected by HIV/AIDS. Training provided by Kernow Positive Support is for all new volunteers and for existing volunteers to update them and develop their skills. Listed below are some of the training courses held:

- **KPS Services, Promotion, Profile and Structure**
- **KPS Policies and Procedures**
- **HIV Awareness Issues**
- **Receiving an HIV-positive diagnosis**
- **'Being Positive' Aspects from a personal perspective**
- **Loss, Grief and Bereavement**
- **Self Awareness/Listening Skills/Boundary Setting**
- **Welfare Rights**
- **Health Promotion**
- **Stress Management**
- **Medical/Treatment Information**
- **Complementary Therapies/Nutrition**
- **Information on Statutory and Voluntary Agencies.**
- **Training Trainers Courses**
- **Administration and Organisational Skills**

These training courses would normally only made available to volunteers of Kernow Positive Support to assist in carrying out their volunteer duties. However, if an external agency etc. is interested in a particular course, which is included within our 'Internal Training Programme' when scheduled, contacting KPS can negotiate a fee for attendance

# *Section 5*

## **Compulsory Training Requirements for all new KPS volunteers**

KPS Positive Support requires all prospective new volunteers to complete the following training before becoming volunteers for the organisation:

- **Initial Contact**

All new Volunteers applying to our advertisements for volunteering at Kernow Positive Support will be sent an 'Application Form' and 'KPS Volunteer Charter'.

- **Interview**

Prospective new volunteers applying to KPS will be asked to attend a short interview by Client Welfare Services/KPS Volunteer Services at a venue specified. Applicants will be asked why they wish to join the organisation, brief details will be given of KPS and the applicant may be invited to attend a 'Volunteer Induction' and 'Being Positive' training course.

- **The 'Volunteer Induction' and 'Being Positive' training course.**

Selected volunteers will be invited for training on basic HIV Awareness, Interactive Workshops and introduction to the development, services and policies/procedures of KPS. Also, importantly on the aspects and implications of an HIV-positive diagnosis and its psychological and clinical implications, There will be KPS facilitators and observers present. After this training course volunteers will be selected for volunteering duties for KPS.

***Successful applicants will be invited for further training.***

- **Loss, Grief and Bereavement training course**

A two-day training course on the aspects and implications of HIV/AIDS. This course is normally facilitated by a professional external counsellor. This course includes workshops and exercises.

***N.B***

*Registered clients (service users) of Kernow Positive Support wishing to offer themselves in a volunteer role may **NOT** need to complete all compulsory training requirements. Training needs will be assessed by Client Welfare Services and will be discretionary.*

# *Section 6*

## **Compulsory Training Requirements for Befriending & Outreach duties**

Kernow Positive Support requires all prospective volunteers working in the future KPS Befriender Scheme and Outreach to complete the following training before being allowed to work in these areas.

- **Loss, Grief and Bereavement Weekend Course**

A two-day training course on the aspects and implications of HIV/AIDS. This course is normally facilitated by a professional external counsellor. This Course includes workshops and exercises.

- **Self Awareness, Listening Skills and Boundary Setting**

A six-week course (*two hours per evening*). This is a self-development course, but with emphasis on **basic** counselling skills.

- **Welfare Rights**

A one-day course on various aspects of Welfare Rights for people who are infected/affected by HIV. Course content may vary from time to time to include; Hardship Funding, DWP Benefits etc. (*this course is optional for those only wishing to work on the help line and outreach*)

### ***N.B***

*Registered clients (service users) of Kernow Positive Support wishing to offer themselves in a volunteer role may **NOT** need to complete all compulsory training requirements. Training needs will be assessed by Client Welfare Services and will be discretionary.*