

TRAINING SOLUTIONS

SPECIALIST TRAINING PROVIDER

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Report Writing

COURSE OVERVIEW

The aim of this course is to equip professional childcare workers and educationalists with the skills to report incidents accurately, in a manner that safeguards young people and workers, protects relationships and allows for adequate accountability and the development of a reflective approach to practice.

COURSE CONTENT

- ✓ Know who reports are written for and be aware of the effects of language in a written report
- ✓ Consider the impact of written reports on service users
- ✓ Give a clear account of any resolution
- ✓ Have clarified basic rules of English grammar
- ✓ Have clarified the legal framework

CERTIFICATION

Attendance Certificate

WHO SHOULD ATTEND:

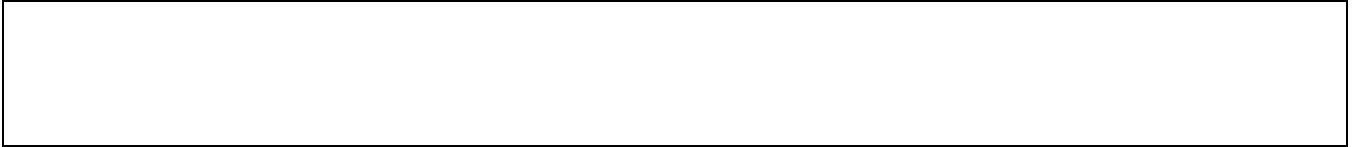
Residential and education staff and foster carers who have completed induction training and wish to develop their professional role.

UNITS COVERED:

2.2a, 2.2b, 2.2c, 4.1c, 4.1d, 4.2b, 4.3c, 4.4a, 4.4b, 4.4c, 4.4d, 4.4e, 4.4f

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