

## Awareness Course Outline:

### Report Writing

<b>Course Title:</b>	<b>Report Writing</b>
<b>Overview:</b>	<p>The course is aimed at care staff who work in adult and child care services. This includes residential, supported living and domiciliary settings.</p> <p>It looks at all aspects of information handling and recording procedures that care staff have to undertake on a daily basis.</p>
<b>Course Content:</b>	<p>Information Handling Records and Reports Improving Report Writing Skills Confidentiality Legislation and Guidelines</p>
<b>Methods Used:</b>	<p>Discussions Questioning Accelerated Learning</p>
<b>Venue:</b>	To be arranged
<b>Course Duration:</b>	Half Day
<b>Certificate:</b>	Essential Learning Certificate of Attendance