

### PRE-REQUISITES

The entry requirements for the Special Needs Care and Management Course are: Leaving Certificate or equivalent qualification or relevant life/work experience. However a desire in working with people who have special needs is adequate.

### CONTACT INFORMATION

**Instructor**

**Facilitator**

**Programme Manager**

**Rebecca Oliver**

### COURSE SCHEDULE

**Refer to back.**

### COURSE INFORMATION

- Be familiar with ways of relating to children with special needs.
- Be capable of creating and maintaining appropriate relationships with children, their parents, their primary carers, teachers and other professionals.
- Acquire knowledge, skills and competence in the role of the special needs assistant.
- Reflect on their abilities and aptitudes to work as a special needs assistant.
- Demonstrate good practice in working as a special needs assistant.

### LEARNING OUTCOMES

This special needs care and management course is designed to enable learners to acquire the knowledge and skills required to work safely and effectively, as special needs assistants under direction. A unique feature of the special needs care and management course is the work experience component, arranged in organisations under experienced and qualified professionals. By the end of this course student should:

- Outline the impact of a range of special needs on communication styles and needs
- Examine the importance of non-verbal communication.
- Explore practical ways of relating to children with special needs including the use of communication aids where appropriate.
- Identify the personal challenges and opportunities associated with creating and maintaining relationships with children with special needs.
- Acknowledge the role of family/Whanau as the child's primary care givers.
- Explain the rights of children with special needs in relation to personal autonomy, participation and choice in decision making.
- Understand the Code of Rights, and the Mental Health and Intellectual Disability Act
- Understand the importance of on-going training, reflection, supervision and support
- Identify bicultural perspective on Treaty of Waitangi, Houora, Noho Marae
- Relate appropriately to parents, teachers and other carers.
- Understanding the ability needed to work as a support person for people under Mental Health in communities

## COURSE CONTENT BREAKDOWN BY SESSION

### DEAFINITELY AWARE

The programme covers:

- Effective communication strategies
- Overview of the Deaf community
- Deaf culture and Deaf history
- What is a Deaf friendly environment
- Making information accessible for Deaf people
- Sign language
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Workshop provided by **Deaf Aotearoa**

### FIRST AID

This course is the standard course for Workplace First Aiders or anyone needing a good knowledge of first aid. This first aid course has been designed to provide you with the confidence you are truly competent enough 'at the scene' to recognise life threatening situations and to offer vital assistance to the patient before more experienced help arrive. Completion of this First Aid – Level One Course qualifies students as a trained first aid person as described in the guidance notes published by the Department of Labour to help employers comply with Health and Safety in Employment legislation.

### Introduction to the Code, HDC and advocacy

Covers the purpose of the Act and what it provides for, the Code of Consumers' Rights and the role of health and disability advocates in assisting consumers to take action to resolve complaints.

Provided by the **Health and Disability Advocacy 5700850 2.5HOURS**

### MENTAL HEALTH MH101

Developed to give greater confidence to:

- recognise mental distress
- relate better to those experiencing mental illness
- respond in an appropriate way by providing you with practical tools and ideas.

MH101 has been designed for those working on the frontline of government and social sector agencies, but is ideal for anyone who may work alongside people with experience of mental illness and/or addictions. If your day-to-day work puts you in contact with people from a wide spectrum of backgrounds.

Training provided by **Blue Print**

### CHILD DEVELOPMENT

**Doctor Leo Buchanan**

**Content to be advised**

### **TELL ME ABOUT DOWNS SYNDROME? "A Parents Perspective"**

- What is Down Syndrome?
- Why does Down syndrome happen? Developmental areas of Down Syndrome  
Brief explanation of different developmental needs of children with Down syndrome.
- Early Intervention  
Brief explanation of what early intervention is and what it involves.
- Health Problems  
Brief explanation of the congenial health problems that children with Down syndrome may have. Taught by teacher and Downs Syndrome Associations Coordinator **Catherine Handson**

## **EPILEPSY CARE AND MANAGEMENT**

People will have an understanding of the following topics:

- Epilepsy "What it is?"
- Seizure types
- Personal safety
- Recording seizures
- First Aid

This is part of the Epilepsy Association of New Zealand, guidelines and will be taught by Epilepsy Field Officer

## **TRAINING FOCUSED ON NEW ZEALAND CULTURE**

Bicultural perspective on:

- Treaty of Waitangi
- Houora
- Noho Marae

Training provided by **Tautoko Services** who is registered with NZQA as a Private Training Establishment

## **TRAINING TO ENHANCE SUPPORT STRATEGIES**

**Understanding Impairments** This is a 3 hour workshop for generic organisations or anyone wanting to gain an understanding of impairments. It is particularly useful for teacher aides and home care workers.

**Moving Towards an Ordinary Life** -This workshop focuses on supporting people, whose behaviour challenges, to live ordinary lives in the community.

**Positive Approaches to Challenging Behaviour (level two)** This is a 6 hour workshop following on from Moving Towards an Ordinary Life. The workshop focuses on supporting people, whose behaviour challenges, to live ordinary lives in the community and has more of a focus on intervention strategies.

**Effective Teaching** - This is a workshop for anyone working alongside disabled people with a focus on teaching new skills. Training provided by **Tautoko Services** who is registered with NZQA as a Private Training Establishment

## **AUTISM**

- Identify the symptoms of Autism, describe screening techniques for Autism, and recognize the diagnosis of Autism.
- Identify and evaluate various treatments of Autism.
- Describe ways to manage autism.
- Identify the differences between managing a child with Autism and managing an adult with Autism.
- Demonstrate various techniques to communicate

Training provided by **Autism NZ**

## **ASPERGERS SYNDROME**

- Identify the symptoms of Aspergers, describe screening techniques for autism, and recognize the diagnosis of autism.
- Identify and evaluate various treatments of Aspergers.
- Describe ways to manage Aspergers.
- Identify the social and learning needs of teenagers with Aspergers
- Demonstrate various techniques to communicate

Training provided by **Autism NZ**

## **ADD/ ADHD AND GLOBAL DIAGNOSIS**

- Definitions
- Characteristics, prevalence and types
- Causes, assessment and diagnosis
- Education, behavioral and medication interventions
- Family issues

Training provided by **Doctor Leo Buchanan**

## **ABUSE**

- What is child abuse and recognising it
- Neglect, physical abuse, sexual abuse
- Family Violence
- What to do if you are worried about a child
- Speaking up for young people
- A closer look at the signs of abuse

Training provided by **C.Y.F.S**

## **CARE SUPPORT AND TECHNIQUES**

- Identify professional qualities in service providers.
- Patient types and what they expect in the way of service.
- Your service attitude.
- Communication and can-do language.
- Internal customer – support and commitment.
- Developing patient loyalty.
- Identifying and handling patient concerns.
- Developing a patient service profile.
  
- Have an understanding of what patients/families and staff want, expect, and why.
- Complete a self analysis of their own service skills and attitude.
- Learn how to do deal with their own and others attitudes in a positive way.
- Understand their own stress levels and how to manage it.
- Learn techniques to deal with emotional patients and staff.
- Understand how to build trust and rapport.

**Training provided by Kiwi Host**

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## **INSTRUCTIONAL METHODS USED**

Students of our professional certification course are taught by and work alongside the foremost professionals in special needs care, receiving rigorous and comprehensive training to provide students with the knowledge and skills that are required by carers who aspire to work directly with a wide range of children with special needs and their families. Through highly individualized instruction, video-assisted learning, comprehensive presentations and extensive hands-on experience with children and adults with special needs, students will participate in a completely unique professional development opportunity.

## **COURSE EVALUATION PROCESS**

The assessments for the Special Needs Care and Management course include: a combination of appropriate assessment procedures will facilitate the assessment of learning outcomes of the course.

**Skills Demonstrations 50%**

**Learner Record 50%**

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