

SHETLAND BEREAVEMENT SUPPORT SERVICE



'minding you while you mind them'

Registered Charity in Scotland SC037782

APPLICATION PACK

COSCA Accredited

Training Course in Bereavement Support

Course Content:

The course covers key counselling skills and models of the process of grief and bereavement. It is taught in an experiential way in order to allow participants to develop the foundation of awareness, skills and knowledge they will need to begin work as bereavement support workers.

1. Professional Development:

The counselling approach used on the course is an integrative one which teaches counselling skills within the contexts of bereavement and loss. The course is suitable as a professional development course for professionals who work with bereaved people or for those working in a voluntary capacity with issues of grief and loss. The course was produced in association with Shetland College.

2. Entry Requirements

This course is intended for applicants who have already successfully completed a Certificate in Counselling Skills or equivalent.

The course is not usually suitable for anyone who has suffered a recent significant personal loss or bereavement.

Role play and simulated practice are used on this course and participants are expected to be prepared to address their own issues. It must, however, be emphasised that the course is a training group and **not** a therapy group.

3. Content and Time Commitment

The course will consist of one induction/introduction session followed by 6 training sessions, and focuses on the participants' own experience of loss as well as looking at psychological models and theories of the process of grieving and the experience of loss. The course aims to offer the opportunity to develop existing awareness, knowledge and counselling skills and to integrate these with the awareness, knowledge and skills required to engage in bereavement care.

Anyone who cannot attend the whole range of dates must wait until they can commit themselves to attending the entire course.

The dates below are provisional and may be changed to suit participants availability. Unplanned absence for unforeseen circumstances will be given individual consideration.

Dates

Induction Session 6-8pm

Fri 21st April 2023

6 training sessions 9.30am - 4pm

Sat 29th April

Sun 30th April

Sat 13th May

Sun 14th May

Sun 11th June

Sun 18th June

Venue

All training will be delivered at Market House, Lerwick.

This training is not suitable for online/remote delivery.

Coffee/Tea will be provided. Please inform the trainers if you have any dietary requirements.

Students are required to bring their own lunch.

4. Volunteering with SBSS

Volunteering with SBSS is very rewarding and comes with a multitude of benefits.

SBSS offers a free and confidential one to one bereavement support service to adults and children living in Shetland. Support workers operate on a voluntary basis, giving their time freely to support clients. In response, SBSS will support all volunteers ensuring they have the relevant training, are not 'out of pocket' by covering travel and supervision costs, and offer further relevant training, CPD and peer support as required. A copy of our volunteer agreement is attached for information.

Please get in touch if you want to find out more.

Further information about SBSS can be found on our website:

www.shetlandbereavementsupportservice.com

SHETLAND BEREAVEMENT SUPPORT SERVICE

VOLUNTEER AGREEMENT POLICY

Policy

Shetland Bereavement Support Service (SBSS) want our volunteers to have an enjoyable and rewarding volunteering experience and believe this is most likely to result if there is:

- A commitment from you, the volunteer, to help us provide the best possible service, and
- A commitment from SBSS to treat you well as a volunteer.

This agreement sets out the most important terms of those commitments.

What you can expect from SBSS

- Fair, considerate treatment and recognition of the value of your volunteering.
- An introductory talk with SBSS, giving information about our organisation, the service we provide, your responsibilities as a volunteer, and any other matter affecting your volunteering.
- Ongoing assistance, guidance and support from the Chair and Management Committee.
- A clear indication of when you will be needed and tasks you will be expected to undertake.
- Adequate warning of any changes to the agreed routine.
- Out of pocket travel expenses in connection with your volunteering.
- Involvement in any decision-making which will affect your volunteering, and notification of any changes or developments within our organisation which will affect you.
- Appropriate training to enable you to do the required tasks.
- Information on the organisation's policies, disciplinary and grievance procedures, and guidance on how to make a complaint.
- Consideration for your health, safety and welfare.
- Confidentiality.
- Appropriate insurance cover.

What SBSS expects from you

- An agreement to adhere to the policies, procedures and guidelines of our organisation.
- Agree to adhere to COSCA Statement of Ethics and Code of Practice
- Support for the aims of SBSS.
- Reliability and punctuality in carrying out all the tasks you have agreed to do.
- Due warning of your unavailability, given as soon as possible.
- Honesty in all your dealings with the organisation and the community we aim to serve.
- Teamwork and co-operation with other volunteers and staff; courtesy and consideration towards them, our organisation's clients and the community.
- Your attendance at training and support meetings, and a contribution to decision-making.
- Due warning when something is wrong, or if you have any problems, whilst volunteering.
- A responsible attitude to your own health and safety, and that of others.
- Confidentiality regarding your dealings with customers.

This is not a contract of employment.

Shetland Bereavement Support Service

PRIVACY POLICY

Shetland Bereavement Support Service (SBSS) needs to gather and use certain information about individuals. These can include clients, organisations, volunteers, employees, business contacts and other people the organisation has a relationship with or may need to contact.

This privacy policy sets out how SBSS uses and protects any information that you give us, ensuring that your privacy is protected in accordance with data protection law.

WHAT WE COLLECT

We may collect the following information:

- Name
- Contact information including email address
- Demographic information such as postcode, preference and interests
- Other information relevant to our service

WHAT WE DO WITH THE INFORMATION WE COLLECT

We require this information to understand your needs and provide you with the service you require, and in particular for the following reasons:

- Internal record keeping
- Service management
- We may use the information to improve our products/services
- We may periodically send information which we think you may find interesting using the contact information which you have provided
- From time to time, we may also use your information to contact you for research purposes.
- We may use the information to customise our website according to your interests
- We may use it to publicise our services.

SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have out in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We will retain your data for as long as we need it in order to fulfil our purposes set out in the Privacy Policy or in order to comply with the law.

WEBSITE

HOW WE USE COOKIES: Cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web providers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

LINKS TO OTHER WEBSITES: Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

If you feel that we are not abiding by this privacy policy, you should contact us immediately using the contact details below.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us immediately using the contact details below. We will promptly correct any information found to be incorrect.

REQUESTING ACCESS TO YOUR PERSONAL DATA

You have a right to request access to the personal data that we hold about you.

If you would like to receive a copy of your personal data, or if you have a question in relation to your personal data, please contact us using the contact details below.

Email: sbss@shetland.org

Phone: 01595 743933

Post: SBSS, Market House, 14 Market Street, Lerwick, Shetland, ZE1 0JP

(Please return this part to SBSS)

APPLICATION FORM

BEREAVEMENT & LOSS COURSE

YOUR DETAILS	
Title	
Full Name	
Address	
Post Code	
Date of Birth	
Email	
Phone	
Occupation	
<p>It is usually recommended that people do not attend this course if they have been recently bereaved. Prospective trainees can discuss their experience of loss with one of the trainers prior to submitting this form. In this case, please contact Ellen Hughson who will ask a trainer to contact you. Please tell us below about any significant bereavement you have experienced:</p>	
<p>Why do you wish to undertake the training? Please tick as appropriate:-</p>	
<input type="checkbox"/>	To become a Shetland Bereavement Support Service volunteer
<input type="checkbox"/>	For my own Professional Development as:
<input type="checkbox"/>	Other (please state):

Shetland Bereavement Support Service will cover the fees for this training for individuals who have expressed an interest in volunteering with the service. For organisations and individuals who would like to undertake this training to develop their staff or for their own personal development, a fee will be charged.

Please indicate below which category you belong to.

FREE <input type="checkbox"/>	Shetland Bereavement Support Service volunteer
£300 <input type="checkbox"/>	Charge my employer
£200 <input type="checkbox"/>	Individual – Personal Development
£80 <input type="checkbox"/>	Individual – student / over 65's concession

PREVIOUS TRAINING OR EXPERIENCE IN COUNSELLING

<input type="checkbox"/>	None
1 Name of course	
Organisation	
Length of course	
Certificate	
2 Name of course	
Organisation	
Length of course	
Certificate	
3 Name of course	
Organisation	
Length of course	
Certificate	

PREVIOUS EXPERIENCE IN HELPING ROLES

1 Organisation	
Period of time	
Role	
2 Organisation	
Period of time	

Role	
REFERENCES Please give the names and addresses of two people, one of whom should be a trainer on a counselling course you have completed.	
1 Name	
Relationship to you	
Address	
Post Code	
Phone	
Email	
2 Name	
Relationship to you	
Address	
Post Code	
Phone	
Email	
Any other information Should you wish to add any information, please do so below:	

DECLARATION

- I certify that all of the information I have given on this form is correct and complete.
- I have read and understood SBSS's Privacy Policy and agree for my personal information to be stored for the purposes of accessing training through SBSS.

Signed	
Date	

Please return form to: Ellen Hughson

Via email: sbss@shetland.org

OR via post: Shetland Bereavement Support Service
Market House
14 Market Street
LERWICK
ZE1 0JP

Closing date for applications : **15th April 2023**