



Step by Step Guide

**To Achieving DANOS
Workplace
Competencies**



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For more information or a free consultation on meeting the DANOS requirements including mapping of job descriptions to the DANOS units

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Service User Involvement

A variety of our training is available for Service Users from OCN Entry Level to Level 3.

Including:

- Confidence Building
- Drugs Awareness
- Alcohol Awareness
- Harm Reduction

Costs

In-House Training
Maximum 12 Learners

DESCRIPTION	AMOUNT
Delivery of 1-day training session for maximum 12 learners	£800
OCN registration, assessment and submission of portfolio for OCN accreditation per learner	£30 per learner
Electronic/Telephone Tutorials	

KCA's Certified Programme of Core Competencies Specific to the Drugs Field

The primary aim of training and development is to ensure that staff develop the skills, knowledge and attitudes to fulfil their job descriptions and deliver quality services.

The following step by step guide plots a route to achieving DANOS competencies that takes into consideration all levels of skills and knowledge.

The benefits of staff studying with KCA (UK)

Only 9 learning days throughout the year.

Spread over 9 months allowing staff time to fit their work and personal commitments around studying, and minimising time out of the workplace.

Individual template portfolio available in hard or electronic copy for each unit, containing all relevant resources to achieve the DANOS competencies

Tutors available for support in compiling portfolios by email or telephone, throughout the programme.

No hidden costs prices include all materials and learner registration and accreditation fees.

Local venues for independent learners

No exams to sit just a portfolio to complete for each unit.

Costs

In-House Training Maximum 20 Learners

DESCRIPTION	AMOUNT
Delivery of 1-day training session for maximum 20 learners	£800
OCN registration ,assessment and submission of portfolio for OCN accreditation per learner	£30 per learner
Electronic/Telephone Tutorials	

Individual Learners

DESCRIPTION	AMOUNT
Delivery of 1-day training session, OCN registration, assessment and submission of portfolio for OCN accreditation.	£150 per learner
OCN registration, assessment and submission of portfolio for OCN accreditation	£89 per learner
Electronic /Telephone Tutorials	

In-house training can be delivered to partnered DAAT's and multi-agency groups in a central location.

8. As a line manager what do I need to do?

- Be aware which staff members are going through the accreditation process.
- Be familiar with the Assessment Criteria and Learning Outcomes that need to be evidenced.
- Be familiar with the options available to evidence skills/knowledge/competence in the subject.
- Review progress towards demonstrating learning outcomes on a regular basis in line management.
- Make yourself available to observe agreed interactions between the member of staff and a service user.
- Complete the required paperwork, including updating the student achievement record.
- Be aware of the agreed time limit for portfolio completion and ensure staff work within that.

9. Work based assessment.

- Line managers should be aware of which staff are going through the accreditation process.
- Monitoring progress towards the evidence base should form part of regular ongoing line management.
- Completed paperwork should be added to the portfolio as evidence.
- Support/mentoring from KCA Tutor/Assessors will be available by email or telephone.

Step 1

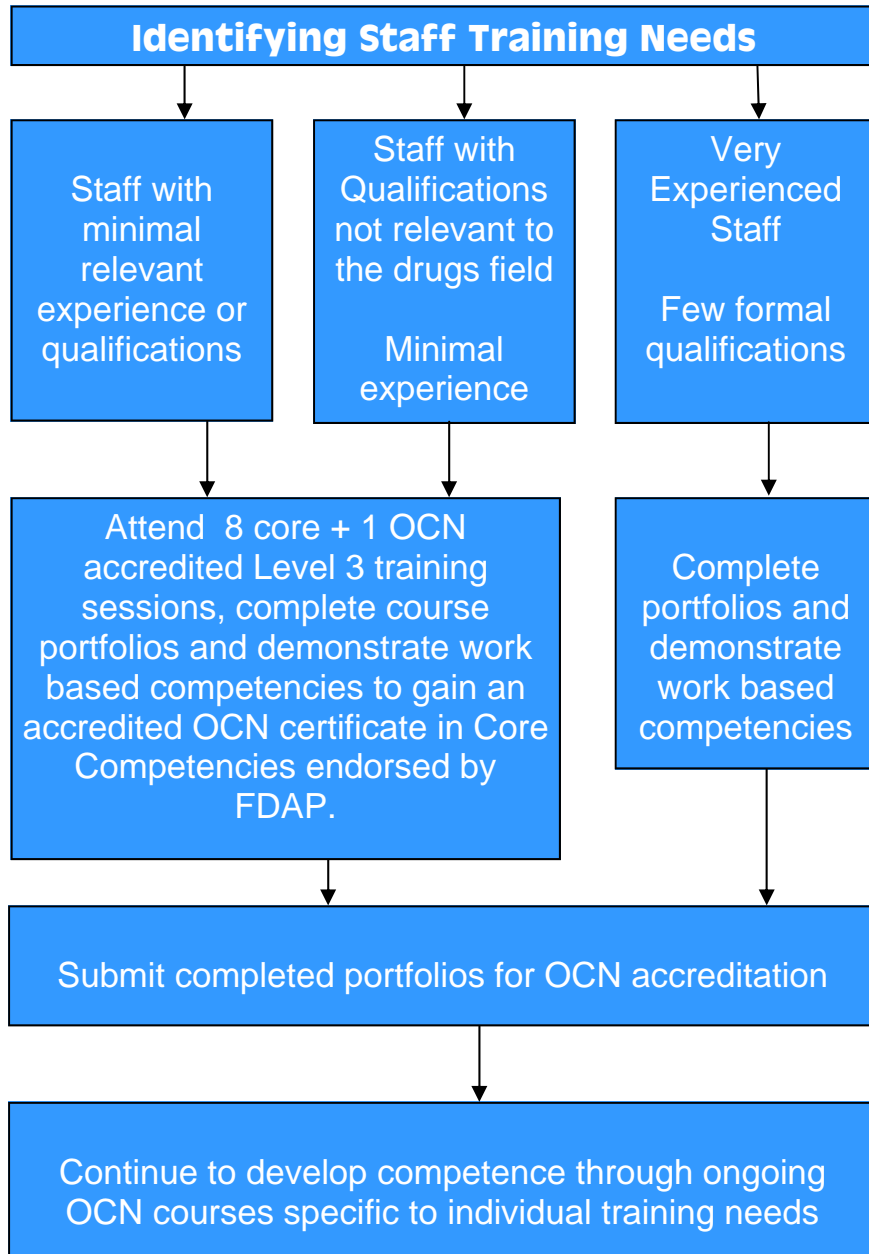
Training for Managers 2 hour workshop

Aim:

- To prepare managers to take forward the DANOS competencies within the workplace.
- To familiarise managers with the process required for the successful completion of the OCN (Open College Network) accredited training.
- To build an integrated model that includes these processes in line management.
- To assist managers in overcoming resistance to change, by providing a seamless model for achieving DANOS competencies within the workplace.

Step 2

Staff Training



4. What about other forms of evidence?

Where staff are not confident about their writing skills, the following evidence can be used:

- Practical demonstration
- Photographic evidence
- Practice file
- Tape recordings

5. What will be the time frame for completing the portfolios?

Staff will be given up to 12 months to complete their portfolios for submission.

6. Will staff have to complete a portfolio for each training day?

Yes they will, but they can focus on one, get that completed and then move on to the next one.

7. If established staff want to go through the accreditation process, will they have to attend the training days?

Not necessarily, they can if they choose. Alternatively they can be sent copies of the portfolio to complete within a given time frame.

Frequently Asked Questions

1. Why have accredited training?

- To fulfil NTA requirement for staff to be able to demonstrate competence at NVQ/OCN Level 3.
- To ensure that all staff who do not hold a professional qualification in the substance misuse field, have the opportunity to meet the DANOS requirements in the job description.

2. How will competence be demonstrated?

On the day:

- Through completing identified learning outcomes and assessment criteria.
- Completing worksheets, peer evaluation sheets and witness statements.
- Written work

Work-based competency will be evidenced in the workplace.

3. What paperwork is involved?

- Portfolio.
- Observation sheets / witness statements / report / practice file.
- Case study, essays, reflective journal.
- Student achievement record.

OCN Training Units

The following OCN Level 3 accredited learning units, together, underpin the requirements identified in the 8 core + 1 specialist DANOS competencies.

Training on all 8 core learning units and 1 specialist unit, will provide a foundation for the completion of portfolios which will demonstrate knowledge and skills.

Work-based competencies (as assessed by manager/specialist leads) will provide additional evidence for inclusion in the portfolio to further demonstrate learners levels of knowledge and skills, in line with NTA requirements.

Successful learners will gain an accredited OCN certificate in Core Competencies endorsed by the Federation of Drug and Alcohol Professionals (FDAP).

8 Core Units

Course Title	DANOS Competencies	
Drug Awareness	AA1 AC1 AD1	Recognise indications of substance misuse and refer individuals to specialists. Reflect on and develop your practice. Raise awareness about substances, their use and effects.
Substance Misuse Assessment and Risk Assessment	AA3 AB1 AB2 AB4 AB5 AF1 AF2 AF3	Support individual to access and use services and facilities Support individuals when they are distressed. Support individuals who are substance users. Contribute to the protection of individuals from harm and abuse. Assess and act upon immediate risk of danger to substance user. Carry out screening and referral assessment. Carry out an assessment to identify and prioritise need. Carry out comprehensive substance misuse assessment.
Care Planning including Record Keeping and Record Management	AG AG1 AG2 AG3 AI AI2	Plan and review integrated programmes of care for substance misusers. Plan, develop, implement and review care plans for individuals. Contribute to the care planning review. Assist in the transfer of individuals between agencies and services. Deliver services to help individuals address their substance use. Help individuals address their substance use through an action plan.
Brief Focussed Interventions	AA2 AA6 AB2 AB4.2	Relate and interact with individuals. Promote choice, well being and the protection of all individuals. Support individuals who are substance users. Contribute to minimising the effects of dangerous, harmful and abusive behaviour and practices.

Final Step

KCA's Role

From step 1 to the final step of awarding OCN accreditation KCA will maintain quality assurance throughout, providing a seamless service for ease of transition throughout the process

KCA will:

- Deliver training by OCN accredited tutor/assessors
- Provide electronic tutor support for managers and staff by KCA tutor/assessors
- Internally moderate portfolios for OCN submission
- Organise external moderation/quality assurance by OCN

Optional Specialised Training Units

Course Title	DANOS Competencies	
Engaging and Retaining Clients in Treatment	AA1 AA2 AA6	Recognise indications of substance misuse Relate to and interact with individuals Develop supportive relationships that promote choice and independence
Motivational Interviewing	AA2 AA6 AB2 AB4.2 AB1	Relate and interact with individuals. Promote choice, well being and the protection of all individuals. Support individuals who are substance users. Contribute to minimising the effects of dangerous, harmful and abusive behaviour and practices. Support individuals who are substance users.
Addressing Individuals Offending Behaviour	AJ1 AJ2	Help individuals address their offending behaviour. Enable individuals to change their offending behaviour
Providing Education and Prevention Activities	AD1 AD2 AD3 AD4	Raise awareness about substances, their uses and effects. Facilitate learning through presentations and activities. Facilitate group learning. Develop and disseminate information and advice about substance use, health and social well being.
Alcohol Awareness	AA1 AC1 AD1	Recognise indications of substance misuse and refer individual to specialist Reflect on and develop your practice Raise awareness about substances their use and effects

The 8 Core Units

Course Title	DANOS Competencies	
Working with Diversity	AA4 AB4 AC1 AC3 AC4	Promote the equality, diversity, rights and responsibilities of individuals. Contribute to the protection of individuals from abuse. Reflect on and develop your practice Contribute to the development of the knowledge and practice of others. Support and challenge workers on specific aspects of their practice.
Preventing and Managing Abusive and Aggressive Behaviour	AB3 AB4	Contribute to the prevention and management of abusive and aggressive behaviour. Contribute to the protection of individuals from abuse.
Working with those with a Dual Diagnosis	AF1 AF2 AF3 AI1 AI2	Carry out screening and referral assessment. Carry out triage assessment. Carry out comprehensive substance misuse assessment. Counsel individual's about their substance use using recognised theoretical models. Help individuals address their substance use through an action plan.
Harm Reduction	AB2 AB4 AB8 AC1 AD1	Support individuals who are substance users. Contribute to the protection of individuals from harm and abuse. Contribute to assessing and act upon the risk of harm and abuse. Develop your own knowledge and practice. Raise awareness about substances, their use and effects.

Step 3

Optional Specialist Units

Managers and staff identify an additional specialist unit which provides the best match for the DANOS competencies as identified in the job description.

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Managers can also identify the individual training needs of staff to facilitate continued professional development by using a combination of the core and specialist units.

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Optional Specialised Training Units

Course Title	DANOS Competencies	
Delivering Services to Carers and those Affected by Someone Else's Substance Use	AB7 AA3 AB6	Provide services to those affected by someone else's substance use. Enable individuals to find out about and use services and facilities. Support individuals with difficult or potentially difficult relationships.
Providing Support to Individuals at Risk of Abuse	AB4 AB6	Contribute to the protection of individuals from abuse. Support individuals with difficult or potentially difficult relationships, including helping substance users maintain relationships with their children.
Working with Injectors	AB2 AB2.1 AB2.2 AB2.3 AC1 AC1.1 AC1.2 AD1 AD1.1 AD1.2	Support individuals who are substance users Enable individuals to adopt safe practices associated with substance use Support individuals when they have used substances Support individuals in reducing substance use Develop your own knowledge and practice Reflect on and evaluate your own values, priorities, interests and effectiveness Incorporate new knowledge and values about substances, their use and effects Raise awareness about substances, their use and effects Increase individuals' knowledge and values of substances, their use and effects. Increase individuals' knowledge and understanding of substances, their use and effects.

Optional Specialised Training Units

Course Title	DANOS Competencies	
Working with Women Drug and Alcohol Users	AA1 AA4 AB2 AB6	Recognise indications of substance misuse and refer the individual to a specialist. Promote the equality, diversity, rights and responsibilities of individuals. Support individuals who are substance users. Support individuals to deal with relationship problems.
Make use of Supervision	AC1 AC2	Reflect on and develop your practice Make use of supervision.
Hepatitis C	AB1 AF2 AG2 AG3 AH4 BD3 BE3	Support individuals when they are distressed Carry out assessment to identify and prioritise needs. Contribute to the development, provision and review of care programmes. Assist in the transfer of individuals between agencies and services. Support individuals in undertaking health care. Ensure own actions reduce risks to health and safety. Under take research for the service and its clients
Fatal and Non Fatal Overdose	AB2 AB5 AD1	Support individuals who are substance users. Assess and act upon immediate risk of danger to substance users. Raise awareness about substances, their use and effects.

Optional Specialised Training Units

Course Title	DANOS Competencies	
Supply and Exchange of Injecting Equipment for Individuals	AH3.1 AH3.2 AH4	Conduct initial assessment and provide advice. Supply and exchange injecting equipment. Support individuals to undertake and monitor their own health.
Supporting Individuals Rehabilitation	AK1 AK2 AK3 AK4	Assist individuals to explore future employment, training and education opportunities. Assist individuals to plan for future employment, training and education. Enable individuals to access housing and accommodation. Enable individuals to administer their financial affairs.
Working with Stimulant Users	AB2 AB6 AD1	Support individuals who are substance users. Support individuals to deal with relationship problems. Raise awareness about substances, their use and effects.
Working with those with, or at Risk of, Blood Borne Viruses	AA6 AB2 AD1 AG3	Promote choice, well-being and the protection of all individuals. Support individuals who are substance users. Raise awareness about substances, their use and effects. Assist with the transfer of individuals between agencies and services.