



## Safeguarding Adults Designated Officer Training

### *Frequently Asked Questions*

Who should apply?	<p>Staff who have a key role in coordinating responses to safeguarding concerns within services, such as undertaking safeguarding assessments and developing safeguarding plans such as:</p> <ul style="list-style-type: none"><li>• Adult Safeguarding Designated Officers</li><li>• Service Managers</li><li>• Safeguarding Coordinator/Managers</li></ul>
How do I to enrol?	Register on HSeLanD and search the Course Catalogue for Adult Safeguarding Designated Officer programme
Who can access HSeLanD?	HSeLanD is available to health and social care staff at all levels across the statutory (HSE) and voluntary Health and Social Care sector agencies throughout the Republic of Ireland (Section 38 and 39). It is also available to 3rd level Health and Social Care undergraduate students as well as agency professionals engaged by the HSE.
I've enrolled on HSeLanD – now what?	Complete the stage1 webinar and then choose a date for stage 3 interactive workshop.
Is there CPD points awarded Awarded 7 CEUs by NMBI	CORU applicants can apply for credits through the CPD process.
There is no workshop date to choose (for stage 3 workshop)	The NSO are scheduling a mix of online and classroom workshops with approximately 4 per month. From time to time all our dates are fully booked. Workshops dates are only shown if spaces are available and the closing date has not passed. If no dates are available check back (in HSeLanD) as we regularly add new dates. Spaces may also become available as cancellations arise.

When will I receive the deskwork to complete?	Deskwork is sent approx. 4 to 5 weeks in advance of your chosen workshop date. You will then have 2 weeks to complete and submit it.
How do I upload my completed deskwork?	<a href="#">See the guide here.</a>
I have registered for a workshop date and now I can't make it.	You need select session transfer within the programme on HSeLanD. You will then be able to choose an alternative date.
I can't get the deskwork completed by the specified date	You need select session transfer within the programme on HSeLanD. You will then be able to choose an alternative date.
I have registered for an interactive workshop. When will I receive the link?	You will get an initial enrolment confirmation for your chosen stage 3 workshop date from HSeLanD. The link for online interactive workshops is sent to your email in the days prior to the workshop.
I have registered for an in-person workshop. When will I receive the exact address?	You will get an initial enrolment confirmation for your chosen stage 3 workshop date/location from HSeLanD. The exact room location/address for in person workshops is sent to your email in the days prior to the workshop
How do I get a certificate of completion?	After your attendance at the stage 3 interactive workshop the NSO will mark off your attendance. Login to HSeLanD and your certificate will be under the 'certificates' tab. You may be required to complete an evaluation on HSeLanD before your certificate becomes available to you.
I have a question that isn't answered here	Get in touch with the National Safeguarding Office Email: <a href="mailto:safeguarding.socialcare@hse.ie">safeguarding.socialcare@hse.ie</a> Tel: 061 461165