



GWASANAETH DATBLYGU
GWEITHLU GOFAL CYMDEITHASOL

CWM TAF

SOCIAL CARE WORKFORCE
DEVELOPMENT SERVICE

Un sector : un gweithlu • one sector : one workforce

TRAINING SCHEDULE FOR ADULT DIRECT CARE PROVIDERS

October 2023 -
March 2024

Table of Training Courses

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Welcome to this edition of the Cwm Taf Social Care Workforce Development Service schedule of training events for October 2023 – March 2022.

The key features of this programme are:

- The programme has been produced in this format to enable managers to plan staff release for the courses that may benefit their staff.
- Courses are listed alphabetically.
- There is also a chronological calendar at the end of the schedule to show when all training sessions are taking place in relation to each other.
- You will be able to nominate staff **four months** in advance. However, please note you will only have confirmation of places, 7 weeks in advance..
- The later dates are published at this time for your information only to assist in planning rotas etc.
- This training is available to staff working across the Rhondda Cynon Taf and Merthyr County Borough boundaries unless otherwise specified in the course details
- If there are particular training topics that you would like to see in any subsequent programme, please get in touch with the relevant training officer:
 - Sarah Williams – training for direct care work in residential, nursing, domiciliary and day settings - Sarah.J.Williams@rctcbc.gov.uk
 - For moving and handling enquiries and first aid advice please contact Catherine Brown by emailing Catherine.D.Brown@rctcbc.gov.uk. Please note that Catherine is up to her capacity at the minute with H&S courses and will be unable to assist in training delivery.
 - For Vocational Qualifications, induction or safeguarding enquiries please contact Jillian Davies by emailing Jillian.Davies@rctcbc.gov.uk
- Please note that there is a limit to the amount of Health and Safety training that is allowable under grant conditions, as these topics are an employer's statutory responsibility.
- All the training in the schedule continues to be free of charge.

Most training on offer has now transferred to a digital format.

Booking process

If you wish to attend any of the courses identified in this programme, please complete the electronic booking form sent with the schedule. Clearly stating which course you wish to attend and on what date. If you would like an email version of the form, or if you have any queries then please contact Deana.Newport@rctcbc.gov.uk

Please check the “**Target Audience**” carefully before making any nomination, so that the right people go on the right courses. Some courses are only available to those working in RCT and other courses are only available to those working in Merthyr so it is important to check on the course details prior to nominating individuals.

Many of our courses are extremely popular and tend to get booked up very quickly. Please do not send members of staff who have already attended the same course again, unless it is an ongoing development opportunity.

If you have a new member of staff, please check to see if they have attended courses run by the training and development team with their previous employers.

The booking form must be completed with the details of a **named** member of staff. We can not hold places for unspecified staff. This is because we can not enter the data on to our computer system and reserve the place without this information.

Once completed, please return to socialcaretraining@rhondda-cynon-taff.gov.uk

We will need the email address of the participant for them to join the training.

We are working on a new system to ensure that managers are notified of allocated places. If you need to check if staff have been allocated a place, please get in touch with the training team socialcaretraining@rhondda-cynon-taff.gov.uk

If a particular course is oversubscribed, the person will be placed on a reserve list.

Five weeks prior to the training confirmation will be sent out to the organisation that has booked the course. It is for managers to pass on this information to their staff prior to the course taking place. The course programme is the final confirmation that places have been secured on the training. If courses are under subscribed at this time period maybe subject to change.

If you have to substitute staff through sickness or absence, please let a member of the admin team know at your earliest convenience.

Please can you ensure that all staff sent on training have been through this booking procedure. Unregistered staff will not be able to attend.

If you have any queries about booking a place, please contact the appropriate training officer.

Cancellations will only be accepted 7 days prior to the training date. Cancellations received after this time are counted as non-attendance. This is because the training department need enough time to re-advertise the training place to ensure that resources are used to best effect and to make sure that the training place is not wasted.



Cwm Taf Social Care Workforce Development Programme Eligibility Criteria for accessing courses 2023-24

(Excluding safeguarding training courses)

For the majority of courses on offer, priority will be given to contracted and in house social care providers working within RCT and Merthyr County boroughs. The service must be contracted via either RCT or MT Social Services Department. These courses can be accessed on an equal basis regardless of whether the service is provided by the local authority, independent or 3rd sector. To access, the staff member's work location must be chiefly within the Cwm Taf geographical boundary. The training team takes instruction to add new providers to our distribution list from colleagues in RCT or MT purchasing and commissioning teams or from colleagues in 4Cs (in respect of regulated children's settings).

The exception to this rule is any training that is covered by health and safety legislation (see appendix for what this covers). Ensuring a robust health and safety culture is an employer's responsibility that cannot be delegated. Hence there are specific exclusions within SCW's circular guidance that accompanies the grant that prohibits use of the funding in this way.

The main responsibility to train staff stays with an employer and the SCWDP fund is intended as a significant supplement to their own funds.

It is a WG condition that local authorities have to find resources to match fund the SCWDP grant. This ratio is 70% grant to 30% employer's own funds. It is expected that all organisations make similar contributions to their own training budgets. Neither the grant nor the match funding can be used for Health and Safety training.

When demand from social services has been met, the training team can consider applications from other related services including health; education; probation; police; early years settings. Distribution will be as equitable as possible for all services.

Finally, any spare capacity will be given to any other service requesting access - examples of which could be leisure, housing association, communities first, wider community groups, etc

NB - if there is a question of where a service/agency fits in terms of priority then a decision will be reached by the relevant training officer and/or workforce development manager prior to confirming.

Five important factors are considered by training officers when making allocations to partner agencies in respect of scarce resources.

1. Does the organisation have staff whose employment is based within the RCT / MT geographical area?
2. Is there a contract in place to deliver services on behalf of RCT / MT Social Services? Have we had an instruction from them to add the organisation to our distribution list?
3. Does the nominated member of staff have a job role requiring these skills?
4. Is the training relating to statutory Health and Safety obligations? (It is an employer's responsibility to ensure their staff have the requisite skills to undertake their jobs – Only 10% of SCWDP grant can be used for this sort of training)
5. If the organisation is based out of county: Has the manager approached the local SCWDP in respect of this training?

Safeguarding Training – These restrictions do not apply to safeguarding training. Please contact your local safeguarding training officer to see if there is capacity to assist.

Appendix: Terms and conditions of the SCWWDP grant

The remit letter from Social Care Wales (2023-24) states:

1. The primary responsibility for effective training, development and qualification provision for the social care workforce remains with employers. The SCWWDP grant is intended to provide a significant supplement to the resources provided by employers. (point A.4 page 1)
2. “Local Authorities are, as a minimum, required to 30% match fund the grant, an indication of allocations are indicated in Annex 2. Regions can adapt the way the 30% allocation is resourced, but 30% is a minimum contribution in order to secure the grant.” (point A.8)
 - only 10% of the SCWWDP grant can be used to support training that is solely used to comply with health and safety legislation, as these are the responsibility of the employer. This does not include training completed as part of broader training (i.e. as part of a qualification) (point A. 27). This legislation includes the:
 - Management of Health and Safety at Work Regulations 1999
 - Manual Handling Operations Regulations 1992
 - Control of Substances Hazardous to Health Regulations
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
 - Lifting Operations and Lifting Equipment Regulations 1998
 - Provision and Use of Work Equipment Regulations 1998
 - Personal Protective Equipment at Work 1992
 - Health and Safety at Work etc. Act 1974
 - Food Safety Act 1990.

The grant is subject to an annual audit and we are asked to declare what percentage of the grant has been used on H&S training.

Other training opportunities

As well as the opportunities listed in this brochure, you may be interested to know about other partner organisations that may provide support. Please note there may be a cost to attend this training.

Interlink	Voluntary Action Merthyr Tydfil
Glenview house	Voluntary Action Centre
Courthouse Street	89-90 High Street
Pontypridd	Pontmorlais
CF37 1JY	Merthyr Tydfil
	CF47 8UF
(01443) 846200	01685 353900
http://www.interlinkrct.org.uk/training/	https://vamt.net/en/services/training/

If you would like to access any of these training courses, please contact Interlink and VAMT directly on the telephone numbers listed above.

Accessibility Issues

When you are applying for courses put on through the Cwm Taf training and Development Team, please can you make sure that any digital accessibility needs are highlighted to us, and we will try our best to accommodate them (hearing, sight etc).

When making your bookings, please notify us if you have staff who:

- Are wheelchair users
- Have mobility problems
- Have hearing or sight impairments
- Have literacy and numeracy issues
- Have conditions which may be affected / aggravated by the learning environment (e.g. epilepsy)
- Have issues relating to recent surgery or injury (e.g. back problems)
- Have other learning needs which might affect their ability to participate fully

It is important to notify the social care training business admin team at the booking stage, so that information can be shared with trainers and the sessions tailored to meet the needs of learners.

Welsh language

If you would like any advice and support about how to develop Welsh language skills within your workforce, please contact Sarah Williams in the first instance. She can then put you in touch with our in house Welsh language officer/colleagues in RCT and Merthyr Tydfil.

Attending training on a virtual platform.

- Please join using the link sent via email by the course administrator.
- You may have been sent pre-course materials, please read these documents to prepare for the session.
- Make sure that you join us using a functioning electronic device such as laptop or PC and familiarise yourself with the training platform prior to the event.
- Make sure that your camera is on throughout the session and place your microphone on mute, unless requested otherwise (such as during group sessions). This ensures there are fewer distracting background noises for all participants.
- The trainer will outline any other general housekeeping rules around virtual etiquette, at the beginning of the session.
- The trainer will explain how introductions will be made either verbally or via the 'chat' facility.
- Please 'join in', active participation is vital to a successful learning experience.
- Use the chat function to pose any questions to the trainer, these will be addressed at various points during the event at the trainer's discretion.
- Electronic certificates will be e-mailed to participants on receipt of a completed evaluation, which will be sent to those who have attended and participated in the session.

Topic	Trainer	Duration
Assisted Eating (Older People's Services) Helping people with a cognitive impairment to have good nutrition and support.	Victoria Collins / Janine Cleverley (CTUHB - Speech Therapy)	9:30 a.m. – 11:00 a.m.
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
<p>Target audience: Older people direct care staff in adult social care settings <i>(including staff whose job role includes making up medicines, preparing thickening products and food)</i> who are supporting people with a cognitive impairment to eat and swallow.</p> <p><i>(This course is <u>not</u> suitable for learning disability providers – Contact Ceri Watts for opportunities relating to learning disability)</i></p>		
<ul style="list-style-type: none"> • Identifying the signs and symptoms of swallowing difficulties and the impact on the individual • Understanding the importance of textures of food and drink. • Dignity and respect when assisting a person to eat • Practical tips to support an individual when eating and drinking • The importance of following recommendations 		
Date	Venue	Closing Date
24/10/2023	Via TEAMS	05/09/2023

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Facilitator	Duration
Bereavement and Loss	Hospice of the Valley	9:30 – 1:30
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
<p>The bereavement awareness sessions are an opportunity to:</p> <ul style="list-style-type: none"> • Improve or confirm knowledge • Develop skills • Reflect on attitude and values, regarding bereavement, loss and grief • Improve confidence and competence regarding grief and bereavement support <p>Please note: this session can be emotional, and staff may benefit from support after they have attended.</p>		
Dates	Venue	Closing Date for Nominations
03/11/2023	Hawthorn Leisure Centre	15/09/2023
23/02/2024	Orbit Business Centre	05/01/2024

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Bladder and Bowel Health Training	Clinical Nurse Specialists- Bladder & Bowel Team	9:30 a.m. – 12:30 p.m.
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
Target Audience: Staff who provide care and support to older people		
Aim: To update the Home care team with current best practice in caring for individuals with bladder & bowel dysfunction alongside the use and care of urinary appliances and devises. Objectives: By the end of the session participants will have an understanding of: <ul style="list-style-type: none"> • the factors which affect continence • types & causes of incontinence • normal bladder function • aids & appliances • attitudes to continence & supporting patient dignity • Recording/documentation of bladder/bowel function 		
Date	Venue	Closing Date
19/10/2023	Orbit Business Centre	31/08/2023
08/02/2024	Hawthorn Leisure Centre	21/12/2023

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Dementia Care in Care Homes for Older Persons	Tony Waters	9:30 a.m. – 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>

Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.

Target Audience: Direct care staff working across adult social care settings.

By the end of the workshop attendees should be able to:

- Understand what the word 'dementia' means
- Have knowledge of different types of dementia and the differences between their symptoms and causes
- Take part in an exercise to experience the nature of frustration
- Appreciate that feelings matter most
- Acknowledge that all behaviour has meaning
- Consider distressed reactions and explore what lies behind them
- Explore the 5 principles of psychological need as identified by Tom Kitwood

Date	Venue	Closing Date
07/11/2023	Rhondda Sports Centre, Gelligaled Park, Ystrad, CF41 7SY	19/09/2023
19/01/2024	Orbit Business Centre	01/12/2023
12/03/2024	Rhondda Sports Centre, Gelligaled Park, Ystrad, CF41 7SY	23/01/2024

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Dementia Care – Online Via TEAMS	Tony Waters	9:30 a.m. – 12:00 p.m.
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
Target Audience: Direct care staff working across adult social care settings		
<p>By the end of this course, you should be able to:-</p> <ul style="list-style-type: none"> • Understand the process of ageing • Understand the process of dementia • Understand the effects of dementia 		
Date	Venue	Closing Date
05/10/2023	Via Teams	17/08/2023
20/02/2024	Via Teams	02/01/2024

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Diabetes Awareness	Ceri Jones, Cwm Taf Health Board	9:30 a.m.– 12:30 p.m.

Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.

Target Audience: Direct care staff in adult social care settings

Aims and Objectives

By the end of the session participants will:

- State the differing types of Diabetes.
- To state common difficulties living with Diabetes.
- To state common treatments for Diabetes.
- To state basic dietary requirements for persons with Diabetes.

Date	Venue	Closing Date
19/10/2023	Hawthorn Leisure Centre	31/08/2023
23/11/2023	Orbit Business Centre	05/10/2023
25/01/2024	Hawthorn Leisure Centre	07/12/2023
22/02/2024	Hawthorn Leisure Centre	04/01/2024
21/03/2024	Orbit Business Centre	01/02/2024

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Epilepsy Awareness	Epilepsy Action Cymru	9:30 - 11:30
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
Target Audience: Direct care staff in residential and home care (<i>this course is <u>not</u> suitable for learning disability providers</i>)		
Aim <ul style="list-style-type: none"> • Epilepsy facts and figures • Seizures • First aid for seizures • Group work • Diagnosis and treatment of epilepsy • Living with epilepsy 		
Date	Venue	Closing date
10/10/2023	Via Teams	22/08/2023

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Falls Prevention	Falls Team	9:30 - 12:30
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
Target Audience: Direct care staff		
Aim <ul style="list-style-type: none"> • Understand what constitutes a fall • Identify main potential risk factors • Overview of implications following a fall • Understand what can be done to prevent / reduce falls risk 		
Date	Venue	Closing date
07/02/2024	Orbit Business Centre	Falls Team

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Pressure Ulcer Prevention Training	Kirsty Mahoney MSc, RGN Clinical Operational and Procurement Lead, Welsh Wound Innovation Centre	9:30 a.m. - 12:00 p.m.

Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.

Target Audience: All care staff working within adult social care settings

Aim of session:

To enable the learner to identify risk factors for developing a pressure ulcer and to understand how to prevent pressure damage in the at-risk client.

Objectives

- To describe the functions of the skin.
- To understand the definition of a pressure ulcer
- To recognise what risk factors contribute to the development of a pressure ulcers
- To identify how pressure damage can be prevented
- To explain the importance of skin inspection and skin care and how it can impact on skin damage and pressure ulceration.
- To be aware of personal limitations if a pressure ulcer develops and how to seek help and guidance.

Date	Venue	Closing date
17/10/2023	Hawthorn Leisure Centre	29/08/2023
21/11/2023	Orbit Business Centre	03/10/2023
05/12/2023	Hawthorn Leisure Centre	17/10/2023
16/01/2024	Hawthorn Leisure Centre	28/11/2023
13/02/2024	Orbit Business Centre	22/12/2023

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Palliative Care	Hospice of the Valley	9:30 a.m.– 4:30 p.m.
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
Target Audience: Residential Homes/Domiciliary.		
Aims/objectives <ul style="list-style-type: none"> • To define palliative and end of life care. • To discuss the needs and care required for palliative patients. • To give an overview of symptom management. • How we communicate sensitively. • To consider the needs of family and self-care. 		
Date	Venue	Closing Date
05/10/2023	Hawthorn Leisure Centre	17/08/2023
16/11/2023	Hawthorn Leisure Centre	28/09/2023
15/02/2024	Orbit Business Centre	28/12/2023
07/03/2024	Hawthorn Leisure Centre	18/01/2024

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to Emrys.jones2@rctcbc.gov.uk /
socialcaretraining@rctcbc.gov.uk

Topic	Facilitator	Duration
Respiratory Conditions Training	Cwm Taf UHB	9:30 – 11:30
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
Target Audience: Direct care staff in residential, day and home care		
<p>Aim: to have a basic awareness of how respiratory conditions can impact on a service user's life</p> <p>Objectives:</p> <ul style="list-style-type: none"> • To state differing types of respiratory conditions • To state common treatments for respiratory conditions • To consider person centred approaches to respiratory care that promote privacy and dignity 		
Dates	Format	Closing Date for Nominations
08/11/2023	Orbit Business Centre	20/09/2023
06/03/2024	Hawthorn Leisure Centre	17/01/2024

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
Nominations to be sent to Emrys.jones2@rctcbc.gov.uk /
socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Substance Misuse Raising Awareness	Ceri Watts	9:30 - 12:00
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
Target Audience: Direct care staff		
<p>Aim</p> <ul style="list-style-type: none"> • Raise awareness of substance use <p>Objectives</p> <ul style="list-style-type: none"> • Discuss a variety of substances • Describe methods in which drugs can be used • Discuss different levels of drug use 		
Date	Venue	Closing date
07/11/2023	Via TEAMS	19/09/2023

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Supervision and Appraisal	Tony Waters	9:30 a.m. – 12:00 p.m.
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales.		
Target Audience: Manager and senior staff with supervisory responsibility		
<p>The learning objectives for the On-line Supervision & Appraisal course is as follows:-</p> <ul style="list-style-type: none"> • Be able to support others to understand the purpose of supervision and appraisal and their role within it. • Be able to facilitate preparation for supervision sessions and appraisal reviews • Be able to support the individual to participate in supervision sessions and appraisal reviews. 		
Date	Venue	Closing Date
24/10/2023	Via TEAMS	05/09/2023

Any queries in relation to the course content please email:
sarah.j.williams@rctcbc.gov.uk / deana.newport@rctcbc.gov.uk
 Nominations to be sent to: Emrys.jones2@rctcbc.gov.uk

Topic	Trainer	Duration
Understanding Stroke	Tony Waters	9:30 a.m. – 12:30 p.m.

Target Audience: Direct care staff working across adult social care settings.

Aims

- Know what a stroke is
- Be aware of the common risk factors that contribute to the cause of strokes
- Know what to do if someone has a stroke
- Have a better understanding of the common effects of a stroke on a person
- Have a better understanding of how to support a person's recovery following stroke
- Know how to support life after a stroke
- Know where to access additional advice, support and resources

Date	Venue	Closing Date
27/10/2023	Room 1 Rock Grounds	08/09/2023
22/11/2023	Via Teams	04/10/2023
01/12/2023	Orbit Business Centre	13/10/2023
13/02/2024	Room 1 Rock Grounds	26/12/2023
04/03/2024	Via Teams	15/01/2024

Any queries in relation to the course content please email:
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GWASANAETH DATBLYGU
GWEITHLU GOFAL CYMDEITHASOL

CWM TAF

SOCIAL CARE WORKFORCE
DEVELOPMENT SERVICE

Un sector : Un gweithlu • one sector : one workforce

Information on E-Learning Packages

Cwm Taf Social Care Workforce Development Partnership Full List of external E-learning opportunities 2023-24

Topic	Advised by	When	Cost	Digital link	Extra information
Type 2 Diabetes	Pocket Medic	09-06-23	free	https://medic.video/w-type2	These resources are primarily designed for people who are coping with their own diagnosed health conditions to further their knowledge. These films can be used as additional information to advice provided by UHB colleagues - Contact Ceri Jones if you need assistance in respect of particular individuals: ceri.jones9@wales.nhs.uk
Understanding Dual Sensory Impairment (DSI): E-learning course	Social Care Institute of Excellence (SCIE)	07-03-23	£29 per person. Please ask your manager to discuss with Sarah Williams	https://www.scie.org.uk/e-learning/dual-sensory-impairment-dsi	You will need to register for a SCIE learning account before taking part in this course. Please note SCIE covers England – Some of the information regarding regulatory bodies & law may be different (Eg CQC in England, but CIW in Wales, Care Act 2014 in England, SSWBA (Wales) 2014 in Wales). However, broad themes and ideas will be the same.
Infection control	Social Care Institute of Excellence (SCIE)	07-03-23	Free	https://www.scie.org.uk/e-learning/infection-control	This H&S course should not be completed in isolation from a care setting's infection control policy, managerial risk assessment and staff observance of identified control measures. Please note SCIE covers England – Some of the information regarding regulatory bodies & law may be different (Eg CQC in England, but CIW in Wales, Care Act 2014 in England, SSWBA (Wales) 2014 in Wales). However, broad guidance in respect of infection control work practices such as handwashing will be the same. Please follow your organisation's risk assessment about current expected infection control practices re PPE. These may be subject to change, pending WG guidance. Your manager can advise about current expectations.

Topic	Advised by	When	Cost	Digital link	Extra information
Lymphoedema	Pocket Medic	09-06-23	free	https://pocketmedic.uk/lymph/	These resources are primarily designed for people who are coping with their own diagnosed health conditions to further their knowledge. These films can be used as additional information to advice provided by UHB colleagues. Contact Michelle Fishbourne if you need assistance in respect of particular individuals - <Michelle.Fishbourne@wales.nhs.uk>
Medication administration – devised by HEIW	Claire Collins, Cwm Taf pharmacy team	2020 – new link from UHB 10-07-23	Free	https://www.wcppe.org.uk/product/medicines-administration-training/	This H&S course should not be completed in isolation from a care setting’s medication policy, effective shadowing arrangements, competency sign off and supervision. There are 3 HEIW managerial documents attached to this e-learning package that need action, in addition to the e-learning.
Motor Neurone Disease	Melanie Andrews, MNDA	06-03-23	Free	OLCreate: MNDA CWM MND Association's Care Worker's Module (open.edu)	
How to introduce one page profiles into care homes	Helen Sanderson Associates	07-03-23	Free	How to introduce one-page profiles in care homes - HSA Online Learning	You can access this learning via the Helen Sanderson Associates website. The learning is presented via a youtube film.
Urinary Tract Infection	Darrin Powell, CTMUHB Bladder and Bowel Health	19-01-23	Free	https://rise.articulate.com/share/0UxY6MWK24YIMBOQRe82SOjsC2GaCT71	

Topic	Advised by	When	Cost	Digital link	Extra information
Wellbeing and mental health	Pocket Medic	09-06-23	Free	https://pocketmedic.uk/wellbeing-health/	These resources are primarily designed for people who are coping with their own diagnosed health conditions to further their knowledge. If you need assistance with your mental health, contact your GP or ask your employer about any support that is available in your workplace.
Wound Care (Pressure Ulcer)	Kirsty Mahoney, WWIC	24-01-23	Free	Wound Care Education for the Health and Care Workforce - elearning for healthcare (e-lfh.org.uk)	You will need to register for an account to take part in this learning.



Social Care Induction, Safeguarding & Social Care Qualifications



Social Care Induction Programme

The VQ team continue to work with colleagues at Social Care Wales to establish an induction programme for direct care staff who are brand new to working in the social care setting, or staff moving to a new service.

Aim – To equip new workers in social care with the knowledge required for undertaking their duties. It is expected that most staff will complete every session in the same programme. This is because many of these sessions are mandatory owing to legislative requirements. However, managers should seek guidance from training team staff if there are any topics that don't seem to be relevant to the job role. All sessions encompass the Social Services and Wellbeing Act (Wales) 2014, and support staff to complete the All-Wales Induction Framework (AWIF) AND THE Core qualification.

Dementia Care – In accordance with requirements made by the Older Person's Commissioner, a session relating to dementia care has been developed to train all workers supporting older people.

Duration – The framework comprises 7 days of training across a variety of topics. Each session is offered on a standalone basis. We are offering programmes between April 2023 – March 2024. There may be times when additional programmes are added to support service need.

Target Audience – This training is primarily aimed at staff working in local authority social care settings. The member of staff doesn't necessarily have to be undertaking a social care role – Gardeners, maintenance staff, domestics and cooks are all encouraged to participate where appropriate.

Access to partner agencies – Places are made available to colleagues working in the private and voluntary sectors.

Accreditation – The Core and practice qualifications are accredited via City & Guilds

Roles and Responsibilities – The planned training sessions will provide the knowledge necessary to undertake a new role in a social care setting. The sessions will support much of the knowledge requirements for the All Wales Induction Framework, and support staff through the level 2 Core qualification. However managers will still need to provide leadership and support relating to team introductions, familiarity with the location, specific fire procedures, risk assessments, supervision of work, observation of practice. etc.

Social Care Induction 2023/2024

Date starting 05 October 2023

Date	Topic	Time	Facilitator	Venue & Comments
05/10/23	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
06/10/23	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 - 12:00		
	Introduction to Human Development.	1:30 - 4:30		
	Legislation and Theory			
09/10/23	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
10/10/23	Childrens Safeguarding L2	9:30 – 12:30	Lyn Prosser	Room 1
	Dementia	1:00 - 4:00	Paul Aubrey	Room 1
11/10/23	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
12/10/23	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30-4:30		Room 1 Safeguarding support available
16/10/23 17/10/23 18/10/23	CDF Support@home CDF Residential CDF Learning disabilities	9-30-4;30	M&H/First Aid Team	Room 1

Any queries in relation to the course content please email:

Jillian.Davies@rctcbc.gov.uk `Nominations to be sent to: lyndsey.foley@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Social Care Induction 2023/2024

Date starting 09 November 2023

Date	Topic	Time	Facilitator	Venue & Comments
09/11/23	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
10/11/23	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 -12:00		
	Introduction to Human Development.	1:30- 4:30		
	legislation and Theory			
13/11/23	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
14/11/23	Childrens Safeguarding L2	9:30– 12:30	Lyn Prosser	Room 1
15/11/23	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
16/11/23	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30-4:30		Room 1 Safeguarding support available
20/11/23 21/11/23 22/11/23	CDF Support@home CDF Residential CDF Learning disabilities	9-30-4;30	M&H/First Aid Team	Room 1

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Social Care Induction 2023/2024

Date starting 07 December 2023

Date	Topic	Time	Facilitator	Venue & Comments
04/12/23	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30 - 4:30	Safeguarding support available	Room 1
05/12/23	CDF Support@home CDF Residential CDF Learning disabilities	9-30 - 4:30	M&H/First Aid Team	Room 1
06/12/23				
07/12/23	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
08/12/23	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 -12:00		
	Introduction to Human Development.	1:30- 4:30		
	legislation and Theory			
11/12/23	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
12/12/23	Childrens Safeguarding L2	9:30 – 12:30	Lyn Prosser	Room 1
13/12/23	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1

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Social Care Induction 2023/2024

Date starting 11 January 2024

Date	Topic	Time	Facilitator	Venue & Comments
11/01/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
12/01/24	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 -12:00		
	Introduction to Human Development.	1:30- 4:30		
	legislation and Theory			
15/01/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
16/01/24	Childrens Safeguarding L2	9:30 – 12:30	Lyn Prosser	Room 1
	Dementia	1:00 - 4:00	Paul Aubrey	Room 1
17/01/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
18/01/24	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30 - 4:30		Room 1 Safeguarding support available
22/01/24 23/01/24 24/01/24	CDF Support@home CDF Residential CDF Learning disabilities	9-30 – 4:30	M&H/First Aid Team	Room 1

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Social Care Induction 2023/2024

Date starting 15 February 2024

Date	Topic	Time	Facilitator	Venue & Comments
15/02/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
16/02/24	Advocacy	9:30 -10:30	VQ Team	Room 1
	Complaints	10:30 -12:00		
	Introduction to Human Development.	1:30 - 4:30		
	legislation and Theory			
19/02/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
20/02/24	Childrens Safeguarding L2	9:30 – 12:30	Lyn Prosser	Room 1
21/02/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
22/02/24	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30 - 4:30		Room 1 Safeguarding support available
26/02/24 27/02/24 28/02/24	CDF Support@home CDF Residential CDF Learning disabilities	9-30 – 4:30	M&H/First Aid Team	Room 1

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Social Care Induction 2023/2024

Date starting 07March 2024

Date	Topic	Time	Facilitator	Venue & Comments
07/03/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
08/03/24	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 -12:00		
	Introduction to Human Development.	1:30 - 4:30		
	legislation and Theory			
11/03/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
12/03/24	Childrens Safeguarding L2	9:30 –12:30	Lyn Prosser	Room 1
	Dementia	1:00 - 4:00	Paul Aubrey	Room 1
13/03/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
14/03/23	General health and Safety	9:00 –12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30 - 4:30		Room 1 Safeguarding support available
18/03/24 19/03/24 20/03/24	CDF Support@home CDF Residential CDF Learning disabilities	9-30 – 4:30	M&H/First Aid Team	Room 1

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Topic	Trainer	Duration
General Health & Safety A&B	Cwm Taf Manual Handling & First Aid Resource Team	9.30am - 12:30pm 1:00 pm - 16:30pm
Arranged by Jillian Davies		
<u>General Health & Safety</u>		
<u>Aim:</u> To raise the level of awareness, understanding and importance of health and safety in the workplace.		
<u>Objectives:</u> To provide participants with basic knowledge of:		
<ul style="list-style-type: none">• The divisions and their own health and safety responsibilities.• The hazards associated with their workplace and work activities.• The procedures to be adopted in controlling those hazards and minimising the risk.		
<u>A&B</u>		
<u>Aim:</u> To ensure that candidates are aware of risks involved in the manual handling of inanimate loads. To advise candidates on the correct methods and techniques to reduce the risks arising from manual handling operations.		
<u>Objectives:</u> By the end of the course candidates will be able to:-		
<ul style="list-style-type: none">• Identify key pieces of legislation relevant to manual handling and its application.• Give a basic definition describing• “What is meant by the term manual handling”• Acknowledge the physical cost of poor load management.• Describe the basic structure of the spine and its function and be able to apply this knowledge during lifting of inanimate loads.• Identify specific manual handling tasks that require a TILE assessment and record/report.• Explain the basic process of a Risk Assessment and how to apply it.		
Date	Venue	
See induction table	The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
As advertised above within the Social Induction Programme		
NB The sessions cannot be booked individually as they are part of an induction programme		

Topic	Trainer	Duration
Safeguarding Adults	Safeguarding Training subgroup Paul Aubrey Mandy Lewis Dawn Moulden	9:30am - 16:30pm
Arranged by Jillian Davies		
<u>Learning Outcomes:</u> <ul style="list-style-type: none">• Know own role in relation to safeguarding <u>adults at risk</u> and children/young people from harm, abuse and neglect• Understand how individuals are protected from harm, abuse and neglect• Know how to recognise different types of harm, abuse and neglect• Know the barriers to referrals		
Date See induction table	Venue The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
As advertised above within the Social Induction Programme NB The sessions cannot be booked individually as they are part of an induction programme		

Topic	Trainer	Duration
Childrens Safeguarding Level 2	Lyn Prosser	9:30 a.m. -13:00 p.m.
Arranged by Jillian Davies		
<p>Objectives:</p> <ul style="list-style-type: none">• Having completed the course, participants will have:• Developed a basic understanding and recognition of Child Protection and Abuse• Gained knowledge of Child Protection terms• Considered how to report and respond as an individual		
Date See induction table	Venue The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
<p>As advertised above within the Social Induction Programme</p> <p>NB The sessions cannot be booked individually as they are part of an induction programme</p>		

Topic	Trainer	Duration
Person Centred Practice	VQ Team	9:30 a.m. - 16:30 p.m.
Arranged by Jillian Davies		
Learning outcomes	Learning outcomes	
Understand the application of person centred practice	Understand the application of child centred practice	
Understand the principles of Adult health and social care	Understand the principles of children's health and social care	
Understand the context of wellbeing for individuals	Understand the context of wellbeing for children	
This session is for both Adult workers and Childrens workers		
Date	Venue	
See induction table	The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
As advertised above within the Social Induction Programme		
NB The sessions cannot be booked individually as they are part of an induction programme		

Topic	Trainer	Duration
Emergency First Aid	Cwm Taf Manual Handling and First Aid Resource Team	9.30am-16:30pm
Arranged by Jillian Davies/Cath Brown		
<u>Aim:</u>		
To ensure that the Cwm Taff social care workforce receive specific training covering a comprehensive range of first aid skills for various different emergencies.		
<u>Objectives:</u>		
Explain and demonstrate the correct techniques to identify and monitor a breathing but unconscious casualty, by placing said casualty into a recovery position when alone or with a bystander.		
Explain and demonstrate the correct techniques to administer adult rescue breathing to a casualty who is unconscious and not breathing when alone or with a bystander.		
Explain and demonstrate the correct techniques to administer cardio pulmonary resuscitation CPR to a casualty who is unconscious, not breathing and has no circulation when you are alone or with a bystander.		
Demonstrate and practice safe use of AED in a community setting		
Explain and demonstrate the control of bleeding on a casualty who has a wound to a part of the body when you are on your own or with a bystander.		
Be able to deal with other common illnesses and injuries including:		
<ul style="list-style-type: none">• Angina• Asthma/Hyperventilation• Diabetes• Epilepsy• Lacerations/Fractures		
All candidates must attend the full six hours of contact training and be physically able to participate in the practical elements of the course		
On successful completion of the training receive a basic first aid certificate to confirm competence, on successful completion of the course. This Certificate will be valid for 3 years. However, the Health and Safety Executive highly recommend that all attendees complete a yearly basic skills update. (BSU)		
RCT policy states that all staff with EFAW, FAW qualification must attend a BSU.		
Date See Induction table	Venue The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
As advertised above within the Social Induction Programme NB The sessions cannot be booked individually as they are part of an induction programme		

Topic	Trainer	Duration
CD&F	Cwm Taf Manual Handling and First Aid Resource Team	9.30 am - 16:30pm
Arranged by Jillian Davies/Cath Brown		
<p><u>Aims:</u></p> <p>To make candidates aware of the risks involved in the manual Handling of clients and advise on safe methods and techniques that can be used to reduce those risks arising from such manual handling operations.</p> <p><u>Objectives:</u></p> <ul style="list-style-type: none">• Legislation and regulations involved in Moving and Handling• Theory of Risk assessments and their use in Moving Handling• Principles involved in Moving & Handling of inanimate loads and clients• Principles involved in mobility and transfers of clients• Practical techniques in Manual Handling of clients• Practical techniques in the use of handling equipment including ancillary manual handling equipment Passive Hoists, Active Hoists & Bath Hoists		
Date See Induction table	Venue The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
<p>As advertised above within the Social Induction Programme Dates will be confirmed when induction starts to meet service needs NB The sessions cannot be booked individually as they are part of an induction programme</p>		

Topic	Trainer	Duration
Dementia Awareness	Paul Aubrey	9:30am – 12.30pm
Arranged by Jillian Davies		
<p><u>Aim:</u></p> <p>To provide an overview of wellbeing in dementia care. To explore themes from the Older Person’s Commissioner’s report and her subsequent requirements for action. To consider the practical steps that staff teams will need to take in order to comply with the Social Services and Wellbeing (Wales) Act 2014.</p> <p>By the end of the workshop attendees will have explored the following topics:</p> <ul style="list-style-type: none">• Feedback from the OPC report ‘A place to call home’• 5 principles of SSWBA (Wales) 2014 and how these relate to dementia care• Understand what the word 'dementia' means• Have knowledge of different types of dementia• Signposting to develop understanding about symptoms and causes• Understand that communication and activity must be tailored to meet individual experience and cognitive ability• Take part in an exercise to experience the nature of frustration• Appreciate that feelings matter most• Acknowledge that all behaviour has meaning• Consider ‘distressed reactions’ in dementia care and explore what lies behind them• Explore the 5 principles of psychological need as identified by Tom Kitwood		
Date See Induction table	Venue The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
<p>As advertised above within the Social Induction Programme</p> <p>NB The sessions cannot be booked individually as they are part of an induction programme</p>		

Topic	Trainer	Duration
Human Development	VQ team	9:30am – 1.00pm
Arranged by Jillian Davies		
<p><u>Aim:</u></p> <ol style="list-style-type: none">1. To have an introduction to factors that can affect the health and wellbeing of individuals2. To have an introduction to Erikson’s Model of Human development (1950) entitled “The Eight Stages of Man”3. To have an introduction to Attachment Theory and how it can affect the child and also the adult.4. To have an introduction to A.C.E.S (Adverse Childhood Experiences) and how these impact into adulthood <p>This is new to the induction programme and is in response to the new All Wales Induction Framework</p>		
Date See Induction table	Venue The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
<p>As advertised above within the Social Induction Programme NB The sessions cannot be booked individually as they are part of an induction programme</p>		

Topic	Trainer	Duration
Introduction to Legislation and Theories	VQ Team	1:30 p.m. - 4:30pm
Arranged by Jillian Davies		
<p><u>Aim:</u></p> <p>To raise participants awareness of the legislation and theories which governs and impacts on Social Care</p> <p><u>Objectives:</u></p> <ul style="list-style-type: none">• Examples of specific recent legislation: keeping up to date• Understanding legally “safe practice”• To understand what is a theory or model• To understand how to use theory in everyday practice		
Date See Induction table	Venue The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
<p>As advertised above within the Social Induction Programme</p> <p>NB The sessions cannot be booked individually as they are part of an induction programme</p>		

Cwm Taf Adult Safeguarding Training

For more information, advice and guidance please visit:
<http://www.cwmtafsafeguarding.org/adults/cwm-taf-mash/>



Bwrdd Iechyd Prifysgol
Cwm Taf
University Health Board



National
Probation
Service



Diennod Adferlyd Cymunedol
Cymru
Wales
Community Rehabilitation Company



Topic	Trainer	Duration
Hate Crime Awareness	Ginnie Davies, RCT Community Safety Partnership	9:30-11:00a.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by Jillian Davies		
Target Audience: All internal / partnership staff who work in direct care services within Merthyr Tydfil / Rhondda Cynon Taff		
Aim of the session <ul style="list-style-type: none"> • What are Hate Crime / Hate Incidents? • Why does Hate Crime happen? • Identify possible victims of Hate Crime • Different forms of Hate Crime • Reasons to report Hate Crime • The problem of under-reporting Hate Crime • Ways to report Hate Crime • The impact of Hate Crime • Discussion / Questions 		
2/11/23 22/01/24 15/03/24	Venue The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
	Teams	
Any queries in relation to the course content please email: Jillian.Davies@rctcbc.gov.uk Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk		

Topic	Trainer	Duration
Undertaking Safeguarding Investigations'	Kevin Jones	9:30 a.m. - 4:30 p.m. (2 day course) <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by: Jillian Davies		
Refreshments available: tea and coffee <i>(as this is full day course you are advised to take a packed lunch)</i>		
<ul style="list-style-type: none">• Who will be responsible for the investigation?▪ Any possible conflicts of interest that potential investigators may face must be considered before they are appointed to ensure that the objectivity of the investigation is not compromised.▪ the allegation(s) to be investigated, including details of the alleged victim and alleged perpetrator and any necessary details of the individual allegations.▪ the time frame to be covered by the investigation (this will be important in deciding what relevant materials need to be examined and to focus any investigation on the specific allegation referred) .▪ the timescale for submission of the written investigation report.		
Provide practitioners who may be tasked with carrying a formal Safeguarding investigation under the Wales Safeguarding Procedures with the skills required to gather and evaluate evidence, prepare reports and provide recommendations which inform the multi agency Safeguarding decision making process		
Target Audience: This should only be attended by those whose job role is similar to those listed below. This level of training is likely to involve: Designated Lead Managers; Adult Care Home Managers and Deputies; Domiciliary Managers and Deputies; Social Workers, Ward Managers, Nursing Sisters, Staff Nurses, Community Nurses, Inspection Staff, Middle Managers, Purchasing and Commissioning Officers; Other appropriate staff who are responsible for undertaking non-criminal investigations.		
Date	Venue	
18 & 19 October 23	TBC	
07 & 08 February 24	TBC	
Any queries in relation to the course content please email: Jillian.Davies@rctcbc.gov.uk Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk		

Topic	Trainer	Duration
Section 126 Enquiries	Jackie Neale	9:30 a.m. - 12:30 p.m.
Arranged by: Jillian Davies		
Refreshments available: tea and coffee <i>(as this is full day course you are advised to take a packed lunch)</i>		
<p>Section 126</p> <p>Aims</p> <ul style="list-style-type: none">To provide practitioners who may be tasked with carrying a formal Safeguarding investigation under the Wales Safeguarding Procedures with the skills required to gather and evaluate evidence, prepare reports and provide recommendations which inform the multi agency Safeguarding decision making process <p>At the conclusion of the course participants will be able to demonstrate an understanding of</p> <ul style="list-style-type: none">scope and purpose of early clarification and confirmation of informationscope and purpose of initial enquiriesWhat information is required to complete Initial enquiriesscope and purpose of a POVA Non- Criminal Investigationhow to plan AND conduct Safeguarding Investigationsthe importance of gathering, preserving and non contaminating evidenceappropriate interview and recording skillshow to evaluate evidence and prepare report on findingsthe purpose of a final Strategy Meeting / Case Conference and what needs to be achieved <p>KNOWLEDGE CHECK: Participants must have completed level 2 and have an understanding of the signs symptoms and indicators of abuse</p>		
Date	Venue	
September 14 2023	Teams	
February 08 2024		
Any queries in relation to the course please email Jillian.Davies@rctcbc.gov.uk		
Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk		

Topic	Trainer	Duration
Safeguarding Adults, Level 2 Training (Previously POVA “Level 2”)	Paul Aubrey Mandy Lewis Dawn Moulden	9:30 a.m. – 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by Jillian Davies		
Refreshments available: tea and coffee <i>(as this is full day course you are advised to take a packed lunch)</i>		
<p>Target Audience: This course is targeted at all front-line staff across the whole sector. It covers the Definition of an Adult at risk, the types of abuse, the indicators of abuse and how to make a referral with a practical exercise in the completing of an A1 form, using a case study.</p> <p>Principles of Safeguarding & Protection in Health & Social Care Staff will have a sound, basic understanding of Adult Safeguarding</p> <p>Target audience: This is targeted at all front-line staff working with adults, across the whole sector</p>		
<p>Aim: Staff will have a sound, basic understanding of Adult Safeguarding,</p> <p>Objectives: By the end of the training, staff will be able to:</p> <ul style="list-style-type: none"> • Recognise signs of abuse. • Demonstrate understanding of their role & responsibilities in working with adults at risk. • Know how to respond to suspected or alleged abuse & how to make a referral. • Understand the national & local context, including the legal framework surrounding safeguarding and how to make a referral. 		
Date	Venue	
19 th October 2023 11 th January 2024 6 th March 2024	TBC	

Any queries in relation to the course content please email: Jillian.Davies@rctcbc.gov.uk
Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk

Topic	Trainer	Duration
Level 2 Safeguarding Refresher for DIRECT CARE STAFF	Paul Aubrey. Dawn Moulden Mandy Lewis	9:30 a.m. – 12:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by Jillian Davies		
Refreshments available:		
Target Audience: Direct care workers who have previously completed a POVA level 2 or Safeguarding level 2 prior to 2018		
Aim: <ul style="list-style-type: none"> • Know own role in relation to safeguarding adults at risk from harm, abuse and neglect • Understand how individuals are protected from harm, abuse and neglect • Know how to recognise different types of harm, abuse and neglect in the work place 		
Date	Venue	
20th September 2023	TBC	
15th November 2023		
26th January 2024		
29th February 2024		

Any queries in relation to the course content please email: Jillian.Davies@rctcbc.gov.uk
Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk

Topic	Trainer	Duration
Level 2 Safeguarding Refresher for SUPERVISORY STAFF	Paul Aubrey. Dawn Moulden Mandy Lewis	1:30 p.m. – 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by Jillian Davies		
Refreshments available: tea and coffee		
Target Audience: Supervisory workers who have previously completed a POVA level 2 or Safeguarding level 2 prior to 2018, and are currently in a supervisory position		
Aim: <ul style="list-style-type: none"> • Know own role in relation to safeguarding adults at risk from harm, abuse and neglect • Understand the changes in your role for safeguarding • Understand how to support staff to understand their role in safeguarding and monitoring safeguarding practices. • Know how to report abuse through the correct channels and take appropriate action in your role. • Awareness of other professionals involved in the safeguarding process and the role of co-production. • 		
Date	Venue	
20th September 2023	TBC	
15th November 2023		
29th February 2024		

Any queries in relation to the course content please email: Jillian.Davies@rctcbc.gov.uk
Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk

Topic	Trainer	Duration
Roles and responsibilities for person centred safeguarding – Level 3	Cwm Taf Safeguarding training Delivery Group	9:30 a.m. – 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by: Jillian Davies		
Refreshments available: <i>This is full day course you are advised to take a packed lunch</i>		
<p>Target Audience: This should only be attended by those whose job role is similar to those listed below. This level of training is likely to involve: Adult Care Home Managers and Deputy's; Domiciliary Managers and Deputy's; Police officers, Social Workers, Day Care Officers, Ward Managers, Nursing Sisters, Staff Nurses, Community Nurses, Inspection Staff, Middle Managers, Other appropriate staff who are responsible for responding to reported concerns.</p>		
<p>Aims: To equip Provider Managers with the knowledge and skills to deliver services which safeguard adults in line with National guidelines and best practice.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the role of your organisation in the Safeguarding process ▪ Demonstrate an understanding of your own role and responsibilities with regards to the Safeguarding process within your organisation: <ul style="list-style-type: none"> ▪ <i>respond appropriately to a Safeguarding alert</i> ▪ <i>clarify information</i> ▪ <i>manage immediate risks</i> ▪ <i>accurately complete an A1 (or PPN for Police officers)</i> • Identify capacity and consent issues relevant to the Safeguarding process • Demonstrate an understanding of your role in gathering information which will assist the decision making process. • Identify what to do and what not to do with regard to preserving evidence • Demonstrate an awareness of the stages of the Safeguarding process and the implications for yourself and / or your agency <p><u>KNOWLEDGE CHECK: Participants must have completed level 2 and have an understanding of the signs symptoms and indicators of abuse</u></p>		
Date	Venue	
	TBC	

Any queries in relation to the course content please email: Jillian.Davies@rctcbc.gov.uk
Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk

Topic	Trainer	Duration
Sexual abuse against older people	Martin Vaughn	9;30-4;30 Teams <i>(please arrive at least 15 minutes prior to this time to allow registration)</i>
Arranged by Jillian Davies		
<p>Target Audience: This training is primarily aimed at staff working in social care. The member of staff doesn't necessarily have to be undertaking a social care role – Gardeners, maintenance staff, domestics and cooks are all encouraged to participate where appropriate.</p>		
<p>Aim:</p> <ul style="list-style-type: none"> • Recognise sexual abuse in older people • Understand human trafficking and how this impacts on abuse of older people • Modern Slavery and adult Trafficking – Increased understanding of the definitions and UK framework. • Modern Slavery Types – Increased understanding of all exploitation, improved recognition in the identification of adults who may be trafficked. • National Referral Mechanism – Increase your knowledge of the process including first responders. • The Legislation – Overview of the Modern Slavery Act and relevant sections. 		
Date	Venue	
TBC	TBC	

Cwm Taf Workforce Development centre
VQ Centre Manager Jillian Davies
Jillian.Davies@rctcbc.gov.uk

Health and Social Care Qualifications:

Core Qualification; Level 2

This is a knowledge qualification and is designed for individuals who work, or who want to work, in the health and social care sector. This qualification covers the fundamental knowledge of the understanding of the All-Wales Induction framework (AWIF)

The contents cover:

- The principles and values of health and social care
- Health and well being
- Professional Practice as a health and social care worker
- Safeguarding individuals
- Health and safety in health and social care.

The learner will complete 3 Internal assessments, using case studies and 1 Externally assessed Multiple choice test, to meet all the requirements of the Core Qualification.

Health and Social care Practice Qualification Adults and children and young people pathways.

Level 2&3

- This Qualification is practice based and assesses learners knowledge and practice.
- It is designed for learners in work based learning. The qualification will assess candidates' knowledge and practice through their work.
- This Qualification is required for candidates to work in specific job roles within health and Social care sector, as set out in the Social Care Wales Qualification framework for social care and child Care.
- The learner will be internally assessed through a series of assessment activities e.g. structured tasks, portfolio of evidence, (includes observation of practice) discussions and learning log/journal.
- The ultimate goal of assessment is to provide a valid tool for confirming that a candidate is competent to practice and contribute to enhancing the personal well-being outcomes of individuals and their families/carers.

Level 4 Preparing for Leadership and management

This qualification is knowledge-based and designed for candidates who are aspiring managers but are not yet in a leadership and management role within the Health and Social Care sector. It is suitable for the following:

- Candidates who have successfully completed a Level 2 Health and Social Care, or a recognised equivalent
- Candidates who have successfully completed Level 3 Health and Social Care: Practice (Adults), or a recognised equivalent
- Candidates who have successfully completed Level 3 Health and Social Care: Practice (Children and Young People), or a recognised equivalent
- learners who have successfully completed Advanced GCE in Health and Social Care, and Childcare

Learning Outcomes

- Understand a range of leadership and management concepts, theories and techniques.
- Understand different leadership and management styles and how these influence practice within services
- Understand how to lead person/child-centred approaches in practice.
- Work as effective and independent learners, and as critical and reflective thinkers to make informed judgements which includes using and interpreting data.
- Have an awareness of how to lead, manage and improve service within health and social care.

Leadership and management of Health and Social Care-Practice level 5

This qualification is practice-based for those with experience in a leadership or management role within the Health and Social Care sector, who meet additional regulatory requirements which apply to some work settings.

Candidates will need to hold the Step up to Management program or the Level 5 Health and Social care practice

Any queries in relation to the qualification content please email: Centre Manager
Jillian.Davies@rctcbc.gov.uk
or Centre Administrator Samantha.Todd@rctcbc.gov.uk

Gwasanaeth Datblygu Gweithlu Gofal Cymdeithasol Cwm Taf

Ffurflen Gofrestru am Gwrs Hyfforddiant

Cwm Taf Social Care Workforce Development Service Training Course Registration Form

Teitl y cwrs / Course Title:	
Dyddiad / Date:	
Lleoliad / Venue:	

<p>Er mwyn sicrhau bod y rheiny sy'n mynd ar gwrs yn cael eu cofnodi'n gywir, mae angen cyfeirnod unigryw arnon ni. Ar gyfer staff CBSRhCT, gallwch ddefnyddio'ch cyfeirnod tâl 6 rhif. Ar gyfer asiantaethau eraill, rhowch eich Rhif Yswiriant Gwladol neu ddyddiad geni. Bydd y manylion hyn yn cael eu cadw ar ein cronfa ddata ddiogel, a fyddan nhw ddim yn cael eu rhannu ag asiantaethau eraill, ar wahân i'ch cyflogwr/rheolwr llinell presennol.</p>	<p>In order to ensure that the correct training attendances are recorded against the correct person we require a unique reference. For RCTCBC employed staff, this can be your 6 digit pay number, for other agencies, please enter your NI Number or Date of Birth. These details will be stored on our secure database and not shared with any other agencies, other than you current employer / line manager</p>
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Enw(au) cyntaf/ Forename		Cyfenw / Surname	
Cyngor Bwrdeistref Sirol RCT Rhif Staff / RCT CBC Staff Number:		Rhif Yswiriant Gwladol neu ddyddiad geni / National Insurance Number or DOB	

Teitl y swydd / Job Title	
Cyflogwr / Employer <small>Os ydych chi'n gweithio i Gyngor Bwrdeistref Sirol Rhondda Cynon Taf, noder ym mha adran rydych chi'n gweithio. / If RCTCBC please state which division you are employed in</small>	
Cyfeiriad ar gyfer Gohebiaeth / Address for Correspondence	
E-bost / E-mail:	
Rhif ffôn / Telephone No:	
Gofynion Arbennig / Special Requirements	

Llofnod / Signature	
Llofnod y Rheolwr Llinell / Line Managers Signature	

Anfonwch yn ôl i / Please return to

Gwasanaeth Datblygu Gweithlu Gofal Cymdeithasol Cwm Taf /Cwm Taf Social Care Workforce Development Service
Rock Grounds, High Street, Aberdare, CF44 7AE

Ffon / Tel: 01443 281444
E-bost / E-mail: socialcaretraining@rctcbc.gov.uk

SCWDP Courses by date

Course	Times	Event Start Date	Venue Name	Closing Date
Dementia Care (via Teams)	9:30 - 12:00	05/10/2023	Via Teams	17/08/2023
Palliative Care	9:30 - 4:30	05/10/2023	Hawthorn Leisure Centre	17/08/2023
Epilepsy	9:30 - 11:30	10/10/2023	Via TEAMS	22/08/2023
Pressure Ulcer Prevention Training	9:30 - 12:00	17/10/2023	Hawthorn Leisure Centre	29/08/2023
Bladder and Bowel Health Training	9:30 - 12:30	19/10/2023	Orbit Business Centre	31/08/2023
Diabetes	9:30 - 12:30	19/10/2023	Hawthorn Leisure Centre	31/08/2023
Supervision and Appraisal	9:30 - 12:00	24/10/2023	Via TEAMS	05/09/2023
Assisted Eating (Older Persons)	9:30 – 11:00	24/10/2023	Via TEAMS	05/09/2023
Understanding Stroke	9:30 - 12:30	27/10/2023	Room 1 Rock Grounds	08/09/2023
Bereavement and Loss	9:30 - 1:30	03/11/2023	Hawthorn Leisure Centre	15/09/2023
Dementia Care (Face to Face)	9:30 - 3:30	07/11/2023	Rhondda Sports Centre, Gelligaled Park, Ystrad, CF41 7SY	19/09/2023
Substance Misuse	9:30 - 12:00	07/11/2023	Via TEAMS	19/09/2023
Respiratory Conditions Training	9:30 - 11:30	08/11/2023	Orbit Business Centre	20/09/2023
Palliative Care	9:30 - 4:30	16/11/2023	Hawthorn Leisure Centre	28/09/2023
Pressure Ulcer Prevention Training	9:30 - 12:00	21/11/2023	Orbit Business Centre	03/10/2023
Understanding Stroke	9:30 - 12:30	22/11/2023	Via Teams	04/10/2023
Diabetes	9:30 - 12:30	23/11/2023	Orbit Business Centre	05/10/2023
Understanding Stroke	9:30 - 12:30	01/12/2023	Orbit Business Centre	13/10/2023
Pressure Ulcer Prevention Training	9:30 - 12:00	05/12/2023	Hawthorn Leisure Centre	17/10/2023
Pressure Ulcer Prevention Training	9:30 - 12:00	16/01/2024	Hawthorn Leisure Centre	28/11/2023
Dementia Care (Face to Face)	9:30 - 3:30	19/01/2024	Orbit Business Centre	01/12/2023
Diabetes	9:30 - 12:30	25/01/2024	Hawthorn Leisure Centre	07/12/2023

Falls	9:30 - 12:30	07/02/2024	Orbit Business Centre	20/12/2023
Bladder and Bowel Health Training	9:30 - 12:30	08/02/2024	Hawthorn Leisure Centre	21/12/2023
Understanding Stroke	9:30 - 12:30	13/02/2024	Room 1 Rock Grounds	26/12/2023
Pressure Ulcer Prevention Training	9:30 - 12:00	13/02/2024	Orbit Business Centre	22/12/2023
Palliative Care	9:30 - 4:30	15/02/2024	Orbit Business Centre	28/12/2023
Dementia Care (via Teams)	9:30 - 12:00	20/02/2024	Via Teams	02/01/2024
Diabetes	9:30 - 12:30	22/02/2024	Hawthorn Leisure Centre	04/01/2024
Bereavement and Loss	9:30 - 1:30	23/02/2024	Orbit Business Centre	05/01/2024
Understanding Stroke	9:30 - 12:30	04/03/2024	Via Teams	15/01/2024
Respiratory Conditions Training	9:30 - 11:30	06/03/2024	Hawthorn Leisure Centre	17/01/2024
Palliative Care	9:30 - 4:30	07/03/2024	Hawthorn Leisure Centre	18/01/2024
Dementia Care (Face to Face)	9:30 - 3:30	12/03/2024	Rhondda Sports Centre, Gelligaled Park, Ystrad, CF41 7SY	23/01/2024
Diabetes	9:30 - 12:30	21/03/2024	Orbit Business Centre	01/02/2024