



GWASANAETH DATBLYGU
GWEITHLU GOFAL CYMDEITHASOL

CWM TAF

SOCIAL CARE WORKFORCE
DEVELOPMENT SERVICE

Un sector : Un gweithlu • one sector : one workforce

Cwm Taf Social Care Workforce Learning Disability Training Calendar

April 2024 –
September 2024

Table of Training Courses

Course	Trainer/Facilitator	No.	Organised
Epilepsy Awareness	Cwm Taf LHB	7	Ceri Watts
Dementia in the Context of Learning Disability	Tony Waters	8	Ceri Watts
Inclusive Communication	Speech & Language Team	9	Ceri Watts
Assisted Eating & Drinking	Speech & Language Team	10	Ceri Watts
Level 2 award in Food Safety	RCT CBC Catering Services	11	Ceri Watts
Autism Awareness – Previously known as ASD 1	Helen Robinson	12	Ceri Watts
Visual Support Strategies (Previously known as ASD Level 2)	Helen Robinson	13	Ceri Watts
Developing Social Scripts with people with Autism	Helen Robinson	14	Ceri Watts
Fire Awareness	Fire Safety Services	15	Ceri Watts
Diabetes Awareness	Cwm Taf LHB	16	Ceri Watts
Information On E-Learning Packages			
Medication E-Learning	Cwm Taf LHB	18	Ceri Watts
Food Hygiene E-Learning	Highfields	19-20	Ceri Watts
Assisted Eating & Drinking	SALT	21-22	Ceri Watts
Social Care Induction Programme			
Social Care Induction	Various	23-39	Jillian Davies
Cwm Taf Adult Safeguarding Training			
Section 126 Enquiries	To Be Confirmed	42	Jillian Davies
Level 2 Safeguarding Refresher for Direct Care Staff	QCF Team	43	Jillian Davies
Roles & Responsibilities for person Centred Safeguarding – level 3	Cwm Taf Safeguarding training Delivery Group	44	Jillian Davies
Moving & Handling / First Aid			
A&B Moving and Handling	Cwm Taf M&H Team	47	Cath Brown
First Aid at Work (3 Day)	Cwm Taf M&H Team	48	Cath Brown
First Aid at Work Requalification (2 Day)	Cwm Taf M&H Team	49	Cath Brown
Emergency First Aid (1 Day)	Cwm Taf M&H Team	50 - 51	Cath Brown
Basic Skills Update	Cwm Taf M&H Team	52	Cath Brown
Health and Social Care Qualifications:			
Health and Social Care Qualifications	QCF Team	53 - 54	Jillian Davies

Welcome to this edition of the Cwm Taf Social Care Workforce Development Service schedule of training events for April 2024 – September 2024.

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, 5 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:
 - Ceri Watts – enquiries in respect of learning disabilities
Ceri.Watts@rctcbc.gov.uk
 - For moving and handling enquiries and first aid advice please contact Catherine Brown by emailing Catherine.D.Brown@rctcbc.gov.uk.
 - For Vocational Qualifications, induction or safeguarding enquiries please contact Jillian Davies by emailing Jillian.Davies@rctcbc.gov.uk
 - For management development, enquiries please contact Ceri.Watts@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 Hannah.k.johnson@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 cannot hold places for unspecified staff. This is because we cannot enter the data on to our computer system and reserve the place without this information.

Once completed, please return to Hannah.k.johnson@rctcbc.gov.uk / 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.

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.



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 try to 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 or Raise Hand function to pose any questions to the trainer.
- 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
Epilepsy Awareness	Cwm Taf LHB	10:00 – 14:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p>Aims:</p> <p>Following the training participants will:</p> <ul style="list-style-type: none"> • Have knowledge of the different types of epileptic seizures • Be able to recognise and describe a tonic / clonic epileptic seizure • Be able to describe the principles of managing an epileptic seizure • Be able to describe the impact of epilepsy on lifestyle • Be able to accurately describe the difference between status epilepticus and serial seizures <p>Participants will also need their own bottle of water, and a cup/vessel that they will be asked to use during the training to practice the administration buccal midazolam</p>		
Date	Venue	Closing Date
26/04/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	N/A
26/06/2024	Sobell Leisure Centre, The Ynys, Aberdare, CF44 7RP	15/05/2024
09/09/2024	Ty Elai Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	29/07/2024

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Dementia in the Context Of Learning Disabilities	Tony Waters	09:30 – 12:00pm
Target Audience: Cwm Taf Learning Disability Services		
Aims: <ul style="list-style-type: none"> • Understand what is Dementia. • Understand the key features of a Learning Disability. • Understand effects of 'normal' ageing. • Understand the diagnosis of Dementia in people who have a Learning Dis-ability. • Consider the effects of Dementia on a person who already has a Learning Disability • Explore effective strategies to support a person to live well with Dementia 		
Date	Venue	Closing Date
30/04/2024	MS Teams	N/A

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Inclusive Communication	Speech & Language Team	09:30 – 15:30pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aim:</u></p> <p>To provide participants with knowledge of Inclusive Communication and knowledge underpinning the implementation of individual speech and language therapy guidance and person-centred approaches</p> <p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> • To have a better understanding of functional, effective, and valued communication • To have a better understanding of the different means, reasons, and opportunities for effective communication • Learn more about different methods to support communication and ways to use them. <p>All new staff must access IC training face to face. E-Learning will be available to complete following this time, which must be completed on a yearly basis.</p>		
Date	Venue	Closing Date
10/05/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 2	N/A
20/09/2024	Sobell Leisure Centre, The Ynys, Aberdare, CF44 7RP	16/08/2024

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Assisted Eating & Drinking	Speech & Language Team	09:30 – 14:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p>To increase participants awareness of the eating, drinking and swallowing process. Difficulties in the process and potential consequences. Safe practice and management strategies.</p> <ul style="list-style-type: none"> • The anatomy of the head and neck and the stages of a normal swallow • What can go wrong with the swallow • Why intervention is necessary • Different food textures and drink consistencies and why food and drinks need to be modified • Practical considerations for safe eating and drinking • Multi-Disciplinary working and Risk Assessments • When and how to refer an individual to speech and Language Therapy Services <p>New members of staff will need to complete the Level 1 e-learning, including pre & post training questionnaire before attending this course. It is recommended that this face-to-face training is undertaken <u>every three years</u>, or at manager's discretion if required sooner. To maintain knowledge, it is recommended that staff complete the Level 1 & 2 e-learning as an annual refresher. (See Page 21 & 22)</p>		
Date	Venue	Closing Date
03/06/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	07/05/2024

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Level 2 Award in Food Safety	RCT CBC Catering Services	09:30 – 16:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Learning outcomes:</u></p> <p>The candidates will:</p> <ul style="list-style-type: none"> • Learn the importance of food safety and gain knowledge of the systems, techniques and procedures involved • Understand how to control food safety risks (personal hygiene, food storage, cooking and handling) • Gain the confidence and expertise to safely deliver quality food to the consumer 		
Date	Venue	Closing Date
04/06/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 2	30/04/2024

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Autism Awareness – Previously known as ASD 1	Helen Robinson	9:30 – 16:30pm
Target Audience: Cwm Taf Learning Disability Services		
<p>Aims</p> <p>This course is designed for practitioners who are relatively new to the field of autism or who need a refresher. Participants will be introduced to basic concepts and theories relating to Autism Spectrum Conditions. The notion of autism as a spectrum will be explored along with biological, psychological, and behavioural aspects of the condition. The course will introduce practical approaches alongside theoretical principles. It will be interactive with opportunities for discussion and questions.</p> <p><u>At the end of the course, you will be able to:</u></p> <ul style="list-style-type: none"> • Recognise the main characteristics of behaviour for people on the autism spectrum • Understand the triad of impairment • Understand the range of the spectrum • Appreciate the particular differences of understanding language with people on the autism spectrum • Understand the need to backup spoken language visually to help understanding • Appreciate the importance of routine and predictability for people on the autism spectrum • Understand the complexity of social interaction • Appreciate the sensory differences of people on the autism Strategies 		
Date	Venue	Closing Date
10/06/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	07/05/2024

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Visual Support Strategies (Previously known as ASD Level 2)	Helen Robinson	9:30 – 16:30pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aims</u></p> <p>The course provides practical ideas and techniques on how to develop visual support strategies. It is aimed towards the adult population that has Autism Spectrum Condition.</p> <p>It addresses issues of communication, self-management, and Active Support and will offer solutions to difficulties through discussions and demonstrations of actual life examples.</p> <p><u>At the end of the course learners will now how to:</u></p> <ul style="list-style-type: none"> • Increase levels of participation, independence and communication for people with Autism who are verbal and non-verbal. • Helps the person understand expectations • Helps the person learn more easily • Helps the person generalise • Builds self-esteem 		
Date	Venue	Closing Date
01/07/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	28/05/2024

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Developing Social Scripts with people with Autism	Helen Robinson	9:30 – 16:30pm
Target Audience: Cwm Taf Learning Disability Services		
<p>Aims</p> <p>The course addresses issues of social perceptions of people with autism. It lends itself to understanding why social scripts, when constructed efficiently can increase the person's level of participation, independence and confidence in social settings. It provides practical ideas and techniques on how to develop social scripts that will impact on reducing the difficult behaviour for the individual.</p> <p><u>At the end of the course learners will:</u></p> <ul style="list-style-type: none"> • Learn how behaviour can be reflective of social misunderstanding in people with autism • Gain an understanding of what social scripts are and when to use them • Understand how social scripts increase levels of participation, independence and confidence in social settings • Recognition different types of sentences and how they impact on the persons level of understanding • Confidently write social scripts based on person centred assessment 		
Date	Venue	Closing Date
19/04/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	N/A

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Fire Awareness	Fire Safety Services	See below
Target Audience: All staff with a responsibility for safety in their workplace		
<p>Objectives:</p> <p>At the end of the session, you should have achieved the following outcomes: -</p> <ul style="list-style-type: none"> • Have an understanding of fire. • Be able to contribute to the reduction of risk in the workplace. • Know the correct fire procedures: <p>a) On discovering a fire</p> <p>b) On hearing the fire alarm sound</p> <ul style="list-style-type: none"> • Be aware of fire safety measures and systems provided. • Be able to select the correct fire extinguisher for a particular class of fire. • Check back in your own organisation for what to do in the event of an emergency 		
Date	Venue	Closing Date
03/07/2024 (09:30 – 12:30pm)	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	29/05/2024
03/07/2024 (13:00 – 16:00pm)	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	29/05/2024
23/09/2024 (09:30 – 12:30pm)	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	19/08/2024
23/09/2024 (13:00 – 16:00pm)	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	19/08/2024

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Diabetes Awareness	Cwm Taf LHB	10:00 – 12:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aims and Objectives</u></p> <p>By the end of the session participants will:</p> <ul style="list-style-type: none"> • 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
14/05/2024	MS Teams	16/04/2024

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

Nominations to be sent to: Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk



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

Medication Administration Learning

Our colleagues in the Cwm Taf Morgannwg pharmacy team have developed the following e-learning pathway for staff to gain knowledge about the distribution of medication.

The course is FREE to access.

It is via the Health Education Improvement Wales (HEIW) website.

<https://www.wcppe.org.uk/product/medicines-administration-training/>

The aim of this programme is to provide the underpinning knowledge around the safe use and administration of oral and topical medicines.



Learning outcomes:

- Understand the key principles that underpin the safe administration of medicines.
- Understand your role in medicine administration.
- Know the policies and procedures in place for all aspects of medicine management.
- Identify the documentation that is required to be completed when dealing with medicine administration.
- Recognise the requirements for the safe administration of medicines.
-

It is advised that senior staff within your organisation undertake this learning first, as there is a leadership quality assurance system attached to the package, which you might like to consider using. These covers:

1. A full pack of learning to print out and guide staff for use in individual and group support sessions.
2. A safe system of work to advise staff how to give out medication when they are undertaking the practical task.
3. A competency sign off sheet that managers can use, to appraise staff skills and capability.

If you would like some documentation to assist you:

- Getting staff registered on the site
- Supervising / quality assuring the work of your staff team

Please get in touch with **Ceri Watts** by emailing ceri.watts@rctcbc.gov.uk

Please note that e-learning is a 'knowledge only' package. It will not ensure that staff members are competent to undertake medication activities. The duty to appraise staff competence always rests with the leadership within an organisation and is tied by law to the supervision process.

For this to be added to your training record, on completion please forward a copy of your certificate to Hannah Johnson Hannah.k.johnson@rctcbc.gov.uk

Food Hygiene E-learning certificate

RCT's catering services team have developed the following e-learning pathway for staff to gain knowledge about food hygiene.

To access this course, please contact Ceri Watts Ceri.Watts@rctcbc.gov.uk

Whilst there is a cost to access this course, the training team can pay for nominated **in house service** colleagues where their job requires them to handle food. Managers should approach the training team in the first instance to request access and make arrangements with our catering services colleagues.

Some information for nominating managers – please read before putting staff forward:

- The course can be accessed by any computer – it doesn't need to be tied to a council email address.
- The course will take approximately 6 hours to complete.
- The course comprises 10 modules.
- Learners are advised to tackle each module on a different day. It will be better to access this learning in small bite-sized chunks.
- Each module has 5 multiple choice answers at the end of each segment.
- Participants must get 100% in each segment.
- The course comes with supporting materials which contain all the answers to the multiple-choice questions. This is an essential resource for learners to maintain motivation with the course.
- Managers should print these materials out ahead of the session, highlighting to participants where they will find the answers.
- The layout of the course book mirrors the e-learning modules.
- There is a glossary at the back of the book. This contains definitions of difficult words. Some of the multiple-choice questions ask for definitions. Participants should use the glossary to find the answer. A lot of the multiple-choice answers are confusingly similar. The book will give you the exact answer the e-learning is looking for.



Food Safety Level 2 - Handy Tips for E-Learning

You will shortly receive an e-mail from support@highfieldelearning.com with log-on instruction. If you do not receive an email - please check your junk or spam folders. For technical support e-mail the above or phone 01302 363277 (Monday – Friday, 8.30am - 5.30pm).



Please use **Google Chrome**



Do not use **Internet Explorer**. 

when completing e-learning 

1. Using a suitable device, e.g., iPad, tablet, laptop or computer (not compatible with normal android phones), log-on to: <https://lms.highfieldelearning.com>

2. It is advised that you download and read the **PDF book** in advance of tackling each module on the e-learning. (*The book is sited at the bottom of the first page below Module Headings*). There is a **Glossary** on **P57** to explain terminology used in the e-learning.

Module	Topic	Page
1	Introduction to Food Safety	P3
2	Microbiological Hazards	P6 & 11
3	Food Poisoning and its Control	P12
4	Contamination Hazards & Control	P18
5	HACCP from Delivery to Service	P43
6	Personal Hygiene	P25
7	Food Premises & Equipment	P30
8	Food Pests & Control	P34
9	Cleaning & Disinfection	P38
10	Food Safety Enforcement	P55

3. Use the arrow located in the bottom right corner to navigate through the module. The arrow will only allow you to proceed once all information on the screen has been read.

4. At the end of each module there is an assessment of 5 multiple choice questions to answer.

– If you get a question wrong in the assessment, it will take you back into the course to review the information on the question answered incorrectly. An alternative question is then offered to replace the wrongly answered question.

– If you are unsuccessful in the ‘end module’ assessment more than 3 times, you need to *revise* the entire course again. After this, you can re-attempt the assessment.

Members of the Catering Services Training Team can be contacted between the hours of 8am – 4pm, Monday - Friday to provide friendly support to candidates who may require some help.

- **Margery Jones – 07471 140720**
- **Beverly Griffiths – 07393 759298**
- **Madison Shellis – 07799 132006**

Eating, drinking, and swallowing training pack; Level 1 - Basic awareness

Who is this training for?

- This training aims to provide **basic awareness** of eating, drinking and swallowing problems and good practice for supporting people at mealtimes.
- This training is aimed at **all** staff / families / carers who support anyone with a learning disability at mealtimes.
- **If you are working with someone who has professional eating, drinking and swallowing guidelines in place** then after completing this training you will also require **additional training**, and you can request this from Speech and Language Therapy (or the professional who provided the guidelines).
- This training will take about 1 – 1.5 hours to complete.

Training Aims:

- To provide participants with a **basic understanding** of the normal eating, drinking and swallowing process, and some of the ways this process can break down.
- To enable participants to learn some of the **signs and symptoms of dysphagia**, and to know when to refer to Speech & Language Therapy (SLT) or other relevant health professionals.
- To give an overview of what makes a **good eating and drinking experience** for people with learning disabilities.

For access to the E-Learning PowerPoint, please get in touch with **Hannah Johnson** by emailing Hannah.k.johnson@rctcbc.gov.uk

Eating, drinking, and swallowing training pack; Level 2 - IDDSI - Modifying food and drink

Training Aims:

- To provide information about what the IDDSI framework is
- To provide information about how IDDSI describes texture modification of food and drink.
- To enable participants to learn about the preparation of the IDDSI food and drink textures.
- To develop participants understanding of safer practices and management strategies
- This training will take about 45 minutes to complete.

For access to the E-Learning PowerPoint, please get in touch with **Hannah Johnson** by emailing Hannah.k.johnson@rctcbc.gov.uk



GWASANAETH DATBLYGU
GWEITHLU GOFAL CYMDEITHASOL

CWM TAF

SOCIAL CARE WORKFORCE
DEVELOPMENT SERVICE

Un sector : Un gweithlu • one sector : one workforce

Social Care Induction, Safeguarding & Social Care Qualifications



Gofal Cymdeithasol Cymru
Social Care Wales

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 2024 – March 2025. 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 2024/2025

Date starting 11th April 2024.

Date	Topic	Time	Facilitator	Venue & Comments
11/04/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Ty Elai
12/04/24	Complaints Advocacy Introduction to Human Development. Legislation and Theory	9:30 -10:30 10:30-12:00 1:30- 4:30	VQ Team	Ty Elai
15/04/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Ty Elai
16/04/24	Childrens Safeguarding L2 Dementia	9:30 – 12:30 1-4:00	Lyn Prosser Adult Assessor	Ty Elai Ty Elai
17/04/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Ty Elai
18/04/24	General health and Safety A&B VAWDA	9:00 – 12:30 1:30 – 3:30 3:30-4:30	M&H/First Aid Team	Ty Elai Ty Elai Safeguarding support available
19/04/24	Lead IQA support	9:00-12:30	VQ Lead IQA	Ty Elai
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning Disabilities	9-30-4:30	M&H/First Aid Team	Ty Elai

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 2024/2025

Date starting 09 May 2024

Date	Topic	Time	Facilitator	Venue & Comments
09/05/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Ty Elai
10/05/24	Complaints Advocacy Introduction to Human Development. legislation and Theory	9:30 -10:30 10:30 -12:00 1:30- 4:30	VQ Team	Ty Elai
13/05/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Ty Elai
14/05/24	Childrens Safeguarding L2 Dementia	9:30– 12:30 1:30-4:00	Lyn Prosser Adult assessors	Ty Elai
15/05/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Ty Elai
16/05/24	General health and Safety A&B VAWDA	9:00 – 12:30 1:30 – 3:30 3:30-4:30	M&H/First Aid Team	Ty Elai Safeguarding support available
17/05/24	Lead IQA support	9:00-12:30	VQ Lead IQA	Ty Elai
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning disabilities	9-30-4;30	M&H/First Aid Team	Ty Elai

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.u

Social Care Induction 2024/2025

Date starting 13 June 2024

Date	Topic	Time	Facilitator	Venue & Comments
13/06/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Ty Elai
14/06/24	Complaints Advocacy Introduction to Human Development. legislation and Theory	9:30 -10:30 10:30 -12:00 1:30- 4:30	VQ Team	Ty Elai
17/06/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Ty Elai
18/06/24	Childrens Safeguarding L2 Dementia	9:30– 12:30 1:30-4:00	Lyn Prosser Adult assessors	Ty Elai
19/06/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Ty Elai
20/06/24	General health and Safety A&B VAWDA	9:00 – 12:30 1:30 – 3:30 3:30-4:30	M&H/First Aid Team	Ty Elai Safeguarding support available
21/06/24	Lead IQA support	9:00-12:30	VQ Lead IQA	Ty Elai
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning disabilities	9-30-4;30	M&H/First Aid Team	Ty Elai

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 2024/2025

Date starting 11 July 2024

Date	Topic	Time	Facilitator	Venue & Comments
11/07/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Ty Elai
12/07/24	Complaints Advocacy Introduction to Human Development. legislation and Theory	9:30 -10:30 10:30 -12:00 1:30- 4:30	VQ Team	Ty Elai
15/07/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Ty Elai
16/07/24	Childrens Safeguarding L2 Dementia	9:30– 12:30 1:30-4:00	Lyn Prosser Adult assessors	Ty Elai
17/07/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Ty Elai
18/07/24	General health and Safety A&B VAWDA	9:00 – 12:30 1:30 – 3:30 3:30-4:30	M&H/First Aid Team	Ty Elai Safeguarding support available
19/07/23	Lead IQA support	9:00-12:30	VQ Lead IQA	Ty Elai
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning disabilities	9-30-4;30	M&H/First Aid Team	Ty Elai

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 2024/2025

Date starting 08 August 2024

Date	Topic	Time	Facilitator	Venue & Comments
08/08/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Ty Elai
09/08/24	Complaints Advocacy Introduction to Human Development. legislation and Theory	9:30 -10:30 10:30 -12:00 1:30- 4:30	VQ Team	Ty Elai
12/08/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Ty Elai
13/08/24	Childrens Safeguarding L2 Dementia	9:30– 12:30 1:30-4:00	Lyn Prosser Adult assessors	Ty Elai
14/08/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Ty Elai
15/08/24	General health and Safety A&B VAWDA	9:00 – 12:30 1:30 – 3:30 3:30-4:30	M&H/First Aid Team	Ty Elai Safeguarding support available
16/08/24	Lead IQA support	9:00-12:30	VQ Lead IQA	Ty Elai
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning disabilities	9-30-4;30	M&H/First Aid Team	Ty Elai

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 2024/2025

Date starting 12 September 2024

Date	Topic	Time	Facilitator	Venue & Comments
12/09/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Ty Elai
13/09/24	Complaints Advocacy Introduction to Human Development. legislation and Theory	9:30 -10:30 10:30 -12:00 1:30- 4:30	VQ Team	Ty Elai
16/09/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Ty Elai
17/09/24	Childrens Safeguarding L2 Dementia	9:30– 12:30 1:30-4:00	Lyn Prosser Adult assessors	Ty Elai
18/09/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Ty Elai
19/09/24	General health and Safety A&B VAWDA	9:00 – 12:30 1:30 – 3:30 3:30-4:30	M&H/First Aid Team	Ty Elai Safeguarding support available
20/09/24	Lead IQA support	9:00-12:30	VQ Lead IQA	Ty Elai
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning disabilities	9-30-4;30	M&H/First Aid Team	Ty Elai

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*

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

General Health & Safety

Aim:

To raise the level of awareness, understanding and importance of health and safety in the workplace.

Objectives:

To provide participants with basic knowledge of:

- 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.

A&B

Aim:

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.

Objectives:

By the end of the course candidates will be able to:-

- 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	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY

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		
<p><u>Learning Outcomes:</u></p> <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 Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY	
<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
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 Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY	
<p style="text-align: center;">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								
Person Centred Practice	VQ Team	9:30 a.m. - 16:30 p.m.								
Arranged by Jillian Davies										
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Learning outcomes</th> <th style="width: 50%;">Learning outcomes</th> </tr> </thead> <tbody> <tr> <td>Understand the application of person centred practice</td> <td>Understand the application of child centred practice</td> </tr> <tr> <td>Understand the principles of Adult health and social care</td> <td>Understand the principles of children's health and social care</td> </tr> <tr> <td>Understand the context of wellbeing for individuals</td> <td>Understand the context of wellbeing for children</td> </tr> </tbody> </table>			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
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 See induction table	Venue Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY									
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		
<p><u>Aim:</u></p> <p>To ensure that the Cwm Taff social care workforce receive specific training covering a comprehensive range of first aid skills for various different emergencies.</p> <p><u>Objectives:</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Demonstrate and practice safe use of AED in a community setting</p> <p>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.</p> <p>Be able to deal with other common illnesses and injuries including:</p> <ul style="list-style-type: none"> • Angina • Asthma/Hyperventilation • Diabetes • Epilepsy • Lacerations/Fractures <p>All candidates must attend the full six hours of contact training and be physically able to participate in the practical elements of the course</p> <p>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)</p> <p>RCT policy states that all staff with EFAW, FAW qualification must attend a BSU.</p>		
Date	Venue	
See Induction table	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY	
<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
CD&F	Cwm Taf Manual Handling and First Aid Resource Team	9.00 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 Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY	
<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 Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY	
<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
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 individuals 2. 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>		
<p>Date See Induction table</p>	<p>Venue Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY</p>	
<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 Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY	
As advertised above within the Social Induction Programme NB The sessions cannot be booked individually as they are part of an induction programme		

cwm Taf Adult Safeguarding Training

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



Topic	Trainer	Duration
Section 126 Enquiries	TBC	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 information scope and purpose of initial enquiries What information is required to complete Initial enquiries scope and purpose of a POVA Non- Criminal Investigation how to plan AND conduct Safeguarding Investigations the importance of gathering, preserving and non contaminating evidence appropriate interview and recording skills how to evaluate evidence and prepare report on findings the 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	
12/09/2024	Teams	
Any queries in relation to the course please email Jillian.Davies@rctcbc.gov.uk Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk		

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
Group B (Previously 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	
26/09/2024	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
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	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

Moving and Handling Training

First Aid



The Cwm Taf Training and Development Team can offer specialist training in relation to moving and handling and first aid. This training is offered initially to our in house services. If there is additional capacity, places can be made available to contracted social care agencies. Partners understand that the first priority will always be training LA staff.

As previously mentioned, there are tight criteria relating to statutory training specified by the Circular guidance that accompanies the SCWDP training grant

If you are interested in any of the moving and handling training courses listed, please contact socialcaretraining@rhondda-cynon-taff.gov.uk to see if there is capacity.

Topic	Trainer	Duration
A&B For all Cwm Taf workforce (AM ONLY)	Cwm Taf - Moving & Handling & First Aid Resource Team	9:30 a.m. - 1:00 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments & 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: All levels of staff

Aim:

To raise awareness for staff within the social care sector, of current legislation, policies and codes of practice in relation to manual handling

Along with a basic understanding spinal anatomy, principles of safer handling, ergonomic risk assessment and practical load handling methods and skills.

Objectives:

By the end of this module participants will be able to:

Legislation:

- Define the term manual handling
- Name legislation relating to manual handling i.e.
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Lifting Operations Lifting Equipment Regulations (LOLER) 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Health and Safety Miscellaneous Amendments Regulations 2002.
- **Understand formal and informal risk assessment of inanimate load handling**
- Recognise safer and unsafe postures in relation to load handling
- Cite the principles of safer load handling
- Identify how these principles can be applied to the moving of large/ awkward loads.
- Safely demonstrate the following techniques:
- Pushing and pulling
- Lifting a load from different levels
- Team handling.

Candidates must participate in all practical elements.

Due to the practical elements of this course we advise staff to wear clothing that will allow ease of movement such as leggings jeans joggers etc.

Due to the use of manual handling equipment staff must wear closed in footwear at all times

Date	Venue
17 May 2024	Ty Elai
21 June 2024	Ty Elai
19 July 2024	Ty Elai
16 August 2024	Ty Elai
20 September 2024	Ty Elai

Any queries in relation to the course content please email: catherine.d.brown@rctcbc.gov.uk

Nominations to be sent to: Cheryl.a.evans@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
First Aid at Work (FAW) - 3 Day Course QCF Level 3	Cwm Taf - Moving and Handling & First Aid Resource Team	9:30 a.m. - 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments & 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: All levels of staff

Aim

To enable all candidates to successfully gain First aid at Work Qualification and be a first aider within the workplace

Objectives by the end of the course the learner will be able to....

- 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.
- Application and Safe use of auto defibrillator (AED)
- 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
- Signs and symptoms and treatment for various types of shock
- Signs and symptoms of a choking casualty and treatment
- Be able to deal with other common illnesses and injuries including:
 - Asthma
 - Hyperventilation
 - Diabetes
 - Epilepsy
- Fractures and lacerations
- Dealing with casualty with anaphylactic shock
- Undertake continuous theoretical learning is via workbooks and references books with equivalent of level 3 QCF
- Participate in practical exercises supporting knowledge gained through theoretical learning

Candidates must participate in all practical element

On successful completion of the training you will receive a First Aid at Work Qualification Certificate confirming your standing as a first aider within the work place and competence, demonstrated throughout the course.

Due to the practical elements of this course we advise staff to wear clothing that will allow ease of movement such as leggings jeans joggers etc.

Due to the use of manual handling equipment staff must wear closed in footwear at all times

Date	Venue
29 Apr 2024 – 01 May 2024	Ty Elai
05-07 June 2024	Ty Elai
08-10 July 2024	Ty Elai
25-27 September 2024	Ty Elai

Any queries in relation to the course content please email: catherine.d.brown@rctcbc.gov.uk

Nominations to be sent to: Cheryl.a.evans@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Requalification First Aid at Work (FAW) - 2 Day Course QCF Level 3	Cwm Taf - Moving and Handling & First Aid Resource Team	9:30 a.m. - 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments & 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: All levels of staff		
<p>Aim To enable all candidates to successfully gain First aid at Work Qualification and be a first aider within the workplace</p> <p>Objectives by the end of the course the learner will be able to....</p> <ul style="list-style-type: none"> • 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. • Application and Safe use of auto defibrillator (AED) • 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 • Signs and symptoms and treatment for various types of shock • Signs and symptoms of a choking casualty and treatment • Be able to deal with other common illnesses and injuries including: <ul style="list-style-type: none"> ○ Asthma ○ Hyperventilation ○ Diabetes ○ Epilepsy ○ Fractures and lacerations • Dealing with casualty with anaphylactic shock • Undertake continuous theoretical learning is via workbooks and references books with equivalent of level 3 QCF • Participate in practical exercises supporting knowledge gained through theoretical learning <p>On successful completion of the training you will receive a First Aid at Work Qualification Certificate confirming your standing as a first aider within the work place and competence, demonstrated throughout the course.</p> <p>Due to the practical elements of this course we advise staff to wear clothing that will allow ease of movement such as leggings jeans joggers etc.</p> <p>Due to the use of manual handling equipment staff must wear closed in footwear at all times</p>		
Date	Venue	
23-24 May 2024	Ty Elai	

Any queries in relation to the course content please email: catherine.d.brown@rctcbc.gov.uk

Nominations to be sent to: Cheryl.a.evans@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Emergency First Aid @ Work	Cwm Taf - Moving & Handling & First Aid Resource Team	9:30 a.m. - 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments & 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: All levels of staff		
<p>Aim To ensure that the Cwm Taff social care workforce receive specific training covering a comprehensive range of first aid skills for various different emergencies.</p> <p>Objectives by the end of the course the learner will be able to....</p> <ul style="list-style-type: none"> • 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 <p>All candidates must attend the full six hours of contact training and be physically able to participate in the practical elements of the course</p> <p>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)</p> <p>RCT policy states that all staff with EFAW, and FAW qualification must attend a BSU</p> <p>Due to the practical elements of this course we advise staff to wear clothing that will allow ease of movement such as leggings jeans joggers etc.</p> <p>Due to the use of manual handling equipment staff must wear closed in footwear at all times</p> <p style="text-align: center;"><i>Dates and Venues are on the next page</i></p>		
<p>Any queries in relation to the course content please email: catherine.d.brown@rctcbc.gov.uk Nominations to be sent to: Cheryl.a.evans@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk</p>		

Topic	Trainer	Duration
Emergency First Aid @ Work	Cwm Taf - Moving and Handling & First Aid Resource Team	9.30 a.m. - 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments & registration)</i>
Date	Venue	
17 April 2024	Ty Elai	
26 April 2024	Ty Elai	
29 May 2024	Ty Elai	
3 June 2024	Ty Elai	
13 June 2024	Ty Elai	
28 June 2024	Ty Elai	
11 July 2024	Ty Elai	
25 July 2024	Ty Elai	
7 August 2024	Ty Elai	
22 August 2024	Ty Elai	
6 September 2024	Ty Elai	
26 September 2024	Ty Elai	

Any queries in relation to the course content please email: catherine.d.brown@rctcbc.gov.uk

Nominations to be sent to: Cheryl.a.evans@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Basic Skills Update for the social care workforce of the Cwm Taf region (AM ONLY)	Cwm Taf - Moving and Handling & First Aid Resource Team	9:30 a.m. - 1:00 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 levels of staff		
<p>Aim To allow candidates with a current qualification in either FAW OR EFAW Qualifications to update their basic life saving skills</p> <p>Objectives</p> <ul style="list-style-type: none"> • 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"> ○ Shock ○ Choking <p>All candidates must attend the full 3 hours of contact training and be physically able to participate in the practical elements of the course</p> <p>RCT policy states that all staff with EFAW, FAW qualification must attend a BSU. on a yearly basis.</p> <p>Candidates must participate in all practical elements of the BSU</p> <p>Due to the practical elements of this course we advise staff to wear clothing that will allow ease of movement such as leggings jeans joggers etc.</p> <p>Due to the use of manual handling equipment staff must wear closed in footwear at all times</p>		
Date	Venue	
19 April 2024	Ty Elai	
10 May 2024	Ty Elai	
14 June 2024	Ty Elai	
12 July 2024	Ty Elai	
2 August 2024	Ty Elai	
3 September 2024	Ty Elai	

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 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 4 Preparing for leadership and management in Health and Social care.

Any queries in relation to the qualification content please email: Centre Manager
Jillian.Davies@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>
--	---

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 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	
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

E-bost / E-mail: socialcaretraining@rctcbc.gov.uk