



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 2025 – March 2026

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Welcome Message from Cwm Taf Social Care Workforce Development Service Manager

On behalf of Cwm Taf Social Care Workforce Development service I am pleased to share this year's Training program. The calendar for 2025/2026 identifies a range of topics required for social care services to support a motivated, engaged, and valued workforce with the capacity, competence, and confidence to meet the needs of the people of Cwm Taf.

Our team of Professional and qualified staff are there to support you through any queries to ensure you access the most suitable training and the delivery model to meet your service needs.

We look forward to learning and working alongside you this year.



Jill Davies Abbott

Cwm Taf Social Care Workforce Development Service Manager

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Information about participation and engagement on all training courses

In order to ensure that everyone has an enjoyable and worthwhile time whilst on our training courses, the Cwm Taf Social Care Workforce Development Partnership has developed a learning agreement which underpins SCW code of conduct for employees.

We'd find it really helpful if managers could let staff know about these expectations before they are sent on our courses.

Participants on SCWDP funded courses agree to:

Stay for the duration of the session – The length of the course is agreed prior to advert.

Good Punctuality – please arrive in good time before the start of the course, arriving back from breaks at the agreed time.

Confidentiality – All information that is shared in the session stays inside the training room. This is particularly important if individuals are mentioned. However, it is also important if training participants share personal information about themselves.

To ensure that we are acting in accordance with Safeguarding procedures, if a participant shares information of a grave or serious nature, they must understand that it is the trainer's responsibility to pass this information on.

Respectful conduct – It is part of the social care worker's code of conduct to treat other people with respect and dignity, including other participants on training. When differences of opinion arise, it is important to be respectful of other people's points of view. Respectful behaviour includes:

- Speaking one at a time
- Ensuring that quieter members of the group have an equal chance to participate
- Using language that conveys tolerance and respect.
- Ensuring that mobile phones are switched off and text messages are not sent or received (subject to negotiation in exceptional circumstances)

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This list is not exhaustive and may be added to through out the day. Participants are encouraged to add to this list.

Additional information for colleagues attending training via a virtual platform (e.g. Teams)

- You may have been sent pre-course materials, please read these documents to prepare for the session.
- Please join from a functioning electronic device such as laptop or PC and familiarise yourself with the training platform prior to the event.
- Please join the training 15 minutes prior to the start of the course so that any technical challenges can be resolved.
- Please join using the link sent via email by the course administrator.
- Take account of confidentiality issues – if you are accessing from a care setting blur your background so that individuals and their private details are not visible.
- When you join the training, please put your name, role and care setting in the chat. The name entered should match any SCW registration. If more than one person is accessing from a shared device, we need this information for all participants attending.
- Please be aware that all details about who has accessed, duration of call and chat participation are logged automatically by the teams app. We use this information to inform our attendance records. It is really important that you advise us at the start of the session if more than one person is sharing a device.
- 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.

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Topic	Trainer	Duration
Epilepsy Awareness	Cwm Taf LHB	10:00 – 14:00pm
Target Audience: Cwm Taf Learning Disability Services		
Aims: Following the training participants will: <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 		
Date	Venue	
21/05/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
25/06/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
10/09/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
18/11/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
20/01/2026	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
23/02/2026	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
11/03/2026	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	

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

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Topic	Trainer	Duration
Dementia in the Context of Learning Disabilities	Tony Waters	09:30 – 12:30pm
Target Audience: Cwm Taf Learning Disability Services		
Aims: <ul style="list-style-type: none"> • Understand what Dementia is. • 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	
14/05/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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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	
01/07/2025		Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
04/11/2025		Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
03/03/2026		Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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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	
09/06/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
08/10/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
04/02/2026	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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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 <p><i>Delegates attending the face-to-face Food Safety level 2 Training will be required to bring some form of identification with them. This is to verify who they are and has to be logged for Highfield Qualifications Training evidence</i></p>		
Date	Venue	
07/07/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
26/11/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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Topic	Trainer	Duration
Adverse Childhood Experiences & Trauma Informed Practice	Laura Tranter & Jain Boon	09:30 – 16:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p>Aims/Objectives:</p> <ul style="list-style-type: none"> • To refresh awareness and increase knowledge around ACEs and the impact of trauma • To examine the research and evidence base around ACEs in relation to those with learning disabilities • Understand the terminology around trauma informed practice • To discuss good practice in engaging clients who have experienced childhood trauma • To increase awareness of stress and trauma in the body and offer a number of practical tools and techniques to support regulation • To develop our wellness by building the capacity to self-regulate through resourcing and stabilisation tools. • To help staff understand vicarious trauma and develop self-care by building healthy boundaries • To update on current work in Wales in developing trauma informed (TrACE) organisations 		
Date	Venue	
06/06/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
24/09/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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Topic	Trainer	Duration
Fire Awareness	Fire Safety Services	09:30 – 12:30pm
Target Audience: All staff with a responsibility for safety in their workplace		
Objectives: At the end of the session, you should have achieved the following outcomes: - <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: a) On discovering a fire b) On hearing the fire alarm sound <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	
05/06/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
25/02/2026	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	

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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	
13/05/2025	MS Teams	
11/11/2025	MS Teams	

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Topic	Trainer	Duration
Visual Impairment Awareness Training	Sight Life	09:30 – 16:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aims and Objectives</u></p> <p>Have a basic understanding of the main sight conditions.</p> <p>Be able to recognise a person with sight loss and the impact.</p> <p>Be able to confidently guide a person.</p> <p>Be able to communicate effectively.</p> <p>Understand the importance of accessible environments.</p>		
Date	Venue	
29/04/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
04/09/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
23/01/2026	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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Topic	Trainer	Duration
Mental Health & Learning Disabilities	Tony Waters	09:30 – 15:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> • To gain a better understanding of the mental health needs of adults with Learning Disabilities. • To understand the various mental health conditions. • To consider how the diagnosis and treatment of mental health problems is different for people who have a Learning Disability. • To understand how to adapt approaches to intervene and support those affected with Learning Disabilities and mental health problems 		
Date	Venue	
12/06/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
04/12/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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Topic	Trainer	Duration
Substance Misuse	Ceri Watts	09:30 – 15:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> • To raise participants awareness of substance use, including more recently available substances and trends. • Describe methods in which drugs can be used • Discuss different levels of drug use • List substances in clinical categories • Discuss a variety of substances • Discuss the legal implications of drug use 		
Date	Venue	
03/07/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
22/01/2026	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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Topic	Trainer	Duration
Introduction to Neurodiversity	Autside Education & Training	09:30 – 16:00pm
Target Audience: Cwm Taf Learning Disability Services		
<u>Aims:</u> Introduction to autism Diagnostic criteria explained Different presentations Co-occurring conditions Introduction to ADHD Impact on daily life Medication & its impact		
Date	Venue	
12/05/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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Information on E-Learning Packages

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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.

[Welcome! - Ytydysgu Heiw](#)

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

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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.



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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.

- **Beverly Griffiths – 07393 759298**
- **Madison Shellis – 07799 132006**

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Bae Abertawe
Swansea Bay University
Health Board

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

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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

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Social Care Induction, Safeguarding & Social Care Qualifications



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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.

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Social Care Induction 2025/2026

Date starting 10th April 2025.

Date	Topic	Time	Facilitator	Venue & Comments
10/04/25	VAWDA General health and Safety A&B	9:30am – 10:30am 10:30am – 1:00pm 1:30pm – 4:00pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
11/04/25	Person Centred Practice/ Child centred practice	9:30am – 4:30pm		Room 1
14/04/25	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
15/04/25	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1:00pm - 4:00pm		Room 1 Room 1
16/04/25	Safeguarding Adults	9:30am - 4:30pm		Room 1
17/04/25	Complaints Advocacy Introduction to Human Development Legislation and Theory	9:30am – 10:30am 11:00am – 12:30pm 1:00pm – 2:30pm 2:30pm – 4:30pm		Room 1
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning disabilities	9:30am - 4:30pm	M&H/First Aid Team	Room 1

Any queries in relation to the course content please email: dawn. moulden@rctcbc.gov.uk Or Paul.d.aubrey@rctcbc.gov.uk Nominations to be sent to: lyndsey.foley@rctcbc.gov.uk / socialcaretraining@rctcbc.gov.uk

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Social Care Induction 2025/2026

Date starting 08th May 2025

Date	Topic	Time	Facilitator	Venue & Comments
08/05/25	VAWDA General health and Safety A&B	9:30am – 10:30am 10:30am – 1:00pm 1:30pm – 4:00pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
09/05/25	Person Centred Practice/ Child centred practice	9:30am – 4:30pm		Room 1
12/05/25	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
13/05/25	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1:00pm - 4:00pm		Room 1 Room 1
14/05/25	Safeguarding Adults	9:30am - 4:30pm		Room 1
15/05/25	Complaints Advocacy Introduction to Human Development Legislation and Theory	9:30am – 10:30am 11:00am – 12.30pm 1:00pm – 2:30pm 2:30pm – 4:30pm		Room 1
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning disabilities	9:30am – 4:30pm	M&H/First Aid Team	Room 1

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Social Care Induction 2025/2026

Date starting 12th June 2025

Date	Topic	Time	Facilitator	Venue & Comments
12/06/25	VAWDA General Health and Safety A&B	9:30am – 10:30am 10:30am – 1:00pm 1:30pm – 4:00pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
13/06/25	Person Centred Practice/ Child Centred practice	9:30am – 4:30pm		Room 1
16/06/25	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
17/06/25	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1:00pm - 4:00pm		Room 1 Room 1
18/06/25	Safeguarding Adults	9:30am - 4:30pm		Room 1
19/06/25	Complaints Advocacy Introduction to Human Development. Legislation and Theory	9:30am – 10:30am 11:00am – 12.30pm 1:00pm – 2:30pm 2:30pm – 4:30pm		Room 1
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning disabilities	9:30am – 4:30pm	M&H/First Aid Team	Room 1

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Social Care Induction 2025/2026

Date starting 10th July 2025

Date	Topic	Time	Facilitator	Venue & Comments
10/07/25	VAWDA General health and Safety A&B	9:30am – 10:30am 10:30am – 1:00pm 1.30pm – 4:00pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
11/07/25	Person Centred Practice/ Child centred practice	9:30am – 4.30pm		Room 1
14/07/25	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
15/07/25	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1:00pm - 4:00pm		Room 1 Room 1
16/07/25	Safeguarding Adults	9:30am - 4:30pm		Room 1
17/07/25	Complaints Advocacy Introduction to Human Development. Legislation and Theory	9:30am – 10:30am 11:00am – 12:30pm 1:00pm – 2:30pm 2:30pm – 4:30pm		Room 1
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning Disabilities	9:30am - 4:30pm	M&H/First Aid Team	Room 1

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Social Care Induction 2025/2026

Date starting 07th August 2025

Date	Topic	Time	Facilitator	Venue & Comments
07/08/25	VAWDA General Health and Safety A&B	9:30am – 10:30am 10:30am – 1:00pm 1:30pm – 4:00pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
08/08/25	Person Centred Practice/ Child Centred Practice	9:30am – 4:30pm		Room 1
11/08/25	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
12/08/25	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1:00pm - 4:00pm		Room 1 Room 1
13/08/25	Safeguarding Adults	9:30am - 4:30pm		Room 1
14/08/25	Complaints Advocacy Introduction to Human Development. Legislation and Theory	9:30am – 10:30am 11:00am – 12:30pm 1:00pm – 2:30pm 2:30pm – 4:30pm		Room 1
Cheryl Evans to confirm dates	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 2025/2026

Date starting 12th September 2025

Date	Topic	Time	Facilitator	Venue & Comments
11/09/25	VAWDA General Health and Safety A&B	9:30am – 10:30am 10:30am – 1:00pm 1:30pm – 4:00pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
12/09/25	Person Centred Practice/ Child Centred Practice	9:30am – 4:30pm		Room 1
15/09/25	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
16/09/25	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1:00pm - 4:00pm		Room 1 Room 1
17/09/25	Safeguarding Adults	9:30am - 4:30pm		Room 1
18/09/25	Complaints Advocacy Introduction to Human Development. Legislation and Theory	9:30am – 10:30am 11:00am – 12:30pm 1:00pm – 2:30pm 2:30pm – 4:30pm		Room 1
Cheryl Evans to confirm dates	CDF Support@home CDF Residential CDF Learning disabilities	9:30am – 4:30pm	M&H/First Aid Team	Room 1

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Social Care Induction 2025/2026

Date starting 9th October 2025

Date	Topic	Time	Facilitator	Venue & Comments
09/10/25	VAWDA General health and Safety A&B	9:30am – 10:30am 10.30am – 1pm 1.30pm – 4pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
10/10/25	Person Centred Practice/ Child centred practice	9:30am – 4.30pm		Room 1
13/10/25	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
14/10/25	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1.00pm -4:00pm		Room 1 Room 1
15/10/25	Safeguarding Adults	9:30am - 4:30pm		Room 1
16/10/25	Complaints Advocacy Introduction to Human Development. legislation and Theory	9:30am – 10.30am 11:00am – 12.30pm 1.00pm – 2.30pm 2.30pm – 4.30pm		Room 1
Cheryl Evans to confirm dates	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 2025/2026

Date starting 6th November 2025

Date	Topic	Time	Facilitator	Venue & Comments
06/11/25	VAWDA General health and Safety A&B	9:30am – 10:30am 10.30am – 1pm 1.30pm – 4pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
07/11/25	Person Centred Practice/ Child centred practice	9:30am – 4.30pm		Room 1
10/11/25	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
11/11/25	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1.00pm -4:00pm		Room 1 Room 1
12/11/25	Safeguarding Adults	9:30am - 4:30pm		Room 1
13/11/25	Complaints Advocacy Introduction to Human Development. legislation and Theory	9:30am – 10.30am 11:00am – 12.30pm 1.00pm – 2.30pm 2.30pm – 4.30pm		Room 1
Cheryl Evans to confirm dates	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 2025/2026

Date starting 4th December 2025

Date	Topic	Time	Facilitator	Venue & Comments
04/12/25	VAWDA General health and Safety A&B	9:30am – 10:30am 10.30am – 1pm 1.30pm – 4pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
05/12/25	Person Centred Practice/ Child centred practice	9:30am – 4.30pm		Room 1
08/12/25	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
09/12/25	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1.00pm -4:00pm		Room 1 Room 1
10/12/25	Safeguarding Adults	9:30am - 4:30pm		Room 1
11/12/25	Complaints Advocacy Introduction to Human Development. Legislation and Theory	9:30am – 10.30am 11:00am – 12.30pm 1.00pm – 2.30pm 2.30pm – 4.30pm		Room 1
Cheryl Evans to confirm dates	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 2025/2026

Date starting 8th January 2026

Date	Topic	Time	Facilitator	Venue & Comments
08/01/26	VAWDA General health and Safety A&B	9:30am – 10:30am 10.30am – 1pm 1.30pm – 4pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
09/01/26	Person Centred Practice/ Child centred practice	9:30am – 4.30pm		Room 1
12/01/26	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
13/01/26	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1.00pm -4:00pm		Room 1 Room 1
14/01/26	Safeguarding Adults	9:30am - 4:30pm		Room 1
15/01/26	Complaints Advocacy Introduction to Human Development. Legislation and Theory	9:30am – 10.30am 11:00am – 12.30pm 1.00pm – 2.30pm 2.30pm – 4.30pm		Room 1
Cheryl Evans to confirm dates	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 2025/2026

Date starting 12th February 2026

Date	Topic	Time	Facilitator	Venue & Comments
12/02/26	VAWDA General health and Safety A&B	9:30am – 10:30am 10.30am – 1pm 1.30pm – 4pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
13/02/26	Person Centred Practice/ Child centred practice	9:30am – 4.30pm		Room 1
16/02/26	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
17/02/26	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1.00pm -4:00pm		Room 1 Room 1
18/02/26	Safeguarding Adults	9:30am - 4:30pm		Room 1
19/02/26	Complaints Advocacy Introduction to Human Development. Legislation and Theory	9:30am – 10.30am 11:00am – 12.30pm 1.00pm – 2.30pm 2.30pm – 4.30pm		Room 1
Cheryl Evans to confirm dates	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 2025/2026

Date starting 12th March 2026

Date	Topic	Time	Facilitator	Venue & Comments
12/03/26	VAWDA General health and Safety A&B	9:30am – 10:30am 10.30am – 1pm 1.30pm – 4pm	M&H/First Aid Team	Room 1 Support available if needed for VAWDASW
13/03/26	Person Centred Practice/ Child centred practice	9:30am – 4.30pm		Room 1
16/03/26	Emergency First Aid	9:30am - 4:30pm	M&H/First Aid Team	Room 1
17/03/26	Childrens Safeguarding L2 Dementia	9:30am – 12:30pm 1.00pm -4:00pm		Room 1 Room 1
18/03/26	Safeguarding Adults	9:30am - 4:30pm		Room 1
19/03/26	Complaints Advocacy Introduction to Human Development. Legislation and Theory	9:30am – 10.30am 11:00am – 12.30pm 1.00pm – 2.30pm 2.30pm – 4.30pm		Room 1
Cheryl Evans to confirm dates	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 13:00 pm - 16:30pm
<p><u>General Health & Safety</u></p> <p><u>Aim:</u></p> <p>To raise the level of awareness, understanding and importance of health and safety in the workplace.</p> <p><u>Objectives:</u></p> <p>To provide participants with basic knowledge of:</p> <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. <p><u>A&B</u></p> <p><u>Aim:</u></p> <p>To ensure that candidates are aware of risks involved in the manual handling of inanimate loads.</p> <p>To advise candidates on the correct methods and techniques to reduce the risks arising from manual handling operations.</p> <p><u>Objectives:</u></p> <p>By the end of the course candidates will be able to: -</p> <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 See induction table	Venue 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>		

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Topic	Trainer	Duration
Safeguarding Adults	Safeguarding Training subgroup Paul Aubrey Mandy Lewis Dawn Moulden	9:30am - 16:30pm
<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</p> <p>NB The sessions cannot be booked individually as they are part of an induction programme</p>		

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Topic	Trainer	Duration
Childrens Safeguarding Level 2	Lyn Prosser	9:30 a.m. -13:00 p.m.
Objectives: <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	
As advertised above within the Social Induction Programme NB The sessions cannot be booked individually as they are part of an induction programme		

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Topic	Trainer	Duration
Person Centred Practice	VQ Team	9:30 a.m. - 16:30 p.m.
Learning Outcomes: <ul style="list-style-type: none">• Understand the application of person centred practice• Understand the principles of Adult health and social care• Understand the context of wellbeing for individuals • Understand the application of child centred practice• Understand the principles of children's health and social care• Understand the context of wellbeing for children <p>This session is for both Adult workers and Childrens workers</p>		
Date See induction table	Venue Ty Elai, Dinas Isaf Industrial Estate, Tonypandy, 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		

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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>		

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Topic	Trainer	Duration
CD&F	Cwm Taf Manual Handling and First Aid Resource Team	9.30 am - 16:30pm
<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>		

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Topic	Trainer	Duration
Dementia Awareness	Paul Aubrey	9:30am – 12.30pm
<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, Tonypandy, 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>		

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Topic	Trainer	Duration
Human Development	VQ team	9:30am – 13.00pm
<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 Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY	
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Topic	Trainer	Duration
Introduction to Legislation and Theories	VQ Team	1:30 p.m. - 4:30pm
<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, Tonypandy, CF40 1NY	
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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
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Topic	Trainer	Duration
Group B Adult Safeguarding	VQ Team	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>
Target Audience: Direct Care workers who have a responsibility to understand what safeguarding is and how to recognise safeguarding concerns in their place of work. This may also include long serving members of staff who haven't attended safeguarding training since 2016.		
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 workplace 		
Date	Venue	
22/05/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
02/07/2025	Voluntary Action Merthyr Tydfil	
23/09/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
20/11/2025	Hawthorn Leisure Centre, Fairfield Lane, Hawthorn, Pontypridd, CF37 5LN	
21/01/2026	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
05/03/2026	Rhondda Fawr Sports Centre, Geligaled Park, Tyntyla Road, Ystrad, CF41 7SY	

Any queries in relation to the course content please email: paul.d.aubrey@rctcbc.gov.uk or dawn.moulden@rctcbc.gov.uk

Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk

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Topic	Trainer	Duration
Safeguarding Refresher (Group B) - Senior Care Staff and Managers	VQ Team	9:30 – 12:30 <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Target Audience: Staff who have management responsibility who have completed Safeguarding Group B before (within last 3 years)		
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 report and manage allegations of abuse. • Understand your role in dealing with safeguarding issues that do not meet the threshold for significant harm abuse and neglect. 		
Date	Venue	
03/06/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	
01/12/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY	

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Topic	Trainer	Duration
Hate Crimes	Damon Maller/ Ginnie Davies	10.00 a.m. - 12.00 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Target Audience: All internal / partnership staff who work in direct care services within Merthyr Tydfil / Rhondda Cynon Taff		
Aim: <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 		
Date	Venue	
29/05/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
07/10/2025	Hawthorn Leisure Centre, Fairfield Lane, Hawthorn, Pontypridd.CF37 5LN	
11/02/2026	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	

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Topic	Trainer	Duration
Roles & responsibilities for safeguarding adults-Group C	Mel Roach	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>

Refreshments available: *This is full day course you are advised to take a packed lunch*

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.

Aims:

To equip Provider Managers with the knowledge and skills to deliver services which safeguard adults in line with National guidelines and best practice.

Learning outcomes:

- 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:
 - **respond appropriately to a Safeguarding alert**
 - **clarify information**
 - **manage immediate risks**
 - **accurately complete an A1 (or PPN for Police officers)**
- 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

KNOWLEDGE CHECK: Participants must have completed level 2 and have an understanding of the signs symptoms and indicators of abuse

Date	Venue
24/06/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY
04/09/2025	Llantrisant Sports Centre
03/12/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY
12/03/2026	Sobell Leisure Centre, The Ynys, Aberdare CF44 7RP

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Topic	Trainer	Duration
Undertaking Non Criminal Investigations	Kevin Jones	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>
Target Audience: All internal / partnership leaders and managers who work in direct care services within Merthyr Tydfil / Rhondda Cynon Taf including Designated Safeguarding 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 investigation		
Aims: 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 Learning outcomes: <ul style="list-style-type: none"> • Understand the scope and purpose of early clarification and confirmation of information • Understand the scope and purpose of initial enquiries as outlined in the Social Services and Wellbeing Act 2014 • Understand what information is required to complete Initial/ threshold enquiries • Understand the scope and purpose of a Non- Criminal Investigation as outlined in the Wales Safeguarding Procedures • How to plan and conduct a Non-Criminal Investigation • The importance of gathering, preserving and non-contaminating evidence • Appropriate interview and recording skills • How to evaluate evidence and prepare report on findings • Understand the purpose of a final Strategy Meeting / Case Conference and what needs to be achieved as outlined in the Wales Safeguarding Procedures. 		
Date	Venue	
21&22/10/2025	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
25&26/02/2026	Sobell Leisure Centre, The Ynys, Aberdare CF44 7RP	

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Topic	Trainer	Duration
Safeguarding Refresher (Group B) – Support Staff	VQ Team	See below (please arrive at least 15 minutes prior to this time to allow for refreshments and registration)
Target Audience: Direct care workers who have previously completed Safeguarding Group B training within the last 3-5 years.		
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 • To update knowledge on current trends within Safeguarding 		
Date	Venue	
03/06/2025 13:30 – 14:00pm	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
10/09/2025 9:30 – 12:00pm	Sobell Leisure Centre, The Ynys, Aberdare CF44 7RP	
01/12/2025 13.30pm 4.00pm	Ty Elai, Dinas Isaf East, Williamstown, Tonypany CF40 1NY	
03/03/2026 9.30am-12pm	Rhondda Fach Leisure Centre, East Street, Tylorstown, Ferndale. CF43 3HR	

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GWASANAETH DATBLYGU
GWEITHLU GOFAL CYMDEITHASOL

CWM TAF

SOCIAL CARE WORKFORCE
DEVELOPMENT SERVICE

Un sector : un gweithlu • one sector : one workforce

Moving and Handling / First Aid Training

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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		
<p>Aim: To raise awareness for staff within the social care sector, of current legislation, policies and codes of practice in relation to manual handling</p> <p>Along with a basic understanding spinal anatomy, principles of safer handling, ergonomic risk assessment and practical load handling methods and skills.</p> <p>Objectives: By the end of this module participants will be able to:</p> <p>Legislation:</p> <ul style="list-style-type: none"> • 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. <p>Candidates must participate in all practical elements.</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	
16/05/2025	Ty Elai	
27/06/2025	Ty Elai	
18/07/2025	Ty Elai	
09/09/2025	Ty Elai	
21/11/2025	Ty Elai	
09/01/2026	Ty Elai	
31/03/2026	Ty Elai	

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Topic	Trainer	Duration
First Aid at Work (FAW) - 3 Day Course 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 workplace 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
31/03/2025 – 02/04/2025	Ty Elai
30/04/2025 – 02/05/2025	Ty Elai
28/05/2025 – 30/05/2025	Ty Elai
02/07/2025 – 04/07/2025	Ty Elai
01/09/2025 – 03/09/2025	Ty Elai
17/09/2025 - 19/09/2025	Ty Elai
06/10/2025 – 08/10/2025	Ty Elai

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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. (please arrive at least 15 minutes prior to this time to allow for refreshments & registration)
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	
03/06/2025 – 04/06/2025	Ty Elai	
31/07/2025 – 01/08/2025	Ty Elai	
14/10/2025 – 15/10/2025	Ty Elai	
01/12/2025 – 02/12/2025	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

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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>		

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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	
11/04/2025	Ty Elai	
06/05/2025	Ty Elai	
05/06/2025	Ty Elai	
09/07/2025	Ty Elai	
06/08/2025	Ty Elai	
21/08/2025	Ty Elai	
12/09/2025	Ty Elai	
30/09/2025	Ty Elai	
19/11/2025	Ty Elai	
03/12/2025	Ty Elai	
07/01/2026	Ty Elai	
04/02/2026	Ty Elai	
18/03/2026	Ty Elai	

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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		
Aim To allow candidates with a current qualification in either FAW OR EFAW Qualifications to update their basic life saving skills		
Objectives <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	
17/04/2025	Ty Elai	
27/05/2025	Ty Elai	
20/06/2025	Ty Elai	
11/07/2025	Ty Elai	
04/08/2025	Ty Elai	
10/09/2025	Ty Elai	
24/10/2025	Ty Elai	
05/12/2025	Ty Elai	
27/02/2026	Ty Elai	

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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.

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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

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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/ Forneame		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

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

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