

# **Merthyr Tydfil Social Care Workforce Development Partnership**

## **JOINT TRAINING CALENDAR October 2015 to March 2016**



One Sector, One Workforce  
Un Sector, Un Gweithlu

### **Partneriaeth Datblygiad Gweithlu Gofal Cymdeithasol Merthyr Tudful**

### **CALENR HYFFORDDIANT CYFUN Hydref 2015 - Mawrth 2016**

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## INTRODUCTION

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### **Background to the SCWDP**

The Merthyr Tydfil Social Care Workforce Development Partnership was established in April 2003.

It was set up following Welsh Government (WG) guidelines that recommend that in each Local Authority area a Social Care Workforce Development Partnership (SCWDP) be established.

A SCWDP will have the responsibility for the development of a training and development plan for all staff employed in the Social Care Sector. This will include staff in the voluntary, independent and statutory sectors. The WG guidance emphasises that the SCWDP should focus on the planning, resourcing, delivering and evaluation for all training across the Social Care Workforce.

A Training & Development Task & Finish Group was established in May 2004 which consisted of the statutory, voluntary and independent sector and as a result of this working group a Joint Training Calendar has been sent out each financial year.

### **Available Courses and Booking Procedure**

A booking form is provided on page 35 of the training calendar. Please note that all fields are mandatory of the booking form and if information is incomplete the training and development unit may not be able to accept the booking form and it may be disregarded. If you have any queries regarding this, please contact Deana Newport on 01685 727015.

### **Distributors of the Training Calendar**

Sharon Richards for all Voluntary Agencies  
Deana Newport – Social Care Workforce Planning Partnership & Commissioned Services  
Sarah Davies – Early Years  
Communities First  
Education Welfare – Schools  
North Glamorgan NHS Trust  
Sharon Davies – Local Authority  
Gaynor Preece – Disability Forum  
Lowri Rees, Older Persons Forum  
Elaine James - Carers Network  
Deana Newport - Service User and Carer Organisations

### **Flyers**

**We will no longer send or e-mail flyers for courses contained in this booklet. We may send occasional flyers for courses that are organised at very short notice or have not been included in the Joint Training Calendar.**

### **Charging**

There will be **NO CHARGES** for any of the Social Care Workforce Development Partnership training courses advertised in the training calendar.

	<b>Training Event</b>	<b>Facilitator</b>	<b>Dates</b>
3	Level 2 Safeguarding Children	BAAF	4 February 2016
4	Level 3 Safeguarding Children	BAAF	30 November 2015 & 1 March 2016
5	Hidden Harm	BAAF	3 February 2016
6	SERAF Level 1	Barnardos	14 October 2015
7	Sexual Abuse	Llamau	2 December 2015
8	Domestic Abuse	BAAF	30 October 2015
9	Fire Safety Awareness	Cartrefi	29 October 2015 and 17 March 2016
10	CIEH Level 2 Award in Emergency First Aid	New Directions	22 October 2015, 19 November 2015, 11 January 2016, 23 February 2016 and 24 March 2016
11	Moving and Handling – 2 Day	Acute Training	8 & 9 October 2015, 1 & 2 December 2015 and 23 & 24 February 2016
12	Moving and Handling – Inanimate	Acute Training	14 October 2015
13	CIEH Level 2 Food Safety	Acute Training	25 November 2015 and 17 March 2016
14	CIEH Level 2 Food Safety Refresher	Acute Training	5 February 2016
15	Foundation Care of Medication Awareness & Administration	Acute Training	20 January 2016
16	Medication Management for Mental Health Services	Acute Training	6 October 2015
17	Huntington's Disease	Huntington Disease Society	20 October 2015
18	Mental Health Awareness	Acute Training	12 February 2016
19	Dementia	Acute Training	1 December 2015
20	Deprivation of Liberty Safeguard	Acute Training	2 February 2016
21	Nutrition	Acute Training	5 February 2016
22	COSHH	Acute Training	10 February 2016
23	Infection Control	Acute Training	10 February 2016
24	Vulnerable Adults – Level 2	Cartrefi	15 October 2015 and 4 February 2016
25	Vulnerable Adults – Level 3	Cartrefi	12 November 2015
26	Social Care Induction	Cartrefi	28 January 2016
27	Substance Misuse Level 1	Acute Training	12 February 2016
28	Conflict Management	Acute Training	4 November 2015
29	Deaf Awareness	Acute Training	28 January 2016
30	Learning Disability Awareness	Cartrefi	10 November 2015
31	Visual Impairment	Acute Training	2 February 2016
32	Alzheimers Awareness	Acute Training	11 November 2015 and 13 January 2016
33	Anger Management	Acute Training	13 January 2016
34	Autism	Acute Training	28 January 2016
35	Booking form for all training events		



**LEVEL 2 SAFEGUARDING CHILDREN (CHILD PROTECTION) –  
RAISING AWARENESS TO REFERRAL**

*EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP*

**Aim**

- To enable staff including volunteers to recognise and raise child protection concerns
- To provide an understanding of the role of the LSCB
- To ensure participants understand the context of safeguarding and promoting the welfare of children and young people within a statutory framework and the role of the Local Safeguarding Children Board.
- To ensure staff have a clear understanding of what to do when they have concerns regarding a child or young persons welfare.
- To provide an understanding of the statutory requirements governing consent, confidentiality and information sharing and how they apply in relation to the child or young person about whom there are concerns.
- To gain an understanding of effective partnership working and staff roles in the child protection process.

**Target Group**

Staff members including volunteers who have contact with children, young people and their families, and will be in a position to identify concerns; the focus of this training is from recognition, through to, and including making contact with Children’s Services to discuss and/or pass on concerns. Examples of job roles that this training would be suitable for include leisure workers, housing staff, librarians, home care, PCSO’s, voluntary groups, youth services, Business Administration, etc.

**Facilitator:** *In-house (jointly with RCT CBC)*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
4 February 2016	9.30 a.m. – 1.00 p.m.	Integrated Childrens Centre	31 December 2015

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**To book this course, please complete the booking form attached – page 35**

**Please note Organisational Managers MUST complete all the form (managers details, full address, email address and nomination) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.***

**LEVEL 3 SAFEGUARDING CHILDREN (CHILD PROTECTION) –  
RECOGNITION TO RESPONSE**

*EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP*

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**Aim**

- To give staff who are regularly involved beyond the referral making process the skills, confidence and knowledge to be able to make sound decisions based on information sharing, assessment, critical analysis and professional judgement and to be active participants in the child protection process.
- To improve communication between professionals enabling effective inter agency working relationships.
- To ensure staff are aware of thresholds for interventions and understand definitions and key terms.

**Target Group**

Staff who work regularly with children and young people and their families, and who will be involved in and beyond the referral process and will contribute to multi agency assessment using the Framework for Assessment for Children in Need. Examples of job roles that this training would be suitable for include teachers, G.P's, Doctors, Health Visitors, Youth Offending Services, Social Workers new to post or newly qualified, EWO's, Housing Managers, Support Workers in Children Services, Foster Carers, etc.

**Facilitator:** *In-house (jointly with RCT CBC)*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
30 November 2015	9.30 a.m. – 4.30 p.m.	Orbit Business Centre	26 October 2015
1 March 2016	9.30 a.m. – 4.30 p.m.	Integrated Childrens Centre	26 January 2016

**To book this course, please complete the booking form attached – page 35**

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## **HIDDEN HARM**

*EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP*

### **The course will enable participants:**

To work with children, young people and families where substance misuse is an issue

To work in partnership to safeguard and promote the welfare of those children and young people in line with guidelines in 'Working Together to Safeguard Children' (Children Act 2004), and the Local Safeguarding Children Board procedures.

### **By the end of the course participants will:**

- Have had a presentation on different drugs and alcohol and their effects;
- Be aware of the impact of substance misuse on individuals and their families and the risk associated where substance misuse, mental health issues and domestic violence occur together.
- Understand the impact of substance misuse in pregnancy;
- Analyse the physiological, psychological and social effects of substance misuse;
- Understand some of the reasons why people may misuse substances and alcohol;
- Explore the impact of substance misuse on children's development;
- Have had a presentation on All Wales Child Protection procedures 2008 and the legal framework;
- Understand the Common Assessment framework and its use in analysing parenting capacity, children's developmental needs and family and environmental factors;
- Have an understanding of the legislative framework around information sharing between agencies to promote and safeguard children's welfare;
- Use a case study to look at roles and responsibilities of different agencies;
- Look at promoters and barriers to working together.

**Facilitator: BAAF**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
3 February 2016	9.30 a.m. – 4.30 p.m.	Integrated Children's Centre	30 December 2015

**To book this course, please complete the booking form attached – page 35**

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**SERAF (SAFEGUARDING SEXUALLY EXPLOITED CHILDREN) LEVEL 1**  
EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

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**FOR PROFESSIONALS WORKING WITH CHILDREN AND YOUNG PEOPLE AT RISK OF CHILD  
SEXUAL EXPLOITATION**

**Aims and Objectives of the day:**

- Describe and explain the process of child sexual exploitation
- Be able to identify children/young people at risk of CSE using vulnerabilities identified through best practice and research
- Assess children/young people at risk using the SERAF Risk Assessment tool and apply a category of risk to each child
- State what interventions should accompany each category of risk
- Identify children who are most at risk and utilise local protocol to inform future actions
- Use government guidance and legislation relevant to CSE to inform future work with young people

***Who should attend?***

This course is suitable for all those who work directly with children and young people. Open to all sectors such as Youth and Community, Voluntary Sector, Sexual Health, Criminal Justice, Education/Training, Social Care/Work and Health, Substance Misuse, Housing

**Facilitator: Barnardos**

Date	Time	Venue	Closing date for Nominations
14 October 2015	9.00 a.m. – 4.30 p.m.	Orbit Business Centre	9 September 2015

**To book this course, please complete the booking form attached – page 35**

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**SEXUAL ABUSE AWARENESS**

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

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**By the end of course participants will be able to:**

- Describe the behaviours included in the term 'sexual abuse'.
- Analyse how the myths and stereotypes about sexual abuse impact on service users.
- Explain the range of responses a service user may have to sexual abuse.
- Discuss appropriate responses to a disclosure of sexual abuse.

**Facilitator: Llamau**

Date	Time	Venue	Closing date for Nominations
2 December 2015	9.00 a.m. – 5.00 p.m.	Integrated Children's Centre	28 October 2015

**To book this course, please complete the booking form attached – page 35**

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## DOMESTIC ABUSE

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

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### Learning objectives

By the end of this training participants will

- Have explored and defined what 'domestic abuse' is
- Be aware of the research on domestic abuse and explore the implications for practice
- Understand the impact of domestic abuse on children's development
- Understand why persons affected by domestic abuse find it difficult to stop it / leave
- Have developed effective strategies for working with families where domestic violence is an issue
- Know where specialist help is available to support families and professionals
- Understand their roles and responsibilities in safeguarding children in line with child protection procedures

**Facilitator: BAAF**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
30 October 2015	9.30 a.m. – 4.30 p.m.	Integrated Children's Centre	25 September 2015

**To book this course, please complete the booking form attached – page 35**

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## FIRE SAFETY AWARENESS

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Aims of the day:

To improve the awareness of fire safety and the importance of good housekeeping as part of an effective approach towards fire prevention in Social Care.

### Learning Outcomes:

- To have knowledge of the legislation relating to Fire Safety
- To understand how fires start and the Fire Triangle
- To have knowledge of Fire Hazards
- To understand how you can prevent fires
- To have knowledge in the use of fire equipment
- To have knowledge of what to do in an emergency
- To have knowledge of the Means of Escape for Disabled People guidance and PEEPs

### Facilitator: *Cartrefi*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
29 October 2015	9.30 a.m. – 1.00 p.m.	Integrated Children's Centre	24 September 2015
17 March 2016	9.30 a.m. – 1.00 p.m.	Orbit Business Centre	11 February 2016

To book this course, please complete the booking form attached – page 35

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## CIEH LEVEL 2 AWARD IN EMERGENCY FIRST AID

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### This qualification introduces candidates to:

- The roles and responsibilities of a first aider
- The legal requirements for first-aid provision
- The importance of accurate incident reporting
- First-aid equipment and its safe use
- The need to minimise the risk of infection
- The importance of assessing an incident
- Undertaking a primary survey
- When and how to call for help

### Outline programme

#### The EFAW training and assessment will cover the following topics:

- Roles and responsibilities of a first aider
- Assessment and management of first-aid incidents
- Management of an unconscious casualty
- Management of a casualty who is not breathing normally
- Management of a casualty who is choking
- Management of a casualty who has a bleeding injury
- Management of a casualty who is in shock
- Treatment of minor injuries

### Qualification information

Designed for: first aiders in lower-risk work environments

Assessment method: practical assessment plus an examination consisting of 15 multiple-choice questions, in the practical assessment, candidates will be tested on the following five elements:

***recovery position, cardiopulmonary resuscitation, choking, bleeding and shock***

**Facilitator: New Directions**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nomination</u>
22 October 2015	9.15 a.m. – 4.00 p.m.	Integrated Children's Centre	17 September 2015
19 November 2015	9.15 a.m. – 4.00 p.m.	Integrated Children's Centre	15 October 2015
11 January 2016	9.15 a.m. – 4.00 p.m.	Orbit Business Centre	7 December 2015
23 February 2016	9.15 a.m. – 4.00 p.m.	Integrated Children's Centre	19 January 2016
24 March 2016	9.15 a.m. – 4.00 p.m.	Integrated Children's Centre	18 February 2016

**To book this course, please complete the booking form attached – page 35**

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## MOVING & HANDLING – 2 DAY COURSE

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Aim

Of the course is to reduce the risk of musculo - skeletal injuries caused by poor manual handling in the workplace. **A twenty question examination will be held at the end of the training.**

### Course Content

The course is broken down into modular sections and covers the following:

**Module A:** Introduction

**Module B:** Inanimate Load Handling & Practical Application of Ergonomics

**Module C:** Sitting, Standing & Walking

**Module D:** Bed Mobility

**Module E:** Lateral Transfers

**Module F:** Hoisting

**Learning Outcome** - To be able to undertake manual handling operations. The Passport Scheme is transferrable and therefore will continue to be relevant in other positions.

**Target Group** - For all those who undertake any manual handling tasks.

**Facilitator:** Acute Training

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nomination</u>
8 & 9 October 2015	9.30 a.m. – 4.30 p.m.	Keir Hardie Health Park	2 September 2015
1 & 2 December 2015	9.30 a.m. – 4.30 p.m.	Keir Hardie Health Centre	29 October 2015
23 & 24 February 2016	9.30 a.m. – 4.30 p.m.	Keir Hardie Health Centre	19 January 2016

To book this course, please complete the booking form attached – page 35

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## MOVING & HANDLING – INANIMATE OBJECTS

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

This course is designed for all personnel who during their work have to carry out manual handling of any objects.

The course contains definitions, principles of accident prevention, and types of injuries that you can receive due to incorrect manual handling. In addition to that we will be looking at, Health & Safety Law, basic anatomy and top heavy lifting. Factors which contribute to safer handling and good base movement

### Course Summary

- Introduction & Legislation
- Injuries and the spine
- Risk Assessment
- Principles of lifting
- Practical

**Facilitator:** Acute Training

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nomination</u>
14 October 2015	9.30 a.m. – 12.30 p.m.	Orbit Business Centre	9 September 2015

To book this course, please complete the booking form attached – page 35

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## CIEH LEVEL 2 IN FOOD SAFETY

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Subjects covered

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

### Outcomes

Employees who handle food will gain a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved. They will have the confidence and expertise to deliver quality food safely to customers. Refreshment of this qualification is recommended at least every 3 years.

**Facilitator:** *Acute Training*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for nomination</u>
25 November 2015	9.30 a.m. – 4.30 p.m.	Orbit Business Centre	21 October 2015
17 March 2016	9.30 a.m. – 4.30 p.m.	Integrated Children's Centre	11 February 2016

**To book this course, please complete the booking form attached – page 35**

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## **CIEH LEVEL 2 FOOD SAFETY REFRESHER**

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

The refresher is only open to those who have previously completed a CIEH Level two in Food Safety. Copies of the original Level 2 certificate will be required by the training and development unit prior the day of the course.

CIEH regulations state that photographic identification **must** be provided on the day of the training/examination, therefore could you please inform all candidates below that it is **compulsory** that each candidate take photographic identification with them on the day. The following types of acceptable photographic identification are as follows:-

- **Passport (UK or EU or other)**
- **Driving license**
- **Foreign identification card**
- **Work identification**
- **Rail card**
- **Student union card**
- **EU card**
- **Proof of age card**
- **Disability card**

All candidates who have taken the CIEH Level 2 Awards in Food Safety are recommended to take a refresher course within three years after completion.

- Refresh your knowledge of food safety
- Complete the CIEH Level 2 Food Safety qualification portfolio
- Encourage best practice within the workplace
- Outline programme

### **Subjects covered**

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

### **Outcomes**

Employees who handle food will gain a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved. They will have the confidence and expertise to deliver quality food safely to customers. Refreshment of this qualification is recommended at least every 3 years.

**Facilitator:** *Acute Training*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nomination</u>
5 February 2016	9.30 a.m. – 12.30 p.m.	Integrated Children's Centre	1 January 2016

## Foundation Care of Medication Awareness & Administration

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

This is a combined course designed for healthcare professionals, who in the course of their duties may have to administer medicine and need to either refresh their skills or wish to learn more about medication.

By the end of the course attendees will be familiar with current legislation, drug categories, labelling, prescriptions, drug administration and the accompanying paper work. Attendees will also be involved in demonstrations on the administration of tablets, capsules, creams, ointments, fluids, inserting drops to ear, nose, or eye and inhaled medication.

### Course Summary

This course covers such topics as:

- Regulations
- Current legislation
- Prescription drugs
- Prescriptions & labels
- Medicines and the elderly
- Refusal of medicines
- Drug disposal
- Drug errors
- Paperwork including M.A.R. sheet
- Administration of medication
- Demonstration of administering techniques

### Facilitator: Acute Training

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
20 January 2016	9.30 a.m. – 4.30 p.m.	Integrated Children's Centre	16 December 2015

To book this course, please complete the booking form attached – page 35

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## Medication Management for Mental Health Services

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

This course is for anyone but in particular carers/support workers who support people who are living with Learning Disabilities, Physical Disabilities and Mental Health issues.

### This course covers such topics as:

- Classes of medicines, how they work & the importance of strength of medicines
- The difference between generic and brand names
- What should appear on a medicine label
- Understand what is involved in administration of medicines to clients including administration instruction and inhaler techniques
- The law of handling medicines & the protection and promotion of client rights
- The importance of your home's and the individual's policy on medicines
- Protect and promote client rights
- Ordering prescriptions and receiving medicines into the home
- Storing medicines correctly and disposing of them safely
- Record keeping
- What to do in the event of medicinal administration errors
- The requirements of controlled drugs
- Homely remedies
- Your role in 'self administration of medicines'

### Facilitator: Acute Training

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
6 October 2015	9.30 a.m. – 4.30 p.m.	Integrated Children's Centre	1 September 2015

To book this course, please complete the booking form attached – page 35

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## HUNTINGTONS DISEASE

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

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### AIMS:

To provide participants with a basic understanding of the needs of families affected by Huntington's Disease

### OBJECTIVES:

By the end of the session, participants will have an understanding of

- the cause of Huntington's Disease
- the progress of the disease
- the effects of symptoms on everyday life
- coping mechanisms

**Target Group:** Employees who work with families affected by Huntington's Disease. This could include Social Workers from the Adult Physical Disability Team and the Community Mental Health Team, Occupational Therapists, Home Care Workers, Residential Care Workers  
All staff involved with vulnerable adults whose post equates to an NVQ Level 2 qualification

**Facilitator:** *Huntington Disease Association*

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Closing Date</b>
20 October 2015	9.15 a.m. – 12.30 p.m.	Integrated Children's Centre	15 September 2015

To book this course, please complete the booking form attached – page 35

Please note Organisational Managers **MUST** complete all the form (**managers details, full address, email address and nomination**) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.*

## **MENTAL HEALTH AWARENESS**

*EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP*

This course is designed for Healthcare professionals to understand the mental health spectrum, the impact and prevalence of mental health and dispels myths commonly associated with ill mental health in the workplace.

### **This course covers such topics as:**

- General overview of mental health problems (signs and symptoms, nature and causes) and how they affect people
- Understand current approaches to care and treatment in hospital, residential units and the community
- Mental Health diagnosis
- Types of mental illness i.e. depression, bipolar, psychosis & anxiety
- The importance of social inclusion
- Identify the verbal and nonverbal cues (challenging behaviour) that can suggest a mental health problem
- Practical steps to improve your own mental health
- Managing Clients and employers expectation
- The law and mental health problems
- Have an understanding of the Mental Health Act 1983
- What help is available in your community

### **Learning Outcomes**

- Understanding of mental health and the stigma that surrounds it
- Confidence to deal with clients or colleagues who may be experiencing mental health problems
- Increase in participants' awareness of their own attitudes to mental health and illness
- Improved customer service, particularly to those currently experiencing some form of mental health issue
- Understanding of pathways to mental health support in the local community
- Signal to staff that their employer is serious about their mental health

**Facilitator: Acute Training**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
12 February 2016	9.30 a.m. – 12.30 p.m.	Integrated Children's Centre	8 January 2016

**To book this course, please complete the booking form attached – page 35**

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**DEMENTIA**

*EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP*

This course has been designed to assist care workers to understand and work alongside people with dementia and will enable staff to build relationships and offer practical help through a person centred care approach.

**This course covers such topics as:**

- Understanding dementia
- Common types of dementia
- How the brain is affected
- Causes and symptoms
- Person centred care
- Communication
- Care planning
- The role of friends and relatives
- Building relationships
- Equality and diversity in dementia
- Recognise and help prevent abuse

**By the end of the session, attendees will be able to:**

- Define the term “dementia” and recognise the main signs, symptoms and causes
- Identify key elements in the support framework that exists for people with dementia and their families
- Understand and enable interaction and communication with individuals with dementia
- Understand the meaning of a person centred approach to dementia care and how this can be applied to communication, life history, work, relationships, team work and everyday care
- Understand the approach to enable rights and choices for individuals with dementia whilst minimising risks
- Outline how you can use a person centred approach to understand and respond to behaviours and emotions that appear challenging
- Equality and diversity within dementia care practice

**Facilitator: Acute Training**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
1 December 2015	9.30 a.m. – 4.30 p.m.	Integrated Children’s Centre	27 October 2015

**To book this course, please complete the booking form attached – page 35**

**Please note Organisational Managers MUST complete all the form (managers details, full address, email address and nomination) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.***

## DEPRIVATION OF LIBERTY SAFEGUARDS (DoLS)

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Aims of the day:

- To gain a basic overview of the Mental Capacity Act 2005(MCA) and its' associated Deprivation of Liberty Safeguards (DoLS).
- To offer a basic understanding of the implications for support practice of the principles and procedures of DoLS and the associated Codes of Practice, for front line support staff who have little or no familiarity with its provisions.

### Learning Outcomes:

By the end of the training course, participants should have a better understanding of:

- Basic working knowledge of the principles and procedures of DoLS
- How these principles and procedures may be applied to everyday support practice and in particular:
  - have a basic understanding of the concepts of restriction and deprivation of liberty and the principle of least restrictive intervention
  - understand their role in monitoring restrictions of liberty in support practice and be able to identify when practice may be approaching the threshold of a deprivation of liberty
  - have a basic understanding of the roles of managing and supervisory authorities and the authorisation process

**NB** - The training does not attempt to address the role of organisational management in relation to MCA/DoLS, internal organisational MCA/DoLS policy and procedure, nor to deal with the detail of formal assessment of capacity, application and monitoring of DoLS authorisations etc. It should, however, provide a base from which support staff and their managers may move on to use the Codes and other available materials in facilitating ongoing in service training and development.

**Facilitator:** *Acute Training*

**Target Group:** This is compulsory for all staff who provide direct care.

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
2 February 2016	1.30 p.m. – 4.30 p.m.	Integrated Children's Centre	29 December 2015

To book this course, please complete the booking form attached – page 35

Please note Organisational Managers **MUST** complete all the form (managers details, full address, email address and nomination) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.*

## NUTRITION

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Aims and Objectives

The course is designed for all Carers & Registered Nurses who use care plans & where possible, has had personal input to identify the service users' nutritional care and fluid needs and how they are to be met.

### Course Structure:

- Introduction and welcome
- Explanation of course
  - Tutor introduction to delegates (background)
  - Delegate introduction to each other
  - Paperwork
- Nutritional care introduction
- The simplest way to providing nutritional support is to encourage people to eat the right foods and drinks to meet their nutritional requirements. Involvement of all members of the care team is critical for safe, quality, person-centered nutritional care, and they should adhere to standards set by the organisation.

**Facilitator: Acute Training**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
5 February 2016	1.30 p.m. – 4.30 p.m.	Integrated Children's Centre	1 January 2016

**To book this course, please complete the booking form attached – page 35**

**Please note Organisational Managers MUST complete all the form (managers details, full address, email address and nomination) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.***

## COSHH

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Aims

This course is designed for all personnel who are employed within the Healthcare Profession.

### Objectives

To raise employee awareness of the health and safety issues associated with using and handling hazardous substances and to provide instruction in appropriate control measures to reduce the risks.

### Overview

People may be exposed to hazardous substances at work that can cause serious illness and can even be fatal. Such exposure can also result in reduced productivity, lost earnings and expensive prosecutions.

Under the COSHH Regulations, employers must provide sufficient information, instruction and training so that employees are fully aware of the risks to health from exposure and the precautions they need to take.

**Target group:** Managers, Supervisors and Team Leaders. Employees who are required to use or handle hazardous substances

**Facilitator:** Acute Training

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
10 February 2016	9.30 a.m. – 12.30 p.m.	Integrated Children's Centre	6 January 2016

To book this course, please complete the booking form attached – page 35

Please note Organisational Managers **MUST** complete all the form (**managers details, full address, email address and nomination**) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.*

## **INFECTION CONTROL**

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### **Aim & Objectives of the Course**

#### **Section One**

Introduction  
Standard infection control precautions  
Disposal of waste  
Label information  
Food waste  
Contamination injury  
Storage/handling of clinical waste  
Types of waste  
Disinfection  
Sterilisation  
Hand washing  
Gloves  
Aprons  
Linen  
Isolation

#### **Section Two**

Common infections  
Chickenpox/shingles  
Diarrhea and vomiting  
Meningitis  
Head lice  
Hepatitis A  
Hepatitis B  
Hepatitis C,  
HIV  
Scabies  
Tuberculosis  
MRSA & Clostridium Difficile known as CDif  
SCARS  
Whooping cough  
Written paper/evaluation

**Target Group:** Care & Support Workers

**Facilitator:** *Acute Training*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
10 February 2016	1.30 p.m. – 4.30 p.m.	Integrated Children's Centre	6 January 2016

**To book this course, please complete the booking form attached – page 35**

**Please note Organisational Managers MUST complete all the form (managers details, full address, email address and nomination) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.***



## VULNERABLE ADULTS – LEVEL 2

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Aims:

To equip delegates with the knowledge and skills to deliver services which protect vulnerable adults in line with National guidelines and best practice.

### Learning outcomes:

- Understand what abuse and neglect are and be able to develop reflective practice
- Know how to recognise signs and symptoms of abuse and neglect
- Know how to respond to suspected or alleged abuse
- Understand the National and local context of safeguarding and protection from abuse or neglect
- Understand how values based, person centered active support reduces the likelihood of abuse
- Know how to recognise and report unsafe practices

**Target Group:** All staff involved with vulnerable adults whose post equates to an NVQ Level 2 qualification

This course is not a forerunner to the level 3 training and should only be attended by those individuals working to NVQ 2 level within their job description.

**Facilitator:** *Cartrefi*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
15 October 2015	9.30 a.m. – 1.00 p.m.	Integrated Children's Centre	10 September 2015
4 February 2016	9.30 a.m. – 1.00 p.m.	Orbit Business Centre	31 December 2015

**To book this course, please complete the booking form attached – page 35**

**Please note Organisational Managers MUST complete all the form (managers details, full address, email address and nomination) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.***

## VULNERABLE ADULTS – LEVEL 3

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Aims:

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

### Learning outcomes:

- Have knowledge and understanding of the legal and policy context in relation to protecting vulnerable adults from abuse
- Understand the organisational features that can lead to abuse going undetected and unaddressed
- Understand their responsibilities to prevent abuse through the way they organise and manage services
- Be aware of good management practice and preventative measures which can be put in place to promote the protection of vulnerable adults from abuse
- Have the knowledge to identify and respond appropriately to signs and symptoms of abuse
- Be able to distinguish between abuse and complaints
- Understand their duty to report concerns and to put arrangements in place to support staff to report concerns
- Know the local arrangements for making a referral
- Understand the principles of preserving evidence to assist an investigation
- Understand their responsibility as employers under the Vulnerable Group Act 2006
- Understand their responsibility to make a referral to the Independent Safeguarding Authority and or a Professional Body
- Be fully aware of the stages and timescales in the adult protection processes
- Understand the relationship between HR policies and adult protection policies
- Be able to ensure that their recruitment and selection procedures for paid staff and volunteers are robust and safeguard vulnerable adults
- Have an awareness of local arrangements for implementing Welsh Government guidance on managing escalating concerns and home closures

**Target Group:** All groups with an agreed role in initial information collecting and reporting process.

This course is not a progression from Level 2 training and should only be attended by those whose job role is similar to those listed below.

This level of training is likely to involve:

- Police officers
- Social Workers
- Day Care Officers
- Ward Managers
- Nursing Sisters
- Staff Nurses
- Community Nurses
- Inspection Staff
- Middle Managers
- Other appropriate staff.

*(This list is not definitive and may require further consideration by some agencies).*

**Facilitator: Cartrefi**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
12 November 2015	9.30 am – 4.30 pm	Integrated Children's Centre	8 October 2015

## **SOCIAL CARE INDUCTION**

*EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP*

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### **Aims of the day:**

To gain a better understanding of the term 'Social Care'

### **Learning Outcomes:**

By the end of the training course delegates should:

- Have knowledge and understanding about key aspects of social care practise, safe working and value base that are recognised as essential parts of the social care induction framework.

**Target Group:** New Social Care Staff - NVQ 2, 3, 4 (*not Social Work staff*)

**Facilitator:** *Cartrefi*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
28 January 2016	9.30 a.m. – 4.30 p.m.	Orbit Business Centre	24 December 2015

**To book this course, please complete the booking form attached – page 35**

**Please note Organisational Managers MUST complete all the form (managers details, full address, email address and nomination) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.***



## SUBSTANCE MISUSE LEVEL 1

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

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### This course covers such topics as:

The Description, Area of Origin, Methods of Use, Evidence of Use, Physical Symptoms, Slang Terms, Dangers and Warning, Signs for the following

- Cannabis
- Ecstasy
- Amphetamine
- LSD
- Heroin
- Crack cocaine
- Medication abuse
- Narcotic analgesics
- Ketamine, & other commonly abused stimulants
- Diet Pills, Tranquilisers / Benzodiazepines / Barbiturates
- DXM
- Rohypnol
- Alcohol Abuse

### **Facilitator: Acute Training**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing date for Nominations</u>
12 February 2016	1.30 p.m. - 4.30 p.m.	Integrated Children's Centre	8 January 2016

To book this course, please complete the booking form attached – page 35

Please note Organisational Managers **MUST** complete all the form (**managers details, full address, email address and nomination**) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.*

## CONFLICT MANAGEMENT

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

This course is designed to practice conflict resolution skills through a range of scenarios, candidates will learn non physical diffusion and de-escalation techniques for challenging behaviour. The programme clearly sets out the legal and statutory requirements for colleague's personal safety.

All candidates will learn a tool box of strategies to assist them in managing challenging behaviour and aggression.

### This course covers such topics as:

- To understand the nature of conflict
- To understand what causes anger and aggression
- To be able to describe two forms of communication
- To be able to understand and use three communication models that can assist in conflict management
- To be able to recognise patterns of behaviour that may be encountered in different interactions
- To be able to recognise warning and danger signs
- To understand the impact factors
- To be able to use safe distance when dealing with conflict
- To understand the use of "reasonable force"
- To explore different scenarios for dealing with possible conflicts

**Facilitator:** Acute Training

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
4 November 2015	9.30 a.m. – 4. 30 p.m.	Cefn Coed Community Centre	30 September 2015

To book this course, please complete the booking form attached – page 35

Please note Organisational Managers **MUST** complete all the form (**managers details, full address, email address and nomination**) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.*

## DEAF AWARENESS

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

This course is designed to promote a positive attitude towards people with hearing loss. It will increase participants' knowledge and confidence when communicating with people with hearing difficulties. This course aims to raise awareness of the barriers faced by people with hearing difficulties or loss, and develops an understanding of how to overcome them.

### Course Summary

#### This course covers such topics as:

- Awareness of all ranges of deafness and types of communication
- Responsibilities under the Equality Act 2010
- What does it feel like to be deaf or hard of hearing?
- How to correctly identify and use an appropriate communication tactic with a deaf person.
- The difficulties that people with hearing loss face
- The different ways people with hearing loss communicate
- How to implement positive methods of communication, and offer an equal service to deaf and hard of hearing people.
- Helping organisations meet their obligations under the Disability Discrimination Act.
- Knowledge of deaf issues and available resources
- The importance of hearing-aid maintenance
- Specific problems and solutions that will help staff support the elderly with hearing loss in care

**Facilitator: Acute Training**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
28 January 2016	1.30 p.m. – 4.30 p.m.	Integrated Children's Centre	24 December 2015

To book this course, please complete the booking form attached – page 35

Please note Organisational Managers **MUST** complete all the form (**managers details, full address, email address and nomination**) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.*



## LEARNING DISABILITY AWARENESS

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Aims:

To gain a better understanding of the term 'Learning Disability'

### Learning Outcomes:

By the end of the training course delegates should:

- Be able to list some of the causes of Learning Disability
- Have explored some of the effects of a Learning Disability on a person.
- Identify some of the main features of three common types of Learning Disability

**Facilitator: Cartrefi**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
10 November 2015	9.30 a.m. – 1.00 p.m.	Integrated Children's Centre	6 October 2015

To book this course, please complete the booking form attached – page 35

Please note Organisational Managers **MUST** complete all the form (**managers details, full address, email address and nomination**) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.*

## VISUAL IMPAIRMENT

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

This Visual Impairment Awareness course is designed to promote a positive attitude towards people who are visually impaired. It promotes better understanding of the needs of visually impaired and partially sighted people. The training is highly interactive and will provide delegates with more confidence and skills in communicating and interacting with people with visual impairment.

### This course covers such topics as:

- Eye conditions and the impact of sight loss
- Equality Act 2010 and legal responsibilities towards blind and partially sighted people
- Meeting, greeting and etiquette with blind and partially sighted people
- Assisting and guiding a person with sight loss
- The practical and emotional effects of sight loss
- Independence and mobility for blind and partially sighted people
- How blind people read: alternative formats and accessible information
- How to enable blind and partially sighted people
- Practical solutions for employers and employees around sight loss in the workplace

**Facilitator:** *Acute Training*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
2 February 2016	9.30 a.m. – 12.30 p.m.	Integrated Children's Centre	29 December 2015

**To book this course, please complete the booking form attached – page 35**

**Please note Organisational Managers MUST complete all the form (managers details, full address, email address and nomination) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.***



## ALZHEIMERS AWARENESS

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### Aim and objectives of the course

- What causes Alzheimer's disease?
- Meeting the challenges of Alzheimer's disease
- Identify the three stages of Alzheimer's
- Mild cognitive impairment
- Age
- Genetic inheritance (Factsheets ref: Genetics & Dementia)
- Environmental factors
- Other factors
- Getting a diagnosis

**Facilitator:** Acute Training

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
11 November 2015	9.30 a.m. – 12.30 p.m.	Orbit Business Centre	7 October 2015
13 January 2016	1.30 p.m. – 4.30 p.m.	Integrated Children's Centre	9 December 2015

To book this course, please complete the booking form attached – page 35

Please note Organisational Managers **MUST** complete all the form (**managers details, full address, email address and nomination**) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.*

## ANGER MANAGEMENT

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

This course is will be of benefit to anyone who's anger is affecting relationships at home and at work or anyone who knows or who works with people who have stress or anger management issues.

### Course Summary

#### This course covers such topics as:

- What is Anger
- Appreciate what are acceptable and unacceptable levels of behaviour
- Introduction to the Adrenalin Cycle
- What happens to your body
- Identify triggers of anger through self evaluation
- Identifying the difference between passive, assertive & aggressive behaviour
- The benefits of assertion and assertive responses
- Stop, Think, Respond technique
- Relaxation techniques
- Visualisation techniques
- Feel more at ease with yourself and others
- The use of verbal and non-verbal communications to diffuse difficult situations
- Action/Management plan

**Facilitator: Acute Training**

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
13 January 2016	9.30 a.m. – 12.30 p.m	Integrated Children's Centre	9 December 2015

To book this course, please complete the booking form attached – page 35

Please note Organisational Managers **MUST** complete all the form (**managers details, full address, email address and nomination**) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.*

## **AUTISM**

*EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP*

This awareness course is designed to increase the attendees understanding of autism and the autistic spectrum disorders. The course will explore the history of autism and the associated stereotypical behaviours.

By the end of the course attendees will have a greater understanding, knowledge and insight to autism including potential support plans for individuals and groups.

### **This course covers such topics as:**

- Facts, myths and definitions of autism
- Criteria required for diagnosis
- Triad of impairments and stereotypical behaviours
- Communication
- Autism Act 2009
- Support for individuals

**Facilitator:** *Acute Training*

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Closing Date for Nominations</u>
28 January 2016	9.30 a.m. – 12.30 p.m.	Integrated Children's Centre	24 December 2015

**To book this course, please complete the booking form attached – page 35**

**Please note Organisational Managers MUST complete all the form (managers details, full address, email address and nomination) and return the booking form to the training and development unit to nominate a place(s) on the training. *Emails to confirm will be sent out following the closing date above.***



**BOOKING FORM**

EVENT ORGANISER: SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

<b>Name of Course</b>	
<b>Date:</b>	<b>Time:</b>

*All fields are mandatory – if information is not complete the training and development may not be able to accept the booking form*

\*\*\*\*\*

**Organisational Managers MUST complete all the form (managers details, full address, email address and nomination) and return the whole page of the booking form to reserve place(s) on the training**

Managers Contact Name: _____	Organisation: _____
Job Title: _____	_____
Address _____ _____	
Postcode: _____	☎: _____

**For organisational manager – please provide an email address for above person as the Training and Development Unit will be providing confirmation on whether nominations are successful/unsuccessful via email (if you do not have an email address please enter N/A and will send via post)**

Email: _____
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**Nomination**

Please nominate candidates in priority order (use another sheet if necessary)	
Name: _____	Job Title: _____
Name: _____	Job Title: _____
Name: _____	Job Title: _____
Please state any additional needs if required: _____	

If your nominations are unsuccessful, please tick in the box provided if you would like your nominations to be filed in the next available course. <input style="float: right;" type="checkbox"/>
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*I confirm that the above information provided is accurate and all the above nominees will be available to attend the above training event.*

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this course flyer to:** Training and Development – Social Care Workforce Development Partnership, Admin. Assistant – Social Care Workforce Development Partnership, Unit 5 Triangle Business Park, Pentrebach, Merthyr Tydfil, CF48 4TQ  
 or email [training.development@merthyr.gov.uk](mailto:training.development@merthyr.gov.uk)

Any queries, please do not hesitate to contact the Training and Development Unit – 01685 727015, 724610, 727017 or 727311