

FREE TRAINING AND DEVELOPMENT EVENTS

July through to September 2012

Please find attached the training programme for July to September 2012 organised for you by the Nottinghamshire Partnership for Social Care Workforce Development.

At the current time we are in the process of negotiating for the work of the NPSCWD to be extended beyond September. We aim to continue to provide these training events, but are also investigating and planning further support services that we could provide to help you to develop your workforce, to meet the very individual needs of your service users.

We would like to involve you in this process in the following ways:

1. Let us know what training and support you need to develop your workforce
2. Let us know how the training and support that you have already received from NPSCWD has helped you to develop your workforce and improve care delivery?

The latter (2. above) will help us prove that the funds that have been invested in training for you have been used to provide good outcomes. It could also help us to negotiate further funding to develop our services. Please email your responses to istraining@nottsc.gov.uk.

How to make a successful booking:

1. Make sure you have signed and returned an NPSCWD training contract
2. You should have a clear understanding of why you are sending the member of staff on this course and what you expect them to do differently on return.
3. Read the course outline to make sure the course is a suitable level
4. Complete the booking form fully, letting us know what your objectives are so the trainer can make sure that these are met during the event.
5. Send in the completed form as directed on the booking form itself

Following receipt of booking form:

1. Letter/email confirmations will be sent to attendees approximately 4-5 weeks before the day of the event.
2. Cancellation charges of £30 per place will be made where attendees do not attend or are judged by the trainer to be too late to participate in the event. Two weeks notice (10 working days Mon – Fri) is required, prior to the course date, to avoid this cancellation fee. **You may send an alternative employee instead, but they must be of a suitable level for the course.**

On completion of the course and return to work:

1. Make sure the person attending the course has the opportunity to discuss the learning with their line manager.
2. Find out how the attendee thinks the course could help them improve their working practices and whether they have any suggestions for changes in the workplace.

3. Evaluate the impact of the learning after 2 months. Is anything being done differently? What is the impact of this on the business, the workforce and the service users? This will tell you whether the training was worthwhile.

Additional points to note:

Provisional Course Booking - Courses can be provisionally booked over the phone, they must however be confirmed by return of a completed booking form within 5 working days. Failure to return the completed booking form within this stated period may lead to the reserved places being offered to alternative attendees.

Lunches on courses - There will be no lunches provided on any of these courses organised. Delegates will be expected to provide for themselves.

Non-Bookings on courses - Please be aware that all places successfully booked will be confirmed by the NPSCWD by email 4 weeks before the course date. If you believe you have been booked on a course but not received confirmation, please contact the I.S. training team. **If an employee attends a training course without a confirmed booking then the employer may be liable for a charge of £30 per non booked attendee or the attendee may be turned away.**

Please give a copy of all confirmation details to the attendee as this will contain all the information they need to attend promptly and get the best from the event.

A copy of the confirmation booking letter should also be retained for your files in order to avoid any non-attendance charges.

Course Title, Level and Duration	People who should attend	Date	Time	
Skills for Care recommend that the following courses should be included in learning and development plans for all staff				
Food Hygiene – Level II	All staff who have already completed the Common Induction Standards	3 rd July	9:00am – 4.30pm	The Towers Mansfield
		11 th September	9:00am – 4.30pm	County Hall
Nutrition, Hydration, Food and Mealtime Management	All staff who have already completed the Common Induction Standards	16th July	9.30am – 12.30pm	The Towers Mansfield
			1.00pm – 4.00pm	The Towers Mansfield
Health & Safety	All staff who have already completed the Common Induction Standards	16 th July	9.30am - 12.30am	Newstead Community Centre
			1.00pm - 4.00pm	Newstead Community Centre
Infection Control (Half day course)	All staff who have already completed the Common Induction Standards	13 th July	9.30am – 12.30pm	Newstead Community Centre
		21 st September	9.30am – 12.30pm	County Hall West Bridgford
Safeguarding Adults – Basic awareness (Half day course)	All staff who have already completed the Common Induction Standards	12 th July	9:30am – 12:30pm	Newstead Community Centre
		12 th July	1pm – 4pm	Newstead Community Centre
		20 th September	9:30am – 12:30pm	The Towers Mansfield
		20 th September	1pm – 4pm	The Towers Mansfield

Course Title	People who should attend	Date	Time	Location
The following courses are related to specialist areas of social care				
Appraisal and Supervision		9 th July	9.30am – 4.00pm	County Hall West Bridgford
		18 th September	9.30am – 4.00pm	Sherwood Energy Village
Dementia training for Dementia Leads in Care Settings/Positive Risk taking	Only nominated Dementia Leads. All attendees must have completed the dementia e- learning on the Kwango site before attending this course: http://www.nottinghamshire.gov.uk/social_care_and_health-dementia_resources-2	13 th September	9.30am – 4.30pm	The Towers Mansfield
Dignity (2 ½ hour session)		10 th September	9.30am – 12.00pm	County Hall West Bridgford
Equality and Diversity - Level 2 & 3 (3 hour session)		5 th July	9:30am – 12:30pm	County Hall West Bridgford
		5 th July	1.00pm – 4.00pm	County Hall West Bridgford
		12 th September	9:30am – 12:30pm	The Towers Mansfield
		12 th September	1.00pm – 4.00pm	The Towers Mansfield

Mental Capacity Act/ Deprivation of Liberty For Managers and Senior Managers	6th July	9.30am – 4pm	Sherwood Energy Village
	17th September	9.30am – 4pm	County Hall West Bridgford
Person Centred Approach (1 day Course)	17th July	9.30am– 4.30pm	Newstead Community Centre
Record Keeping (Half-day course)	4th July	9.30am - 12.30pm	Newstead Community Centre
Risk Assessment In Care Planning (Half day course)	14th September	9.30am – 1.30pm	County Hall West Bridgford
Skin Integrity (2 ½ hour session)	10 th September	1.00 pm – 3.30 -m	County Hall West Bridgford

Course Venues

County Hall

Loughborough Road
West Bridgford
Nottingham
NG2 7QP
0115 982 3823

Newstead Community Centre

Community Centre
Tilford Road
Newstead
Nottingham
NG15 0BS
1623 720140
community@rcan.org.uk

The Towers

Botany Avenue
Mansfield
NG18 5NG
01623 654759
vicky@towersdirect.co.uk
order@towersdirect.co.uk

Fountain Court (NCC Offices) Sherwood Energy Village

New Ollerton Newark
Nottinghamshire
NG22 9DP



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