

Workforce Development

Free Training and Development Events Flyer

July to September 2011

Nottinghamshire Partnership for Social Care Workforce Development have organised more free learning and development events.

Please note that courses are for 1 day and will last from 9:15am until 16:30pm unless otherwise stated on confirmation letter/emails. Letter/email confirmations will be sent to attendees approximately 3-4 weeks before the day of the event.

Contracts to access services

Please be aware that to access any courses provided by the NPSCWD from the 1st of January 2010 onwards care providers will be required to complete and return the contract to access training services document. This document has now been renewed with up to date information and terms of access. Each care provider is required to complete and return one of the renewed contracts. You should have received one in the February mail out but if you require a copy they can be accessed by emailing istraining@nottsc.gov.uk or phoning 0115 9774288

Non-cancellation charges

Please note the Nottinghamshire Partnership reserves the right to charge for non attendance on training courses without cancellation, a £30.00 cancellation fee will be charged if you fail to attend or complete the course. Two weeks notice (10 working days Monday-Friday) notice prior to the commencement of the course is required to avoid this cancellation fee, alternatively an appropriate representative, of a suitable level for the course, from your service may attend in your place. This is to cover administration costs.

Course Booking Form

Service providers wishing to book places on courses will need to submit a completed booking

form, this form can be found attached to the back of this flyer (please copy as required). This form can either be electronically sent back to istraining@nottsc.gov.uk or it can be posted to the address on the booking form itself.

Provisional Course Booking

Courses can be provisionally booked over the phone; however these bookings will remain provisional until confirmed by return of a completed copy of this booking form which must be made within 5 working days of the provisional booking being made, with the names of the attendees filled out. 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 course organised and run by the Nottingham Partnership for Social Care Workforce Development and delegates will be expected to provide for themselves.

Non-Bookings on courses- Please be aware that you will need to have your bookings on courses offered by the NPSCWD by email or post before attending. If you believe you should have been booked on a course but have not received confirmation 4 weeks before the date of the course please contact the I.S. training team. **If an employee attends a training course provided by the NPSCWD 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 retain your confirmation of booking letter as this may be required in order to avoid this charge.

Learning events - 2011	Date	Venue
Appraisal and Supervision	7th July	Trent Bridge House West Bridgford
Care Planning 9.30 am - 12.30 pm	11th July	Tennis Centre, West Bridgford
Challenging Behaviour (Half day course) 9.30 am - 12.30 pm 1 pm - 4 pm	13th July 13th September 21st September	Tennis Centre, West Bridgford Newstead Community Centre The Towers Mansfield
Dementia training for Dementia Leads in Care Settings (NB please complete the dementia e learning before attending this course) 9.30 am - 4.30 pm	5th July	Beeston Library
Improving End of Life Care for all Only for managers and senior managers 9.30 am - 4.30 pm	13th September	County Hall West Bridgford
Equality and Diversity 9.30 am - 4.30 pm	5th July 12th September	Mercury House County Hall, West Bridgford
Foundation Level Food Hygiene 9:00 am - 4.30 pm	18th July 20th September	Lawn View Sutton-in-Ashfield The Towers Mansfield
Health & Safety 9.30 am - 4.30 pm	14th July 15th September	County Hall, West Bridgford Mercury House
Infection Control (Half day course) 9.30 am - 12.30 pm	12th July 22nd July 16th September	Mercury House Lawn View Sutton-in-Ashfield Trent Bridge House West Bridgford

If you require this flyer in an alternative version such as easy to read, large print, Braille, audiotape or help understanding the language, please contact the training team on: 0115 977 4288 or istraining@nottsc.gov.uk www.nottinghamshire.gov.uk/training_we_offer

Learning events - 2011	Date	Venue
Managing and Safe handling of Medication Care Homes 1 day course 9.30 am - 4 pm with a further assessment of working practice to be made in the workplace after 12 weeks.	20th July 28th September	County Hall, West Bridgford Lawn View Sutton-in-Ashfield
Nutrition, Hydration, Food and Mealtime Management 9.30 am - 4.30 pm	12th July 28th September	The Towers Mansfield Mercury House
Person Centred Planning 1 day Course 9.30 am - 4.30 pm	21st July 23rd September	Trent Bridge House West Bridgford Mercury House
Record Keeping 9.30 am - 4.30 pm	26th September	County Hall, West Bridgford
Risk Assessment In Care Plan (Half day course) 1 pm - 4 pm	11th July	Tennis Centre, West Bridgford
Safeguarding Adults – Basic awareness (Half day course) 9:30 am - 12:30 pm 1 pm - 4 pm	19th July 14th September 22nd September 29th September	Trent Bridge House, West Bridgford Tennis Centre, West Bridgford Newstead Community Centre Trent Bridge House, West Bridgford

Non cancellation charges

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 0115 977 4288 or istraining@nottscc.gov.uk www.nottinghamshire.gov.uk/training_we_offer

Course Venues

County Hall

Loughborough Road
West Bridgford
Nottingham NG2 7QP
Tel: 0115 9774288

Mercury House

Shipstones Business Centre
Northgate
New Basford
Nottingham NG7 7FN
Tel: 0115 9648233

Newstead Community Centre

Tilford Road
Newstead
Nottinghamshire NG15 0BS
Tel: 01623 720140
community@rcan.org.uk

The Towers

Botany Avenue
Mansfield
Nottinghamshire NG18 5NG
Tel: 01623 654759
michelle@towersdirect.co.uk
order@towersdirect.co.uk

West Bridgford Tennis centre

Little Bounce's off Wilford Lane
West Bridford
Nottingham
NG2 7QA
0115 9811699
manager@west-bridgford-tennis-club.co.uk

Lawn View House

40 Station Road
Sutton-in-Ashfield
Nottinghamshire
NG17 5GA
01623 434000

Trent Bridge House

Nottingham County Council
Fox Road (off Radcliffe Road)
West Bridgford
Nottingham
NG2 6BJ
0115 9823 823

Beeston Library

Foster Avenue
Beeston
Nottingham
NG9 1AE
0115 925 5168 / 5084

Training Course Booking Form

Courses can be provisionally booked over the phone, however bookings will remain provisional until confirmed by return of a completed booking form. This must be made within five working days of the provisional booking, with names of attendees included. Failure to return the completed booking form within the stated period may lead to the reserved places being offered to alternative attendees.

Please note: the full names of attendees are required, not just number of places you want to book.

This form should be used to book one course only.

Please note: the Nottinghamshire Partnership reserves the right to charge for non attendance on training courses without cancellation. A £30 cancellation fee will be charged if you fail to attend or complete the course to cover administrative costs. Two weeks notice (10 working days Monday-Friday) prior to the commencement of the course is required to avoid this fee. Alternatively, an appropriate representative, of suitable level for the course, from your service may attend in your place.

Person making booking		Position	
Name of organisation		Contact number	
Email contact			

Course title:			
Course venue:		Course date:	
Names of attendee(s) (Block capitals please) Maximum of 4 bookings per course	1.		
	2.		
	3.		
	4.		
Any additional information or requirements: e.g. Dyslexia, colour blindness, access needs, English as a second language, braille, print size, dietary requirements etc			

Completed forms should be returned to:
I.S. Training, Adult Social Care and Health Workforce Planning Team, Clasp Block 2.29, County Hall, West Bridgford, Nottingham NG2 7QP

Or return a completed electronic version to istraining@nottsc.gov.uk or fax: 0115 9772787

Provisional bookings can be made by calling: 0115 9774288 or by fax.

If you require this flyer in an alternative version please contact the training team on: 0115 97 74288 or istraining@nottsc.gov.uk