



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

October 2023 -
March 2024

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Welcome to this edition of the Cwm Taf Social Care Workforce Development Service schedule of training events for October 2023 – March 2024.

The key features of this programme are:

- The programme has been produced in this format to enable managers to plan staff release for the courses that may benefit their staff.
- Courses are listed alphabetically.
- There is also a chronological calendar at the end of the schedule to show when all training sessions are taking place in relation to each other.
- You will be able to nominate staff **four months** in advance. However, please note you will only have confirmation of places, 5 weeks in advance.
- The later dates are published at this time for your information only to assist in planning rotas etc.
- This training is available to staff working across the Rhondda Cynon Taf and Merthyr County Borough boundaries unless otherwise specified in the course details
- If there are particular training topics that you would like to see in any subsequent programme, please get in touch with the relevant training officer:
 - Ceri Watts – enquiries in respect of learning disabilities
Ceri.Watts@rctcbc.gov.uk
 - For moving and handling enquiries and first aid advice please contact Catherine Brown by emailing Catherine.D.Brown@rctcbc.gov.uk.
 - For Vocational Qualifications, induction or safeguarding enquiries please contact Jillian Davies by emailing Jillian.Davies@rctcbc.gov.uk
 - For management development, enquiries please contact Ceri.Watts@rctcbc.gov.uk
- Please note that there is a limit to the amount of Health and Safety training that is allowable under grant conditions, as these topics are an employer's statutory responsibility.
- All the training in the schedule continues to be free of charge.
- Most training on offer has now transferred to a digital format.

Booking process

If you wish to attend any of the courses identified in this programme, please complete the electronic booking form sent with the schedule. Clearly stating which course, you wish to attend and on what date. If you would like an email version of the form, or if you have any queries then please contact Hannah.k.johnson@rctcbc.gov.uk

Please check the “**Target Audience**” carefully before making any nomination, so that the right people go on the right courses. Some courses are only available to those working in RCT and other courses are only available to those working in Merthyr, so it is important to check on the course details prior to nominating individuals.

Many of our courses are extremely popular and tend to get booked up very quickly. Please do not send members of staff who have already attended the same course again unless it is an ongoing development opportunity.

If you have a new member of staff, please check to see if they have attended courses run by the training and development team with their previous employers.

The booking form must be completed with the details of a **named** member of staff. We cannot hold places for unspecified staff. This is because we cannot enter the data on to our computer system and reserve the place without this information.

Once completed, please return to Hannah.k.johnson@rctcbc.gov.uk / socialcaretraining@rhondda-cynon-taff.gov.uk

We will need the email address of the participant for them to join the training.

We are working on a new system to ensure that managers are notified of allocated places. If you need to check if staff have been allocated a place, please get in touch with the training team socialcaretraining@rhondda-cynon-taff.gov.uk

If a particular course is oversubscribed, the person will be placed on a reserve list.

Five weeks prior to the training confirmation will be sent out to the organisation that has booked the course. It is for managers to pass on this information to their staff prior to the course taking place. The course programme is the final confirmation that places have been secured on the training. If courses are under subscribed at this time period maybe subject to change.

If you have to substitute staff through sickness or absence, please let a member of the admin team know at your earliest convenience.

Please can you ensure that all staff sent on training have been through this booking procedure. Unregistered staff will not be able to attend.

If you have any queries about booking a place, please contact the appropriate training officer.

Cancellations will only be accepted 7 days prior to the training date. Cancellations received after this time are counted as non-attendance. This is because the training department need enough time to re-advertise the training place to ensure that resources are used to best effect and to make sure that the training place is not wasted.

Accessibility Issues

When you are applying for courses put on through the Cwm Taf training and Development Team, please can you make sure that any digital accessibility needs are highlighted to us, and we will try our best to accommodate them (hearing, sight etc).

When making your bookings, please notify us if you have staff who:

- Are wheelchair users
- Have mobility problems
- Have hearing or sight impairments
- Have literacy and numeracy issues
- Have conditions which may be affected / aggravated by the learning environment (e.g., epilepsy)
- Have issues relating to recent surgery or injury (e.g., back problems)
- Have other learning needs which might affect their ability to participate fully

It is important to notify the social care training business admin team at the booking stage, so that information can be shared with trainers and the sessions tailored to meet the needs of learners.



Attending training on a virtual platform.

- Please join using the link sent via email by the course administrator.
- You may have been sent pre-course materials, please read these documents to prepare for the session.
- Make sure that you join us using a functioning electronic device such as laptop or PC and try to familiarise yourself with the training platform prior to the event.
- Make sure that your camera is on throughout the session and place your microphone on mute, unless requested otherwise (such as during group sessions). This ensures there are fewer distracting background noises for all participants.
- The trainer will outline any other general housekeeping rules around virtual etiquette, at the beginning of the session.
- The trainer will explain how introductions will be made either verbally or via the 'chat' facility.
- Please 'join in', active participation is vital to a successful learning experience.
- Use the chat function to pose any questions to the trainer, these will be addressed at various points during the event at the trainer's discretion.
- Electronic certificates will be e-mailed to participants on receipt of a completed evaluation, which will be sent to those who have attended and participated in the session.

Social Care Wales electronic resources and Information Pages

Social Care Wales have a variety of electronic resources to assist you in skilling your staff whilst we are in the pandemic.

<https://socialcare.wales/service-improvement/information-and-resources-to-guide-you-through-covid-19>

There are a number of electronic learning packages listed on these pages with instructions about how to access.

Please click on the link '[Training modules and courses for care workers](#)'

There are a variety of learning materials relating to wellbeing and the 'what matters' conversation.

There are also lots of learning topics hosted by 'Learning Wales'

You will find free courses here about infection control.

You will need to register to access these courses. There is a helpful live chat function, where someone is available to assist with access issues and to provide you with a learning 'enrolment learning key'.

Social Care Wales is also your place to find the 'information and learning hub'. If you look here, you will find resources relating to SSWBA and RISCA including PowerPoint presentations, films and FAQs

<https://socialcare.wales/hub/home>



Topic	Trainer	Duration
Personality Disorder	Anna Minogue	10:00 - 13:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aims/Objectives</u></p> <ul style="list-style-type: none"> Defining personality disorder; problems with the diagnosis; different types of personality disorder; causes of personality disorder – the role of trauma; recognising personality disorder; personality disorder and risk; treatment pathways & principles of support; why it might be difficult to give and receive support; adapting to the PD Individual's needs; resources for personality disorder 		
Date	Venue	Closing Date
01/09/2023	Teams	
24/11/2023	Teams	

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

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

Topic	Trainer	Duration
Positive ways of Understanding Behaviour in Autism	Helen Robinson	09:30 - 16:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p>This one-day course will help participants understand the reasons for what is seen as difficult or challenging behaviours of people with an Autism Spectrum Conditions and how you can work in a positive way to help change these behaviours.</p> <p>Difficult or challenging behaviour often has its roots in the way the world views characteristics of autism or how others' behaviour or the environment affects people with an Autism Spectrum Conditions.</p> <p>This course will help better understand 'difficult' or 'challenging behaviour' in people with an Autism Spectrum Conditions and positive ways to help change these behaviours.</p> <p>At the end of the course learners will:</p> <ul style="list-style-type: none"> ❖ Recognising how the characteristics of autism often look like challenging behaviour ❖ How to assess 'difficult' behaviour using the Iceberg Model ❖ Developing person centred approaches to reduce 'difficult' behaviour ❖ How understanding the characteristics of autism can reduce 'difficult' behaviour when you consider the association between autism and challenging behaviour ❖ How the principles of positive behaviour support strategies can help develop positive outcomes for people with autism ❖ Explore the ways we can develop ourselves as carers and practitioners in order to support people with autism ❖ Strategies to support the development of positive behaviour strategies for people with autism. 		
Date	Venue	Closing Date
11/09/2023	Rock Grounds, High Street, Aberdare, CF44 7AE	

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

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

Topic	Trainer	Duration
Fire Awareness	Fire Safety Services	See Below
Target Audience: Cwm Taf Learning Disability Services		
<p>Objectives:</p> <p>At the end of the session, you should have achieved the following outcomes: -</p> <ul style="list-style-type: none"> • Have an understanding of fire. • Be able to contribute to the reduction of risk in the workplace. • Know the correct fire procedures: <p>a) On discovering a fire</p> <p>b) On hearing the fire alarm sound</p> <ul style="list-style-type: none"> • Be aware of fire safety measures and systems provided. • Be able to select the correct fire extinguisher for a particular class of fire. • Check back in your own organisation for what to do in the event of an emergency 		
Date	Venue	Closing Date
19/09/2023 (09:30 – 12:30pm)	Rock Grounds, High Street, Aberdare, CF44 7AE	
19/09/2023 (13:00 – 16:00pm)	Rock Grounds, High Street, Aberdare, CF44 7AE	
23/01/2024 (09:30 – 12:30pm)	Rock Grounds, High Street, Aberdare, CF44 7AE	
23/01/2024 (13:00 – 16:00pm)	Rock Grounds, High Street, Aberdare, CF44 7AE	
06/03/2024 (09:30 – 12:30pm)	Rock Grounds, High Street, Aberdare, CF44 7AE	
06/03/2024 (13:00 – 16:00pm)	Rock Grounds, High Street, Aberdare, CF44 7AE	

Any queries in relation to the course content please email:

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Topic	Trainer	Duration
Epilepsy Awareness	Cwm Taf LHB	10:00 – 14:00
Target Audience: Cwm Taf Learning Disability Services		
<p>Aims:</p> <p>Following the training participants will:</p> <ul style="list-style-type: none"> • Have knowledge of the different types of epileptic seizures • Be able to recognise and describe a tonic / clonic epileptic seizure • Be able to describe the principles of managing an epileptic seizure • Be able to describe the impact of epilepsy on lifestyle • Be able to accurately describe the difference between status epilepticus and serial seizures <p>Participants will also need their own bottle of water, and a cup/vessel that they will be asked to use during the training to practice the administration buccal midazolam</p>		
Date	Venue	Closing Date
25/09/2023	Rock Grounds, High Street, Aberdare, CF44 7AE	
26/10/2023	Rock Grounds, High Street, Aberdare, CF44 7AE	
24/11/2023	Rock Grounds, High Street, Aberdare, CF44 7AE	
19/01/2024	Rock Grounds, High Street, Aberdare, CF44 7AE	
09/02/2024	Rock Grounds, High Street, Aberdare, CF44 7AE	
22/03/2024	Rock Grounds, High Street, Aberdare, CF44 7AE	

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Topic	Trainer	Duration
Understanding Mental Health Conditions	Anna Minogue	10:00 – 13:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p>Learning Outcomes</p> <ul style="list-style-type: none"> • Increase participants' understanding of MH • Identify different models of MH • Consider the role of stress in relation to MH • Describe different mental health conditions such as Anxiety Disorders, Depression, Personality Disorders • Treatment & Support options that may be available. 		
Date	Venue	Closing Date
10/10/2023	Teams	

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

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

Topic	Trainer	Duration
Inclusive Communication	Speech & Language Team	9:30 – 15:30pm
Target Audience: All staff with a responsibility for safety in their workplace		
<p>To provide participants with knowledge of all person centred forms of Communication used by individuals with a learning disability. Increase understanding of underpinning standards for communication with individuals and the use of co-production during all interactions. This is to ensure individuals are included and have a voice and staff/carers feel able to implement individual speech and language therapy guidance.</p> <p>Learning Outcomes</p> <p>To have a better understanding of functional, effective, and valued communication</p> <p>To have a better understanding of the different means, reasons, and opportunities for effective communication</p> <p>Learn more about different methods to support communication and ways to use them</p> <p>To understand the importance of choice making and communication skills required.</p>		
Date	Venue	Closing Date
17/10/2023	Rock Grounds, High Street, Aberdare, CF44 7AE	
08/02/2024	Rock Grounds, High Street, Aberdare, CF44 7AE	

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

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

Topic	Trainer	Duration
Assisted Eating & Drinking	Speech & Language Team	9:30 – 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>***PLEASE NOTE***</p> <p>New members of staff will need to complete the Level 1 e-learning, including post training questionnaire before attending this course.</p> <p>It is recommended that this face-to-face training is undertaken every three years, 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.</p>		
Date	Venue	Closing Date
07/11/2023	Rock Grounds, High Street, Aberdare, CF44 7AE	

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

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

Topic	Trainer	Duration
LD & Dementia	Tony Waters	9:30 – 12:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aims/Objectives</u></p> <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 Disability. • Consider the effects of Dementia on a person who already has a Learning Disability • Explore effective strategies to support a person to live well with Dementia 		
Date	Venue	Closing Date
09/11/2023	Teams	

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

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

Topic	Trainer	Duration
Autism Awareness – Previously known as ASD 1	Helen Robinson	9:30 – 16:30pm
Target Audience: Cwm Taf Learning Disability Services		
<p>Aims</p> <p>This course is designed for practitioners who are relatively new to the field of autism or who need a refresher. Participants will be introduced to basic concepts and theories relating to Autism Spectrum Conditions. The notion of autism as a spectrum will be explored along with biological, psychological, and behavioural aspects of the condition. The course will introduce practical approaches alongside theoretical principles. It will be interactive with opportunities for discussion and questions.</p> <p><u>At the end of the course, you will be able to:</u></p> <ul style="list-style-type: none"> • Recognise the main characteristics of behaviour for people on the autism spectrum • Understand the triad of impairment • Understand the range of the spectrum • Appreciate the particular differences of understanding language with people on the autism spectrum • Understand the need to backup spoken language visually to help understanding • Appreciate the importance of routine and predictability for people on the autism spectrum • Understand the complexity of social interaction • Appreciate the sensory differences of people on the autism Strategies 		
Date	Venue	Closing Date
21/11/2023	Rock Grounds, High Street, Aberdare, CF44 7AE	

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

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

Topic	Trainer	Duration
Visual Support Strategies (Previously known as ASD Level 2)	Helen Robinson	9:30 – 12:30pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aims</u></p> <p>The course provides practical ideas and techniques on how to develop visual support strategies. It is aimed towards the adult population that has Autism Spectrum Condition.</p> <p>It addresses issues of communication, self-management, and Active Support and will offer solutions to difficulties through discussions and demonstrations of actual life examples.</p> <p><u>At the end of the course learners will now how to:</u></p> <ul style="list-style-type: none"> • Increase levels of participation, independence and communication for people with Autism who are verbal and non-verbal. • Helps the person understand expectations • Helps the person learn more easily • Helps the person generalise • Builds self-esteem 		
Date	Venue	Closing Date
07/12/2023	Rock Grounds, High Street, Aberdare, CF44 7AE	

Any queries in relation to the course content please email:

Ceri.watts@rctcbc.gov.uk

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

Topic	Trainer	Duration
Diabetes Awareness	Cwm Taf LHB	10:00 – 12:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p>Aims and Objectives</p> <p>By the end of the session participants will:</p> <ul style="list-style-type: none"> • State the differing types of Diabetes. • To state common difficulties living with Diabetes. • To state common treatments for Diabetes. • To state basic dietary requirements for persons with Diabetes. 		
Date	Venue	Closing Date
12/12/2023	Teams	
12/03/2024	Teams	

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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Information on E-Learning Packages

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.



Highfield
INTERNATIONAL®

Food Safety Level 2 - Handy Tips for E-Learning

You will shortly receive an e-mail from support@highfieldlearning.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.highfieldlearning.com>

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

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

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

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

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

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

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

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

Medication 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.

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

<https://learning.wcppe.org.uk/course/view.php?id=2738>

The course is FREE to access.

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. This 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.

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.

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

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



Social Care Induction Framework Programme



Social Care Induction Programme

The QCF team has been working closely 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.

Aim – To equip new workers in social care with the knowledge required for undertaking their duties. It is expected that most staff will complete the full nine days of training 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.

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 9 days of training across a variety of topics. Each session is offered on a standalone basis. We are offering programmes between April 2023 – March 2024. 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 – A small number of places are being made available this year to colleagues working in the private and voluntary sectors.

Accreditation – The Social Care Induction Programme is 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 some of the knowledge requirements for the new **All Wales Induction Framework**, and support staff through the level 2 Core qualification. However, managers will still need to provide leadership and support relating to team introductions, familiarity with the location, specific fire procedures, risk assessments, supervision of work, observation of practice. etc.



Social Care Induction 2023/2024

Date starting 05 October 2023

Date	Topic	Time	Facilitator	Venue & Comments
05/10/23	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
06/10/23	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 - 12:00		
	Introduction to Human Development.	1:30 - 4:30		
	Legislation and Theory			
09/10/23	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
10/10/23	Childrens Safeguarding L2	9:30 – 12:30	Lyn Prosser	Room 1
	Dementia	1:00 - 4:00	Paul Aubrey	Room 1
11/10/23	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
12/10/23	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30-4:30		
				Room 1 Safeguarding support available

16/10/23	CDF Support@home	9-30-4;30	M&H/First Aid Team	Room 1
17/10/23	CDF Residential			
18/10/23	CDF Learning disabilities			

Social Care Induction 2023/2024

Date starting 09 November 2023

Date	Topic	Time	Facilitator	Venue & Comments
09/11/23	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
10/11/23	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 -12:00		
	Introduction to Human Development.	1:30- 4:30		
	legislation and Theory			
13/11/23	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
14/11/23	Childrens Safeguarding L2	9:30– 12:30	Lyn Prosser	Room 1
15/11/23	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
16/11/23	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30-4:30		Room 1 Safeguarding support available
20/11/23	CDF Support@home	9-30-4;30	M&H/First Aid Team	Room 1
21/11/23	CDF Residential			

22/11/23	CDF Learning disabilities			
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Social Care Induction 2023/2024

Date starting 07 December 2023

Date	Topic	Time	Facilitator	Venue & Comments
04/12/23	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30 - 4:30	Safeguarding support available	Room 1
05/12/23	CDF Support@home CDF Residential	9-30 - 4:30	M&H/First Aid Team	Room 1
06/12/23	CDF Learning disabilities			
07/12/23	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
08/12/23	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 -12:00		
	Introduction to Human Development.	1:30- 4:30		
	legislation and Theory			
11/12/23	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
12/12/23	Childrens Safeguarding L2	9:30 – 12:30	Lyn Prosser	Room 1
13/12/23	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1

Social Care Induction 2023/2024

Date starting 11 January 2024

Date	Topic	Time	Facilitator	Venue & Comments
11/01/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
12/01/24	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 -12:00		
	Introduction to Human Development.	1:30- 4:30		
	legislation and Theory			
15/01/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
16/01/24	Childrens Safeguarding L2	9:30 – 12:30	Lyn Prosser	Room 1
	Dementia	1:00 - 4:00	Paul Aubrey	Room 1
17/01/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
18/01/24	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30 - 4:30		Room 1 Safeguarding support available

22/01/24	CDF Support@home	9-30 – 4:30	M&H/First Aid Team	Room 1
23/01/24	CDF Residential			
24/01/24	CDF Learning disabilities			

Social Care Induction 2023/2024

Date starting 15 February 2024

Date	Topic	Time	Facilitator	Venue & Comments
15/02/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
16/02/24	Advocacy	9:30 -10:30	VQ Team	Room 1
	Complaints	10:30 -12:00		
	Introduction to Human Development.	1:30 - 4:30		
	legislation and Theory			
19/02/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
20/02/24	Childrens Safeguarding L2	9:30 – 12:30	Lyn Prosser	Room 1
21/02/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
22/02/24	General health and Safety	9:00 – 12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		
	VAWDA	3:30 - 4:30		Room 1 Safeguarding support available
26/02/24	CDF Support@home	9-30 – 4:30	M&H/First Aid Team	Room 1

27/02/24	CDF Residential			
28/02/24	CDF Learning disabilities			

Social Care Induction 2023/2024

Date starting 07March 2024

Date	Topic	Time	Facilitator	Venue & Comments
07/03/24	Person Centred Practice/ Child centred practice	9:30 – 4:30	VQ Team	Room 1
08/03/24	Complaints	9:30 -10:30	VQ Team	Room 1
	Advocacy	10:30 -12:00		
	Introduction to Human Development.	1:30 - 4:30		
	legislation and Theory			
11/03/24	Emergency First Aid	9:30 - 4:30	M&H/First Aid Team	Room 1
12/03/24	Childrens Safeguarding L2	9:30 –12:30	Lyn Prosser	Room 1
	Dementia	1:00 - 4:00	Paul Aubrey	Room 1
13/03/24	Safeguarding Adults	9:30 - 4:30	VQ TEAM	Room 1
14/03/23	General health and Safety	9:00 –12:30	M&H/First Aid Team	Room 1
	A&B	1:30 – 3:30		

	VAWDA	3:30 - 4:30		Room 1 Safeguarding support available
18/03/24	CDF Support@home	9-30 – 4:30	M&H/First Aid Team	Room 1
19/03/24	CDF Residential			
20/03/24	CDF Learning disabilities			

Topic	Trainer	Duration
General Health & Safety A&B	Cwm Taf Manual Handling & First Aid Resource Team	9.30am - 12:30pm 1:00 pm - 16:30pm

Arranged by Jillian Davies

General Health & Safety

Aim:

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

Objectives:

To provide participants with basic knowledge of:

- The divisions and their own health and safety responsibilities.
- The hazards associated with their workplace and work activities.
- The procedures to be adopted in controlling those hazards and minimising the risk.

A&B

Aim:

To ensure that candidates are aware of risks involved in the manual handling of inanimate loads.

To advise candidates on the correct methods and techniques to reduce the risks arising from manual handling operations.

Objectives:

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

- Identify key pieces of legislation relevant to manual handling and its application.
- Give a basic definition describing
- “What is meant by the term manual handling”
- Acknowledge the physical cost of poor load management.
- Describe the basic structure of the spine and its function and be able to apply this knowledge during lifting of inanimate loads.

<ul style="list-style-type: none"> 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 The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE
As advertised above within the Social Induction Programme NB The sessions cannot be booked individually as they are part of an induction programme	

Topic	Trainer	Duration
Safeguarding Adults	Safeguarding Training subgroup Paul Aubrey Mandy Lewis Dawn Moulden	9:30am - 16:30pm

Arranged by Jillian Davies

Learning Outcomes:

- Know own role in relation to safeguarding adults at risk 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 The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE
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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
Childrens Safeguarding Level 2	Lyn Prosser	9:30 a.m. -13:00 p.m.
Arranged by Jillian Davies		
<p>Objectives:</p> <ul style="list-style-type: none"> • Having completed the course, participants will have: • Developed a basic understanding and recognition of Child Protection and Abuse • Gained knowledge of Child Protection terms • Considered how to report and respond as an individual 		
<p align="center">Date</p> See induction table	<p align="center">Venue</p> The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
<p align="center"> As advertised above within the Social Induction Programme NB The sessions cannot be booked individually as they are part of an induction programme </p>		

Topic	Trainer	Duration
Person Centred Practice	VQ Team	9:30 a.m. - 16:30 p.m.
Arranged by Jillian Davies		
This session is for both adult workers and Childrens workers		
<p><u>Aims/Objectives:</u></p> <p>Understand the application of person-centred practice</p> <p>Understand the principles of adult health and social care</p> <p>Understand the context of wellbeing for individuals</p>		
<p><u>Aims/Objectives:</u></p> <p>Understand the application of child centred practice</p> <p>Understand the principles of children's health and social care</p> <p>Understand the context of wellbeing for children</p>		
<p>Date</p> <p>See induction table</p>	<p>Venue</p> <p>The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE</p>	
<p style="text-align: center;">As advertised above within the Social Induction Programme</p> <p style="text-align: center;">NB The sessions cannot be booked individually as they are part of an induction programme</p>		

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		

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.

Objectives:

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 cardiopulmonary 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:

- Angina
- Asthma/Hyperventilation
- Diabetes
- Epilepsy
- Lacerations/Fractures

All candidates must attend the full six hours of contact training and be physically able to participate in the practical elements of the course

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)RCT policy states that all staff with EFAW, FAW qualification must attend a BSU.

Date	Venue
See Induction table	The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE

As advertised above within the Social Induction Programme

NB The sessions cannot be booked individually as they are part of an induction programme

Topic	Trainer	Duration
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CD&F	Cwm Taf Manual Handling and First Aid Resource Team	9.30 am - 16:30pm
Arranged by Jillian Davies/Cath Brown		
<p><u>Aims:</u></p> <p>To make candidates aware of the risks involved in the manual Handling of clients and advise on safe methods and techniques that can be used to reduce those risks arising from such manual handling operations.</p> <p><u>Objectives:</u></p> <ul style="list-style-type: none"> • Legislation and regulations involved in Moving and Handling • Theory of Risk assessments and their use in Moving Handling • Principles involved in Moving & Handling of inanimate loads and clients • Principles involved in mobility and transfers of clients • Practical techniques in Manual Handling of clients • Practical techniques in the use of handling equipment including ancillary manual handling equipment Passive Hoists, Active Hoists & Bath Hoists 		
Date	Venue	
See Induction table	The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE	
<p>As advertised above within the Social Induction Programme</p> <p>Dates will be confirmed when induction starts to meet service needs</p> <p>NB The sessions cannot be booked individually as they are part of an induction programme</p>		

Topic	Trainer	Duration
Dementia Awareness	Paul Aubrey	9:30am – 12.30pm

Aim:

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.

By the end of the workshop attendees will have explored the following topics:

- 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	Venue
See Induction table	The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE

As advertised above within the Social Induction Programme

NB The sessions cannot be booked individually as they are part of an induction programme

Topic	Trainer	Duration
Human Development	VQ team	9:30am – 1.00pm

Arranged by: Jillian Davies

Aim:

1. To have an introduction to factors that can affect the health and wellbeing of individuals
2. To have an introduction to Erikson's Model of Human development (1950) entitled "The Eight Stages of Man"
3. To have an introduction to Attachment Theory and how it can affect the child and also the adult.
4. To have an introduction to A.C.E.S (Adverse Childhood Experiences) and how these impact into adulthood

This is new to the induction programme and is in response to the new All Wales Induction Framework

Date

See Induction table

Venue

The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE

As advertised above within the Social Induction Programme

NB The sessions cannot be booked individually as they are part of an induction programme

Topic	Trainer	Duration
Introduction to Legislation and Theories	VQ Team	1:30 p.m. - 4:30pm

Arranged by: Jillian Davies

Aim:

To raise participants awareness of the legislation and theories which governs and impacts on Social Care

Objectives:

- Examples of specific recent legislation: keeping up to date
- Understanding legally “safe practice”
- To understand what a theory or model is
- To understand how to use theory in everyday practice

Date

See Induction table

Venue

The Annexe, Rock Grounds Office, High Street, Aberdare, CF447AE

As advertised above within the Social Induction Programme

NB The sessions cannot be booked individually as they are part of an induction programme



cwm Taf Adult Safeguarding Training

For more information, advice and guidance please visit:

<http://www.cwmtafsafeguarding.org/adults/cwm-taf-mash/>



Topic	Trainer	Duration
Hate Crime Awareness	Ginnie Davies, RCT Community Safety Partnership	09:30 – 11:00am
Target Audience: All internal / partnership staff who work in direct care services within Merthyr Tydfil / Rhondda Cynon Taff		
Aim of the session <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	
02/11/2023	Rock Grounds Office, High Street, Aberdare, CF44 7AE	
22/01/2024	Rock Grounds Office, High Street, Aberdare, CF44 7AE	
15/03/2024	Rock Grounds Office, High Street, Aberdare, CF44 7AE	

Any queries in relation to the course content please email:

Jillian.Davies@rctcbc.gov.uk

Nominations to be sent to: lyndsey.foley@rctcbc.gov.uk /

socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Undertaking Safeguarding Investigations'	Kevin Jones	9:30 a.m. - 4:30 p.m. (2 day course) <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by: Jillian Davies		
Refreshments available: tea and coffee <i>(as this is full day course you are advised to take a packed lunch)</i>		
<p>Who will be responsible for the investigation?</p> <ul style="list-style-type: none"> ▪ Any possible conflicts of interest that potential investigators may face must be considered before they are appointed to ensure that the objectivity of the investigation is not compromised. ▪ the allegation(s) to be investigated, including details of the alleged victim and alleged perpetrator and any necessary details of the individual allegations. ▪ the time frame to be covered by the investigation (this will be important in deciding what relevant materials need to be examined and to focus any investigation on the specific allegation referred) . ▪ the timescale for submission of the written investigation report. <p>Provide practitioners who may be tasked with carrying a formal Safeguarding investigation under the Wales Safeguarding Procedures with the skills required to gather and evaluate evidence, prepare reports and provide recommendations which inform the multi agency Safeguarding decision making process</p>		
<p>Target Audience: This should only be attended by those whose job role is similar to those listed below. This level of training is likely to involve: Designated 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 investigations.</p>		
Date	Venue	
18 & 19 October 23	TBC	
07 & 08 February 24	TBC	

Any queries in relation to the course content please email:

Jillian.Davies@rctcbc.gov.uk

Nominations to be sent to: lyndsey.foley@rctcbc.gov.uk /

socialcaretraining@rctcbc.gov.uk

Topic	Trainer	Duration
Section 126 Enquiries	Jackie Neale	9:30 a.m. - 12:30 p.m.
Arranged by: Jillian Davies		
Refreshments available: tea and coffee <i>(as this is full day course you are advised to take a packed lunch)</i>		
<p>Section 126</p> <p>Aims</p> <ul style="list-style-type: none"> • To provide practitioners who may be tasked with carrying a formal Safeguarding investigation under the Wales Safeguarding Procedures with the skills required to gather and evaluate evidence, prepare reports and provide recommendations which inform the multi agency Safeguarding decision making process <p>At the conclusion of the course participants will be able to demonstrate an understanding of</p> <ul style="list-style-type: none"> • scope and purpose of early clarification and confirmation of information • scope and purpose of initial enquiries • What information is required to complete Initial enquiries • scope and purpose of a POVA Non- Criminal Investigation • how to plan AND conduct Safeguarding Investigations • the importance of gathering, preserving and non contaminating evidence • appropriate interview and recording skills • how to evaluate evidence and prepare report on findings • the purpose of a final Strategy Meeting / Case Conference and what needs to be achieved <p>KNOWLEDGE CHECK: Participants must have completed level 2 and have an understanding of the signs symptoms and indicators of abuse</p>		
Date	Venue	
08/02/2024	Teams	
Any queries in relation to the course please email Jillian.Davies@rctcbc.gov.uk Nominations to be sent to Lyndsey.Foley@rctcbc.gov.uk		

Topic	Trainer	Duration
Safeguarding Adults, Level 2 Training (Previously POVA “Level 2”)	Paul Aubrey Mandy Lewis Dawn Moulden	9:30 a.m. – 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by Jillian Davies		
Refreshments available: tea and coffee <i>(as this is full day course you are advised to take a packed lunch)</i>		
<p>Target Audience: This course is targeted at all front-line staff across the whole sector. It covers the Definition of an Adult at risk, the types of abuse, the indicators of abuse and how to make a referral with a practical exercise in the completing of an A1 form, using a case study.</p> <p>Principles of Safeguarding & Protection in Health & Social Care Staff will have a sound, basic understanding of Adult Safeguarding</p> <p>Target audience: This is targeted at all front-line staff working with adults, across the whole sector</p>		
<p>Aim: Staff will have a sound, basic understanding of Adult Safeguarding,</p> <p>Objectives: By the end of the training, staff will be able to:</p> <ul style="list-style-type: none"> • Recognise signs of abuse. • Demonstrate understanding of their role & responsibilities in working with adults at risk. • Know how to respond to suspected or alleged abuse & how to make a referral. • Understand the national & local context, including the legal framework surrounding safeguarding and how to make a referral. 		
Date	Venue	
19 th October 2023 11 th January 2024 6 th March 2024	<i>TBC</i>	

Topic	Trainer	Duration
Level 2 Safeguarding Refresher for DIRECT CARE STAFF	Paul Aubrey. Dawn Moulden Mandy Lewis	9:30 a.m. – 12:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by Jillian Davies		
Refreshments available:		
Target Audience: Direct care workers who have previously completed a POVA level 2 or Safeguarding level 2 prior to 2018		
<p>Aim:</p> <ul style="list-style-type: none"> • Know own role in relation to safeguarding adults at risk from harm, abuse and neglect • Understand how individuals are protected from harm, abuse and neglect • Know how to recognise different types of harm, abuse and neglect in the work place 		
Date	Venue	
20th September 2023 15th November 2023 26th January 2024 29th February 2024	TBC	

Topic	Trainer	Duration
Level 2 Safeguarding Refresher for SUPERVISORY STAFF	Paul Aubrey. Dawn Moulden Mandy Lewis	1:30 p.m. – 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by Jillian Davies		
Refreshments available: tea and coffee		
Target Audience: Supervisory workers who have previously completed a POVA level 2 or Safeguarding level 2 prior to 2018, and are currently in a supervisory position		
<p>Aim:</p> <ul style="list-style-type: none"> • Know own role in relation to safeguarding adults at risk from harm, abuse and neglect • Understand the changes in your role for safeguarding • Understand how to support staff to understand their role in safeguarding and monitoring safeguarding practices. • Know how to report abuse through the correct channels and take appropriate action in your role. • Awareness of other professionals involved in the safeguarding process and the role of co-production. • 		
Date	Venue	
20th September 2023 15th November 2023 29th February 2024	TBC	

Topic	Trainer	Duration
Roles and responsibilities for person centred safeguarding – Level 3	Cwm Taf Safeguarding training Delivery Group	9:30 a.m. – 4:30 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments and registration)</i>
Arranged by: Jillian Davies		
Refreshments available: <i>This is full day course you are advised to take a packed lunch</i>		
<p>Target Audience: This should only be attended by those whose job role is similar to those listed below. This level of training is likely to involve: Adult Care Home Managers and Deputy's; Domiciliary Managers and Deputy's; Police officers, Social Workers, Day Care Officers, Ward Managers, Nursing Sisters, Staff Nurses, Community Nurses, Inspection Staff, Middle Managers, Other appropriate staff who are responsible for responding to reported concerns.</p>		
<p>Aims:</p> <p>To equip Provider Managers with the knowledge and skills to deliver services which safeguard adults in line with National guidelines and best practice.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the role of your organisation in the Safeguarding process ▪ Demonstrate an understanding of your own role and responsibilities with regards to the Safeguarding process within your organisation: <ul style="list-style-type: none"> ▪ <i>respond appropriately to a Safeguarding alert</i> ▪ <i>clarify information</i> ▪ <i>manage immediate risks</i> ▪ <i>accurately complete an A1 (or PPN for Police officers)</i> • Identify capacity and consent issues relevant to the Safeguarding process • Demonstrate an understanding of your role in gathering information which will assist the decision making process. • Identify what to do and what not to do with regard to preserving evidence • Demonstrate an awareness of the stages of the Safeguarding process and the implications for yourself and / or your agency <p><u>KNOWLEDGE CHECK: Participants must have completed level 2 and have an understanding of the signs symptoms and indicators of abuse</u></p>		
Date	Venue	
	TBC	

Topic	Trainer	Duration
Sexual abuse against older people	Martin Vaughn	9;30-4;30 Teams <i>(please arrive at least 15 minutes prior to this time to allow registration)</i>
Arranged by Jillian Davies		
Target Audience: This training is primarily aimed at staff working in social care. 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.		
Aim: <ul style="list-style-type: none"> • Recognise sexual abuse in older people • Understand human trafficking and how these impacts on abuse of older people • Modern Slavery and adult Trafficking – Increased understanding of the definitions and UK framework. • Modern Slavery Types – Increased understanding of all exploitation, improved recognition in the identification of adults who may be trafficked. • National Referral Mechanism – Increase your knowledge of the process including first responders. • The Legislation – Overview of the Modern Slavery Act and relevant sections. 		
Date	Venue	
TBC	TBC	

Moving and Handling Training First Aid



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

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

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

Topic	Trainer	Duration
A&B For all Cwm Taf workforce (AM ONLY)	Cwm Taf - Moving & Handling & First Aid Resource Team	9:00 a.m. - 12:30 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 raise awareness for staff within the social care sector, of current legislation, policies and codes of practice in relation to manual handling

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

Objectives:

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

Legislation:

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

Candidates must participate in all practical elements.

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

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

Date	Venue
10 November 2023	Room 4 - Rock Grounds
12 January 2024	Room 4 - Rock Grounds
23 February 2024	Room 4 - Rock Grounds
21 March 2024	Room 4 - Rock Grounds

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

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

Topic	Trainer	Duration
First Aid at Work (FAW) - 3 Day Course QCF Level 3	Cwm Taf - Moving and Handling & First Aid Resource Team	9:00 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....		
<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 cardiopulmonary 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 		
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	
2/3/4 October 2023	Room 1 - Rock Grounds	
1/2/3 November 2023	Room 1 - Rock Grounds	
29/30/31 January 2024	Room 1 - Rock Grounds	
21/22/23 February 2024	Room 1 - Rock Grounds	
25/26/27 March 2024	Room 1 - Rock Grounds	

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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	9:00 a.m. - 4:00 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments & registration)</i>
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales		
Target Audience: All levels of staff		
Aim To 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....		
<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 cardiopulmonary 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 		
On successful completion of the training, you will receive a First Aid at Work Qualification Certificate confirming your standing as a first aider within the work place and competence, demonstrated throughout the course.		
Due to the practical elements of this course, we advise staff to wear clothing that will allow ease of movement such as leggings jeans joggers etc.		
Due to the use of manual handling equipment staff must wear closed in footwear at all times		
Date	Venue	
30/31 October 2023	Room 1 - Rock Grounds	
1 /2 February 2024	Room 1 - Rock Grounds	

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Topic	Trainer	Duration
Emergency First Aid @ Work	Cwm Taf - Moving & Handling & First Aid Resource Team	9:00 a.m. - 4:00 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments & registration)</i>

Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales

Target Audience: All levels of staff

Aim

To ensure that the Cwm Taff social care workforce receive specific training covering a comprehensive range of first aid skills for various different emergencies.

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

- 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:
 - Angina
 - Asthma/Hyperventilation
 - Diabetes
 - Epilepsy
 - Lacerations/Fractures

All candidates must attend the full six hours of contact training and be physically able to participate in the practical elements of the course

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)

RCT policy states that all staff with EFAW, and FAW qualification must attend a BSU

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

Dates and Venues are on the next page

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Topic	Trainer	Duration
Emergency First Aid @ Work	Cwm Taf - Moving and Handling & First Aid Resource Team	9.00 a.m. - 4:00 p.m. <i>(please arrive at least 15 minutes prior to this time to allow for refreshments & registration)</i>
Date	Venue	
13 October 2023	Room 4 - Rock Grounds	
7 November 2023	Room 4 - Rock Grounds	
8 December 2023	Room 4 - Rock Grounds	
25 January 2023	Room 4 - Rock Grounds	
16 February 2023	Room 4 - Rock Grounds	
22 March 2024	Room 4 - Rock Grounds	

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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	9:00 a.m. - 12:30 p.m.
Please note: A care worker's attendance at this course can be used as evidence of continuous professional development for registration with Social Care Wales		
Target Audience: All levels of staff		
<p>Aim To allow candidates with a current qualification in either FAW OR EFAW Qualifications to update their basic lifesaving skills</p> <p>Objectives</p> <ul style="list-style-type: none"> • Explain and demonstrate the correct techniques to administer adult rescue breathing to a casualty who is unconscious and not breathing when alone or with a bystander. • Explain and demonstrate the correct techniques to administer cardiopulmonary 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 November 2023	Room 4 - Rock Grounds	
11 January 2024	Room 4 - Rock Grounds	
9 February 2024	Room 4 - Rock Grounds	
15 March 2024	Room 4 - Rock Grounds	

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