



GWASANAETH DATBLYGU
GWEITHLU GOFAL CYMDEITHASOL

CWM TAF

SOCIAL CARE WORKFORCE
DEVELOPMENT SERVICE

Un sector : Un gweithlu • one sector : one workforce

Cwm Taf Social Care Workforce Learning Disability Training Calendar

April 2024 –
September 2024

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Welcome to this edition of the Cwm Taf Social Care Workforce Development Service schedule of training events for April 2024 – September 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 Vocational Qualifications, 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 or Raise Hand function to pose any questions to the trainer.
- 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.

Topic	Trainer	Duration
Epilepsy Awareness	Cwm Taf LHB	10:00 – 14:00pm
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
26/04/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	N/A
26/06/2024	Sobell Leisure Centre, The Ynys, Aberdare, CF44 7RP	15/05/2024
09/09/2024	Ty Elai Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	29/07/2024

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
Dementia in the Context Of Learning Disabilities	Tony Waters	09:30 – 12:00pm
Target Audience: Cwm Taf Learning Disability Services		
Aims: <ul style="list-style-type: none"> • Understand what is Dementia. • Understand the key features of a Learning Disability. • Understand effects of 'normal' ageing. • Understand the diagnosis of Dementia in people who have a Learning Dis-ability. • Consider the effects of Dementia on a person who already has a Learning Disability • Explore effective strategies to support a person to live well with Dementia 		
Date	Venue	Closing Date
30/04/2024	MS Teams	N/A

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	09:30 – 15:30pm
Target Audience: Cwm Taf Learning Disability Services		
<p><u>Aim:</u></p> <p>To provide participants with knowledge of Inclusive Communication and knowledge underpinning the implementation of individual speech and language therapy guidance and person-centred approaches</p> <p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> • To have a better understanding of functional, effective, and valued communication • To have a better understanding of the different means, reasons, and opportunities for effective communication • Learn more about different methods to support communication and ways to use them. <p>All new staff must access IC training face to face. E-Learning will be available to complete following this time, which must be completed on a yearly basis.</p>		
Date	Venue	Closing Date
10/05/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 2	N/A
20/09/2024	Sobell Leisure Centre, The Ynys, Aberdare, CF44 7RP	16/08/2024

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	09:30 – 14:00pm
Target Audience: Cwm Taf Learning Disability Services		
<p>To increase participants awareness of the eating, drinking and swallowing process. Difficulties in the process and potential consequences. Safe practice and management strategies.</p> <ul style="list-style-type: none"> • The anatomy of the head and neck and the stages of a normal swallow • What can go wrong with the swallow • Why intervention is necessary • Different food textures and drink consistencies and why food and drinks need to be modified • Practical considerations for safe eating and drinking • Multi-Disciplinary working and Risk Assessments • When and how to refer an individual to speech and Language Therapy Services <p>New members of staff will need to complete the Level 1 e-learning, including pre & post training questionnaire before attending this course. It is recommended that this face-to-face training is undertaken <u>every three years</u>, or at manager's discretion if required sooner. To maintain knowledge, it is recommended that staff complete the Level 1 & 2 e-learning as an annual refresher.</p>		
Date	Venue	Closing Date
03/06/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	07/05/2024

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
10/06/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	07/05/2024

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 – 16:30pm
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
01/07/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	28/05/2024

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
Developing Social Scripts with people with Autism	Helen Robinson	9:30 – 16:30pm
Target Audience: Cwm Taf Learning Disability Services		
<p>Aims</p> <p>The course addresses issues of social perceptions of people with autism. It lends itself to understanding why social scripts, when constructed efficiently can increase the person's level of participation, independence and confidence in social settings. It provides practical ideas and techniques on how to develop social scripts that will impact on reducing the difficult behaviour for the individual.</p> <p><u>At the end of the course learners will:</u></p> <ul style="list-style-type: none"> • Learn how behaviour can be reflective of social misunderstanding in people with autism • Gain an understanding of what social scripts are and when to use them • Understand how social scripts increase levels of participation, independence and confidence in social settings • Recognition different types of sentences and how they impact on the persons level of understanding • Confidently write social scripts based on person centred assessment 		
Date	Venue	Closing Date
19/04/2024	Ty Elai, Dinas Isaf Industrial Estate, Tonypany, CF40 1NY – Room 1	N/A

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><u>Aims and Objectives</u></p> <p>By the end of the session participants will:</p> <ul style="list-style-type: none"> • State the differing types of Diabetes. • To state common difficulties living with Diabetes. • To state common treatments for Diabetes. • To state basic dietary requirements for persons with Diabetes. 		
Date	Venue	Closing Date
14/05/2024	MS Teams	16/04/2024

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



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Eating, drinking, and swallowing training pack; Level 1 - Basic awareness

Who is this training for?

- This training aims to provide **basic awareness** of eating, drinking and swallowing problems and good practice for supporting people at mealtimes.
- This training is aimed at **all** staff / families / carers who support anyone with a learning disability at mealtimes.
- **If you are working with someone who has professional eating, drinking and swallowing guidelines in place** then after completing this training you will also require **additional training**, and you can request this from Speech and Language Therapy (or the professional who provided the guidelines).
- This training will take about 1 – 1.5 hours to complete.

Training Aims:

- To provide participants with a **basic understanding** of the normal eating, drinking and swallowing process, and some of the ways this process can break down.
- To enable participants to learn some of the **signs and symptoms of dysphagia**, and to know when to refer to Speech & Language Therapy (SLT) or other relevant health professionals.
- To give an overview of what makes a **good eating and drinking experience** for people with learning disabilities.

Eating, drinking, and swallowing training pack; Level 2 - IDDSI - Modifying food and drink

Training Aims:

- To provide information about what the IDDSI framework is
- To provide information about how IDDSI describes texture modification of food and drink.
- To enable participants to learn about the preparation of the IDDSI food and drink textures.
- To develop participants understanding of safer practices and management strategies
- This training will take about 45 minutes to complete.

cwm Taf Adult Safeguarding Training

For more information, advice and guidance please visit:
<http://www.cwmtafsafeguarding.org/adults/cwm-taf-mash/>



Topic	Trainer	Duration
Section 126 Enquiries	TBC	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	
12/09/2024	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		

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

Topic	Trainer	Duration
Group B (Previously 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		
Aim:		
<ul style="list-style-type: none"> • Know own role in relation to safeguarding adults at risk from harm, abuse and neglect • Understand how individuals are protected from harm, abuse and neglect • Know how to recognise different types of harm, abuse and neglect in the work place 		
Date	Venue	
26/09/2024	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

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: 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	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

**Gwasanaeth Datblygu Gweithlu Gofal Cymdeithasol Cwm Taf
Ffurflen Gofrestru am Gwrs Hyfforddiant**

**Cwm Taf Social Care Workforce Development Service
Training Course Registration Form**

Teitl y cwrs / Course Title:	
Dyddiad / Date:	
Lleoliad / Venue:	

<p>Er mwyn sicrhau bod y rheiny sy'n mynd ar gwrs yn cael eu cofnodi'n gywir, mae angen cyfeirnod unigryw arnon ni. Ar gyfer staff CBSRhCT, gallwch ddefnyddio'ch cyfeirnod tâl 6 rhif. Ar gyfer asiantaethau eraill, rhowch eich Rhif Yswiriant Gwladol neu ddyddiad geni. Bydd y manylion hyn yn cael eu cadw ar ein cronfa ddata ddiogel, a fyddan nhw ddim yn cael eu rhannu ag asiantaethau eraill, ar wahân i'ch cyflogwr/rheolwr llinell presennol.</p>	<p>In order to ensure that the correct training attendances are recorded against the correct person we require a unique reference. For RCTCBC employed staff, this can be your 6 digit pay number, for other agencies, please enter your NI Number or Date of Birth. These details will be stored on our secure database and not shared with any other agencies, other than you current employer / line manager</p>
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Enw(au) cyntaf/ Forename		Cyfenw / Surname	
Cyngor Bwrdeistref Sirol RCT Rhif Staff / RCT CBC Staff Number:		Rhif Yswiriant Gwladol neu ddyddiad geni / National Insurance Number or DOB	

Teitl y swydd / Job Title	
Cyflogwr / Employer Os ydych chi'n gweithio i Gyngor Bwrdeistref Sirol Rhondda Cynon Taf, noder ym mha adran rydych chi'n gweithio. / If RCTCBC please state which division you are employed in	
Cyfeiriad ar gyfer Gohebiaeth / Address for Correspondence	
E-bost / E-mail:	
Rhif ffôn / Telephone No:	
Gofynion Arbennig / Special Requirements	

Llofnod / Signature	
Llofnod y Rheolwr Llinell / Line Managers Signature	

Anfonwch yn ôl i / Please return to

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