

## VALE OF GLAMORGAN SOCIAL CARE WORKFORCE DEVELOPMENT PARTNERSHIP

### TRAINING COURSE PROGRAMME 2008-2009

#### **PLEASE ENSURE THAT YOU READ THE BOOKING CONDITIONS BELOW**

The Vale of Glamorgan Social Care Workforce Development Partnership provides a comprehensive training and development programme. The programme is open to commissioned providers, or other appropriate social care organisations working within the Vale who provide adult and children's services **and** have completed the annual qualification and training needs audit.

Commissioned sector delegates are required to pay a non-refundable fee of **£40 per full day and £25 per half-day. This fee must be paid on receipt of place confirmation – not at the point of nomination. If payment is not received **at least 10 days (excluding week-ends) prior** to the course, places will be re-allocated.**

POVA and LSCB courses and selected other events are provided free of charge. **However, a non-attendance/cancellation fee for a full or half-day rate will be charged as appropriate for delegates who do not attend the event on the day (or any part of) or who do not give 10 days notice (excluding week-ends), in writing, from the manager who made the original nomination.**

Any questions about the training programme should be directed to Hilary Kinchen on 01446 704865 or e mail [HKinchen@valeofglamorgan.gov.uk](mailto:HKinchen@valeofglamorgan.gov.uk)

### **NOMINATION PROCEDURE 2008-2009**

Nomination forms must be completed in full for every member of staff. This will include the nominees full details, the manager's and organisation's details, date and name of the requested course as well as any other relevant details e.g. special needs etc. Incomplete nomination forms will not be accepted and will be returned to the organisation for completion and resubmission.

Nominations will only be considered for individuals named against specific course dates. Names will not be carried over to another course date or placed on a waiting list. Nominations that are not accepted will be returned to the organisation.

Nominations for training will be allocated course places on a first come first served basis within the number of places allocated to sector staff for that specific event.

The manager will be advised if places have been allocated to their staff. **IT IS THE MANAGER'S RESPONSIBILITY TO TELL THE INDIVIDUAL THAT THEY HAVE BEEN ALLOCATED A PLACE.** At this point, the manager must make full, non-refundable payment for each member staff allocated a place.

Payment must be received **at least 10 days (excluding week-ends) in advance** of the course. If payment is not received by this time the places will be re-allocated.

Once payment is received the manager will be sent course details. **IT IS THE MANAGER'S RESPONSIBILITY TO PASS ON THESE DETAILS TO THEIR EMPLOYEES.** Delegates must stay for the full duration of the course, otherwise a Certificate of Attendance cannot be issued.

Nomination forms for staff not allocated a place will be returned to the manager in order that their names can be resubmitted against a future course date if required. **IT IS THE MANAGER'S RESPONSIBILITY TO TELL THE INDIVIDUAL.**

Once the course is full, no further nominations can be accepted.

Once payment has been received cancellation or substitution of names can be made at any time as long as the Authority is notified. The notification will only be accepted from the manager who completed the nomination form. **Delegates who are not on the course list, or who not been officially substituted may not be allowed to join the course and may be asked to leave.**

Lunch is not provided on any course.

Delegates are asked to arrive at least 15 minutes before a course is due to start. On arrival at the location, they will be asked to wait in a designated reception area before being taken as a group to join the course.

A Course Nomination Form that can be freely printed or copied as necessary is attached.

Return to: Annie Croft  
Tel: 01446 704713  
Training Administrator  
Fax 01446 704 848  
Social Services Training  
2<sup>nd</sup> Floor, Docks Office  
Subway Road, Barry, CF63 4RT



## TRAINING & DEVELOPMENT BOOKING FORM

### A – THE ORGANISATION:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POST CODE: \_\_\_\_\_ CONTACT NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### B – THE INDIVIDUAL:

Please book the following individual onto the course(s) shown:

TITLE: (Mr, Mrs, Miss, Ms): \_\_\_\_\_ FORENAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_ CONTACT NO: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

ANY SPECIAL REQUIREMENTS: \_\_\_\_\_

### C – THE COURSE:

COURSE TITLE: \_\_\_\_\_

DURATION: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

### D - INVOICING:

I agree to release the individual named above to attend the course shown and agree to pay the relevant fee of **£40 per person per day, or £25 per half day, unless otherwise stated. I also agree to pay the cancellation charge of the above fees for free courses, if the individual does not turn up or cancels.**

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

*PRINT NAME:* \_\_\_\_\_

COMPANY POSITION: \_\_\_\_\_

INVOICE ADDRESS (if different from section A): \_\_\_\_\_  
\_\_\_\_\_



## TRAINING COURSE PROGRAMME 2008-09

<b>Course Title</b>	Safer Object Handling	
<b>Target group</b>	Staff who undertake object-handling tasks (e.g., carrying boxes, moving tables, lifting files etc.) within the workplace	
<b>Aims</b>	To give participants the basic information required to allow them to carry out safer manual handling within the workplace and an opportunity to practice safer object handling under supervision within a training environment	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Modules A and B of the All Wales Manual Handling Training and Information Passport Scheme		
Please wear suitable and comfortable clothing and shoes (no stilettos, open toe shoes or sandals). Candidates do not need to complete this if they have already done an introduction or refresher linked to client handling		
This course provides underpinning knowledge for the following NVQ Units: 32		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
18 – 06 - 2008	9.30 – 4.30	Flat 5, Cowbridge Community College
18 – 11 - 2008	9.30 – 4.30	Flat 5, Cowbridge Community College

<b>Course Title</b>	Safer Manual Handling Induction Course (3 days)		
<b>Target group</b>	All Direct Care staff or others involved in moving, lifting and handling people		
<b>Aims</b>	To provide an introduction to safer client handling in the workplace in accordance with the All Wales Manual Handling Training and Information Passport Scheme and Vale of Glamorgan Council policies and procedures		
<b>Costs</b>	<b>£120 - cancellation or non-attendance charges apply for 1,2 or all 3 days</b>		
<b>Outline content</b>			
Modules A - F in accordance with the All Wales Manual Handling Training and Information Passport Scheme			
Participants must attend all 3 days, wearing suitable and comfortable clothing and shoes ( <b>no stilettos, open toe shoes or sandals</b> )			
<b>Dates</b>			
<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>
19, 20, 21 - 05 - 2008	9.30 – 4.30	10, 11, 12 - 11 - 2008	9.30 – 4.30
9, 10, 11 - 06 - 2008	9.30 – 4.30	8, 9, 10 - 12 - 2008	9.30 – 4.30
14, 15, 16 – 07 - 2008	9.30 – 4.30	12, 13, 14 - 01 - 2009	9.30 – 4.30
13, 14, 15 - 08 - 2008	9.30 – 4.30	9, 10,11 - 02 - 2009	9.30 – 4.30
15, 16, 17 - 09 - 2008	9.30 – 4.30	9, 10, 11 - 03 - 2009	9.30 – 4.30
13, 14, 15 – 10 - 2008	9.30 – 4.30		
<b>Location</b> – all at Flat 5, Cowbridge Community College			

<b>Course Title</b>	Safer Manual Handling Refresher Course		
<b>Target group</b>	All Direct Care staff or others involved in moving, lifting and handling people <b>AND</b> who have attended basic or induction manual handling training within the last 3 years.		
<b>Aims</b>	To provide update information and an opportunity to practice safer manual handling of clients and objects in a supervised training environment		
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>		
<b>Outline content</b>			
Modules A - F in accordance with the All Wales Manual Handling Training and Information Passport Scheme			
Please wear suitable and comfortable clothing and shoes (no stilettos, open toe shoes or sandals)			
<b>Dates</b>			
<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>
28 - 05 - 2008	9.30 – 4.30	3 - 12 - 2008	9.30 – 4.30
17 - 06 - 2008	9.30 – 4.30	16 - 12 - 2008	9.30 – 4.30
23 - 07 - 2008	9.30 – 4.30	20 - 01 - 2009	9.30 – 4.30
23 - 09 - 2008	9.30 – 4.30	17 - 02 - 2009	9.30 – 4.30
21 - 10 - 2008	9.30 – 4.30	17 - 03 - 2009	9.30 – 4.30
18 - 11 - 2008	9.30 – 4.30		
<b>Location</b> – all at Flat 5, Cowbridge Community College			

<b>Course Title</b>	Epilepsy	
<b>Target group</b>	Direct Care Staff, Social Workers, Social Care Officers	
<b>Aims</b>	To provide participants with an overview of epilepsy and its effects	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Have a greater understanding of what epilepsy is; Understand the different types of seizures; Have an overview of the most common types of medication & their effects; Understand how to deal with a client experiencing a seizure; Be able to support your client group within your care setting		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
07-4-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
20-10-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
18-3-2009	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Diabetes	
<b>Target group</b>	Direct Care Staff, Social Workers, Social Care Officers	
<b>Aims</b>	To increase awareness and understanding of diabetes	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
understand the causes and symptoms of diabetes; understand differing treatments understand the complications of diabetes; support your client group within your care setting		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
07-4-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
20-10-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
18-3-2009	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Bereavement & Loss	
<b>Target group</b>	Only for experienced Direct Care Staff, Social Workers, Social Care Workers, Level 2/3 Students	
<b>Aims</b>	To provide an underpinning knowledge of the varied effects of grief on a person.	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
deal with a dying person & death; complete an individual exercise on personal loss describe the effects of grief on a bereaved person; examine the models and theories of bereavement; identify various bereavement support agencies; discuss different types of death; assess the needs of the bereaved person; discuss core communication or counselling skills; complete group exercises on various case scenarios; interact on personal experiences within a group setting		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
08-4-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
10-9-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
03-3-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Vulnerable Adults Level 2		
<b>Target group</b>	All Adult Services Staff who have direct and regular contact with adults. Delegates do NOT have to complete Level 1 before this course.		
<b>Aims</b>	To raise awareness of the issues around vulnerable people and to develop an understanding of your role and responsibility		
<b>Costs</b>	<b>Free – but cancellation or non-attendance charges apply</b>		
<b>Outline content</b>			
recognise who is a vulnerable adult; describe types of abuse and ways of recognising it; demonstrate an understanding of your role and responsibility in working with vulnerable people; understand the legal framework surrounding vulnerability; complete a VA1 form in conjunction with case studies			
<b>Dates</b>			
<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>
10-4-2008	9:30 - 4:30	09-10-2008	9:30 - 4:30
22-5-2008	9:30 - 4:30	20-11-2008	9:30 - 4:30
12-6-2008	9:30 - 4:30	22-1-2009	9:30 - 4:30
17-7-2008	9:30 - 4:30	12-2-2009	9:30 - 4:30
21-8-2008	9:30 - 4:30	19-3-2009	9:30 - 4:30
18-9-2008	9:30 - 4:30		
<b>Location:</b> All Courses held at Training Room, 2nd Floor, Dock Office, Barry			

<b>Course Title</b>	Child Protection 1 - Intro to working together to safeguard children		
<b>Target group</b>	Mandatory for all staff within Adult Services Mandatory for all staff within Children's Services Mandatory for any council employee who comes into contact with children		
<b>Aims</b>	To raise awareness of procedures so staff can identify and respond appropriately to concerns about a child's safety and well-being		
<b>Costs</b>	<b>Free – but cancellation or non-attendance charges apply</b>		
<b>Outline content</b>			
Safeguarding children; Recognising & responding to concerns about children in need; Appreciate own role and that of others; Local guidance, procedures and services			
<b>Dates</b>			
<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>
14-5-2008	9:30 -12:30	05-11-2008	9:30 -12:30
10-7-2008	9:30 -12:30	19-1-2009	9:30 -12:30
24-9-2008	9:30 -12:30	24-3-2009	1:30 - 4:30
<b>Location:</b> All Courses held at Training Room, 2nd Floor, Dock Office, Barry			

<b>Course Title</b>	Recording Skills for Direct Care Staff	
<b>Target group</b>	All Direct Care Staff	
<b>Aims</b>	To raise awareness of the need for accuracy, plain language and good practice when recording client information	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
observation and listening skills; Being positively objective and understand the importance of accuracy and using plain language; exercises in good practice when recording information about Service Users.		
<b>Dates</b>		
<b>Time</b>	<b>Room</b>	<b>Spaces</b>
21-4-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
21-5-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
20-8-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
19-11-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
25-2-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Domestic Abuse Awareness		
<b>Target group</b>	Anyone working in social care who deals with people in their own homes whilst conducting their job.		
<b>Aims</b>	To understand what domestic abuse is		
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>		
<b>Outline content</b>			
Identify domestic abuse issues; Be introduced to the concept of power and control within this agenda; Be aware of information and help lines available; Signposts to relevant services within the locality			
<b>Dates</b>			
<b>Time</b>	<b>Room</b>	<b>Time</b>	<b>Room</b>
22-4-2008	9:30 -12:30	04-11-2008	9:30 -12:30
17-6-2008	9:30 -12:30	27-1-2009	9:30 -12:30
23-9-2008	9:30 -12:30	31-3-2009	9:30 -12:30
<b>Location:</b> All Courses held at Training Room, 2nd Floor, Dock Office, Barry			

<b>Course Title</b>	Achieving Best Evidence		
<b>Target group</b>	Qualified Social Workers and Level 3 Students, Police Officers		
<b>Aims</b>	To understand the role of the Social Worker and the process of interviewing a vulnerable child		
<b>Costs</b>	<b>£40 – cancellation or non-attendance charges apply</b>		
<b>Outline content</b>			
Define what special measures are available to a child witness; List 3 stages of memory; Identify factors affecting encoding; Illustrate how interviewing affects retrieval and memory; Requirements in planning stage of an interview; Recognise the appropriate style of questioning			
<b>Dates</b>			
<b>Time</b>	<b>Room</b>	<b>Spaces</b>	
24-4-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry	

<b>Course Title</b>	First Aid Appointed Persons	
<b>Target group</b>	Only those people who have been given the responsibility of being the first aid appointed person within their workplace Or Senior Carers NB: All delegates MUST be able to kneel on the floor	
<b>Aims</b>	To demonstrate the essential knowledge and skills to deal with emergencies in the workplace	
<b>Costs</b>	<b>£40 – cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Preserve Life - their own and the casualty's; Prevent an injury from worsening; Promote recovery; Perform CPR; top-to-toe survey and put the casualty into the recovery position; Explain the importance of dialling 999 as soon as possible		
<b>Dates</b>		
<b>Time</b>	<b>Room</b>	<b>Location</b>
23-4-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
11-2-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	First Aid Awareness	
<b>Target Group</b>	Home Carers , Residential & Day Care Staff who are not appointed persons <b>NB: ALL DELEGATES MUST BE ABLE TO KNEEL ON THE FLOOR</b>	
<b>Aims</b>	To give a basic understanding of first aid and sufficient skills to provide underpinning knowledge for NVQs	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Explain the importance of dialling 999 as soon as possible; Perform a top-to-toe survey and put the casualty into the recovery position; Prevent basic injuries from worsening		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
13-5-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
12-8-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
11-11-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
10-2-2009	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Food Hygiene	
<b>Target group</b>	Direct Care & Kitchen Staff only	
<b>Aims</b>	To give a basic awareness of hygiene precautions and issues in relation to their role	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Identify hygiene issues and precautions that can be taken; Appreciate the legal framework Understand how to limit contamination and prevent illness; Understand the importance of personal hygiene, clean premises and equipment		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
12-8-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
10-2-2009	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Domestic Abuse Foundation	
<b>Target group</b>	Any social care staff working with children and families in the areas of Police, Health, Education, Probation & Social Services from both Cardiff and the Vale Delegates must have attended a Domestic Violence Awareness course	
<b>Aims</b>	To understand how domestic abuse impacts on children at their various stages of development	
<b>Costs</b>	<b>Free – but cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Understand how children may be used by perpetrators of domestic violence as part of their abuse of known women; Identify domestic violence as a child protection issue; Recognise that following the end of a relationship domestic abuse may continue to impact heavily on women and children; Understand the effectiveness of agencies developing an holistic approach to addressing domestic violence		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
15-5-2008	9:30 - 4:30	Kymin House, Penarth
08-7-2008	9:30 - 4:30	Kymin House, Penarth
21-10-2008	9:30 - 4:30	Kymin House, Penarth

<b>Course Title</b>	Childhood Trauma	
<b>Target group</b>	Qualified Social Workers and Level 3 BA (Hons) Social Work Students	
<b>Aims</b>	To understand the impact of neglect and abuse on the developing child	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Explore effective work with children with trauma; Understand secondary trauma and develop strategies for managing this; Recognise the impact of early years neglect and abuse including emotional & physical development, Physical & Mental health; Understand the child's inability to regulate stress and process information		
<b>Dates</b>		
<b>Time</b>	<b>Room</b>	<b>Location</b>
29-1-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Basic Care of Medicines	
<b>Target group</b>	Direct Care Staff only	
<b>Aims</b>	To give a basic understanding of medicines, safety involved and administration	
<b>Costs</b>	<b>£25 – cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Discuss what medicines are; Demonstrate the safe handling and administration of medicines; Explain safe storage of medicines; Identify unlawful practices and side effects		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
19-5-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
18-8-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
17-11-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
23-2-2009	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Infection Control	
<b>Target group</b>	Direct Care Staff	
<b>Aims</b>	To ensure that delegates have the knowledge, understanding and skills to carryout the control of infections	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Prepare for working in a healthcare environment; Identify the risks; Minimise Infections Minimise cross infection between work areas		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
19-5-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
18-8-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
17-11-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
23-2-2009	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Anticipating & minimising conflict situations	
<b>Target group</b>	Mandatory for all staff who have direct contact with service users or the public	
<b>Aims</b>	To provide a background knowledge enabling staff to deal with conflict	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Diffusion skills and strategies in dealing with conflict, anger & aggression either face-to-face or over the telephone; Identify appropriate responses to conflict situations; cycle of aggression; physical, emotional and cognitive changes which occur in aggression; basic legislative guidance in managing violence; Implement a post crisis management strategy for dealing with the aftermath; importance of reporting incidences of violence at team briefings; Observe and practice how to breakaway from physical situations which have not responded to or do not allow for therapeutic intervention		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
20-5-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
19-8-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
18-11-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
24-2-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Risk Assessments in Child Protection	
<b>Target group</b>	Team Managers, Assistant Team Managers, Qualified Social Workers	
<b>Aims</b>	To give a greater understanding of how risk assessment informs practice	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Section 47 enquiries within the Children's Acts (1989 & 2004, National Assessment Framework and Local policies & procedures); how risk assessment informs practice and it's integration with core assessments; suitable models of risk assessment for assessing the needs of children and families; discussion and reflection on the challenges of undertaking risk assessments in child protection		
<b>Dates</b>		
<b>Time</b>	<b>Room</b>	<b>Location</b>
05-6-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
26-3-2009	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Looked After Children	
<b>Target group</b>	Social Workers, Social Care officers, Fostering Support Staff and all staff whose role involves looked after children	
<b>Aims</b>	To understand the values and principles underlying the looked after children system and a working knowledge of LAC processes	
<b>Costs</b>	<b>£40 – cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Identify the values and principles underlying the LAC system; Identify the purpose of the information/planning/review forms; Identify the purpose of the assessment and action records; Discuss issues for practice having had an opportunity to examine the forms; Explore the issues regarding involving young people in the process		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
11-12-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Mental Illness Level 1	
<b>Target group</b>	Direct Care Staff, Social Workers, Social Care Officers	
<b>Aims</b>	To have a basic knowledge of the most common mental illnesses	
<b>Costs</b>	<b>£25 – cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
List 5 common mental illnesses (depression, bipolar affective disorder, anxiety, schizophrenia & Personality disorder); Recognise the signs and symptoms of these illnesses; Explain how to care for a client; Recognise signs of relapse; Identify the medications used to treat these illnesses; Recognise the most common side effects of the medications used		
<b>Dates</b>		
<b>Time</b>	<b>Room</b>	<b>Location</b>
10-6-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
13-1-2009	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Advanced Care of Medicines	
<b>Target group</b>	Manager, Deputy Managers, Senior Care Staff	
<b>Aims</b>	To give a detailed knowledge of the work of medicines and how they are effected by the organs of the body	
<b>Costs</b>	<b>£25 – cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Describe some of the major organs in the body; Follow the route of a drug in the body; Familiarise themselves with technical terminology of drug action; Explore the difference between adverse drug reactions and drug interactions; Recognise how age influences the way the body handles various drugs; Identify where to obtain information on medication; Discuss Case Studies		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
10-6-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Working together to Safeguard Children Level 2		
<b>Target group</b>	<i>Voluntary and Independent Sector:</i> Managers or Supervisors with Child Protection responsibilities <i>Police Supervisors:</i> Sergeants, Child Protection Officers <i>Probation staff:</i> Probation Officers, PSOs, Managers, Middle Managers <i>Health staff:</i> Doctors, Nurses, OTs, Speech & Language Therapists, Any staff member dealing specifically with children <i>Education:</i> Child Protection Co-ordinators, Deputies, Youth Centre Leaders Education Welfare Officers, Educational Psychologists <i>Social Services:</i> Social Workers, Social Care Officers, Managers & Deputies (within Adult & Children Services), Learning Disabilities & Mental Health Teams CAF/CASS: Managers, Practitioners <i>Housing:</i> Managers, Child Protection Co-ordinators, Support Workers, staff entering clients' homes <i>Leisure Directorates:</i> Child Protection Co-ordinators, Managers		
<b>Aims</b>	Awaiting New course information		
<b>Costs</b>	<b>FREE – but cancellation or non-attendance charges apply</b>		
<b>Outline content</b>			
Awaiting new course information			
<b>Dates/Locations</b>			
<b>Cardiff: Venue tbc</b>		<b>Barry: Memorial Hall Theatre</b>	
Date	Time	Date	Time
01-5-2008	9:30 - 4:30	11-6-2008	9:30 - 4:30
05-6-2008	9:30 - 4:30	08-10-2008	9:30 - 4:30
25-9-2008	9:30 - 4:30	04-2-2009	9:30 - 4:30
15-10-2008	9:30 - 4:30		
11-11-2008	9:30 - 4:30		
15-1-2009	9:30 - 4:30		
23-2-2009	9:30 - 4:30		
23-3-2009	9:30 - 4:30		

<b>Course Title</b>	Mental Capacity Act 2005	
<b>Target group</b>	Mandatory for care staff working in Day Services, Domiciliary, Residential and Mental Health Services	
<b>Aims</b>	To familiarise staff working with people with reduced capacity of the requirements of the Mental Capacity Act and the accompanying Code of Practice	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Explore the history of decision making in relation to people who lack capacity; explain the knowledge and skills required to empower and support people who lack capacity to make some decisions; Identify the statutory protection available to those who act in connection with the care and treatment of another; Protect and safeguard individual service users		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
18-6-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Child Development 1	
<b>Target group</b>	Newly Qualified Social Workers. Experienced Social Care Officers and Social Workers	
<b>Aims</b>	To outline how the physical and emotional development of children and young people who are looked after may be affected by their experiences. To explore and consider theories of child development and to consider support	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Consider how children and young people's development can be affected by events in their lives; Recognise development, which is unusual, bearing in mind that all young people are individuals and will develop at different rates and ways; Explore ways of using their knowledge of child development to help them meet the needs of the children and young people they look after; Explore what support services are available to meet the developmental needs of children		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
19-6-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Autism Spectrum Disorder	
<b>Target group</b>	Social Workers and support staff within Adult & Children's Services who deal with services users with ASD	
<b>Aims</b>	To give a greater understanding of the impairments facing people with ASD and the behaviours that can be expected	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Review their knowledge of Autism; Discuss sensory processing impairments; Explain normal and abnormal behaviour; Identify possible remedies; Discuss case studies and social stories		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
23-10-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Multiple Sclerosis	
<b>Target group</b>	Direct Care staff, Social Workers and Social Care officers	
<b>Aims</b>	To give a greater understanding of what is MS and working with people with MS	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline Content</b>		
Understand what causes Multiple Sclerosis; Identify the various symptoms of the disease at different degrees; Describe early signs ,loss of power and periodic numbness; Understand and have an overview of the diseases totality; degradation of the immune system; Understand ,onset and attacks of the disease and remissions		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
02-7-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Vulnerable Adults Level 1		
<b>Target group</b>	Mandatory for all Social Services Office Staff Mandatory for all Children's Services Staff Mandatory for All Council staff who have occasional contact with adults		
<b>Aims</b>	To give participants an awareness of the issues around vulnerable adults and to develop an understanding of their role and responsibilities in relation to it		
<b>Costs</b>	<b>FREE – but cancellation or non-attendance charges apply</b>		
<b>Outline content</b>			
Recognise who is a vulnerable adult and to describe types of abuse and ways of recognising them; Demonstrate an understanding of your role and responsibilities in working with vulnerable adults			
<b>Dates</b>			
	<b>Date</b>	<b>Time</b>	<b>Location</b>
	3-7-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
	26-1-2009	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Mental Illness Level 2	
<b>Target group</b>	Direct Care staff, Social Workers, Social Care Officers. Those staff needing a more in-depth awareness of the issues around mental illness Staff DO NOT need to complete Level 1 first	
<b>Aims</b>	To provide participants with an understanding of Schizophrenia, personality disorders and depressive illness, and its effect on the individual and their carers	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
5 common mental illnesses (depression, bipolar affective disorder, anxiety, schizophrenia, personality disorder); signs and symptoms of illnesses; care for the client; signs of relapse; medications used to treat these illnesses; common side effects of medication; Describe the Etiology of the illnesses; support systems for clients and families; other issues surrounding the illnesses e.g. suicidal ideation; aggression; safe environments for clients		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
07-7-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
02-3-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Stroke Awareness	
<b>Target group</b>	Direct Care Staff, Social Workers, Social Care Officers	
<b>Aims</b>	To provide those staff caring for people affected by stroke with a basic knowledge and understanding of strokes	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Be clear about what a stroke is, what causes it and risk factors; Have considered the needs of people who have had strokes and be aware of the different services available; Understand how stroke can affect movement, mobility, swallowing, communication and continence; Be aware of the psychological and cognitive problems which may accompany strokes		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
16-7-2008	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry
05-3-2009	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Motor Neurone Disease	
<b>Target group</b>	Direct Care Staff, Social Workers, Social Care Officers, OT Staff	
<b>Aims</b>	To give an understanding of MND and it's impact on the client	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Be clear about what is MND and the types; Explain how it is identified and diagnosed, and the treatments available; Identify good practice with regards to movement & mobility, clothing, eating and drinking, etc.		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
16-7-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
05-3-2009	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Psychology of chronic illness	
<b>Target group</b>	This workshop is for SWs and SCOs who undertake assessments as part of their work role for service users who have a chronic and life threatening illness.	
<b>Aims</b>	To highlight the issues for service users living with chronic illness and the impact on their daily lives.	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Examine the impact on the assessor; Describe the 8 fundamental psychological issues: control, self-image, dependency, stigma, abandonment, anger, isolation & Death; Identify how the worker assists the service user through these issues.; Recognise the impact on the worker, their own thoughts and feelings when working with this group of people		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
08-9-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
17-3-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Dysfunctional Attachment	
<b>Target group</b>	Experienced Social Workers NB: Delegates need to have an understanding of attachment theory	
<b>Aims</b>	To give a greater understanding of the effect of dysfunctional attachments on children and young people	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Course Objectives</b>		
Explain the impact of early years' trauma on children's emotions and behaviours; Identify effective placement strategies for children with disorganised attachments		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
11-9-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Dysfunctional Attachment	
<b>Target group</b>	Experienced Social Workers NB: Delegates need to have an understanding of attachment theory	
<b>Aims</b>	To give a greater understanding of the effect of dysfunctional attachments on children and young people	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Explain the impact of early years' trauma on children's emotions and behaviours Identify effective placement strategies for children with disorganised attachments		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
11-9-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Assessing resilience in young people	
<b>Target group</b>	Qualified Social Workers, Experienced Social Care Officers	
<b>Aims</b>	To highlight the importance of resilience in children and young people	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Discuss relevant research findings and what works; Identify risk and protective factors and coping strategies; develop practice based methods to increase resilience		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
25-9-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Coherent Lifestory	
<b>Target group</b>	Social Workers, Social Care Officers, Support Workers	
<b>Aims</b>	To give an understanding of the importance of Life Story information for those children who are placed for adoption	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Explain What is important 'information' to a child who is being adopted; Identify how to gain the relevant information from birth families and foster carers; Describe "What does a successful Life Story Book look like?"; Explain how to put together the information received in a child friendly perspective.		
<b>Dates</b>		
<b>Room</b>	<b>Time</b>	<b>Location</b>
02-10-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Dementia for Managers	
<b>Target group</b>	Managers & Deputy Managers	
<b>Aims</b>	The course is designed to provide for senior staff and managers an introduction to the skills required when working with clients who are suffering from mental health deficit, specifically organic dementia's	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Be aware of 6 types of Dementia and the associated symptoms; Identify 3 types of medication and recognize how behaviour is affected; Understand the effect of ambience and mood; Identify key methods of approach (must be practical to your own environment); Apply the Kitwood standards; Plan and document Dementia care using person centred approaches; Cascade communication skills with Dementia sufferers; De-escalate and distract challenging behaviours; Complete, in small groups, a case study; Complete a multiple choice audit.		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
14-10-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Pathway Planning	
<b>Target group</b>	All child care staff involved in planning for young people 16+	
<b>Aims</b>	For participants to gain an understanding of the process of pathway planning and their role in it	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Demonstrate knowledge of process of Pathway Planning and the various roles, responsibilities within it		
Identify the legal context of LAC/Pathway Planning and the responsibilities of the local authority		
Explain a variety of methods that involve and engage young people in the planning process		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
16-10-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Child Development 2	
<b>Target group</b>		
<b>Aims</b>	Must have completed Child Development 1	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Awaiting content confirmation		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
06-11-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Creative & Therapeutic Activities	
<b>Target group</b>	Managers, Deputy Managers, Senior Carers or those staff whose designation it is to set-up activity sessions	
<b>Aims</b>	To provide delegates with the knowledge to set-up a range of creative & therapeutic activities	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Understand why therapeutic activities are important in good care practice for older people with dementia; Describe techniques in the area of reminiscence and creative activities; Identify some of the benefits and limitations of reminiscence work; Identify where creative activities fit into good care practice; Experience taster sessions in therapeutic activities such as movement & exercise, Creative writing, poetry, music, art, horticulture, etc; Explain how to locate resources and contacts for a range of therapeutic activities; Describe how therapeutic activities can be adapted specifically for older people with dementia		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
24-11-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Substance Misuse & Pregnancy	
<b>Target group</b>	Mandatory for staff who work with children and families in the areas of Police, Health, Education, Probation & Social Services from both Cardiff and the Vale	
<b>Aims</b>	To raise awareness of the issues surrounding substance use and pregnancy, with a particular focus upon multi-professional working in this area	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Recognise the impact of individual substances upon the developing foetus; Describe good practice in working with pregnant substance users; Recognise the impact of substance misuse upon parenting; Show an understanding of current maternity services and individual roles within it; Explain the role of the Substance Misuse and Child Protection Specialist midwives; Identify resources for substance-using women and their families		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
26-11-2008	9:30 - 4:30	Kymin House, Penarth

<b>Course Title</b>	Recording Skills for Social Workers (CFS)	
<b>Target group</b>	Mandatory for all Children's Services Social Work Staff	
<b>Aims</b>	To improve case recording skills and write more accurately, clearly, concisely and appropriately	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Improve their observation and listening skills; Be more positively objective and understand the importance of accuracy and using plain language; Have undertaken exercises in relation to good practice when recording contact sessions, home visits, etc		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
27-11-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Self Harm & Adolescents	
<b>Target group</b>	Social Work staff working with Children and young people	
<b>Aims</b>	To give an understanding of the issues surrounding self harming in young people	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Recognise self-harming behaviours; Explore some of the reasons that young people self-harm; Identify some of the issues which may underpin self-harm; Consider what young people who self-harm find helpful; Provide workers/carers with practical strategies that will help them to provide effective support		
<b>Dates</b>		
<b>Date</b>	<b>Room</b>	<b>Location</b>
29/30 - 9-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Client Risk Assessment	
<b>Target group</b>	Managers, Deputy Managers, Senior Carers, Qualified Social Workers, Social Care Officers, Support Workers, Home carers	
<b>Aims</b>	To inform staff of their legal and professional duties and to raise awareness of the importance of appropriate risk assessment in relation to clients and staff.	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Explain the principles of risk assessment; Identify effective methods of assessing, monitoring and managing risk decisions in your work; Describe how risk assessment informs practice; Show they're confidence and competence in client risk assessment having had an opportunity to participate in discussion and ask questions in a safe environment		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
12-1-2009	9:30 -12:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Parkinsons	
<b>Target group</b>	Direct Care Staff, Social Workers, Social Care Officers, Level 2/3 Students	
<b>Aims</b>	To gain a knowledge and understanding of Parkinson's Disease and to understand the needs of people living with and caring for people with Parkinson's Disease	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Identify common problems associated with Parkinson's Disease, the side effects of medication and to dispel myths surrounding Parkinson's Disease; Describe the key features of Parkinson's Disease Understand the challenges of mobility, communication and swallowing; Identify the importance of drug management; Recognise the role of the Parkinson's Disease Society		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
13-1-2009	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Advocacy skills in communicating with Children with Disabilities	
<b>Target group</b>	All staff working with children with disabilities	
<b>Aims</b>	To develop knowledge and skills for providing effective advocacy to disabled children and young people	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Barriers facing disabled children in accessing their rights; legislation and guidance underpinning advocacy practice with disabled children and young people; Identify specific safeguarding needs for disabled children; competence and confidence in consulting with disabled children and young people, particularly about their views, wishes and feelings; strategies for enabling young people's views to be represented directly or indirectly; Reflect on dilemmas & challenges when advocating on behalf of disabled children & young people, including the management of uncertainty & 'not knowing'		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
15-1-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Care Worker Fire Safety		
<b>Target group</b>	Home carers, Social Care Officers or Social Workers in any setting who visit clients' homes NB: Operational fire crews will arrange a convenient time to visit clients' property to assist in a home safety check, supply and fit smoke alarms free of charge where requested and needed		
<b>Aims</b>	To provide participants with an understanding of why it is important to be vigilant when visiting a clients home and what they should be looking out for.		
<b>Costs</b>	<b>FREE – but cancellation or non-attendance charges apply</b>		
<b>Dates</b>			
<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>
22-4-2008	2:00 - 4:00	04-11-2008	2:00 - 4:00
15-7-2008	2:00 - 4:00	03-2-2009	2:00 - 4:00
<b>Location:</b> All at Barry Fire Station			

<b>Course Title</b>	Witness Statements & Children's Care Plans		
<b>Target group</b>	Child Care Social Workers and Level 3 students		
<b>Aims</b>	To familiarise participants with the requirements of the Judicial Protocol and good practice when writing witness statements and care plans for court proceedings		
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>		
<b>Dates</b>			
<b>Date</b>	<b>Time</b>	<b>Location</b>	
05-2-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry	

<b>Course Title</b>	Genograms, Ecomaps & Assessment Tools		
<b>Target group</b>	All staff involved in Childcare Assessments		
<b>Aims</b>	To enable participants to explore the relevant skills required to complete ecomaps and genograms and assist participants to gain those skills		
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>		
<b>Outline content</b>			
Ecomaps, genograms and other tools within a theoretical context; different ways of using these tools in social work with children and families; how to utilise skills and knowledge gained within job roles			
<b>Dates</b>			
<b>Date</b>	<b>Time</b>	<b>Location</b>	
26-2-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry	

<b>Course Title</b>	Effective Supervision for Supervisors		
<b>Target group</b>	Mandatory for all those whose role it is to carryout supervisions and PDRs		
<b>Aims</b>	The workshop will focus on approaches and skills necessary for effective personal supervision and review of staff approaches to work, and on dealing with difficulties that may arise during the supervision process		
<b>Costs</b>	<b>£80 (2 day course) - cancellation or non-attendance charges apply for 1 or 2 days</b>		
<b>Dates</b>			
<b>Date</b>	<b>Time</b>	<b>Location</b>	
09/10-3-2009	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry	

<b>Course Title</b>	Domestic Abuse & Child Protection	
<b>Target group</b>	<p><i>Voluntary and Independent Sector:</i> Managers or Supervisors with Child Protection responsibilities  <i>Police Supervisors:</i> Sergeants, Child Protection Officers  <i>Probation staff:</i> Probation Officers, PSOs, Managers, Middle Managers  <i>Health staff:</i> Doctors, Nurses, OTs, Speech &amp; Language Therapists, Any staff member dealing specifically with children  <i>Education:</i> Child Protection Co-ordinators, Deputies, Youth Centre Leaders  Education Welfare Officers, Educational Psychologists  <i>Social Services:</i> Social Workers, Social Care Officers, Managers &amp; Deputies (within Adult &amp; Children Services), Learning Disabilities &amp; Mental Health Teams  CAFCASS: Managers, Practitioners  <i>Housing:</i> Managers, Child Protection Co-ordinators, Support Workers, staff entering clients' homes  <i>Leisure Directorates:</i> Child Protection Co-ordinators, Managers</p>	
<b>Aims</b>	To enable practitioners working with children and families experiencing domestic abuse to undertake appropriate assessments of risk without endangering further the family members involved. To enable practitioners, within their particular work role, to work in partnership with children and families to make appropriate safety plans.	
<b>Costs</b>	<b>FREE – but cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Explain how children may be used by perpetrators of domestic violence as part of their abuse of known women; Identify the knowledge and skills required to undertake a risk assessment and facilitate the coordination of an appropriate holistic safety plan; Recognise factors that impact heavily on the lives of women and children, following the end of a relationship with a perpetrator of domestic abuse; Describe the effectiveness of agencies developing an holistic approach to addressing domestic abuse		
<b>Dates</b>		
<b>Date</b>	<b>Room</b>	<b>Location</b>
09-6-2008	9:30 - 4:30	Kymin House, Penarth
12-3-2009	9:30 - 4:30	Kymin House, Penarth
<b>Course Title</b>	Working with children & young people involved in sexually harmful behaviour	
<b>Target group</b>	Taith Training Social Workers and Youth Offending Team Officers.	
<b>Aims</b>	To develop a greater understanding of the extent of the problem of sexually harmful behaviour by young people	
<b>Costs</b>	<b>£40 - cancellation or non-attendance charges apply</b>	
<b>Outline content</b>		
Begin differentiating between experimental and abusive behaviours; Gain a working knowledge of Sexual Offences Act 2003; Gain an insight into the background characteristics of young people that show sexually harmful behaviour; Introduce a theoretical approach in relation to young people who sexually harm.		
<b>Dates</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
16-9-2008	9:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry

<b>Course Title</b>	Basic Conditions	
<b>Target group</b>	New staff or others <b>prior</b> to completing the full individual courses for each condition. All ancillary staff e.g. domestics, drivers etc	
<b>Aims</b>	To increase awareness and understanding of basic health issues and common conditions in care work. Conditions Covered: Diabetes Stroke Epilepsy Parkinson's Disease Dementia	
<b>Costs</b>	<b>£25 - cancellation or non-attendance charges apply</b>	
<b>Date</b>	<b>Time</b>	<b>Location</b>
17-6-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
05-11-2008	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry
24-3-2009	1:30 - 4:30	Training Room, 2nd Floor, Dock Office, Barry