



**MON WORKFORCE  
DEVELOPMENT**  
WHERE YOU MATTER

**Learning & Development Handbook for Social Care & Health  
Children's Services**



Course	Training Overview	Audience	Format for Delivery / Venue	Date	Time	Booking Link
<b>Achieving best evidence (ABE)</b>	<ul style="list-style-type: none"> <li>To improve the skills of the interviewer so that they are able to conduct effective and professional interviews</li> <li>Model of ABE Interviewing</li> <li>Review of ABE Guidance</li> <li>Interview Planning &amp; Preparation</li> <li>Dealing with Vulnerable Witnesses</li> <li>Understanding Rapport</li> <li>Questioning Structure</li> <li>Role of the Intermediaries</li> <li>Closing the interview</li> <li>Recording and Retaining all Material</li> <li>Post Interview Processes</li> <li>Evaluate own performance</li> </ul>	All Social Workers	Microsoft Teams	29 <sup>th</sup> September 2020  (1 Space available on 11 <sup>th</sup> September)	9.30am - 3.30pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>All Wales Induction Framework (AWIF)</b>	<ul style="list-style-type: none"> <li>Section 1 Principles and Values of Health and Social Care</li> </ul>	Direct Care Staff	Online			<a href="https://socialcare.wales/learning-and-development/induction-for-health-and-social-care-awif">https://socialcare.wales/learning-and-development/induction-for-health-and-social-care-awif</a>
<b>Autism Awareness</b>	<ul style="list-style-type: none"> <li>Improve awareness/knowledge and understanding of Autistic Spectrum Conditions (ASC)</li> <li>Identify and understand sensitivities, to understand the different behaviours that may occur and to consider ways to support positive lifestyles</li> </ul>	Social Care & Health Staff & Providers	Microsoft Teams	October 2020 - tbc		<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Child Protection Conference Workshop</b>	<ul style="list-style-type: none"> <li>To understand the key purpose of child protection conferences and core groups</li> </ul>	All Social Workers	Microsoft Teams	22nd Oct 2020	10am - 12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>



	<ul style="list-style-type: none"> <li>To increase your understanding of the child protection conference, core group and the inter agency child protection process</li> <li>To clarify the roles and responsibilities of the child protection conference and core group members</li> </ul>					
<b>Consolidation Workshop</b>	<ul style="list-style-type: none"> <li>Outline requirements of the consolidation programme for both candidates and assessor</li> <li>Discuss roles and responsibilities of the programme</li> <li>Consider supervision and mentoring requirements</li> </ul>	Consolidation Assessors & Candidates	Microsoft Teams	9 <sup>th</sup> September 2020	10am – 11.30am	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Coronavirus Awareness and Infection Control</b>	<ul style="list-style-type: none"> <li>Describe what is meant by infection control</li> <li>Identify relevant government legislation</li> <li>Recognise the causes and effects of coronavirus, including symptoms and management</li> <li>Know how to self-isolate</li> <li>Understand the chain of infection and how people are infected</li> <li>Describe the types of germs and infection</li> <li>Understand the need for infection control and HCAI management</li> <li>Understand how to wash your hands to WHO standard</li> <li>Understand how you can help to prevent the spread of coronavirus</li> </ul>	Social Care & Health Staff, Redeployed Staff & Providers	E-learning			Via Email: <a href="mailto:Dominiquedavies@monmouthshire.gov.uk">Dominiquedavies@monmouthshire.gov.uk</a>
<b>Court Advocacy Skills</b>	<ul style="list-style-type: none"> <li>Gain a basic overview of how the court system works</li> <li>Identify key skills of presenting effective evidence in court</li> <li>Outline court etiquette</li> </ul>	All Social Workers	Microsoft Teams	March 2021	10am-12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Discharge of Care Orders</b>	<ul style="list-style-type: none"> <li>Explore when to discharge a Care Order</li> <li>Outline the process for discharging a Care Order</li> <li>Discuss use of a no contact order under S34(4)</li> </ul>	All Social Workers	tbc	15 <sup>th</sup> September 2020	tbc	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>



<b>Paediatric Emergency First Aid</b>	<ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Practical skills in CPR, Recovery Position, Choking, wounds &amp; bleeding, AED</li> <li>• Other relevant medical emergencies</li> </ul>	Social Care Staff & Foster Carers	Toolkit  Face to Face	tbc		<a href="https://www.monmouthshire.gov.uk/covid-19-resources/">https://www.monmouthshire.gov.uk/covid-19-resources/</a>
<b>Equality and diversity</b>	<ul style="list-style-type: none"> <li>• Define the terms equality &amp; diversity, the benefits and key concepts of diversity together with its principles</li> <li>• The current legislative framework around equalities legislation</li> <li>• Positive action and why it is an important recruitment tool</li> <li>• The responsibilities regarding equality &amp; diversity</li> <li>• Differentiate between an individual's rights and responsibilities in relation to equality and diversity</li> <li>• Values and beliefs that underpin human diversity</li> <li>• Prejudice and stereotyping resulting negative effects the factors upon which discrimination can be based and differentiate between direct and indirect discrimination</li> <li>• Definitions and examples of harassment and victimisation</li> <li>• Illustration of ways in which discrimination can be minimised and identify situations where it is acceptable</li> <li>• Acts of law that serve to maintain equality and ensure the acceptability of human diversity</li> <li>• Human rights depicted in the 1998 Human Rights Act</li> </ul>	All staff, Foster Carers & Providers	Microsoft Teams	tbc		
<b>First Year in Practice: Introduction</b>	<ul style="list-style-type: none"> <li>• Introduction to your First Year in Practice</li> <li>• Transition from student to NQSW</li> </ul>	All newly qualified Social Workers	Microsoft Teams	3 <sup>rd</sup> September 2020	10 am – 12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>



<b>First Year in Practice: Reflective Practice / Writing</b>	<ul style="list-style-type: none"> <li>• Refresh on definitions and models of reflective practice</li> <li>• Consider the importance of reflective practice within work carried out</li> <li>• Consider the importance of reflexivity</li> <li>• Discuss Reflective writing and what that looks like</li> </ul>	All newly qualified Social Workers and social workers who require a refresher	Microsoft Teams	11 <sup>th</sup> November 2020	10am – 12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>First Year in Practice: Safeguarding Adults and Children</b>	<ul style="list-style-type: none"> <li>• Refresh your understanding of key legislation and procedural guidance underpinning child and adult protection</li> <li>• Know more about your Safeguarding Children Board and the rationale for child protection training and reviews</li> <li>• Understand categories of child and adult abuse and Identify the outcomes of possible abuse within the current social context and in line with government guidance</li> <li>• Understand how our values, beliefs and attitudes can influence our judgement in relation to child and adult protection.</li> <li>• To enable you to feel confident in your own role within safeguarding.</li> <li>• Know the child protection process from referral through to conference</li> <li>• Help develop your confidence in a safeguarding role</li> <li>• Demonstrate an understanding of roles and responsibilities within a multi-agency safeguarding context.</li> </ul>	All newly qualified Social Workers	Microsoft Teams	8 <sup>th</sup> September 2020	10am – 11.30am	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>First Year in Practice: Stat Visits</b>	<ul style="list-style-type: none"> <li>• Consider the underpinning legislation of both Child Protection and Looked after children statutory visits</li> <li>• Explore the time scales that visits should be taken</li> <li>• Discuss the purpose and share good practice when undertaking statutory visits</li> </ul>	All newly qualified Social Workers	Microsoft Teams	10 <sup>th</sup> December 2020	10am – 12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>



<b>First Year in Practice: Supervision</b>	<ul style="list-style-type: none"> <li>Incorporating theory/research/legislation into supervision workshop</li> </ul>	All newly qualified Social Workers		8 <sup>th</sup> December 2020	10am – 12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>First Year in Practice: Theory Workshop</b>	<ul style="list-style-type: none"> <li>Consider why theory is important in practice</li> <li>Explore connections between theory and practice</li> <li>Use case examples to illustrate importance of theory</li> </ul>	All newly qualified Social Workers		February 2021	10am – 12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>GDPR</b>	<ul style="list-style-type: none"> <li>History of Data Protection</li> <li>The Principles of the GDPR</li> <li>The Rights of the Data Subject</li> <li>The obligations of the practitioner</li> </ul>	All staff	Induction Sway - to be completed within 1st week of employment			<a href="https://sway.office.com/HsJoIVB6B2dtuueN?ref=Link&amp;loc=play">https://sway.office.com/HsJoIVB6B2dtuueN?ref=Link&amp;loc=play</a>
<b>Mental Capacity Act / Best Interest Training</b>	<ul style="list-style-type: none"> <li>Review and enhance skills in assessing capacity and best interests under the Mental Capacity Act 2005 as a pre-cursor to the introduction of the Liberty Protection Safeguards</li> <li>Considers the meaning of restraint under the Act and examples in practice</li> </ul>	Social workers -integrated services, CLDT and MH	Microsoft Teams	23 <sup>rd</sup> & 30 <sup>th</sup> November 2020	9:30am - 12:30pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Outcome Focussed Practice Workshop</b>		All Social Workers	Microsoft Teams	January 2021		<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Peer Support Group</b>		Practice Assessors, Onsite Supervisors		20 <sup>th</sup> January 2021	10am – 12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>



<b>Practice Assessor/Onsite Supervisor Workshop</b>	<ul style="list-style-type: none"> <li>Consider the roles of onsite supervisor and practice assessors</li> <li>Explore reflective supervision and how this can be developed</li> <li>Think about the role and how you can support the development of others</li> <li>Discuss constructive feedback</li> </ul>	Practice assessors & onsite supervisors	Microsoft Teams	11 <sup>th</sup> September 2020	10am – 12.30pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Pre-proceedings processes</b>	<ul style="list-style-type: none"> <li>Discuss the scope and purpose of legal planning meetings</li> <li>Examine threshold criteria for PLO</li> <li>Outline the importance and contents of the pre-proceedings letter</li> <li>Explore good practice and expectations within the PLO process</li> </ul>	All Social Workers	Microsoft Teams	10 <sup>th</sup> November 2020	10am-12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Recording workshop</b>	<ul style="list-style-type: none"> <li>Explore the importance of case recording</li> <li>Consider what good outcome focused case recording should look like;</li> <li>Sharing good practice in relation to case recording</li> </ul>	All Social Workers	Microsoft Teams	1 <sup>st</sup> Oct 2020	10am-12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Record of My Life - A Regional Approach to Life Journey Work</b>	<ul style="list-style-type: none"> <li>Staff will learn about the long term benefits of completing good quality Life Journey Work;</li> <li>Staff will become familiar and better understand the Life Journey Work Framework and the Life Journey Good Practice Guide as devised by the National Adoption Service;</li> <li>Staff will become confident in using the proposed Life Journey Work tool <u>A Record of My Life</u>;</li> <li>Staff will better understand the role of each professional involved in the completion of Life Journey Work;</li> <li>Professionals involved in completing Life Journey Work will better communicate and work together in order to achieve good quality pieces of work.</li> </ul>	Social Workers, Independent Reviewing Officers, Social Work Assistants, Contact Supervisors, Foster Carers and any other Children Services staff who are directly	Microsoft Teams	Can Choose - Tuesday, 8 <sup>th</sup> of September, 9:45-12:15  Tuesday, 22 <sup>nd</sup> of September, 13:45-16:15		Via email: <a href="mailto:Raluca.miklovits@blaenau-gwent.gov.uk">Raluca.miklovits@blaenau-gwent.gov.uk</a>



		involved in the Life Journey Work				
<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>Consider the principles of assessment in practice</li> <li>Discuss the Concept of Risk</li> <li>Have an understanding of Monmouthshire's risk assessment framework and associated tools</li> <li>Review the key principles of the Framework</li> <li>Apply the framework to practice case examples</li> </ul>	Contact team, achieving change team, BASE		14 <sup>th</sup> September 2020  12 <sup>th</sup> October 2020  16 <sup>th</sup> November 2020	9.30am - 4.30pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>Consider the principles of assessment in practice</li> <li>Discuss the Concept of Risk</li> <li>Have an understanding of Monmouthshire's risk assessment framework and associated tools</li> <li>Review the key principles of the Framework</li> <li>Apply the framework to practice case examples</li> </ul>	All Social Workers	Microsoft Teams	14 <sup>th</sup> , 25 <sup>th</sup> , November & 4 <sup>th</sup> December 2020	10am – 12pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Safeguarding Level 1</b>	<ul style="list-style-type: none"> <li>This level is required by everyone who comes into contact as part of their role with children, young people and adults at risk.</li> </ul>	Social Care & Health Staff & Providers	Sway			<a href="https://sway.office.com/vkWWeGWJ4dfByAp3?ref=Link&amp;loc=play">https://sway.office.com/vkWWeGWJ4dfByAp3?ref=Link&amp;loc=play</a>
<b>Safeguarding Level 2</b>	tbc					





<b>Substance Misuse</b>	<ul style="list-style-type: none"> <li>To gain an understanding of Substance Misuse</li> <li>To gain knowledge of both legal and illegal substances</li> <li>To analyse models of Treatment</li> </ul>	Social Care & Health Staff & Providers	Microsoft Teams	9 <sup>th</sup> & 16 <sup>th</sup> November 2020  12 <sup>th</sup> February 2021	9:30 - 12:00  tbc	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Trauma Informed Attachment</b>	Skills Development Sessions: <ul style="list-style-type: none"> <li>SDS 1 06.01.21</li> <li>SDS 2 10.02.21</li> <li>SDS 3 10.03.21</li> <li>SDS 4 14.04.21</li> <li>SDS 5 05.05.21</li> <li>SDS 6 09.06.21</li> </ul>	Early Help & Assessment and Family Support and Protection teams	Microsoft Teams	1st Cohort: 18 <sup>th</sup> & 19 <sup>th</sup> November 2020  2nd Cohort: 9 <sup>th</sup> and 10 <sup>th</sup> December 2020	1st Cohort's: 9.30am - 11.30am  2nd Cohort's: 1.00pm to 3.00pm	<a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>
<b>Women and Gambling</b>	<ul style="list-style-type: none"> <li>Raising awareness of women who experience problematic gambling issues</li> <li>Upskilling workers so they can confidently identify subtle signs of problematic gambling early on and intervene through advice and referral</li> </ul>	Social Care & Health Staff & Providers	Microsoft Teams	9 <sup>th</sup> September 2020	9.45 am - 11.30 am	Via Email: <a href="mailto:Dominiquedavies@monmouthshire.gov.uk">Dominiquedavies@monmouthshire.gov.uk</a>
<b>Violence Against Women Domestic Abuse Sexual Violence (VAWDASV)</b>	<ul style="list-style-type: none"> <li>Violence against women, domestic abuse and sexual violence</li> </ul>	Social Care & Health Staff & Providers	E-learning			Please click <a href="#">HERE</a> to be directed to instructions and link to ELearning.