



**MON WORKFORCE  
DEVELOPMENT**  
WHERE YOU MATTER

**Learning & Development Handbook for Social Care & Health  
Adults Services**



| Course                                      | Training Overview  | Audience  | Format for Delivery / Venue | Date   | Time          | Booking Link  |
|---|--|---|-----------------------------|--|---------------|---|
| <b>Activity Coordinator Training</b>        | <ul style="list-style-type: none"> <li>The physical changes that happen as we age. The affect these have on people and the role of functional exercise in alleviating some of these affects.</li> <li>The health and safety considerations required to keep the resident, exercise leader and organisation safe</li> <li>A complete range of safe, easy exercises allowing you to create over 100 different exercise sessions for all abilities.</li> <li>How to create your own safe programmes from scratch quickly</li> <li>How to create and adapt exercise sessions for those with:               <ul style="list-style-type: none"> <li>Dementia, Parkinson’s disease , Stroke, MS</li> <li>Heart conditions, COPD, Cancer, Arthritis</li> <li>Diabetes, Epilepsy, Hip and knee replacements</li> <li>Huntington’s disease, Mental health problems, Bed bound</li> </ul> </li> </ul> | Residential staff, sheltered housing & day centre staff, prison staff & Providers | ZOOM/Face to face           | To be confirmed  |               |   |
| <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> <li>Progress Logs</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 - Adults</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             | 19 <sup>th</sup> May 21<br>26 <sup>th</sup> May 21<br><br>More dates to be confirmed | 10am -12 noon | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>   |
| <b>Autism Awareness -</b>                   | <ul style="list-style-type: none"> <li>Improve awareness/knowledge and understanding of Autistic Spectrum Conditions (ASC)</li> </ul>  | Social Care & Health Staff & Providers  | Microsoft Teams             | 16 <sup>th</sup> June 2021   | 10am -12 noon | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>   |



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| <b>Children and Young People</b>  | <ul style="list-style-type: none"> <li>Identify and understand sensitivities, to understand the different behaviours that may occur and to consider ways to support positive lifestyles</li> </ul>  |   |  |                 |  |  |
| <b>Care of Meds – Providers</b><br><b>Suitable for AWIF for Provider Social Care Workforce</b>  | <ul style="list-style-type: none"> <li>This course is the full Care of Medicines course delivered by Acute Training and is for our external training providers from the independent, voluntary and private sector only.</li> </ul>  | Providers   | Microsoft Teams<br>E Learning  | To be confirmed |  | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                                  |
| <b>Care of Medicines</b><br><b>Mandatory induction training for MCC Social Care Workforce (AWIF)</b>  | <ul style="list-style-type: none"> <li>MCC medication policy</li> <li>Paperwork/MARS sheet</li> <li>Administration of meds</li> <li>Legislation</li> <li>Roles and responsibilities</li> <li>Types of medicines</li> <li>Safe practice</li> </ul>   | Social Care & Health Staff                          | Toolkit<br><br>Sian Gardner delivering training for new staff until in house trainers ready to deliver | To be confirmed |  | <a href="https://www.monmouthshire.gov.uk/covid-19-resources/">https://www.monmouthshire.gov.uk/covid-19-resources/</a>                |
| <b>Catheterisation Awareness</b>  | <ul style="list-style-type: none"> <li>Describe catheterisation</li> <li>Understand purpose of urinary catheterisation</li> <li>Understand the causes and types of incontinence</li> <li>Describe the different types of catheters</li> <li>Understand how a catheter is inserted</li> </ul>  | Social Care & Health Staff, Providers               | E Learning   |                 |  | Via Email:<br><a href="mailto:socialservices.trainingadmin@monmouthshire.gov.uk">socialservices.trainingadmin@monmouthshire.gov.uk</a> |
| <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  | Sept 2021       |  | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                                  |
| <b>Coronavirus Awareness and Infection Control</b><br><b>Mandatory induction training for MCC Social Care Workforce (AWIF)</b><br><br><b>Suitable for AWIF for Provider</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> </ul> | New staff to Social Care & Health Staff & Providers | E-learning   |                 |  | Via Email:<br><a href="mailto:socialservices.trainingadmin@monmouthshire.gov.uk">socialservices.trainingadmin@monmouthshire.gov.uk</a> |



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| <b>Social Care Workforce</b>  | <ul style="list-style-type: none"> <li>Understand how you can help to prevent the spread of coronavirus</li> </ul>   |  |                 |                |   |
| <b>COSHH Mandatory induction training for MCC Social Care Workforce (AWIF)</b><br><br><b>Suitable for AWIF for Provider Social Care Workforce</b> | <ul style="list-style-type: none"> <li>Gain an understanding of COSHH regulations. Risk assessment and safety procedures. Definition of hazardous substances. Compliance with relevant regulations. Different types of hazardous substances. Health effects. European CLP regulations.</li> </ul>  | Social Care & Health Staff & Providers | E-learning      |                | Via Email: <a href="mailto:socialservices.trainingadmin@monmouthshire.gov.uk">socialservices.trainingadmin@monmouthshire.gov.uk</a> |
| <b>Court Skills Training</b>  | <ul style="list-style-type: none"> <li>Court of Protection summary</li> <li>Cases the court deals with – social care, finance and medical</li> <li>COP3 form – assessing capacity for court applications</li> <li>Mental Capacity- case law recap</li> <li>Assessing capacity- case law examples of good and bad evidence COP24- assessing best interests for court applications</li> <li>Best Interests – overview and detail on the checklist Best interests – hierarchy, balance of probabilities</li> <li>Best Interests- Risk &amp; duty of care</li> <li>Best Interests- case law</li> <li>Before going to court - Types of evidence, evaluating evidence</li> <li>In court- presenting evidence guidance</li> </ul> | All Social Workers                     | Microsoft Teams | To be arranged | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                               |
| <b>Dementia Awareness Mandatory induction training for MCC Social Care Workforce (AWIF)</b>   | <ul style="list-style-type: none"> <li>Understand how dementia affects individuals in different ways</li> <li>Knowledge of how quality dementia care purely focuses on what the person can still do</li> <li>The importance of good communication when caring for someone with dementia</li> <li>Methods to improve the wellbeing of people with dementia</li> </ul>   | Social Care & Health Staff & Providers | E-learning      |                | Via Email: <a href="mailto:socialservices.trainingadmin@monmouthshire.gov.uk">socialservices.trainingadmin@monmouthshire.gov.uk</a> |



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| <p>Suitable for AWIF for Provider Social Care Workforce</p>  |  |   |                                 |                        |  |  |
| <p><b>Dementia Care Matters</b></p>  | <ul style="list-style-type: none"> <li>• Emotional intelligence</li> <li>• Making parallels</li> <li>• Communication &amp; learning the language of dementia</li> <li>• Understanding different realities</li> <li>• Emotion and meaning in all behaviour</li> <li>• Increasing a person's well-being through care, occupation and environments</li> <li>• Dementia as a disease of the brain</li> <li>• To improve individual self-awareness as the route to being person centred.</li> <li>• To begin to make parallels in everyone's journey in life with or without a dementia.</li> <li>• To enable staff to share their sense of spirit and emotions to create the sense of 'being' in the team.</li> <li>• To create a team ethos that has heart and spirit at its core.</li> <li>• To understand that dementia is a language of emotions and that there is meaning in all behaviour</li> </ul> | <p>Social Care &amp; Health Staff &amp; Providers</p> | <p>Face to Face</p>             | <p>To be confirmed</p> |  | <p><a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a></p>                   |
| <p><b>Emergency First Aid</b><br/><b>Mandatory induction training for MCC Social Care Workforce (AWIF)</b></p> <p>Suitable for AWIF for Provider Social Care Workforce</p> | <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>  | <p>Social Care &amp; Health Staff &amp; Providers</p> | <p>Toolkit<br/>Face to Face</p> | <p>To be confirmed</p> |  | <p><a href="https://www.monmouthshire.gov.uk/covid-19-resources/">https://www.monmouthshire.gov.uk/covid-19-resources/</a></p> |



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| <b>Emergency First Aid - 3 day course</b>   | <ul style="list-style-type: none"> <li>• Anyone wishing to learn First Aid skills and knowledge, whether for personal or professional use.</li> <li>• The course will cover:             <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> </li> </ul>   | Social Care & Health Staff & Providers                    | Face to Face    | Sept/Oct 2021   |  |   |
| <b>Equality and Diversity Recommended for AWIF</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 Social Care & Health staff, Foster Carers & Providers | Microsoft Teams | To be confirmed |  | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                               |
| <b>Fire Safety Mandatory induction training for MCC Social Care Workforce (AWIF)</b><br><br><b>Suitable for AWIF for Provider Social Care Workforce</b> | <ul style="list-style-type: none"> <li>• General fire safety</li> <li>• The science behind fires</li> <li>• Risk assessment</li> <li>• Emergency protocol</li> <li>• Causes of fire, classifications and their properties</li> <li>• Fire Extinguishers</li> <li>• Fire drill and tests</li> <li>• Effects of fires on people and buildings</li> <li>• Effects of smoke inhalation</li> <li>• Relevant safety measures</li> <li>• The role of the fire marshal</li> <li>• Discovering and reporting risks</li> </ul>   | Social Care & Health Staff & Providers                    | E-learning      |                 |  | Via Email: <a href="mailto:socialservices.trainingadmin@monmouthshire.gov.uk">socialservices.trainingadmin@monmouthshire.gov.uk</a> |



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|  | <ul style="list-style-type: none"> <li>Laws and legislation</li> </ul>   |   |                 |                 |  |  |
| <b>Food Hygiene Level 2</b><br><b>Mandatory induction training for MCC Social Care Workforce (AWIF)</b><br><br><b>Suitable for AWIF for Provider Social Care Workforce</b> | <ul style="list-style-type: none"> <li>Understand the basics of food law</li> <li>Hazards to food</li> <li>HACCP from purchase to service</li> <li>Personal hygiene</li> <li>Premises</li> <li>Food pests</li> <li>Cleaning and disinfection</li> </ul>  | Social Care & Health Staff & Providers  | E-learning      |                 |  | Via Email:<br><a href="mailto:socialservices.trainingadmin@monmouthshire.gov.uk">socialservices.trainingadmin@monmouthshire.gov.uk</a> |
| <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 | To be confirmed |  | <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 | To be confirmed |  | <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> </ul> | All newly qualified Social Workers  | Microsoft Teams |                 |  | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                                  |



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|   | <ul style="list-style-type: none"> <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>   |                                    |  |  |  |   |
| <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 | Microsoft Teams  | To be confirmed  |  | <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 | Microsoft Teams  | To be confirmed  |  | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                                       |
| <b>GDPR Mandatory induction training for MCC Social Care Workforce (AWIF)</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>  | Social Care & Health 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>Hoarding Behaviours</b>  | <ul style="list-style-type: none"> <li>Training will include discussions as to the nature of Hoarding and the problems that may be associated with it – social, financial and psychological; the three categories and five components of Hoarding behaviour;</li> <li>cognitive and emotional processes of the Hoarder;</li> <li>Models of Hoarding – Cognitive, Addiction, Attachment, OCD;</li> <li>Hoarding, dementia and other co-morbidities particularly Compulsive Disorders; genetic and biological theories of Hoarding;</li> <li>the role of stress, vulnerability and trauma; the concept of emotional management and common thinking errors; the freeze, flight or fight mechanism; the error detection circuit of the Limbic System;</li> </ul> | Social Care & Health Staff         | Zoom   | 26 <sup>th</sup> March 2021 Part 1, Part 2 1 <sup>st</sup> April 2021<br><br>To be confirmed |  | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                                       |





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|  | <ul style="list-style-type: none"> <li>• interventions for Hoarding including Cognitive behaviour Therapy; person centred support strategies and tools; current research.</li> </ul>   |   |                 |  |                            |   |
| <b>Infection Control Awareness</b>                                       | <ul style="list-style-type: none"> <li>• Describe what is meant by infection control             <ul style="list-style-type: none"> <li>- Understand the chain of infection and how people are infected</li> <li>- Describe the types of germs and infection</li> <li>- Name some common health care associated infections</li> <li>- Understand the need for infection control and HSAI management</li> <li>- Understand how to wash hands to WHO standard</li> <li>- Describe what PPE is available for infection control</li> <li>- Understand how you can help prevent infection spreading</li> <li>- Understand the role of CQC</li> </ul> </li> </ul>  | Social Care and Health Staff & Providers        | E-learning      |  |                            | Via Email: <a href="mailto:socialservices.trainingadmin@monmouthshire.gov.uk">socialservices.trainingadmin@monmouthshire.gov.uk</a> |
| <b>Introduction to Effective Supervisions</b>                            | <ul style="list-style-type: none"> <li>• Understand the benefits of a good supervision meeting</li> <li>• Plan, prepare and hold meaningful supervisions</li> <li>• Appreciate the difference between coaching and mentoring support</li> <li>• Confidently suggest which additional method of support would be best suited to meet an individual's needs</li> <li>• Create a unique long-term support plan for each member of staff</li> </ul>  | Social Care & Health Staff in Supervisory Roles | Zoom            | Part 1 May 6 <sup>th</sup><br>Part 2 May 11 <sup>th</sup> 2021 | 9.30 – 12.30<br>Both parts |   |
| <b>MCA &amp; DOLS – DIRECT CARE STAFF</b><br><b>Recommended for AWIF</b> | <ul style="list-style-type: none"> <li>• As a result of attending this, course attendees will have an improved knowledge base to respond to issues of mental capacity and the deprivation of liberty safeguards and have gained an insight into the legislation and processes involved.</li> </ul> <p>OBJECTIVES:</p> <ul style="list-style-type: none"> <li>• Who will be affected by the Mental Capacity Act</li> <li>• What is Mental Capacity and lack of capacity</li> <li>• How is capacity assessed</li> <li>• Who can be a decision maker</li> <li>• Acting lawfully in connection with care and treatment</li> <li>• The court of protection and the public guardian</li> <li>• Criminal offences of ill-treatment or wilful neglect</li> </ul> | Direct Care Staff & Providers                   | Microsoft Teams | To be confirmed  |                            |   |



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|   | <ul style="list-style-type: none"> <li>• What are the deprivations of liberty safeguards</li> <li>• How is the authorisation approved</li> <li>• What is the role of the carer once an authorisation is given</li> <li>• Are authorisations reviewed?</li> <li>• What policies and procedures are available?</li> </ul>  |   |   |   |                            |   |
| <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 & MH    | Microsoft Teams                                   | To be confirmed   |                            | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                   |
| <b>Motivational Interviewing for Practitioners</b>  | <ul style="list-style-type: none"> <li>• The aim of the course is to provide Social Workers with the skills, knowledge and confidence required to understand and implement the essence of Motivational Interviewing (MI) in their work with their clients.</li> <li>• Throughout the course, staff will have the opportunity to feedback their specific training needs so that by the conclusion of the course they will consider those needs to have been met. They will also have the opportunity to work in small and large groups to deal with issues that may arise in connection with the subject of MI</li> </ul> | Social Workers                                    | Microsoft Teams                                   | Part 1 - 20 <sup>th</sup> April<br>Part 2 - 28 <sup>th</sup> April 2021 | 9.30 – 12.30<br>both parts | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                   |
| <b>Moving and Handling (People) Key Handler Training</b>  | <ul style="list-style-type: none"> <li>• It will provide you with the skills and knowledge to deliver the All Wales Manual Handling Passport Foundation and Refresher courses in the classroom with manual handling trainers</li> <li>• Enable you to become a Key Handler in your place of work. This will involve carrying out manual handling risk assessments and also supporting, training and assessing other members of staff</li> </ul>  | Experienced staff who want to become Key Handlers | Face to face                                      | To be confirmed   |                            | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>                   |
| <b>Moving and Handling (People) All Wales MH Passport (WLGA) Foundation Mandatory induction training for MCC Social</b> | <ul style="list-style-type: none"> <li>• Module A - Manual Handling Theory</li> <li>• Module B - Inanimate Load Handling &amp; Practical Application of Ergonomics</li> <li>• Module C - Sitting, Standing &amp; Walking</li> <li>• Module D - Bed Mobility</li> <li>• Module E - Lateral Transfers</li> <li>• Module F - Hoisting</li> </ul>  | Social Care & Health Staff & Providers            | Toolkit Handbook and Workbook<br><br>Face to Face | To be confirmed   |                            | <a href="https://www.monmouthshire.gov.uk/covid-19-resources/">https://www.monmouthshire.gov.uk/covid-19-resources/</a> |



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| <p><b>Care Workforce (AWIF)</b></p> <p>Suitable for AWIF for Provider Social Care Workforce</p> |   |  |  |                        |  |
| <p><b>Moving and Handling (People) All Wales MH Passport (WLGA) (Refresher)</b></p>             | <ul style="list-style-type: none"> <li>The need for safe moving and handling in all aspects of your life</li> <li>Reducing the risk of musculoskeletal injuries caused by poor manual handling in the workplace.</li> <li>Your responsibilities when manual handling tasks are carried out.</li> <li>Carrying out risk assessments associated with manual handling tasks.</li> <li>The legislation associated with manual handling in the workplace.</li> </ul>   | <p>Social Care &amp; Health Staff &amp; Providers</p>      | <p>Toolkit Handbook and Workbook</p> <p>Face to Face</p> | <p>To be confirmed</p> | <p><a href="https://www.monmouthshire.gov.uk/covid-19-resources/">https://www.monmouthshire.gov.uk/covid-19-resources/</a></p>             |
| <p><b>Palliative and End of Life Care Recommended for AWIF</b></p>                              | <ul style="list-style-type: none"> <li>Describe what is meant by Palliative Care.</li> <li>Understand how we cope with Palliative Care and help others to:</li> <li>Describe the different types of complementary therapies.</li> <li>Understand how to empathise with, and support patients.</li> <li>Describe some End of Life Care strategies.</li> <li>Think about your attitudes and fears about death and dying.</li> <li>Recognise different experiences around death and dying.</li> <li>Understand the need for Advanced Care Planning.</li> <li>Describe the importance of Symptom Management.</li> <li>Describe 'Advance Directives'.</li> <li>Understand roles and responsibilities in End of Life Care.</li> <li>Describe 'Last Offices'.</li> <li>Understand the grief and loss process.</li> </ul> | <p>Social Care &amp; Health Staff &amp; Providers</p>      | <p>E Learning</p>  |                        | <p>Via Email: <a href="mailto:socialservices.trainingadmin@monmouthshire.gov.uk">socialservices.trainingadmin@monmouthshire.gov.uk</a></p> |
| <p><b>Performance Management</b></p>  | <ul style="list-style-type: none"> <li>Understand and manage an individual's performance more effectively</li> <li>Confidently plan and prepare for a performance meeting</li> <li>Jointly create improvement plans and monitor their progress</li> <li>Coach and support personal development</li> </ul>   | <p>Social Care &amp; Health Staff in Supervisory Roles</p> | <p>Face to face</p>                                      | <p>To be confirmed</p> | <p><a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a></p>                               |



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| <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 | Sept 2021       |  | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>             |
| <b>Recording and Report Writing Recommended for AWIF</b> | <ul style="list-style-type: none"> <li>• This course will explore the skills involved in effective recording and report writing in your own working environments.</li> <li>• Participants will understand:- <ul style="list-style-type: none"> <li>• Recording &amp; Report writing as a means of communication</li> <li>• Problems encountered with recording and report writing</li> <li>• How to record information in a way that is manageable and makes sense to others</li> <li>• Assessing the elements involved in structuring, writing and evaluating records and reports</li> <li>• Fact, opinion, judgement definitions</li> <li>• Building on your own styles and methods of expression</li> <li>• Understand the purpose for which many of the reports are used</li> <li>• Understanding what needs to be recorded and why?</li> <li>• Providing appropriate systems to facilitate good record keeping and report writing</li> </ul> </li> </ul> | All Social Care & Health staff & Providers | Microsoft Teams | To be confirmed |  | <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 | To be confirmed |  | <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>  | All staff                                  | Sway            |                 |  | <a href="https://sway.office.com/WUWQp7jP7Yo255II?ref=Link">https://sway.office.com/WUWQp7jP7Yo255II?ref=Link</a> |



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| <p><b>Safeguarding Level 2</b><br/> <b>Mandatory Induction training for MCC Social Care Workforce (AWIF)</b></p> <p>Suitable for AWIF for Provider Social Care Workforce</p> <p>Mandatory Training for Newly Qualified Social Workers (prior to Consolidation)</p> | <p>To develop an understanding of:</p> <ul style="list-style-type: none"> <li>Who may be an adult at risk</li> <li>What abuse/neglect is</li> <li>Your role in reporting adult abuse/neglect</li> <li>Gwent safeguarding activity</li> <li>Where to get advice, information and support</li> <li>The safeguarding process and what happens next</li> </ul> | <p>Mandatory for all staff working with adults at risk (See below for refresher training)</p>                          | <p>Microsoft Teams</p> | <p>To be confirmed</p>   |  | <p><a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a></p> |
| <p><b>Safeguarding Level 2 Refresher</b></p>   | <ul style="list-style-type: none"> <li>Refresher of the above</li> </ul>   | <p>Mandatory for all staff working with adults at risk Who have attended the full day training in the last 3 years</p> | <p>Microsoft Teams</p> | <p>To be confirmed</p>   |  | <p><a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a></p> |
| <p><b>Safeguarding Level 3</b></p>   | <ul style="list-style-type: none"> <li>To be reviewed</li> </ul>   | <p>Social Care and Health Staff and Providers</p>  | <p>Microsoft Teams</p> | <p>To be confirmed</p>   |  | <p><a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a></p> |
| <p><b>Substance Misuse Recommended for AWIF</b></p> <p>Mandatory Training for Newly Qualified</p>  | <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>   | <p>Social Care &amp; Health Staff &amp; Providers</p>  | <p>Microsoft Teams</p> | <p>19<sup>th</sup> May 21<br/>           Condensed Session</p> <p>13<sup>th</sup> Oct 21<br/>           – full day</p> <p>16<sup>th</sup> Feb 22<br/>           – full day</p> | <p>9.15 am – 12 noon</p> <p>9:30 - 12:30<br/>           1:30 - 4:00 pm</p> | <p><a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a></p> |



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| <b>Social Workers<br/>(prior to<br/>Consolidation)</b>  |   |  |                    | 9 <sup>th</sup> March<br>22-<br>Condensed<br>AM Session | 9:30 - 12:30<br>1:30 - 4:00<br>pm<br>9.15 am –<br>12 noon |   |
| <b>The Interface<br/>between MHA &amp;<br/>MCA</b>  | <ul style="list-style-type: none"> <li>• Deprivation of Liberties: Where are we, how did we get here and what now?</li> <li>• Unpicking the "acid test"</li> <li>• The Government response to calls for reform</li> <li>• Identifying Dol on in-patient wards</li> <li>• If there is Dol - which route to take for the authorisation - MHA, MCA or COP?</li> <li>• What about:             <ul style="list-style-type: none"> <li>- General Hospital patients</li> <li>- Children and young persons</li> <li>- Guardianship patients</li> <li>- CTO patients</li> <li>- Respite care</li> <li>- Safeguarding</li> <li>- The brain injured patient</li> </ul> </li> <li>• Assessment of Capacity</li> <li>• Assessment of Best Interests</li> <li>• The Article 8 starting point</li> <li>• The MCA S5/6 "defence"</li> <li>• Advance decisions and MHA S63</li> </ul> | The course is for AMPHs & CPNs         | Microsoft Teams    | To be confirmed   |   | <a href="http://mcc-iis-01/coursebooking/courses.asp">http://mcc-iis-01/coursebooking/courses.asp</a>     |
| <b>Women and<br/>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    | To be confirmed   |   | Via Email: <a href="mailto:Dominiquedavies@monmouthshire.gov.uk">Dominiquedavies@monmouthshire.gov.uk</a> |
| <b>Violence Against<br/>Women Domestic<br/>Abuse Sexual<br/>Violence<br/>(VAWDASV)<br/>Mandatory<br/>induction training</b> | <ul style="list-style-type: none"> <li>• Violence against women, domestic abuse and sexual violence</li> </ul>  | Social Care & Health Staff & Providers | Website e-learning |   |   | Please click <a href="#">HERE</a> to be directed to instructions and link to ELearning.                   |



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| <b>for all Social Care Workforce (AWIF)</b><br><br><b>Mandatory Training for Newly Qualified Social Workers (prior to Consolidation)</b> |  |  |  |  |  |  |
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