

STAFF TRAINING + DEVELOPMENT PROGRAMME 2009



CORE TRAINING
ADDITIONAL TRAINING + MANAGEMENT DEVELOPMENT
PROFESSIONAL + VOCATIONAL QUALIFICATIONS



WELCOME TO THE STAFF TRAINING & DEVELOPMENT PROGRAMME FOR 2009

The programme to be delivered includes:

- **Core Training**
- **Additional Training & Management Development**
- **Assistance for Professional / Vocational Courses**

They are designed in accordance with national legislation, your annual service and project plans and your individual work objectives.

However, if you have a particular training or learning need not catered for here, please discuss this with your manager.

CORE TRAINING

Core training is provided to ensure that you are safe, certificated and adequately skilled to undertake your work. If you have recently joined the Camden Society, you will automatically be booked onto the courses.

The minimum requirement for all new staff to pass their probation is to attain the Skills for Care Common Induction Standards (CSCI). These are incorporated in your induction workbook to be completed during your initial six month probation period. Your line manager will discuss this activity with you soon after you start working for the Society.

If you have already passed your probation period and are an established member of staff, you occasionally need to renew some of your training. Your manager will notify you during the year when you have to attend a training renewal course.

LDQ / NVQ

We will also endeavour to support staff seeking to gain NVQ 2 where necessary or NVQ 3, if their role requires this. However, any financial support is subject to available funds. If you are interested in doing an NVQ, discuss this with your manager during your supervision sessions.

If you work in a project that is registered with CSCI, you will also need to be trained in step with The Learning Disabilities Qualifications (LDQ) scheme. LDQs are a set of qualifications designed for people working in learning disability services. The Camden Society works in partnership with Local Authorities and other organisations to offer this training to staff.

RELIEF BANK STAFF

If you are part of the Relief Bank, you will need to attend a Combined Health & Safety course to ensure you are skilled and eligible to work. Thereafter, you will be asked to attend training which is required for the project where you normally work. So whether you have recently joined the Camden Society or you have been with us for some time but need a suite of core training, you will be booked onto the relevant courses.

ADDITIONAL TRAINING + MANAGEMENT DEVELOPMENT

Additional training is offered for several reasons. Firstly, it is focused on you and is developmental. You may have identified a particular learning need during supervision sessions with your manager, linked to helping you achieve your work objectives. These objectives are formally listed in your individual work plan. Alternatively, your manager may have identified a development area for you that could help you improve your overall performance. To attend an additional training course, your manager would need to apply on your behalf using the Booking Procedure described on the back page.

Secondly, additional training is a tool to help the organisation embed the values and competencies needed to achieve our strategic objectives. For example, one of the key targets the Camden Society is committed to achieving is to ensure that Service Users are central to both decisions made about them, and the services which you deliver with them. To accomplish this, the organisation may request that you attend a tailored training course during the year, such as Person-Centered Planning.

Managers Events are also being rolled out during the year. They will be delivered through workshops, briefings and focus groups with all managers.



The events enable us to link our annual business planning processes with our management development needs. The themes will vary from year to year but this year the following will be covered:-

- **Service Performance**
- **Project Planning**
- **Financial Management**

The aim under each theme is to develop our competencies in the general management operations underpinning our service provision and to keep individual managers connected to a shared organisational awareness. The added purpose is for management teams to get together to create networks and share best practice and ideas.



INVESTOR IN PEOPLE



PROFESSIONAL / VOCATIONAL QUALIFICATIONS

In some cases, the Camden Society can assist in meeting your training and development needs by providing a study grant of up to 50% of your course fees and/or study leave. The following criteria will normally apply to such applications, which should be made to the HR Manager or the relevant Director of your service, and supported by your line manager:

- You have been established in post for sufficient time
- You have a proven track record of good work practice – evidenced, for example, through your supervision records
- You are motivated and committed to completing the course successfully
- The skills which you will achieve by attending the course contribute to the objectives of the organisation as described in the service plan or your project plan
- The qualifications and competencies gained from your course are needed in the Camden Society and you could transfer your learning to your job

The assessment process may also involve an interview with the HR Manager or the relevant Director/Service Manager of your service.

BOOKING PROCEDURE: TO REQUEST AN ADDITIONAL TRAINING COURSE

Discuss your training or learning need with your line manager and agree which course is suitable for you and why



Complete the **Training Request form** available from HR and submit it to your line manager to get their sign off



Your manager will return the signed form to HR at Holmes Road



You will be advised by HR when a place becomes available on a training course

CORE TRAINING 2009 / 2010

* = NEW	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
BASIC FIRST AID			16			10			10			23
FIRE SAFETY			11			3			9			16
MANUAL HANDLING		28			20			10			9	
MOVING + HANDLING OF PEOPLE		7 (QR)				22 (H)						17 (H)
RESPECTFUL PERSONAL CARE*								17 (H)			17 (H)	
SAFEGUARDING ADULTS (PoVA)	28						12					31
SAFEGUARDING CHILDREN (PoC)*			8 (GP)									
SUPERVISION (LEVEL 1)						8/15/22						1/2/8
MEDICATION					27 (H)							
EPILEPSY		6						2				
FOOD HYGIENE (LEVEL 2)					4			3			16	
MANAGERS EVENTS*		12			11			24				9
CHALLENGING BEHAVIOUR	14		18								2	
RISK ASSESSMENT	23			22				17				
HEALTH + SAFETY				28			5		1		23	
COMBINED HEALTH + SAFETY (RELIEF BANK)	15 (QR)				10				15			

All courses take place at the Camden Society – Employment & Learning Centre: 60 Holmes Road, London NW5 3AQ.
Exceptions: Courses marked (H) = Hotel in the Park / (GP) = Greenwood Place / (QR) = Queens Road Day Centre.