



Children's Services Learning & Development Directory 2009/10



Dear Colleague,

Children's Services Learning & Development Directory – 2009/10

The Learning and Development Directory has been produced by the Children's Services Workforce Development Team in partnership with colleagues working in the early years, schools, health, youth and social care sectors and with our Third Sector partners.

The Workforce Development Team has a dual function:

- to provide learning and development support to staff employed in the four Directorates: Children and Families; School Improvement and Development; Partnerships and Planning and Resources. The team also works closely with the Corporate Services Workforce Development Section and the Adult Social Care Workforce Development Unit
- to act as the strategic lead for integrated workforce reform and workforce development. The team works alongside the Children's Trust Workforce Development Strategic Group to ensure that learning and development opportunities are aligned to plans to develop and support integrated children's services.

The current version of the Children and Young People's Workforce Development Strategy and Implementation Plan is available on the Darlington Borough Council website:

<http://www.darlington.gov.uk/Education/Related+Sites/workforcedevelopment/Childrens+Services+Workforce+Development.htm>

The strategy will be reviewed and refreshed to reflect the 2008–2011 Children and Young People's Plan for Darlington.

Our workforce reform and workforce development priorities are:

- to support closer integration of services
- recruitment, retention and development of staff
- strengthening leadership and management and supervision.

Over the next three years we will achieve this through:

- ensuring that we have accurate data to inform workforce planning and development
- ensure that all practitioners and leaders have a shared understanding of and commitment to the principles, values and behaviours that underpin effective working together
- develop a recruitment and retention strategy and policy
- introduce a common induction programme for the children's workforce
- develop a shared framework for CPD
- support leadership and management development through a local and regional programme
- develop an integrated workforce using common processes.

In 2008 we developed and implemented the Learning & Development Strategy and Learning & Development Policy for Children's Services in order to better align the service planning process with the PDR system.

We will continue to monitor learning and development priorities against emerging needs at the national, regional or local level.

The team consists of:

- Jill Winterburn, Workforce Development Analyst who can be contacted on 01325 388828 (x2828)
- Susan Beasley, Workforce Development Coordinator (Early Years) who can be contacted on 01325 388828 (x2828)
- Justine Stewart, Workforce Development Manager who can be contacted on 01325 388807 (x2807)
- Lorna Marshall, Modern Apprentice who can be contacted on 01325 388807 (x2807)

Kind regards

Justine Stewart
Workforce Development Manager, Children's Services

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Section 1: Application Process for Children's Services Staff

Learning & development needs identification

All learning & development needs should be identified through the PDR process and detailed on your PDR/Section 4 Report. However, it is accepted there may be occasions when this is not possible. If your learning & development need has not been identified through the PDR process, you are asked to give a reason as to why and your Line Manager should classify it under category A, B or C as per PDR guidance. A copy of the guidance can be found on the Workforce Development Team's intranet pages:

<http://intranet/Childrens+Services/resources/PersonalDevelopmentReviews.htm>

Category A Applications

Courses/Conferences costing less than £250

If the cost of your course/conference (including travel, expenses, accommodation) is less than £250, it may be authorised by your Line Manager. This form should then be forwarded to the Workforce Development Team.

- If you are applying for an internal/corporate course, the Workforce Development Team will arrange the booking.
- If you are applying for an external course/conference, you are expected to make your own booking once the form has been authorised by your Line Manager.

Courses/Conferences costing more than £250

If the total cost of your course/conference (including travel, expenses, accommodation) is more than £250, it should be countersigned by your Line Manager and then forwarded to the Workforce Development Team who will submit your application to an Assistant Director for authorisation. Once your application has been processed by the Assistant Director, the Workforce Development Team will inform you whether the application has been successful.

If the application is successful and you are applying for an internal/corporate course, the Workforce Development Team will arrange the booking. If you are applying for an external course/conference, you are expected to make your own booking once the form has been authorised.

Category B & C Applications

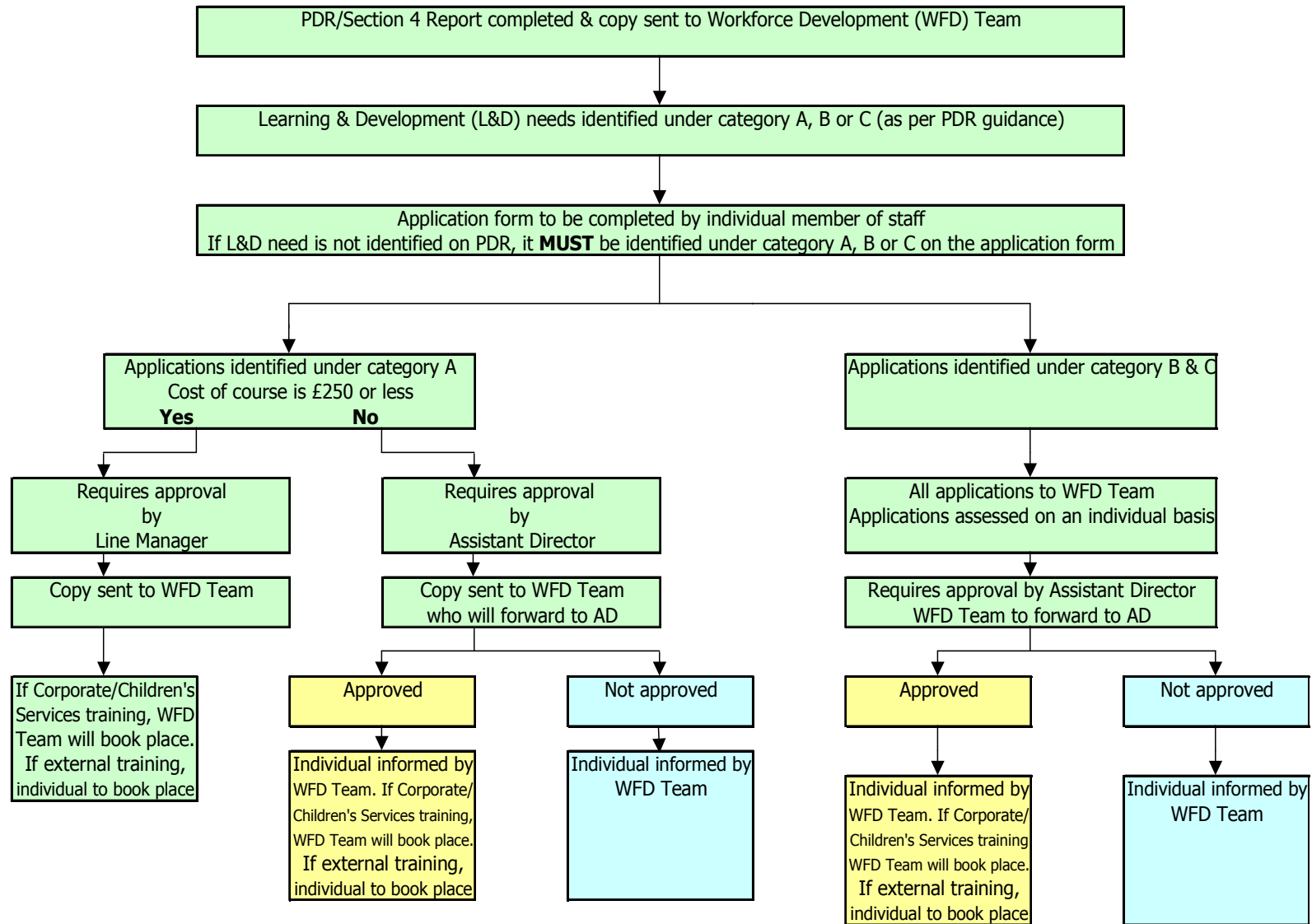
Application forms where the learning & development need has been identified under Category B or C should be forwarded directly to the Workforce Development Team. Each application will be considered on an individual basis depending on the budget available as agreed with Children's Services Senior Management Team.

A copy of the training applications can be found on the Children's Services Workforce Development intranet pages:

<http://intranet/Childrens+Services/resources/Learning+and+Development+Opportunities.htm>

Completed applications should be forwarded to the Workforce Development Team, Room 216, Town Hall, Darlington, DL1 5QT.

Learning & Development Policy: Application Process



Section 2: Multi Agency Common Core of Skills & Knowledge for the Children's Workforce

"The single most important factor in delivering our aspirations for children is a world class workforce" (*Ed Balls, Secretary for State for Children, Schools and Families*)

Induction

Induction has been identified by the Chartered Institute of Personnel and Development as the single most important factor in retaining good quality staff.

Induction is the first piece of learning a worker undertakes when joining a new organisation. In addition to induction to the organisation or setting and role specific induction, we have developed an induction programme that supports key drivers for integrated working; namely the Common Core of Knowledge and Skills Framework and Common Induction Standards. For the first time we have introduced a third element; induction into the Children's Trust and integrated children's services in Darlington. These events are open to all new employees and volunteers, those new to a role or to anyone who wants to know more about integrated working at a local level across the core and wider children's workforce.

The multi agency core programme subscribes to the following principles and values that have been adopted by the Children's Workforce Development Council (lead sector skills organisation for integrated working).

Principles:

- the welfare of the child and young person is paramount
- workers contribute to children's care, learning and development and safeguarding and this is reflected in every aspect of practice and service provision
- workers work with parents and families who are partners in the care, learning and development and safeguarding of their children, recognising they are the child's first and most enduring carers and educators.

Values:

- the needs, rights and views of the child are at the centre of all practice and provision
- individuality, difference and diversity are valued and celebrated
- equality of opportunity and anti-discriminatory practice are actively promoted
- children's health and well-being are actively promoted
- children's personal and physical safety is safeguarded, whilst allowing for risk and challenge as appropriate to the capabilities of the child
- self-esteem and resilience are recognised as essential to every child's development
- confidentiality and agreements about confidential information are respected as appropriate unless a child's protection and well-being are at stake
- professional knowledge, skills and values are shared appropriately in order to enrich the experience of children more widely
- best practice requires a continuous search for improvement and self awareness of how workers are perceived by others.

Common Core of Knowledge and Skills

The consultation on the Green Paper, *Every Child Matters*, strongly supported the proposition that everyone working with children, young people and families should have a common set of skills and knowledge (complementing skills and knowledge that support role or sector specific skills and knowledge).

The Common Core of Skills and Knowledge for the children's workforce sets out the basic skills and knowledge needed by people (including volunteers) whose work brings them in regular contact with children, young people and families. It will support multi-disciplinary teams in working together more effectively in the interests of children and young people.

Figure 1 illustrates the core and wider children's workforce:



1. Effective communication & engagement
2. Child & young person development
3. Safeguarding & promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information

For more information on the Common Core please visit:

<http://www.everychildmatters.gov.uk/delivering-services/common-core/>

Section 3: Multi Agency Common Core Courses

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Child Development Training	This training session will develop participants' knowledge & understanding of child & young person development	All front line practitioners/volunteers	To be arranged				Child & young person development		
CAF Level 1: An Introduction to the CAF	Candidates will: <ul style="list-style-type: none"> ▪ gain an understanding of the rationale for CAF ▪ understand the scope & content of the CAF ▪ understand where CAF fits into the integrated working processes. 	All of the children's workforce in Darlington	This module should now be accessed via the web based eLearning package, which has been customised to reflect the way in which CAF will work in Darlington. Staff will need to have access to a computer & the internet. For services, schools or individuals who would like to use this on-line tool, please e-mail ann.lovegreen@darlington.gov.uk whereupon you will be allocated the relevant web address & password		N/A	Free	Multi-agency working Sharing information	N/A	N/A
CAF Level 2: Information Sharing in Practice	Candidates will: <ul style="list-style-type: none"> ▪ understand the key issues in relation to information sharing ▪ understand the principles of sharing information in a range of situations ▪ understand the principles associated with obtaining consent to share information ▪ be able to apply the information sharing key principles to support decision making. 	All of the Children's Workforce in Darlington	This module should now be accessed via a web based eLearning package. Staff will need to have access to a computer & the internet. For services, schools or individuals who would like to use this on-line tool, please e-mail ann.lovegreen@darlington.gov.uk whereupon you will be allocated the relevant web address & password		N/A	Free	Multi-agency working Sharing information	N/A	N/A

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
CAF Level 2: CAF in Practice	This training is delivered in a workshop session. Staff will need to have completed the Level 1: Introduction to CAF via the eLearning package or in a previously scheduled session Candidates will: <ul style="list-style-type: none"> be able to complete a good quality CAF in partnership with children, young people & families understand & use the local CAF process to help ensure that children & young people in Darlington have any additional needs met at the earliest opportunity. 	Any practitioner who may be required to complete a CAF, or may be called to be part of a Team Around the Child as a result of a CAF	Tuesday 13 October 2009 OR Tuesday 10 November 2009	4.00 p.m.– 6.00 p.m. 4.00 p.m.– 6.00 p.m.	Darlington College Darlington College	Free	Multi-agency working Sharing information	FULL 20	Darlington College
CAF Level 2: Lead Practitioner in Practice & Team Around the Child	This training is delivered in a workshop session. Staff will need to have completed the Level 2: CAF in Practice at a previous workshop. Candidates will: <ul style="list-style-type: none"> understand the rationale for the Lead Practitioner role & how it supports integrated working understand the role of the Lead Practitioner understand local arrangements for multi-agency Team Around the Child meetings. 	Any practitioner who may be required to complete a CAF, or may be called to be part of a Team Around the Child as a result of a CAF.	Tuesday 20 October 2009 OR Tuesday 17 November 2009	4.00 p.m.- 6.00 p.m. 4.00 p.m.- 6.00 p.m.	Darlington College Darlington College	Free	Multi-agency working Sharing information	FULL 20	Darlington College
Communication & Engagement Training	This one day session will develop participants' knowledge & understanding of communicating & engaging with children & young people. Candidates will:	All front line practitioners/ volunteers across children's services	To be arranged				Effective communication & engagement		

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Communication & Engagement Training (cont.)	<ul style="list-style-type: none"> ▪ gain an awareness of the different views society holds on young people & how this influences the way they are treated ▪ understand what is meant by communication, participation & consultation ▪ recognise the impact of excluding children & young people & the negative effects of not involving them ▪ gain an understanding of the skills required to communicate effectively with children & young people. 								
Information Governance	<p>This half day session will provide an overview of the information governance agenda and how it impacts on your day to day work. Topics include examining principles of the Data Protection Act 1998, Freedom of Information Act 2000, information sharing, records management and record keeping standards. Candidates will:</p> <ul style="list-style-type: none"> ▪ have an awareness of how personal information is managed in both a hard copy and electronic environment ▪ understand how they contribute to keeping that information safe, secure and ensuring its integrity. 	All front line practitioners/ volunteers across children's services	To be arranged				Sharing Information		

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Lets Talk about Sex & Relationships	<p>Candidates will:</p> <ul style="list-style-type: none"> explore the key issues in working on sex, relationships & sexual health issues with children & young people consider their own values & attitudes to sex, relationships, sexuality & sexual health develop their understanding of the sexual health needs of children & young people develop skills to communicate with young people about their sexual health needs. 	All front line practitioners/ volunteers across children's services	<p>Wednesday 4 November 2009</p> <p>AND</p> <p>Wednesday 11 November 2009</p>	<p>9.30 a.m. – 4.30 p.m.</p> <p>9.30 a.m. – 4.30 p.m.</p>	Head of Steam Museum	Free	<p>Child & young person development</p> <p>Safeguarding & promoting the welfare of the child</p>	16	Lesley Hunter, Sexual Health Outreach Worker, Darlington Health Promotion
An Introduction to Mental Health	<p>Candidates will:</p> <ul style="list-style-type: none"> consider the core values & principles of this work understand mental health consider child & adolescent & family development recognise common mental health problems know when & how to seek further advice consider the role of CAMHS staff throughout the tiers consider positive communication with children & young people consider listening to children & young people. 	All front line practitioners/ volunteers across children's services	To be arranged			Free	<p>Child & young person development</p> <p>Safeguarding & promoting the welfare of the child</p> <p>Multi-agency working</p>		

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Mental Health – Working Together (Level 2)	<p>Interventions & what helps Children & Young People Mental Health - Candidates will:</p> <ul style="list-style-type: none"> Be able to identify what can be done with tier 1 settings to help children with mental health problems & those at risk of mental health problems from a tier 1 perspective, to gain knowledge of what helps children & families. To start to relate learning to participants' own work practice <p>Mental Health 'Risk & Resilience' - Candidates will:</p> <ul style="list-style-type: none"> explore the concept of mental health recognise tier 1 practitioners' contribution to children & young people's mental health outline overall risk factors for mental health problems develop an understanding of the context of mental health & mental health problems 	All front line practitioners/volunteers across children's services	To be arranged			Free	<p>Child & young person development</p> <p>Safeguarding & promoting the welfare of the child</p> <p>Multi-agency working</p>		
Safeguarding Children	<p>The following training is available:</p> <ul style="list-style-type: none"> Level 1: Awareness Level 2: Working Together to Safeguard & Promote the Welfare of Children Level 3: Tackling Bullying, Managing Allegations, Hidden Harm, Neglect <p>See the Darlington Safeguarding Children Board Training Programme for more details. A copy is available on www.darlington.gov.uk</p> <p>To book a place contact a member of the Safeguarding Team on 01325 388948</p>					Free	Safeguarding & promoting the welfare of the child		Darlington Safeguarding Children Board

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Introduction to Drug Awareness	<p>The learner will:</p> <ul style="list-style-type: none"> ▪ know the difference between some types of drugs, including their legal status ▪ be aware of some of the causes of drug misuse ▪ know some of the physical and psychological effects of drug misuse ▪ understand the implications of drug misuse on others ▪ understand some of the health issues associated with drug misuse ▪ know some of the agencies offering help and information on drug misuse 	All front line practitioners/volunteers across children's services	<p>Wednesday 14 October 2009</p> <p>OR</p> <p>Wednesday 10 February 2010</p>	<p>9.30 a.m. – 4.30 p.m.</p> <p>9.30 a.m. – 4.30 p.m.</p>	Head of Steam Museum	Free	Safeguarding & promoting the welfare of the child	15	Julie Fraser, Darlington Drug & Alcohol Action Team (DAAT)
Working with Parents	<p>This session will equip practitioners with the knowledge, skills & behaviours required to support best practice in working with parents & carers. Candidates will:</p> <ul style="list-style-type: none"> ▪ understand the key principles of working in partnership with parents & carers ▪ look at ways of involving parents & carers in all aspects of working with children ▪ consider effective communication skills for engaging with parents ▪ consider the range of parenting support services available in the local area ▪ look at strategies for supporting practitioners who deliver parenting interventions. 	<p>Practitioners who work directly with children & families & are undertaking a common core of knowledge & skills induction</p> <p>Practitioners who wish to refresh their knowledge, skills & behaviours in relation to national & local policy & practice</p>	To be arranged			Free	Effective communication & engagement with children, young people & their families		

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Supporting Transitions	Details of training to be confirmed but the session will look at the issues of resilience, coping with change, attachment & emotional change.	All front line practitioners / volunteers across children's services	To be arranged			Free	Supporting Transitions		
Solution Orientated Working 1: An Introduction Solution Orientated Working 1: An Introduction	To equip practitioners with the knowledge, skills & behaviours required to support best practice in working with parents & carers. Candidates will: <ul style="list-style-type: none"> ▪ understand the principles underpinning solution orientated working & how it has been developed ▪ have been introduced to & practiced a range of skills & techniques ▪ have considered how you might apply solution orientated working to your practice ▪ be eligible to attend Solution Orientated Working 2: Development Practice. 	All practitioners who work directly with children & families & are undertaking a common core of knowledge & skills induction programme All practitioners who wish to refresh their knowledge, skills & behaviours in relation to national & local policy & practice	To be arranged			Free	Communicate & Engage Multi-agency Working		
Solution Orientated Working 2: Developing Practice	To equip practitioners with the knowledge, skills & behaviours required to support best practice in working with parents & carers. Candidates will: <ul style="list-style-type: none"> ▪ share & reflect on current practice with others ▪ be introduced to an increasing range of skills & techniques ▪ consider how you might apply & evaluate solution 	All those who have a basic knowledge of solution oriented or solution focused practice & would like to further develop their skills. This includes all	To be arranged			Free	Communicate & Engage Multi-agency Working		

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Solution Orientated Working 2: Developing Practice (cont.)	orientated working in your own practice <ul style="list-style-type: none"> identify further developmental objectives, reading & support centred solution orientated practice. 	those who attended Part 1 of the training							
Locality Forum: Locality D	This session will look at the issue of Community Safety, Safer Schools Partnership, priorities for 08/09 and Locality Profiles in relation to the wards of Lingfield, Bank Top, Lascelles, Eastbourne, Middleton St George, Sadberge & Whessoe, Hurworth & part of Central. For more information or to book a place on any of the Locality Forums, contact the Locality Team on 01325 388068.	Anyone with an interest in children's services	Friday 2 October 2009	9.00 a.m. – 12.00 p.m.	Morton Park Business Training Centre	Free			Christine Jones, School Years Partnership Manager
Locality Forum: Locality C	This session will look at the issue of Community Safety, Safer Schools Partnership, priorities for 08/09 and Locality Profiles in relation to the wards of Haughton West, Haughton East, Haughton North & part of Central.	Anyone with an interest in children's services	Thursday 8 October 2009	9.00 a.m. – 12.00 p.m.	Morton Park Business Training Centre	Free			Gemma Petty, Locality Co-ordinator
Locality Forum: Locality A	This session will look at the issue of Community Safety, Safer Schools Partnership, priorities for 08/09 and Locality Profiles in relation to the wards of Cockerton East & West, Faverdale & Pierremont.	Anyone with an interest in children's services	Friday 16 October 2009	9.00 a.m. – 12.00 p.m.	Morton Park Business Training Centre	Free			Ashley Hill, Locality Co-ordinator

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Locality Forum: Locality B	This session will look at the issue of Community Safety, Safer Schools Partnership, priorities for 08/09 and Locality Profiles in relation to the wards of Harrowgate Hill, North Road, Northgate & part of Central.	Anyone with an interest in children's services	Friday 6 November 2009	9.00 a.m. – 12.00 p.m.	Morton Park Business Training Centre	Free			Eve Connor McGill, Locality Co-ordinator
Locality Forum: Locality E	This session will look at the issue of Community Safety, Safer Schools Partnership, priorities for 08/09 and Locality Profiles in relation to the wards of Mowden, College, Hummersknott, Park West, Park East, Heighington & Coniscliffe & part of Central.	Anyone with an interest in children's services	Tuesday 17 November 2009	9.00 a.m. – 12.00 p.m.	Morton Park Business Training Centre	Free			Gena Birchall, Locality Co-ordinator

Application Process:

Children's Services Staff:

- the appropriate Children's Services Training Application (available on the Workforce Development Team's intranet pages) should be completed & return to the Workforce Development Team, Room 216, Town Hall, Darlington, DL1 5QT

Non Children's Services Staff:

- contact the Workforce Development Team on 01325 388828 or e-mail: jill.winterburn@darlington.gov.uk who will advise you on how to apply.

Change Management Programme

The Children Act 2004 requires agencies to work collaboratively and share information to support the Every Child Matters agenda as defined through the Children and Young People's Plan. A change management programme will be developed to support teamwork across multi disciplinary teams and to promote collaboration across agencies in Darlington. The programme will be developed alongside the Children's Trust Strategy for Integrated Working in early 2009.

Section 3: Induction for DBC Children's Services

In addition to the Children's Trust Induction events, Children's Services employees are expected to attend a Corporate Services Induction and a Children's Services Induction.

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Children's Services Induction Session	By the end of the session participants will have: <ul style="list-style-type: none"> ▪ an understanding of the context for children's services in Darlington ▪ an appreciation of how the vision & priorities for children's services contribute to corporate and Local Area Agreement objectives ▪ gained an overview of the Department's structure ▪ an understanding of employee responsibilities in relation to information governance ▪ an understanding of the role of the Local Safeguarding Children's Board in safeguarding and promoting the well-being of children & young people in Darlington ▪ an overview of the role of the Workforce Development Team and Human Resources in supporting professional development. 	Any member of staff new to the Children's Services Department	Friday 11 September 2009	9.30 a.m. – 4.00 p.m.	Head of Steam Museum	Free		30	Justine Stewart, Workforce Development Manager
			OR Tuesday 8 December 2009	9.30 a.m. – 4.00 p.m.	Head of Steam Museum				

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator	
Corporate Induction	<p>This session will ensure that those employees who are new to the organisation are given appropriate information to enable them to function effectively in their new role.</p> <p>Candidates will:</p> <ul style="list-style-type: none"> ▪ be aware of the vision of the Local Authority ▪ understand the core values, rights & responsibilities of all employees ▪ have knowledge of the Organisational Development Strategy ▪ be aware of the role of Trade Unions within the Council ▪ understand their personal responsibilities in respect of Health & Safety ▪ have an awareness of the Organisational Structure and policy making processes ▪ have an opportunity to clarify any aspects of HR policies which remain unclear following on from the initial induction 	Anyone new to the Local Authority	Tuesday 8 September 2009	9.00 a.m. – 12.30 p.m.	Town Hall	£10		18	Corporate Services	
			OR							
			Tuesday 10 November 2009	9.00 a.m. – 12.30 p.m.	Town Hall	£10				
						£10				
						£10				

Application Process:

Children's Services Staff:

- the appropriate Children's Services Training Application (available on the Workforce Development Team's intranet pages) should be completed & return to the Workforce Development Team, Room 216, Town Hall, Darlington, DL1 5QT

Section 4: Social Care

Induction

The multi agency programme is open to all social care staff. In addition new employees are expected to complete the Children's Workforce Development Council Common Induction Standards within 24 weeks of commencing employment.

The following courses meet the underpinning knowledge requirements for the Common Induction Standards

Training	Length	Available Dates
Children's Services Induction	Full day	Friday 11 September 2009 Tuesday 8 December 2009
Corporate Induction	Half day	Tuesday 8 September 2009 Tuesday 10 November 2009
Equality, Diversity and Social Inclusion (incorporating race equality)	1 day	To be arranged
Disability Equality	1 day	Monday 19 October 2009
Communicating & Engaging with Children & YP	1 day	To be arranged
Information Governance	Half day	To be arranged
Care First	1 day	To be arranged
Basic Legislation for Childcare Practitioners	Half day	Thursday 27 August 2009
Manual Handling/Moving and lifting of people (as appropriate)	2 days	22nd & 23rd September 2009 27th & 28th October 2009 24th & 25th November 2009 15th & 16th December 2009 26th & 27th January 2010 23rd & 24th February 2010 29th & 30th March 2010
Emergency Aid/ First Aid (as appropriate)	1 day	Emergency First Aid Wednesday 9 September 2009 First Aid at Work Certificate Monday 21 to Thursday 25 September 2009
Personal Safety Training (aka Violence & Aggression Training)	1 day	Wednesday 19 August 2009
Safeguarding Children Awareness	Half day	Thursday 24 September 2009 Thursday 12 November 2009
Safeguarding Level 2- Working together to promote the Welfare of Children	1 day	Monday 5 October 2009 Friday 27 November 2009 Tuesday 8 December 2009
Child Development		To be arranged

Section 4: Social Care

CPD: Work Based Learning and External Courses

CPD priorities are identified through the PDR process and through priority setting with the social care leadership team. This approach ensures that that CPD requirements for the statutory functions are incorporated into a rolling programme specific to the social care workforce as well as programmes offered through the multi agency programme, the Corporate and Adult Social Care Learning & Development Directories. The following are examples of core knowledge and skills for all social care practitioners. Additional leaning and development opportunities will be developed as needs emerge.

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Attachment Training	This session will provide a theoretical background to attachment, what undermines attachment and how healthy new attachments can be promoted. Claiming narratives & therapeutic techniques will also be discussed.	Social care & residential staff, foster carers & adoptive parents	Thursday 8 October 2009	9.30 a.m.–1.00 p.m.	Morton Park Business Training Centre	Free		20	Stephanie Hunter, CAMHS
Childcare Legislation	To be confirmed.	Social care staff	Thursday 27 August 2009	9.30 a.m.-12.30 p.m.	Head of Steam Museum	Free		15	Nicola White, DBC Solicitor
Basic Mental Health/Promoting Resilience	Based on work by Young Minds, this session will give an overview in relation to Child & Adolescent Mental Health Services. Signs & symptoms of mental health problems and way to promote resilience in children and young people.	Social care & residential staff, foster carers & adoptive parents	Wednesday 30 September 2009	9.30 a.m.–1.30 p.m.	Morton Park Business Training Centre	Free		20	Stephanie Hunter, CAMHS
Separation & Loss	This training will cover the impact of separation and loss on children. A model in relation to grieving will be provided. There will also be an opportunity to gain skills & knowledge in relation to helping children recover from loss via group exercises and discussion.	Social care & residential staff, foster carers & adoptive parents	Wednesday 25 November 2009	9.30 a.m.-1.00 p.m.	Head of Steam Museum	Free		20	Stephanie Hunter, CAMHS

Training	Aims & Objectives/ Learning Outcomes	Target Audience	Date	Time	Venue	Cost	Links to Common Core	Max No	Facilitator
Reporting to Court/Court Craft Skills Training	<p>This session has been extended to include Court Craft Skills Training. The first half of the day will look at Reporting to Court & will cover:</p> <ul style="list-style-type: none"> ▪ appreciation of the court process & the type of statements/reports that may need to be prepared for the court ▪ the court's expectation with regard to report content & the presentation of evidence. <p>The second half of the day will look at Court Craft Skills & will explore how to be effective in court, with particular focus on child care proceedings. Staff will also consider court procedure, the law relating to case proceedings and what type of evidence the court requires. Candidates will:</p> <ul style="list-style-type: none"> ▪ familiarise themselves with court procedures ▪ consider what information the court requires to help decide if a court order should be made ▪ consider good practice when giving written & oral evidence ▪ take part in a 'courtroom exercise' including an experience of being questioned as a court witness. 	Social care staff	Thursday 10 September 2009	10.00 a.m. - 4.30 p.m.	Head of Steam Museum	Free		15	Nicola White, DBC Solicitor

Application Process:

Children's Services Staff:

- the appropriate Children's Services Training Application (available on the Workforce Development Team's intranet pages) should be completed & return to the Workforce Development Team, Room 216, Town Hall, Darlington, DL1 5QT

Non Children's Services Staff:

- contact the Workforce Development Team on 01325 388828 or e-mail: jill.winterburn@darlington.gov.uk who will advise you on how to apply.

Accredited Programmes

Post Qualifying Award in Social Work

- Social Workers are now required to register with the General Social Care Council in order to legally practice in the role and one of the conditions for registration and re-registration is to demonstrate a commitment to ongoing professional development. The Post Qualifying Framework is the primary means by which childcare social workers maintain their knowledge and skills.
- The Specialist Award in Working with Children, Young People, their Families and Carers is delivered as a modular programme through the University Of Teesside, Durham University and Northumbria University.
- All newly qualified childcare social workers must complete the Consolidation Module and should plan to do so in discussion with their line manager.
- Course dates and application forms are circulated by the Workforce Development Manager to all Service Managers and Team Leaders in the summer term.

NVQ programme

- NVQ Level 3 Health and Social Care. This is a statutory requirement for residential child care staff. The programme is delivered via the Adult Social Care WFD Team. Applications forms should be forwarded for the attention of Jill Winterburn
- NVQ Level 4
- NVQ Registered Managers Award

Section 4: Social Care

Training provided by the Adult Social Care Workforce Development Team

Basic IT Skills
CareFirst Basic
CareFirst Recording
Communicate Effectively
Debriefing for Managers
Delivering Information within a Social Care Context
Diabetes Awareness
Epilepsy Awareness
Food Hygiene
HIV Awareness
Infection Control
IT Induction
Internet Training
Loss & Bereavement
Mental Capacity Act 2005 – Briefing Session
Mental Capacity Act – The Role of the Decision Maker
Mental Capacity Act (Legal)
Mental Health Awareness
Moving & Handling of People
Moving & Handling of People – Risk Assessment
Police & Criminal Evidence (PACE) Training
Risk & Conflict Management
Understanding Autism Spectrum Disorders

For more information on the courses available visit:

<http://intranet/Community+Services/Adult+Social+Care/workforcedevelopment/Internal+Courses+2009-2010.htm>

Application Process:

Children's Services Staff:

- the appropriate Children's Services Training Application (available on the Workforce Development Team's intranet pages) should be completed & return to the Workforce Development Team, Room 216, Town Hall, Darlington, DL1 5QT

Section 5: Schools Workforce: Newly Qualified Teachers/Support Staff

For more details of what training is available to newly qualified teachers and support staff e-mail Bridget Cooper, Workforce Development Co-ordinator: bridget.cooper@darlington.gov.uk

Section 5: Schools Workforce: Training provided by the SEN Inclusion Service & Emotional Wellbeing Team

<p>Promoting Parental Support Parent's Meetings Home/school links Feedback/communication Re-integration Building and maintaining relationships</p> <p>Managing Difficult Situations In the classroom With parents Playtimes and lunchtimes</p> <p>Off Task Behaviour/Low Level Disruption Establishing rules and routines Consistency, rewards and sanctions Choices and consequences Promoting Positive Behaviour Use of other adults</p> <p>Peer Support Buddying Mentoring Circle of Friends</p> <p>Implementing and developing the SEAL curriculum</p> <p>Anger and Aggression Understanding anger and aggression Prevention – being proactive Managing situations – de-escalation Dealing with feelings; pupils and staff Moving on</p> <p>Other Areas of Focus Supporting young people on the Autistic Spectrum Early Years Transition Solution oriented practices Narrative practices Emotional wellbeing for staff</p>	<p>What's Behind the Behaviour? Underlying principles</p> <p>Engaging Reluctant Learners Motivation Differentiation Groupings The Independent Learner Pace Learning and Teaching styles</p> <p>Managing Lunch & Break Times Buddy systems Playground Friends/games Relationships Positive activities Lunchtime Supervisor Training</p> <p>Bullying Being proactive Anti-bullying charter Different approaches Accessing support Anti-bullying week (mid November)</p> <p>Understanding & Accessing Support For staff For pupils Internet & external support</p> <p>P Scales PIVATS Effective deployment of Teaching Assistants Effective evaluation of interventions Provision mapping SEN data & the tracking of pupils with SEN/LDD Training for new SENCOs</p>
<p>Courses can be delivered as whole school training tailored to individual needs, through staff meetings, twilight sessions or PD day/half day sessions. For further information contact: Wendy Edmunds on 01325 388063 or e-mail: wendy.edmunds@darlington.gov.uk, charmian.hobbs@darlington.gov.uk or pamela.sayers@darlington.gov.uk</p>	

Section 6: Darlington Youth Service

Darlington Youth Service is committed to the personal development of staff & young people and it fosters a culture of 'grow your own'.

The belief is that young people & staff are worth making an investment in, as they are the future & current deliverers of our youth provision.

Course Title	Accredited by	Duration
Community Volunteer Workshop	Darlington Youth Service (DYS) Certificate – non accredited	1 x 3 hour session
Level 1 Introduction to Youth Work	Open College Network (OCN)	10 weeks x 1 evening per week
Level 2 NVQ Youth Work	City & Guilds	6-12 months x 1 evening per week + 1 placement session per week
Level 3 NVQ 3 Youth Work (only offered to DYS staff working 16+ hours per week)	City & Guilds	6-12 months x 1 evening per month & agreed amount of placement sessions

Higher Education Courses (dip HE or Foundation Degree/Degree) are also part of the DYS progression routes for staff. Details of such courses are discussed & agreed with Line Manager, Training & Staff Development Manager & Head of Service.

Darlington Youth Service offer additional training that is either mandatory or required via PDR. This training sourced both internally through Darlington Borough Council and externally through partners & external training providers.

As highlighted in recent Workforce Development meetings (CPD), where appropriate DYS will carry out internal staff training using Coaching, Shadowing & Action Learning Set Models in order to ensure cost effectiveness.

For more information contact Martin Webster, Training, Accreditation & Staff Development Manager on 01325 346296 or e-mail: martin.webster@darlington.gov.uk

Section 7: Darlington Youth Offending Service

The Youth Justice System exists to deal with young people who commit crime and to help young people who are in danger of getting involved in it.

One of the YOS Key Objectives for 2008/09 is to: *'Ensure high quality & training & development opportunities for staff to meet individual, personal & professional needs which assist the service to consolidate current good performance & effective practice'*

The following training is accessed by members of the Youth Offending Service through the Open University:

- Effective Practice in Youth Justice
- Foundation Degree in Youth Justice (England & Wales)

An annual CPD programme is developed through the Regional Youth Justice Board.

For more information contact Emma Blackwell, Senior Youth Offending Officer, Darlington Community Safety Partnership on 01325 346885 or e-mail: emma.blackwell@darlington.gov.uk

Section 8: Leadership and Management

The vision for leadership in children's services is to have:

'Resilient, well informed, creative and innovative leaders with the requisite skills, knowledge and experience to ensure the effective delivery of integrated provision for children, young people and families at local level' (DCSF 2008)

To support this vision the DCSF has published "Leading and Managing Children's Services in England: A National Professional Development Framework". This sets out the core knowledge, skills and personal attributes required for effective leadership of integrated children's services.

- A pilot induction programme has been delivered to senior leaders across the Children's Services Department and colleagues in partner agencies. The programme will be evaluated and rolled out to fourth and fifth tier managers in 2009.
- The Darlington Borough Council Leadership Development programme is currently under review. Information will be placed on the following intranet page:
<http://intranet/Corporate+Services/Human+Resources/workforce/courses/development.htm>
- Sector specific leadership and development opportunities can be located on the relevant home page.

Section 9: Darlington Early Years & Childcare Service

Darlington has an Early Years and Childcare Workforce Strategy which sets out the strategic direction of how we support and develop this sector. The strategy identifies key priorities in relation to workforce development and helps shape the professional development opportunities offered to practitioners working with children and young people in private day nurseries, playgroups, out of school & holiday clubs, maintained schools and independent schools in Darlington.

The following training is an example of what is available:

- 0-3 Training
- Celebrating Children Event
- Childminder Pre-Registration Briefing
- Child Initiated Learning
- CAF Training
- Communication, Language and Literacy Development – e.g. ICAN
- Developing an Enabling Environment
- Diploma in Home Based Childcare
- Early Years Foundation Stage Training
- Flying Start 2
- Food Hygiene
- Healthy Eating and Nutrition
- Paediatric First Aid
- Safeguarding
- Social, Emotional Aspects of Development Training

We also develop staff in settings through the provision of bespoke support from Childcare Development Officers and Foundation Stage Advisory Teachers.

A comprehensive range of accredited training is provided locally and we can provide guidance on suitable programmes of study for individuals in addition to funding in some instances.

For more information see the Darlington Early Years & Childcare Service Professional Development Programme or contact the Families Information Service on 0800 9172121 or e-mail fis@darlington.gov.uk

Section 10: Training provided by Corporate Services

Health & Safety:

First Aid at Work Certificate (4 days)
First Aid Refresher (2 days)
Emergency First Aid (1 day)
Fire Safety (for Wardens, Deputies & Office Supervisors)
Violence & Aggression
Accident Reporting & Risk Management
COSHH
Ladder Safety
Display Screen Equipment – E-learning course - contact Health & Safety for more details
Evac Chair Training
General Asbestos Awareness
Asbestos Management Training
Manual Handling
Hypodermic Needle Awareness
Construction Site Safety for Visitors

Personal Skills:

Assertiveness
Time Management
Stress Management for Staff
Stress Management for Managers
Customer Care
Presentation Skills
Corporate Induction
Effective Meetings
Minute Taking Skills
Report Writing Skills
Pre-Retirement

Management Development Programmes

Foundation Management Programme (NEBS)
Darlington Managers Development Programme
Leadership Development
Presentation Skills for Senior Managers – available on demand
Senior Managers Workshops – available on demand

Management Skills

Managing Discipline
PDR Training – Performance Appraisal Skills for Managers
Managing Health & Safety
Basic Employment Law for Managers
Managing Welfare & Sickness Absence
Financial Management
Micro Prince Project Team Sponsor Training
Micro Prince Project Team Member Training

Equal Opportunities:

Introduction to Deafness
Anti-Harassment & Bullying Training
Visual Impairment training – available on demand
Disability Equality Awareness – awaiting dates
Race Equality Training – course being updated
Equality, Diversity & Social Inclusion – course being updated

IT:

Introduction to Microsoft Outlook
Microsoft Outlook
Microsoft Excel I, II & Advanced Excel
Microsoft Publisher
Microsoft Project 2000 – Level 1 (2 days)
Introduction to Computers
Microsoft Word I
Microsoft Word Workshops
Microsoft Powerpoint 1 & II
Microsoft Access I, II & III

Self Study Packages & Interactive Learning

Time Management
Equal Opportunities
Recruitment & Selection
Stress Management
Telephone Skills
Foreign Languages – French, German, Spanish, Italian, Portuguese
Speed Reading
Training for the Terrified
Conducting Meetings
Performance Management
Negotiation Skills
Presentation Skills
The Job Guide
Writing Effective English The Write Way

For more information on the courses available visit:

<http://intranet/Corporate+Services/Human+Resources/workforce/courses/>

Application Process:**Children's Services Staff:**

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Non Children's Services Staff:

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Section 11: Training Provided by Evolution

eVOLution (formerly Darlington CVS) is a local infrastructure organisation that provides a range of services to build the capacity and sustainability of the Third Sector in Darlington.

eVOLution

- Operates at the heart of our local community, and brings together many local groups. Networks with local voluntary and community groups to promote and develop effective voluntary action. Assists new groups to develop, identifying and supporting initiatives to meet new needs.
- Develops partnerships between key organisations; statutory bodies, health and training agencies, local businesses, and a wide range of voluntary and community organisations.
- Acts as a channel for local and national issues and policy.
- Provides a wide range of services and support in a flexible, open way and with particular values, working with people, groups and communities to challenge inequality.

eVOLution Mission Statement

To support, promote, represent and develop local, voluntary and community sector organisations. To build networks and partnerships between the voluntary and statutory sector.

eVOLution Core Values

- Inclusivity
- Quality of services
- Honesty
- Openness and Accountability
- Non-judgemental

The following training is an example of what is offered by eVOLution:

- Appointed Persons First Aid
- Personal Safety
- Health & Safety
- Risk Assessment
- Abuse Awareness including POVA
- Safeguarding Children Awareness
- Food Hygiene
- Volunteers & the Law
- Listening Skills
- Being Assertive

For more information visit the eVOLution website: www.evolutiondarlington.com/