

Tim Hyfforddi a Datblygu Gofal Cymdeithasol

'Arwain y ffordd o ran dysgu
ysbrydoledig, hyblyg ac arloesol'



Social Care Training and Development Team

'Leading the way in inspirational,
flexible and innovative learning'



Hyfforddiant Gofal Cymdeithasol Caerdydd/ Cardiff Social Care Training Training Calendar 2023/24 July 2023 – March 2024

Should you require further information regarding upcoming training, please contact –

Internal Candidates

Catrin Davies – catrin.davies@cardiff.gov.uk

External Candidates:

Sian Hendley - Sian.Hendley@cardiff.gov.uk

Julie Lever - julie.lever3@cardiff.gov.uk

The Training and Development Team can be contacted on 02920 871 11 11

Yellow – Available to Internal candidates only

Blue – Available to External candidates only

Green - Available to Internal & External candidates

Grey – Training provided via an external source



External Social Care workforce

If you would like to book training, and are not employed by Cardiff Council, you will first need to be provided with access to Learning Pool. Please complete the setup form below and return to the following mailbox scwdp@cardiff.gov.uk



LP Single Account
Setup Form.docx



LP Bulk Account
Upload Form.doc



Learning Pool
Booking on to a Course

JULY 2023

GORFFENNAF 2023

Name of Course	Trainer	Date and Venue	Description
Digital Literacy Training - Excel	Luke Tomkins	City Hall 5 th July Morning Session = 10 – 12 OR Afternoon session = 2 - 4	These sessions will be held every Wednesday morning and afternoon in City Hall, where one topic from the list below is covered each week - <ul style="list-style-type: none"><input type="checkbox"/> Word<input type="checkbox"/> Excel<input type="checkbox"/> Outlook<input type="checkbox"/> PowerPoint<input type="checkbox"/> Teams / Share Drive<input type="checkbox"/> DigiGov / Share Point

Name of Course	Trainer	Date and Venue	Description
			This learning can be completed in any order by dipping into which ever sessions are of value to you
Level 3 Award in First Aid at Work (RQF)-	ACT Training	ACT Training, Ocean Park House, East Tyndall Street, Cardiff, CF245ET. 6 th July 09.30 – 16.30	Aims and Objectives <ul style="list-style-type: none"> • Roles and responsibilities of the first aider • How to assess an incident • Recognising signs and symptoms of injury and illness • First aid skills in CPR and use of an AED • Assisting a casualty who is suffering from major injury and illness such as chest injuries, spinal injuries and anaphylaxis
Substance Misuse	Social Care Consultants Ltd	7 th of July 13:30 – 16:30	<u>Aims</u>

Name of Course	Trainer	Date and Venue	Description
		Webinar via Zoom	<p>To provide an underpinning knowledge of substance misuse and addiction</p> <p><u>Learning Objectives</u></p> <ul style="list-style-type: none"> • What is substance use • Why people misuse substances • Our attitudes to substance misuse • Alcohol <ul style="list-style-type: none"> ○ Effects ○ Safe consumption ○ Problems • Defining <ul style="list-style-type: none"> ○ Tolerance ○ Withdrawal ○ Addiction ○ Dependency ○ Abstinence • Drugs <ul style="list-style-type: none"> ○ stimulants ○ depressants ○ hallucinogens

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> • Ways of taking drugs • Scale of effect • Cycle of dependence
Perpetrators of Sexual Violence Awareness	New Pathways	<p>10th July 12:30 – 1:30</p> <p>Webinar. Please book your space via – https://www.eventbrite.co.uk/e/perpetrators-of-sexual-violence-awareness-1hr-webinar-tickets-591271006497</p>	<p>This training has been funded by a Welsh Government grant and is open to all frontline workers in Wales, particularly those in the teaching, social care, VAWDASV, housing, health and criminal justice.</p> <p>There will be Q&A available during the session which can be accessed via the 'chat' facility but it will not be interactive verbally.</p>
In to Work Scheme Cardiff Cares Academy Foundation 2 days	Tina Windels/ Nina Tonge	<p>Manual Handling Training Rooms City Hall</p> <p>08:45 – 4.30</p> <p>Mon 10th & Tues 11th July 2023</p>	Suitable for individuals who seek employment within the social care sector.

Name of Course	Trainer	Date and Venue	Description
All Wales Manual Handling Training Passport.		Wed 9 th & Thur 10 th Aug 2023	Aim: To provide manual handling training based on core skills to enable staff to safely undertake manual handling tasks at work.
Strength based capacity assessments under the Mental Capacity Act 2005 (Social Care)	Richard Griffiths	11 th July 9:30 – 12:30 Webinar via Teams	<p>Aim</p> <p>This session provides practical instruction on undertaking capacity assessments</p> <p>Objectives</p> <p>At the end of this workshop participants will be able to;</p> <ul style="list-style-type: none"> • Evaluate the importance of a strength based approach to mental capacity assessments • Interpret the principles set out in section 1(2)(3)&(4) of the Mental Capacity Act 2005 • Establish the salient details underpinning a mental capacity assessment using a strength based, person centered approach • Examine the evidence to determine if the causative nexus has been met

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> • Evidence assessment findings in a written report
Nutrition & Hydration	CTR Care Training	11 th July 09:30 – 11:30 Webinar via Zoom	<p><u>Course learning outcomes:</u></p> <ul style="list-style-type: none"> • Define the terms Nutrition and Hydration • Discuss the risk factors associated with nutrition and hydration • Understand key risks in relation to malnutrition and dehydration • Describe the key components of a healthy diet and adequate hydration • Identify several strategies to support people to maintain a healthy diet • List common conditions that affect a person's ability to maintain a healthy diet • Fluid balance and hydration • Use of the M.U.S.T. (Malnutrition Universal Screening Tool)

Name of Course	Trainer	Date and Venue	Description
Safeguarding L2	Catrin Davies	City Hall 11 th July AM session 9:30 – 12:30 or PM session 1:30 – 4:30	<u>Learning Outcomes</u> By the end of the course, participants will - <ul style="list-style-type: none"> • understand your role in relation to safeguarding adults from abuse, neglect and harm • recognise different types of abuse, neglect and harm • know what actions to take if you have a concern about an adult at risk
Dignity in Care	CTR Care Training	11 th July 12:30 – 2:30 Webinar via Zoom	<ul style="list-style-type: none"> • Describe the terms dignity, respect and inclusion • Cite the legislation surrounding dignity and respect • Discuss and explain how people feel when they are not treated with dignity and respect

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> • Describe what constitutes best practice when providing services with dignity and respect and ensure they employ these practices • Cite the reasons why unacceptable staff attitudes and practices must be replaced where they exist • Describe the importance of inclusion and person centred thinking
<p>Foundation 2 days</p> <p>All Wales Manual Handling Training Passport.</p> <p>Places shared between Internal, External Staff and PA's</p>	<p>Tina Windels / Nina Tonge</p>	<p>Manual Handling Training Rooms City Hall</p> <p>08:45 – 4.30</p> <p>Wed 12th & Thur 13th July 2023</p> <p>Tues 1st & Wed 2nd August 2023</p> <p>Mon 7th & Tues 8th Aug 2023</p> <p>Mon 14th & Tues 15thAug 2023</p>	<p>Aimed at new starters or staff who have not previously attended manual handling training to the standards of the “All Wales Passport” .</p> <p>Aim: To provide manual handling training based on core skills to enable staff to safely undertake manual handling tasks at work.</p>

Name of Course	Trainer	Date and Venue	Description
Digital Literacy Training – Power Point	Luke Tomkins	City Hall 12 th July Morning Session = 10 – 12 OR Afternoon session = 2 - 4	These sessions will be held every Wednesday morning and afternoon in City Hall, where one topic from the list below is covered each week - <ul style="list-style-type: none"> <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint <input type="checkbox"/> Teams / Share Drive <input type="checkbox"/> DigiGov / Share Point This learning can be completed in any order by dipping into which ever sessions are of value to you
Safeguarding Group C (Level 3)	Newpathways	12 th July 9:30 – 16:30 Webinar via Zoom	All those attending Group C (Level 3) are expected to have knowledge and understanding of Groups A & B (Levels 1 & 2).

Name of Course	Trainer	Date and Venue	Description
			<p>This course will focus on the following elements of Group C:</p> <ul style="list-style-type: none"> • To enable all participants to confidently take part in the safeguarding process for adults at risk (sections 3.1-4); • To ensure all participants are aware of and understand Section 5 procedures; • To enable all participants to work with others to safeguard people; • To ensure all participants are aware of and understand the Single Unified Safeguarding Review process
Suicide & Self Harm	CTR Care Training	13 th July (Thursday) 9.30-12.30 Face to Face	By the end of the session, learners will be able to: <ul style="list-style-type: none"> • Define the terms Self Harm and Suicide • Discuss the reasons for Self-Harm and Suicide

Name of Course	Trainer	Date and Venue	Description
		City Hall	<ul style="list-style-type: none"> • List the demographics of Suicide and Self Harm in the UK • Discuss the risk assessment process for intervention • Cite some of the common reactions and stigmas towards people who Self Harm and/or attempt Suicide • List recognized strategies to assist someone in crisis • Cite some common myths and misconceptions • Discuss the terms ASIST and Mental Health First aid • Cite where professional help can be sought in a crisis • Recognise individual limitations
End of Life/Palliative Care	CTR Care Training	13 th July (Thursday) 13.30-16.30	<p>By the end of the day, learners will be able to:</p> <ul style="list-style-type: none"> • Define the term End of Life/Palliative care

Name of Course	Trainer	Date and Venue	Description
		Face to Face City Hall	<ul style="list-style-type: none"> • Discuss the processes of end-of-life care • Define the terms Grief and Mourning • Discuss Elisabeth Kubler' 5 stages of grief and mourning • Explain the importance of support and effective communication • Discuss the term capacity and decision making • Cite the physical and emotional effects of end of life • Discuss the common symptoms associated with end of life and how to manage them • List the signs of death and dying • Discuss the care workers role before, during and after death • Discuss the importance of debrief
Level 3 Award in First Aid at Work (RQF)-	ACT Training	ACT Training, Ocean Park House, East Tyndall Street, Cardiff, CF245ET.	Aims and Objectives <ul style="list-style-type: none"> • Roles and responsibilities of the first aider

Name of Course	Trainer	Date and Venue	Description
		13 th July 09.30 – 16.30	<ul style="list-style-type: none"> • How to assess an incident • Recognising signs and symptoms of injury and illness • First aid skills in CPR and use of an AED • Assisting a casualty who is suffering from major injury and illness such as chest injuries, spinal injuries and anaphylaxis
Report and Assessment Writing	Sam Thomas	13 th of July 9:30 – 12:30 Webinar	Aims & Objectives How to use evidence based writing for your assessments. How to collate your report writing skills. What research is required for certain court reports.

Name of Course	Trainer	Date and Venue	Description
<p>Manual Handling Update 1 day.</p> <p>Places shared between Internal, External Staff and PA's</p>	<p>Tina Windels / Nina Tonge</p>	<p>Manual Handling Training Rooms City Hall</p> <p>08:45 – 4.00</p> <p>Mon 17th July 2023</p> <p>Thur 27th July 2023</p> <p>Mon 31st July 2023</p> <p>Tues 5th Sept 2023</p>	<p>Pre course -requisite: Staff must have completed the All Wales Manual Handling Training Passport or equivalent which can be evidenced.</p> <p>Updated two years from the date last trained, unless otherwise identified is required sooner.</p> <p>Revisit the theory and practical core skills required to compete safer manual handling tasks undertaken in the work place.</p>
<p>Manual Handling Risk Assessors Course- Assisting People to Move.</p> <p>Places shared between internal / external staff who undertake client manual handling risk assessments in the workplace</p>	<p>Tina Windels</p>	<p>Manual Handling Training Rooms City Hall</p> <p>08:45 – 4.30</p> <p>Tues 18th July 2023</p> <p>Wed 27th Sept 2023</p>	<p>Pre course -requisite: Staff must have completed the All Wales Manual Handling Training Passport or equivalent which can be evidenced.</p> <p>The aim of the training is to provide staff with the basic skills to complete suitable and sufficient people handling risk assessment and handling plans.</p>

Name of Course	Trainer	Date and Venue	Description
Least Restrictive Practice	Richard Griffiths	18 TH of July 9:30 – 12:30 Webinar via Teams	<p>Aim</p> <p>The aim of this workshop based session is consider how to apply least restrictive practice options in the best interests of a person who lacks mental capacity</p> <p>Content</p> <p>Requirement to consider less restrictive options under the Mental Capacity Act 2005</p> <p>Analysing the concept of proportionality in Mental Capacity Law</p> <p>Defining necessity in relation to the MCA and ECHR</p> <p>Relationship between best interests and article 8 ECHR</p> <p>The concept of magnetic importance</p>

Name of Course	Trainer	Date and Venue	Description
			<p>The role of the balance sheet approach to best interests</p> <p>Justifying an interference with a persons article 8 rights as necessary and proportionate</p> <p>Reviewing best interests determinations for proportionality using the Huang test.</p>
<p>County Lines, Knife Crime and Hate Crime</p>	<p>Kendra Ross Crime Stoppers</p>	<p>19th of July (Wednesday) 1 – 3:30 Webinar via Teams</p>	<p>Aims and Objectives -</p> <ul style="list-style-type: none"> • Introduction to Fearless.org • What is 'County Lines' & how it links to your area • Spotting the signs of county lines & exploitation • Understanding the risks of involvement with criminal gangs • What is knife crime • Offensive weapons • Risks and consequences • How to be safe • What is hate crime • Protected Characteristics • Radicalisation and Extremism • Unconscious bias • What can you do & who can help

Name of Course	Trainer	Date and Venue	Description
Digital Literacy Training – Teams & Sharepoint	Luke Tomkins	City Hall 19 th July Morning Session = 10 – 12 OR Afternoon session = 2 - 4	These sessions will be held every Wednesday morning and afternoon in City Hall, where one topic from the list below is covered each week - <ul style="list-style-type: none"> <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint <input type="checkbox"/> Teams / Share Drive <input type="checkbox"/> DigiGov / Share Point This learning can be completed in any order by dipping into which ever sessions are of value to you
First Aid at Work (3 Day)	ACT Training	ACT Training, Ocean Park House, East Tyndall Street, Cardiff, CF245ET. 24, 25 th & 26 th July 09.30 – 16.30	Recognition and Management of Illness and Injury in the Workplace – which offers more in-depth knowledge, allowing the participant to conduct a full assessment and administer first aid for a wider range of injuries as well as major illnesses such as diabetes, asthma, stroke etc.

Name of Course	Trainer	Date and Venue	Description
Digital Literacy Training - Outlook	Luke Tomkins	City Hall 26 th July Morning Session = 10 – 12 OR Afternoon session = 2 - 4	These sessions will be held every Wednesday morning and afternoon in City Hall, where one topic from the list below is covered each week - <ul style="list-style-type: none"> <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint <input type="checkbox"/> Teams / Share Drive <input type="checkbox"/> DigiGov / Share Point This learning can be completed in any order by dipping into which ever sessions are of value to you

AUGUST 2023

AWST 2023

Name of Course	Trainer	Date and Venue	Description
Foundation 2 days All Wales Manual Handling Training Passport. Places shared between Internal, External Staff and PA's	Tina Windels / Nina Tonge	Manual Handling Training Rooms City Hall 08:45 – 4.30	Aimed at new starters or staff who have not previously attended manual handling training to the standards of the "All Wales Passport".

Name of Course	Trainer	Date and Venue	Description
		<p>Tues 1st & Wed 2nd August 2023</p> <p>Mon 7th & Tues 8th Aug 2023</p> <p>Mon 14th & Tues 15th Aug 2023</p>	<p>Aim: To provide manual handling training based on core skills to enable staff to safely undertake manual handling tasks at work.</p>
<p>In to Work Scheme Cardiff Cares Academy Foundation 2 days All Wales Manual Handling Training Passport.</p>	<p>Tina Windels/ Nina Tonge</p>	<p>Manual Handling Training Rooms City Hall 08:45 – 4.30 Wed 9th & Thur 10th Aug 2023</p>	<p>Suitable for individuals who seek employment within the social care sector.</p> <p>Aim: To provide manual handling training based on core skills to enable staff to safely undertake manual handling tasks at work.</p>

SEPTEMBER 2023

MEDI 2023

Name of Course	Trainer	Date and Venue	Description
Professional relationships/boundaries.	Social Care Consultants Ltd	4 TH of September Webinar via Zoom	<p><u>Aims</u></p> <p>To enable those who work in social care services to understand the principles of relationships and appropriate professional boundaries</p> <p><u>Learning Objectives</u></p> <ul style="list-style-type: none"> • Why relationships are important in social care • Why have boundaries • Principles of professional boundaries • Unacceptable practice • Code of professional practice • Appropriate relationships and personal boundaries • Gifts and donations
Report and Assessment Writing	Sam Thomas	5 th of September 2pm – 5pm Webinar	<p>Aims & Objectives</p> <p>How to use evidence based writing for your assessments.</p>

Name of Course	Trainer	Date and Venue	Description
			<p>How to collate your report writing skills.</p> <p>What research is required for certain court reports.</p>
<p>Manual Handling Update 1 day. Places shared between Internal, External Staff and PA's</p>	<p>Tina Windels / Nina Tonge</p>	<p>Manual Handling Training Rooms City Hall 08:45 – 4.00 Tues 5th Sept 2023</p>	<p>Pre course -requisite: Staff must have completed the All Wales Manual Handling Training Passport or equivalent which can be evidenced.</p> <p>Updated two years from the date last trained, unless otherwise identified is required sooner.</p> <p>Revisit the theory and practical core skills required to compete safer manual handling tasks undertaken in the work place.</p>
<p>RNIB-Visual Friends-Living with Sight Loss</p>	<p>Carol McKinlay</p>	<p>6th September 10am-3pm Face to Face</p>	<p>This training will provide participants with the knowledge and skills that are wholly complimentary to their everyday roles when supporting their older residents, relatives and friends.</p> <ul style="list-style-type: none"> • Understanding sight loss • Identifying signs of sight loss • Supporting access to eye care services

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> • Colour and tonal contrast • Lighting in the home
Safeguarding Group C (Level 3)	Newpathways	<p>6th September 9:30 – 16:30</p> <p>Webinar via Zoom</p>	<p>All those attending Group C (Level 3) are expected to have knowledge and understanding of Groups A & B (Levels 1 & 2).</p> <p>This course will focus on the following elements of Group C:</p> <ul style="list-style-type: none"> • To enable all participants to confidently take part in the safeguarding process for adults at risk (sections 3.1-4); • To ensure all participants are aware of and understand Section 5 procedures; • To enable all participants to work with others to safeguard people; • To ensure all participants are aware of and understand the Single Unified Safeguarding Review process

Name of Course	Trainer	Date and Venue	Description
Conflict, Communication and Resolution	Susan Lawrence The Training Exchange	7 th of September 9:30 – 1 Webinar via Zoom	Aim: To consider some principles and ingredients for effective communication and conflict management Objectives: <i>By the end of the session participants will have had opportunities to:</i> <ul style="list-style-type: none"> • Reflect on the essential ingredients for effective communication • Consider causes of conflict, conflict patterns and personal responses • Explore helpful tools and techniques for managing conflict and holding communication effectively.
Deprivation of Liberty	Richard Griffiths	7 th of September 1:30 – 4:30 Webinar via Teams	Aim The aim of this webinar is to show how a deprivation of liberty is determined in practice and how to ensure the deprivation of liberty is lawfully authorised.

Name of Course	Trainer	Date and Venue	Description
			<p>Objectives</p> <p>At the end of the session you will be able to</p> <p>Identify when a person might be deprived of their liberty in a community setting</p> <p>Judge when an authorisation of a deprivation of liberty can be made using the streamline process</p> <p>Discuss the evidence required by the Court of Protection to authorise a deprivation of liberty based on form COPDOL11</p> <p>Set out a draft authorisation order for a judge to sign</p> <p>Evaluate the likely impact of the Liberty Protection Safeguards on deprivation of liberty authorisations.</p>
<p>First Aid at Work (3 Day) Day 1</p>	<p>ACT Training</p>	<p>ACT Training, Ocean Park House, East Tyndall Street, Cardiff, CF245ET.</p>	<p>Recognition and Management of Illness and Injury in the Workplace – which offers more in-depth knowledge, allowing the participant to conduct a full assessment and administer first aid for a wider range of injuries as well as major illnesses such as diabetes, asthma, stroke etc.</p>

Name of Course	Trainer	Date and Venue	Description
		11 th , 12 th & 13 th September 09.30 – 16.30	
First Aid at Work (3 Day) Day 3	ACT Training	ACT Training, Ocean Park House, East Tyndall Street, Cardiff, CF245ET. 13 th September 09.30 – 16.30	Recognition and Management of Illness and Injury in the Workplace – which offers more in-depth knowledge, allowing the participant to conduct a full assessment and administer first aid for a wider range of injuries as well as major illnesses such as diabetes, asthma, stroke etc.
Best Interests Decisions	Richard Griffiths	14 th of September 1:30 – 4:30 Webinar via Teams	Aim This session provides practical instruction on determining best interests Objectives At the end of this workshop participants will be able to; <ul style="list-style-type: none"> • Discuss the purpose of a best interests determination

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> • Describe the requirements of the best interests checklist under the Mental capacity Act 2005, section 4 • Explain the role of the balance sheet approach to best interests determinations <p>Evaluate if a best interests determination can be justified as necessary and proportionate</p>
End of Life/Palliative Care	CTR Care Training	14 th September (Thursday) 9.30-12.30 Face to Face City Hall	<p>By the end of the day, learners will be able to:</p> <ul style="list-style-type: none"> • Define the term End of Life/Palliative care • Discuss the processes of end-of-life care • Define the terms Grief and Mourning • Discuss Elisabeth Kubler' 5 stages of grief and mourning • Explain the importance of support and effective communication • Discuss the term capacity and decision making • Cite the physical and emotional effects of end of life

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> • Discuss the common symptoms associated with end of life and how to manage them • List the signs of death and dying • Discuss the care workers role before, during and after death • Discuss the importance of debrief
Suicide & Self Harm	CTR Care Training	14 th September (Thursday) 13.30-16.30 Face to Face City Hall	By the end of the session, learners will be able to: <ul style="list-style-type: none"> • Define the terms Self Harm and Suicide • Discuss the reasons for Self-Harm and Suicide • List the demographics of Suicide and Self Harm in the UK • Discuss the risk assessment process for intervention • Cite some of the common reactions and stigmas towards people who Self Harm and/or attempt Suicide • List recognized strategies to assist someone in crisis • Cite some common myths and misconceptions • Discuss the terms ASIST and Mental Health First aid • Cite where professional help can be sought in a crisis

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> Recognise individual limitations
Hypermobility, Pain & Neurodivergence - Dr Jessica Eccles	Autism Wales Community of Practice Sessions	20 th September 10:00-12:00	Awaiting aims and Objectives & booking link
Manual Handling Update for Occupational Therapists / Assistants 1 day	Tina Windels	Manual Handling Training Rooms City Hall 08:45 – 4.30 Wed 20 th Sept 2023 Thur 26 th Oct 2023 Mon 13 th Nov 2023	Pre course -requisite: Staff must have completed the All Wales Manual Handling Training Passport. Updated two years from the date last trained, unless otherwise identified is required sooner. Revisit the theory and practical core skills required to compete safer manual handling tasks undertaken in the work place. Complete PAT Slide Transfers. Assisting the plus sized individual to move.

Name of Course	Trainer	Date and Venue	Description
		Thur 14 th Dec 2023	
<p>Manual Handling Risk Assessors Course- Assisting People to Move.</p> <p>Places shared between internal / external staff who undertake client manual handling risk assessments in the workplace</p>	Tina Windels	<p>Manual Handling Training Rooms City Hall</p> <p>08:45 – 4.30</p> <p>Wed 27th Sept 2023</p>	<p>Pre course -requisite: Staff must have completed the All Wales Manual Handling Training Passport or equivalent which can be evidenced.</p> <p>The aim of the training is to provide staff with the basic skills to complete suitable and sufficient people handling risk assessment and handling plans.</p>
Conflict, Communication and Resolution	Susan Lawrence The Training Exchange	<p>27th of September</p> <p>9:30 – 1</p> <p>Webinar via Zoom</p>	<p>Aim: To consider some principles and ingredients for effective communication and conflict management</p> <p>Objectives: <i>By the end of the session participants will have had opportunities to:</i></p> <ul style="list-style-type: none"> • Reflect on the essential ingredients for effective communication • Consider causes of conflict, conflict patterns and personal responses

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> • Explore helpful tools and techniques for managing conflict and holding communication effectively.
County Lines, Knife Crime and Hate Crime	Kendra Ross Crime Stoppers	28 th of September (Thursday) 9:30 - 12 Webinar via Teams	<p>Aims and Objectives -</p> <ul style="list-style-type: none"> • Introduction to Fearless.org • What is 'County Lines' & how it links to your area • Spotting the signs of county lines & exploitation • Understanding the risks of involvement with criminal gangs • What is knife crime • Offensive weapons • Risks and consequences • How to be safe • What is hate crime • Protected Characteristics • Radicalisation and Extremism • Unconscious bias • What can you do & who can help

OCTOBER 2023

HYDREF 2023

Name of Course	Trainer	Date and Venue	Description
Least Restrictive Practice	Richard Griffiths	3 RD October 1:30 – 4:30 Webinar via Teams	Aim The aim of this workshop based session is consider how to apply least restrictive practice options in the best interests of a person who lacks mental capacity Content Requirement to consider less restrictive options under the Mental Capacity Act 2005 Analysing the concept of proportionality in Mental Capacity Law Defining necessity in relation to the MCA and ECHR Relationship between best interests and article 8 ECHR The concept of magnetic importance

Name of Course	Trainer	Date and Venue	Description
			<p>The role of the balance sheet approach to best interests</p> <p>Justifying an interference with a persons article 8 rights as necessary and proportionate</p> <p>Reviewing best interests determinations for proportionality using the Huang test.</p>
<p>OCD, Hoarding & Neurodiversity - Dr Lynne Drummond</p>	<p>Community of Practice Autism Wales</p>	<p>5th October 2023</p> <p>10:00-12:00</p>	<p>Awaiting aims and objectives and booking link</p>
<p>Strength based capacity assessments under the Mental Capacity Act 2005 (Social Care)</p>	<p>Richard Griffiths</p>	<p>17th October</p> <p>1:30 – 4:30</p> <p>Webinar via Teams</p>	<p>Aim</p> <p>This session provides practical instruction on undertaking capacity assessments</p> <p>Objectives</p> <p>At the end of this workshop participants will be able to;</p>

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> • Evaluate the importance of a strength based approach to mental capacity assessments • Interpret the principles set out in section 1(2)(3)&(4) of the Mental Capacity Act 2005 • Establish the salient details underpinning a mental capacity assessment using a strength based, person centered approach • Examine the evidence to determine if the causative nexus has been met • Evidence assessment findings in a written report
Attention Deficit Hyperactivity Disorder (ADHD) (Level 3)	Mark Mallender Ringway Training	17 th October 10:00 – 1:00 Webinar via Zoom	<ol style="list-style-type: none"> 1. Understand what ADHD is 2. Understand characteristics of ADHD 3. Understand cognitive and sensory challenges 4. Understand ways of providing support

Name of Course	Trainer	Date and Venue	Description
Report and Assessment Writing	Sam Thomas	19 th of October 9:30 – 12:30 Online via Teams	<p>Aims & Objectives</p> <p>How to use evidence based writing for your assessments.</p> <p>How to collate your report writing skills.</p> <p>What research is required for certain court reports.</p>
County Lines, Knife Crime and Hate Crime	Kendra Ross Crime Stoppers	24 th of October (Tuesday) 1 – 3:30 Webinar via Teams	<p>Aims and Objectives -</p> <ul style="list-style-type: none"> • Introduction to Fearless.org • What is 'County Lines' & how it links to your area • Spotting the signs of county lines & exploitation • Understanding the risks of involvement with criminal gangs • What is knife crime • Offensive weapons • Risks and consequences • How to be safe • What is hate crime • Protected Characteristics • Radicalisation and Extremism • Unconscious bias • What can you do & who can help

Name of Course	Trainer	Date and Venue	Description
Conflict, Communication and Resolution	Susan Lawrence The Training Exchange	25 th of October 1 – 4:30 Webinar via Zoom	<p>Aim: To consider some principles and ingredients for effective communication and conflict management</p> <p>Objectives: <i>By the end of the session participants will have had opportunities to:</i></p> <ul style="list-style-type: none"> • Reflect on the essential ingredients for effective communication • Consider causes of conflict, conflict patterns and personal responses • Explore helpful tools and techniques for managing conflict and holding communication effectively.

Name of Course	Trainer	Date and Venue	Description
<p>Manual Handling Update for Occupational Therapists / Assistants</p> <p>1 day</p>	<p>Tina Windels</p>	<p>Manual Handling Training Rooms</p> <p>City Hall</p> <p>08:45 – 4.30</p> <p>Thurs 26th Oct 2023</p> <p>Mon 13th Nov 2023</p> <p>Thur 14th Dec 2023</p>	<p>Pre course -requisite: Staff must have completed the All Wales Manual Handling Training Passport.</p> <p>Updated two years from the date last trained, unless otherwise identified is required sooner.</p> <p>Revisit the theory and practical core skills required to compete safer manual handling tasks undertaken in the work place.</p> <p>Complete PAT Slide Transfers.</p> <p>Assisting the plus sized individual to move.</p>
<p>Autism Spectrum Conditions (Level 3) - Social Care</p>	<p>Mark Mallender</p> <p>Ringway Training</p>	<p>31st October</p> <p>10am – 4pm</p> <p>City Hall</p>	<ol style="list-style-type: none"> 1. Understand what autism is 2. Understand autism as a diverse spectrum condition 3. Understand associated challenges and support strategies

Name of Course	Trainer	Date and Venue	Description

NOVEMBER 2023

TACHWEDD 2023

Name of Course	Trainer	Date and Venue	Description
Autism and Co-occurring Conditions 'the dyses' - Catrina Lowri Neuroteachers	Autism Wales Community of Practice Sessions	7 th November 2023 10 – 12 Online	Awaiting aims and objectives and booking link
Deprivation of Liberty	Richard Griffiths	8 th of November 9:30 – 12:30	Aim

Name of Course	Trainer	Date and Venue	Description
		Webinar via Teams	<p>The aim of this webinar is to show how a deprivation of liberty is determined in practice and how to ensure the deprivation of liberty is lawfully authorised.</p> <p>Objectives</p> <p>At the end of the session you will be able to</p> <ul style="list-style-type: none">Identify when a person might be deprived of their liberty in a community settingJudge when an authorisation of a deprivation of liberty can be made using the streamline processDiscuss the evidence required by the Court of Protection to authorise a deprivation of liberty based on form COPDOL11Set out a draft authorisation order for a judge to signEvaluate the likely impact of the Liberty Protection Safeguards on deprivation of liberty authorisations.

Name of Course	Trainer	Date and Venue	Description
RNIB-Visual Friends-Living with Sight Loss	Carol McKinlay	8 th November 10am-1pm Webinar	<p>This training will provide participants with the knowledge and skills that are wholly complimentary to their everyday roles when supporting their older residents, relatives and friends.</p> <ul style="list-style-type: none"> • Understanding sight loss • Identifying signs of sight loss • Supporting access to eye care services
Manual Handling Update for Occupational Therapists / Assistants 1 day	Tina Windels	Manual Handling Training Rooms City Hall 08:45 – 4.30 Mon 13 th Nov 2023 Thur 14 th Dec 2023	<p>Pre course -requisite: Staff must have completed the All Wales Manual Handling Training Passport.</p> <p>Updated two years from the date last trained, unless otherwise identified is required sooner.</p> <p>Revisit the theory and practical core skills required to compete safer manual handling tasks undertaken in the work place.</p> <p>Complete PAT Slide Transfers.</p> <p>Assisting the plus sized individual to move.</p>

Name of Course	Trainer	Date and Venue	Description
Conflict, Communication and Resolution	Susan Lawrence The Training Exchange	16 th of November 1 – 4:30 Webinar via Zoom	<p>Aim: To consider some principles and ingredients for effective communication and conflict management</p> <p>Objectives: <i>By the end of the session participants will have had opportunities to:</i></p> <ul style="list-style-type: none"> • Reflect on the essential ingredients for effective communication • Consider causes of conflict, conflict patterns and personal responses • Explore helpful tools and techniques for managing conflict and holding communication effectively.
Report and Assessment Writing	Sam Thomas	17 th November 9:30 – 12:30 Webinar via Teams	<p>Aims & Objectives</p> <p>How to use evidence based writing for your assessments.</p> <p>How to collate your report writing skills.</p> <p>What research is required for certain court reports.</p>

Name of Course	Trainer	Date and Venue	Description
Best Interests Decisions	Richard Griffiths	28 th November 9:30 – 12:30 Webinar via Teams	<p>Aim</p> <p>This session provides practical instruction on determining best interests</p> <p>Objectives</p> <p>At the end of this workshop participants will be able to;</p> <ul style="list-style-type: none"> • Discuss the purpose of a best interests determination • Describe the requirements of the best interests checklist under the Mental capacity Act 2005, section 4 • Explain the role of the balance sheet approach to best interests determinations <p>Evaluate if a best interests determination can be justified as necessary and proportionate</p>

DECEMBER 2023

RHAGFYR 2023

Name of Course	Trainer	Date and Venue	Description
<p>Conflict, Communication and Resolution</p>	<p>Susan Lawrence The Training Exchange</p>	<p>7th of December 9:30 – 1 Webinar via Zoom</p>	<p>Aim: To consider some principles and ingredients for effective communication and conflict management</p> <p>Objectives: <i>By the end of the session participants will have had opportunities to:</i></p> <ul style="list-style-type: none"> • Reflect on the essential ingredients for effective communication • Consider causes of conflict, conflict patterns and personal responses • Explore helpful tools and techniques for managing conflict and holding communication effectively.
<p>Manual Handling Update for Occupational Therapists / Assistants</p> <p>1 day</p>	<p>Tina Windels</p>	<p>Manual Handling Training Rooms City Hall</p>	<p>Pre course -requisite: Staff must have completed the All Wales Manual Handling Training Passport.</p>

Name of Course	Trainer	Date and Venue	Description
		08:45 – 4.30 Thur 14 th Dec 2023	<p>Updated two years from the date last trained, unless otherwise identified is required sooner.</p> <p>Revisit the theory and practical core skills required to compete safer manual handling tasks undertaken in the work place.</p> <p>Complete PAT Slide Transfers.</p> <p>Assisting the plus sized individual to move.</p>
County Lines, Knife Crime and Hate Crime	Kendra Ross Crime Stoppers	14 th of December (Thursday) 9:30 - 12	Aims and Objectives - <ul style="list-style-type: none"> • Introduction to Fearless.org • What is 'County Lines' & how it links to your area • Spotting the signs of county lines & exploitation • Understanding the risks of involvement with criminal gangs

Name of Course	Trainer	Date and Venue	Description
		Webinar via Teams	<ul style="list-style-type: none"> • What is knife crime • Offensive weapons • Risks and consequences • How to be safe • What is hate crime • Protected Characteristics • Radicalisation and Extremism • Unconscious bias • What can you do & who can help

JANUARY 2024

IONAWR 2024

Name of Course	Trainer	Date and Venue	Description
Least Restrictive Practice	Richard Griffiths	17th January 1:30 – 4:30 Webinar via Teams	<p>Aim</p> <p>The aim of this workshop based session is consider how to apply least restrictive practice options in the best interests of a person who lacks mental capacity</p> <p>Content</p> <p>Requirement to consider less restrictive options under the Mental Capacity Act 2005</p> <p>Analysing the concept of proportionality in Mental Capacity Law</p> <p>Defining necessity in relation to the MCA and ECHR</p> <p>Relationship between best interests and article 8 ECHR</p> <p>The concept of magnetic importance</p> <p>The role of the balance sheet approach to best interests</p>

Name of Course	Trainer	Date and Venue	Description
			<p>Justifying an interference with a persons article 8 rights as necessary and proportionate</p> <p>Reviewing best interests determinations for proportionality using the Huang test.</p>
<p>County Lines, Knife Crime and Hate Crime</p>	<p>Kendra Ross Crime Stoppers</p>	<p>30th of January (Tuesday) 9:30 - 12 Webinar via Teams</p>	<p>Aims and Objectives -</p> <ul style="list-style-type: none"> • Introduction to Fearless.org • What is 'County Lines' & how it links to your area • Spotting the signs of county lines & exploitation • Understanding the risks of involvement with criminal gangs • What is knife crime • Offensive weapons • Risks and consequences • How to be safe • What is hate crime • Protected Characteristics • Radicalisation and Extremism • Unconscious bias • What can you do & who can help

Name of Course	Trainer	Date and Venue	Description
<p>Strength based capacity assessments under the Mental Capacity Act 2005 (Social Care)</p>	<p>Richard Griffiths</p>	<p>31st January 1:30 – 4:30 Webinar via Teams</p>	<p>Aim</p> <p>This session provides practical instruction on undertaking capacity assessments</p> <p>Objectives</p> <p>At the end of this workshop participants will be able to;</p> <ul style="list-style-type: none"> • Evaluate the importance of a strength based approach to mental capacity assessments • Interpret the principles set out in section 1(2)(3)&(4) of the Mental Capacity Act 2005 • Establish the salient details underpinning a mental capacity assessment using a strength based, person centered approach • Examine the evidence to determine if the causative nexus has been met • Evidence assessment findings in a written report

FEBRUARY 2024

CHWEFROR 2024

Name of Course	Trainer	Date and Venue	Description
First Aid at Work (3 Day) Day 1	ACT Training	ACT Training, Ocean Park House, East Tyndall Street, Cardiff, CF245ET. 5 th February 09.30 – 16.30	Recognition and Management of Illness and Injury in the Workplace – which offers more in-depth knowledge, allowing the participant to conduct a full assessment and administer first aid for a wider range of injuries as well as major illnesses such as diabetes, asthma, stroke etc.
First Aid at Work (3 Day) Day 2	ACT Training	ACT Training, Ocean Park House, East Tyndall Street, Cardiff, CF245ET. 6 th February 09.30 – 16.30	Recognition and Management of Illness and Injury in the Workplace – which offers more in-depth knowledge, allowing the participant to conduct a full assessment and administer first aid for a wider range of injuries as well as major illnesses such as diabetes, asthma, stroke etc.

Name of Course	Trainer	Date and Venue	Description
First Aid at Work (3 Day) Day 3	ACT Training	ACT Training, Ocean Park House, East Tyndall Street, Cardiff, CF245ET. 7 th February 09.30 – 16.30	Recognition and Management of Illness and Injury in the Workplace – which offers more in-depth knowledge, allowing the participant to conduct a full assessment and administer first aid for a wider range of injuries as well as major illnesses such as diabetes, asthma, stroke etc.

MARCH 2024

Name of Course	Trainer	Date and Venue	Description
Deprivation of Liberty	Richard Griffiths	5 th of March 9:30 – 12:30	Aim The aim of this webinar is to show how a deprivation of liberty is determined in practice and how to ensure the deprivation of liberty is lawfully authorised.

MAWRTH 2024

Name of Course	Trainer	Date and Venue	Description
		Webinar via Teams	<p>Objectives</p> <p>At the end of the session you will be able to</p> <p>Identify when a person might be deprived of their liberty in a community setting</p> <p>Judge when an authorisation of a deprivation of liberty can be made using the streamline process</p> <p>Discuss the evidence required by the Court of Protection to authorise a deprivation of liberty based on form COPDOL11</p> <p>Set out a draft authorisation order for a judge to sign</p> <p>Evaluate the likely impact of the Liberty Protection Safeguards on deprivation of liberty authorisations.</p>
Best Interests Decisions	Richard Griffiths	19 th of Marcher 9:30 – 12:30	<p>Aim</p> <p>This session provides practical instruction on determining best interests</p>

Name of Course	Trainer	Date and Venue	Description
		Webinar via Teams	<p>Objectives</p> <p>At the end of this workshop participants will be able to;</p> <ul style="list-style-type: none"> • Discuss the purpose of a best interests determination • Describe the requirements of the best interests checklist under the Mental capacity Act 2005, section 4 • Explain the role of the balance sheet approach to best interests determinations <p>Evaluate if a best interests determination can be justified as necessary and proportionate</p>
County Lines, Knife Crime and Hate Crime	Kendra Ross Crime Stoppers	28 th of March (Thursday) 9:30 - 12 Webinar via Teams	<p>Aims and Objectives -</p> <ul style="list-style-type: none"> • Introduction to Fearless.org • What is 'County Lines' & how it links to your area • Spotting the signs of county lines & exploitation • Understanding the risks of involvement with criminal gangs • What is knife crime • Offensive weapons • Risks and consequences

Name of Course	Trainer	Date and Venue	Description
			<ul style="list-style-type: none"> • How to be safe • What is hate crime • Protected Characteristics • Radicalisation and Extremism • Unconscious bias • What can you do & who can help

Blended Learning Opportunities

Workbooks

Understanding the Mental Capacity Act 2005

Food Hygiene

Infection Control

Medication Administration

Chronic Conditions

Diabetes Awareness

Sepsis Awareness

Preventing Infection Workbook

Please email workbookcertificates@cardiff.gov.uk if you would like to be issued with one of the above workbooks.

E-Learning

Prevention of Urinary Tract Infection (UTI) & Catheter Associated Infection (CAUTI) in Older Adults

Available at; <https://rise.articulate.com/share/0UxY6MWK24YIMBOQRe82SOjsC2GaCT71>

Autism Awareness

Host: Learning Pool

Accessed at; <https://cardiff.learningpool.com/course/view.php?id=849>

“Understanding Effective Communication and Autism”: Online Module

Host: Learning Pool

Accessed at; [Course: Modiwl Awtistiaeth A Deall Sut I Gyfathrebu'n Effeithiol Ar-Lein / Understanding Effective Communication and Autism Online Module \(learningpool.com\)](#)

Food Hygiene

Host: Learning Pool

Accessed at [Course: Food Hygiene Awareness Blended Learning \(learningpool.com\)](#)

Infection Control

Host: Learning Pool

Accessed at [Course: Infection Control Awareness Blended Learning \(learningpool.com\)](#)

Sound knowledge, understanding and application of infection prevention and control (level 02)

Host: Social Care Wales

Accessed at: [Sound knowledge, understanding and application of... | Social Care Wales](#)

Understanding the Mental Capacity Act 2005

Host: Learning Pool

Accessed at [Course: Mental Capacity Act Blended Learning \(learningpool.com\)](#)

Person centred care

Host: Learning Pool

Accessed at [Course: Person Centred Care Blended Learning \(learningpool.com\)](#)

Gypsy and Traveller Cultural Awareness

Host – Learning Pool

Assessed at: [Course: Gypsy and Traveller Cultural Awareness Blended Learning \(learningpool.com\)](#)

Medication Administration

Host: Learning @ Wales –

Accessed at: [Learning@Wales \(nhs.wales\)](#)

Prevent

Host: Home Office

Accessed at: [INTRODUCTION TO PREVENT E-LEARNING PACKAGE](#)

Dementia

Dementia awareness

Host: Learning Pool

Accessed at: [Course: Ymwybyddiaeth Dementia Ar-lein / Online Dementia Awareness \(learningpool.com\)](#)

Dementia Care

Host; Alison Free Learning Platform - Care Giving Skills – Dementia Care

Accessed at: [Caregiving Skills Dementia Care | Free Online Course | Alison](#) (one in a million to follow)

Dementia Awareness

Host; SCIE – Social Care Institute for Excellence Accessed at; [Dementia awareness \(Tier 1\): e-learning course - SCIE](#)

VAWDASV

Host: Learning Pool

Accessed at: [Course: Trais yn erbyn menywod, cam-drin domestig a thrais rhywiol / Violence Against Women, Domestic Abuse & Sexual Violence \(learningpool.com\)](#)

Safeguarding

Safeguarding

Host; Learning Pool

Accessed at: [Course: Modiwl Ar-lein Diogelu Plant ac Oedolion / Corporate Safeguarding Children & Adults Awareness Raising Online Module \(learningpool.com\)](#)

Safeguarding Group A (for those who do not have access to Learning Pool)

Host: Social Care Wales

Accessed at: [Group A Safeguarding | Social Care Wales](#)

Understanding Tourette's Syndrome

Host: Learning Pool

Accessed at [Course: Understanding Tourette Syndrome Blended Learning \(learningpool.com\)](#)

Introduction to Parkinson's

Host; Parkinsons.org

Accessed at: [Introduction to Parkinson's \(Excellence Network\) | Parkinson's UK \(parkinsons.org.uk\)](#)