



## About the Bridgend Social Care Workforce Academy

Within Bridgend we recognise that the workforce is our greatest asset in social care and are integral to the delivery of high-quality outcome focused person-centered services.

Bridgend Social Care Workforce Academy (also known as SCWDP) brings a range of learning opportunities for social care staff, foster carers and volunteers. Available to all social care organisations based within Bridgend County borough, our courses are offered free of charge. Our learning and development offer gives staff opportunities to develop knowledge and skills to assist them to meet statutory practice requirements and support to undertake qualifications where required for registration with Social Care Wales.

## Learning how, when and where you need it

It isn't always easy to give the time needed to learning and every individual learns differently. To enable individuals to take charge of their learning journey and to cater to diverse learning styles we use a range of learning delivery methods these include face-to-face training, virtual classrooms, on-line learning such as e-learning, webinars, Padlet, podcasts and blended approaches.

For specific details on courses and information on booking please look out for email flyers (these are sent to managers who will cascade to their team members) or on the:

[SCWDP pages of the Bridgend County Borough Council Learning and Development website](#)

Corporate Learning and Development provide access to cross directorate training opportunities covering such as Health and Safety, Management Development & Wellbeing.

In-house learning and development opportunities are commissioned in line with service delivery priorities. They are currently focussed on strengths-based approaches and safeguarding adults and children.

All staff have access to a wide range of e-learning modules and resources via the SCWDP internet pages and SCWDP/Corporate Learning Pool website.

## Service area training plans

See outline annual training plans for:

- Adult Social Care
- Day opportunities and supported living
- Childrens Social Care
- Leadership and Management
- General

and

- Cwm Taf Morgannwg Regional Safeguarding Board

## External courses/conferences

Applications to attend external training events / conferences should be made using the nomination form below. Group manager approved is required.

## Induction

All staff benefit from an approach to induction that spells out what they need to know, understand and do within 6 months of joining the Local Authority. The individual and their manager jointly own the plan, which includes supervision, shadowing, coaching and a range of blended learning

The Corporate Induction Programme has been designed to give new employees an insight into the work, people and services associated with the Council. It can also be used by current employees who are changing directorates.

Induction e-learning and other mandatory modules can be found on the Corporate Learning and Development pages

The induction e-learning forms part of the employee induction programme, employees will receive a workplace induction as well.

The Social Services and Wellbeing Directorate induction pack is available on the SCWDP pages.

A new Managers induction and toolkit is available on the Corporate Learning and Development pages

## Direct care staff

## All Wales Induction Framework (AWIF)

It is a regulatory requirement under the Regulation and Inspection of Social Care (Wales) Act (2016) (RISCA) that social care workers are provided with an induction appropriate to their role and it is guidance that the AWIF is completed (Regulation 36).

The All-Wales induction framework workbooks can be used to support the completion of an induction for staff who need it. Guidance for managers and employees on the AWIF can be found on the Social Care Wales website:

### [All Wales Induction Framework](#)

Social care workers can now only register if they have the required qualification for their role or if they've been assessed by their employer as being suitable to register. Employer assessment allows employers to endorse their workers' application to register after assessing them against a list of competencies.

## Continuing Professional Development (CPD)

In order to ensure that the highest standards of practice are achieved, it is essential for individuals to continue to develop professionally throughout their career.

CPD commences from induction and continues throughout an employee's time working for BCBC.

CPD is not just about attending training events, studying for awards or collecting certificates. CPD should be more of a general attitude to work, establishing goals of achievement, being aware of personal skills, knowledge and areas for development and how to improve them. CPD involves a process of self-evaluation, reflection and planning for improvement and development.

A CPD portfolio is available for download on the SCWDP website.

Included within the Portfolio are a number of templates that staff can record their personal development objectives and developmental activities they undertake. Templates are:

- Induction activity log
- Personal Development Plan
- Learning activity log

Registered workers with Social Care Wales can record CPD on their account. Registration requires renewal every 3 years.

For information on registration and CPD requirements please visit:

<https://socialcare.wales/registration>

## Application Procedure

Authorisation must be sought from your line manager prior to you organising and notifying SCWDP you wish to attend a course whether this is internal or external.

- **In-house events**

It is your responsibility to discuss training you would like to attend with your line manager and make sure you have their authorisation. You will need to complete a course nomination form which is available on the SCWDP pages of the Bridgend County Borough Council Learning and Development website and e-mail or send to the Social Care Workforce Development Team.

- **External events**

Attendance at external learning events needs to be authorised by line managers & the SCWDP team. Individual learning needs and the needs of the relevant service area will inform these decisions. Bookings at such events will be made by the SCWDP team and there is an expectation that learning is shared with colleagues. If you book an external event directly then please ensure that you have the means to meet the cost as SCWDP may not pay for events that have not been agreed by a member of the team in advance of a booking being made.

Delegates are also required to complete an evaluation questionnaire. Contact the SCWDP team for a nomination form.

- **Corporate training**

Where there is a charge attached to training offered corporately, for example ICT training, then this needs to be authorised by a line manager and the SCWDP team.

## Course Nominations

Due to the high demand for some training, the Social Care Workforce Development Team often receives more nominations than places available on courses. To be as fair as possible when dealing with nominations, our policy is to allocate places on a 'first come, first served' basis. We also try to allocate places to as many teams/service areas/organisations as possible. We would not normally offer more than 2 places on any one course to the same teams/service area/organisation unless there are places to be filled.

On receipt of completed application(s), SCWDP team staff will check that all details have been fully completed. Only fully completed forms will be processed. The

applicant/manager will be contacted for further information, this delay may result in the place not being allocated.

Applications received after the closing date will not be processed. If there is capacity within the team to do so, applicants will be placed on a reserve list, and if this is not possible they will be put forward for the next available date.

## Course Confirmation

An email will be forwarded from the SCWDP team approximately 4 weeks prior to the training event to confirm if you have been allocated a place. This will inform you of the date, venue and time of the course, and may also include handouts that you may need to print out to bring with you and any pre-course work that may need to be completed. Please check your course confirmation details carefully and keep them safe for reference.

Individuals should only attend a course when they have received an email or text confirmation – nominating a member of staff does not automatically guarantee them a place on a course.

Confirmation arrangements for corporate training and events in collaboration with Local Authorities across the Cwm Taf Morgannwg area (Bridgend, Merthyr and RCT) may differ.

## Welsh Language

The Welsh Language (Wales) Measure 2011 establishes a legal framework to impose a duty on the Local Authority to comply with standards of conduct on the Welsh Language.

The duties which come from the standard mean that the Local Authority should not treat the Welsh Language less favorably than the English Language, together with promoting and facilitating the use of Welsh Language.

Course nomination forms ask for details of your preferred language of learning. The information you provide will be kept on record to enable us to ensure that your language preferences are accommodated for.

## Evaluation and Feedback

Your views are important to us, and we welcome feedback on the events you attend. At the end of a learning event, you will be invited to complete an evaluation form. If you would like to follow up on your comments, then please feel free to email [SCWDP@bridgend.gov.uk](mailto:SCWDP@bridgend.gov.uk) and one of the team will get in touch with you.

## Certificates

Certificates of attendance will be sent electronically or by post following an event for those individuals who do not have ICT access. Certificates will only be supplied to delegates who are present for the full duration of the training event.

Certificates for accredited training such as manual handling, first aid and QCF qualifications will be sent in the post when received from the training provider. Certificates will be sent to the address you provided or to your work address. Please notify SCWDP if your home or work location changes.

## Record keeping and Data Protection

Records are kept in line with data protection legislation and all data is handled subject to the directorate [Fair Processing / Privacy statement](#). Any individual with concerns over the way BCBC handles their personal data may contact the Data Protection Officer at the Council or the Information Commissioner.

Data Protection Officer, Bridgend County Borough Council, Information Office, Civic Offices, Angel Street, Bridgend CF31 4WB. E-mail [foi@bridgend.gov.uk](mailto:foi@bridgend.gov.uk) . Telephone 01656 643565

Information Commissioner's Office – Wales, 2nd Floor Churchill House, Churchill Way, Cardiff CF10 2HH Telephone: 02920 678400 Fax: 02920 678399 Email: [wales@ico.org.uk](mailto:wales@ico.org.uk) Website: <https://ico.org.uk/>

## Resources

### SCWDP

The Directorate subscribes to a number of online resources for social care staff to support evidence informed practice for example CC (Community Care) Inform Adults and Childrens. A full list of journal subscriptions for example British Journal of Social Work (BJSW) with access information and other electronic resources is available on the SCWDP Website.

email: [SCWDP@bridgend.gov.uk](mailto:SCWDP@bridgend.gov.uk)

Website: <http://bridgend.learningpool.com>

### Social Care Wales Resources and guidance



<https://socialcare.wales/resources-guidance>

This webpage will direct you to a range of resources for example:

- Information and Learning Hub. Learning materials to help your understanding of Welsh legislation, Policy, and guidance.
- Improving care and support
- Safeguarding
- Health and wellbeing