

# **KNOWSLEY PEOPLE'S SERVICES**

## **LEARNING AND DEVELOPMENT PROSPECTUS**

**2014 - 2015**

**April 2014**

Dear Colleagues:

Welcome to the latest edition of our Prospectus for 2014 – 2015 which incorporates training opportunities for the private and voluntary sector in addition to the Council workforce.

To update that following review, the Training Voucher Scheme which operated for the Private and Voluntary Adult Care sector during 2013/2014, will no longer continue into 2014/2015. Instead, training will be available, as appropriate, **Free of Charge** from the Knowsley People's Service Prospectus. Training bookings submitted must be appropriate to the job role and responsibilities of the individual. Additional dates can be added as needed subject to any waiting lists, therefore should a date no longer be available, please request to be placed on the waiting list.

In addition to the prospectus, this year we will have limited financial resources set aside to fund targeted training and development that is identified on a need-driven basis, throughout the year. This way allocation is more focussed and can support clear outcomes and priorities. Any courses that are identified will be commissioned by Knowsley via our normal procurement routes.

It is essential that you identify and plan ahead for this, and all other training, maintaining appropriate training records. Early bookings will help to ensure your training needs are met.

All additional learning and development opportunities which arises during the year, including for CPD for Social Workers or newly qualified Social Workers, will be communicated as and when appropriate, via email. We will also continue to publish our weekly spare capacity sheet update each Monday.

Please do not hesitate to contact us and we look forward to meeting you on the various courses and events that are planned for this year.

Best wishes

*The Workforce Development Team*

## **OUR CONTACT DETAILS**

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## **ACCURACY - PLEASE NOTE:**

Whilst every effort has been taken to ensure that the details within the prospectus were accurate at the time of going to print. We reserve the right to make changes and improvements to the provision of courses and other details contained within this guide. Also, we will put on additional course dates, therefore if dates advertised have passed, please apply to be put on a waiting list.

## **QUALITY ASSURANCE**

We aim to secure high quality and cost effective training for the sector, and expect high standards from training providers that we engage as part of this Prospectus. We value and welcome attendee views and feedback, therefore please ensure you complete the evaluation form after every learning & development session and hand to the tutor for return to the Learning and Development Team.

We are also responsible for monitoring all training activity across our services and partners, irrespective of how this has been organised. It is therefore important you inform us of any **external** learning and development activity you are arranging or undertaking, and ensure a register of those attending is fully completed and forwarded to the team at [thehalewoodcentre@knowsley.gov.uk](mailto:thehalewoodcentre@knowsley.gov.uk)

## **Personal Development Reviews**

### **Identifying your Learning and Development (L&D) and Continuing Professional Development (CPD) Needs**

All L&D should be discussed with your Line Manager/Mentor/Supervisor. This conversation could also form part of your Performance Review and Development (PR&D) meeting, appraisals, 1 -1 or Supervision when you discuss your present role and agree any learning that you may need to support your work and for your own personal development to increase your knowledge and expertise within your role.

Other learning and development may be related to additional professional development requirements which contribute to Continuing Professional Development (CPD) necessary to maintain professional registration e. g for social workers.

Learning requirements can be identified from a number of sources and you may wish to consider the following:

- Organisational strategic objectives
- Service objectives
- Team objectives
- Personal Objectives relating to your role, personal and professional aspirations.

Exploring and deciding on the best option for learning requires creativity and personal commitment and responsibility when managing your ongoing personal and professional development.

Going on a course/workshop is only one option. Other learning opportunities may also include having a mentor, being coached or job shadowing a

colleague. Alternatively other learning includes e- learning, self-directed learning e.g. reading journal articles, attending meetings, project work as well as formal academic qualifications where appropriate. Critical Reflection is also an important part of self directed learning and development.

### **SPEAK TO YOUR LINE MANAGER/REVIEWER/SUPERVISOR FIRST**

To maximise your learning and development activity speak to your Line Manager/Reviewer/Supervisor. Discuss what you expect to achieve and also how you will put this into practice. This should be a regular part of your personal review and development and is not only the responsibility of your Manager/Reviewer/Supervisor, but it is also your responsibility to identify training needs you feel are relevant to your job role

## **Booking Procedure**

Agree training with your Line Manager as part of processes outlined above. To request a place, ask your Manager to:

Send an email to: [thehalewoodcentre@knowsley.gov.uk](mailto:thehalewoodcentre@knowsley.gov.uk)

Make sure you have included the following relevant information

- Title of the course (course code is helpful)
- Service/Organisation/Team name
- Name and contact details for the learner and name and contact details for you as their Manager
- Any disclosed learning needs or access needs to help us make your learning a better experience.

Once you have submitted an application:

- Please wait for confirmation:
- You and your Manager will both get confirmation if a place is available. If you do not receive this, please ring contact **Dot Murphy on 443 2085** before the course date.
- Make sure that you check and keep details of the course times and venue so that you can plan ahead for your attendance.

If you have any queries regarding courses in this programme, or do not have access to email contact **Dot Murphy on 0151 443 2085** in the first instance.

### **Cancellations**

**Should you need to cancel the course for any reason please notify **Dot Murphy on 0151 443 2085** as early as possible.**

# e-learning

Whatever your learning and development requirements from Safeguarding, Health and safety, food hygiene to business development, there's a wide range of e-learning courses for you to choose from to compliment our face to face workshops.

To register **external partner** learners should log into the internet at

[www.learningpool.com/knowsley](http://www.learningpool.com/knowsley)

Once you've found a course that meets your needs, you'll need to register on the site by creating your own Username and Password (if you don't already have one) - and follow the instructions on screen.

You'll need to remember these as you will need them each time you try to access e-learning.

For **internal KMBC staff** log in through Bertha, Learning and Development, e-learning.