

TRAINING POLICY

Appropriate training is provided for all members of staff, through a combination of online learning, lectures and on-the-job training. We ensure that our staff are competent to carry out their job role via a tailored induction programme, mandatory annual training, specific skills, and training, regular supervisions, and appraisals.

The programme is structured as follows:

1. INDUCTION TRAINING

Before starting work, a Manager or Deputy covers an induction programme with all new staff, as outlined on the Staff Induction Check List.

New staff must undertake the Social Care Induction Framework which must be completed within 12 weeks if no formal QCF certification is held. The programme must be certificated, and the Social Care Induction signed off by the Manager. This documentation is kept within the employee's individual training file. It remains the property of the individual. If they move to other employment it is given to them to take with them as a permanent record of their training in care.

All staff are required to register with Socia Care Wales within 6 months of joining the company.

2. PERSONAL DEVELOPMENT

In addition to the induction training, staff are expected to undertake training to assist in their personal development. This includes:

- On-going refresher courses such as. Fire safety, Moving & Handling Food Hygiene, Safeguarding of Vulnerable Adults. Infection Control etc. (Many of the subjects covered are mandatory and failure to comply will result in termination of employment)
- Practical training on a one-to-one basis as required.
- QCF Level 2
- QCF 3 and 4 programmes are available for selected candidates.
- All staff have a responsibility to complete any training offered them, this is to keep knowledge and skills up to date and a mandatory requirement by the company.