

Sandwell Mind policy on staff training

Sandwell Mind is committed to training and developing its workforce in order to ensure that at all times the organisation's care and support services are delivered along the lines of current best practice. Office, Administration and ancillary staff will also be offered training in order to continue to develop within their role. The training plan for staff consists of three key areas:

1. First day orientation and 12 week induction

All care and support staff receive a basic first day orientation to the service from their service manager (or other senior staff member). Staff are then required to complete a formal induction package over the next 12 weeks, as part of their probationary employment. The induction pack is a slightly adapted version of the nationally recognised Common Induction Standards developed by Skills For Care. The service manager (or other senior staff member) will sign off the areas covered in the induction training booklet only when they are satisfied that the worker has demonstrated a sound basic understanding of the different subject areas.

Other staff members will receive a first day orientation and induction programme as deemed appropriate for their role outside of the care and support service.

2. NVQ award (or similar)

Having completed their 12 week induction, those employees who do not hold the relevant NVQ qualification will be expected to register to undertake a relevant NVQ award (or similar alternative qualification where appropriate). Staff should aim to complete the award within the first two years of their employment.

3. In-House training

An ongoing programme of in-house training is provided for all staff. Training sessions cover key health and safety and practice areas, delivered on a rolling basis. See attached training plan for details. In addition to the areas covered on the training plan a variety of other sessions are also facilitated as changing needs and circumstances dictate.

The Training and Development Manager is responsible for overseeing the planning and delivery of all training within the organisation, and for maintaining accurate records of the training undertaken by all staff.

Members of staff will be required to sign a Training Agreement prior to commencing any professional qualifications.

Service managers and the Training and Development Manager are expected to meet on a 1:1 basis each month, to discuss the specific needs of the various staff teams across the organisation. This helps to ensure that training needs in each team are being continually evaluated and that identified needs are being met. Individual staff members should use monthly supervision sessions and team meetings to flag up any particular training needs they feel are relevant to their role.

Where suitable training cannot be delivered in house (for example, professional qualifications or certified first aid training) this will be sourced externally by the Training and Development Manager.

Please note that the timescales within the training plan may be flexible in response to legislative or other factors.

Sandwell Mind: Care and Support Staff Training Plan

Subject area	Timescale
Basic Orientation	First day of employment
Common Induction Standards	Completed within 12 weeks of employment
NVQ	Completed within 24 months of employment

Subject area	Timescale
Fire Safety	Once a year
Abuse	Once every two years
Assessment and Support Planning	Once every two years
Challenging Behaviour	Once every two years
Complaints and Grievances	Once every two years
Equal Opportunities and Diversity	Once every two years
Managing Risk with Service Users	Once every two years
Mental Health Awareness / Recovery	Once every two years
Basic Health and Safety - includes first aid, manual handling, food hygiene	Once every two years