

## LSCDG Training Plan 2023/2024

LSCDG Training Plan 2023/2024									
UPDATED 19th Aug 2023									
Course Name	Length	Format	September	October	November	December	January	February	March
Moving & Handling Train the Trainer	3 days	F2F	26th 27th 28th	18th 19th 20th	7th 8th 9th	4th 5th 6th			
Moving & Handling Train the Trainer Update	1 day	F2F	4th	23rd	28th	19th			
Safeguarding Training The Trainer	2 days	F2F			1st & 2nd TBC	11th & 12th	22nd & 23rd		
Making An Alert To The Local Authority	3 hrs	MST	12th pm		13th am		18th pm		
Well Led	4 days	F2F	5th 21st 29th	13th					14th 18th 21st 25th
Lead To Succeed	5 days	F2F		24th 31st	10th 16th 21st			5th 12th 19th 26th	8th
<b>Key</b>									
Face To Face		F2F							
Microsoft Teams Live Webinar		MST							

## Terms & Conditions for LSCDG Bookings

Delegates are expected to fully engage and attend all elements of all learning activities.

- Any cancellation with more than 2 calendar days' notice no charge.
- Any cancellation with 2 calendar days or less notice will incur a charge as detailed in the table below.

- **All courses**

Cancellation with 2 calendar days or less  (However, if a replacement person can attend there will be no charge)	Half a day course £25  £50 charged per day for course so a 2 day course a non- attendance charge will be £100
Non-attendance on the course	Half a day course £25  £50 charged per day for course so a 2 day course a non- attendance charge will be £100
Late arrival 30 minutes or more after the course has commenced	Delegate may be turned away from the training at the discretion of the trainer and this may lead to a charge as above.

- If delegates leave prior to the conclusion of the course, they will not be necessarily charged, however they will not receive an attendance certificate.
- It is your responsibility to ensure LSCDG are notified of any staff changes that will affect the booking, failure to do so will mean the above charges will apply.
- Invoices for charges will be sent to the relevant organisation within 2 weeks of the course date.
- Any queries with invoices should be raised with Business & Development Manager on 0116 3057363 or email [lscdg@leics.gov.uk](mailto:lscdg@leics.gov.uk)
- Please ensure when booking a course that it includes an email address for both yourself and your manager is written correctly. All communications will be sent you and the manager, via these email addresses.
- If you do not have your own email address confirmation will be sent to your manager and it will be their responsibility to print the emails and inform you of the confirmation booking.
- If for any reason a course is cancelled by LSCDG, we will contact all delegates, by email.

### **Certificate of Attendance**

Delegates will be expected to complete an evaluation after the training, you will need to log on to the LMS and complete the evaluation, after which only then will you be able to print your certificate or download it to your computer.

If you have any queries please contact LSCDG

**Tel: 0116 305 7363 Email: [LSCDG@leics.gov.uk](mailto:LSCDG@leics.gov.uk)**



**PLEASE NOTE IF YOU ARE A RUTLAND CARE PROVIDER YOU WILL BE CHARGED FOR ATTENDING THE COURSES, PLEASE SEE PAGE 10 OF DOCUMENT**

**IF YOU ARE A LEICESTER OR LEICESTERSHIRE CARE PROVIDER ALL THE COURSES ARE FULLY FUNDED**

**Access the learning hub here:**

To access any courses delegates should log in to their own Learning Hub account using the manual log in option and your login details username and password welcome1.

<https://leicestershiretotara.learningpool.com/login/index.php>

**If you do not have an account, follow the instructions on this link**

<https://www.lscdg.org/lms-information/>





## Moving & Handling Train the Trainer (Classroom Based)

Link to course: <https://leicestershiretotara.learningpool.com/course/view.php?id=3293>

**Duration: 3 Days**

**Audience:** Managers, supervisors or other staff members in the independent and voluntary sector establishments who have experience of moving and handling of people. Delegates should also have responsibility for delivering training or the ability and capacity to deliver training.

Therefore, this course is appropriate for senior staff and managers, those who have the ability to implement the training and knowledge gained.

Delegates will be expected to attend the Moving and Handling Update course every 18 to 36months.

Cost: Fully funded for eligible establishments, if you are not eligible for a free place there is a charge of £350.00 per delegate.

***There is a non-attendance charge of £100.00 per day for non-attendance***

This enables delegates to train their co-workers in their own workplace. It is not designed to enable training to be sold.

In order to access the course the delegate should log in to their own Learning Hub account using the manual log in option and your login details username and password welcome1.

Search Moving and handling train the trainer expression of interest.

Complete and submit the form, your request will be considered and if approved you will be able to access the train the trainer course page to read a workbook containing information on moving and handling and complete a quiz.

Once a pass mark is achieved on the quiz training dates will become available to book on to



### **Moving & Handling Train the Trainer Update (Classroom Based)**

**Link to course:** <https://leicestershiretotara.learningpool.com/course/view.php?id=2140>

**Duration:** One day

**Target Group:** People who have completed the M&H TtT and require the annual update.

**Cost:** Fully funded

**Aims and objectives:** This course is an update for those who have completed the Train the Trainer course and looks at all aspects of the safe moving and handling of people including equipment and risk assessments.

### **Safeguarding Training The Trainer – (Classroom Based)**

**Link to course:** <https://leicestershiretotara.learningpool.com/course/view.php?id=5844>

**Duration:** 2 days'

**Target Group:** Managers, supervisors or other staff members in registered and non-registered settings with a responsibility of delivering training, or with the ability and capacity to begin delivering training.

**Cost:** Fully funded





### **Making An Alert to The Local Authority (Live Webinar)**

**Link to course:** <https://leicestershiretotara.learningpool.com/course/view.php?id=4847>

**Duration:** 3 hours

**Target Group:** Managers, supervisors or senior staff in registered and non-registered settings with a responsibility for reporting Adult Safeguarding concerns and making an 'Alert' to the Local Authority.

**Cost:** Fully funded



## **Well- Led (Classroom Based)**

**Duration:** 4 Days'

**Target Group:** Registered managers and other managers currently working in adult social care services.

**Cost:** Fully funded

**Claim back £500 through the workforce development fund**

<https://www.skillsforcare.org.uk/Funding/Workforce-Development-Fund/Workforce-Development-Fund.aspx>

The programme is delivered through four interactive modules covering the objectives below:

- develop a clear understanding of what well-led looks like in a care setting
- develop a clear understanding of how leadership strategies and techniques can be used to transform services and improve the quality of care
- develop the confidence and skills necessary to lead services in an increasingly complex and challenging context
- develop clear goals and commitment to improve your personal leadership effectiveness
- learn from the experience of others by working with them in a range of collaborative learning activities and networking opportunities.

**To Access this course your establishment must have created an Adult Social Care Workforce Data Set (ASC-WDS) account prior to booking on the course. At this stage you only need to register your service.**

<https://www.skillsforcare.org.uk/Adult-Social-Care-Workforce-Data/Adult-Social-Care-Workforce-Data-Set/Adult-Social-Care-Workforce-Data-Set.aspx>

**PLEASE COMPLETE THE TRAINING AGREEMENT DOCUMENT ATTACHED**



## **Lead To Succeed (Classroom Based)**

**Audience:** Aspiring managers and deputies in adult social care services

**Duration:** 5 Days'

**Cost:** Fully Funded

**Claim back £500 through the workforce development fund**

<https://www.skillsforcare.org.uk/Funding/Workforce-Development-Fund/Workforce-Development-Fund.aspx>

**The programme is delivered through five interactive modules covering the objectives below:**

- Successful behaviors for leaders and managers.
- Developing a positive culture.
- Effective supervision.
- Leading and managing the process of change.
- Leading and managing the inspection process.

**To Access this course your establishment must have created an Adult Social Care Workforce Data Set (ASC-WDS) account prior to booking on this course. At this stage you only need to register your service.**

<https://www.skillsforcare.org.uk/Adult-Social-Care-Workforce-Data/Adult-Social-Care-Workforce-Data-Set/Adult-Social-Care-Workforce-Data-Set.aspx>

**PLEASE COMPLETE THE TRAINING AGREEMENT DOCUMENT ATTACHED**



**RUTLAND PROVIDERS WILL BE CHARGED AS PER BELOW**

Prices Correct as of April 2023							
Duration (days)	No of Delegates	Format	Course	Length	Cost Per Delegate for Course	Notes	Trainers
3	8	Face To Face	Moving & Handling Training The Trainer	3 Days	£ 385.00	Current Format	1
1	8	Face To Face	Moving & Handling Update	1 Day	£ 130.00	Current Format	1
2	16	Face To Face	Safeguarding Training The Trainer	2 Days	£ 85.00	Current Format	2
4	10	Face to Face	Well Led	4 Days	£ 255.00	Current Format	2
5	10	Face to Face	Lead To Succeed	5 Days	£ 315.00	Current Format	2
3	16	Webinar	Making An Alert To The Local Authority	3 hrs	£ 20.00	Current Format	2
<b>LMS Access to e-learning/Courses - Resources</b>							
			LMS Licence Per User		£10 one off payment		

Rutland providers who wish to book on any courses, please complete the booking form and return to [lscdg@leics.gov.uk](mailto:lscdg@leics.gov.uk)



## Workforce Development Fund 2023-2024

Want to access Workforce Development Fund (WDF)? Get started now by submitting your membership declaration form!

The first stage of applying for the Workforce Development Fund is to register as a partner with the LSCDG. It only takes a few minutes to complete.

You need to complete and submit your form by **Thursday 29 February 2024**. However, getting this stage completed now will increase your chances of making a successful claim as funding is limited.

### What is the Workforce Development Fund?

The Workforce Development Fund (WDF) is funding from the Department of Health and Social Care (DHSC) disseminated by Skills for Care. It supports the provision of high-quality care and the continuing professional development (CPD) of staff across the adult social care sector by providing a contribution towards the costs of vocational learning. The fund allows you to claim back money towards the costs of workers completing a broad range of adult social care qualifications and learning programmes.

You can claim funding towards the cost of qualifications and learning programmes completed between **1 January 2023 and 29 February 2024**.

To claim WDF you need to complete a membership declaration form. It only takes a few minutes to complete.



<https://www.skillsforcare.org.uk/resources/documents/Funding/Workforce-Development-Fund/23-24/Declaration-form/Members-Declaration-Form-2023-24.pdf>

You need an [ASC-WDS account](#) to submit the membership declaration form, but you do not need to have finished updating your staff records (**you have until 31 March 2024 to meet this requirement**).

Remember: the partnership only has a set amount of funding to distribute. The quicker you submit your members declaration form and your claims, the more chance you have of accessing funding.

Want to know more then join us on any one the following workshops:

▪ **Workshops – live webinar via MS Teams**

- 18<sup>th</sup> October 2023      11:00am to 12:00pm      [Click here to join the meeting](#)
- 15<sup>th</sup> November 2023      2:00pm to 3:00pm      [Click here to join the meeting](#)
- 12<sup>th</sup> December 2023      2:00pm to 3:00pm      [Click here to join the meeting](#)
- 17<sup>th</sup> January 2024      11:00am to 12:00pm      [Click here to join the meeting](#)
- 13<sup>th</sup> February 2024      11:00am to 12:00pm      [Click here to join the meeting](#)

- **WDF Process Queries - Melanie Jurkowski [lscdg@leics.gov.uk](mailto:lscdg@leics.gov.uk)**





## Contact:

If you have any queries, please email: [lscdg@leics.gov.uk](mailto:lscdg@leics.gov.uk)

Or use the LSCDG contact page from the website  
<https://www.lscdg.org/contact/>

Sign up to the LSCDG mailing list: <https://www.lscdg.org/newsletter/>