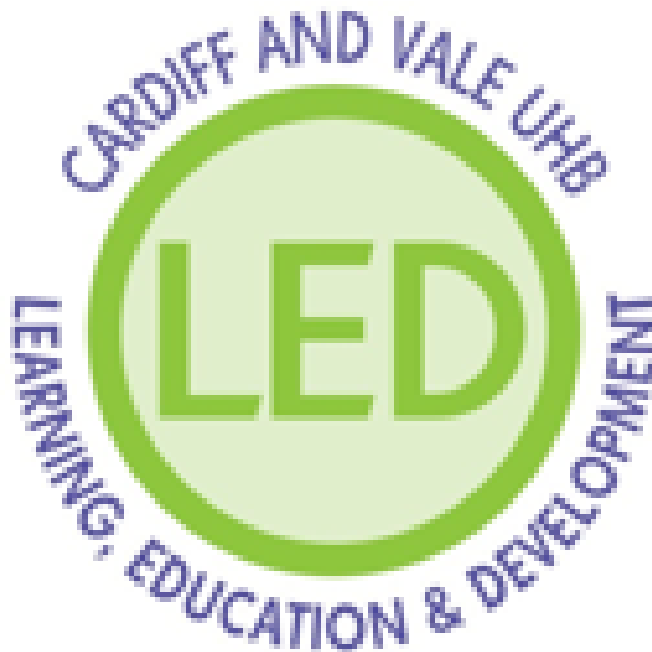


# LEARNING, EDUCATION & DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



## In this issue...

01

LED Team Away Day

02

Mandatory May

03

Pre-Retirement &  
Learning at Work Week

04

Respect & Resolution Policy

05

HCSW Compliance & Values  
Based Appraisal

06

P@RT

07

Employing Apprentices

08

Employee Wellbeing

09

Key Updates

10

Key Information

11

Key Contacts

## LED TEAM AWAY DAY



On 5th May 2022, the Learning, Education and Development team participated in a Team Away Day at 203 Field Hospital in Llandaff, Cardiff.

Part of the Army Medical Corps, 203 is one of 10 Army Reserve Field Hospitals and has detachments sited across Wales. Members of the unit have previously been deployed in a range of areas across the globe, including Afghanistan and Iraq. The Medical Corps recruits provides immediate first aid and care as well as long term care for personnel and is made up of a range of different roles including surgeons, pharmacists, nurses, scientists, doctors and medics. The unit recruits from across NHS Wales and also provides opportunities for NHS staff, particularly in the development of leadership skills, which are crucial whether in a traditional hospital setting or when commanding large scale humanitarian operations.

We were fortunate enough to put this to the test, with teams completing a range of activities throughout the day focusing on building a range of skills including communication, problem solving, team working and strategic thinking. This was achieved through a combination of puzzles, navigating a maze to retrieve precious cargo whilst blindfolded, retrieving a crate of supplies and building a bridge across a ravine to escape an approaching enemy. The day culminated in teams having to analyse a situation and develop a strategy to effectively carry out an operation effectively whilst meeting a range of objectives.

The day was thoroughly enjoyed by all and as well as being a fun filled day which allowed everyone to develop, it also provided the team with an opportunity to all get together for the first time in a long time!

## MANDATORY MAY

Face to face sessions are available to book on the dates and times as shown.

Please be sure to book a place by clicking on the relevant session name or by searching in ESR for 'Mandatory May'

## MENTAL CAPACITY ACT



Date:	Time:	Venue:
16 May	11.30 - 12.30	Lecture Theatre 4, UHW
23 May	13.00 - 14.00	Academic Centre, UHL
24 May	13.00 - 14.00	Lecture Theatre 3, UHW
21 June	14.15 - 15.15	Lecture Theatre 3, UHW
23 June	13.00 - 14.00	Lecture Theatre 3, UHW

## EQUALITY



Date:	Time:	Venue:
16 May	10.15 - 11.15	Lecture Theatre 4, UHW
20 May	10.15 - 11.15	Cochrane, UHW
23 May	10.15 - 11.15	Academic Centre, UHL
24 May	15.30 - 16.30	Lecture Theatre 3, UHW
7 June	11.30 - 12.30	Academic Centre, UHL
10 June	11.30 - 12.30	Lecture Theatre 3, UHW
13 June	10.15 - 11.15	Lecture Theatre 3, UHW
16 June	13.00 - 14.00	Lecture Theatre 1, UHW
21 June	10.15 - 11.15	Lecture Theatre 3, UHW
23 June	14.15 - 15.15	Lecture Theatre 3, UHW

## INFECTION CONTROL

Date:	Time:	Venue:
16 May	14.15 - 15.15	Lecture Theatre 4, UHW
20 May	13.00 - 14.00	Cochrane, UHW
23 May	14.15 - 15.15	Academic Centre, UHL
24 May	14.15 - 15.15	Lecture Theatre 3, UHW
7 June	15.15 - 16.15	Academic Centre, UHL
10 June	14.15 - 15.15	Lecture Theatre 3, UHW
13 June	13.00 - 14.00	Lecture Theatre 3, UHW
16 June	14.15 - 15.15	Lecture Theatre 1, UHW
21 June	13.00 - 14.00	Lecture Theatre 3, UHW
23 June	15.30 - 16.30	Lecture Theatre 3, UHW

## DEMENTIA

Date:	Time:	Venue:
7 June	13.00 - 15.00	Academic Centre, UHL

## VIOLENCE AGAINST WOMEN

Date:	Time:	Venue:
24 May	11.30 - 12.30	Lecture Theatre 3, UHW
10 June	10.15 - 11.15	Lecture Theatre 3, UHW
16 June	10.15 - 11.15	Lecture Theatre 1, UHW
23 June	10.15 - 11.15	Lecture Theatre 3, UHW

## FIRE



Date:	Time:	Venue:
16 May	9.00 - 10.00	Lecture Theatre 4, UHW
20 May	9.00 - 10.00	Cochrane, UHW
23 May	9.00 - 10.00	Academic Centre, UHL
24 May	9.00 - 10.00	Lecture Theatre 3, UHW
7 June	9.00 - 10.00	Academic Centre, UHL
10 June	9.00 - 10.00	Lecture Theatre 3, UHW
13 June	9.00 - 10.00	Lecture Theatre 3, UHW
16 June	9.00 - 10.00	Lecture Theatre 1, UHW
21 June	9.00 - 10.00	Lecture Theatre 3, UHW
23 June	9.00 - 10.00	Lecture Theatre 3, UHW

## HEALTH AND SAFETY

Date:	Time:	Venue:
16 May	13.00 - 14.00	Lecture Theatre 4, UHW
20 May	11.30 - 12.30	Cochrane, UHW
23 May	11.30 - 12.30	Academic Centre, UHL
24 May	10.15 - 11.15	Lecture Theatre 3, UHW
7 June	10.15 - 11.15	Academic Centre, UHL
10 June	11.30 - 12.30	Lecture Theatre 3, UHW
13 June	11.30 - 12.30	Lecture Theatre 3, UHW
16 June	11.30 - 12.30	Lecture Theatre 1, UHW
21 June	11.30 - 12.30	Lecture Theatre 3, UHW
23 June	11.30 - 12.30	Lecture Theatre 3, UHW

# PRE-RETIREMENT COURSES

Keeping your retirement plans on track can be a challenging task. The Pre-Retirement course encourages a positive and realistic approach to help you make informed choices about your retirement plans.

---

DATE:	TIME:	VENUE:
23rd May	09:30 - 12:00	MS Teams
8th July	09:30 - 12:00	MS Teams
5th August	13:00 - 15:30	MS Teams
21st September	09:30 - 15:30	Classroom
24th October	09:30 - 15:30	Classroom
7th November	09:30 - 15:30	Classroom
12th December	09:30 - 15:30	Classroom

---

To reserve your place on this course, please log onto ESR and follow [these instructions](#). For more information, please contact Learning, Education & Development.

## LEARNING AT WORK WEEK

### THEME: LEARNING UNCOVERED

Learning at Work Week will be taking place on 16th - 22nd May 2022.

Keep an eye out on social media to find out more about the events, TEAMS sessions and further information being provided during the week.

Follow @CAV\_LED & @CAVApprentice on Twitter to stay updated!

For further information, please contact Learning, Education & Development.

# USING THE RESPECT & RESOLUTION POLICY

**Training dates are now available to book and attend!**

## **COURSE DESCRIPTION:**

This 3 hour development session is designed to support managers to understand how to put the Respect and Resolution Policy into practice in their workplace. The training supports managers to understand when conflict is emerging, allow them to be proactive in dealing with it and provide support for staff experiencing conflict, improving working relationships in their team.

**INTENDED AUDIENCE:** Managers

## **LEARNING OUTCOMES:**

- Understand the responsibility for managing early conflicts at work.
- Enhance awareness of the role and responsibilities in maintaining a healthy working environment.
- Explore how to identify, challenge and manage inappropriate behaviour and practices in the workplace.
- Learn a range of skills to help facilitate conversations around unhealthy behaviours and workplace conflict.
- Understand the new process under the Respect and Resolution policy.

## **AVAILABLE DATES & HOW TO BOOK A PLACE:**

You can book onto the course and see available dates by [clicking here](#) and selecting 'Employee Self-Service' when prompted, searching in ESR or by scanning the QR code below.





# HCSW FRAMEWORK COMPLIANCE

## CALLING ALL HEALTHCARE SUPPORT WORKERS

The Welsh Government require us to record the Healthcare qualifications that our HCSW workforce have or are working towards.

Have you undertaken HEALTHCARE qualifications level 2 or above?  
If so, we need copies of your certificate.

**You can get copies to us through the following routes:**

- Drop off copies at LED offices in Cochrane (UHW) or Llandough (Academic Building)
- Take a photo or scan and send to the below email  
hcswdevelopment.led.cav@wales.nhs.uk
- Pop the originals into the office or 'Certificate Surgeries' and we'll copy them for you

## VALUES BASED APPRAISAL

### HAVE YOU HAD YOUR VALUES BASED APPRAISAL (VBA)?

It is YOUR opportunity to have an open, constructive conversation with your manager / appraiser...

You can discuss together where you are now in your role, where you want to be and how to be supported to get you there.

#### THE VBA MEETING;

Is just one part of ongoing discussions about your development...

This needs to take place NOW with your manager / appraiser so get the date booked in.

#### PREPERATION FOR THE VBA MEETING;

1. Complete the assessment
2. Gather some feedback
3. Complete your achievements against last year's objectives

#### PAY PROGRESSION - Important Information

- Implementation from October 2022
- You will need to know if you are due a pay affecting increment (pay step) after this date (which will not take place every year due to compressed pay bands.)
- If it is pay affecting, you will need to have a pay progression meeting prior to your increment (pay step) date to agree your pay award with your manager.
- PLEASE NOTE - one important element is to being given your pay award is that you have had a VBA and it has been recorded on ESR.

Further information and documentation can be found on the VBA Toolkit via the internet site. [Click Here](#)

# P@RT

**Workshops on recognition and early management of acutely ill ward patients**



**Multidisciplinary workshops aimed at nurses, trainee doctors and HCPs.**



**Workshops available in UHW & UHL every week.**

**Topics will change weekly.  
(See QR code for programme)**



**Scan  
to Book**



For more information contact  
[PatientAtRiskTeam.CAV@wales.nhs.uk](mailto:PatientAtRiskTeam.CAV@wales.nhs.uk)

# EMPLOYING APPRENTICES: UNLOCKING THEIR POTENTIAL IN HEALTH

Have you considered employing an apprentice but been unsure about the process and the benefits they would bring? Recruiting apprentices is a sustainable way of growing and futureproofing our workforce so that we can meet the challenges of tomorrow. Apprenticeships ensure we attract the talent we need, with the right skills and ambition to drive forward our services and provide world class patient care.

## KEY FACTS:

- Apprentices can be of any age
- Apprentices will undertake a qualification framework relevant to your area
- Apprentices will be on a fixed term apprentice contract and guaranteed an interview at the end if they meeting role and qualification requirements.
- Apprentices must work more than 16 hours, but not exceed 37.5
- The apprentice salary is funded from your department establishment (currently at £7.99 per hour)

Apprenticeships are government funded work-based training programmes for people aged 16+ who have finished compulsory education. They combine on-the-job training with nationally recognised qualifications. There are a wide range of subjects, both clinical and non-clinical, and levels that can be accessed, from foundation (entry level) to the more advanced stages. We have control over the training that is delivered and what they will learn, which means we can shape our apprentice into a key member of the team. These are just some of the benefits for the Health Board and the apprentice.

## HEALTH BOARD

- A great way of attracting enthusiastic talent with fresh ideas
- Education is fully funded
- Help tackle skills shortages
- Creating clear career pathways
- Can help reduce staff turnover, by increasing employee satisfaction and loyalty

## APPRENTICE

- Hands-on training allows them to put their skills into practice and gain confidence in a working environment.
- Earn while they learn
- Structured Nationally Recognised Qualification
- Gaining employment earlier means there's lots of potential for the apprentice to progress in their chosen career quickly
- Support throughout the apprenticeship by the employer and training provider

For more detail please visit our [Frequently Asked Questions](#) and [Myth Busting sections](#)

If you would like to discuss this further or have a meeting where this could prove a useful discussion, please contact Emma Bendle - the Apprenticeship & Widening Access Co-ordinator on [emma.bendle@wales.nhs.uk](mailto:emma.bendle@wales.nhs.uk)



# EMPLOYEE WELLBEING WORKSHOPS

## MAY - THEME: MENTAL HEALTH AWARENESS WEEK

All sessions will take place via Microsoft Teams. Joining details will be sent via email prior to the event and will also be made available on the Eventbrite page.

### **LOW MOOD** Friday 20th - 13:00-14:00

[Book Here](#)

In this session, we will be learning about low mood and exploring ways to manage it. This session will involve psychoeducation and strategies which can be practiced outside of the session to help improve wellbeing.

### **SLEEP** Wednesday 25th - 9:30-10:30

[Book Here](#)

In this session, we will be learning about the importance of sleep, the impacts of poor sleep and ways to improve sleep which can be practiced outside of the session to help improve wellbeing.

### **MENOPAUSE CAFÉ** Wednesday 25th - 13:00-14:00

[Book Here](#)

A Menopause Café is a group directed discussion of menopause with no agenda, objectives or themes. We want to increase awareness of the impact of the menopause on those experiencing it, their friends, colleagues and families, so that we can make conscious choices about this stage of life. All staff are welcome to attend.

### **WELLBEING CHAMPION TRAINING** Friday 27th - 9:30-13:30

[Book Here](#)

Become a Wellbeing Champion! Cardiff and Vale have signed the Time to Change Wales pledge to join the movement of employers throughout Wales who are working to end stigma and discrimination of mental health in the workplace. Wellbeing Champions are a really important part of this initiative. What is a Wellbeing Champion? The role of a Wellbeing Champion is to reduce stigma and improve mental health understanding in the workplace; for example, by raising awareness of wellbeing activities and focusing attention on mental health in your departments by signposting to mental health resources. The training will cover the role of a wellbeing champion, explore ways to engage with colleagues around mental health and signposting and resource information.



**EMPLOYEE HEALTH &  
WELLBEING SERVICE**

Occupational Health  
Occupational Physiotherapy  
Employee Wellbeing

# KEY UPDATES

## MEDS MANAGEMENT & IV'S PRE-LEARNING

The Medicines Management and Intravenous Administration Pre-learning courses are now being hosted on Learning@Wales instead of Google Classrooms.

When booking a place, a useable e-mail address must be forwarded, and candidates no longer require a Gmail e-mail address.

Available dates for these trainings can be found on ESR.

## OSCE

Fantastic achievement! To date we have 271 international nurses who have successfully passed their OSCE and joined the UHB as registered nurse.

## CORPORATE INDUCTION

If you would like to be notified when new dates are available for Corporate Induction, please contact Chloe Thompson to be added to the distribution list. [chloe.thompson2@wales.nhs.uk](mailto:chloe.thompson2@wales.nhs.uk)

## OFFICE 365 TRAINING

Do you want to improve your skills using Office 365 applications? If so, come and join the Office 365 Training group on Microsoft Teams!

When you join the group, you'll get access to the network, the calendar of training events, recordings of previous sessions and the portal to submit training requests. To join:

1. Open Microsoft Teams and choose "Teams" from the sidebar, on the left.
2. Click "Join or create a team" in the bottom left corner of the screen.
3. In the box titled "Join a team with a code, enter xug1rl then click "Join team".
4. The team will now appear in your list of Teams.

If you have any questions or queries about this training offering, please get in touch with James Gibbons ([James.Gibbons@wales.nhs.uk](mailto:James.Gibbons@wales.nhs.uk)) either via Teams or email.

# KEY INFORMATION

We are now using ActionPoint to manage queries. You are able to submit queries to us through ActionPoint by emailing directly to [CAV.LED@wales.nhs.uk](mailto:CAV.LED@wales.nhs.uk) or by using or by using [ActionPoint UltraLite](#)

For enrolling yourself onto a course in ESR, please log in and follow these [instructions](#)

If you would like to subscribe to this newsletter to your personal email address, [sign up here](#) or scan the QR code below



To book places in ESR using any of the links in this newsletter- when prompted select 'Employee Self Service' to book for yourself or 'Manager Self Service' to book for your team members. If social distancing restrictions are lifted, further places will be made available nearer the time

The ESR Hub recommends using Google Chrome internet browser to complete e-learning modules in ESR

## LED KEY CONTACTS

Amelia Clark	Leadership & Management queries Values Based Recruitment & Appraisal Coaching	Tel: (029 21 8) 47833 Email: Amelia.Clark@wales.nhs.uk
Carrie Bodman	Nurse Education & TNA Queries Advanced Practice Funding Non-Medical Prescribing Funding	Tel: (029 21 8) 47835 Email: Carrie.Bodman@wales.nhs.uk
Chloe Thompson	Course booking queries General Enquiries Room Bookings Corporate Induction Queries	Tel: (029 21 8) 47834 Email: CAV.LED@wales.nhs.uk
Chris Ramshaw	Mandatory/Statutory Training Queries ESR Competency Queries	Tel: (029 21 8) 47836 Email: Chris.Ramshaw@wales.nhs.uk
Ffion Jenkins	Point of contact for NMPP	Tel: (029 21 8) 47838 Email: ffion.jenkins2@wales.nhs.uk
Meg McNaughton	Course booking queries General Enquiries Room Bookings	Tel: (029 21 8) 47460 Email: CAV.LED@wales.nhs.uk
Suzanne Gardner	Apprenticeships Widening Access	Tel: (029 21 8) 47460 Email: Suzanne.Gardner@wales.nhs.uk
ESR Hub	Login or password queries	Tel: 029 20905400
HCSW who are interested in undertaking nurse training; please discuss with your line manager who will refer you to your directorate's Practice Development Nurse/Practice Educator		
Nicola Giles	HCSW Education Queries HCSW Induction bookings	Tel: (029 21 8) 26924 Email: Nicola.Giles@wales.nhs.uk
Rob Ledsam	Course liaison for the CERT HE for HCSW	Tel: (029 21 8) 26932 Email: Robert.Ledsam@wales.nhs.uk
Violet Thomas	HCSW Development	Tel: (029 21 8) 25982 Email: Violet.Thomas@wales.nhs.uk
Practice Facilitator Hub		Tel: UHW (029 21 8) 42053 UHL (029 21 8) 25595