

JULY 2022

LEARNING, EDUCATION & DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



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VALUES BASED APPRAISAL

HAVE YOU HAD YOUR VALUES BASED APPRAISAL (VBA)?

It is YOUR opportunity to 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

- Complete the assessment
- Gather some feedback
- 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.

AVAILABLE TRAINING DATES FOR MANAGERS:

VIA TEAMS:

20th July
10am - 12pm

27th July
10am - 12pm

**BOOK VIA SELF
ENROLMENT ON
ESR [HERE](#)**

If you have already attended training and would like a refresher, please contact CAV.LED@wales.nhs.uk

VALUES BASED APPRAISAL: HOW TO UPLOAD TO ESR

We are running some short MS Teams sessions to show you how to record your / your staff's Values Based Appraisals on ESR. The sessions are only half an hour long and can be booked on ESR. Make sure you get your place booked now!

INTENDED AUDIENCE:

Line managers and staff within Cardiff and Vale UHB

OBJECTIVES:

By the end of this training, staff will be able to input a Values Based Appraisal onto ESR

AVAILABLE SESSIONS:

06-Jul-2022	12.00 – 12.30
21-Jul-2022	10.00 – 10.30
27-Jul-2022	12.00 – 12.30
09-Aug-2022	2.00 – 2.30
18-Aug-2022	9.00 – 9.30
01-Sep-2022	10.00 – 10.30
13-Sep-2022	12.00 – 12.30
30-Sep-2022	10.00 – 10.30



BOOK A PLACE:

To book a place on one of these sessions, please do so via self-enrolment on ESR - [click here](#) to be taken to the course or scan the QR code

ACCELER8

Applications for the ACCELER8 programme are now open!

ABOUT THE PROGRAMME:

ACCELER8 is about connecting leaders together, across boundaries, systems and professions, to solve problems, engage and motivate others, and improve leadership practices. We're not creating experts in any particular area, but exposing participants to a number of different experiences and perspectives, adding an additional layer to their existing knowledge and expertise. We challenge traditional health care systems thinking and through the weaving together of a number of key elements, we want to energise and reconnect participants to their "why" and to that of their organisation or service.

The programme is focused both on an individual participant's personal leadership practice and on how to work collectively with others.

HOW TO SUBMIT AN APPLICATION:

For more information and details on how to send in your application, please [click here](#).

COMMUNICATING WITH DIGNITY & RESPECT 2022

COURSE DESCRIPTION:

The overall aim of this programme is to help you to: enhance your communication skills; facilitate dignified and respectful communication and manage difficult conversations.

INTENDED AUDIENCE:

Admin staff and healthcare support workers

LEARNING OUTCOMES:

- Explore the concepts of dignity and respect and how they relate to every day work
- Examine your role in ensuring dignified and respectful communication with patients, relatives and colleagues
- Present models of communication which facilitates effective and respectful communication
- Apply a tool kit of communication strategies that can be used safely to promote dignity and respect with patients, carers and colleagues
- Raise levels of self awareness about the impact of own behaviour and communication on other people and how this can positively influence and promote respect and dignity in the workplace
- Discuss the key principles of assertive communication and how to manage / respond to emotions

DATES:

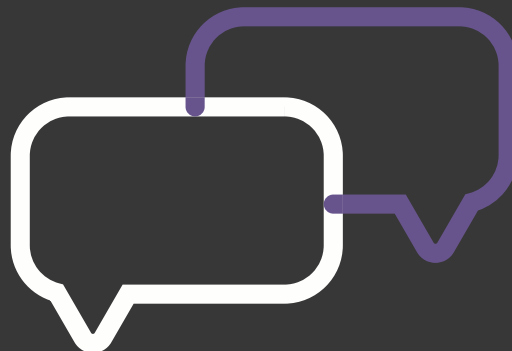
13th July
10th August
21st September
19th October
4th November
14th November

TIME:

9.30am - 5pm

HOW TO BOOK A PLACE:

Bookings for this course are done via self-enrolment, [click here](#) or search in ESR.



is it time to plan for your retirement?

**“Good session, very informative,
provided information I wasn’t
aware of.”**

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.

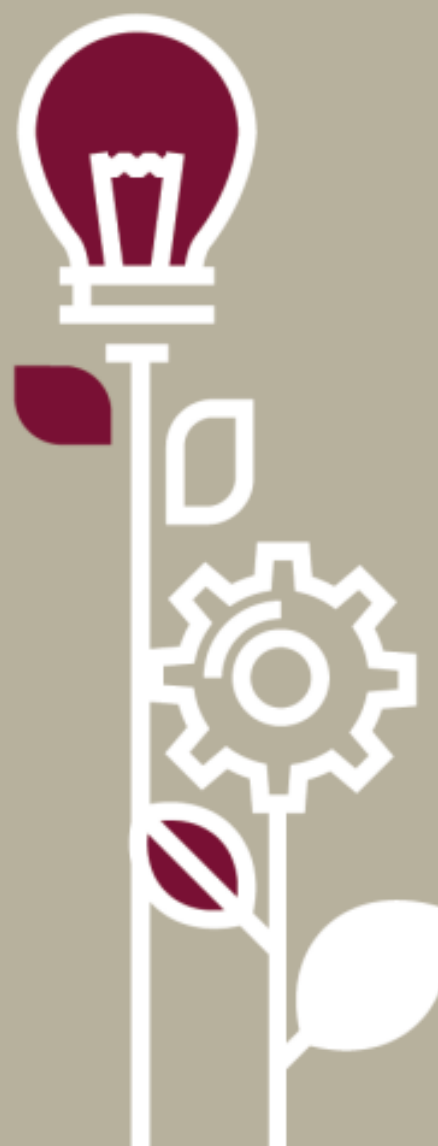
Pre-retirement course

See below for upcoming dates...

8 July 2022	Online	9:30am—12:00pm
5 August 2022	Online	1:00pm—3:30pm
21 September 2022	Cardiff	9:30am—3:30pm
24 October 2022	Online	1:00pm—3:30pm
7 November 2022	Cardiff	9:30am—3:30pm
12 December 2022	Online	9:30am—12:00pm

Grow your knowledge with us

**To find out more or book on to a
course, please contact
Chloe Thompson:
Chloe.Thompson2@wales.nhs.uk**



EMPLOYEE WELLBEING WORKSHOPS

JULY - THEME: MENOPAUSE

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.

MENOPAUSE AWARENESS Wednesday 6th - 9:30-11:30

[Book Here](#)

Menopause Awareness Session for CAVUHB staff which will discuss the importance of becoming menopause aware, including information on symptoms, supporting menopause within the workplace and signposting to helpful resources. This session also discussed the NHS Wales Menopause Policy and reasonable adjustments risk assessment

INTRODUCTION TO ASSERTIVENESS Friday 8th - 13:00-14:00

[Book Here](#) - 1 ticket per person

This CAVUHB workshop looks at the difference between Aggressive, Passive and Assertive Behaviour. It encourages us to think about our own and others behaviours and the impact these behaviours can have on your life. This course aims to help you to develop a more assertive communication style

STRESS RISK ASSESSMENT FOR MANAGERS Wednesday 13th - 9:30-11:30

[Book Here](#) - 1 ticket per person

This workshop includes information about stress in the workplace, stress resources, and will introduce and explain the Stress Risk Assessment form

WELLBEING CHAMPION TRAINING Thursday 14th - 12:00-16:00

[Book Here](#) - 1 ticket per person

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

QUESTION AND ANSWER SESSION FOR MANAGERS Monday 18th - 13:30-15:00

[Book Here](#)

Employee Health and Wellbeing Service are offering question and answer sessions via Teams for managers. The sessions will be aimed at supporting managers to help them support the wellbeing of their staff and to share information about wellbeing resources provided by Employee Health and Wellbeing

MENOPAUSE CAFÉ Wednesday 27th – 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. This session will take place via Microsoft Teams. Joining details will be sent prior to the event via email and will also be made available on the Eventbrite page. All staff are welcome to attend.

INTRODUCTION TO COMPASSION AND SELF-CARE Friday 29th – 9:30-11:30

[Book Here](#) - 1 ticket per person

The Introduction to Compassion and Self-care workshop will provide information on the importance of self-compassion and self-care and provide exercises and resources to help develop self-compassion



EMPLOYEE HEALTH & WELLBEING SERVICE

Occupational Health
Occupational Physiotherapy
Employee Wellbeing

HCSW INDUCTION

ARE YOU A HEALTHCARE SUPPORT WORKER?

Have you attended the Mandatory All Wales Healthcare Support Worker Induction?

NO

- Your manager will need to book you onto Induction by contacting Nicola Giles via email:
nicola.giles@wales.nhs.uk
- It is a mandatory requirement from the Welsh Government for ALL HCSWs Band 2 – 4 who joined after 2016 to attend Induction
- This course is accredited by AgoredCymru - you will need to complete and return a workbook 4 weeks after Induction to the HCSW Development Team (L.E.D) which will be given to you on Day 1 of Induction



YES

- Have you completed and returned your workbook? If not, you need to return this to the HCSW Development Team (L.E.D) asap if you have exceeded the 4-week deadline
- Have you checked your email? You may have been sent workbook corrections which need completing
- Your workbook will not be passed until all corrections are completed and returned

HCSW FRAMEWORK COMPLIANCE

ARE YOU A HEALTHCARE SUPPORT WORKER?

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

DID YOU KNOW?

All HCSWs must be compliant with the NHS skills and career framework

SO, WHAT DO YOU NEED TO DO?

Send a copy of your level 2 or 3 Healthcare Qualifications to the HCSW Development Team (LED) by email or bring it to us in person.

WHAT LEVEL HEALTHCARE RELATED QUALIFICATION SHOULD I HAVE?

BAND 2 - must have level 2
BAND 3 - must have level 3
BAND 4 - must have level 4

HOW TO CONTACT US

Phone: 02921 816924 / 826924

Email: charlotte.church@wales.nhs.uk

Office: LED Office, Academic Centre, Llandough Hospital



LED HCSW team at USW with successful Cardiff and Vale cert HE students

FIRST STEPS TO MANAGEMENT & ESSENTIAL MANAGEMENT SKILLS

The LED Team are pleased to announce that due to high demand we are planning two cohorts of both First Steps to Management and Essential Management Skills to begin in Autumn 2022.

To find the best match for you, please see a breakdown of the programmes and modules below.

Essential Management Skills

This programme aims to develop the essential skills that all managers need to effectively manage themselves, their teams and their resources. Throughout your time on this programme, you will gain an insight into the skills required to manage others and have a direct impact on the delivery of safe and compassionate care through improved individual and team performance.

The programme runs over 5 modules and covers a range of different topics suitable for managing teams within the Cardiff and Vale University Health Board. You will also have access to an online repository, which will provide videos, articles, documents, and additional materials to help you develop and improve your management skills.

Intended Audience: Those who are new to people management in Cardiff and Vale UHB e.g. having recently moved into a role with direct reports or are new to the organisation in a role with line management responsibilities.

Module 1 - Your Role as a Manager

Module 2 - Caring for our People & Culture

Module 3 - Managing Our People & Culture

Module 4 - Managing Our Resources

Module 5 - Caring for our Patients Through Good Processes



First Steps to Management

Within any organisation, not just the NHS, the first level management role is probably one of the most important. The ability to understand and communicate effectively with a broad range of people is essential. Regardless of role or organisational position, staff can carry influence beyond their immediate team and impact on the delivery of services. This programme is designed to equip both new and experienced supervisors, team leaders and aspiring managers in Cardiff & Vale UHB with an increased self-awareness and understanding of their personal impact.

The programme runs over 5 modules and covers a range of different topics suitable for managing teams within the Cardiff and Vale University Health Board. You will also have access to an online repository, which will provide videos, articles, documents, and additional materials to help you develop and improve your management skills.

Intended Audience: Aspiring people managers, team leaders and supervisors, who are not yet in formal line management roles but see it as their next career step. This programme will help them to gain a greater awareness of their personal impact and to begin to develop their management skills

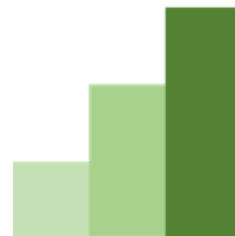
Module 1 - Organising Yourself and Others

Module 2 - Working With Others

Module 3 - Developing Communication

Module 4 - Policies & Procedures

Module 5 - Creating a Positive Work Environment



If you would like to register your interest in attending with of the programmes, please [click here](#) or scan the QR code below.

Please note: If you have previously been offered a place on either programme but had to decline for whatever reason, please complete a new form



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

KEY UPDATES

NAME CHANGE

We are changing our name! We will no longer be LED and we will soon be 'ECOD' for Education, Culture and Organisational Development. More updates to follow soon!

OSCE

Fantastic achievement! We have just celebrated reaching 300 international nurses who have successfully passed their OSCE and joined the UHB as registered nurse.

CORPORATE INDUCTION

If you would like to be added to the distribution list to be notified when new dates are available or make a booking for Corporate Induction, please contact Chloe Thompson.

PLEASE NOTE: an email address must be included for the staff member when making the booking and they will need be set up with an account on ESR.

chloe.thompson2@wales.nhs.uk

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 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