

JANUARY 2023

EDUCATION, CULTURE & ORGANISATIONAL DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



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LEADERSHIP & MANAGEMENT APPLICATIONS ARE CHANGING

We're making improvements to the application process for our management and leadership programmes. Applications for any of our offerings are now being handled by a single form, which will ask tailored questions based on the programme you choose to apply for.

In addition, we're moving away from only accepting applications during set windows to now enable you to apply for any of our programmes at any time.

We've made this decision based on feedback, where prospective participants had not applied either because they missed the window or because it wasn't the right time for them to apply.

We anticipate that this will make the application process less complicated and more equitable.

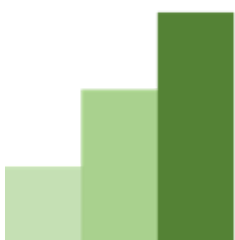
Once applications have been received, they will be reviewed and if successful, applicants will be assigned a place on the next available cohort.

The next available start dates for our programmes are:

- First Steps to Management – March 2023
- Essential Management Skills – June 2023

Applications for all of our programmes can now be submitted through the CAV ECOD: Management and Leadership Programmes – Application Form.

[Click here](#) or scan the QR code



THE PRINCE'S TRUST

'GET INTO HEALTH AND SOCIAL CARE WITH THE NHS'



In November 2022, Cardiff and Vale UHB were delighted to welcome 13 young people undertaking the Prince's Trust 'Get into Health and Social Care with the NHS' programme. These young people were placed as Patient Environment Support Workers and completed a 2-day induction programme with ECOD.

The young people were placed on wards across the organisation including Maternity services, Children's Hospital for Wales and UHL. This 4-week programme provides young people with an introduction to healthcare careers and helps to build skills and confidence when applying for jobs.

A celebration event was held at the end of their placements with all the candidates receiving their certificates from Charles Janczewski, Chair of the UHB.

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

- 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.

[Click here](#) or scan the QR code for key resources



When training is made available for managers, this will be available to book via self enrolment on ESR.

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

ENHANCED COMMUNICATION SKILLS REGISTERED STAFF

COURSE DESCRIPTION

This one-day workshop has been designed to help registered practitioners develop effective communication skills which will enable dignified and respectful communication during difficult conversations with both colleagues and patients.

COURSE OBJECTIVES

By the end of this course the candidate will be able to:

- Explore the concepts of dignity and respect and to relate the discussion to clinical practice
- Critically evaluate a model of communication and the key principles of assertive communication and thus how to facilitate effective and respectful communication.
- Evaluate and apply a tool kit of communication knowledge, models and skills that can be used when having difficult conversations with both patients and staff.
- Reflect upon the impact of own behaviour and communication style upon other people and discuss how this self-awareness can positively influence and promote respect and dignity in the workplace.
- Develop skills in managing own emotional state and behaviours during difficult conversations.
- Build effective rapport with patients and colleagues.

AVAILABLE DATES 2023

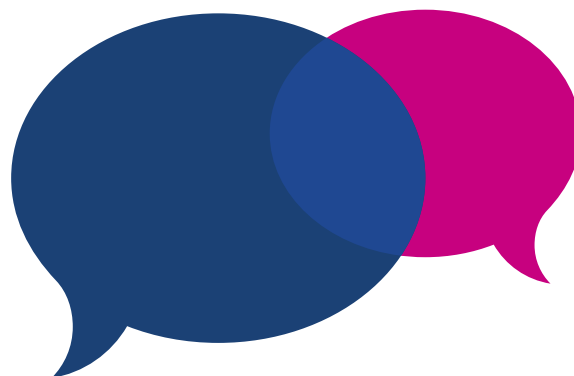
26th January

21st March

23rd May

17th July

19th September



Bookings are made via self-enrolment on ESR.

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 meet 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

EMPLOYEE WELLBEING WORKSHOPS

FEBRUARY

WELLBEING CONVERSATIONS WORKSHOP

Thursday 2nd - 9:30am - 10:30am

Book here: [Online](#)

MENOPAUSE AWARENESS WORKSHOP

Monday 6th - 1pm - 2pm

Book here: [Online](#)

STRESS RISK ASSESSMENT FOR MANAGERS WORKSHOP

Tuesday 7th - 1pm - 3pm

Book here: [Online](#)

INTRODUCTION TO MINDFULNESS WORKSHOP

Monday 13th - 9:30am - 10:30am

Book here: [Online](#)

LONG COVID PEER SUPPORT GROUP

Tuesday 13th - 1pm - 2pm

Book here: [Online](#)

INTRODUCTION TO COMPASSION AND SELF-CARE WORKSHOP

Friday 24th - 9:30am - 12:30pm

Book here: [Online](#)

MENOPAUSE CAFÉ

Monday 27th - 1pm - 2pm

Book here: [Online](#)



Joining details will be sent via email prior to the event and will also be made available on the Eventbrite page.

KEY UPDATES

NEW E-LEARNING PACKAGES

New e-Learning packages coming soon! Perfect opportunity to get your compliance up to date.

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 to be set up with an account on ESR.

chloe.thompson2@wales.nhs.uk

SAFEGUARDING E-LEARNING

If the Safeguarding level 1 eLearning isn't working, please enrol onto 'Safeguarding People'. This will suffice for both Safeguarding Adults and Children level 1.

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.ECOD@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

ECOD 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.ECOD@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.ECOD@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
<p>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</p>		
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