

LEARNING, EDUCATION & DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



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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

Update Your Welsh Language Competency



Staff are being asked to update their Welsh Language competencies on ESR. This step-by-step guide will help you.

1 Log in to ESR and go to 'My Learning'

2 Click on the button for 'Compliance and Competency'

3 Click 'Add Competencies'

4 Click 'Find Competencies'

5 Type one of the following (including % sign):
%speaking%, %reading%, %writing%

6 Click the check box and the click 'Select'

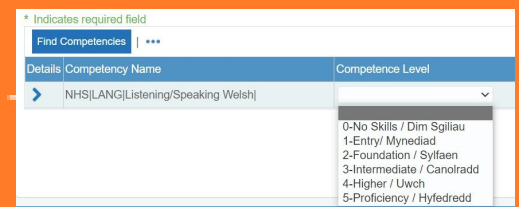
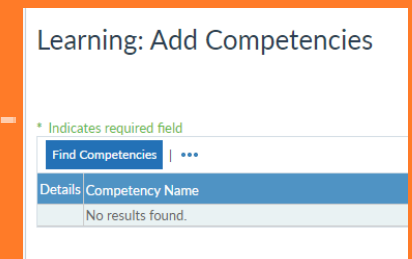
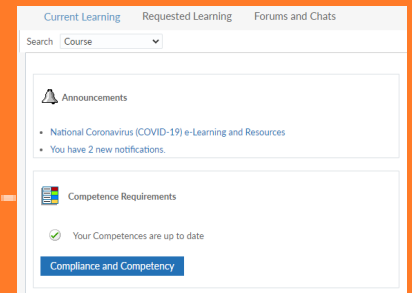
7 Select the competence level that most applies

8 Repeat steps 4-7 for the other two options

9 Click 'Apply'

10 Check the competencies are correct and click 'Review and Submit'

11 Click on 'Submit'



This is sent to your line manager for approval. This must be completed within 7 days. Please ask them to approve this as soon as possible in order for it to show on your record.

Additional support can be provided by the Learning, Education and Development Department.
led@wales.nhs.uk | (02921 8) 47836



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Casdydd a'r Ffyn
Cardiff and Vale
University Health Board

CALLING ALL COACHES...

**DO YOU HAVE AN ACADEMIC
COACHING/MENTORING QUALIFICATION
AND WANT TO DO MORE WITH
YOUR SKILLS?**



**IF SO, COME AND JOIN
CARDIFF & VALE'S COACHING NETWORK!**
PLEASE SCAN CODE OR EMAIL LED@WALES.NHS.UK FOR MORE INFO

NOW AVAILABLE: COACHING SKILLS FOR LEADERS & MANAGERS

INTENDED AUDIENCE:

All staff both clinical and non-clinical with leadership and management responsibilities, from team leaders to senior managers

COURSE OBJECTIVES:

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

- Select the appropriate coaching approach to meet the needs of the individual, the team and the organisation
- Confidently apply coaching techniques in the workplace using a variety of tools and models
- Use coaching to help people move through change
- Identify the steps needed to establish a coaching and continuous improvement culture within their own team, department and organisation

DATES:

18 January 2022
8 February 2022
24 March 2022

TIMING: 9.30am-5pm



**Coaching For Leaders &
Managers
Classroom**



Book now

TO BOOK A PLACE - PLEASE [CLICK HERE](#) OR USE THE QR CODE

FIRE TRAINING DATES

VENUE: UHW - Denbigh House

JANUARY 2022

4 Tues - 10am
7 Fri - 9am
17 Mon - 10am
17 Mon - 11am
21 Fri - 9am
21 Fri - 10am
31 Fri - 10am
31 Fri - 11am

FEBRUARY 2022

1 Tues- 10am
1 Tues - 11am
7 Mon - 9am
7 Mon - 10:30am
11 Fri - 9am
11 Fri - 10am
14 Mon - 9am
14 Mon - 10am
25 Fri - 11am

MARCH 2022

1 Tues - 9 & 10:30am
2 Weds - 9 & 10am
4 Fri - 9 & 10:30am
10 Thurs - 9 & 10:30am
11 Fri - 9 & 10:30am
14 Mon - 9 & 10:30am
18 Fri - 9 & 10:30am
21 Mon - 9 & 10:30am
22 Tues - 9 & 10:30am
23 Weds - 9 & 10:30am

To book a place on this course, please log onto ESR and follow these instructions. Further dates are available on ESR

VENUE: UHL H+S Unit (Next to ante natal clinic)

JANUARY 2022

07 Fri -9am
07 Fri - 1:30pm
10 Mon - 9am
10 Mon - 1:30pm
11 Tues - 10am
12 Weds - 10am
14 Fri - 9am
14 Fri - 1:30pm
21 Fri - 9am
21 Fri - 1:30pm
25 Tues - 10am
28 Frid - 9am
28 Fri - 1:30pm

FEBRUARY 2022

02 Weds - 10am
07 Mon - 10am
15 Tues - 10am
18 Fri - 9am
18 Fri - 1:30pm
21 Mon - 10am
22 Tues - 9am
22 Tues - 1:30pm
23 Weds - 10am
28 Mon - 9am
28 Mon - 1:30pm

MARCH 2022

07 Mon - 10am
08 Tues - 9am
08 Tues - 1:30pm
09 Weds - 10am
14 Mon - 9am
14 Mon - 1:30pm
15 Tues - 10am
28 Mon - 1pm

APRIL 2022

1 Fri - 9am
1 Fri - 1pm

To book a place on this course, please log onto ESR and follow these instructions. Further dates are available on ESR

FIRE WARDEN DATES

DATE:

13 January 2022
4 February 2022

TIME:

09:00 - 13:00
09:00 - 13:00

LOCATION:

UHW - Denbigh House
UHW - Denbigh House



To book a place on this course, please log onto ESR and follow [these instructions](#).

PRE-RETIREMENT 2022

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:

27 January -
3 March -
21 April -
23 May -
8 July -
5 August -
21 September -
19 October -
7 November -
7 December -

TIME:

9:30 - 12:00
13:00 - 15:30
09:30 - 15:30
09:30 - 15:30
09:30 - 15:30
09:30 - 15:30
09:30 - 15:30
09:30 - 15:30
09:30 - 15:30
09:30 - 15:30

LOCATION:

- Online
- Online
- Online
- Online
TBC
TBC
TBC
TBC
TBC
TBC

To find out more information or to reserve your place, please contact Learning, Education & Development:
led@wales.nhs.uk

SRA STAFF RECOGNITION AWARDS

FRIDAY 8TH APRIL 2022

Every day staff and volunteers who work for the Health Board demonstrate excellent practice and dedication to ensure we are 'Caring for people, keeping people well'.

AWARD CATEGORIES FOR EXCELLENT PRACTICE:-

- Amplifying our Strategy into Action
- Best Environmental Sustainability Project
- Chair & Chief Executive Award
- Chairs Commendation
- Compassionate Leadership Award
- Contribution to Education and Teaching
- Exceptional contribution during the COVID-19 pandemic
- Health and Wellbeing at Work
- Health Charity Star of the Year
- Innovation, Improvement and Transformation at its best
- Leading in equality, diversity and inclusion
- Living Our Values Award
- Meeting our requirements for the Welsh Language Standards
- Outstanding Contribution to Safety
- Patient Engagement and Experience
- People's Choice Award
- Research & Development
- Volunteer of the Year



SUBMISSION BY : FRIDAY 21ST JANUARY 2022

JUDGING : FRIDAY 4TH FEBRUARY 2022

AWARDS CEREMONY : FRIDAY 8TH APRIL 2022



SCAN ME

The nomination form can be found on the Staff Recognition Awards page of the Internet site.

If you require any help please email Julie Scott (julie.scott@wales.nhs.uk) or the LED generic account (LED@wales.nhs.uk) or phone 02921 847834

KEY UPDATES

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

If you would like to subscribe to this newsletter direct to your inbox [sign up here](#) or scan the QR code below

Fantastic achievement! To date we have 185 international nurses who have successfully passed their OSCE and joined the UHB as registered nurse.



To book places on the courses please log into ESR and follow these [instructions](#)

LED KEY CONTACTS

ESR Hub	Login or Password Queries	Tel: 029 20905400
Amelia Clark	Leadership & Management Queries Values Based Recruitment & Appraisal Coaching	Tel: 029 21 847833 / Int: 47833 Email: Amelia.Clark@wales.nhs.uk
Carrie Bodman	Nurse Education & TNA Queries Advanced Practice Funding Non-Medical Prescribing Funding	Tel: 029 21 847835 / Int: 47835 Email: Carrie.Bodman@wales.nhs.uk
Chloe Knott	Course booking queries General Enquiries Room Bookings	Tel: 029 21 847834 / Int: 47834 Email: led@wales.nhs.uk
Chris Ramshaw	Mandatory/Statutory Training Queries ESR Competency Queries	Tel: 029 21 847836 / Int: 47836 Email: Chris.Ramshaw@wales.nhs.uk
Julie Scott	Pre-Retirement Bookings Corporate Induction Queries	Tel: 029 21 847833 / Int: 47833 Email: Julie.Scott@wales.nhs.uk
Rob Ledsam	Course liaison for the Cert HE for HCSW	Tel: 029 21 826932 Email: robert.ledsam@wales.nhs.uk
Suzanne Gardner	Apprenticeships Widening Access	Tel: 029 21 847461 / Int: 47461 Email: Suzanne.Gardner@wales.nhs.uk
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 826924 / Int: 26924 Email: Nicola.Giles@wales.nhs.uk
Ffion Jenkins	Point of Contact for NMPP	Tel: 029 21 847838 / Int: 47838 Email: ffion.jenkins2@wales.nhs.uk
Violet Thomas	HCSW Development	Tel: 029 21 825982 / Int: 25982 Email: Violet.Thomas@wales.nhs.uk
Practice Facilitator Hub		Tel: UHW 029 21 842053 #42053 UHL 029 21 825595 #25595