



Phoenix Community Care Ltd Policy & Procedure

160 Staff Training and CPD

Version	Written	Updated/ reviewd	Scheduled Review Date	Author/ reviewer	Approving Body	Date Approved
1	03/19		03/21	Gena Areola	Board of Directors	

CONTENTS

Table of Contents

Staff Training and CPD	1
Introduction	3
Core and Required Training	3
Continual Personal Development	3

Introduction

Phoenix Community Care (PCC) recognises the value of ongoing training and continual personal development both for the personal development of our staff and that of our organisation ultimately impacting on the quality of the service we provide to our service users.

As an employer of registered social workers, PCC is not responsible for their continual personal development, however, we are keen to support our staff in order to assist them in maintaining their registration.

Core and Required Training

As an organisation, PCC work with very vulnerable people both within our supported housing and our Fostering Agency. Our work is also subject to relevant legislation and as such the following training is mandatory for all our staff:

- Safeguarding children and vulnerable adults
- Relevant legislation
- Health & Safety in the Workplace
- Code of Conduct
- Partnership Working and Information Sharing
- PCC's Policies and Procedures
- Lone Working
- Data Protection / GDPR
- Equality and Diversity

Our training is delivered by professionals with an understanding of the legislative requirements regarding supported housing and fostering.

Specialised training (i.e. - First Aid in the workplace) is bought in.

PCC will also provide information sessions if and when they are relevant such as:

- Fostering Finance Advice from FosterTalk
- Understanding Universal Credit from Haringey Partnership
- Adverse Childhood Experiences (ACE) from Al Coates MBE

Continual Personal Development

PCC encourages all its staff to be mindful and active regarding their continual personal development, however for registered social workers it is a requirement of their registration with HCPC (Health & Care Professions Council).

PCC keeps a copy of all training attended in each staff members file, however, it is the responsibility of the individual to ensure they are meeting the requirements of their registration and keeping a CPD file of all activities undertaken.

As part of our commitment to our staff, PCC will provide the following opportunities to assist with some aspects of continual personal development:

- Promote continuous learning and knowledge sharing through which social workers are encouraged to draw out learning points by reflecting on their own cases in light of the experiences of peers.
 - Monthly supervisions encouraging reflection and analysis
 - Staff meetings to enable peer reviews
 - Case discussions with colleagues to develop personal practice
 - Experience through work
- Allow time to attend formal education
- Allow time to attend relevant conferences and lectures
- Provide non-mandatory training sessions on subjects that are relevant to the work of PCC.

PCC will consider any requests made by staff for specific training should it be relevant to the work and development of PCC and the service we provide.