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The Core Training Programme for Children's Social Workers

Please note: It is advised that Core Training Programme courses are undertaken in the following order:

- Introduction to Social Care with Children and Families
- Values and Principles in Working with Children and Families
- Introduction to Legislation, Policies and Procedures
- Child Development, Attachment Working and Observation
- Good Practice in Working With Families
- Recognising and Working With Child Abuse and Neglect
- Total Respect / Respect Matters

Introduction to Social Care with Children and Families

Target Audience:

This course is for all new social workers in Children's Services. The aim is to introduce employees to key concepts fundamental to practice in Children's Social Care.

The Learning Outcomes:

- Show an understanding of basic legislation and policy informing social care work with children and Families
- Show an understanding of key concepts such as partnership, confidentiality, empowerment and assessment
- Demonstrate an increased awareness of social care services in Cambridgeshire

Values and Principles of Working With Children and Families

Target Audience:

This course is for all employees without a social work qualification; it is not required training for qualified social workers.

The Learning Outcomes:

- Have an awareness of children's rights and how to promote them
- Define and have an understanding of anti-oppressive practice
- Understand the effects of poverty and social exclusion on families
- Identify and explain concepts central to work with children and families such as 'partnership', 'confidentiality' and 'empathy'

Introduction to Legislation

Please note: this course used to be called 'Introduction to Legislation, Policy and Procedure'.

Target Audience:

This course is for all new social workers in Children's Services and those wanting to refresh their knowledge of the 1989 Children's Act and the Human Rights Act.

The Learning Outcomes:

- Understand the principles of the Children Act 1989 and the powers and duties given to the Local Authority by the Act
- Understand Section 17 and Section 47 of the Children Act and their significance to working with children in need and those in need of protection
- Understand the various private and public law orders under the Act
- Have an awareness of other relevant legislation such as the Human Rights Act
- Understand the Framework for the Assessment of Children in Need and their Families and Working Together 3.
- Understand the Interagency Procedures for Safeguarding and Promoting the Welfare of Children in Need

Child Development, Attachment and Observation

Please note: this course used to be just 'Child Development and Attachment'.

Target Audience:

This course is for all new social workers in Children's Services and those wanting to revise use of resilience theory, attachment and development theory and observation techniques.

The Learning Outcomes:

- Understand child developmental dimensions as set out in the Assessment Framework
- Demonstrate the ability to identify and describe the development of attachments and of attachment behaviours and strategies

- Show an awareness of how the above may affect children and the relevance of it to our work
- Apply theories of development and attachment to case studies and appreciate the relevance of such theories to work with children

Good Practice in Working with Families

Target Audience:

This course is for all employees without a social work qualification; it is not required training for qualified social workers.

The Learning Outcomes:

- Understand how to engage, sustain and disengage from relationships with clients
- Understand the importance of making a risk assessment in relation to their safety.
- Understand hostility and resistance to intervention and how to assess this
- Show an appreciation of the importance of partnership working including power issues in the worker/client relationship
- Show awareness of different forms of communication and of user-friendly language
- Demonstrate the use of written agreements in accessible language when working with families

Recognising and Working With Child Abuse and Neglect

Please note: this course replaces (but is still sometimes referred to as) 'Signs and Symptoms of Working with Child Abuse and Neglect'.

Target Audience:

This course is for all new social workers in Children's Services and should be completed within the first year of their employment at Cambridgeshire County Council. This two-day course should be completed before the 5-day 'Carrying Out Child Protection Enquiries' training is undertaken.

The Learning Outcomes:

- Define what is meant by physical, sexual, emotional abuse and neglect and identify the threshold of significant concern and significant harm in these areas
- Identify potential signs and symptoms of significant harm
- Make links between parental ill health, domestic violence and substance abuse and possible abuse or neglect
- Be aware of the long-term impact of abuse and neglect on children

- Place abuse and neglect in the context of:
 - Cambridgeshire Inter-Agency procedures
 - Working Together to Safeguard Children
 - Framework for the Assessment of Children in Need and their Families

Total Respect

Please note: this 2-day course replaces 'Communicating With Children and Young People'.

Target Audience:

This course is for all new social workers in Children's Services and provides an opportunity for social workers and young people to learn together.

The Learning Outcome:

- Enhance communication with young people

Safeguarding Children from Harm

Please note: This course is designed as an introduction to child protection.

Target Audience:

Although not part of the Core Training Programme for Childcare Social Workers, this course is considered to be core training for Social workers in Adults' Services whose work may include some contact with children. It aims to give participants an introduction to possible signs of the mistreatment of children as well as guidance on how to act when there are concerns about the safety or general welfare of a child or young person.

The Learning Outcomes:

By the end of the course participants should have an awareness of:

- the signs and indicators of possible abuse and neglect
- what to do if they have concerns about children, in order to safeguard and promote the welfare of children
- what will happen once they have informed someone of their concerns
- the further contribution they may be asked or expected to make, including how to share information
- some basic information about the legislative framework within which children's welfare is safeguarded and promoted
- their roles and responsibilities and those of others

Additional Courses

Courses are free to employees of Cambridgeshire County Council

Adoption: Putting it into Practice

Target Audience: This course is for all Social Workers, Managers, Review Managers, Fostering and Adoption Services and Residential Care Employees.

The Learning Outcomes are: By the end of the session participants will:

- Understand the nature of adoption in the 21st Century, including knowing about the impact of research, practice experience and national standards
- Be able to plan towards adoption for children, taking into account the need to make permanence plans within the new legal framework
- Be aware of having to work with the needs of all parties to the adoption triangle, including counselling birth parents, assessing and preparing children and supporting adopters
- Understand the relevance of contact in adoption and be able to set appropriate contact plans for children

An Introduction to Disability Equality

Target Audience: This is an introductory course designed for all employees working with disabled children and their families and to begin to consider Disability Equality issues.

The Learning Outcomes are: By the end of the session participants will:

- Define disability according to the social model
- Explain why equality for disabled people should be promoted
- Identify barriers that disabled people face and initiate practical solutions to remove these
- Describe the key points of legislation which impacts upon Disability Equality

An Introduction to Equality and Diversity

Target Audience: This course is for all Children's Services employees to provide an introduction to the concept of anti-discrimination, the legislative framework and the response through policies and practice expectations of Cambridgeshire County Council.

The Learning Outcomes are: By the end of the session participants will:

- Define the terminology relating to Anti-Discriminatory Practice

- Identify the legislation that relates to Anti-Discriminatory Practice
- Identify what discrimination might look like within Children's Services
- Explain why discrimination is so damaging to children and their families
- Describe how practitioners can promote equality in their setting
- Identify the policies and procedures in place for dealing with discriminatory incidents
- Describe the individual and social models of disability
- Discuss the power of language that relates to discrimination and consider appropriate language to use

Assessing the Needs of Disabled Children and their Families

Target Audience: A half day training session for all managers and employees who are involved in proceedings under the 'Children Act 1989'

The Learning Outcomes are: By the end of the course participants will have:

- Updated knowledge on recent case law in relation to the 'Children Act 1989'
- A comprehensive handout will be included in this training session

Autism and Challenging Behaviour

Target Audience: This course is designed for employees, who have already attended the *Working with Children who have Autism* training course provided by the Organisational Development and Learning Team. The aim of the course is for employees to improve their knowledge and understanding of the potential relationship between Autism and Challenging Behaviour

The Learning Outcomes are: By the end of the course participants will have:

- Explored the ways in which employees can support young people with autism to manage their behaviour
- Considered some of the ethical dilemmas associated with managing challenging behaviour

Carrying Out Child Protection Enquiries

Target Audience: This 5-day course is for members of employees who have complete the core training and who will be carrying out child protection enquiries as part of their job role.

The Learning Outcomes are: By the end of the course participants will have:

- Enhanced knowledge of joint working with police during the Child Protection process
- Gained knowledge of relevant criminal legislation
- Built on existing knowledge of civil legislation

- Enhanced knowledge about Cambridgeshire procedures in relation to planning and carrying out joint enquiries
- Built upon knowledge of child development and develop skills in communicating with children when carrying out an enquiry
- Gained understanding of adults who pose a risk to children

DVD Training – This 4-day course follows on from the Carrying Out Child Protection Enquiries Course

Target Audience: This course is for employees who have already attended the 5-day Carrying Out Child Protection Enquiries Course. As places on the course are limited this course is not advertised but offered to managers who will prioritise employees' attendance.

This course is the practical part for what has been learnt in the first 5-days.

Case Law Update

Target Audience: A half-day training session for all managers and employees who are involved in proceedings under the Children Act 1989

The Learning Outcomes are:

- To update knowledge on recent case law in relation to the Children Act 1989.
- A comprehensive handout will be included in this training session

Child Protection – 1-day course

Target Audience: This course is aimed at all employees who work with children in the private, voluntary or independent sector.

The Learning Outcomes:

- To gain a basic knowledge of the signs and indicators of abuse
- To gain a basic knowledge of child protection processes
- To raise awareness of the responsibilities for contributing to the safeguarding of children's welfare
- Exploring the new '**working together**' and the process outlined in '**what to do if you're worried a child is being abused**', including the purpose of inter-agency activities and the decisions required at each stage

Children's Pills and Potions

Target Audience: Employees working in OCYPS who may be required to administer medication as part of their job role.

The Learning Outcomes: By the end of the course participants will understand

- How to give medicines whilst working in a domiciliary care setting
- Medication storage
- Administration of medication
- Doses and instructions
- Legislation framework & how it fits into the tasks of medication management
- The way drugs work
- Problem solving in medication
- Record keeping

Children's Moving and Handling

Target Audience: Organisational Development and Learning Team can offer other dates for Assisting People to Move training for employees working in OCYPS. This is a mandatory course, which has to be attended every 12 months.

Content is specifically tailored to your requirements

The Learning Outcomes are:

- Basic anatomy of the spine
- General back care and posture
- Safe principles and techniques of Moving and Handling
- Equipment to help you in the workplace
- Manual Handling regulations
- Reducing the risks in the workplace

Communication and Disabled Children

Target Audience: A course designed for all employees working with Disabled Children and their Families to consider the communication needs of Disabled Children.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Identify motivators and barriers to communication
- Identify opportunities available to listen to disabled children
- Consider what skills needed to communicate
- Identify ways in which the communication needs of disabled children can be discovered
- Discuss examples of good practice in communicating with disabled children

Completing Disabled Children's Safety Plans

Target Audience: All employees who work with Disabled Children and their families to be given the opportunity to reflect upon and improve their practice in completing the Child/Young Person Safety Plan.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Describe the factors that contribute to the increased vulnerability of Disabled Children
- Describe the types of behaviour carried out by children and young children that might pose a risk to their health and safety
- Demonstrate an understanding of the process of completing a risk assessment in relation to children's personal safety
- Show an ability to analyse risks children and young people pose both to themselves and also to others
- Indicate how they would ascertain the views of the child/young person and involve them in an assessment of their safety
- Demonstrate an ability to complete the departmental recording form: Child/Young Persons Safety Plan – ICS format (previously SOC1471)

Good Practice in Core Assessments

Target Audience: This course is for all Social Care employees who are required to carry out Core Assessments. The aim of the course is to improve practice in all aspects of carrying out Core Assessments with children and their families.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Identify the two phases of an assessment from planning through to review
- Demonstrate improved skills in involving parents and children in the assessment process
- Demonstrate an understanding to the role of other agencies and how to engage them in the assessment process
- Develop a range of tools for analysing and evaluating assessments using evidence based approach.

Inappropriate Sexual Behaviours

Target Audience: All employees who work with children and young people with learning disabilities across the OCYPS. The aim of this training is to give a brief overview of what inappropriate sexual behaviour is in children and young people with learning disabilities, to enable participants to begin to understand it & begin to devise strategies to help manage inappropriate sexual behaviours.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Understand what is meant by the term 'Inappropriate sexual behaviour'
- Outline the main possible causes & influencing factors related to inappropriate sexual behaviours.
- Describe a range of positive approaches to help support & develop positive relationships with young people who have learning disabilities
- Describe a range of positive approaches & personal / organizational strategies to help manage inappropriate sexual behaviour.

Intensive Interaction

Target Audience: All employees working with children and young people with learning disabilities across the OCYPS. The training will address the theory and practice of intensive interaction, using case studies and examples to highlight good practice and exploring the particular issues in effective communication for the trainees. The course will also explore the links between intensive interaction and active support so that workers consider the way these approaches can be used to increase engagement with service users and improve quality of service provision.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Understand the development of intensive interaction
- Understand the fundamentals of communication
- Be able to do intensive interaction
- Have knowledge of organising work on intensive interaction
- Have an understanding of the background to levels of engagement for people with complex needs
- Understand the role of active support in increasing engagement
- Have practiced examples of active support
- Understand the effect of employees' values and attitudes on communication
- Be aware of additional resources and sources of help/advice

Life Story Work

Target Audience: This course is for all employees working with looked after children

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- To explore the importance of undertaking life story work with children looked after by the local authority

- To examine the key elements to be covered in life story work with particular reference to exploring significant questions for children and young people
- To consider different ways of working directly with children, taking into account individual needs and issues
- To focus specifically on undertaking life story work with children who have experienced abuse and/or abuse

Makaton Foundation

Target Audience: This course is aimed at all employees working with children who use or may use Makaton

The Learning Outcomes are: By the end of the workshop participants will:

- The foundation Workshop is an accredited **2-day course**, which will teach you stages 1-4 of the Makaton Core Vocabulary, in a fun and lighthearted way!
- Signs and Symbols from stages 1-4 and Additional Vocabulary are taught during practical sessions.
- The lecture sessions cover current research into sign use; symbols design themes, the use and purpose of Makaton, and an overview of alternative systems of communication.
- At the end of the Foundation workshop, participants should be able to use the early stages of the Makaton vocabulary with children, students and service users.

Please Note: there is a £15 charge to attend this course to cover the cost of course material

Maximising Life Chances for Looked After Children

The government vision for increased prospects and opportunities for all children is now providing the framework for service delivery for all agencies. For those in social care there are increased challenges when working with those who are disadvantaged, socially excluded or experiencing severe family trauma and breakdown.

The Every Child Matters green paper identified the five outcomes that are most important to children and young people. **Suitable for social workers, child and family workers, residential workers & foster carers**, and addressing an outcome a day, this 5-day course is designed to enable participants to focus on increasing opportunities for the children and young people on their caseloads. Utilising existing skills and knowledge, highlighting local and national networks of support and involving presentations from local services the course will bring the ECM agenda into focus through its application to practice.

The Learning Outcomes are: By the end of the workshop participants will:

- Display an understanding of the ECM agenda and link it to practice
- Explain the importance of including children and young people in decision making processes, representing their wishes and feelings, and ensuring equal participation and access to services.
- Discuss the relevant health and education issues for vulnerable children, with particular reference to those looked after.
- Demonstrate an ability to translate theory into practice- building confidence and increasing skills in relation to maximising life chances.
- Highlight appropriate services available to children and young people and how to access and promote participation.
- Display by participation, action planning and presentation required knowledge, confidence and awareness in addressing relevant issues with children and young people

Meeting the Needs of Children with Multiple and Profound Learning Disabilities

Target Audience: All employees who work with children and young people with learning disabilities across the OCYPS. The aim of the day is to enable participants to discuss aspects of meeting the needs of children and young people with PMLD, with particular reference to communication.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Articulate the principles you use when working with people with profound and multiple learning disabilities.
- Start assessing the communication strengths and needs of people with profound and multiple learning disabilities with whom you work
- Improve the way in which you interact with people with profound and multiple learning disabilities.
- Help people with profound and multiple learning disabilities to become more competent in their communication.
- Improve the quality of life with profound and multiple learning disabilities, in relation to their ability to communicate and interact with those around them.

Mental Capacity Act 2005 – How it relates to children and young people

Target Audience: All employees who work with children and young people across the OCYPS. Capacity is now a feature in the work of all health and social care employees. And, as the Mental Capacity Act can apply to anyone over the age of 16, carers of young people need to know about it as much as anyone. The Act also has important things to say about the protection of children under 16. This short workshop will provide employees with the opportunity to explore the Mental Capacity Act and its implications for employees working with children and young people.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Identify situations when the Mental Capacity Act applies to their work
- Follow the MCA framework for capacity assessments
- Make best interests decisions that are consistent with the Mental Capacity Act

Participation and Disabled Children

Target Audience: All employees working with disabled children and their families, as well as other employees who may benefit from an introduction to the area

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Discuss why Disabled Children and Young People should be involved in decisions and discussions that affect their lives
- Identify the opportunities available for employees to involve Disabled Children and Young People in decisions and discussions that affect their lives
- Identify potential barriers to the involvement of Disabled Children and Young People
- Recognise ways in which our work can be more inclusive
- Consider examples of good practice

Play, Leisure and Disabled Children

Target Audience: All employees working with Disabled Children and their families to develop, explore and reflect upon their understanding of disabled children's experiences of leisure and play opportunities.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Recognise the barriers experienced by Disabled Children and their families in terms of accessing play and leisure opportunities
- Consider what is meant by 'Play'
- Explore the different types of play
- Determine the role of the practitioner in children and young people play
- Investigate how the practitioners can recognise play cues and frames
- Debate the role of risk in play

Preparing Documents for Care Proceedings

Target Audience: To provide those who are expected to attend court in children's proceedings with the opportunity to develop their skills in presenting themselves and their evidence in court.

The Learning Outcomes are: By the end of the workshop participants will have learnt:

- Importance of documentation as evidence
- Pre-Proceedings work and documents
- Chronologies
- Forms C1 and C13
- Statements
- Care Plans
- Section 7 and Section 37 Reports (based on Core Assessments)

Promoting Positive Behaviour with Children and Young People with Learning Difficulties

Target Audience:

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Define behaviour and choose which behaviour to target
- Understand the functions of and influences on behaviour (including the relationship between behaviour and communication)
- Promote desirable behaviour and change behaviour which challenges

Protecting Disabled Children (3-day course)

Target Audience: Social workers, Child & Family Workers, Residential Workers, Community Support Workers, Link workers and can be extended to other disciplines.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Understand the legal, national and local policy and social frameworks for protecting children
- Understand the impact of oppressive practice on Disabled Children and their safety
- Develop skills in understanding their role and the role of others in Disabled Children Protection
- Understand the role of key agencies involved in Child Protection
- Develop Skills in being aware of and alert to signs and symptoms of abuse
- Be able to record and report concerns effectively
- Be able to support child protection interviews and/or other aspects of good practice
- Understand the importance of good communication and working in partnership with other agencies

Raising the Awareness of Lone Working

Target Audience: A course for all employees working with Disabled Children and their families

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Define Personal Safety
- Define Aggression
- Identify particular risks associated with their everyday work role
- Begin to explore ways in which we ourselves can lessen those risks
- Explore the legal responsibilities of both the employer and employee
- Consider the time/choice model

Sexual Health and Sexual Relationships - Working with Children & Young People with Disabilities

Target Audience: A 2-day course, which aims to raise the awareness and address the needs of young people, employees and carers. This will be in particular reference to learning disabilities, but will also consider related issues of physical disability.

Participants should have undertaken a fountain level (or other similar and general) course on Sexual Health and Young People before booking onto this course.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Understand how the historical context relating to disabled children and sexuality continues to impact their well being
- Discuss the barriers faced by disabled children and young people in accessing information and support relating to their sexual education and health
- Identify positive ways of overcoming those barriers and promoting sexual health and relationships of disabled children and young people
- Demonstrate effective and creative approaches to working with disabled children in relation to their health

Sexuality and Sexual Orientation

Target Audience: There is a growing awareness of young adults' sexuality and a recognition that many young people who identify themselves as gay, lesbian, bisexual etc. have mixed experiences when they try to talk about this or access support. Carers and service providers want to help but are sometimes not sure how to do this, how to open up a discussion or what language to use. This course will use a combination of participatory activities, discussion and trainer input for employees to discuss their own concerns as well as those of the young people they meet and work with.

The Learning Outcomes are: By the end of the workshop participants will be expected to:

- Gain a broader understanding of young people who identify as gay, lesbian, bisexual etc or who are trying to establish their sexual identity
- Pay particular regard to such young people who may be in contact with social services
- Consider why it's important to create a safe environment for these young people when accessing services – and how this might happen
- Experience honest, safe and respectful discussion of these issues in an environment where mutual respect and diversity are valued.

Working Effectively with Travelling Communities

Target Audience: Practitioners, managers, support employees and anyone interested in furthering their knowledge of Gypsy and Traveller issues in order to inform the equitable delivery of their service to the Traveller communities in Cambridgeshire

The Learning Outcomes are: By the end of the workshop participants will be able to describe:

- Life experiences of children and young from the Traveller communities in Cambridgeshire
- Different groups and where they live
- Discrimination
- Good practice pointers to ways of working successfully with the Traveller Community

Working in Partnership with Families of disabled Children

Target Audience: This course is for all employees working with Disabled Children and their families for employees to develop their knowledge around the experiences of family carers.

The Learning Outcomes are: By the end of the workshop participants will be able to:

- To discuss the potential impact of having a disabled child as part of a family unit
- To identify the barriers that commonly prevent disabled children and their families accessing services
- To identify the services family carers value
- To consider good practice in working with family carers

Working with Children who have Autism

Target Audience: This course is for all employees who are working with Disabled Children and Young People and their Families.

The Learning Outcomes:

- This one-day workshop will provide employees with the opportunity to develop their knowledge and understanding of the needs of children and young people with Autistic Spectrum Disorders.
- It will also enable employees to consider practical ways they can work with children and young people with Autistic Spectrum Disorders

Working with Asylum Seeking and Refugee Children

Target Audience: This course is intended as introductory training for people who work with unaccompanied asylum seeking or refugee children and young people

Aims/Objectives

- To explore reasons why children become unaccompanied asylum seekers and refugees
- To explore the impact of the '*refugee making process*' on unaccompanied asylum-seeking and refugee children
- To familiarise carers/workers with the asylum-seeking process for unaccompanied asylum-seeking and refugee children
- To familiarise carers/workers with who has legal responsibility for the care and protection of unaccompanied asylum-seeking and refugee children
- To explore the role of carers/workers in the care and protection of unaccompanied asylum-seeking and refugee children
- To prepare carers/workers to take part in planning/providing quality care for unaccompanied asylum-seeking and refugee children

Learning Outcomes: By the end of the course the worker will have;

- Improved understanding of the experiences and meaning of being an unaccompanied asylum-seeking and refugee child
- Increased awareness of the needs of unaccompanied asylum-seeking and refugee children
- Improved understanding of the UK asylum-seeking process and the legal framework for the care and protection of unaccompanied asylum-seeking and refugee children
- Improved skill to meet the needs of unaccompanied asylum-seeking and refugee children

Young Carers Awareness

Target Audience: All employees working with Disabled Children and their families, as well as other employees who may benefit from an introduction to the area.

The Learning Outcomes are: By the end of the workshop participants will be able to describe:

- Recognise and identify who young carers are

- Identify the potential impact of being a young carer
- Discuss the reasons young carers may be hidden
- Give examples of how young carers can be involved in the design and delivery of services
- Recognise the services that are open to young carers within Cambridgeshire

Post Qualifying Awards – Children’s Services

The next opportunities to undertake the Consolidation Module (replaced PQ1) and Specialist Award Parts 2 & 3 details as follows:

Anglia Ruskin University (ARU)

Course duration: January to June

Please contact: for applications & course details 01223 699877
Or for further discussion/ information 01223 699323

University of East Anglia (UEA)

Course duration: January to June

The Consolidation module is part 1 of the overall Specialist Award in Post Qualifying Social Work with Children and Young People.

To complete the Specialist Award you will

Need to complete parts 2 & 3 after achieving the consolidation module.
Specialist Award parts 2 & 3 starts February to September at ARU.

You can apply to undertake parts 2 & 3 of the Specialist Award at UEA
January.

Please contact: for applications & course details 01223 699877
Or for further discussion/ information 01223 699323

BA (Hons) in SOCIAL WORK

SPONSORSHIP FLOWCHART

STEP 1

CONSIDER YOUR CAREER DEVELOPMENT

STEP 2

DISCUSS with LINE MANAGER

Attend Sponsorship Information Session September/October arranged by Organisational Development and Learning Team

STEP 3

**ANGLIA RUSKIN UNIVERSITY
(ARU)**

OPEN UNIVERSITY (OU)

(Dec-March)
APPLY TO ARU for a place
Sponsorship will be for the Supported Open Learning Route – ie part-time

ACCESS ONLY VIA CAMBRIDGESHIRE COUNTY COUNCIL SPONSORSHIP ROUTE

STEP 4

SPONSORSHIP PROCESS

(January)

- Organisational Development and Learning Team Manager makes the decision regarding the number of sponsorship places available.
- The Organisational Development and Learning Team circulate to all relevant managers – i.e. Cambs CC and their partner organisations, and PVI Sector – with information and sponsorship application pack. Application packs also sent to all known individual enquirers.

STEP 5

(by April)

SPONSORSHIP APPLICATION FORM MUST BE SUBMITTED BY April

STEP 6

(May, June and July)

ATTEND SPONSORSHIP INTERVIEW

STEP 7

(September)

DECISION ON RECOMMENDATIONS FOR SPONSORSHIP by relevant MANAGEMENT TEAMS

STEP 8

IF SPONSORSHIP SUCCESSFUL

Commence ARU September

Commence OU January

For sponsored Cambridgeshire County Council employees – Secondment Agreement from HR.

For all other employees – own arrangements/agreement with employing organisation.