

INFORMATION

Lancashire Workforce  
Development Partnership

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## Resourcing the Most Appropriate Care Sector Funding

The LWDP has committed over £1,000,000 for the third year running to fund training for our members, but we are not the only source of funding available. We would like to take this opportunity to remind care providers that other funding like Train to Gain is available - the LWDP can assist you contact your Skills Broker for more information.

Train to Gain funding is available across Lancashire for employees aged 23 and over. It offers you:

- Free training to help employees gain their first full Level 2 qualification and Skills for Life first numeracy and literacy qualification. This includes all training towards 5 GCSEs at Grade C or above, NVQ Level

2 or equivalent (such as Skills for Life programmes) and a wide range of other training for low-skilled staff.

- Wage compensation for companies with less than 50 employees.

- Funded programmes, including for Apprenticeships and

Advanced Apprenticeships, NVQ Level 3 and above, such as higher education.

[www.traintogain.gov.uk](http://www.traintogain.gov.uk)

If you would like more information about how to access any of the above, or would like the contact details for the Train to Gain Skills Broker in your area, please contact Jack Moorehead on 01772 761855 or email [jackmoorehead@lwdp.org.uk](mailto:jackmoorehead@lwdp.org.uk)

## LWDP NETWORK SUPPORT is available to you

The LWDP team of networkers are available to support care providers to:

- Access LWDP funding
- Demonstrate LancashirePlan
- Assist with NMDS-SC returns for Skills for Care
- Give information on LWDP projects and initiatives.

### CONTACT THE TEAM

LWDP Network Co-ordinator  
**Jack Moorehead** is based at the LWDP office at Marian House in Preston.  
Tel: 01772 761855  
Mobile: 0786 6841 624  
Email: [jackmoorehead@lwdp.org.uk](mailto:jackmoorehead@lwdp.org.uk)

**Julie Bisset**  
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Mobile: 0786 6841 783.  
[katy.mercer@lancashirecare.org.uk](mailto:katy.mercer@lancashirecare.org.uk)

Julie, Pat and Katy are LWDP Networkers based at the Lancashire Care Association in Leyland. Tel: 01772 455574.

They predominantly support care providers in the independent sector. Pat works at Marian House on a Wednesday and works specifically on Children's Services and issues on that day.

**Neil Byers**  
Mobile: 0786 6841 744  
[neil.byers@tiscali.co.uk](mailto:neil.byers@tiscali.co.uk)

Neil is based at VOISE and is an LWDP networker for care providers in the voluntary sector.

**Heather Johnson**  
Mobile: 0779 1009 852  
[hjohnson@ageconcernlancs.org.uk](mailto:hjohnson@ageconcernlancs.org.uk)

Heather is an LWDP networker for care providers in the voluntary sector working with older people, based at Age Concern Lancashire. Tel: 01257 233200.

**Ann Love**  
Mobile: 0781 0852 360  
[ann@integratepreston.org.uk](mailto:ann@integratepreston.org.uk)

Ann is based at Integrate where she project manages their LWDP funded initiatives. Tel: 01772 333807.  
Ann supports mental health and learning disabilities organisations.

## CUSTOMER SATISFACTION QUESTIONNAIRE

Just a quick word of *thanks* to everyone who has taken the time to complete this for us we will publish all the results on the website and make highlights available in the next newsletter.

If you have not had chance to return your copy yet there may still be time?

Extended deadline for returns is 31 January 2008.

You can access the questionnaire form via the website [www.lwdp.org.uk](http://www.lwdp.org.uk)

## JOB ADVERTS

Need new staff?

Aware of the costs of advertising in local Press?

Did you know that you can advertise your vacancies FREE of charge on Lancashireplan?

Why not visit the site and check it out:

[www.lwdp.org.uk](http://www.lwdp.org.uk)

LWDP is a partnership between: Lancashire Care Association, Lancashire County Council, Lancashire Independent Network of Children's Services, Voluntary Organisations In health and Social care Education, Lancashire Learning Disability Consortium, Learning Skills Council, Business Link, Skills for Care and United Kingdom Home Care Association.  
LWDP is a company limited by guarantee - company number: 6166930



ISSUE 5 : WINTER 2008

[www.lwdp.org.uk](http://www.lwdp.org.uk)

HAPPY NEW YEAR!

## Attention ALL Care Providers URGENT INFORMATION ABOUT FUNDING Skills for Care Partnership Forms 2008

All care providers should have received a Skills for Care Partnership form. This form needs to be completed and returned to the LWDP by 31 January in order to access funding in the new financial year beginning the 1 April 2008.

If you have not received a Skills for Care Partnership form you can download one from our website [www.lwdp.org.uk](http://www.lwdp.org.uk). If you require any help in completing the form please contact Gary or Safeera at the LWDP on 01772 761855.

### IMPORTANT! Last Date to Claim Funding!

The LWDP financial year ends 31st March 2008, this will be the last date to submit any completed certificates for payment.

Any funding allocated in this financial year cannot be carried over to 08/09 and will need to be re applied for after 1 April 2008.

If you have staff completing their training in the last few days of the financial year and are awaiting the arrival of their certificates we will accommodate this as long as you notify us in writing before the 31st March 2008.

Any Claims submitted after the 31st March 2008 without an extension agreement from the LWDP will not be accepted.

## CELEBRATION EVENT

Look out for more news of this shortly ... we are hosting a **celebration event** in May this year to recognise all the **achievements** of the Lancashire Workforce Development Partnership, with Lancashire County Council and Skills for Care, in the use of the National Training Strategy Grants, the Human Resource Development Grant and Training Strategy Implementation funds.

We will be honouring people who have achieved awards via the training funds and you will have the opportunity to nominate your staff for this recognition.

## NEW STAFF APPOINTMENTS



**Lisa Penton**, who is mentioned time and again in this issue, is the receptionist/ conference room host at Marian House, she is not technically a new member of staff but she was inadvertently missed off the last information letter - sorry Lisa.

**Gavin Blackwell** has joined our team on a short term contract to help us help you with your NMDS returns.

## PQ/CPD FUNDING

There is still funding available to assist qualified staff with PQ/CPD. Up to £500 per individual may be available.

In addition to professional qualifications this is now being extended to staff with the Registered Managers Award for requests submitted in writing before the end of March 2008. It may also be used by relevantly qualified staff to enable them to attend conferences which issue CPD certificates.

All applications should be made by the applicants line manager/employer to the LWDP training sub group via Dymph Knowles: at Marian House, Beech Grove, Preston, PR2 1DU or [dymphknowles@lwdp.org.uk](mailto:dymphknowles@lwdp.org.uk). Each individual application should include the persons: name, job role and professional qualification.

### INSIDE THIS ISSUE

Care Ambassadors

HR Training

Forthcoming Events

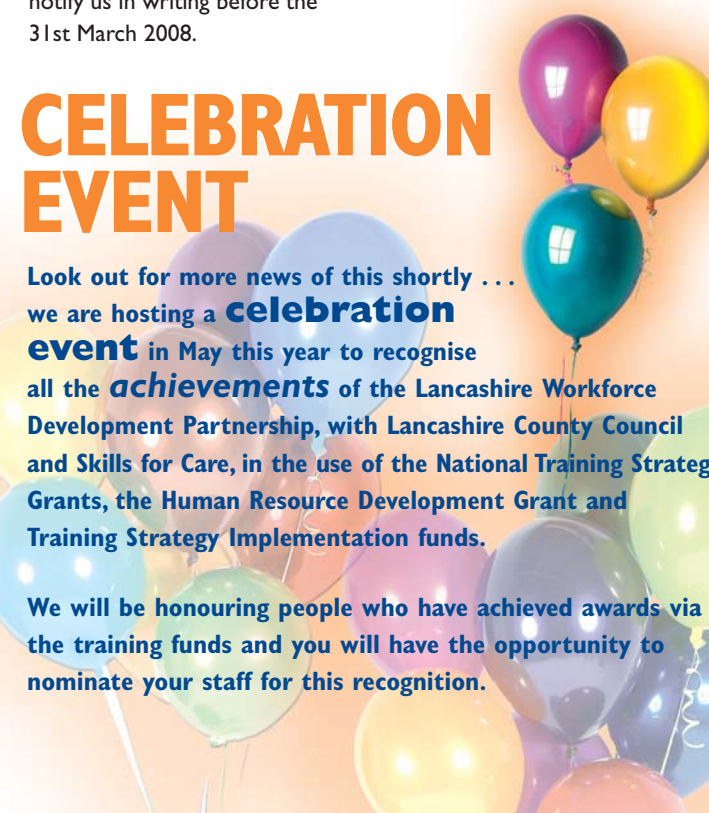
Free NMDS-SC Assistance

Network Support  
Resourcing the Most Appropriate Care Sector Funding

The new Small Grants Fund

Move on Carefully

New Staff



## UPDATE ON HR TRAINING



**Katie Burgess**  
LWDP HR Training Co-ordinator

All our training courses are commissioned on demand from members, the last training schedule, version 10, with dates to the end of March 2008 is available from Katie Burgess or Leeann Smith 01772 761855 or email [katieburgess@lwdp.org.uk](mailto:katieburgess@lwdp.org.uk) or [leeannsmith@lwdp.org.uk](mailto:leeannsmith@lwdp.org.uk). Every course is heavily subsidised to encourage wide participation across the independent social care sector in Lancashire. All courses are advertised on the LancashirePlan website and are also available in hard copy.

### What's New?

In addition to offering the ILM introductory Certificate (at just £25 per delegate per day), the LWDP will part fund the cost of registration and certification for delegates wishing to complete the full programme of modules at Certificate Level.

New programmes include ILM Level 5 Award in Management workshops, Coaching Skills, Training Skills for Managers and Supervisors, The fundamentals of Debriefing, Turning Complaints into Benefits, and Coaching Skills.

### Want to Give Your Suggestions for New Course Titles?

Please complete the questionnaire on the website [www.lwdp.org.uk](http://www.lwdp.org.uk) under Human Resources and send it to Katie

Burgess at LWDP Marian House Preston PR2 1DU or email it to [katieburgess@lwdp.org.uk](mailto:katieburgess@lwdp.org.uk)

### Not Sure if the Course is for You?

All courses have full course outlines which can be sent upon request. Please contact us by phone or e-mail to receive copies or speak to Katie or Leeann. Course outlines can also be viewed on LancashirePlan.

### How to Book

Please book places through LancashirePlan. You can call to reserve a place which will be held for a limited period until confirmation in writing has been received. Please note all course fees are payable in advance. Terms and conditions apply to all bookings.

### These are comments from some of our participants:

**'The course made me feel it was both interesting and fun. It has made me more aware of my role as a manager and has given me better knowledge of communication within a team.'**  
Brenda Jackson - Nazareth House.

**'Wonderfully relaxed manner in which the information was relayed. The benefits I have gained is great importance of learning to listen. More Course's Please'**  
Belinda Gillett - Fylde Community Link

**'The whole day went very well and I felt learnt a great deal'**  
Nigel Tennant - Fylde Community Link

## FORTHCOMING EVENTS

### PENINSULA EVENT



Peninsula, the employment law firm, will be holding a session on Employment Law and Health & Safety on Wednesday 20 February 2008 and would like to invite you to attend.

Peninsula, the UK's largest employment law firm, is hosting a session on Employment Law and Health & Safety (in conjunction with LWDP) on Wednesday 20th February 2008 in Preston at the Tickled Trout Hotel, this will start at 9am and ends at 12 noon.

In a recent nationwide survey conducted by Peninsula in June 2007, research showed that 83% of employers were afraid of being taken to employment tribunal by their employees.

*"The session is designed to update you on the detailed changes in Employment Law and Health & Safety. The purpose of our session is to enable*

*employers to have awareness and knowledge of new regulations forthcoming and to understand the implications on their business"* said Peter Done, managing director of Peninsula.

*"Employers are spending on average 10 hours a week dealing with red tape and the session will advise employers on how to cut through the minefield and avoid being prosecuted"* said Mr Done. The session will cover both present and forthcoming changes to employment law and will also cover the Health and Safety obligations employers must follow, whilst providing practical and helpful advice, with opportunity to have

your questions answered. A wealth of comprehensive handouts will be available after the event.

The session will be presented by Peninsula's senior legislation specialists and will be presented in an easy to understand manner. There will also be the opportunity for employers to ask questions.

### THIS SESSION IS OPEN TO PENINSULA LICENCE HOLDERS AND LWDP MEMBERS

To book a place please call Lisa Penton 01772 761855 or email [lispenton@lwdp.org.uk](mailto:lispenton@lwdp.org.uk)

### INFORMATION EVENTS

These continue to be well attended and useful to those who attend so we have arranged a further two dates:

**Wednesday 19 March 2008 at Lancaster and Morecambe College from 9.30 - 12.30**

**Wednesday 16 April 2008 at Marian House in Preston from 9.30 - 12.30**

In addition to the general information and assistance available there will be an opportunity for you to input into our new piece of work looking at recruitment and retention issues in the Social Care Sector in Lancashire - we need your help with this and would really appreciate your time at the events. To book a place at either event please contact Lisa Penton on 01772 761855 or email [lispenton@lwdp.org.uk](mailto:lispenton@lwdp.org.uk)

## Care Ambassadors

Thank you to those who got in touch to volunteer to join the new Care Ambassador programme in Lancashire. There is still time if others want to join in. The Care Ambassadors will:

- Be people who work in the Social Care sector with the commitment and enthusiasm to change perceptions about careers in Social Care. They will, with appropriate training and support, have the ability to engage with students, teachers, parents and other target groups to explain their job roles, pathways and career routes.
- Be well aware of the recruitment issues in Social Care and will want to play their part in improving the quality of the workforce.
- Be positive about their own careers and will have the ability to promote social care as a POSITIVE CAREER CHOICE, attracting people who 'want to do it' rather than just 'end up' in social care.
- Be able to see the potential for their own skills and career development through the Care Ambassador experience.

When asked about their experience of being Care Ambassadors people use the word 'buzz' to convey the enjoyment and sense of achievement they get from doing presentations and promoting an understanding of social work and social care.

In Lancashire we are seeking five such people, initially. We are offering a chance to complete the training along with colleagues from Blackpool & Blackburn with Darwen.

For more details or to register an interest please contact Sam Frankland at the LWDP 01772 761855 or email [samfrankland@lwdp.org.uk](mailto:samfrankland@lwdp.org.uk)

### NATIONAL MINIMUM DATA SET

### FREE NMDS-SC ASSISTANCE

Would you like assistance in completing your NMDS-SC Questionnaire?

A percentage of LWDP funding available to you is dependent on you completing your NMDS-SC return.

Completing your NMDS-SC data return on LancashirePlan has been made quick and easy and to make it even easier Gavin Blackwell is now available to visit your establishment and assist you in completing your NMDS-SC return.

Some of you may know Gavin as he has recently undertaken the IT healthcheck project on behalf of the LWDP and is familiar with LancashirePlan and NMDS. He brings to this work a wealth of IT expertise and as a qualified teacher lots of patience and ability to explain and assist. We only have Gavin available to us for a short time so please make good use of his time and skills.



If you would like Gavin to assist you in completion of your NMDS-SC returns. Please contact him on 07866 841668 or email [gavinblackwell@lwdp.org.uk](mailto:gavinblackwell@lwdp.org.uk)

The NMDS-SC online database went live 19.11.07. More information is available through the SFC website at [www.nmds-sc.org.uk](http://www.nmds-sc.org.uk) or register/access the NMDS-SC database at [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk)

LWDP Launch the New

## Small Grants Fund

The LWDP is launching a new Small Grants Fund. Members of the LWDP can apply for up to £2,500 to run projects which improve the HR management of Independent Social Care providers.

Applications must be submitted electronically on the form provided. More details and application forms can be found on the LWDP website [www.lwdp.org.uk](http://www.lwdp.org.uk).

The fund will replace the Innovative Grant Fund and will not have set periods for application but rather be a continuous assessment of applications received.

Are you a VOLUNTARY/COMMUNITY ORGANISATION working with ADULT SOCIAL CARE in Lancashire?

Lesley Connor from the Voluntary Sector North West has the daunting task of mapping all Voluntary and Community Organisations and networks involved in adult social care across the North West.

If you can help her she wants to hear from you, please see the link on our website [www.lwdp.org.uk](http://www.lwdp.org.uk)

### Move on Carefully

The good practice day held in November was well attended, one of the workshops was about the 'Move on Carefully' project.

The support for taking this forward in Lancashire was great and those who registered an interest will be invited to the first follow up meeting in February.

For more details of the project please visit our website.

## UNDERSTANDING THE TRAINING FUNDING MAZE CONFERENCE

Again more details to follow on this but please put a note in your diary the conference will be on 20 March 2008 at the Harris Conference Centre in Preston.

To register your interest in a place please contact Lisa Penton on 01772 761855 or email [lispenton@lwdp.org.uk](mailto:lispenton@lwdp.org.uk)

