

Safeguarding Children Training Programme April 2015 – March 2016

You can register for safeguarding children
training courses on the NSCB website

www.nscb.org.uk

VERSION 1



The screenshot shows a web browser window displaying the Newcastle Safeguarding Children Board website. The browser's address bar shows the URL <http://www.nscb.org.uk/>. The website header features the NSCB logo on the left and a circular image of children on the right. Below the header is a navigation menu with the following items: Children and Young People, Parents and Carers, Publications, Procedures, and Training Courses. A search bar with a 'GO' button is located to the right of the menu. The main content area is divided into two columns. The left column contains a 'Welcome to Newcastle Safeguarding Children Board' section with a paragraph of text and a link to the 'Safeguarding Adults' website. The right column contains a 'Recent Items' section with a list of links and their respective dates. The browser's taskbar at the bottom shows the Start button, an open Microsoft Outlook window, and the current website window. The system tray on the right shows the Internet Explorer icon, a 100% zoom level, and the time 15:11.

Welcome to Newcastle Safeguarding Children Board | Newcastle Safeguarding Children Board - Provided by Newcastle City Council*

http://www.nscb.org.uk/

File Edit View Favorites Tools Help

Welcome to Newcastle Safeguarding Children Board | ...

Newcastle Safeguarding Children Board

Children and Young People Parents and Carers Publications Procedures Training Courses

GO

Welcome to Newcastle Safeguarding Children Board

Newcastle Safeguarding Children Board (NSCB) is the key statutory mechanism for agreeing how organisations will co-operate to safeguard and promote the welfare of children and for ensuring the effectiveness of what they do. Its work crosses the boundaries between the statutory, voluntary and independent sectors and builds upon the best practice achieved by the Area Child Protection Committee. It is proactive in driving forward the duty of all partner agencies in relation to safeguarding and promoting the welfare of children.

All concerns that a child or young person is suffering or is at risk of suffering significant harm must be referred directly to the Initial Response Service of Children's Social Care in accordance with the [Newcastle Safeguarding Children Board Procedures](#). If your concern is about an adult please go to [Safeguarding Adults](#) website.

The following documents relate to the work of the board.

Most of the files on this site are in PDF format.
To open them you will need to download [Adobe Acrobat Reader](#)

Recent Items

- Overview of the NSCB
Page 2 days 1 hour ago
- 6.1 Information from Children's Social Care
Book page 1 week 6 days ago
- Contact Details
Book page 2 weeks 1 day ago
- Safe Newcastle
Training Course 2 weeks 1 day ago
- Sexual Health Training
Training Course 2 weeks 1 day ago

Start | Inbox - Microsoft Outlook | Welcome to Newcastl...

Internet | 100% | 15:11

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Continuing Professional Development (CPD) Course Flyers These courses are for those staff that have completed their relevant core training and want more knowledge on a particular subject. (This section will be added to throughout the year and this year there will be an emphasis on 'Child Sexual Exploitation' and 'Neglect' which are the Board priorities)	7 - 10
E-learning The NSCB also has various E-learning training modules as part of its programme. The training is hosted by the 'Virtual College'.	11-12
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Core training – Level One

(also available as an e-learning module page 10)

Target audience

This course is suitable for the following groups of staff:

Group 1 'Staff with infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect'

Group 2 'Those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers including all clinical staff who may be in a position to identify concerns about maltreatment, including those that may arise during the CAF process.'

Group 3 'Members of the workforce who work predominantly with children, young people and /or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns'

(Definitions from Working Together 2010)

Entry requirement

In house induction into your own agencies safeguarding policy and procedures

Aim of the session

To provide participants with the opportunity to develop an awareness of what to do if they have concerns about the safety and welfare of children and young people.

Learning outcomes

- Know what child abuse and neglect are
- Understand the importance of maintaining a child focus
- Be able to recognise and identify concerns in the context of normal child development
- Know what to do in response to your concerns

Course dates

Date	Day	Venue	Start	Finish
29/04/2015	Wednesday	Westgate Community College	9:30am	1:00pm
01/05/2015	Friday*	Westgate Community College	9:00am	12:30pm
09/05/2015	Saturday*	Molineux Walk in Centre	9:00am	12:30pm
12/06/2015	Friday	Westgate Community College	9:30am	1:00pm
25/06/2015	Thursday*	Training Portacabin, Palatine Beds	9:00am	12:30pm
04/07/2015	Saturday*	Molineux Walk in Centre	9:00am	12:30pm
09/09/2015	Wednesday*	Westgate Community College	9:00am	12:30pm
24/09/2015	Thursday	Westgate Community College	9:30am	1:00pm
06/11/2015	Friday*	Westgate Community College	9:00am	12:30pm
18/11/2015	Wednesday	Westgate Community College	9:30am	1:00pm
07/01/2016	Thursday	Westgate Community College	9:30am	1:00pm
26/01/2016	Tuesday*	Westgate Community College	9:00am	12:30pm

* These 'Level One' courses are followed by a 'Level Two' course (page 4) in the afternoon, for those who wish to complete both levels in the same day.

Core training – Level Two

Target audience

This course is suitable for the following groups of staff:

Group 2 'Those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers including all clinical staff who may be in a position to identify concerns about maltreatment, including those that may arise during the CAF process.'

Group 3 'Members of the workforce who work predominantly with children, young people and /or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns'

(Definitions from Working Together 2010)

Entry requirement

Safeguarding Children Level One (Delivered single or multi agency)

Alternatively you can complete the following e learning course:

- Awareness of Child Abuse and Neglect – Core version

Aim of the session

To provide participants with the opportunity to, develop an awareness of multi agency working and what to do if they have concerns about the safety and welfare of children and young people

Learning outcomes

- Review knowledge from level one
- Understand the importance of documenting, recording and sharing information and know who to contact
- Understand the thresholds for intervention in the lives of children and how the framework is used in the assessment of children in need and their families
- Know your role and responsibilities regarding safeguarding and those of the key agencies

Course dates

Day	Date	Venue	Start	Finish	
	01/05/2015	Friday*	Westgate Community College	1:00pm	4:30pm
	09/05/2015	Saturday*	Molineux Walk in Centre	1:00pm	4:30pm
	21/05/2015	Thursday	Westgate Community College	9:30am	1:00pm
	25/06/2015	Thursday*	Training Portacabin, Palatine Beds	1:00pm	4:30pm
	04/07/2015	Saturday*	Molineux Walk in Centre	1:00pm	4:30pm
	15/07/2015	Wednesday	Westgate Community College	9:30am	1:00pm
	09/09/2015	Wednesday*	Westgate Community College	1:00pm	4:30pm
	13/10/2015	Tuesday	Westgate Community College	9:30am	1:00pm
	06/11/2015	Friday*	Westgate Community College	1:00pm	4:30pm
	11/12/2015	Friday	Westgate Community College	9:30am	1:00pm
	26/01/2016	Tuesday*	Westgate Community College	1:00pm	4:30pm
	24/02/2016	Wednesday	Westgate Community College	9:30am	1:00pm

* All of the 'Level Two' courses on a Saturday follow on from a 'Level One' course (page 3) in the morning, for those who wish to complete both levels in the same day.

Core training – Level Three

Target audience

This course is suitable for the following groups of staff:

Group 3 'Members of the workforce who work predominantly with children, young people and /or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns'

(Definition from Working Together 2010)

Entry requirement

Safeguarding Children – Levels One and Two (Delivered single or multi agency)

Aim of the session

To further develop your knowledge and skills around safeguarding practice and procedures and to provide an opportunity for colleagues from different agencies to learn together and explore professional dilemmas.

Learning outcomes

- Review prior knowledge
- Describe inter-agency roles and responsibilities for safeguarding and promoting the welfare of children
- Reflect on how parenting issues impact on their capacity to care for their children
- Understand the key safeguarding terms associated with social care processes and the importance of working together
- Recognise the importance of family history and functioning

Course dates

Day	Date	Venue	Start	Finish	
	22/04/2015	Wednesday	Westgate Community College	9:30am	2:45pm
	14/05/2015	Thursday	Training Portacabin, Palatine Beds	9:30am	2:45pm
	03/06/2015	Wednesday	Training Portacabin, Palatine Beds	9:30am	2:45pm
	19/06/2015	Friday	Westgate Community College	9:30am	2:45pm
	08/07/2015	Wednesday	Westgate Community College	9:30am	2:45pm
	17/09/2015	Thursday	Westgate Community College	9:30am	2:45pm
	07/10/2015	Wednesday	Westgate Community College	9:30am	2:45pm
	22/10/2015	Thursday	Westgate Community College	9:30am	2:45pm
	04/11/2015	Wednesday	Training Portacabin, Palatine Beds	9:30am	2:45pm
	26/11/2015	Thursday	Westgate Community College	9:30am	2:45pm
	10/12/2015	Thursday	Westgate Community College	9:30am	2:45pm
	13/01/2016	Wednesday	Westgate Community College	9:30am	2:45pm
	28/01/2016	Thursday	Westgate Community College	9:30am	2:45pm
	10/02/2016	Wednesday	Westgate Community College	9:30am	2:45pm

Core training – Refresher

(a generic refresher course is also available as an e-learning module page 10)

Target audience/Entry requirement

This taught course is designed around the policies and practice within Newcastle, it is for staff who have undertaken safeguarding training in the past and who need to refresh and update their knowledge.

It is suitable for anyone who has attended safeguarding training at level 2 and above. Staff who only attended level 1 should repeat level 1 or discuss with their manager the possibility of completing a CPD or other e-learning course.

(The NSCB period for refreshment is three years however this may vary with different agencies so please check your own agencies policy)

Aim of the session

To revisit and update your knowledge of safeguarding children legislation and guidance, in order to maintain the ability to act on concerns about the safety and welfare of children and young people.

Learning outcomes

- Update safeguarding information from both a national and local context
- Refresh your knowledge of:
 - The four main categories of abuse
 - The assessment framework
 - The continuum of help and support
 - How to respond if a child discloses abuse
- Raise awareness around a specific topic which has been identified as a priority of the Safeguarding Board

Course dates

Date	Day	Venue	Start	Finish
21/04/2015	Tuesday	Westgate Community College	9:30am	1:00pm
12/05/2015	Tuesday	Westgate Community College	9:30am	1:00pm
06/06/2015	Saturday	Molineux Walk in Centre	9:30am	1:00pm
09/06/2015	Tuesday	Westgate Community College	9:30am	1:00pm
10/07/2015	Friday	Westgate Community College	9:30am	1:00pm
30/07/2015	Thursday	Westgate Community College	9:30am	1:00pm
05/09/2015	Saturday	Molineux Walk in Centre	9:30am	1:00pm
16/09/2015	Wednesday	Westgate Community College	9:30am	1:00pm
09/10/2015	Friday	Westgate Community College	9:30am	1:00pm
12/11/2015	Thursday	Westgate Community College	9:30am	1:00pm
16/12/2015	Wednesday	Westgate Community College	9:30am	1:00pm
20/01/2016	Wednesday	Westgate Community College	9:30am	1:00pm
17/02/2016	Wednesday	Westgate Community College	9:30am	1:00pm

The Impact of Parental Mental Health on Children

Date, Venue and Times:

13 May 2015

Palatine Portakabin, Westerhope,
Newcastle – NE5 5HH

9:30am – 4:30pm

Target Audience:

This course is for staff from voluntary, statutory and independent agencies who work directly with, or whose work brings them into contact with children, or adults who are parents.

Entry Requirement:

To attend this course you must have first completed your Safeguarding Children Core Training either:

- E learning – Awareness of Child Abuse and Neglect – Core version
- Safeguarding Children – Levels Two or Three

Learning Outcomes:

- Identify a range of adult mental health issues and their potential impact on parenting
- Recognise the spectrum of parental mental health issues which may require support for the family, ranging from low levels of concern to child protection
- Consider how to address the needs of children whose parents have mental health issues
- Recognise the risk an individual with severe mental illness may pose to children

Booking details:

To book online visit the Newcastle Safeguarding Children Board Website below, go to Training Courses then Face to Face Training where you will find this course OR

Email: wfdadmin@newcastle.gov.uk.
OR call administration on 0191 277 2091



SOS

'Signs of Safety' Conferences

Dates, Venues and Times:

4 June 2015	Training Portacabin, Palatine Beds Factory, Stamfordham Road, NE5 5HH	12:00 – 4:30pm
8 September 2015	Training Portacabin, Palatine Beds Factory, Stamfordham Road, NE5 5HH	12:00 – 4:30pm

Target Audience:

This training is suitable for staff from all settings who may attend child protection case conferences as part of their work role and their line managers

Entry Requirement:

Staff must have attended 'Core Safeguarding Training' relevant to their post prior to this course.

Learning Outcomes:

- Know the required preparation needed for SOS conferencing
- Have the opportunity to participate in a SOS conference
- Develop skills to be able to contribute to effective outcome focused planning to safeguard children

Booking details:

To book online visit the Newcastle Safeguarding Children Board Website below, go to Training Courses, Face to Face Training & SOS Conferences.

Email: wfdadmin@newcastle.gov.uk.

Or call administration on 0191 277 2091



Working with Disguised Compliance - Reflections on Practice

Date, Venue and Times:

18 June 2015

Westgate Community College, NE49LU

10:00am – 12:30pm

Target Audience:

This course is for staff from voluntary, statutory and independent agencies who are involved in undertaking assessments with children and families.

Entry Requirement:

Staff must have attended 'Core Safeguarding Training' relevant to their post prior to attending this course.

Learning Outcomes:

This brief workshop will use information from literature, research, Serious Case Reviews (SCR) and practitioners own experiences to explore and reflect upon the following:

- What is disguised compliance?
- What are the effects of disguised compliance?
- What is the prevalence in SCR?
- How can we maintain focus on the detail, but also clearly have the bigger picture in mind?
- What currently helps you identify/act upon situations of disguised compliance?
- What are the barriers to identification/action?
- What can we do to improve practice as individuals, as teams, as a service and as multiagency workers?

Booking Details:

To book online visit the Newcastle Safeguarding Children Board Website below, go to Training Courses then Face to Face Training where you will find this course OR

Email: wfdadmin@newcastle.gov.uk

OR call administration on 0191 277 2091



www.nscb.org.uk



Effective Record keeping

Date, Venue and Times:

22 May 2015	Westgate Community College, NE49LU	10:00am – 12:00pm
17 July 2015	Westgate Community College	10:00am – 12:00pm

Target Audience:

This course is recommended as an enhancement for safeguarding children core training at levels 2 and 3. It is for staff that are in contact/work with children; young people; their parents/carers and who are required to keep records as part of their work with children and families. It is also suitable for those who have a responsibility for supervising staff who keep records.

Entry Requirement:

Staff should have attended 'Core Safeguarding Training' and should come to the session with an understanding of their own agencies recording policy and procedures.

Learning Outcomes:

- To understand the importance of consistent, effective record keeping
- To establish a baseline for effective record keeping and its uses
- To understand the pitfalls of poor record keeping
- To recognise the importance of 'Retention and Disposal of Records Procedures'

Booking Details:

To book online visit the Newcastle Safeguarding Children Board Website below, go to Training Courses then Face to Face Training where you will find this course OR

Email: wfdadmin@newcastle.gov.uk
OR call administration on 0191 277 2091



www.nscb.org.uk





E-learning

The Awareness of Child Abuse and Neglect – Core Module

Target group – people who are in contact/work with children and young people and with their parents/carers. They have a responsibility to contribute to safeguarding children but do not have a specific responsibility to make a referral outside of their own organisation.

Aim – to inform about the various types of abuse or neglect to a child and then explain what you must do if you suspect that a child is being abused or neglected.

This on line course is equivalent to level 1 taught course on page 3

Safeguarding Children Refresher Training

Target group – people who are in contact/work with children and young people and with their parents/carers, who have undertaken safeguarding training in the past and need a refresher. The NSCB recommend a refresher every three years.

Aim – this course has been developed in collaboration with experts to cover all changes over the last three years.

This on line course is equivalent to the refresher course on page 6

Basic Awareness of Domestic Violence Including the Impact on Children and Young People

Target group – any worker who is in regular contact or works regularly with children, young people and their families.

Aim – this course will raise your awareness of the issues surrounding domestic violence.

Safeguarding Children from Abuse by Sexual Exploitation

Target group – anyone who comes into contact with children and young people during the course of their work.

Aim - to increase awareness of the main issues around the sexual exploitation of children and young people.

Early Child Development

Target group – any worker who is in regular contact or works regularly with children, young people and their families.

Aim – to increase awareness of the main issues around early child development, this course highlights the importance of a wide range of factors that affect the individual pathway along which each child develops.

E-learning continued.....

Information Sharing

Target group – all frontline practitioners who deal with children and who will need to share information.

Aim – the focus of this course is the importance of information sharing, why it is important and who it can affect.

This course compliments the ‘Integrated Working CAF’ below

An Introduction to Integrated Working

Target group – lead professionals or practitioners working with children, young people and their families

Aim – this course is designed to provide underpinning knowledge for the common assessment framework, information sharing and the role of the lead professional

Hidden Harm – The Effect of Parental Drug and Alcohol Misuse on Children

Target group – anyone working with children, young people and their families

Aim – to raise awareness of the issues affecting the children of problem substance users. It helps the learner to spot the signs of harm and identify opportunities to break the cycle and safeguard the child.

Safeguarding Children with Disabilities

Target group – anyone who is working with children and young people with disabilities and their families

Aim – this course contains an overview of the national and local agendas in relation to children with disabilities, basic knowledge of the range of protection needs of disabled children, and information on how you can enable them to communicate about their experiences and provide support.

Collaborative Working: A Whole Family Approach

Target group – anyone working with children, young people and their families

Aim – this course will give you an understanding of the impact of whole family working and the key principles of whole family intervention. You will find out about your responsibility to contribute to a whole family working approach.

For more information about any of these courses or E-learning packages go to www.nscb.org.uk

BOOKING FORM

Integrated Working and Safeguarding Training
One nomination per form. Please photocopy as necessary

Please **PRINT** all information clearly

Course Information				
Course Title				
Course Date				
Course Time				
Applicant's Information				
Name				
Employee ID / Payroll number if applicable				
Organisation				
Job title				
Full contact address of workplace				
		Postcode:		
Applicant's email				
Contact telephone				
Sector (please tick most appropriate)	Adult Social Care	<input type="checkbox"/>	Private sector	<input type="checkbox"/>
	Childminder's	<input type="checkbox"/>	Private day care	<input type="checkbox"/>
	Children's Social Care	<input type="checkbox"/>	Police	<input type="checkbox"/>
	Early Years / Play / Childcare	<input type="checkbox"/>	Schools	<input type="checkbox"/>
	Foster Carers	<input type="checkbox"/>	Sure Start Children's Centres	<input type="checkbox"/>
	Further/Higher Education	<input type="checkbox"/>	Voluntary/Non-Statutory Sector	<input type="checkbox"/>
	GP's/Clinical Commissioning Group	<input type="checkbox"/>	YHN / Housing	<input type="checkbox"/>
	Local Authority Other	<input type="checkbox"/>	YOT	<input type="checkbox"/>
	NTW	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
	NUTH	<input type="checkbox"/>		<input type="checkbox"/>

PTO

Manager's name	(Details of manager who has given you approval to attend)
Manager's email	
Manager's tel:	
Special Requirements (Communication aids, access etc)	If you would prefer to discuss this in person, please contact Workforce Development Admin on 0191 277 2091.

Please return your completed booking form to Workforce Development Admin by post, email or fax to the details below:

Workforce Development Admin
Room 213
Civic Centre
Newcastle upon Tyne
NE1 8QH

Tel: 0191 277 2091

Fax: 0191 277 2099

E-mail: wfdadmin@newcastle.gov.uk

If you are allocated a space on training, you will receive a confirmation letter containing further details about the training session, including a map and directions to help you find the venue.

Guidance Notes

Charges for attendance on NSCB training

Training is free to organisations that **financially** contribute to the work of the Board. Organisations who do not contribute will be expected to pay a fee of £40.00 per person per day (£20.00 for half a day). There will be a reduced charge or no charge to voluntary organisations and community groups without or in receipt of a limited training budget. This is subject to negotiation with the Training and Development Officer on 0191 2116770

Cancellations

Individuals who are booked to attend a course, who are then unable to attend, must cancel their booking as soon as they become aware of this. A substitute can take their place, but the Training Administrator should be informed:

Email: NSCBSafeguardingtraining@newcastle.gov.uk Telephone: 0191 2772091

The booking organisation may be charged a fee of **£30.00** for anyone who does not attend and did not cancel his or her place. Cancellations must be received within 24 hours of the course start date, although will be accepted on the morning of the course for those professionals who are ill or have other extenuating circumstances, which have been approved by their line manager.

Booking and allocation of places

Line managers or supervisors of all delegates must agree to them attending the course. In the case of external staff, the name and address of the person to whom an invoice may be sent **must** be included on the booking form. If payment is required an invoice will be sent once the place has been allocated. Payment can be made by cheque to Newcastle City Council or by BACs.

Confirmation of your booking will be sent out as it is processed. You will also be sent a reminder one week prior to the course date.

A selection process may take place if a course is over subscribed in which case places are allocated to ensure a diverse group of professionals attend.

Data Protection

Under data protection legislation, we are required to inform individuals about the information we hold about them. Please note that we keep names and work addresses on a computerised database for the purposes of monitoring organisational training levels. We also scan course registers as proof of attendance for employers. In addition, we keep hard copies of application forms and course evaluation forms for up to one year, after which they are destroyed. If you would prefer this information is not kept, please inform the Training Administrator:

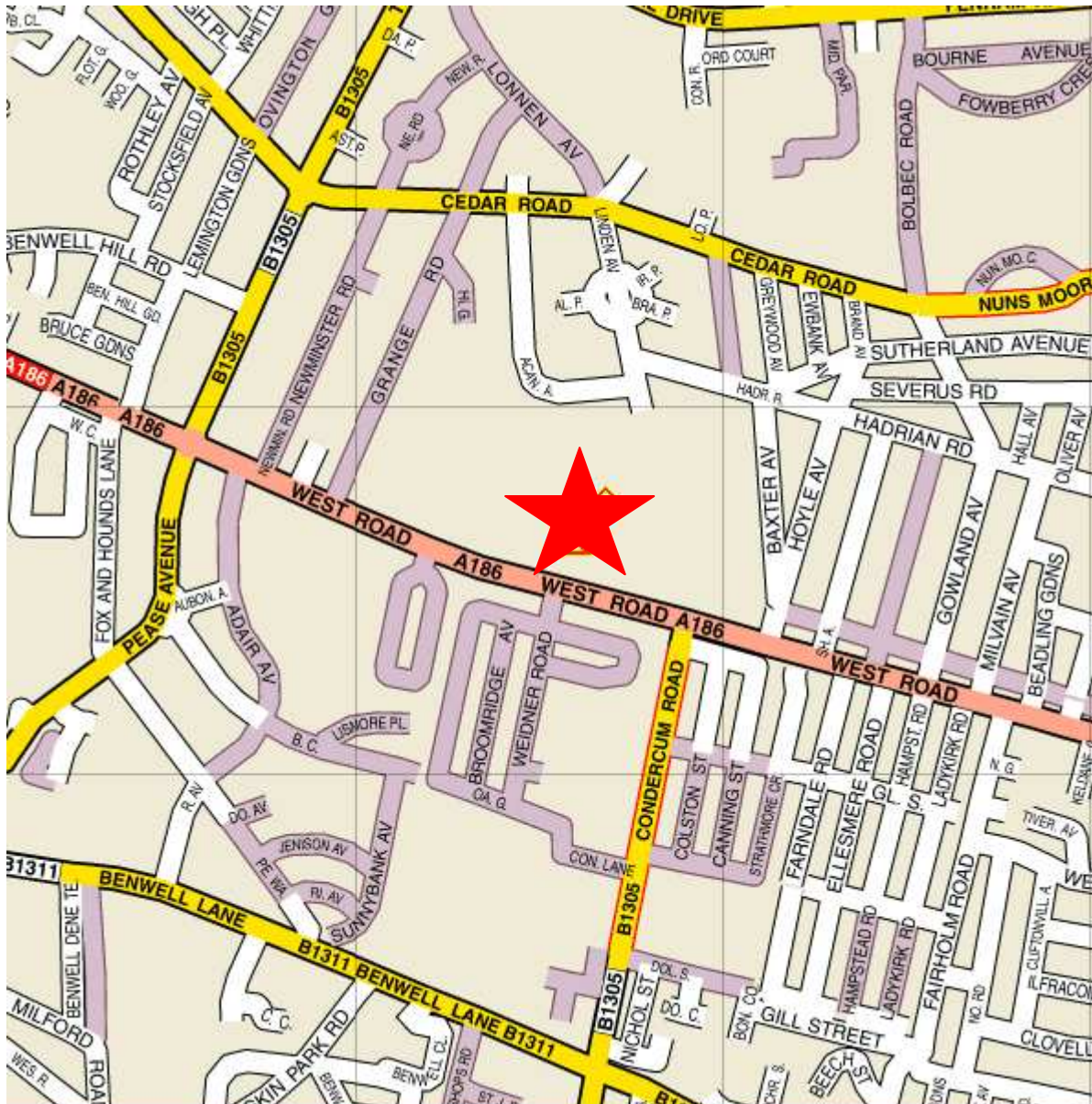
Email: wfdadmin@newcastle.gov.uk Telephone: 0191 2772091

Please do not attend a course without receiving either a letter or email of confirmation.

Westgate Community College Learning and Development Training Room (WG28)

West Road
Newcastle upon Tyne
NE4 9LU

Please note that this is a first floor venue that does not have lift access.

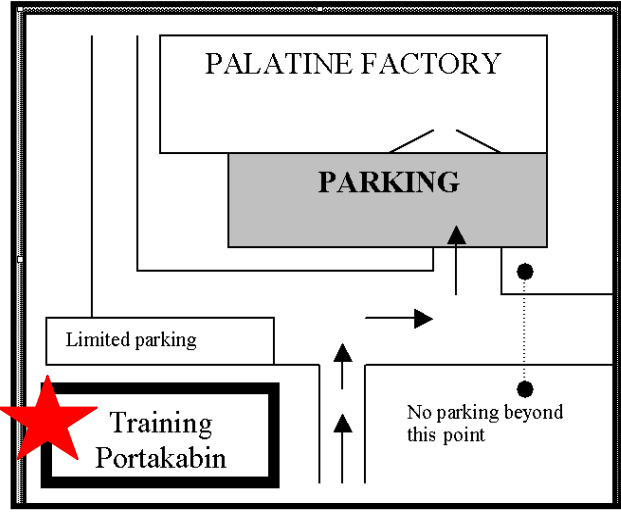
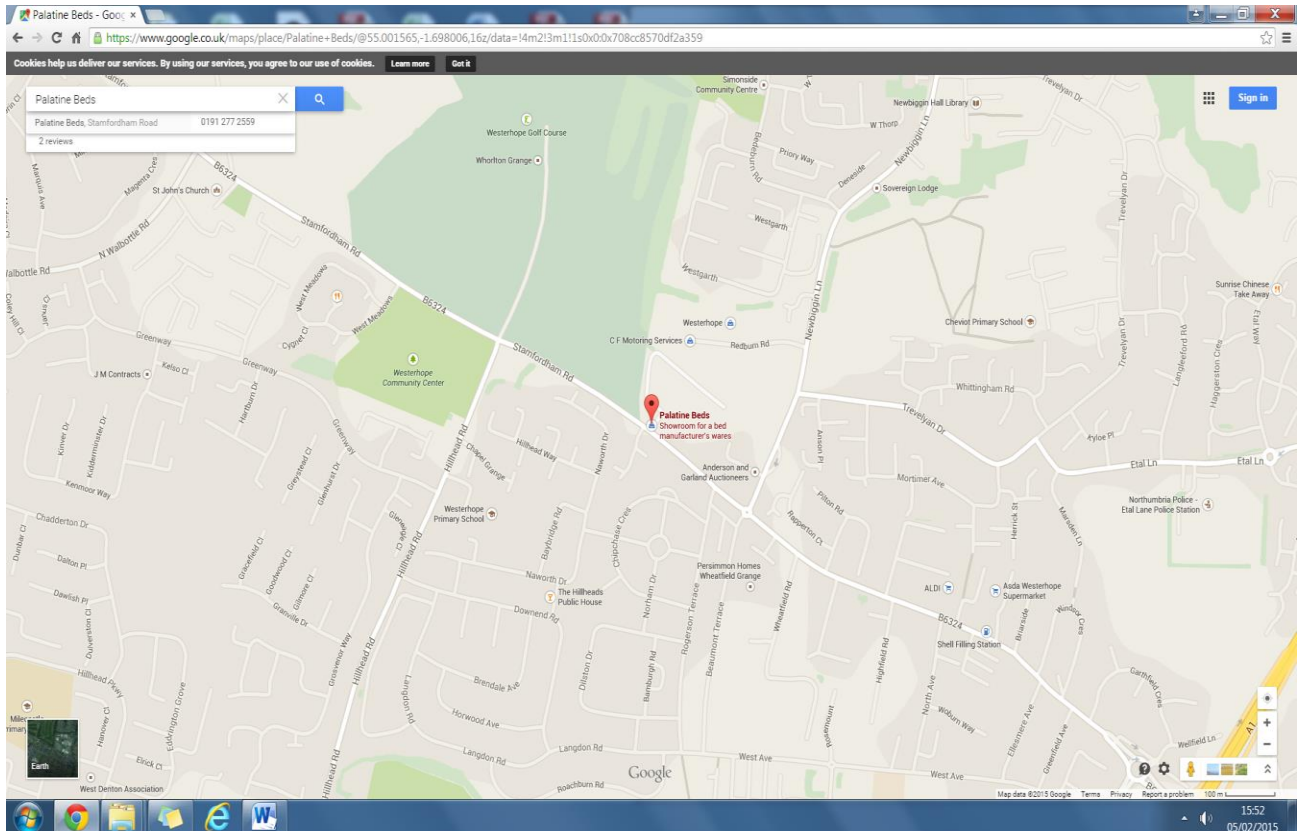


Bus Links

For information on public transport please ring the Traveline on 0870 6082608 or visit the website at <http://jplanner.travelinenortheast.info>

Training Portacabin at Palatine Beds Factory

Palatine Beds Factory Site
Stamfordham Road
Westerhope
Newcastle upon Tyne
NE5 5HH

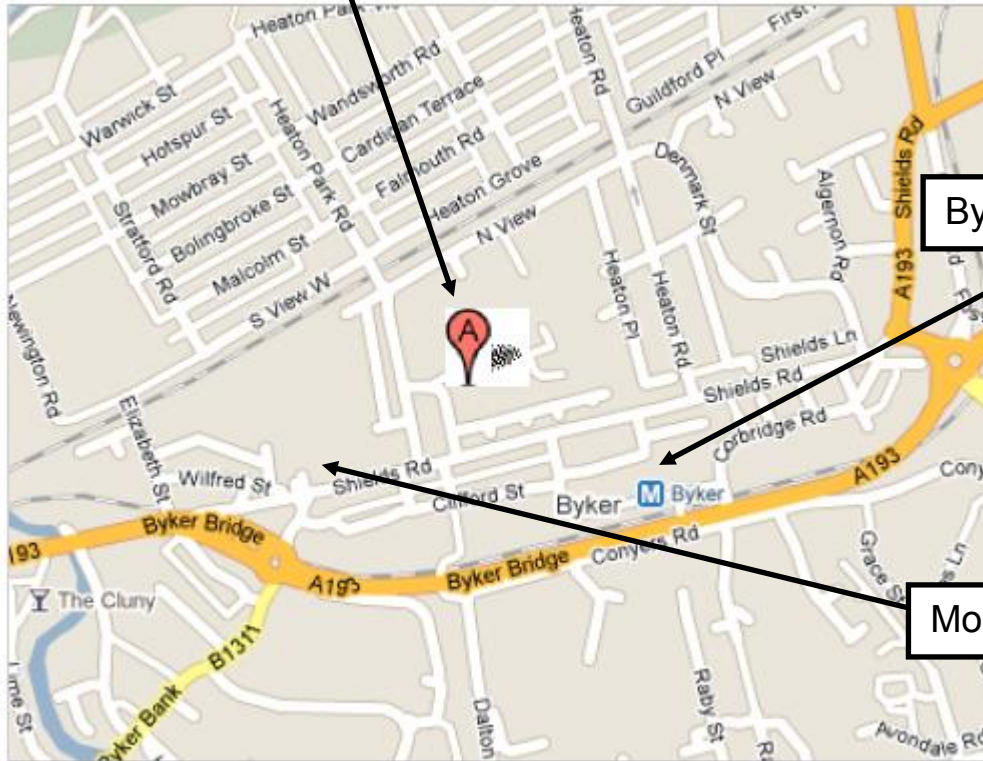


By bus

Nos. 71 and 72 leave from outside the Co-op on Newgate Street in Newcastle and drop off on Stamfordham Road opposite the factory. Bus service is operated by Stagecoach and run every 10 minutes.

Molineux Walk in Centre Byker

Molineux Street Medical Centre
Molineux Street
Newcastle upon Tyne
NE6 1SG
Telephone: 0191 275 5863



Parking

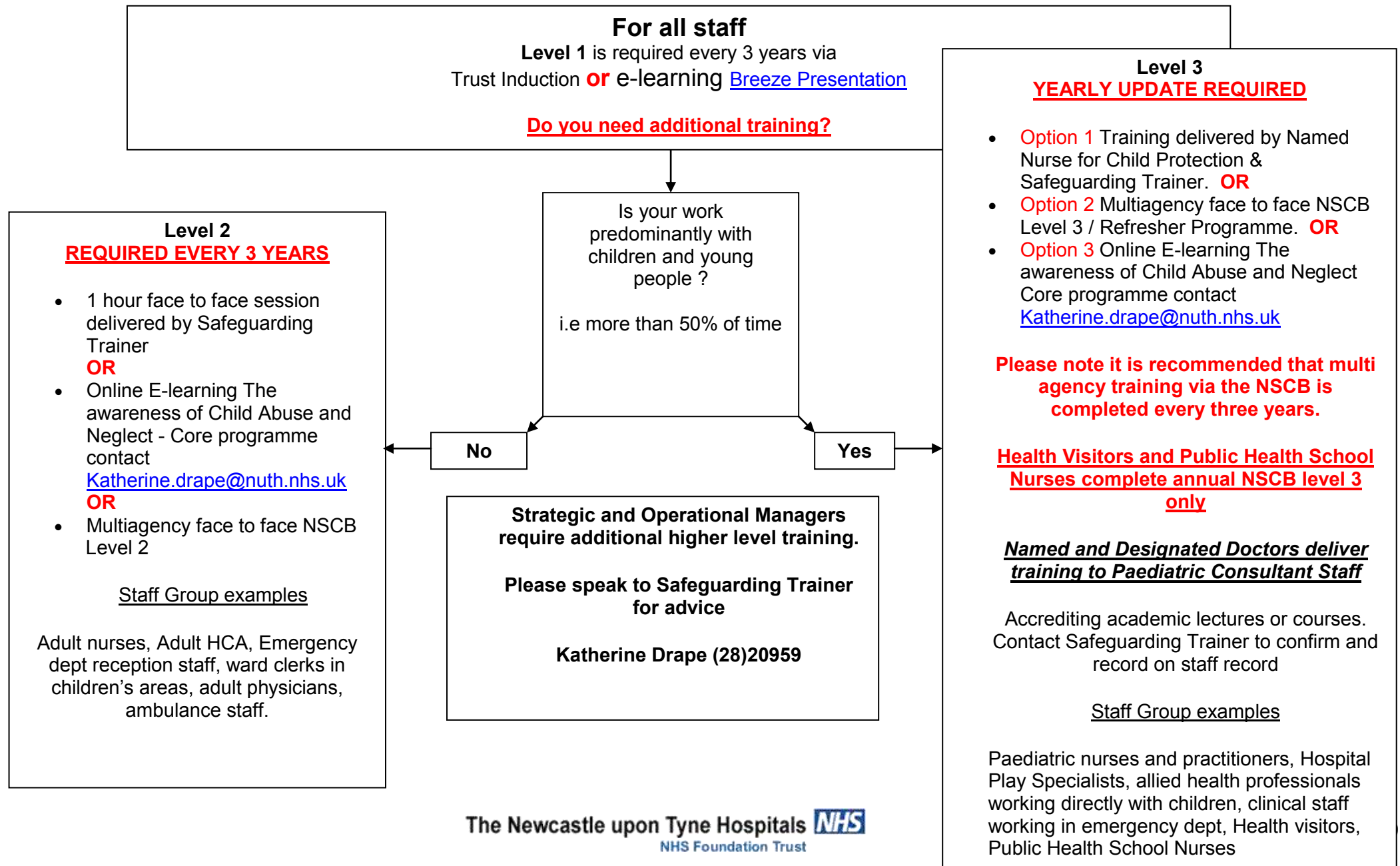
Is only limited at the centre, and the surrounding streets only have a two hour waiting period. There is a large Morrisons car park at the bottom of Shields Road

Public Transport

There are excellent public transport links by Metro (Byker station) and bus. The following stagecoach buses leave from the old Eldon Square bus concourse and drop off on Shields Road 12, 22, 15a, 32a, 39, 40, 62 and 63.

Appendix 1

Safeguarding Children training Requirements and Opportunities for Newcastle upon Tyne Hospitals Staff



Appendix 2

GP's and Nurse Practitioners Training requirements for practice staff

GP's and nurse practitioners require a 3 year programme of training

- One component of that training is multi-agency training accessed by the NSCB, and should be undertaken once every 3 years. The advice to GP's is to request;

Safeguarding Children Training Level Three (if you've never had MAT before)

or

Safeguarding Children Refresher (if you've undertaken MAT before)

- Some GP's, nurses and admin workers may also contact the NSCB to undertake the learning courses offered, which again they should all have once every 3 years.

Training summary	Multi agency training (MAT)	Single agency training (SAT)	Information Technology (IT)★
Receptionist /admin	not required	not required	once every 3 years
Practice nurse/HCA	not required	once every 3 years	once every 3 years
GP/nurse practitioner	once every 3 years	once every 3 years	once every 3 years

★e-learning may be replaced by a relevant audit or case review

All single agency training is delivered by the Named GP (or Nurse) – contact details david.jones3@nhs.net