

CAF TEAM

Common Assessment Framework

Training Schedule

January 2012 –
March 2013

Common Assessment (CAF) Training Information 2011/2012



The CAF Model Training

This one day training course will include guidance on:

- CAF Model thresholds for intervention
- Completing CAF Model documentation including the Common assessment
- The role of the Lead Professional
- When and how to call a CAF Meeting
- How to use the CAF Model effectively in practice.

Target Group:

The target audience for this training are practitioners or managers who will need a comprehensive knowledge and overview of the CAF Model.

Aims:

- To provide an understanding of how to use the model in practice
- To provide the opportunity to problem solve and identify solutions in a multi-agency forum
- To allow practitioners time to reflect on what is good practice
- To recognise the positives of CAF and the need to promote and safeguard all children
- To understand the connection between CAF and Wakefield and District Safeguarding Children Board thresholds and procedures.

The Objectives of the course are to provide candidates with:

- Information on implementation of the model and introduction to the procedures
- An understanding of roles and responsibilities
- Training on the CAF process, documents and thresholds
- An understanding of the role of the Lead Professional
- An understanding of when and how to share information
- An understanding of the legal context of the model
- An understanding of when and how to call a CAF Meeting
- Training on how to complete a SMART action plan.

CAF Meetings Training

Target Group:

Practitioners who chair and co-ordinate multi-agency meetings (e.g. CAF Meetings, Core Groups, etc) and who need to develop knowledge and understanding of chairing skills.

Aims:

- To provide practitioners with the skills to chair multi-agency meetings
- To develop an understanding of CAF Meeting procedures and roles and responsibilities
- To provide practitioners with an overview of SMART plans.

The Objectives of the course are:

- To develop an understanding of how to chair a multi-agency meeting
- To recognise the need to plan and prepare for meetings
- To understand the role of chair and how to keep the focus of meeting
- To develop engagement and planning skills
- To understand the principles of client centred working and solution focussed practice.

It is recommended that CAF Model training is completed prior to this training.

CAF Card Training

Aim of Sessions:

This session demonstrates using CAF cards to engage young people in the CAF process, using a commercial package designed specifically for use with young people and families.

Target Group:

These sessions are aimed at any practitioners from the children's workforce (including those in the voluntary, private and independent sector) who feel this package will assist them in engaging with young people.

Objectives:

By the end of the workshop practitioners will:

- Be familiar with the CAF Cards
- Have had some practical experience of using them.

It is recommended that CAF Model training is completed prior to this training.

NEW CAF TEAM TRAINING COURSES

We have developed three new training courses reflecting the changing needs of practitioners, services and partner agencies. These courses will give further guidance and support to practitioners completing CAF's, leading to more comprehensive completion of CAF's and improved outcomes for all children and families.

Communicating with Young People

Target Group:

The target audience for this training are practitioners or managers who have completed CAF Model training and who undertake or are likely to undertake CAF assessments and or chair CAF meetings.

Aims:

- Have knowledge of background philosophy, research and professional expectations of listening to children and young people
- Recognise that all children and young people have a voice, including those with a disability
- Explore and design tools to engage children and young people in expressing their thoughts and feelings
- Prepare to embed the practice of ensuring children's voices are heard in the CAF process.

The Objectives of the course are to provide candidates with:

- A range of skills to assist them in facilitating communication with young people
- An insight into how disability impacts on communication
- The opportunity to create support tools to aid effective communication with young people
- An understanding of issues of confidentiality and information sharing
- An understanding of the principles of multi-agency working and solution focused practice
- The opportunity to reflect on how they use their current skills in practice.

It is recommended that CAF Model training is completed prior to this training.

Engaging Hard to Reach Families

Target Group:

The target audience for this training are practitioners or managers who have completed CAF Model training and who undertake or are likely to undertake CAF assessments and or chair CAF Meetings.

Aim of the courses:

- Practitioners will understand the importance of engagement, recognise hard to reach families and identify strategies to improve engagement.

The Objectives of the course are to provide candidates with the knowledge to:

- Explain engagement
- Identify barriers to engagement
- Recognise hard to reach families
- Use strategies to deal with hostility
- Use strategies to engage families in CAF
- Take appropriate action when families don't engage.

It is recommended that CAF Model training is completed prior to this training.

Good Assessment & SMART Planning

Target Group:

The target audience for this training are practitioners or managers who have completed CAF Model training and who undertake or are likely to undertake CAF assessments and or chair CAF Meetings.

Aims:

- To ensure that practitioners know what they should include to ensure a good CAF assessment is completed.
- To develop skills to complete and contribute effectively to assessments.
- To ensure practitioners have an understanding of what makes a SMART plan (Specific, Measurable, Achievable, Realistic, Timed)
- To give practical experience of creating a SMART plan.

The Objectives of the course are to provide candidates with:

- An understanding of the assessment process and their role within it
- The ability to carry out a SMART and effective assessment
- An understanding of issues of confidentiality and information sharing
- An understanding of the importance of analysis and the use of evidence based facts
- An understanding of the principles of multi-agency working and solution focused practice
- The opportunity to reflect on how they use their current skills in practice
- The opportunity to create a SMART and effective plan.

It is recommended that CAF Model training is completed prior to this training.

CAF Model Training

Date	Time	Venue	Trainer
26/01/12	09:30 – 16:30	Committee Room B, County Hall, Wakefield WF1 2QW	CAF Coordinator
22/03/12	09:30 – 16:30	Committee Room A County Hall, Wakefield WF1 2QW	CAF Coordinator
10/05/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
02/07/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
21/09/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
14/11/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
15/01/13	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
14/03/13	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator

CAF Meetings Training

Date	Time	Venue	Trainer
23/02/12	09:30 – 16:30	Committee Room A, County Hall, Wakefield WF1 2QW	CAF Coordinator
11/07/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
05/02/13	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator

CAF Card Training

Date	Time	Venue	Trainer
05/03/12	09:30 – 16:30	Committee Room B, County Hall, Wakefield WF1 2QW	Ken Stenton
17/07/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	Lyn Ambler
13/02/13	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	Lyn Ambler

Engaging Young People in CAF

Date	Time	Venue	Trainer
26/04/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
08/10/2012	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
20/03/13	9.30 – 16.30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator

Engaging Hard to Reach Families

Date	Time	Venue	Trainer
25/05/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
27/11/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator

Good Assessment and SMART Planning

Date	Time	Venue	Trainer
18/06/12	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator
30/01/13	09:30 – 16:30	Caldervale Training Room, Unit 21 Greens Industrial Estate, Caldervale Road. Wakefield WF1 5PH	CAF Coordinator

APPLICATION FOR TRAINING COURSE

Course Applied For:

Date of Course:

1ST CHOICE

2ND CHOICE

Your Name:

Agency / Organisation:

Job Title:

Work Address:

Telephone Number:

E-mail Address:

Do you consider yourself to be disabled (*please tick*) Yes No

If yes do you have any personal requirements? (*Please detail them here*):

If you are unable to attend your course, please let us know as soon as possible so that the place can be offered to another applicant. A charge of £25 will be made to your team/organisation for non-attendance on the course if it is not cancelled with 10 days notice, unless there are exceptional circumstances.

Name of Manager (*in capitals, please*) and Address of Manager (*if different from the applicant*):

Manager's Telephone Number:

Manager's E-mail Address:

I support this application and will ensure that the applicant is enabled to attend the course, if offered a place.

Signature of Manager:

Date: / /

WHEN FULLY COMPLETED, PLEASE POST OR E-MAIL APPLICATION FORM TO:

The CAF Team

Unit 21 Greens Industrial Estate

Caldervale Road, Wakefield WF9 5PH

cafteam@wakefield.gov.uk

Tel: 01924 304914

Fax: 01924 304338

PLEASE NOTE: YOUR PLACE ON THIS COURSE WILL BE CONFIRMED BY E-MAIL

ETHNIC MONITORING

People in Britain belong to a wide variety of cultures and communities. Ethnic group refers to the cultural group to which a person feels they belong. People whose ethnic origin is not covered elsewhere can use the category 'Any Other'.

I would describe my Ethnic Group as:

Choose one category from (a) to (e) then tick the appropriate box to indicate your cultural background

White

- British Irish
- Any other White Background (Please specify)

Dual

- White and Black Caribbean White and Black African
- White and Asian
- Any other Dual Background (Please specify)

Asian or Asian British

- Indian Pakistani
- Bangladeshi
- Any other Asian Background (Please specify)

Black or Black British

- Caribbean African
- Any other Black Background (Please specify)

Chinese or Other Ethnic Group

- Chinese
- Any other Ethnic Group (Please specify)

I do not want to disclose my ethnicity

Information on course applications is kept on a database at the WDSCB Training Unit in order to process applications and to monitor training information. Application for this course assumes your consent for the above information to be held. The Data Controller is WMDC.