

Training Overview by Role

The following table lists, by role or department, all the mandatory training activities that Cambridgeshire Mencap staff are required to undertake. Please note that this is not an exhaustive list and may be added to by your line manager according to individual need

Care Staff – including Team Leaders, Assistant Service Managers (ASMs) and Service Managers	
To be completed within first 4 weeks of appointment	Frequency of refresher training (if required)
Induction Programme	n/a
Workbook Medication Training for Support Workers	3 yearly
Food Hygiene Workbook	n/a
Infection Control Workbook	3 yearly
Moving and Handling Workbook	n/a
SOVA Workbook	n/a
Skills for Care: Common Induction	n/a
To be completed within first 6 months of appointment (or equivalent probationary review period for relief staff)	
Fire Safety practical	Annually
First Aid	3 yearly
Food Hygiene	3 yearly
Health & Safety	3 yearly
Manual handling	Annually
Boots MDS	18 months
SOVA	Annually
Moving people/ hoists <i>N.B. This is not necessary for all staff, including those working exclusively within Supported Living services. Where required it must be completed within 6 months.</i>	Annually
Responsibility of a Support Worker (includes record & report writing) <i>N.B. It is preferable, but not mandatory, that this is completed within the first 6 months of appointment.</i>	n/a
Other mandatory training	
Deprivation of Liberty	n/a
Epilepsy	3 yearly
Equality & Diversity	n/a
Risk taking & risk assessment	tbc
Mental Capacity Act	n/a
Supported Living	n/a
Support Plans	n/a
Effective Supervision <i>N.B. Team Leaders, ASMs and Service Managers only</i>	n/a
Skills for Care – Adult Social Care Manager <i>N.B. ASMs and Service Managers only</i>	n/a
Other training – dependent on requirements of role	
MiDAS (Minibus Driver Awareness Scheme) – minibus training <i>N.B. For staff whose role involves driving service users in minibuses/ accessible vehicles.</i>	4 yearly
MiDAS - car only <i>N.B. For staff whose role involves driving service users in company cars.</i>	4 yearly
Rescue and Resuscitation <i>N.B. For staff whose role involves supporting services users during sessions at the Windmill Hydrotherapy Pool.</i>	Annually
Health & Social Care Diploma Level 2	n/a
Health & Social Care Diploma Level 3	n/a
Level 5 Leadership in Health & Social Care and Young People's Services	n/a

Training Overview by Role

Administrative Staff	
To be completed on appointment	Frequency of refresher training (if required)
Health & Safety	n/a

Community Services Team Staff	
To be completed on appointment	Frequency of refresher training (if required)
Health & Safety	n/a
Other training – dependent on requirements of role	
Mental Capacity Act	n/a
SOVA	Annually
Safeguarding children and young people – introductory	3 yearly

Maintenance Staff	
To be completed on appointment	Frequency of refresher training (if required)
Health & Safety	3 yearly
Other training – dependent on requirements of role	
MiDAS (Minibus Driver Awareness Scheme) – minibus training <i>N.B. For staff whose role involves driving service users in minibuses/ accessible vehicles.</i>	4 yearly
MiDAS (Minibus Driver Awareness Scheme) – car driver only <i>N.B. For staff whose role involves driving service users in company cars.</i>	4 yearly
SOVA	Annually

Windmill Hydrotherapy Pool Staff	
Prior to appointment	Frequency of refresher training (if required)
National Pool Lifeguard Qualification (NPLQ)	Every two years
To be completed on appointment	Frequency of refresher training (if required)
Health & Safety	3 yearly
First Aid <i>N.B. Following the initial full 3 day course, subsequent refresher courses are for 1 day</i>	Annually
SOVA	Annually
Infection Control Workbook	3 yearly
Pool Plant Operators <i>N.B. Permanent staff only</i>	5 yearly

Domestic Staff	
To be completed on appointment	Frequency of refresher training (if required)
Health & Safety	3 yearly
SOVA	Annually
Infection Control Workbook	3 yearly