

SKILL STAFF TRAINING PROGRAMME 2011 / 2012



SKILL STANDS FOR SECURING KNOWLEDGE INTRA LIFELONG LEARNING.

THE AIM OF THE PROGRAMME IS TO:

"Educate, develop and train support staff in the health services to the optimum of their abilities in order to enhance their role in the quality of service to patients/clients."

SKILL staff training delivers a programme of blended learning, where experience gained in the work environment is combined with attendance in a learning environment during the modules and home study.

TWO AWARDS ARE DELIVERED THROUGH SKILL:

1. **Support Staff FETAC Level 5 Award** Title: Health Service Skills Award
2. **Supervisory Staff FETAC Level 6 Award** Title: Advanced Certificate in Supervisory Management Skills
Training in FETAC level 3 and 4 is provided based on the training needs of participants.

SKILL STAFF TRAINING PROGRAMME OFFERS:

- A way to recognise and value the role of care and support staff.
- FETAC Accredited Training.
- Identifies and sets a standard for care and support practice.
- Staff training during working hours.
- Backfill financial contribution to offset cost of providing relief staff (€3,500 per participant).

FURTHER INFORMATION:

This leaflet is provided by the Disability Federation of Ireland (DFI) as an introduction to SKILL and the key areas of attention for you as line manager to staff on SKILL. Further background and general information is available from your **local DFI Support Officer** / through the websites:

www.disability-federation.ie

www.skillprogramme.ie



WHAT TRAINING IS PROVIDED?

Training includes 8 subjects or 'modules'.

For those on level 5 training this consists of 5 core and 3 optional modules.

For those on level 6 training this consists of 7 core and 1 optional modules.

Optional modules are chosen from a suite of over 40 modules, relevant to the day to day work of staff. They are available to view on www.skillprogramme.ie.

"I can't express how much the knowledge I've gained means to me."



"There's a fantastic buzz around education of all staff within our organisation at the moment".

HOW IS SKILL TRAINING DELIVERED?

Each module consists of 20 hours (approx) of educational sessions. Timeframes and structures are subject to change. As a general guide, participants can expect to participate on training 1 day per week **or** 2 days every second week with four modules being run consistently from September 2011 – June 2012.

SKILL can be delivered to staff in two ways:

1. Scattergun

The majority of staff participating on SKILL attend training in their local VEC. Staff might find themselves in a classroom, attending training along side staff from other organisations or the HSE. Training is co-ordinated and monitored by the local and regional VEC and SKILLVEC staff.

2. Critical Mass Site Approach

With this approach, organisations have decided on having SKILL training delivered to a cohort of staff, on their own. The aim of this approach is to address the context of training specific to the organisation. It also allows for a greater input by the organisation into the co-ordination and monitoring of staff on training.

ASSESSMENT:

- Programme based, group assignments & exams in some modules but there will be ongoing guidance & support from the tutors,
- In two instances line managers will be required to provide work experience and assessment of staff skills.
- Participants are often overwhelmed on return to education. SKILL is an extremely challenging course for anyone. Line manager support is critical to participant ongoing success.

CHALLENGES TO LINE MANAGERS:

- Rostering of staff.
- Monitoring attendance.
- Organising relief staff.
- Maintaining support to staff .
- Managing expectations of staff around organisation policy on subsistence, travel expenses etc.



IMPACT OF SKILL STAFF TRAINING PROGRAMME

- Recognised standard in the provision of care to people.

"it gave us an opportunity to discuss the right thing to do".

"We have been looking at the HIQA draft standards for eldercare in residential settings. Standard 26 recommends FETAC Level 5 as desirable for at least a percentage of the care workers employed."

- Increased confidence and self esteem for staff.
- Increased level of professionalism in delivery of care and support to people.
- Improved organisational skills, time management, clarity and understanding of job role and responsibilities.

"Our staff members now talk of their job in a wider context. The inter-organisational experience is very useful. The wider experience facilitates new ideas."

- Significantly improved experience for people in receipt of care.
 - Increased levels of efficiencies and best practice within organisations.
- Further information is available from the DFI Report: **'THE SKILL EXPERIENCE'**

SUBMISSION OF EXPRESSION OF INTEREST

DFI member organisations are now invited to submit their Expression of Interest (Eoi) for inclusion on the **SKILL Staff Training Programme** to DFI by **Monday, 14th February.**

Eoi's are to be completed online by following the link:

[DFI SKILL Staff Training Programme Expression of Interest 2011 - 2012](#)

JOINT DFI / NFVB SKILL STAFF TRAINING PROGRAMME BRIEFING SESSIONS FEBRUARY 2011:

- **GALWAY:** Friday, 18th February 2011 11am -1pm in the office of National Federation for Voluntary Bodies (NFVB), Oranmore Business Park Oranmore Galway.
- **DUBLIN:** Thursday 24th February 2011 11am – 1pm. Offices of DFI, Fumbally Court, Fumbally Lane Dublin 8.

DFI IS HERE TO SUPPORT YOUR ORGANISATION:

For further details / to request a space at local briefing sessions please contact your local DFI Support Officer / Cathy McGrath direct on 01 425 0124.