

## TRAINING POLICY - EXTERNAL

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## **1 This policy arises from**

The Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous Amendments) Regulations 2005, Regulation 13, and the National Minimum Standards for Adoption, Standard 15.

This document outlines PAC's policy with regards to the provision of external training to service users affected by adoption, professionals working in the field of adoption, Local Authorities and any other organisation relevant to the field of adoption or that comes into contact with adoptive parents and adult adopted children.

Through its external training PAC strives to provide all adult parties to adoption with the necessary skills, knowledge and experience to understand and overcome the impact of adoption, and, provide professionals in the field with the relevant skills and experience necessary to deliver high quality services, at the same time meeting PAC's strategic objectives in the delivery of its services .

The policy applies to all PAC training irrespective of location or venue.

The accompanying procedures are provided following this document.

## **2 The aims of PAC training**

- 2.1 PAC believes that all adult parties to adoption, and professionals within the field, are the resource that is most likely to maintain placements for the children who are adopted or who enter foster care. Therefore PAC is committed to providing training opportunities that will support and develop skills, knowledge and experience for all adult parties to adoption, and professionals working in adoption. This support and training will allow them to contribute fully and effectively in developing and maintaining good adoption experiences for children.
- 2.2 Where service users are adopted adults, PAC is committed to provide workshops that help users work through their adoptive experiences.
- 2.3 PAC does not offer training for children, but provides support through its therapeutic services for children and families.
- 2.4 In accordance with its Equal Opportunities Policy, PAC aims to make its training accessible to all adults irrespective of background, ability, status, gender, race, sexual orientation or age. This accessibility relates also to affordability and location, with a clear pricing structure and venues accessible to all. PAC offers wheelchair access and selects venues that cater for disabled service users. Where a

service user indicates that they have special requirements for training (e.g. visual or physical impairment), and where there are financial implications, PAC works with the subscribing local authority (LA) to ensure service users' needs are met.

### **3 Staffing, Administration and Delivery**

- 3.1 PAC commits to adequate resourcing of its training department in a flexible and responsive way to accommodate the fluctuations in demand. The PAC training department currently consists of the Head of Training Service and a Training Administrator, who are supported at training events by other PAC staff and volunteers as required by the Head of Training Service.
- 3.2 Large training events (over 40 delegates) are overseen by a member of the management team or the Head of Training Service, smaller events by the Training Administrator and Trainer responsible for delivery. All staff and volunteers present at any training event will have clear roles and responsibilities for the event conveyed to them by the Training Administrator.
- 3.3 All trainings must have clear training plans that include properly defined learning objectives, how these objectives will be achieved, and the delivery method and approximate timings for each session. The plans must also outline the resources required to ensure that the course is being delivered in a way appropriate to the makeup and size of the audience and venue.
- 3.4 Course content for every event must be submitted to the Head of Training Service to be assessed for quality purposes and to check that it is in accordance with this policy prior to delivery.
- 3.5 Prior to delivery of their first course, PAC will provide each trainer with a contract for an identified programme of courses for delivery over a specified period of time that clearly illustrates the roles and responsibilities of both parties i.e. PAC and the trainer.
- 3.6 In relation to commissioned training and within the scope of its statement of purpose and operational resources, PAC aims to meet any training requirements relating to adoption identified by Local Authorities and other organisations involved in adoption.
- 3.7 PAC undertakes to supply commissioned training in an accessible and cost effective way reflecting full cost recovery.

- 3.8 Service level agreements will be agreed with the purchaser in advance of the delivery of any commissioned training following consultation both internally with relevant parties and externally with the purchaser. No training will take place until such an agreement has been reached and signed off by the Head of Training Service or CEO.
- 3.9 Training places on any PAC event that forms part of its annual Training Programme that are taken up as part of a subscribing Local Authority's free places will be limited to a maximum of 10% of the capacity of delegates for that event where the capacity is over 20. For events with a capacity under 20 a maximum of two free places can be allocated and only exceeded at the discretion of the Head of Training Service.
- 3.10 PAC understands and accepts that many of its trainers and speakers may be experts in their field both nationally and internationally. Promoting their own publications, websites and services is acceptable at PAC events with the prior consent of the Head of Training Service but must be limited to specific parts of the day agreed in advance.
- 3.11 PAC will continually build and develop a pool of qualified and experienced freelance trainers in order to respond promptly and flexibly to the needs of its service users.
- 3.12 PAC's Staff Training & Development Policy ensures that all staff responsible for delivering training are suitably qualified and further developed in their role at PAC.
- 3.13 At the discretion of the Head of Training Service or CEO, guest speakers or trainers invited by PAC to deliver training at an event in part or whole may be exempted from certain parts of this policy relating to the administrative requirements.

## **4 Service Users**

PAC training workshops/courses are offered to the following service users:

- All adult parties to adoption
- Adoptive/Foster Parents
- Prospective Adopters
- Adopted Adults
- Birth Parents
- Counselling and Therapy Professionals

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- Other Professionals (for example, teachers)
- Local Authorities and other organisations who provide adoption support services to, or who may come into contact with, adults affected by adoption.

## **5 Training Identified Through Assessment of Needs**

- 5.1 Service users who contact PAC to discuss their training needs, either through PAC's Advice Line or the Training Department, are guided to an appropriate course from within PAC's current training programme. Where appropriate learning experiences are not yet currently available, the training department keeps a record of training requests and attempts to act upon these where and when appropriate.
- 5.2 Callers to PAC are directed to training opportunities commissioned by their Local Authority.

## **6 Delivery Framework**

- 6.1 PAC delivers training through the following methods:
- Public Seminars for all adult parties to adoption and professionals
  - Public Seminars and Workshops for adoptive/foster parents
  - Workshops for adopted adults
  - Workshops for Birth Parents
  - Workshops for Professionals
  - Professional Training
  - Commissioned Training

## **7 Charges for Training**

- 7.1 PAC strives to make its training services self-supporting financially and accordingly will provide training on a transparent financial basis with the aim of recovering all costs involved in the delivery of each training
- 7.2 PAC has a commitment to providing accessible and economical training including;
- Concessions to certain categories of service user and certain user groups clearly outlined in all promotional material
  - Added value to subscribing authorities
  - A clear pricing structure for all potential clients

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If special requirements are identified e.g. visual or physical impairment and this has financial implications, PAC will work with the subscribing Local Authority to ensure wherever possible and practicable that the clients' needs can be met.

- 7.3 All fees, where payable, must be paid at least 7 days prior to attending any training event with the exception of late bookings, where payment must be made with the booking. Where fees have not been paid and the course is oversubscribed, places may be made available to people on a waiting list.

## **8 Evaluation**

- 8.1 The Head of Training Service will analyse all course evaluation forms and will highlight good practice and act upon any aspects of poor practice or possible training needs for service users or trainers stemming from the evaluation.

## **9 Review**

- 9.1 PAC will review its external training policy and procedures annually to check satisfactory operation of training procedures. It will take appropriate action from such a review with regard to the development of future training programmes and in relation to its policies and procedures.
- 9.2 PAC will ensure that its external training policy and procedures comply with the requirements of prevailing legislation, regulations, guidance and standards, and that they are consistent with its statement of purpose and current good practice. It will also ensure that all people working for the purposes of PAC are provided with the policy and procedures and that a copy is readily available.