

**Surrey Supporting Families Foundation Course Expression of Interest Application Form 2017 -2018**  
Early Help Workforce Learning and Development Team

Children, Schools and Family Services

This form is for the **Level 3** qualification**Please read the following points before completing the expression of interest application form:**

* The Level 3 learning/qualification is suitable for all practitioners working within Level 2 (Early Help Services) and Level 3 (Child in Need led by a Social Worker) as per the SSCB Levels of Need document
* Incomplete expression of interest applications will be returned
* All expression of interest applications can be submitted electronically or paper copies can be sent to Workforce Development & Training. Please see the address at the bottom of this page
* One person per application
* A personal supporting statement must be included with the application
* Your application should reflect a demonstration and commitment to the course.  It will be considered carefully to ensure this is the right level of course for you and you will be informed via emails as to whether you have been successful not.  Feedback will be available for all applicants upon request
* The full cost of this course is in excess of £1,600 per delegate. However, Surrey will be covering the cost of classroom training as part of its commitment for all early help workforce practitioners to receive training ensuring they are competent and confident within their roles. There remains an additional cost of £400 if you want to undertake the accredited City & Guilds qualification
* There will be no personal financial cost to applicants completing the non-accredited course (learning only)
* The applicant named on the application must have completed and returned the existing levels of qualification table (only list qualifications relevant to the Surrey Supporting Families Foundation course) along with the application form
* Manager must sign the agreement form on page 8
* Applicant must ensure they are fully committed to the course.  Annual leave or appointments should be avoided if possible on the fifteen timetabled days.  Less than 85% attendance will negate the opportunity to be put forward for assessment and accreditation.  In addition, applicants choosing to  complete the assessment and accreditation should be committed to study outside taught classes

**Please note – the team would prefer applications via e-mail if possible.** Please e-mail or post application to:

**Early Help Workforce Learning & Development Team by 31 Oct 2017**

**E-mail:** workforcedevelopment.training@surreycc.gov.uk

**Postal address:** Room 302 County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DW

The Surrey Supporting Families Foundation Course is a fifteen day training programme aimed at providing practitioners with the evidence based learning, theories and concepts that underpin whole family working in order to build confidence and competence in practice. The first part of the course is mapped against the Work with Parents Award at Level 3 and is accredited with City and Guilds. The following part of the course focuses on family systems and the dynamics of family relationships.

Participants are given a framework of practice based on the National Occupational Standards for Work with Parents and then go on to explore the ‘9 ‘Cs’ of Support’ using a whole family approach. This is covered in the first eight days.

**Connect, Contract, Consider, Clarify, Construct**

**Convey, Coach, Celebrate, Conclude**

The remaining part of the course focuses on family systems and the dynamics of family relationships. It covers core areas such as life span development, stages of parenting, parents of teenagers, attachment, parenting styles, managing conflict, framework of positive behaviour and supporting the journey to employment.

**Assessment and Accreditation**

The course programme is designed to equip practitioners with essential underpinning theoretical knowledge and to develop practical work-based competency at Level 3.

The Fifteen day teaching and study programme covers the learning outcomes of the following City and Guilds Work with Parents units:

* **300** Build and maintain relationships in work with parents
* **304** Effective communication with parents
* **309** Provide services that meet parent’s needs

**Participants can gain the Level 3 Award Work with Parents accredited by City and Guilds which is a highly regarded and recognised qualification across Surrey and the UK for any practitioner working with families. Gaining the award would support your CPD and careers progression opportunities in the future.**

Participants seeking assessment and accreditation will be expected to complete a portfolio of evidence to demonstrate work-based competencies through written assignments, professional discussion, reflective accounts and observation in the work place. This qualification will involve additional home study each week. Participants will need the support and backing of their manager and/or supervisor to attend the course and complete this qualification.

This is a very practical course which is experimental and reflective in its delivery. By the end of it practitioners will have developed the knowledge, skills and confidence to work with the whole family. Practitioners will be encouraged to reflect on their practice and use these reflections to build on future practice. The course also explores emotional resilience for the practitioner working with families.

**Contact details**

|  |  |
| --- | --- |
| **Name of applicant and job title** | **Name:**  **Job title:** |
| **Name of applicant base of work** | **Work base title:** |
| **Name of applicant line manager, job title and contact details** | **Name:**  **Job title:**  **E-mail:**  **Mobile no:** |
| **Work base postal address** | **Work base address:** |
| **Work contact phone numbers** | **Landline:**  **Mobile:** |
| **Personal contact phone number** | **Personal mobile or landline no:** |
| **Work e-mail address**  **and**  **Personal e-mail address** | **Work e-mail:**  **Personal e-mail:** |

**Existing levels of qualifications relevant to the course applied for and any courses you are currently studying**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification title** | **Qualification level** | **Grade achieved** | **Date completed** |
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**Application summary**

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| --- | --- | --- | --- | --- |
| **Full title of qualification applying for** | **Staff member full name** | **Name of training provider** | **Start and end date** | **Total cost of accreditation** |
| Surrey Supporting Families Foundation course  Level 3 |  | Early Help Workforce Learning & Development Team |  | £400 |

**Personal Supporting statement**

A personal supporting statement (page 7) must be written by the applicant included in the application.

The supporting statement forms part of the evidence used to decide who is eligible to attend the training.

You may be asked to expand on your supporting statement if further information is required.

|  |
| --- |
| What to include in your supporting statement:   * How this qualification will benefit you, the children, young people and parents/carers you work with, and the team you work for * How you will measure the impact of the qualification on your practice and on improving outcomes for children, young people and parents/carers you work in partnership with. * Career aspirations   **Applicants name:** |

**At this stage, could you please express your preference?**

**Accredited**

**Non- accredited**

**\* City & Guilds Level 3 Qualification (assessment & accreditation £400). \* Learning only (no cost)**

**Line Manager to read and sign section below**

1. I agree to fully support and mentor the applicant attending the above course. Line manager can assign an experienced colleague to mentor the individual, ensuring all three meet regularly to review progress; reflect on their learning and how they will transfer new skills into their day to day work.
2. I understand that the cost of **assessment and** **accreditation is £400**.
3. I agree to release the applicant to attend all fifteen classroom training days and tutor observations.
4. I agree to consider study leave to enable the applicant to complete their portfolio. Please refer to your service policy on training and development.
5. I agree to attend the Leadership and Management course before the applicant attends the fifteen day Surrey Supporting Families Foundation course. Line Manager would only need to attend this course once even if they have a number of employees’/volunteers completing the Level 3. The course explains the Level 3 Award practice standards, key evidence based models and methodologies of the course enabling line manager to fully support their employee/volunteer and understand the commitment.
6. I agree to undertake an expert witness testimony for the applicant attending the course.

**Signed by line manager:** (electronic signature accepted)

**Printed name of line manager:**

**Date:**

**Checklist**

Please ensure all of the following are included with your application

* Supporting statement written by applicant
* Existing levels of qualification and courses currently being studied
* Manager has signed expression of interest application form on page 8
* Applicant has signed expression of interest on page 9

By sending this application:

* I understand that Surrey Early Help Workforce Learning and Development team will not accept applications after the deadline stated on the advert advertising the course
* I understand that incomplete applications will be returned
* The Surrey Early Help Workforce Learning and Development team will email me to confirm that my application has been received. If I have not had a confirmation email within five working days of sending in my application, it is my responsibility to contact the Early Help Workforce Learning and Development team
* Surrey Early Help Workforce Learning and Development team will email me to tell me if my application has been successful or unsuccessful

Signed by applicant (electronic signature acceptable)

Print name of applicant:

Date:

**Please submit your expression of interest application by Tuesday 31 October 2017**

**You can email or post this application to:**

**Early Help Workforce Learning & Development**

**Postal address:** Room 302 County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DW

**E-mail:** workforcedevelopment.training@surreycc.gov.uk