



## Somerset County Council's new Training Programme and Processes

**Training Programme** - The new training programme, listing all the free courses (including e-learning) that Somerset County Council offer, is now available on the Care Focus Website – Learning and Development, Adult Social Care Training Provision

<http://www.carefocussomerset.org>

Dates for courses are now included in the training programme. Further dates and venues will be added throughout the year. You can still apply for courses without dates as your details will be added to the waiting list.

**New Booking Process** - All applications for training must be submitted on an application form and signed by the line manager. We will no longer accept applications by e-mail or phone. If you need to make a last minute substitution, you need to complete an application form for the replacement but this can be e-mailed to us by a Manager or a Senior Worker. Application forms can be found at the back of the training programme.

**Attendance Sheets** - At the start of a course delegates' should be asked to sign an attendance sheet, it is the delegates' responsibility to ensure they sign it. If for any reason a delegate does not see the attendance sheet, they need to ask the tutor for it.

Anyone not signing the attendance sheet will not be issued a certificate and their establishment will be charged for non-attendance.

**Cancellations** – We will no longer accept verbal cancellations. All cancellations must be sent to the team mailbox which is ASC Learning & Development:  
[ASCLearning&Development@somerset.gov.uk](mailto:ASCLearning&Development@somerset.gov.uk)

**General Course Queries** - Please continue to contact the designated admin support for that course, which is either Kirsty Brown or Joe Horton. Contact details for them are in the Training Programme.

Submitted by Somerset County Council, Adult Social Care Learning & Development Team