 

**QUALITY IN CARE TEAM TRAINING**

**CHARTER**

The Quality in Care Team (QiCT) provides high quality, evidenced based training and workshops on a range of topics to staff working in the adult care sector. There is a significant investment of resources in terms of time, planning and budget to deliver this service and we therefore ask Providers to commit to our QiCT training charter.

**Our Commitment to you**

* To provide high quality workshops on a range of topics.
* To ensure content is up to date, best practice and evidenced based.
* To provide a flyer for the workshop, to be displayed by Home Manager for staff to sign up to the workshop.
* To collect names of the attendees 5 working days prior to workshop. If minimum number of 6 attendees not available then QiCT will cancel the workshop.
* To arrive on time and deliver workshop in a professional manner.
* To provide laptop/projector and course materials as appropriate to topic.
* To give 5 working days notice of cancellation by QICT (except in extreme circumstances)

**Care Supplier Managers Commitment**

* To ensure flyer is displayed where staff can easily access and bring to the attention of relevant staff groups.
* To guarantee a minimum of 6 attendees are signed up for the workshop and ensure they are given the time to attend. At least 50% of care home staff should attend each subject in order to maximise a positive change in practice. Please confirm that staff are aware that once they have signed up to a workshop that they are making a firm commitment to attend.
* To provide a list of names of attendees 5 working days prior to date of workshop.
* To ensure that staff are aware attendance will be for **full** length of course and it is not acceptable to arrive late or leave early.
* To provide a quiet area for the delivery of the workshop.

Except in extreme circumstances you will give 5 working days’ notice of cancellation by email (qictraining@buckscc.gov.uk) or telephone (01296 387567) to QiCT.

If workshops are cancelled more than twice QiCT will not be able rearrange due to our commitment to other care suppliers and the referral will be closed. This will be fed back to the referrer ie: SVA, Contracts etc.