



## SKILL PROGRAMME 2010 / 2011 LINE MANAGER INFORMATION

**SKILL** stands for **Securing Knowledge Intra Lifelong Learning**.

### THE AIM OF THE SKILL 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."

Training is 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 available 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



### SKILL 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 booklet 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 the websites:

[www.disability-federation.ie](http://www.disability-federation.ie)

[www.skillprogramme.ie](http://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](http://www.skillprogramme.ie).



## HOW IS SKILL TRAINING DELIVERED?

Each module consists of 20 hours (approx) of educational sessions. This is a total of 32 days (approx) running from September 2010 – June 2011.

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.

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 SKILL VEC 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

## SUPPORT TO LINE MANAGERS:

[www.skillvec.ie](http://www.skillvec.ie) holds ALL information on participating staff. Access to this website is given by DFI to organisation HR managers. This website allows you to:

- track and monitor staff attendance
- Review updated schedule for each staff including date, venue and time of training
- Contact details for SKILL VEC Staff. There are regional offices for SKILL VEC who's role it is to co-ordinate and support the SKILL Programme.

## DFI IS HERE TO SUPPORT YOUR ORGANISATION:

Cathy McGrath  
Disability Federation of Ireland  
Fumbally Court  
Fumbally Lane  
Dublin 8  
t: 01 4547978 d: 01 4250124/ m: 086 3847440  
[cathymcgrath@disability-federation.ie](mailto:cathymcgrath@disability-federation.ie)  
[www.disability-federation.ie](http://www.disability-federation.ie)

## NEXT STEPS:

### PRE LEARNING ADVISE SESSION (PLA)

APRIL / MAY 2010

The PLA is a once off meeting between staff and SKILLVEC tutors. It allows for staff to have a one to one confidential meeting with tutors, to discuss any misgivings staff have on returning to the classroom. The PLA takes around 40 minutes—1 hour and is held in regional venues nationwide.

#### Key tasks for line managers in advance of PLAs:

1. Circulate DFI SKILL Programme Fetac 5 / 6 Application / Pre Learning Advice Session (PLA) Form to participating staff (Application Form).
2. Meet with participating staff. A meeting with staff is critical to:
  - Discuss and approve optional module choice.
  - Outline the roles and responsibilities of staff and employing organisation as per your organisation training policy. It is critical that staff have a very clear understanding of what is available to them, and what is not available to them from their employing organisation in advance of training.
  - If you do not have a policy on training, refer to DFI for a copy of DFI SKILL Guidelines and Learning Agreements.
3. Complete the application form. This form must be completed in full by participants and line managers.
4. Take a photocopy of this form—for the participant to take to the PLA. Staff must take a copy of this form to the PLA, to ensure that appropriate modules are completed. If a copy is not taken modules may be chosen which are not appropriate to your training needs.
4. Keep one copy and submit them to your HR Manager / keep on record.
5. Collated information of all participant details are to be submitted to DFI (this role is usually carried out by HR managers, using DFI template).
6. Ensure staff attendance at PLAs:
  - PLAs are held throughout April and May, usually at short notice.
  - Staff will have to travel to PLAs.
  - If your location has more than 25 staff scheduled for a PLA, this may be organised in April, flag to your HR manager / contact DFI to discuss.
  - PLAs often clash with staff holidays. Only staff who have completed a PLA can commence training. Discuss any concerns for attendance with your regional / hr manager / DFI **in advance.**

## TRAINING

SEPTEMBER 2010 - JUNE 2011

For the duration of training it is critical that line managers support staff in the following ways:

- Ensure that staff has received a schedule for training in August / early September.
- Brief yourself on the training schedule.
- Meet with participating staff in advance of training and go through once more the roles and responsibilities of staff and the organisation.
- SKILL Hours are WORK Hours. That's a critical point to emphasis to staff in advance of training.
- Explain clearly any in house training policy you have which addresses issues of mileage, subsistence, study leave, etc. Refer to DFI SKILL Guidelines and Learning Agreements where appropriate.
- Touch base with staff during training. If there are any issues emerging, around appropriateness of training, problems with schedules, etc contact SKILLVEC or DFI.
- Address any issues when they arise. Picking up the phone to DFI on 01 4250124 / your HR Manager will avoid serious problems at a later stage!
- For those of you dealing with SKILL backfill financial contributions, contact DFI for the separate document 'DFI SKILL Programme Backfill Financial Contributions— Claim Procedures'.
- Keep an eye on the websites of [www.skillprogramme.ie](http://www.skillprogramme.ie) and [www.disability-federation.ie](http://www.disability-federation.ie) for upcoming details.



## DFI SKILL Programme Training & Administration Timeline 2010

