

INTEGRATED WORKING TRAINING DATES ANNOUNCED

We are pleased to announce the following Integrated Working face-to-face training events:

Integrated Working: **Assessment & Referral Process & the Role of the Lead Professional**

Target Audience

This training is for all those working with children, young people and families, and who may be involved in undertaking the role of the Lead Professional. The course aims to provide guidance on the role of the Lead Professional and how it links with the Assessment & Referral Process in Essex.

Date	Venue	Area	Number of places
17 th September	Ely House, Large Conference Room	Basildon	25
20 th September	Essex Records Office, Morant Room	Chelmsford	20
11 th October	Weston Homes Community Stadium	Colchester	25
28 th October	Goodman House, Large Conference Room	Harlow	20

Duration: 1 Day

Aims & Objectives:

Aim:

- To support those working with children, young people and families in Essex to develop their understanding of the role of the Lead Professional.
- To practice the skills needed by a Lead Professional to facilitate Team Around the Child (TAC) meetings.

Objectives:

- To have an understanding of the role of the Lead Professional in Essex
- To be aware of the tasks involved in being a Lead Professional
- To understand the Assessment & Referral Process which supports the CAF
- To understand the role of the Multi Agency Allocation Groups (MAAGs)
- Explore the range of skills needed to participate in or Chair TAC meetings more effectively
- Describe the role of the Chair at meetings
- Explore and create a Delivery Plan and Review form
- Consider various behaviours and situations involving participants at meetings

Cost

FREE - There is no charge for this training

Refreshments and Lunch

- **Lunch will not be provided**, so please make arrangements to bring your own.
- Some venues used may not have the facility to purchase food
- Refreshments (tea, coffee, water) will be provided

Contact Details

For further information please contact workingtogether@essex.gov.uk or call The Integrated Working Team on 01245 434073.

Post Course Learning

After attending the face-to-face course, attendees are to complete the **Lead Professional** on-line learning package available at: <http://www.ecclms.co.uk/goecclms.asp> - you will need to register (free) to access the on-line learning package.

Attendees will need to complete **the entire** Lead Professional on-line training package which includes the Quiz to be able to print off your certificate of completion.

Your face-to-face (1-day) course certificate will be sent to you upon verification of completion of the on-line learning package (therefore please do not undertake the on-line learning packages using another users login details).

Please return the attached booking form via email to workingtogether@essex.gov.uk.

To assist with the speed of the application process, we prefer to receive typed applications, rather than handwritten; and received via e-mail.

Alternatively, you can post applications to The Integrated Working Team, A203 County Hall, Chelmsford, Essex CM1 1LX or fax to 01245 437372

NOTE: Due to the high demand for these courses, please apply promptly to allow time for your application to be processed effectively.

Please do not turn up at the event without having previously booked and had your place confirmed. Venues are limited in size and accommodation.

Thank You

APPLICATION FOR INTEGRATED WORKING TRAINING – **Lead Professional**

Please complete this form using **BLOCK CAPITALS** so that your details can be recorded correctly.

Name:		Organisation:	
Date:	E-Mail:		
(please state your e-mail address <u>clearly</u> as joining instructions & confirmation will be sent to this e-mail address)			
Job Role:			
Line Manager's Name:			
Address for correspondence:		Line 1	
		Line 2	
		Line 3	
		Postcode	
Contact number (in the event of cancellation etc):			
Have you any special requirements ie access?			
Sector (please circle or highlight):		ECC	Health
		Children's Centres	Fire & Rescue
		Other (please specify)	
About the event – Please note: Lunch will <u>not</u> be provided on the day			
Programme Title:		Assessment & Referral Process & The Role of the Lead Professional	
Please document your choice of dates and venue:			
First Choice:	Date:	Venue:	
Second Choice:	Date:	Venue:	
(see attached for selection of dates & venues)			
Dates will be confirmed prior to attendance – please do not turn up at the event without confirmation of your place on the programme.			
<u>Line Manager's endorsement</u>		I agree to endorse this application:	If this application form is e-mailed from the Line Managers e-mail account, we will assume this as Line Managers endorsement for attendance.
Level of priority to the service/organisation:		High / Medium / Low (circle/delete as appropriate)	
Line Manager's name/contact details:			
Line Manager's signature:			