

Common Induction for the Children and Young People's Workforce



Children and Young People's Trust
Improving outcomes for children in Solihull

A guide for managers

All new staff to the Children and Young People's Workforce in Solihull must complete the Common Induction.

As a manager, you have a responsibility to notify the workforce team when you have a new member of staff and to enroll them onto the Common Induction.

- Audience:** All new staff (and staff who have been in post since September 2009).
- Aim:** To help staff have the same basic level of skills and knowledge; to develop a common language and encourage integrated working.
- Cost:** Free of charge.

The Common Induction programme will support and not replace any induction programmes already in place.

After informing the workforce team that you have a new member of staff, you will be sent a Common Induction checklist. You must complete the checklist with the new member of staff and determine which modules they need to complete, dependent on their level of experience and training.

Return the completed checklist to the workforce team who will book the relevant training and notify delegates of dates.

The programme is made up of seven modules:

- Integrated working awareness*
- Safeguarding level one*
- Equality and diversity
- Communicating with children, young people and families
- Child development
- Health and safety
- Information sharing

* mandatory modules

Available dates 2010

27 January - 30 March – still spaces on some modules

3 March - 3 May

4 May - 7 July

For further information or to let us know you have a new member of staff please contact: Rebecca Gunning on 0121 788 5371 or rgunning@solihull.gov.uk