

# Families First: Workforce Learning and Development Plan

Time	Who	What do they need to know?	How can this be achieved?
First three/six months of joining the workforce	All	Families First processes overview: <ul style="list-style-type: none"> <li>- Continuum of need/referral process</li> <li>- Key worker/TAF roles and responsibilities</li> <li>- Families First Portal</li> <li>- Troubled Families Programme</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Welcome pack</a> (include links to interactive process map and portal)</li> <li>- <a href="#">Continuum of need</a></li> <li>- Individual organisation inductions</li> <li>- <a href="#">EHM training</a></li> <li>- Introduction to Families First events</li> <li>- <a href="#">Acronym buster</a></li> </ul>
		Understanding of key partners and services	<ul style="list-style-type: none"> <li>- <a href="#">Workforce Shadowing Programme</a> (both via offering a shadowing opportunity or signing up to shadow another organisation)</li> <li>- <a href="#">Families First portal</a></li> <li>- Networking events</li> <li>- Attending Families First Partnership Groups and Families First Triage Panels</li> <li>- Communication materials</li> <li>- <a href="#">Families First Newsletter</a></li> </ul>
		Families First Tools/Training <ul style="list-style-type: none"> <li>- Early Help Module (EHM)</li> <li>- Families First Assessment</li> <li>- Short Term Work</li> <li>- Trauma Informed Practice</li> <li>- <i>Motivational Interviewing*</i></li> </ul>	<ul style="list-style-type: none"> <li>- Accessing the information pages on the <a href="#">Families First Practitioners Portal</a></li> <li>- <a href="#">EHM training</a></li> <li>- <a href="#">Practice Forums</a></li> <li>- ACEs/<a href="#">trauma informed practice awareness training</a></li> <li>- <i>Roll out of Motivational Interviewing training for partners*</i></li> <li>- <a href="#">Motivational Interviewing Toolkit</a> **</li> </ul>

\*Future training events currently in development

\*\*Further tools to be added

		<p>Effective Families First Assessment, Short Term Work and outcome focused support planning</p>	<ul style="list-style-type: none"> <li>- <a href="#">EHM training</a></li> <li>- <a href="#">Practice Forums</a></li> <li>- Communication materials i.e. <a href="#">Practice Guidance/Standards</a></li> </ul>
<b>First three/six months of joining the workforce</b>	<b>Key workers</b>	<p>Effective and quality case recording</p>	<ul style="list-style-type: none"> <li>- Full <a href="#">Practice and EHM Training</a> and <a href="#">Lite Bite Sessions for key workers</a> requiring refresher training</li> <li>- <a href="#">Practice Forums</a> sessions on quality case recording</li> <li>- <a href="#">Families First Practice Standards/Guidance</a></li> </ul>
		<p>Families First Tools (additional to EHM, FFA, Short Term work):</p> <ul style="list-style-type: none"> <li>- Graded Care Profile</li> <li>- Outcomes Star</li> <li>- Safeguarding Level 2</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">HSCP Graded Care Profile</a></li> <li>- <a href="#">Graded Care Profile Toolkit</a></li> <li>- <a href="#">Outcomes Star Training</a></li> <li>- <a href="#">HSCP Safeguarding Training</a></li> </ul>
		<b>Team around the family (TAF) practitioners</b>	<p>Effective and quality case recording:</p> <ul style="list-style-type: none"> <li>- Early Help Module Training</li> <li>- Early Help Module guidance documents on the Families First Practitioners Portal</li> </ul>
	<p>Families First Tools (additional to EHM, FFA, Short Term work):</p> <ul style="list-style-type: none"> <li>- Graded Care Profile</li> <li>- Outcomes Star</li> <li>- Safeguarding Level 2</li> </ul>		<ul style="list-style-type: none"> <li>- <a href="#">HSCP Graded Care Profile</a></li> <li>- <a href="#">Graded Care Profile Toolkit</a></li> <li>- <a href="#">Outcomes Star Training</a></li> <li>- <a href="#">HSCP Safeguarding Training</a></li> </ul>

Post 6 months/ ongoing	All	Further personal development/training	<p>Further access to training packages</p> <ul style="list-style-type: none"> <li>- via the <a href="#">Hertfordshire Safeguarding Children's Partnership offer</a></li> <li>- <a href="#">HSCP Learning Hubs</a></li> <li>- via the <a href="#">Families First Portal</a> including topics on My Baby's/Teen Brain, Benefits/Debt, Mental Health, Inter-parental conflict, Protective Behaviours</li> <li>- Free spaces on HCC training courses – sign up to the <a href="#">Families First newsletter</a> to be added onto the mailing list</li> </ul>
		Further Practice Help	<ul style="list-style-type: none"> <li>- <a href="#">Families First Practice Standards/Guidance</a></li> <li>- Families First Practitioners Portal</li> <li>- <a href="#">Practice Forums</a></li> </ul>