

Profile: Jenny Challiss – VS Training

The majority of my working life has been spent either in care or care training. The only time I spent out of care was a period of six months in a finance position and short spells when I was bringing up my children.

The past eleven years I have been at K College (formerly South Kent College) until the end of September 2011 when I was made redundant. For a short period I took a senior care-worker position in a local residential home for people with dementia. This gave me an opportunity to re-develop my competencies and up-date my knowledge and skills. From here I took a position with Age UK Training where I supported learners with their Diplomas level 2&3 and shared responsibilities for the designing and development of the Level 1 Health and Social Care programme for the Employability candidates coming through the Job Centre and delivered the course to them.

I joined VS Training in October 2013 as a Trainer/Assessor. My position as a Trainer is to deliver the Health and Social Care Induction courses to a variety of staff from various Health and Social Care sectors and share responsibility for up-dating and developing the courses and researching subject matter. As an Assessor I support learners through their diplomas at levels 2&3.

Over these years my professionalism has been gained through continuous and regular training, development and updating of my Continuous Professional Development (CPD) file, registration with the Institute for learning. Study days and team standardisation meetings on a regular basis and updates on training courses as required. Qualifications gained have been relevant to my position and responsibilities, these are as follows:

- Advanced Certificate in Education(Post Compulsory)
- Level 3 Certificate in Assessing Candidates (A1)
- D32 D33 – A1 Update
- Moving & Handling Train the Trainer
- The Mental Capacity Act Train the Trainer
- Bee Inspired Dementia Care Leader – Jackie Pool
- Adult Protection (Safeguarding) Train the Trainer – Update
- Safeguarding & Safer Recruitment
- Advancing Equality & Diversity
- National Back Exchange (NBE)

Whilst working for K College I was responsible for designing and delivering the training course including the lesson plans and if necessary the schemes of work. Assessment plans and preparation of physical resources for the session was also my responsibility. I was also required to manage the students learning during the session, managing and monitoring of health and safety requirements in the classroom and attending health and safety training events as necessary. Ensuring quality control and continued improvement is embedded in all aspects of work in line with all College procedures. I designed the course books to accompany the training sessions and carry out inductions on the use of the course books with trainers.

The subjects that I taught were:-

- Adult Protection – Safeguarding
- Medication
- Infection Control
- Moving & Positioning
- Equality & Diversity
- Foundation Skills
- Dementia
- Basic Skills – Literacy & Numeracy

When previously working for Age Concern in Hythe as a Domiciliary Care Manager I employed staff and gave induction training whilst identifying future training needs and would continue this through regular supervision and keeping an up to date training plan (matrix) on all staff.

I carried out Initial Assessment during the employment process discussing their duties and tasks they would carry out during their work and identifying and agreeing their training needs.

The training courses at K College I prepared myself according to the requirements timescale and targets as laid down by Kent County Council (KCC) and Care Quality Commission (CQC).

During the students training/study I mentored, supported and guided them through the construction of their portfolios, ensuring evidence had been correctly collated and met the Awarding Bodies specification.

Assessing and recording learner achievements and maintaining the documentation required was achieved during the planning and observations. This was then discussed and recorded ensuring the criteria was met.

Monitoring and evaluating is continually carried out. However, one should be carried out at the start of the programme (Induction), then again (Midway) to ensure correct level of learning continues, then at the end to establish the overall learning experience.

My networking internally and externally, collaborating with employers and public bodies, liaising with service providers and individuals has continued to be a valuable source of knowledge. This assisted gathering material for the continued importance of ensuring greater levels of competence. This enhances the professional service provided. It has been an essential part of my progression in the care sector and education.

Health and Safety issues have always been a key issue in the environment throughout my career at all times including the training sessions and I am generally well versed in all the correct procedures.

Quality Assurance/Monitoring has been an important part of my teaching. In many ways the care industry and education are not dissimilar, continually managing and acknowledging standards of best practise, safeguarding and well-being. This helps develop and update the subject matter to ensure correct learning of information has taken place. This can all be confirmed by proper use of ISO 9001.

I have continually made efforts to enhance my learning and development throughout my career in whatever area is pertinent to my role. Attention to detail is an essential criteria and as part of my management. I pride myself on delivering a quality service to learners. I have developed excellent organisational skills to ensure that I plan my time effectively. I manage and monitor all administrative work ensuring a high level is maintained.

I am professional, hardworking, articulate and versatile with a mature attitude. I work well under pressure, having the ability to settling and agreeing targets, and successfully achieving them. With my motivational skills and experience of working creatively I have successfully used my problem solving skills and my ability to design practical solutions.

At K College I was directly involved with the equalities and diversity initiative. I successfully established and maintained good working relations with colleagues. I am adaptable, flexible and good team member with a sense of humour and fit into any type of environment.

Jenny Challiss