

Welcome to the Common Assessment Framework (CAF) training programme for 2009/2010.

This plan sets out the training opportunities for all practitioners who work with children and families and is open to all those in statutory and non-statutory services.

Here is some brief information about CAF and the lead professional to help you decide which training is best for you.

Introduction to the Common Assessment Framework and the Lead Professional

The Common Assessment Framework (CAF) is a key component in the Every Child Matters: Change for Children programme. The aim is to identify, at the earliest opportunity, a child or young person's additional needs and provide timely and coordinated support to meet those needs.

What is the CAF?

It has three elements:

- **A simple pre-assessment checklist** to help practitioners identify children or young people who would benefit from a common assessment;
- **A process for undertaking a common assessment** to help practitioners gather and understand information about the needs and strengths of the child – based on discussions with the child, their family and other practitioners as appropriate;
- **A standard form** to help practitioners record and, where appropriate, share with others the findings from the assessment in terms that are helpful in working with the family to find a response to unmet needs; placed to agree with the child and family what support is needed.

CAF benefits

The CAF provides an assessment that is common across services. It will help embed a shared language, support better understanding amongst practitioners, reduce the number of different assessments, facilitate early intervention and speed up service delivery.

The lead professional is the one practitioner who takes a 'lead role' to ensure that front-line services are coordinated, coherent and achieving intended outcomes. This way all children and young people who require integrated support from more than one practitioner should experience a seamless and effective service.

What is the role of a lead professional?

The lead professional is not a new role. Instead s/he delivers **three core functions** as part of their work:

- Act as a single point of contact for the child or family;
- Coordinate the delivery of the actions agreed;
- Reduce overlap and inconsistency in the services received.

A lead professional is accountable to their home agency for their delivery of the lead professional functions. They are not responsible or accountable for the actions of others.

Learning from experience

Evidence from practice suggests that the introduction of a lead professional role is central to effective frontline delivery of integrated children's services. It ensures that professional involvement is optimized, coordinated and communicated effectively. Most importantly, it provides a better experience for children, young people and families involved with a range of agencies.

Implementation

CAF and the lead professional role are being implemented in Manchester. Practitioners, children and families are already seeing the benefits.

The Common Assessment Framework (CAF) Training Programme

The CAF training programme has been devised following feedback from practitioners, local and national evaluations and has been developed in collaboration with The Workforce Planning and Development Service.

CAF is a vital tool in ensuring that children's needs are identified and met at the earliest opportunity, and relies on us all working together to help children reach the five Every Child Matters outcomes. The aim of the CAF training is to equip practitioners with the skills and knowledge to initiate a common assessment, complete a common assessment and act as the lead professional. In addition we aim to develop and foster the following:

- A shared understanding of principles, processes, tasks, roles and responsibilities as outlined in national and local guidance
- Improved communication between professionals, including a common language to describe children's needs, and based on best practice in information sharing
- Effective working relationships built on mutual trust and respect
- More effective and integrated services
- A commitment to helping all children achieve the best and fulfil their potential

Wherever possible we aim to deliver the training in the districts in order to promote networking and knowledge of local resources.

Which Common Assessment Framework (CAF) Training is for you?

Level 1: Awareness

Anyone who works with children and young people will need an awareness of what the Common Assessment Framework is. This short briefing gives an overview of what the Common Assessment Framework is and how it fits in with integrated working in Manchester. It also gives an overview of the lead professional role and information sharing - key elements of the CAF.

This course is a pre-requisite for the Level 2 training.

Dates:

Wed	01-Apr-09	One Central Park, Miles Platting	9.30 – 11.30
Thur	30-Apr-09	One Central Park, Miles Platting	2.00 – 4.00
Thur	07-May-09	Wythenshawe Community Church	2.00 – 4.00
Sat	16 May 09	tbc	9.30 - 11.30
Wed	27-May-09	One Central Park, Miles Platting	9.30 – 11.30
Wed	03-Jun-09	Wythenshawe Community	9.30 – 11.30

		Church	
Fri	26-Jun-09	St Thomas Centre Ardwick	9.30 – 11.30
Mon	06-Jul-09	Wythenshawe Community Church	9.30 – 11.30
Sat	11 July 09	tbc	9.30 - 11.30
Mon	27-Jul-09	Wythenshawe Community Church	2.00 - 4.00
Tue	01-Sep-09	One Central Park, Miles Platting	9.30 – 11.30
Sat	12 Sep 09	tbc	9.30 - 11.30
Wed	30-Sep-09	Wythenshawe Community Church	2.00 - 4.00
Fri	09-Oct-09	St Thomas Centre Ardwick	9.30 – 11.30
Fri	23-Oct-09	One Central Park, Miles Platting	2.00 - 4.00
Mon	02-Nov-09	Wythenshawe Community Church	2.00 - 4.00
Sat	21 Nov 09	tbc	9.30 - 11.30
Mon	30-Nov-09	One Central Park, Miles Platting	2.00 - 4.00
Mon	07-Dec-09	Wythenshawe Community Church	9.30 – 11.30
Wed	16-Dec-09	One Central Park, Miles Platting	9.30 – 11.30
Mon	04-Jan-10	One Central Park, Miles Platting	2.00 -4.00
Sat	9 Jan 10	tbc	9.30 - 11.30
Fri	15-Jan-10	Wythenshawe Community Church	9.30 – 11.30
Fri	29-Jan-10	One Central Park, Miles Platting	2.00 - 4.00
Wed	03-Feb-10	One Central Park, Miles Platting	9.30 – 11.30
Thur	25-Feb-10	Wythenshawe Community Church	2.00 - 4.00
Fri	05-Mar-10	St Thomas Centre Ardwick	9.30 – 11.30
Sat	13 Mar 10	tbc	9.30 - 11.30
Thur	25-Mar-10	One Central Park, Miles Platting	9.30 – 11.30

After successful completion of the Level 1: Awareness briefing practitioners who work closely with children and young people can apply for one of the following Level 2 courses.

To access Level 2 training delegates:

- Must be CRB cleared.
- Are expected to complete or contribute to a common assessment within 1 month of course completion.

Level 2: Practitioner – for practitioners working closely with children and young people.

This is a practical one day training session which enables practitioners to:

- Identify when a CAF should be initiated
- Complete a CAF assessment
- Undertake the lead professional role
- Know when and how to share information with other services

Dates:

Fri	03-Apr-09	Central	St Thomas Centre Ardwick	9.30-4.30
Wed	08-Apr-09	South & Wyth	Wythenshawe Community Church	9.30-4.30
Fri	17-Apr-09	North	One Central Park, Miles Platting	9.30-4.30
Tue	28-Apr-09	City Wide	Central Library	9.30-4.30
Tue	05-May-09	Central	St Thomas Centre Ardwick	9.30-4.30
Thur	14-May-09	South & Wyth	Wythenshawe Community Church	9.30-4.30
Wed	20-May-09	North	One Central Park, Miles Platting	9.30-4.30
Fri	29-May-09	City Wide	St Thomas Centre Ardwick	9.30-4.30
Thur	04-Jun-09	Central	St Thomas Centre Ardwick	9.30-4.30
Wed	10-Jun-09	South & Wyth	Wythenshawe Community Church	9.30-4.30
Sat	13 Jun 09	tbc	Victoria Mill, Miles Platting	9.30-4.30
Wed	24-Jun-09	North	One Central Park, Miles Platting	9.30-4.30
Tue	30-Jun-09	City Wide	Central Library committee room	9.30-4.30
Wed	08-Jul-09	Central	One Central Park, Miles Platting	9.30-4.30
Thu	09-Jul-09	South & Wyth	Wythenshawe Community Church	9.30-4.30
Wed	15-Jul-09	North	One Central Park, Miles Platting	9.30-4.30
Fri	24-Jul-09	City Wide	One Central Park, Miles Platting	9.30-4.30
Fri	31-Jul-09	Central	St Thomas Centre Ardwick	9.30-4.30
Wed	02-Sep-09	South &	Wythenshawe Community	9.30-4.30

Fri	11-Sep-09	Wyth North	Church One Central Park, Miles Platting	9.30-4.30
Wed	16-Sep-09	City Wide	Central Library	9.30-4.30
Tue	22-Sep-09	Central	St Thomas Centre Ardwick	9.30-4.30
Tue	29-Sep-09	South & Wyth	Wythenshawe Community Church	9.30-4.30
Mon	12-Oct-09	North	One Central Park, Miles Platting	9.30-4.30
Wed	14-Oct-09	City Wide	One Central Park, Miles Platting	9.30-4.30
Thur	22-Oct-09	Central	St Thomas Centre Ardwick	9.30-4.30
Fri	06-Nov-09	South & Wyth	Wythenshawe Community Church	9.30-4.30
Fri	13-Nov-09	North	One Central Park, Miles Platting	9.30-4.30
Sat	14 Nov 09	Central	tbc	9.30-4.30
Tue	17-Nov-09	City Wide	One Central Park, Miles Platting	9.30-4.30
Wed	25-Nov-09	Central	St Thomas Centre Ardwick	9.30-4.30
Thur	03-Dec-09	South & Wyth	Wythenshawe Community Church	9.30-4.30
Fri	11-Dec-09	North	One Central Park, Miles Platting	9.30-4.30
Thur	17-Dec-09	City Wide	Central Library	9.30-4.30
Fri	08-Jan-10	Central	St Thomas Centre Ardwick	9.30-4.30
Wed	13-Jan-10	South & Wyth	Wythenshawe Community Church	9.30-4.30
Sat	16 Jan 10	South	tbc	9.30-4.30
Fri	22-Jan-10	North	One Central Park, Miles Platting	9.30-4.30
Wed	27-Jan-10	City Wide	One Central Park, Miles Platting	9.30-4.30
Mon	01-Feb-10	Central	St Thomas Centre Ardwick	9.30-4.30
Fri	05-Feb-10	South & Wyth	Wythenshawe Community Church	9.30-4.30
Fri	12-Feb-10	North	One Central Park, Miles Platting	9.30-4.30
Mon	22-Feb-10	City Wide	Central Library	9.30-4.30
Fri	26-Feb-10	Central	St Thomas Centre Ardwick	9.30-4.30
Wed	03-Mar-10	South & Wyth	Wythenshawe Community Church	9.30-4.30
Mon	08-Mar-10	North	One Central Park, Miles Platting	9.30-4.30
Fri	12-Mar-10	City Wide	One Central Park, Miles Platting	9.30-4.30
Thur	18-Mar-10	Central	St Thomas Centre Ardwick	9.30-4.30
Sat	20 Mar 10	tbc	Victoria Mill, Miles Platting	9.30-4.30
Mon	22-Mar-10	South & Wyth	Wythenshawe Community Church	9.30-4.30

Fri	26-Mar-10	North	One Central Park, Miles Platting	9.30-4.30
Wed	31-Mar-10	City Wide	Central Library	9.30-4.30

OR

Level 2: Practitioner for Managers/Supervisors – for those who supervise other practitioners.

This is a one day training session which provides an overview of the Common Assessment Framework from a management perspective. Managers/supervisors will look at:

- How to complete a common assessment
- How CAF fits with their existing assessments
- What skills their teams will need to complete a CAF assessment
- What skills their teams will need to take on the lead professional role
- What implications CAF has for their organisation and how it can be implemented.

Dates:

Mon	06-Apr-09	Central	Victoria Mill, Miles Platting	9.30-4.30
Mon	29-Jun-09	North	Victoria Mill, Miles Platting	9.30-4.30
Fri	04-Sep-09	South & Wyth	Wythenshawe Community Church	9.30-4.30
Wed	06-Jan-10	City Wide	Victoria Mill, Miles Platting	9.30-4.30
Thur	04-Mar-10	City Wide	Central Library committee room	9.30-4.30
Mon	29-Mar-10	City Wide	Victoria Mill, Miles Platting	9.30-4.30

Refresher training

This half day training is aimed at all practitioners who have attended the full day practitioner training but need to refresh their skills and update their practice.

Dates:

Fri	08-May-09	City Wide	Wythenshawe Community Church	9.30 – 12.30
Thur	16-Jul-09	City Wide	Central Library committee room	1.00-4.00
Mon	14-Sep-09	City Wide	One Central Park, Miles Platting	9.30-12.30
Thur	10-Dec-09	City Wide	Central Library committee room	1.00 – 4.00
Mon	08-Feb-10	City Wide	One Central Park, Miles Platting	9.30 – 12.30
Wed	10-Mar-10	City Wide	Central Library committee room	1.00 – 4.00
Mon	15-Mar-10	City Wide	One Central Park, Miles Platting	9.30 -12.30

How to apply

Please discuss your training needs with your line manager in the first instance. You can then select your preferred date from the lists on the appropriate page of this booklet. If you are applying for a Level 2 course select a course targeted at the district in which you work.

You must send the attached CAF training nomination form, endorsed by your manager, by email to cafraining@manchester.gov.uk, fax on 0161 274 7082, or post to CTA Implementation Team, 4th Floor Overseas House, Quay Street, Manchester M3 3BB.

Further copies of the nomination form are available on request from cafraining@manchester.gov.uk.

Submission of the form does not guarantee a place on the course.

Written confirmation of your place will be sent directly from the CAF Implementation Team. It is therefore essential that you provide an accurate email address on the nomination form. If you do not have access to email at work please provide a fax number or full postal address so we can contact you.

We reserve the right to cancel any of the course dates listed if there is insufficient interest. We will give you a minimum of 5 working days notice.

If you have any questions regarding CAF training please email cafraining@manchester.gov.uk or telephone Julie Willis on 0161 234 7254.

Districts and Localities

