

### E-LEARNING TOPICS AND FACILITIES (LEARNING AND DEVELOPMENT WEBSITE AND THE ALL WALES ACADEMY (AWA))

The following topics and facilities are available on the Learning and Development Website:

- Corporate Induction  
The Corporate Induction Programme has been designed to give new employees an insight into the work, people and services associated with the Council. However, it can also be used by current employees who are changing directorates or for Elected Members to familiarise themselves with the Council.
- ICT Code of Conduct  
This is the compulsory ICT Code of Conduct module for all Bridgend staff using information and communication technology. All members must complete the ICT Code of Conduct.
- Data Protection Act E-learning Module  
This module is mandatory for all Elected members and employees who process personal information. The Information Commissioner's Office has advised about the importance of making sure all personnel who regularly handle personal information receive adequate data protection training.
- DSE E-Learning Module  
This course describes practical steps you can take to ensure your own health and safety. The guidelines will also apply if you use a laptop or use Display Screen Equipment at home.
- Safeguarding Children and Adults - Raising Awareness E-Learning Module  
This module will outline what is meant by the term 'Safeguarding' and will ensure that everyone understands the part they play in ensuring that abuse does not go unrecognised and where it is suspected or known about, that it is reported to the appropriate people.
- Violence against women domestic abuse and sexual violence (VAWDASV) E-Learning Module  
This e-learning package meets the requirements of group 1 of the National Training Framework on violence against women, domestic abuse and sexual violence
- Fire Safety Awareness E-learning Module  
This module is designed to give you an overview of good fire safety practice at work; identifying potential fire risks to yourself and colleagues, explaining what to do on hearing a fire alarm and how to utilise different types of fire-fighting equipment.

The Members area of the Learning and Development website is being developed as the repository for all relevant information relating to Elected Members. This currently includes:

- Resources/Presentations from Induction Events

- Resources/Presentations from Pre-Council Briefings
- Resources/Presentations from Member Development sessions
- Resources/Presentations from Development Control Committee Workshops

It is planned that more information will be added in this website and will include documents and guidance for Elected Members:

- Annual Reports
- Personal Development review
- Member Mentoring
- Role Descriptions
- Budget Books
- Other suitable topics

The following e-learning topics are available on the All Wales Academy (AWA):

The WLGA has also been instrumental in developing the All Wales Academy (AWA). The AWA is an e-learning portal which is hosted by the NHS with access provided to all local Authorities in Wales. The topics have been provided in collaboration with a range of providers including the All Wales Member Support and Development Lead Members and Officers network. Topics Include:

- Using e-learning in your Development
- Councillor Development
  - Chairing Meetings
  - Corporate Parenting
  - Decisions for Future Generations
  - The Effective Ward Councillor
  - Ethics and Standards
  - Equality & Diversity
  - Introduction to Scrutiny
  - Public Speaking Skills
  - Safeguarding
- General Topics
  - Data Protection Awareness
  - Freedom of Information
  - Social Services and Well-Being (Wales) Act 2014
  - Violence against women, domestic abuse and sexual violence
  - Effective Writing
  - Emotional Intelligence
  - Managing Yourself and Your Time
  - Stress Awareness

Additional topics are continually being sought and if they are considered suitable are developed, translated and implemented. It is planned that a module of Social Media will shortly be finalised and available on AWA.