

Training directory user guide

Training providers

This guidance should be read by any training provider who wishes to submit training for practitioners supporting families affected by drugs or alcohol to the directory.

Introduction

This directory has been created in partnership with the [Department for Education](#) and the [Department of Health](#). Its purpose is to bring together in one place the training available for professionals around families affected by drugs and alcohol. Training providers can submit their training to it and boost their profile and those looking to commission training can use it to make a considered and informed choice about what training they need and how it will meet their expectations and requirements.

The directory is aimed at a diverse workforce which spans bridges the drug and alcohol sector and the families and children's workforce. The training in this directory may be relevant to practitioners working in family support or drug and alcohol services, FIPs, Child and Adolescent Mental Health units, social services and more. It is relevant to statutory, private and voluntary sector organisations and practitioners.

Background

As part of the [Drug Sector Partnership](#) Adfam is carrying out a workforce development project aimed at developing resources and a qualification for practitioners supporting families affected by substance use. After an initial mapping stage and consultations both online and at events in Leeds and London a [role profile](#) (pdf) for these practitioners was created. This role profile forms the basis of how the training is allowed onto the directory. Training which is relevant to at least one competency identified in each section (substance use and family) of the role profile below is permitted.

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1. What does the directory do?

The directory exists to help those providing or commissioning training around drugs, alcohol and families. It brings all the relevant information together in one place which simplifies the process of securing training. Organisations or individuals who provide training can put the details of the training online. Organisation or individuals wishing to commission training can survey the information provided, make an informed choice about it and contact the provider.

2. What training is permitted on the directory?

The training directory is open to training relevant to practitioners working with families affected by drugs and alcohol. Adfam encourages training providers from both the drug and alcohol sector to submit their training.

Only training that delivers content that meets at least one competency in each section of the role profile below and in the submission form (substance use and family) is permitted on the directory. Adfam reserve the right to edit content if it is very long. Please see point 5 below and guidance on the submission form for help on how the map your training to the role profile.

If you would like your training to go onto the directory but don't feel it meets these criteria please contact us. Adfam aims to provide ongoing support and encouragement to training providers and may be able to help advise you on how best to demonstrate the competencies of your training.

If you have any questions on the admission of training please email [Oliver Standing](#) or ring on 0207 553 7656.

3. Is it free to submit training to the directory?

Yes. The only cost incurred is your time in filling in the submission.

4. I'm a self-employed trainer; can I put my training on the directory?

Yes. Adfam is aware that lots of training in the sector is provided by individuals. You can therefore submit your training even if you are not part of an organisation.

5. How can I map my training the competencies identified?

The role profile for practitioners supporting families affected by substance use is detailed below and in the submission form. Use the role profile in the submission form to describe how your training meets the topic listed. You should detail the learning and skills development that will happen in the training and not just the areas of knowledge covered. Consider the standards contained in the role profile below and consider what learning outcomes and subsequent training methods and content would best support a participant to achieve competent practice in their work with service users.

6. Who is the directory for?

The directory exists to help anyone who is interested in commissioning training – often commissioners in local authorities or managers of family or drug and alcohol services. It is publically viewable to all web-users and therefore any person who is interested in the training can find information on training, whether a family member, practitioner, policy-maker, service-manager or commissioner.

Please note that there is also a user guide available for those commissioning training.

7. How is the directory used?

The directory simply displays the training available, ordered by region. A user visits the site and views the records of the training. Each training course has a dedicated web page with basic information covering the length, content (mapped to the competencies included in the role profile mentioned earlier) of the training as well as general characteristics and any prior knowledge needed from attendees. It is then up to the user to contact the provider and organise the commissioning of the training.

8. How do I submit my training to the directory?

If you would like to submit your training to the directory please fill in the submission form and email it to [Oliver Standing](#). If you have any questions on the submission process please email Oliver. The directory will be updated as soon as possible with your training details, with the aim of including them within two weeks. However, no guarantee can be made as to the date your training will be put on the directory.

9. What advantages will submitting my training give me?

By submitting your training course to the directory you will be promoting your training and putting it on a nationally visible platform. Adfam is the umbrella organisation that works to improve the lives of families affected by drugs and alcohol. Its website receives over 3,000 visitors per month and these visitors will see the prominently listed directory. Adfam aims for the directory to be *the* definitive tool available to those interested in commissioning training and the more training that is submitted to the directory the more authoritative and well-regarded it will become.

10. If my training is on the directory does that mean it has been approved by Adfam?

No. The training on the directory has not been evaluated in any way by Adfam. Information will be provided to enable the user to make an informed decision but the details of the commissioning will be worked out by user and provider. Adfam offers no guarantee as to the content of the training and advises all users to thoroughly research the content and nature of it.

Training providers can link to the directory from their website if this is considered useful however the inclusion of training on the directory does not represent an endorsement or stamp of approval from Adfam.

11. Can I update the details of my training after I have submitted them?

Adfam will twice a year review the data in the directory and email training providers where the data seems to be out of date. Adfam reserves the right to remove any entry in the directory which contains incorrect or out of date information if providers are not forthcoming in updating the information. Other than that the user, and not Adfam, is responsible for keeping the records of the training up-to-date. If the details of your training have changed after you have submitted them then please email [Oliver Standing](#). Details will be updated as soon as possible.

12. Isn't Adfam itself a training provider?

Yes. Adfam is a training provider and Adfam training is on the directory. Adfam is also the umbrella organisation for services supporting families affected by drugs and alcohol and plays a role in coordinating the work of organisations across the country. The whole process has been conducted in as transparent and open a way as possible.

13. What should I do if I have any questions or need help submitting my training?

Email [Oliver Standing](#) or ring on 0207 553 7656.

Role profile

This role profile has been developed after research and consultation with the sector. It represents the competencies that a practitioner needs to do their job – it does not exhaustively detail every activity which a person will do in the course of carrying out their job.

You should use the role profile as a tool to assess the suitability of the training on the directory. Each piece of training has been mapped against the role profile, with the training provider clearly demonstrating how each competency is met.

Family
CCSCCS17: Contribute to safeguarding children, young people and vulnerable adults
SFHMH13: Work with families, carers and individuals during times of crisis
SFHMH6: Assess the needs of carers and families of individuals with mental health needs
SFHAB7: Provide services to those affected by someone else's substance use
Substance use
SFHAB5: Assess and act upon immediate risk of danger to substance users
SFHAD1: Raise awareness about substances, their use and effects