

**Continuing Professional Development (CPD) for  
experienced RCN Representatives and activists in  
England**

**Prospectus for April 2012 to March 2013**

**Information pack for the RCN South East Region**

## RCN South East Region : CPD Prospectus 2012-13

<b>USEFUL CONTACTS FOR YOUR REGION</b>	
<b>Regional Director:</b> Patricia Marquis	
<b>RCN South East (Croydon) Office</b>	<b>RCN South East (Newbury) Office</b>
AMP House Dingwall Road Croydon CR0 9XA  0345 456 7849  <a href="mailto:croydon.office@rcn.org.uk">croydon.office@rcn.org.uk</a>	Unit 6, Votec Centre Hambridge Lane Newbury RG14 5TN  0345 456 7832  <a href="mailto:newbury.office@rcn.org.uk">newbury.office@rcn.org.uk</a>
<b>Regional Officers (Croydon)</b>	<b>Regional Officers (Newbury)</b>
<b>Hamza Aumeer</b> - 0345 456 7849  <b>Teresa Budrey</b> - 0345 456 7849  <b>Sue Huggins</b> - 0345 456 7849	<b>Victoria Couling</b> - 0345 456 7832  <b>Di Francis</b> - 0345 456 7832  <b>Julian Hill</b> - 0345 456 7832  <b>Lindsay Meeks</b> - 0345 456 7832  <b>Debbie Schilder</b> - 0345 456 7832
<b>Assistant Regional Officers (Croydon)</b>	<b>Assistant Regional Officers (Newbury)</b>
<b>Sue Bucksey</b> - 0345 456 7849  <b>Lyn Charlton</b> - 0345 456 7849  <b>Danny Heppell</b> - 0345 456 7849  <b>Angela Johnson</b> - 0345 456 7849  <b>Wendy Liddiard</b> - 0345 456 7849	<b>Jane Febers</b> - 0345 456 7832  <b>Julie Lewers</b> - 0345 456 7832  <b>Colin White</b> - 0345 456 7832  <b>Eirlys Wright</b> - 0345 456 7832  <b>Gill Morgan</b> - 0345 456 7832
<b>Operations Manager (Croydon)</b>	<b>Operations Manager (Newbury)</b>
<b>Sarah Dodsworth</b> - 0345 456 7849	<b>Dawn Chambers</b> - 0345 456 7832

## RCN South East Region : CPD Prospectus 2012-13

### THE RCN REPRESENTING AND INFLUENCING TEAM INVOLVED IN CPD MODULE DELIVERY

**Sue Antrobus**  
Learning and Development Manager  
07962 684603  
[sue.antrobus@rcn.org.uk](mailto:sue.antrobus@rcn.org.uk)

**Lynn Smith**  
PA to Sue Antrobus  
Based in RCN North West Region  
01204 552440  
[lynn.smith@rcn.org.uk](mailto:lynn.smith@rcn.org.uk)

**Gaylor Bradley**  
Learning and Development Facilitator  
North West and Yorkshire & Humber  
Regions  
07825 924668  
[gaynor.bradley@rcn.org.uk](mailto:gaynor.bradley@rcn.org.uk)

**Julia Carter-Meadows**  
Learning and Development Facilitator  
London and Eastern Regions  
020 7841 3335  
[julia.carter.meadows@rcn.org.uk](mailto:julia.carter.meadows@rcn.org.uk)

**Ron Elvins**  
Learning and Development Facilitator  
South West Region  
0345 456 7859 ext 7036  
[ron.elvins@rcn.org.uk](mailto:ron.elvins@rcn.org.uk)

**Deborah Haynes**  
Learning and Development Facilitator  
East and West Midlands Region  
07768 355834  
[deborah.haynes@rcn.org.uk](mailto:deborah.haynes@rcn.org.uk)

**Heather Whitton**  
Learning and Development Facilitator  
Northern Region  
0191 511 5816  
[heather.whitton@rcn.org.uk](mailto:heather.whitton@rcn.org.uk)

**Rachel Wood**  
Learning and Development Facilitator  
South East Region  
07774 251476  
[rachel.wood@rcn.org.uk](mailto:rachel.wood@rcn.org.uk)

**Pam D'Silva**  
Learning and Development Administrator  
Based in West Midlands Region  
0121 450 4305  
[pamela.d'silva@rcn.org.uk](mailto:pamela.d'silva@rcn.org.uk)

**Karen Ruff**  
Learning and Development Administrator  
Based in West Midlands Region  
0121 450 4338  
[Karen.ruff@rcn.org.uk](mailto:Karen.ruff@rcn.org.uk)

## CPD Workshops

To apply for a place on a CPD workshop follow these easy steps

1. In the CPD prospectus insert you'll find a description of each workshop mapped to the RCN Mentorship Practice Standards available to experienced representatives in this region.
2. In this document you will find more details of when and where they are taking place.
3. Identify which workshop you would like to attend.
4. Be clear how the learning opportunity fits with your personal development plan.
5. Have a discussion with your mentor or regional officer covering the branch you belong to, asking them to nominate you by signing the CPD nomination form (included at the end of this document). You can find out the details of your regional officer by calling your RCN regional office.
6. Complete the nomination form and send it to the learning and development administrator – contact details are on the form.
7. When your place is confirmed, you will receive a letter and further information on your chosen workshop. If the course is full, you will be notified of this.
8. Expenses will be paid in accordance with the RCN Expenses Policy for RCN Members (copy available on request).

Remember, only a limited number of places are available on CPD workshops so make sure you plan ahead. You will receive a letter confirming if your nomination has been successful.

### **The administrator for Module 3 Workshops is:**

**Pam D'Silva**

Learning and Development Administrator

Based in West Midlands Region

0121 450 4303

[pamela.d'silva@rcn.org.uk](mailto:pamela.d'silva@rcn.org.uk)

## RCN South East Region : CPD Prospectus 2012-13

<b>MODULE 3 WORKSHOPS</b>			
<b>Course Code</b>	<b>Title</b>	<b>Date</b>	<b>Location</b>
M3RR00003	Recruitment and retention	23 April 2012	RCN Regional Office, London. For reps from Eastern, London and South East Regions
M3WCB00004	Collective bargaining in difficult times	22 May 2012	RCN Regional Office, London. For reps from Eastern, London and South East Regions
M3WLR00001	Supporting members in changing roles – the role of Learning Reps	26 July 2012	RCN Regional Office, London. For reps from Eastern, London and South East Regions
M3WEA00001	Asking the right questions – the Equality Act 2010 and Disability Discrimination	27 September 2012	RCN Regional Office, London. For reps from Eastern, London and South East Regions
M3WOC00012	Organisational change	19 November 2012	RCN Regional Office, London. For reps from Eastern, London and South East Regions
M3WCO00001	Commissioning	13 December 2012	RCN Regional Office, London. For reps from Eastern, London and South East Regions
M3WIH00005	Managing the ill health process for RCN members	13 February 2013	RCN Regional Office, London. For reps from Eastern, London and South East Regions
M3WNP00001	Principles of Nursing Practice	13 March 2013	RCN Regional Office, London. For reps from Eastern, London and South East Regions
M3WCP00001	Case preparation and advocacy	20 March 2013	RCN Regional Office, London. For reps from Eastern, London and South East Regions

## BRANCH DEVELOPMENT PROGRAMME

To apply for a place on a Branch Development Programme, please contact your regional office

<b>Course Code</b>	<b>Title</b>	<b>Date</b>	<b>Location</b>
	Branch Development		RCN HQ, London

**NOMINATION FORM FOR CPD MODULES**

<b>FOR OFFICE USE ONLY:</b>				
<b>DATE STAMP:</b>				
<b>DATE LETTER SENT TO REP</b>				
<b>DATE FILED</b>	<b>HARD COPY:</b>		<b>ELECTRONIC COPY:</b>	
<b>DATE TRAFFIC LIGHT UPDATED</b>			<b>MD UPDATED:</b>	
<b>Title of CPD Module</b>				
<b>Date of CPD Module</b>				
<b>Location of CPD Module</b>				
<b>YOUR DETAILS</b>				
<b>Your Full Name</b>				
<b>Type of Representative</b> (i.e. Steward, Safety, Learning)				
<b>Home Address</b>				
<b>Telephone Number</b>				
<b>Email Address</b>				
<b>RCN Membership No.</b>				
<b>Regional Office</b>				
<b>Workplace Address</b>				
<b>Name of Manager</b>				
<b>Your signature</b>		<b>Date:</b>		
<b>Mentor signature</b>		<b>Date:</b>		
<b>Mentor Name</b> (please print)				
<p>A signature from your mentor indicates that you can demonstrate you have completed the learning outcomes within the foundation and development modules as outlined in the prospectus</p>				

## RCN South East Region : CPD Prospectus 2012-13

Do you have any special dietary requirements?	
Do you have any disability requirements/	
<b>YOUR TRAVEL</b>	
The RCN will cover travel and accommodation requirements in compliance with the RCN expenses policy, please help us to establish your requirements by completing the following:	
Which Station will you be travelling from?	
How long will the journey take from your home to the outgoing station?	
<b>WHERE TO SEND YOUR FORM</b>	
<b>Post your form to:</b> Pam D'Silva, Representing and Influencing Team, RCN West Midlands Office, Lyndon House, 58-62 Hagley Rd, Edgbaston, Birmingham B16 8PE <b>or fax to:</b> 0121 455 6270	