

Northern Academy Guide to the Successful Completion of Core for Social Workers

Welcome to Core!

Welcome to *Core for Social Workers* in California. As a practitioner working with children and families, you will have many rewarding and challenging opportunities in your career. Core is designed to provide you with the foundational knowledge, skills, application of what you have learned, and the opportunity to meet and build a network of support with colleagues in Northern California so that you can perform to the best of your abilities.

The California Department of Social Services (CDSS), in cooperation with the Statewide Training Education Committee (STEC), has developed standardized Core curricula to be used statewide for the mandatory training of child welfare social workers. Instructors are experts in the field of child welfare who use a variety of teaching methods based on adult learning theory and best practices.



Purpose of Training

Core is designed to provide newly hired practitioners with a foundational understanding and skill set related to child welfare practice in California. The program is intended for new child welfare services staff, staff transitioning into new job responsibilities and/or experienced workers who have not received formal training in the standardized core subject areas. The goal of Core is to provide training that reflects real world application of knowledge and skill to daily child welfare practice.

Training Structure

Core training incorporates the following training modalities based on adult learning theory:

- Online Knowledge-based training (AKA eLearnings)
- Classroom based training (Skill building and knowledge application)
- Field Activities (Skill application & reinforcement in the field with the support of a field advisor/supervisor)

Core for Social Workers fulfills primary standardized core curricula requirements and includes ten total modules that consist of 29 classes, 24 eLearnings and 9 field activities to be completed over an eight month period for standard cohorts or a three month period for fast track cohorts (see full list of modules and classes on the following pages). Classroom days are blocked together and held each month with a duration ranging from 2 to 4 days per month. Participants must complete all Core requirements (classroom, eLearnings and field activities) to receive a certificate of completion and meet state training requirements. Core Modules 1-7 must be completed within 12 months from initial date of hire and Modules 8 - 10 must be completed within 24 months of initial date of hire; however, cohorts are scheduled such that all requirements are met within 8 or 3 months (for standard and fast track cohorts, respectively).

Class schedule / logistics:

Classroom times begin at 9:00 a.m. and end at 4:00pm. There are two 15-minute breaks and a one hour lunch for full day classes or two half-day classes that occur on the same day. Coffee, tea and water are provided in the classroom. Please note there may be parking costs depending on training location.

Class Participation:

Core is meant to be interactive and your participation is important to the overall instruction provided. You will be asked to respond to general questions, work in small group activities and share your experiences as part of the learning experience. Please let the trainer know if you have any special needs or concerns.

Class Materials:

Please note that the Northern California Training Academy has greatly reduced the use of paper in the classroom. Class participants will receive a link to all class materials and it is your responsibility to print and bring all required handouts that will be used for class activities.

****Materials can also be accessed at any time by visiting www.bit.ly/CoreForSW.**

Evaluations:

You will have the opportunity to complete a course evaluation at the close of each training. Your comments about the course design, course instruction, and the information provided is important to ensure ongoing provision of quality learning experiences for the field.

Pre-tests and Post-tests:

Some classes will have pre-tests and post-tests to evaluate learning gained through the classroom experience. These tests are used to evaluate the Core program and inform future training for social workers in the state.

Tips for Successfully Completing Core:

- **Plan ahead:** map out your schedule for completing Core, and note that making up courses will be more difficult than in the past
- **Register for Core online** with the Academy:
<https://humanservices.ucdavis.edu/northern-academy>
- **Download all of your course materials from the Academy's Resource Library.** A link to your specific materials will be provided with your registration confirmation. Please note it is your responsibility to bring these materials with you to class. You can print materials or download them to your mobile device.
 - **Link to Core Resources:** www.bit.ly/CoreForSW
- **Identify your County Field Advisor.** Meet with them and clarify expectations and working agreements early. Field activity guides have been developed to inform you and your field advisor about each activity.
- **Complete ALL eLearning courses PRIOR to attending classroom skill application day/s.** This is critical; with the exception of Module 1, the classroom activities are all based on what you have learned from the eLearning courses. Module 1 will offer an eLearning Practice Lab to go over how participants can enroll in the eLearnings for the remainder of the modules.
- **Register** for the eLearning courses: The Module 1 Introduction to Core class will provide registration instructions.
- **Complete the field activities as you go through core.** Field Advisors will need to submit documentation when you have completed each activity, submit confirmation of completion at: <https://bit.ly/FieldActivitySurvey>
- ***Please refer to the following associated handouts for additional information:***
 - Core Social Worker Passport

Additional Training Requirement for Core – CWS/CMS Training:

- Please note there is an additional CWS/CMS training requirement for Core in addition to the sequence of classes, eLearnings and field activities outlined on the passport, flyer and website.
 - This additional CWS/CMS training requirement is fulfilled by completing the **first day** of our **CWS/CMS for New Users training**; however, it is strongly recommended that you complete all four days of the training.
- **Register for CWS/CMS for New Users online** with the Academy:
<https://humanservices.ucdavis.edu/northern-academy>

In-Person Class Standards, Expectations and Requirements

Our goal is to create a positive learning environment in which participants can build collaborative working partnerships over the next several months. To ensure our time together is most successful for all participants, we ask that participants take a moment to read and acknowledge the following standards, expectations and requirements associated with participation in Core for Social Workers.

- When participants are in training, their conduct must reflect their commitment and service to their respective county child welfare agencies in the State of California.
- To ensure that every participant is able to engage in classroom activities without any disruption, please refrain from the following:
 - Holding side conversations
 - Conducting personal business
 - Reading outside material
 - Use of the internet or cell phones for reasons other than a classroom activity (please note that all cell phones must be kept on silent during class and replies to all must be made during official breaks).

Attendance Policy

California state training regulations mandate that every participant complete the entirety of standardized training and attendance must be strictly regulated. To ensure we are in compliance with this mandate, please read and acknowledge the following policies:

- If a participant is unable to complete a portion of any one topic area, the entire topic must be repeated to ensure the participant has received all of the content for that topic area.
- In order to ensure accurate records, participants must sign in and out at the beginning and end of each day or verify that their attendance was taken by the instructor.

- The need to strictly regulate attendance means that participants will be held to a standard of being on time for class. Participants are expected to arrive on time and adhere to the time allotted for breaks and lunch.
 - **Please note:** If a participant is late for class, he/she may be asked to leave and repeat that topic.
 - “Late” status applies to participants who:
 - Arrive after the instructor has begun formal instruction
 - Arrive late from lunch/breaks late
 - Leave before the class is over
- If you have any question about whether or not your attendance has been taken, please check in with the instructor.

Virtual Class Standards, Expectations and Requirements

Please note that all of the above attendance standards for in-person classes also apply to virtual instructor-led classes. California state training regulations mandate that every participant complete the entirety of standardized training and attendance must be strictly regulated. To ensure we are following this mandate, please read and acknowledge the following policies and helpful tips for virtual classes:

- Make sure you have technology to support a virtual class (desktop, laptop, iPad, smart phone, etc.)
 - If you do NOT have access to technology to support a virtual class, please work with your supervisor and/or County Training Coordinator
- Please ensure you have a webcam, speakers and microphone
 - If you do NOT have access to a webcam, speakers and/or microphone, this will significantly impact your ability to successfully participate in a virtual class. Please work with your supervisor and/or County Training Coordinator to address this prior to starting Core.
 - If you will not have access to a webcam during Core, you must complete and sign the exemption form at the end of this document and have it signed by your supervisor.
 - If you do not have a microphone, you **must** call in to the virtual class on a telephone that allows you to speak in the class.
- Download the Zoom application on your device (and ensure you have the most up to date version; Zoom updates occur regularly, so it is best to check for updates prior to each class). For how to upgrade Zoom, visit: <https://support.zoom.us/hc/en->

[us/articles/201362233-Where-Do-I-Download-The-Latest-Version-](https://ucdavis.edu/articles/201362233-Where-Do-I-Download-The-Latest-Version-)

- Prepare ahead by accessing your required class materials housed on our Resource Barn page here (please scroll down under Participant resources and select the module you are attending): <http://bit.ly/CoreForSW>
- Look out for a confirmation e-mail that will include the link to the Zoom class and your class materials.
- Prior to the training, you will need to register with Zoom by clicking the link provided in your confirmation e-mail. After registering, you will receive a separate confirmation email containing the link and a password that you will need to join the training. *For security purposes, please do NOT share the Zoom information with anyone else.*
- Once you arrive into the Zoom room, you may be placed in the waiting room until the class start time.
- Virtual class attendance: The instructor or class proctor will take attendance at the beginning of each class and will monitor your presence and participation throughout the class day, including:
 - The use of webcams and microphones:
 - Due to the mandated nature of Core, we are asking all participants to have video/webcam capabilities either through their computer or smartphone as it makes the training more interactive and efficient.
 - Please have your webcam on throughout the class and actively participate in group discussions and breakout room activities. This will help us ensure you are present and actively participating in class.
 - If you do not have a microphone, you must call in on a telephone that allows you to speak in class.
 - Please note: you will be asked to keep your microphone or telephone muted unless you wish to share or ask a question (this helps eliminate background noise).
 - Please let the Academy and your training coordinator know if this is a concern for you.
 - Participants are expected to arrive on time and adhere to the time allotted for breaks and lunch. Participants may stay in the Zoom room during breaks and lunch (please mute your microphone/telephone and webcam during breaks) or may log off and log back in using the same Zoom link provided for the class.
 - If you have any questions about whether or not your attendance has been

taken, please check in with the instructor or class proctor.

Virtual Group Agreements

These are some suggested agreements we ask you to consider as a virtual class participant:

- We will show our video during class whenever possible
- We will keep our mic or phone on “mute” when not sharing
- If briefly stepping away from computer, we will turn the camera off and type in Chat Box “stepping away” or use the clock feature to indicate you are “away” under the “Participants – More” option
- We will pull up the class handouts before class starts
- **Breakout rooms:**
 - We will join Breakout Rooms as soon as invitation is sent
 - We will assign a scribe to record discussion for report-outs
 - We will select the chat box on the menu so we can see the chat with activity instructions during breakout group sessions
 - Trainers may be dropping in on Breakout sessions
- Remember to participate and have fun!

Additional Resources

Please refer to handout attached to your confirmation e-mail, **CHS Zoom Guide for Students**, and take some time to read through it. Our website also has some great resources to familiarize yourself with virtual instruction: <https://humanservices.ucdavis.edu/online-student-resources>

We are very excited to offer this material remotely, and look forward to connecting with you through this virtual instructional format! If you cannot attend a training, please notify your training coordinator and login to your student portal and drop the appropriate class by clicking this link: <https://extensionpv.ucdavis.edu/portal/logon.do?method=load>.

Thank You from the Academy Team!

We look forward to seeing you throughout Core and are excited to be embarking on this new journey with you. Please contact us at academy@ucdavis.edu or by phone at 530-757-8725 if you have any questions or need any assistance.

Please see the following signature page to acknowledge that you have read and understand the classroom standards, expectations and requirements.

Signature of Acknowledgement

I, _____, have read and understand the classroom standards, expectations and requirements for Northern Academy's Core for Social Workers.

Signature:

Date:

Virtual Training Equipment Exemption

Please complete this section ONLY if you are in virtual training and do NOT have access to a webcam on your county device:

I, _____, am stating that I do NOT have access to a webcam on my county device.

I, _____, am the supervisor for _____, and I acknowledge that we do not have a device with a webcam available for their participation in Core training.

Staff Signature:

Supervisor Signature:

Supervisor Signature Date:

This form may be printed, signed, scanned and/or emailed to academy@ucdavis.edu.