



Professional Development

ONTO offers both short and long term courses that are tailor- made according to individual and organisational needs for development.

Training Courses 2009/ 2010

Sessions can be arranged to fit with staff schedules and can be carried out in workplace premises.

COURSE TITLE	DURATION
Infection Control	Half day
Health and Safety	Half day
Manual Handling (People or Load) Theory and Practice	Full day
First Aid (Certified and/or Not Certified)	Half day
Assertiveness Training	Full day
Preparation for Employment Interview Practice	Full day
Care Planning and Documentation	Half day
Dementia Care	Half day
Mental Capacity Act	Half day
Fire Safety	Half day
Team Building	Full day
Confidence Building	Full day
Essay Writing	2 Half days
Medication Awareness	Half day
Customer Service	Half day
Communication Skills	Half day

IN TOUCH WITH ONTO

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InTOUCH

with ONTO



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About ONTO Ltd

Overseas Nurse Training Organisation (ONTO) is a unique training organisation with a specialist approach to recruiting, preparing, supporting and developing national and international healthcare workforce.

Vision

Our ultimate vision is to be the leading provider of a diverse caring workforce nationally and internationally.

Mission

It is our passion and our commitment to provide excellent quality training and personalised support to individuals who aspire to move on to a better future in the healthcare profession.



“Its’ never been easier to communicate, but the challenge is to find the time to keep in touch...”

Marjorie Horner

Managing Director

Welcome Back and Lets’ Start Talking

Lets’ keep in touch!

Most of us live a fast- paced life. Sometimes its’ hard to find time to step back and have a breather. It’s ironic that with the complex communication technology we have in our hands today, it’s getting harder and harder to sit down and take a moment to get in touch with friends and colleagues.

That is why we are bringing back our newsletter, *In Touch with ONTO!* It has been a while since we launched this as a way of keeping in touch with everyone involved with ONTO. I must admit I’m also guilty of being caught up in the scheme of things. Consequently, we are unable to send out a follow up issue! A lot has happened since then. Our family of students and colleagues has grown. We have met and made new friends. We have loads of stories to share!

This time around, we promise to bring you a better In Touch with ONTO. Aside from being a means of communication, we will also try to give tips and advice on how to better cope with living in the UK.

The ‘Latest News’ section will feature just about anything and everything happening with ONTO. ‘Immigration Updates,’ will report on latest UK Border Agency policies that may have implications to our overseas and EU students.

In ‘Meet Our Mentors,’ we will have the opportunity to get to know our mentors, agents, staff and assessors better. I’m sure it will be interesting to find out the many things we have in common and we will get to see each other in a different light. ‘ONTO Alumni’ will bring us up to date on what happened to our graduates after completing their programme. Need some advice in finding affordable accommodation? Want to know where to get the best kebab in town? We will give practical tips and bits of useful information to help you settle in better.

Of course we value your views and opinions. We would like you to share your stories and experiences- good or bad, we love to hear from you. If you have any story in mind or you want more information on anything, let us know and we will try to feature them.

You can also get in touch with us 24/7! Our website: www.onto-ltd.co.uk is always just a click away on the internet or if you want a chat you can ring us at (0113) 2753888. We are always happy to welcome you for a visit at ONTO Ltd, Junxion House, Station Approach, Leeds LS5 3HR.

In whatever means, there is always a way to contact us. I hope to hear from you soon. I love to listen and share our stories, so come on-Lets’ keep In Touch!

NVQ in Health and Social Care- what you need to know.

Get the low down on this training programme and see if this is the right one for you to develop your skills and qualifications.

National Vocational Qualifications (NVQ's) was introduced in 1986 to enable individuals what ever their age to gain a formal qualification via a method of learning and accreditation. Learners are in some cases able to study at a high level of competence.

Health & Social Care at NVQ level equips learners with the knowledge, skills and competencies. For those requiring leadership and management it enables them to develop lead and manage in all the relevant areas, there is a specific programme of study.

NVQ Levels. Although there are entry level courses ONTO begins at LEVEL 2 which is the equivalent of GCSEs Grades A* - C. There is an application of knowledge and skills from the complex to the non-routine. Some may have a level of responsibility and autonomy. Working with others, team is often a requirement.

LEVEL 3 = Requires application of knowledge and skills in work - performed in contexts of the complex and non-routine with some responsibility and autonomy.

LEVEL 4 = Certificates of higher education involves the application of knowledge and skills in a range of complex, technical or professional work activities with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often a feature. LEVEL 5 = Intermediate.

LEVEL 6 = Foundation degree, diploma. LEVEL 6 = BA (Hons) professional degree, graduate certificates and diplomas. There is also LEVELS 7 & 8.

Length of Programme. The programme runs over an academic year i.e. 40 weeks. Some students may find they need to take a little longer and can be registered up to 3 years.



MEET OUR MENTORS (and Staff, Too)

Get to know the people behind ONTO. You'll be surprised how much we have in common.

LORRAINE FRANCIS, ONTO's Module Leader for the Overseas Nurse Programme (ONP) has had a varied nursing background before settling as a Senior Sister at the Leeds Teaching Hospitals NHS Trust, currently in Neonates.

She worked as a Midwife in Bradford following the training programme which she said was in a sense her introduction to neonates.

In Leeds she managed a support system for overseas qualified nurses and led a project for refugee learners who were either nurses in their home country or wishing to enter healthcare.

Recently, she has undergone the A1 Assessor Award with OCR and completed the PGCE.

Q&A with Lorraine

Last fictional book you've read? What is it all about?

The last book I read was *Sleeping Murder* by Agatha Christie. It's about a married woman,

Gweda, comes back from New Zealand to a sleepy little village where she buys a house that she lived in as a small child but has no initial memory of until strange things start happening and she develops a fear of going upstairs. Her mother was murdered in the house by her uncle and buried under the patio. He tries to kill Gwenda as she comes closer to discovering the truth.

Between Gwenda, Miss Marple and her husband they uncover the reasons for her triggered childhood memory.

Favourite movie

Comedies such as *Undercover Brother* & *Gold Member* - I like a good laugh!

What is your food heaven- Why?

My problem is I like most foods especially spicy

What is your food hell- Why?

Probably celery and olives

Most embarrassing moment

Loads I can't think of one off hand.

Proudest moment

My first & second born - now sultry teens!

What is the first thing you will do if you are Gordon Brown?

Get the money back from the Bankers especially those on big bonuses!

Favourite Royal

The Queen's cousin's son - one of the Lascelles - David Lascelles, son of Lord Harewood. He is a big football fan - who usually drives past the development centre sporting the Chapletown Football team. On the way to his stately home, he decided to drive in and see what was going on. He now has some involvement in it.

What is the most amusing thing you find about the British

The way they dance, I just love it.

Advise you can give to people to make it here in the UK

Education is the key but you need to also learn about the country, its people, law, politics and develop a sense of humour.



ONTO Students Awarded with Certifications

Eleven (11) ONTO students has recently been awarded with NVQ in health and social care certifications by Oxford Cambridge and RSA Examinations (OCR), one of UK's leading awarding bodies for general and vocational qualifications such as A Levels, GCSEs and NVQs and Basic Skills.

In a recent visit to ONTO, the OCR External Verifier (EV) is very pleased with the progress of the students towards attaining competencies.

The EV commended ONTO for ensuring students have access to professional training, support materials and guidance that are essential to enable students develop

knowledge and skills to gain their qualifications.

Marjorie Horner, ONTO's Managing Director welcomed this achievement as a validation of the company's commitment in providing world class quality training to its students.

"This is another feather in our cap. I would like to congratulate our students for their hard work. This is certainly a big step in helping them achieve their full potential and realise their dreams," said Ms. Horner.

"I would also like to thank and acknowledge the

Mentors and assessors for the high level of support and help they provided our students.

Our challenge now is to maintain our motivation to engage students and keep on improving," Ms. Horner added.

ONTO is currently running programmes in NVQ in Health and Social Care Levels 2, 3 and 4, A1 Assessor Course and Overseas Nurse Programme (ONP).

For more information please contact (0113) 2753888 or visit our website: www.onto-ltd.co.uk.

Honour Roll



The following students have been certified and awarded with NVQ qualifications. Opposite their names are the mentors.

- Pauline Gott- Helen Wilson
- BanuMary Prakasam- Sue Funnel
- Temitope Oshagbemi- Sue Funnel
- Olayinka Ajao- Nigel Franks/ Lorraine Francis
- Ryan Vladimir Eroles- Nigel Franks/ Lorraine Francis.
- Cezarina Maria Ficuc - Samantha Harrison- with help of Margaret and Sam Birch
- Yangchen Dolma- Sue Funnel
- Reynaldo Casino- Tracey Hinchcliffe
- Shiela Cabalda- Julie Mulley
- Racky Taladoc- Julie Mulley
- Romiela Oiveros- Sue Funnel

NVQ in Health and Social Care continued...

Student Assessment. As an assessment centre, ONTO assess the programme according to the Awarding Body criteria - OCR. Qualifications and Curriculum Authority (QCA) have approved the proposal for the qualification and monitors OCR and other Awarding Bodies offering NVQ. Basically QCA manages such programmes on behalf of the UK government.

Students are required to do a practice portfolio and has to be signed off by their mentors. In some levels, a written health care study is also a requirement.

Qualifications. Students who are able to successfully complete their programme are given certification by the Awarding Body.

NVQ in Health and Social Care is a qualification for working as clinical support workers in hospitals and as health care assistants in nursing and residential homes.

For students already working in these areas, obtaining qualifications in more advanced NVQ levels will give them opportunities for career advancement and promotion.

with inputs from Lorraine Francis Marjorie Horner

Did you know...

- ONTO also runs a combined NVQ Levels 3 and 4 course. The programme runs for two years. It is an excellent way for students to earn more qualifications and save money.
- Students enrolled in NVQ programmes can work while studying. ONTO usually arrange for students to work as part time healthcare assistants in their placement areas.