

# Welcome to Gwent

Welcome to the Gwent and South Powys Vocational Training Scheme introductory pack!

This has been developed to provide GP trainees in Gwent and South Powys with information and resources about GP training and the scheme we run here.

This scheme has been running since 1979 as one of the first courses developed and now one of the largest in Wales, with over 90 trainees. Our scheme covers a wide geographic area with 37 training practices across the 2 counties. Within the scheme there is a choice of four hospitals: the Royal Gwent in Newport; the Grange Hospital in Cwmbran; Ysbyty Ystrad Fawr in Caerphilly and Nevill Hall Hospital in Abergavenny.

The hospital posts all offer an excellent range of experience and there is an active postgraduate training scheme in each of the departments. The scheme also hosts a number of Psychiatry posts in units across Gwent.

Whilst we try and place trainees in their preferred hospital and GP posts, this isn't always possible and applicants to the Gwent scheme need to appreciate that their rotation may take place in any location across the scheme. We also give priority to ST3s for GP posts.

There are 6 sections to this pack:

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- [Leave/Time out of Training](#)
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## Who's Who

### Educational supervisors

All trainees have a named Educational Supervisor who will complete your assessments and your 6 monthly reviews of progression.

They are all GPs, and when you are in general practice they will be GPs in the surgery that you are assigned to.

### Clinical Supervisors

When you are in a hospital post you will also have a named clinical supervisor as well as your educational supervisor.

## Scheme Administrator

Helen Drummond- deputy education centre manager

I have worked in the Education Centre at NHH as Deputy Centre Manager for 15 years. I have lots of other roles within undergrad/postgrad but the Scheme Administrator is my favourite part of the job. You will all get loads and loads of emails from me so I apologise in advance for the next 3 years...

I have lived in Llanfoist for 5 years but originally born and bred in Blaenavon. I love spending time with my family (have 3 grown children) and friends.

I adore travelling and go on as many holidays as I can possibly cram in. My other passion (obsession) is FOOD. Eating in and out, cooking, shopping for, talking about future and past meals. Anything at all to do with food. Also love swapping recipes. Please feel free to send your favourites to me!

If you do change emails or have multiple ones please let me know.



## Programme Directors

Julie Keely

Hi, I'm Julie, a full-time rural GP in Brecon, Powys. I'm responsible for the ST3s on the scheme.

I have probably been a GP since before most of you were born! I still believe we are lucky and privileged to do our job and get to know so many lovely people, both patients, and colleagues. General Practice is fascination, challenging, and fun.

Welcome to Gwent and South Powys GP Scheme and enjoy your time with us. We are here to help, and just ask if you are unsure of anything. There is no such thing as a daft question.



Sarah Neville

Hi, I'm Sarah and I'm a GP partner at Tudor Gate Surgery in Abergavenny.

I finished my GP training in 2000 and have worked at Tudor Gate since 2005.

I am the Programme Director responsible for the ST2s on the training scheme and also teach medical students from Cardiff University. I love the diversity and challenge of General Practice and the relationships that you build up over years of looking after people.

I live just outside Abergavenny and have 3 (almost) grown-up children and 2 dogs who I love walking in the hills around Abergavenny. I hope you enjoy your time with us!



Gareth Jordan

Hi,

I started as a training programme director on the scheme in 2021 and look after the ST1s.

I was a trainee on this scheme back in the day (I am reluctant to say exactly how far back this was Julie knows). My current practice is Wellspring in Risca, I returned after many years to my original training practice on the scheme (they are a nice bunch).



I have a portfolio career, during which time I have been a dermatology clinical assistant, a clinical director for primary care and of course worked as a locum, GMS partner, salaried Health board GP and now as a salaried partner.

I live in Cardiff and have 2 teenage offspring and a dog. My wife is also a GP.

## Associate Deans

Associate Deans GP have geographical responsibilities for general practice training programmes and form the key link between training programmes and HEIW.

Dr Mair Hopkins is the Associate Dean for Gwent.

The others are:

- Gordon Lewis
- Martin Sullivan
- Alistair Bennett
- Peter Saul
- Stephen Hailey

Director of GP Education- *Phil Matthews*

Deputy Director of GP Education- *Collette McNally*

Postgraduate Medical Dean- *Tom Lawson*

In addition there are staff in the GP training office who will help you with any queries and their email address is: [HEIW.GPTraining@wales.nhs.uk](mailto:HEIW.GPTraining@wales.nhs.uk)

## Shared Services

Are your employer and should be contacted with any employment queries

[NWSSPSLE.GPST@wales.nhs.uk](mailto:NWSSPSLE.GPST@wales.nhs.uk)

## Structure of GP Training

3 years as a standard, split into ST1, ST2 and ST3.

You need to complete 12 months in hospital as a mandatory requirement which can be in ST1 or ST2.

You can choose to do both hospital jobs in ST1, or split the period and do 6 months in ST1 and 6 months in ST2.

ST3 is always spent in General Practice and you will be assigned to the same practice for the whole of your ST3 year.

Trainees new to the NHS usually go into a GP post first as there is more support available.

## Weekly Timetable

All full time GP trainees have a weekly 40 hour contract.

This is usually structured as 10x4 hour sessions although there is flexibility as long as the total is 40 hours.

You should have 7 clinical sessions and 3 non-clinical sessions. Each working day should include a lunch break.

Example of timetables are below, these are purely for example purposes and its important to understand that all practices work differently.

	Mon	Tues	Wed	Thurs	Friday
am	Tutorial	Surgery	Surgery	Surgery	Surgery
pm	Surgery	SDL	Surgery	HDR	Surgery

	Mon	Tues	Wed	Thurs	Friday
am	Surgery	Tutorial	Surgery	Surgery	Surgery
pm	Surgery	SDL	On Call	HDR	Surgery

	Mon	Tues	Wed	Thurs	Friday
am	Surgery	Surgery	Surgery	Tutorial	Surgery
pm	Surgery	On call	SDL	HDR	Surgery

	Mon	Tues	Wed	Thurs	Friday
am	Surgery	Surgery	Surgery	Surgery	Surgery
pm	Surgery	SDL	Tutorial	HDR	On call

## HDR Sessions (half day release)

Mandatory when in General Practice- you are paid to attend these.

They are run on Thursdays in school term time, usually in one of the 3 education centres (Nevill Hall Hospital, Royal Gwent Hospital, Grange University Hospital), although will sometimes be run on Teams.

We usually run in 3 groups-

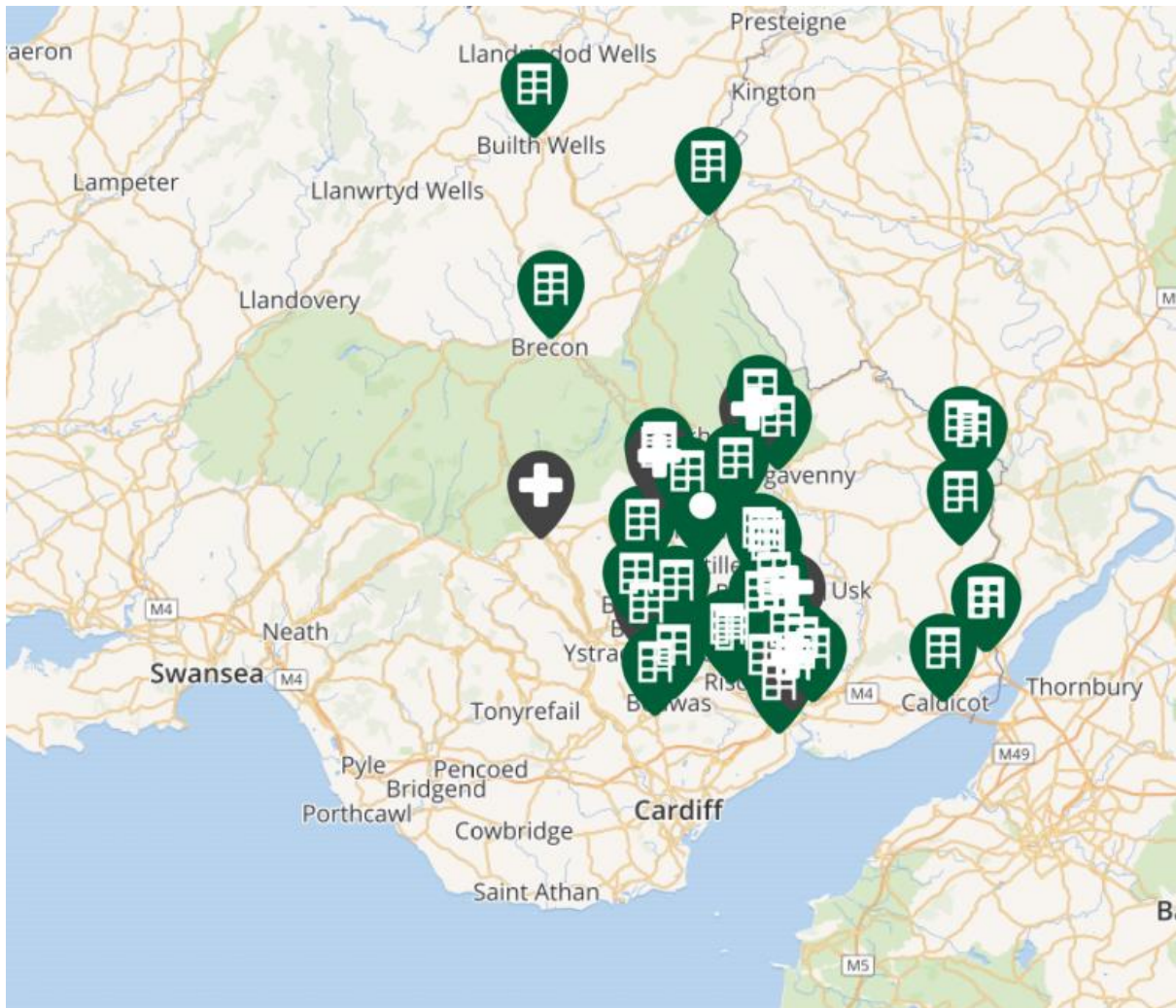
For first GP posts with Gareth, second GP posts with Sarah and ST3s with Julie.

We will sometimes run sessions for 2 groups together or all 3 groups together. Twice a term we will run smaller mixed year sessions to enable you to mix with trainees from other years.

Out of term time these sessions should be an SDL.  
These sessions will come out of your study leave entitlement.

## Our Scheme

We currently have 92 trainees and 83 trainers. The scheme covers a wide area from Newport in the South to Builth Wells in the North, and from Merthyr Tydfil in the west to the Wye Valley in the East.



An interactive version of this is below. This is purely a guide to indicate the locations of the practices, to get accurate directions I would use google maps.

[New Map by Sarahneville · MapHub](#)

## Jobs Available

*Grange University Hospital*

Paediatrics

A&E

Obs & Gynae

Prince Charles Hospital

Obs & Gynae

Paediatrics

A&E

Medicine

Ysbyty Ystrad Fawr

Medicine

Elderly Medicine

Psychiatry

Royal Gwent Hospital

Orthogeriatrics

Dermatology

Ty Siriol

Psychiatry

Ebbw Vale

Psychiatry

Old Age Psychiatry

GP Posts

- Abersychan Surgery
- Abertillery
- Beechwood Surgery
- Bellevue
- Blaenavon Medical Practice
- Blaina
- Blackwood
- Brecon Medical Group Practice
- Builth and Llanwrtyd
- Castlegate
- Chapelwood Surgery
- Clark Avenue Surgery
- Cwmbran Village Surgery
- Courthouse
- Dixton Surgery
- Gelligaer
- Glanrhyd Surgery
- Gray Hill Surgery
- Haygarth Surgery

- Nant Dowlais
- Old Station Surgery
- Oak Street
- Pen y Cae
- Rhymny
- Risca Surgery
- St Brides
- The Mount Surgery
- St. David's Clinic
- St. Julian's Medical Centre
- Town Gate Practice
- Trosnant
- Tudor Gate Surgery
- Ty Bryn Surgery
- Wellspring Medical Centre
- Westfield Medical Centre

## Leave/Time out of Training

### Annual Leave

As a GP trainee you are an important part of the practice team.

At no point should the effective running of the practice be dependent on your attendance and you will not be used as a substitute for a locum in the practice.

Trainees must not be integral to the running of the service, and so where you request leave with six weeks' notice this should generally be permitted.

### Sick Leave

If you are absent from work due to illness, you must inform the practice or your hospital department as soon as possible on the first day.

A self-certification form should be completed for any sickness absence lasting for seven days or less. If the illness continues beyond seven days, a medical certificate should be completed.

This guidance note is intended to clarify sick leave arrangements in line with the Framework Contract agreed between GPC and COGPED. If you are in an area where your contract is with a lead employer or your contract is not based on the framework contract then it will be particularly important to ensure that you are familiar with any local arrangements.

### Sick Leave of up to two weeks

For this short period of leave, the length of the training programme should not be affected.

### Sick Leave of over two weeks

These provisions now mirror the entitlements for junior hospital doctors and came into effect from November 2003. Further details can be found in the Directions to employers concerning GP trainees on the [NHS employer's website](#).

The provisions for payments to GP registrars during sickness should be made on the basis of the number of years of service with the NHS and the number of months of sickness leave and are set out below:

First year of service: One month's full pay and (after completing four months of service), two months' half pay

Second year of service: Two months' full pay and two months' half pay

Third year of service: Four months' full pay and four months' half pay

Fourth year of service: Five months' full pay and five months' half pay

Fifth year of service: Five months' full pay and five months' half pay

Sixth year of service: Six months' full pay and six months' half pay

The training period will generally need to be extended if sick leave exceeds two weeks. With the training programme director's agreement, this can be completed in the GP trainee's current post. GP registrars are advised to contact their local postgraduate Dean's office for individual guidance.

## Study Leave

Study leave enables you, as a trainee, to direct your own learning, meet your educational needs as set out in your personal development plan, and cover the wide range of knowledge and skills required by the RCGP curriculum.

National standards on study leave can be found in the [GMC publication Generic Standards for speciality including GP training. Deanery organised teaching as part of a GP training programme](#). GP training programmes tend to include regular teaching sessions to help trainees cover the curriculum.

There are a number of non-standard terms that may be used across the deaneries to describe these deanery-organised locally-provided speciality specific educational sessions. These teaching sessions may be funded by taking part of the individual trainee's study budget allowance.

Similarly, deanery or training programme organised training sessions are often taken from trainees study leave allocation. This may form a substantial part of the study leave allocation so trainees are advised to check with their deanery so they know how many days of study leave they have remaining.

## Study leave entitlement

GP trainees are entitled to 15 days (30 sessions) per 6 month general practice post of study leave. The entitlements are the same whether the trainee is full or part time.



This includes mandatory attendance at the weekly half day release (HDR) sessions. Study leave may only be taken with prior approval from your trainer/supervisor.

During any break in the GPST HDR this sessions should remain an educational sessions. It can be used in a self-directed manner or for targeted educational activity in agreement between the trainee and trainer, i.e. the trainee still has 7 clinical and 3 educational sessions that week.

When trainees take leave during the week the ratio of clinical to educational sessions should be maintained with flexibility being exercised by both the practice and the trainee when required. A suggested and appropriate balance for any given week might be:

In a 5 day working week: 7 clinical to 3 educational sessions

In a 4 day working week: 6 clinical to 2 educational sessions

In a 3 day working week: 4 clinical to 2 educational sessions

In a 2 day working week: 3 clinical to 1 educational sessions

In a 1 day working week: 2 clinical to 0 educational sessions

(or the pro rata amount for those trainees in LTFT placements)

Attendance at HEIW half-day or day release courses, including any appropriate 'Regional Teaching Events', is counted as part of the study leave entitlement. This attendance is mandatory for trainees in GP placements.

For a 12 month placement in General Practice, 60 sessions are allocated for study leave; 46 of which are already incorporated into the HDR (or additional SDL (self-directed learning) when the HDR is not in session). Therefore a total of 14 study leave sessions remain for courses etc. which should only be granted following the prospective agreement between the trainee and the educational supervisor. The pro rata amounts would apply to trainees in 6 month placements. Study Leave allowance **cannot** be carried over between posts.

Time for private study e.g. to prepare for an examination or to write up research will be limited and would be up to a maximum of 10 sessions per annum prior to an examination.

If an approved course takes place when the trainee is not in work then the trainee does not use up any study leave allowance for this. Study leave time taken to attend/complete courses/events counts as working time and so leave should normally be taken on rostered working days, this includes online courses which can be completed at a convenient time to the trainee.

However, if it is necessary to complete/attend a course/event on a non-working day (e.g. weekend or rostered day off) then a trainee is entitled to a day off in lieu. This must be included within the study leave application and trainees must agree this lieu day with their ES and the Practice Manager at the time of agreeing the study leave. The lieu day should be taken within an agreed reasonable time frame of the event. Both the ES and the trainee must ensure the trainee does not breach their contract requirements on hours worked or the EWTD.

**Applications should normally be received at least six weeks before the course. Retrospective claims will not be accepted.**

The following will normally be part of the allowance:

- Attendance at HEIW half-day (HDR) or day release courses including regional teaching events which take the trainee away from service.
- The half day release (HDR) in general practice placements. GP training schemes that run the half day release for ST1 and ST2 hospital placements must refer to their local Programme Director for advice.
- Leave to sit examinations necessary for the career advancement of the trainee in their chosen specialty is permitted from within the 30 day study leave allowance; however only two such attempts in total or per exam phase per calendar year are permitted, it may be necessary for 'annual leave' to be taken for third and subsequent attempts. As per the GP Trainee Incentive Scheme in Wales reimbursement for the first sitting of both the RCA and AKT can be claimed.
- Leave for private study is allowed for all doctors in training above Foundation grade but is limited to a maximum of five working days within the Study Leave twelve month period against the annual Study Leave entitlement. No expenses are paid for private study even if leave is granted. Trainees should not be contacted whilst on approved Study Leave.

### Study leave request process

- The training programme director has a responsibility for all the educational activities, trainees should be able to attend educational sessions that are part of the speciality training programme. Where attendance at any number of these sessions is mandated then any audit of application for leave should reflect this.
- Study leave is regulated and GP trainees should have employment contracts that stipulate annual study leave entitlement (for example, 30 days per year). However most trainees will rotate through two or more placements per year when in hospital posts and therefore should negotiate their study leave allocation across the year with the clinical and educational supervisors, rota co-ordinators, medical staffing and the Postgraduate Medical Education Department.
- As part of the request process, it may also be necessary to request fees and other expenses associated with a study event. Trainees should also be aware that they may have to book a place on some study events. It is important that study leave is not be used to satisfy the employer's requirements for mandatory training.
- As part of the request process, it may also be necessary to request fees and other expenses associated with a study event. Trainees should also be aware that they may have to book a place on some study events. It is important that study leave is not be used to satisfy the employer's requirements for mandatory training.

### Time out of Programme

Applying for out of programme (OOP) experience for GP trainees in Wales.

The Gold Guide for speciality training sets out the circumstances when a trainee may seek approval for time out of programme. GP trainees in Wales wishing to apply for OOP should follow the procedure below:

#### *How to apply for OOP*

- Complete the OOP form making sure you, your educational supervisor and training programme director have signed it. Also make sure the correct dates are on the form.
- Return form to [heiw.gptraining@wales.nhs.uk](mailto:heiw.gptraining@wales.nhs.uk)
- This request take into account a minimum six month notice period.
- Further information is available in the gold guide.

### Less than Full Time Training

All trainees are eligible for LTFT training however depending upon the demand for this and the reasons for wishing to train LTFT, availability in relation to the capacity of the programme and available resources, may be limited.

All requests for LTFT training will be treated positively by HEIW, Heads of Schools and Training Programme Directors. however, trainees must be aware that the service implications for the host organisation and the overall training capacity within a training programme will have to be taken into consideration.

Where demand for LTFT exceeds training capacity or resources, LTFT requests will be prioritised using the current agreed eligibility categories for LTFT across the UK. the needs of trainees in category one will take priority.

Category 1- individual disability or ill health and caring responsibilities either for children or an ill/disabled partner, relative or other dependent

Category 2- unique opportunities, religious commitment or non-medical development

Category 3- other well-founded reasons

you can choose to work at least 50% of full time equivalent both in general practice and hospital posts.

More information is available at:

<https://heiw.nhs.wales/support/ltft> <https://heiw.nhs.wales/files/less-than-full-time-training/ltft-training-handbook>

All the information you will for LTFT application is available at:

<https://heiw.nhs.wales/support/ltft/how-do-i-apply-for-ltft-training>

The application form is in the appendix. Please email the completed form to

[heiw.gptraining@wales.nhs.uk](mailto:heiw.gptraining@wales.nhs.uk)

### Moving Expenses:

Health Education Improvement Wales (HEIW) in collaboration with BMA Cymru Wales, NHS Wales Shared Services Partnership (NWSSP) and trainee representatives have updated the relocation reimbursement policy for junior doctors and dentists in Wales.

The policy was originally designed to protect junior doctors from shouldering the financial burden of travelling extra distances, or completely relocating, as a result of their rotations to new workplaces for their training, often at great expense to themselves.

The updated policy makes it easier for junior doctors to claim expenses, with less administrative burden and a transparent process for appealing rejected claims. Trainees will also have greater freedom to claim travel expenses towards visiting their permanent home if they have been temporarily relocated and relocating trainees who are first-time buyers will be able to claim for extra fees associated with purchasing their property.

HEIW, NWSSP, BMA Cymru Wales and trainee representatives have all committed to a review of the updated policy by August 2020. The review will consider whether the current annual allowance is sufficient to meet trainees' relocation needs and consider the feasibility of trainees rolling over unused allowance from the previous year.

<https://heiw.nhs.wales/news/an-updated-relocation-reimbursement-policy-for-trainees-agreed>

## Workplace Based Assessments

Throughout your training both in hospital placements and in General Practice placements you will be required to complete work placed assessments for those training LTFT (less than full time) this will be pro-rata.

Once you have registered with the RCGP (Royal College of General Practice) as associates in training, you can access your e-portfolio.

Join the RCGP at <https://www.rcgp.org.uk/about-us/membership/become-a-member/qualified-gps/join-rcgp-established.aspx#:~:text=If%20you're%20a%20GP,or%20call%20020%203188%207766>.

Please do this prior to starting the GP training scheme. There is a fee for this membership and this will be due every year whilst you train.

You cannot access your training portfolio on Fourteen Fish Appraisal Toolkit, AKT, RCA, Education, Trainee Portfolio until you join the RCGP and without it you cannot do any of WPBA.

As a member, you can claim back up to 40% in tax on your initial registration fee and annual AiT membership subscription fees.

Simply use the tax receipt you will receive by email after each payment.

Similarly, if on maternity leave/out of programme you can suspend your membership but it does mean that you can't then access your Fourteen fish portfolio or book college examinations etc.

Fourteen fish will show you the pro-rata WPBA requirements for your current post.

Remember WPBA includes regular /timely reflective entries in your fourteen fish portfolio as well as the more formal assessments. This must be done evenly throughout the post and cannot be left until the end of post. WPBA isn't optional- you will need to complete the minimum requirements and may find that extra formal assessments are needed to show your progression of competence.

These WPBA's must be finished ready for your possible interim or annual review of competence panel progression (ARCP). You will be advised by your registered email when your portfolio will lock before ARCP/end of post to allow time to complete sharing of your entries with your educational supervisor and allow time to prepare the educational supervisors/clinical supervisors reports.

The types of workplace based assessments are:

MINI CEX (mini consultation evaluation exercise)- hospital posts only

Case Based Discussion- both hospitals and GP posts  
 COT (consultation observational tool)- GP posts only  
 Audio COT (audio only Cot- telephone)- GP posts only  
 Learning Log entries on e-portfolio/fourteen fish portfolio- all posts  
 Clinical Examination Procedures and Skills (CEPS)- all posts  
 Prescribing assessment- ST3s only  
 Quality improvement activities (1 a year can include the QIP)  
 Quality improvement project- ST1-2 in General Practice

As well as the formal WPBA, you will need to demonstrate up to date Basic Life Support certificate annually and an up to date Level 3 child protection certification  
 Full details of the WPBA can be found at both fourteen fish and the RCGP website

#### Personal Development Plan (PDP)

This needs to be completed every 6 months.

You need to use it, complete 3 entries per 6 months and be SMART (specific, measurable, attainable, realistic and time limited)

Examples of entries include:

- Hypertension Guidelines
- Child development norms
- Skin rashes
- PMB guidance
- Common Knee problems

#### Assessment numbers from August 2020:

	ST1	ST2	ST3
Mini-CEX/COT (any setting-face to face, telephone or video)	4	4	7
CBD/CAT	4 Cbd	4Cbd	5CAT
MSF	1 (with 10 responses)	1 (with 10 responses)	2 (1 MSF, 1 Leadership MSF)
CSR	1 per post	1 per post	1 per post
PSQ	0	0	1
CEPS	ongoing	Ongoing	Across 3 years 5 intimate + a range of others
Learning Logs	36 case reviews	36 case reviews	36 case reviews
Placement planning meeting	1 per post	1 per post	1 per post

QIP	1 (in GP)	1 (in GP)- if not done in ST1	0
Quality improvement activity	All trainees must demonstrate involvement in Quality Improvement at least once a year.		
Significant event	Only completed if reaches GMC threshold of potential or actual serious harm to patients		
Learning Event Analysis (LEA)	1	1	1
Prescribing review	0	0	1
Leadership	0	0	1
Interim ESR	1**	1**	1**
ESR	1	1	1

## ARCP Panels

### Annual Review of Competence Progression

An ARCP is held at least once every 12 calendar months.

Reviews can be conducted more frequently if there is a need to deal with progression issues outside the annual review.

The ARCP panel make judgements about your progress against the competences, and whether you are ready to move onto the next stage of training.

They also provide a final statement of your attainment of the competences for general practice- the basis for making a recommendation of satisfactory completion of training.

ARCP outcomes are recorded in the Trainee Portfolio (accessible through the “training map”).

The panels are held remotely and you need to ensure that your e-portfolio is up to date and that your Educational Supervisors report is completed at least 2 weeks before your panel date.

You will be notified of the date by GP Training.

Useful Resources:

[CKS | NICE](#)

[BNF British National Formulary - NICE https://www.gp-update.co.uk](https://www.gp-update.co.uk)

[GP CPD Courses & Training by NB Medical Education | NB Medical](#)

[Symptom Checker, Health Information and Medicines Guide | Patient](#)

[General Practice Notebook \(gpnotebook.com\)](http://gpnotebook.com)

[Training and practice \(rcgp.org.uk\)](http://rcgp.org.uk)

[Gwent and South Powys GP Training Scheme - Home \(gwentandsouthpowysgpscheme.co.uk\)](http://gwentandsouthpowysgpscheme.co.uk)

[Home - Aneurin Bevan University Health Board \(nhs.wales\)](http://nhs.wales)

## Additional Support

### Childcare and Schooling

The family information service-

This is a directory of childcare providers in your area that are all registered with Care Inspectorate Wales. It's the go-to resource based on which council area you live in. Below are the links to the family information service websites.

Blaenau Gwent:

Email: [fis@blaenau-gwent.gov.uk](mailto:fis@blaenau-gwent.gov.uk)

Phone: 08000 323 339

Website: <https://www.blaenau-gwent.gov.uk/resident/health-wellbeing-social-care/support-for-children-families/family-information-service/>

Caerphilly:

Email: [fis@caerphilly.gov.uk](mailto:fis@caerphilly.gov.uk)

Phone: 01443 815 588

Website: [https://www.caerphilly.gov.uk/contact-us/General-enquiries/Family-Information-Service-\(FIS\).aspx](https://www.caerphilly.gov.uk/contact-us/General-enquiries/Family-Information-Service-(FIS).aspx)

Monmouthshire:

Email: [contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk)

Phone: 01633 644 644

Website: <https://www.monmouthshire.gov.uk/fis/>

Newport:

Email: [info@newport.gov.uk](mailto:info@newport.gov.uk)

Phone: 01633 656 656 between 9am and 5pm Monday to Friday

Website: <https://www.newport.gov.uk/en/Care-Support/Children-and-families/Family-Information-Service/Newport-Family-Information-Service.aspx>

Powys:

Email: [fis@powys.gov.uk](mailto:fis@powys.gov.uk)

Phone: 01597 826246

Website: <https://en.powys.gov.uk/article/1988/Family-Information-Service>

Rhondda Cynon Taf:

Email: [fis@rctcbc.gov.uk](mailto:fis@rctcbc.gov.uk)

Phone: 01443 425006

Website:

<https://www.rctcbc.gov.uk/EN/Resident/ChildrenandFamilies/ParentandFamilySupport/Financialsupportforfamilies/FamilyInformationService/WhatistheFamilyInformationService.aspx>

Torfaen:

Email: [fis@torfaen.gov.uk](mailto:fis@torfaen.gov.uk)

Phone: 0800 0196330

Website: <https://www.torfaen.gov.uk/en/EducationLearning/Parental-Support/FamilyInformationService/Family-Information-Service.aspx>

## The childcare provision includes:

Childminders- care in child minders home aged from birth to 12 years old, childminders may offer morning and afternoon wrap around care for child in school.

Day nurseries- open all day Monday to Friday from birth to 5 years old

Creche- childcare a day from birth to 5 years old

Pre-school breakfast clubs & afterschool clubs- this can be used as wrap around care before school and after school

Playgroups- 2-3 hours a day for 2.5 year olds to 5 year olds

Nannies- providing care in your home

Holiday clubs- providing childcare Monday to Friday during the school holidays

All these vary in cost and opening hours and often have waiting lists, so early enquiry is essential. Do this well in advance of taking up a new post or returning from maternity/parental leave.

Contacts for Hospital Creches (limited spaces/provision) are all available online.

## Government-funded Childcare and Early Education- “The Childcare Offer”

The childcare offer will provide all eligible working parents living in locality with a combined 30 hours of government funded childcare and foundation phase nursery provision for 3 and 4 year olds for up to 48 weeks per year.

See your local FIS for more information. You can top this provision up buying further hours with many of the providers.

## School Entry:

Council Provided schooling involves applying for a place. This can be in Welsh or English medium. There are deadlines to this and early review of council websites is advised.

Early application is advised.

Many factors are considered including if you live within the catchment of a school. Faith schools often use direct applications to school (please check the council website). School nursery ages 3-4 years. Primary school ages 4-11 years. Secondary school ages 11-16/18 years. Sixth form colleges/providers age 16-18 years.

Within the scheme area/locality there are a number of fee paying independent schools which can be applied to through the Independents Schools Council. For further information, use [www.isc.co.uk](http://www.isc.co.uk)



## Contact Information

There are additional support links and contact information through our introductory pack, below are listed the contact information of our Gwent and South Powys GP training scheme management team.

**Course Administrator:**

**Helen Drummond**

[helen.drummond@wales.nhs.uk](mailto:helen.drummond@wales.nhs.uk)

Tel. 01873 732661

Education Centre, Nevill Hall, Hospital (for admin queries)

**Programme Directors:**

**For ST1 enquiries contact Gareth Jordan:**

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