

Knowsley Adult & Children's Social Worker Progression Policy 2019 – 2021

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KMBC DOCUMENT CONTROL PAGE

TITLE	<p>Title: Social Worker Progression Policy</p> <p>Publication Date: 01/2019</p> <p>Document Type: Policy</p> <p>Version Number: 3.0</p> <p>Brief Summary: The policy describes in detail the process and criteria in place for social worker progression.</p>
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POLICY DEPENDENCIES	<p>Link to other Council documents:</p> <p><i>Social Work Supervision Policy and Corporate Developing People Policy</i></p> <p>Link to Council Primary Objective:</p> <p>Link to Sustainable Communities Strategy Driver Priority:</p>

	KMBC DOCUMENT CONTROL PAGE (2) Continued
EQUALITY IMPACT ASSESSMENT	<p>In order to carry out an EIA you should first complete a screening matrix which can be accessed through the Corporate Equality and Diversity Team.</p> <p>Screening Matrix Complete: Yes No Date Complete:</p> <p>Manager/Group responsible:</p> <p>Category: High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> No relevance <input type="checkbox"/></p> <p>Based on the category indicate the date that a further assessment must take place:</p>
	<p>Initial Assessment is complete: Yes x No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Date Complete: 10 May 2018</p>
	<p>EIA Process is complete: Yes x No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Date Complete: 21 December 2018</p>
SUSTAINABILITY APPRAISAL	<p>To evaluate the economic, social and environmental impacts of a policy you should complete the Integrated Sustainability Appraisal Toolkit on the Policy Hub</p> <p>Policy has been appraised for sustainability: Yes <input type="checkbox"/><input type="checkbox"/> No <input type="checkbox"/></p> <p>Action has been taken to mitigate any identified negative impacts:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Date Complete:</p>
RISK ASSESSMENT	<p>A risk assessment template is available on the Corporate Risk Management intranet site.</p> <p>Policy has been risk assessed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date complete:</p>
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POLICY LIBRARY	<p>Once formally approved the document should be posted onto the Policy Library on the Council intranet.</p> <p>Date Posted: 10/01/2019</p> <p>Posted by: Jane Lyon-Axon</p>

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1.0 Introduction

- 1.1 This Career Progression Scheme applies to qualified social workers within Knowsley Council whose current job role requires them to be registered with the Health and Care Professions Council (HCPC). The scheme outlines how social workers can progress by providing evidence of their capability in accordance with the Professional Capabilities Framework (PCF) and Knowledge and Skills Statement (KSS).
- 1.2. The overall aim of the PCF is to provide a common framework for the social work profession to support skill development and to track practitioner learning and development, from students on qualifying programmes to strategic level practitioners.
- 1.3 The PCF gives the outcomes and capabilities which should be demonstrated at each progression level and according to each of the 9 domains of practice shown in **Appendix A**. Throughout the career of a social worker the PCF sets expectations of the level of capability of the person based on their ability to manage complexity and risk.
- 1.4. Progression at all levels of the PCF is subject to the social worker being able to demonstrate through practice that they can fully meet the capabilities set out in the framework.

Social Workers should also be able to demonstrate that they have met the requirements within the relevant Knowledge and Skills Statement (KSS). The Research in Practice Learning Resource Map has been designed to support professional development and enable social workers to evidence that they have met the requirements of assessment against the KSS. **See Appendix B.**

- 1.5 Progression is not a right and does not automatically happen after a set period of post-qualifying experience. There will be some social workers who will have a number of years in practice before they are ready to be considered for progression.

2.0 Purpose

- 2.1 The purpose of this document is to describe in detail the process and criteria in place for social worker progression.
- 2.2 The document also defines the opportunities provided for Continuing Professional Development (CPD). These opportunities will not be automatically linked to salary increases.

3.0 Scope

- 3.1 All qualified registered social workers will be included in the scope of this policy.
- 3.2 The Employer Standards and Supervision Framework also states that employers of social workers have to establish effective partnerships with

Higher Education Institute (HEI's) and other organisations to support the delivery of social work education and CPD.

- 3.3 Knowsley is part of the Cheshire and Merseyside Social Work Teaching Partnership where Local Authorities in the region work together with HEI partners under a Memorandum of Cooperation, to explore additional funding opportunities, share best practice and resources in order to develop effective programmes of learning locally.

4.0 Continuing Professional Development

- 4.1 The Principal Social Worker will annually review the CPD opportunities offered to qualified registered social workers within Knowsley Council.
- 4.2 CPD is a requirement for all social workers to maintain their registration. It is the personal responsibility of each social worker to ensure their CPD is effective and to maintain their registration in order to practice as a social worker in Knowsley Council.
- 4.3. Social workers should take responsibility for identifying and managing their own learning needs and discussing these on a regular basis with their manager, during their annual Performance Review and Development meeting (PR&D) and in their regular supervision meetings. In accordance with HCPC, CPD is the responsibility of the social worker; however, managers will support staff wherever possible.
- 4.4 There is now a clear emphasis on research driven practice and CPD research identifies many ways in which a social worker can continuously learn. Evidence of effective CPD will also form part of any decision to progress.
- 4.5 **Appendix C** outlines the different forms of CPD that a social worker could access as part of their on-going learning and development. The HCPC states that "CPD focuses on the individual's learning achievements and how these have been reflected in their practice and service delivery, either directly or indirectly".
- 4.6 Knowsley Council has a commitment to continually value and develop their staff. There is a blended learning approach in place, consisting of a selection of statutory and priority 'taught' courses, e-learning courses and access to a number of resources i.e. Research in Practice and Community Care Inform. *See useful links in section 14.* The training offer, including academic modules provided, are all subject to annual review in line with budget allocations.

5.0 Registration

- 5.1. In order to maintain registration every two years with the HCPC, social workers are required to undertake a range of learning activities, not necessarily academic, to maintain and develop their career and to ensure they are fit to practice safely, effectively and legally. This is an essential requirement of social workers who wish to remain employed by Knowsley Council.

5.2. As part of Knowsley Council's quality assurance process all social workers registration details will be audited, monitored and reported annually using the HCPC multi registrant search facility. **Please note: If a social worker fails to maintain their professional registration they will be immediately suspended from working within front line practice.** The social worker will be fully supervised and placed in a non social work role (i.e. Support Worker Grade G) from the date the registration lapsed until the date they are re-registered. A disciplinary investigation will also be instigated in view of the fact that the social worker has let their registration lapse. *See useful links in section 14.*

5.3 Social workers whose registration has lapsed and wish to be readmitted to the register in order to return to front line practice will have to meet the HCPC return to practice requirements. This is dependant on how long they have been out of practice. *See useful links in section 14.*

6.0 Stages of Progression

6.1 Within Knowsley Council there are three salary bands for social workers, Band J scp 32-34, Band L scp 38-39 and Band M scp 40-41. **Appendix D** outlines a summary of the progression routes available and the associated salary bands.

6.2 It is the responsibility of the social worker to apply for progression to Experienced Social Worker Band L and Advanced Social Worker (in Children's Social Care) and Senior Practitioner (in Adult Social Care) both Band M.

7.0 Stage 1 - Newly Qualified Social Worker - Band J

7.1 The Newly Qualified Social Worker programme, Assessed & Supported Year of Employment (ASYE), is to continue as mandatory in line with the Cheshire and Merseyside Social Work Teaching Partnership agreement.

7.2 A Newly Qualified Social Worker (NQSW) is on salary Band J scp 32-34.

7.3 We aim for all NQSW's who join Knowsley Council within 1 year of their qualification date to undertake a programme of professional development called the Assessed and Supported Year in Employment (ASYE).

7.4 All NQSW's must successfully complete the ASYE programme to remain employed by Knowsley Council and will remain on a fixed term contract for twelve months during the programme and in addition any months leading up to enrolment on the programme.

7.5 For the duration of their ASYE, the NQSW will receive additional support, a reduced caseload (90% of a confident social worker in 2nd or 3rd year of practice), protected time and a tailored programme of support and training based on their current and future learning needs.

- 7.6 The ASYE programme requires all NQSW's to meet a range of Holistic Assessment Outcomes, this evidence will include: a portfolio of evidence, observed practice, final assignment critically reflecting on how they have progressed over the ASYE year and the Line Managers/Assessors report outlining their recommendations; pass or fail.
- 7.7 All ASYE documentation is then reviewed by an Internal Moderation Panel, who, after reviewing all evidence, makes the final decision as to whether or not the social worker has demonstrated the impact of their learning and development in practice.

8.0 Stage 2 - Experienced Social Worker – Band L

Eligibility for Progression

- 8.1 Prior to a social worker applying to become experienced they must have been qualified for a minimum of two years. They must also have successfully completed their ASYE programme and had at least 1 year of embedding social work practice after the successful completion date of their ASYE. They must be able to demonstrate continued development of capability in practice through effective CPD and reflective practice.
- 8.2 A social worker wishing to progress to become an Experienced Social Worker progressing to salary Band L scp 38-39, must follow the application process clearly outlined below and summarised in **Appendix E**.

Application Process

- 8.3 It is the responsibility of the social worker to apply to progress to Experienced Social Worker.
- 8.4 The progression panel meets on a quarterly basis in order to accommodate requests. All panel dates are available from the Workforce Development team.
- 8.5 There should be an initial discussion between the social worker and their manager, during their PR&D or supervision, relating to whether the social worker meets the PCF Experienced Social Worker level capabilities.
- 8.6 Only when the manager recommends that the social worker is at a stage to progress, the social worker should complete the application form shown in **Appendix F**. The application form must be signed by the social worker and their manager and returned to workforce.developmentteam@knowsley.gov.uk
- 8.7 If the manager is not yet able to recommend that the social worker is at a stage to progress, the social worker may have their request deferred. See *further details in Section 10*.
- 8.8 It is a requirement that any social worker applying to progress to Experienced Social Worker successfully completes the agreed process.

The social worker will evidence the following:

- i. Demonstrable evidence of CPD undertaken. There should be a wide range of CPD activity, clearly outlining the learning achieved as a result of each activity and most importantly describing the reflections on its influence on practice.
 - ii. Presentation of a case study of their choice to a panel consisting of:
 - a. The Principal Social Worker (or their nominated officer) who will act as Chair;
 - b. A representative from the Workforce Development team; and
 - c. The social worker's team manager.
 - iii. The case study must show evidence of:
 - a. Risk assessments undertaken;
 - b. Theory;
 - c. Assessment tools used;
 - d. Analysis undertaken;
 - e. Reflective practice; and
 - f. Research to support research and practice.
- 8.9 The social worker must be fully prepared and have their presentation ready to present to the progression panel on their Knowsley Council laptop. It must last no longer than 15 minutes and be anonymised.
- 8.10 After the presentation the progression panel will ask questions in relation to the case study and demonstration of continued development of capability in practice through effective CPD and reflective practice.
- 8.11 The panel will fully complete and sign **Appendix G**. In order to progress the social worker must obtain 'recommended approval' by all progression panel members.
- 8.12 The panel will either approve, or they may defer. If deferred, the panel will request additional information and provide a deadline for this to be returned to the Principal Social Worker and the manager, for further discussion prior to approval.
- 8.13 The social worker will be informed of the panel outcome and overall decision at the end of the panel meeting.
- 8.14 If the panel approve the application the social worker will progress to Band L from 1st of the month following the panel meeting. The manager will be required to complete a variation form and return it to Human Resources HR.BusinessUnits@knowsley.gov.uk
- 9.0 Stage 3 - Advanced Social Worker in Children's Social Care and Senior Practitioner in Adult Social Care – Band M**

Eligibility for Progression

- 9.1 CPD should assist an Experienced Social Worker to develop to enable them to successfully meet the PCF Advanced Level Professional Capabilities and then be eligible to apply to become an Advanced Social Worker (in CSC) or Senior Practitioner (in ASC) at salary **Band M scp 40-41**.

- 9.2 The initial stage for an Experienced Social Worker to work towards this advanced level would be to discuss further with their manager during their PR&D or supervision.
- 9.3 Only when the manager recommends that the social worker is at a stage to prepare to progress, the social worker should gain manager approval to apply for the Practice Educator Stage 1 and 2 Combined Award (alternative relevant professional qualifications are outlined in 9.9). There are usually two intakes per year for the Practice Educator Award, during April and September.
- 9.4 The completed application form and learning agreement must be e-mailed to workforce.developmentteam@knowsley.gov.uk Applications are then submitted to the Workforce Development Strategy Group for final approval.
- 9.5 Once fully approved and enrolled on the programme the Experienced Social Worker would be classed as a student Practice Educator (SPE) and will be allocated a student to support as part of the wider training programme.
- 9.6 After successful completion of the Practice Educator Combined Award, and in line with the Merseyside Partnership Regional agreement, the Practice Educator will be allocated a second student. Only after supporting a second final year student would they be eligible to apply to progress to Advanced Social Worker or Senior Practitioner.
- 9.7 Practice Educators at stage 2 will be able to supervise, teach and assess social work degree students up to and including the last placement.
- 9.8 Practice Educators need to maintain currency through taking full responsibility for a social work student, or NQSW on their ASYE programme, at least every two years.
- 9.9 There are other relevant professional qualifications available if the Practice Educator Award is not viewed a suitable pathway for the Experienced Social Worker. The alternative options are the Institute of Leadership and Management Level 3 (ILM3), Best Interest Assessor (BIA) or Approved Mental Health Practitioner (AMHP) qualifications. The availability of these options are based on the needs of the service and also the budget available; therefore, this must be discussed and agreed with the manager and the relevant application form and learning agreement submitted to the Workforce Development Strategy group for final approval.
- 9.10 A social worker wishing to progress to become an Advanced Social Worker or Senior Practitioner progressing to salary Band M scp 40-41, must follow the application process clearly outlined below and summarised in **Appendix E**.

Application Process

- 9.11 It is the responsibility of the Experienced Social Worker to apply for progression to Advanced Social Worker or Senior Practitioner.
- 9.12 Once an Experienced Social Worker has successfully completed the Practice Educator Combined Award (PE) and supported two students, or alternatively the ILM3, BIA or AMHP qualifications, they can discuss and agree with their manager, during PR&D or supervision, how they are working to the advanced level PCF.

- 9.13 The application form and template in **Appendix H** should be fully completed to provide thorough evidence with relevant examples and then signed by the social worker and their manager.
- 9.14 This should be forwarded to workforce.developmentteam@knowsley.gov.uk along with evidence of the relevant discussions that have taken place as part of the PR&D. Workforce Development will then contact the social worker to inform them of the date that their application will be reviewed.
- 9.15 A panel consisting of Principal Social Worker and a Senior Workforce Development Practitioner will meet on a quarterly basis to review any applications for Advanced Social Worker or Senior Practitioner that have been received. The panel will complete **Appendix I** to either approve the application, or they may defer the application and request further information is provided by a specific deadline.
- 9.16 The panel will be looking for evidence on the application in accordance with the following:
- i. At advanced level, social workers will provide practice and/or professional leadership, through the development of research-informed practice, quality assurance, staff development, knowledge development or management and will also help to influence and contribute to strategic development in the organisation.
 - ii. Advanced Social Workers/Senior Practitioners have their practice recognised as exemplary, and provide leadership and professional wisdom to their colleagues and other professionals for work in situations of high complexity. They continue to work directly with people who use services, and those who care for them, as well as families and communities. They provide constructive challenge to enhance practice, procedures and policies, promote innovation, and introduce new ways of working from recognised sites of excellence. They contribute to the development of knowledge and promotion of excellence in their field using evidence-informed practice. They make use of sophisticated, critical reasoning and both model and facilitate reflective and evidence-informed practice.
- 9.17 If the panel approve the application the social worker will be informed by the Workforce Development team that they will progress to Band M from 1st of the month following the panel meeting. The manager will also be informed and will be required to complete a variation form and return it to Human Resources HR.BusinessUnits@knowsley.gov.uk

10.0 Delaying Progression Opportunities

- 10.1 Social workers may be keen to apply to progress to either stage 2 or stage 3; however, if the social worker's manager is not able to recommend that the social worker is at a suitable point to progress, they may have their application deferred until such time that it is agreed by the manager that the social worker has reached the required level of capability within their practice to continue. This will be regularly reviewed within either PR&D or supervision, with the relevant support provided.

11.0 Appeals Process

- 11.1 An appeal enables a social worker to request that the Authority reconsiders a decision made against them on their capability to progress.
- 11.2 Under the Council's Appeals Procedure, *see useful links in section 14*, it is necessary for the social worker to provide a written statement regarding their appeal. This statement should contain information relating to the following:
- The grounds for the appeal
 - Any evidence to support their case
 - Reasons why the appeal should be upheld
- 11.3 The social worker has 14 calendar days to appeal against a decision not to allow progression. The appeal should be sent to the workforce development team at workforce.developmentteam@knowsley.gov.uk
- 11.4 The Assistant Executive Director would act as Chair of the appeal hearing. Also present would be the Principal Social Worker, the Senior Workforce Development Practitioner, the social worker and their Trade Union Representative or a colleague and a note taker.
- 11.5 If an appeal is unsuccessful the social worker applying for progression can re-apply after a period of 6 calendar months. The social worker should discuss this initially with their manager during PR&D or supervision.

ASYE

- 11.6 All newly qualified social workers undertaking the ASYE programme are also able to appeal against the panel decision. If an appeal made against an ASYE panel decision is unsuccessful at its attempt then no further appeal can be made. Detailed information is available within ASYE processes, *see useful links in section 14*.

12.0 Non progression (beyond two years post qualifying)

- 12.1 There are no penalties for any social worker who has no desire to formally apply to progress; however, there is an expectation from Knowsley Council that all social workers will be responsible for their own CPD in line with HCPC registrant requirements.
- 12.2 The standards for the CPD requirement are:
- i. Maintain a continuous up to date and accurate record of CPD activities
 - ii. Demonstrate that CPD activities are a mixture of learning activities relevant to current or future practice
 - iii. Seek to ensure that CPD benefits the service user
 - iv. Upon request (by HCPC or Knowsley Council) present a written profile (which must be the social worker's own work and supported by evidence) explaining how they have met the standards for CPD.

13. Additional Information

- 13.1 Documents relating to applying for progression will be held by the social worker, their manager and the Workforce Development team. Human Resources will keep a copy of the progression panel outcome form on the social worker's personal file.
- 13.2 Social workers who are externally appointed with the relevant skills and qualifying years experience, but without the necessary qualification requirements (ie Practice Educator, BIA, AMHP) can be appointed to an Advanced Social Worker or Senior Practitioner post. It will be a prerequisite that that these employees will undertake the qualification requirements necessary for progression at the earliest opportunity.
- 13.3 No backdating will occur in any stage of the progression process. Progression to the pay band can only occur once the relevant paperwork has been signed as approved and the social worker is actually fulfilling the duties.

14. Useful links

- i. [Employer Standards and Supervision Framework](#)
- ii. [PR&D template for all grades including Professional Capabilities Framework.](#)
- iii. [Managing Conduct, Performance and Information policy.](#)
- iv. Learning opportunities on [Bertha under Adult and Children's Social Care – continuing professional development programme.](#)
- v. [Research in Practice \(RiP\)](#)
- vi. [Research in Practice for Adults \(RiPfA\)](#)
- vii. [Community Care Inform Children's](#)
- viii. [Community Care Inform Adults](#)
- ix. [E-learning offer for social care](#)
- x. [Return to practice procedures](#)
- xi. [Application form and Learning Agreement](#)
- xii. [HR variation form](#)
- xiii. [Council Disciplinary & Appeal Procedure](#)



ASYE Process
14052018.doc

xiv.

Appendix A

Professional Capabilities Framework



PCF Social Work Level Descriptors.pdf

Appendix B

Knowledge and Skills Statements for Adult Social Workers



KSS Adults.pdf

Link to RIPfA Learning Resource Map for KSS.

<https://www.ripfa.org.uk/resources/kss-main/>

Knowledge and Skills Statements for Children's Social Workers



KSS Childrens.pdf

Link to RIP Learning Resource Map for KSS.

<https://www.rip.org.uk/resources/kss-main/>

Appendix C

Forms of Continuing Professional Development (ref HCPC Standards for CPD)

Work based learning

- Learning by doing
- Case studies
- Reflective practice
- Audit
- Coaching from others
- Discussions with colleagues
- Peer review
- Gaining, and learning from experience
- Involvement in wider work of employer (for example, being a representative on a committee)
- Work shadowing
- Secondments
- Job rotation
- Journal club
- In-service training
- Supervising staff or students
- Visiting other departments and reporting back
- Expanding your role
- Analysing significant events
- Filling in self-assessment questionnaires
- Project work or project management
- Evidence of learning activities undertaken as part of your progression on the Knowledge and Skills Framework

Professional activity

- Involvement in a professional body
- Membership of a specialist interest group
- Lecturing or teaching
- Mentoring
- Being an examiner
- Being a tutor

- Branch meetings
- Organising journal clubs or other specialist groups
- Maintaining or developing specialist skills (for example, musical skills)
- Being an expert witness
- Membership of other professional bodies or groups
- Giving presentations at conferences
- Organising accredited courses
- Supervising research and member of Research Champions group
- Being a national assessor
- Being promoted

Formal / educational

- Courses (internal, external or e-learning)
- Further education
- Research (utilise your membership of Research in Practice, Research in Practice for Adults, Community Care Inform)
- Attending conferences
- Writing articles or papers
- Going to seminars
- Distance learning
- Courses accredited by professional body
- Planning or running a course

Self-directed learning

- Reading journals / articles
- Reviewing books or articles
- Updating knowledge through the internet or TV
- Keeping a file and reflections on your progress

Other

- Public service
- Voluntary work

Appendix D – Summary of Progression Routes

Stage 1 - Newly Qualified Social Worker (NQS) on Assessed and Supported Year of Employment (ASYE Year 1) Band J SCP 32-34.

There will be a professional panel that will make the final decision if the social worker has passed the full programme and has demonstrated the impact of their learning and development in practice.



Stage 1 (con't) - Newly Qualified Social Worker (Year 2 post qualifying) Band J SCP 32-34.

Embedding at least 1 year of practice as a social worker. Demonstrating continued development of capability in practice evidenced in PR&D and supervision.



Stage 2 - Experienced Social Worker (2 years + post qualifying)

Band L SCP 38-39.

Any social worker wishing to progress to become 'Experienced Social Worker' must demonstrate that they are working within the Professional Capabilities Framework at the Experienced level, through discussion with their manager at PR&D and supervision.

If manager approves that the social worker is operating at the Experienced level, the social worker applies for progression and attends progression panel to deliver a presentation through case study.



Stage 3 - Advanced Social Worker (CSC) and Senior Practitioner (ASC)

Band M SCP 40-41

An Experienced Social Worker wishing to progress to stage 3 must:

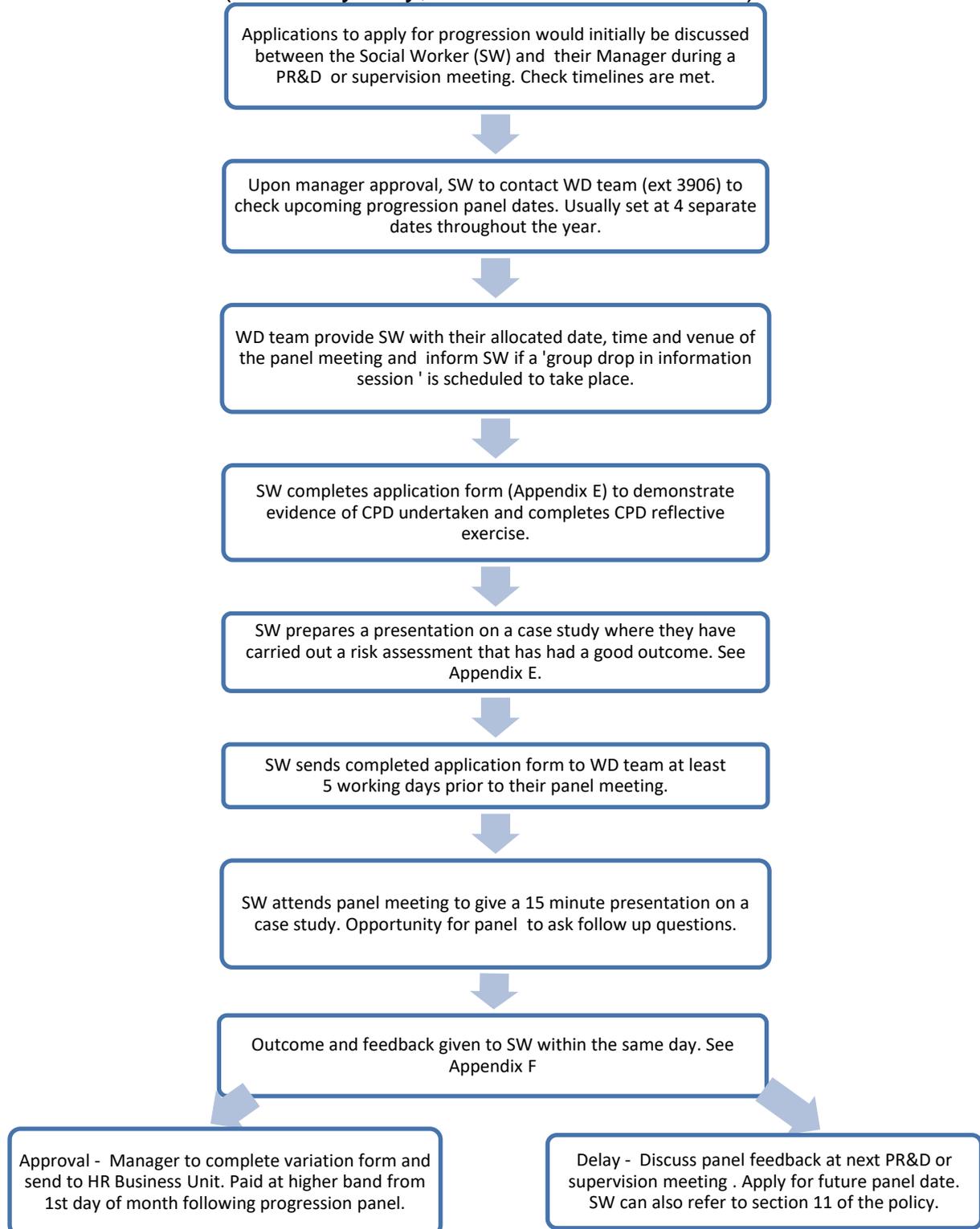
- Be fully supported by the team manager, that they are operating at this level
- Demonstrate consistently good to outstanding social work practice
- Commit to CPD by completing the PE Award (and supporting 2 students) or completing other relevant qualifications, including ILM3, BIA or AMHP.

Once complete the manager and social worker must discuss and record how the social worker is working within the Professional Capabilities Framework at the Advanced level. This evidence should be recorded on the proforma shown in Appendix H. The social worker and manager must sign the proforma as record of the discussion and return to the Workforce Development team with a copy of the Social Worker's current PR&D.

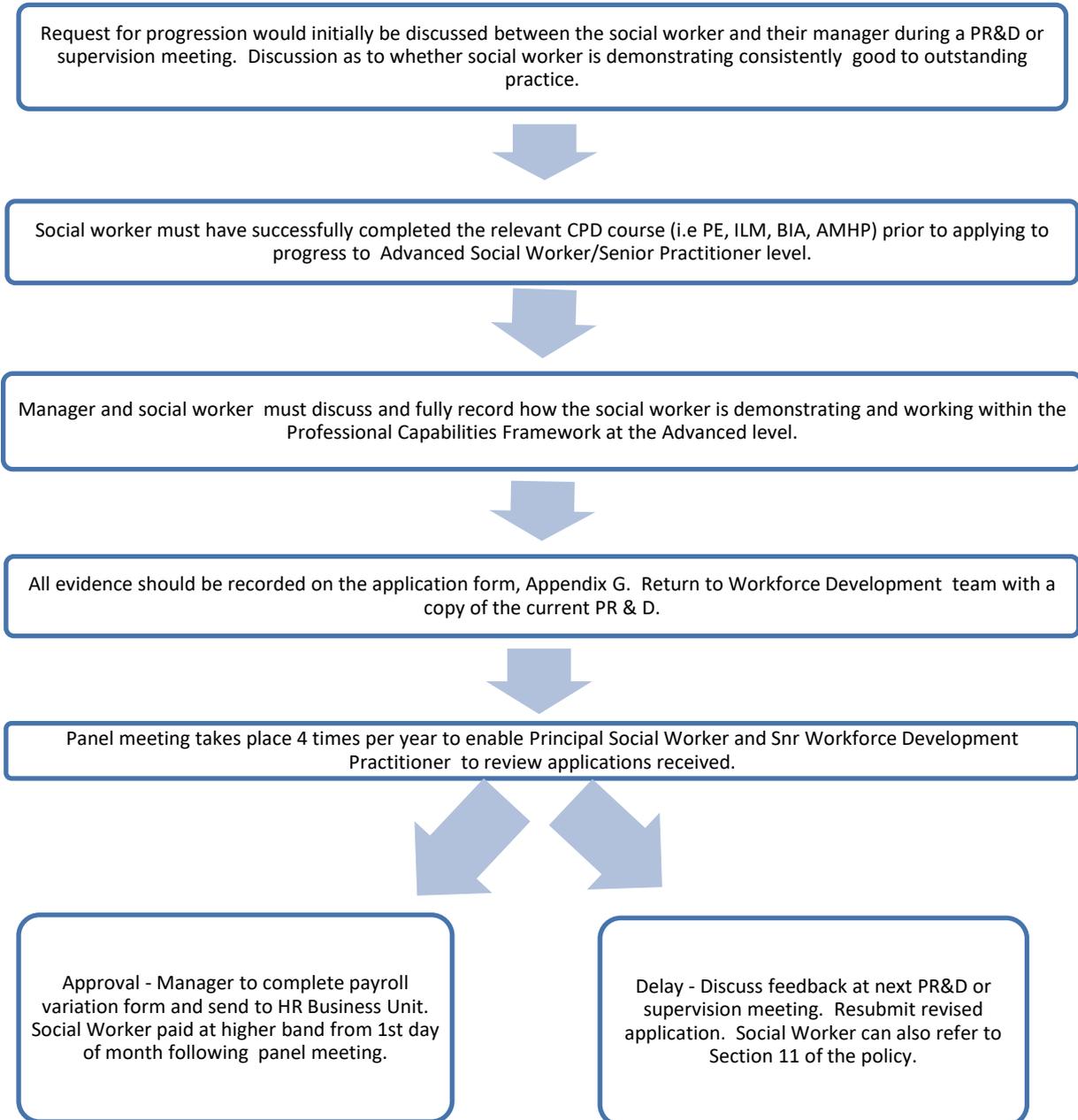
A panel consisting of Principal Social Worker and Snr Workforce Development Practitioner will meet 4 times per year to review any applications received and will either approve, or defer and request further information.

Appendix E – Flow Charts on Applying for Levels of Progression

To Experienced Social Worker (summary only, more detail in section 8)



To Advanced Social Worker and Senior Practitioner (summary only, more detail in section 9)



Appendix F - Application Form for Progression to Experienced

Application Form - Social Worker Progression

After discussing progression with your manager at your PR&D meeting, please contact the Workforce Development Team on 443 3906 for details of when the next progression panel dates will take place.

Completed applications must be returned to the Workforce Development team at least 5 working days prior to the progression panel date that you have been allocated.

Personal Details

Name:	
HCPC:	
Team:	
Manager:	
Date commenced employment with Knowsley:	
Is this your first time of applying for progression?	

Section 1 - CPD

CPD activity undertaken:	Learning achieved and reflections on its influence on practice:

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Section 2 – Case Study presentation

Please prepare a 15 minute presentation on a case study ready to bring along and present to the progression panel. It must last no longer than 15 minutes and be anonymised.

Your chosen case study must show evidence of where you have undertaken a risk assessment that has resulted in a good outcome.

Within your presentation you should also incorporate evidence of theory, assessment tools, analysis undertaken, reflective practice and research to support research and practice.

When you attend the progression panel please bring along your Knowsley Council laptop and have your presentation ready on your laptop. A projector screen will be available in the meeting room where the progression panel is taking place.

At the end of your presentation there will be an opportunity for the panel to ask any follow up questions in relation to the content of your presentation and also your commitment to CPD.

Name:	Position:	Signature:
	Social Worker	
	Manager	

Completed applications must be returned to the Workforce Development team, HR, Computer Centre, Westmorland Road, Huyton, Merseyside L36 9GL or via e-mail to workforce.developmentteam@knowsley.gov.uk at least 5 working days prior to the progression panel date that you have been allocated.

Appendix G - Progression to Experienced – Panel Outcome

Social Worker Progression - Panel Outcome

Social Worker's Name:	
Manager recommending progression interview:	
Date of Panel Meeting:	
Time:	

Summary of CPD submission:

Summary of Presentation:

Areas of Good Practice Noted:

Areas for Continuous Development including additional responsibilities:

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Recommendation Approval:	
Date Band L commences:	
Recommendation Delay:	
Action Required:	
Resubmission Date:	

Name:	Position:	Signature:
	Principal Social Worker	
	Team Manager	
	Snr Workforce Development Practitioner	

Appendix H Application Form - Progression to Advanced Social Worker or Senior Practitioner

Part 1 – Details of successful completion of qualification:

Social Worker:	
HCPC:	
Start date of selected qualification:	
Completion date of selected qualification:	
If completed Practice Educator Award - please provide details of students supported:	
<p>Manager's comments to support this application and to summarise the evidence provided within part 2 (below).</p> <p><i>NOTE:</i> Please also attach a copy of the social worker's current PR&D. This will help to evidence thorough planning of their development.</p>	

Part 2 – Evidence against the Professional Capabilities Framework at the Advanced level:

<p>Using the Professional Capabilities Framework (PCF) at the <u>Advanced Social Worker</u> level please give information and examples to support progression.</p>
<p>Domain 1: Professionalism - Identify and behave as a professional social worker, committed to professional development</p>
<p>Domain 2: Values & Ethics - Apply social work ethical principles and values to guide professional practice</p>
<p>Domain 3: Diversity - Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice</p>
<p>Domain 4: Rights, Justice & Economic Wellbeing - Advance human rights and promote social justice and economic well-being</p>
<p>Domain 5: Knowledge – Develop and apply relevant knowledge from social work practice and research, social sciences, law, other professional and relevant fields, and from the experience of people who use services</p>
<p>Domain 6: Critical Reflection & Analysis - Apply critical reflection and analysis to inform and provide a rationale for professional decision-making</p>

Domain 7: Intervention & Skills - Use judgement and authority to intervene with individuals, families and communities to promote independence, provide support, prevent harm and enable progress

Domain 8: Contexts & Organisations - Engage with, inform, and adapt to changing organisational contexts and the social and policy environments that shape practice. Operate effectively within and contribute to the development of organisations and services, including multi-agency and interprofessional settings

Domain 9: Professional Leadership – Promote the profession and good social work practice. Take responsibility for the professional learning and development of others. Develop personal influence and be part of the collective leadership and impact of the profession

Name:	Position:	Signature:
	Social Worker	
	Manager	

Completed forms must be returned to the Workforce Development team, HR, Computer Centre, Westmorland Road, Huyton, Merseyside L36 9GL or via e-mail to workforce.developmentteam@knowsley.gov.uk

Appendix I Progression to Advanced or Senior Practitioner - Outcome

Social Worker Progression - Panel Outcome

Social Worker's Name:	
Manager Recommending Progression:	
Date of Panel Meeting between Principal Social Worker and Snr Workforce Development Practitioner:	

Summary of Evidence against PCF Advanced level:

Areas of Good Practice that were noted:

Areas for Continuous Development including additional responsibilities:

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Recommendation Approval:	
Date Band M commences:	
Recommendation Delay:	
Action Required:	
Resubmission Date:	

Name:	Position:	Signature:
	Principal Social Worker	
	Snr Workforce Development Practitioner	