

Career Progression Guide for Social Workers in Adult Social Care

Procedures for accessing continuous professional development
in Adult Social Care at Manchester City Council



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1. Introduction

This procedure details the processes to be followed for accessing CPD training relating to the social work career pathway for Adult Social Care in Manchester City Council. It informs social workers about professional expectations.

Adult Social Work Career Pathway



2. Apprentices

From September 2019, Adult Services began offering a three-year BA (Hons) Degree Apprenticeship in Social Work, currently with Manchester Metropolitan University, to existing staff as part of its ongoing commitment to the development of its unqualified staff.

Staff applying for the BA (Hons) Degree Apprenticeship in Social Work will need to meet the following criteria:

- Have been employed by Manchester City Council for at least two years at the point the apprenticeship programme starts
- Have experience of working in Adult Social Care
- Have experience of the completing social care assessment
- Have a GCSE Grade C or above in English and Maths or equivalent
- Have a supporting statement from their line manager and their agreement in principle that an apprenticeship opportunity will be supported as they remain placed in the service they are currently in.

Places on the apprenticeship programme will be advertised via the broadcast, and eligible candidates can apply for consideration.

To be considered for the apprenticeship, interested staff will be expected to write a personal statement (no more than two sides of A4) outlining how they meet the eligibility criteria. They will also need to explain why they are interested in the social work apprenticeship and the knowledge, skills and experience they have that will support their learning and development. This should be accompanied by a supporting statement from their line manager and their agreement in principle that an apprenticeship opportunity will be supported. Following this, interviews will take place.

What will the assessment involve?

An assessment centre for the apprenticeship programme will take place and will include a written exercise, practice simulation and technical interview. The assessment centre has been designed to give all applicants the best opportunity to demonstrate their knowledge, transferable skills and experience.

Successful applicants will then be supported by the MMU Apprenticeship Unit to complete a university application form.

Please refer to the apprenticeship handbook for further information.

3. Newly qualified social workers (NQSWs)

Newly qualified social workers are registered social workers who have completed either a social work degree or a Master's degree. NQSWs employed by Manchester City Council will be expected to complete the Assessed and Supported Year in Employment (ASYE). The ASYE is designed to support newly qualified social workers develop their skills, knowledge and capabilities, as well as strengthen their professional confidence.

All NQSWs will be contacted by the Social Work Consultant and matched with appropriate mentors who will support their development in the year.

NQSWs will be expected to complete an assessment portfolio, which will be moderated by an internal panel at the end of the ASYE. Please refer to the ASYE handbook for further information.

4. Experienced level 2 social workers

Experienced level 2 social workers will have opportunities to access further development opportunities, including specialist roles.

Specialist practice can mean either a division of labour, or superior knowledge about a client group, problem area, methods or settings. The specialist practitioner can be at the front line, or the specialism can extend up the organisation. (Parsloe 2000: 145) The acquisition of 'superior knowledge and skill' is not only acquired through extensive practice experience, but through additional training. This may be in relation to a theory or practice approach, or in relation to a specific client group or problem area. It constitutes learning that is consolidated through critical reflection, ongoing and relevant practice experience, and access to regular good-quality supervision. (Trevithick 2012)

Specialist social worker will be expected to provide support to social workers and social care assessors in their teams in their area of expertise.

Experienced level 2 social workers will be able to access training for the following:

- Best Interest Assessor (will change when the LPS is implemented)
- Practice Educator
- Approved Mental Health Practitioner.

The following specialist roles are currently available:

- Technology Enabled Care
- Strength-Based Specialist
- Continued Healthcare Specialist.

Other specialist areas will continue to be developed.

Staff are expected to show their interest in discussions with their managers in supervision, and with their consent email the social work consultants.

Further details can be found in the Level 3 handbook.

Progression to level 3 social worker

Progression is characterised by the development of a social worker's ability to manage complexity, risk, ambiguity and increasingly autonomous decision-making across a range of situations.

A level 2 social worker's readiness to be considered for progression to level 3 will be decided by their team manager/supervisor in conjunction with the social worker and through the Performance Development Review (PDR).

Performance Development Review

Stage 1: Complete ASYE Module

Stage 2: Further Practice Experience

Stage 3: Complete further specialist training, ie. BIA (will change when the LPS is implemented), PE and AMHP

Stage 4: Career progression panel

Stage 5: Assessment by Level 3 progression panel

Further details can be found in the Level 3 handbook.

5. Experienced level 3 social workers, senior social workers and team managers

Experienced level 3 social workers, senior social workers and team managers are expected to identify areas for their further development in discussion with their managers in supervision. These will also include opportunities for leadership training.

6. Continued professional development (CPD)

Research in practice (RIPFA)

Adult social care staff can access training through RIPFA. Staff are expected to create an account using their manchester.gov.uk email address on **researchinpractice.org.uk**

Through their RIPFA account, staff can maintain CPD records, which can be exported and uploaded to their Social Work England Account.

Adult social care staff can also access the Adult Social Care Policies, Procedures and Practice (APPP) portal. National legislation, policies, procedures and practice guidance are brought together with Manchester's own local policies and procedures so that everything you need is up to date and in one place. This can be accessed via **manchesterapp.co.uk**

The social work consultants have also put together a list of free resources that can be accessed. This is not an exhaustive list.

Social Care Institute for Excellence (SCIE)
scie.org.uk

Social Care Institute for Excellence (SCIE) – Social Care TV series
scie.org.uk/socialcaretv/index.asp

Skills for Care
skillsforcare.org.uk

National Institute for Health and Care Excellence
nice.org.uk

UK Government services and information
gov.uk

National Association of Social Workers
socialworkers.org

39 Essex Chambers – Barristers' Chambers
39essex.com

Mental Capacity Law and Policy
mentalcapacitylawandpolicy.org.uk/

Care Quality Matters
care-quality.co.uk

Helpful Social Work podcast
helpfulsocialwork.com/

Social Work with Adults Blog
socialworkwithadults.blog.gov.uk/

Free Social Work Tools and Resources
socialworkerstoolbox.com/

Community Care
communitycare.co.uk/

Focus Independent Adult Social Work Toolkit
focusadultsocialwork.co.uk/training/adult-social-work-tool-kit/

The King's Fund – improve health and care in England
kingsfund.org.uk/

Developing Together Social Work Teaching Partnership
developingtogetherswtp.org.uk/

One Stop Social
https://onestopsocial.co.uk/

Hoople Training and Education – Social work resources
https://www.hoopleltd.co.uk/training/social-work/resources/

The Learning Exchange
lx.iriss.org.uk/

The Social Policy Research Unit
york.ac.uk/spru/

The Joseph Rowntree Foundation – Inspiring Social Change
jrf.org.uk/

Scottish Social Work and Care Charity
iriss.org.uk/

Applying for CPD via universities, and obtaining funding and sponsorship

Opportunities for continued professional development exist annually. Courses are advertised to staff as they come through from the universities.

To ensure that requests align with organisational priorities and 'a different conversation' staff should discuss the request with their managers. The service manager's consent should be agreed, and the email request sent to the social work consultants.

References

Parsloe, P. (2000) '*Generic and Specialist Practice*.' In M. Davies (ed.) Blackwell Encyclopaedia of Social Work. Oxford: Oxford University Press.

Cited in Trevithick, Pamela. (2012). '*The generalist versus specialist debate in social work education in the UK.*'. Social Work Education and Training (pp 133–153). Jessica Kingsley Editors: J. Lishman

