

Social Worker Career Progression and Employer Endorsement Level 2 SW

2021 / 2022



THIS IS WHAT
OPPORTUNITY
LOOKS LIKE

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Introduction and Context

Lincolnshire County Council is committed to developing the careers of all staff and it recognises that Continued Professional Development (CPD) for Qualified Social Workers is critical in facilitating progression and enabling them to take on increased levels of professional responsibility within their role. In the past CPD has been offered through the provision of vocational and academic learning opportunities as set out in the Workforce Development Strategy. Career Progression has previously been based on an assessment of the employee's competence and ability in conjunction with their annual appraisal and six month review together with the Professional Capability Framework. With the introduction of the Governments National Assessment and Accreditation System (NAAS) the Career Progression 'offer' and pathway for Qualified Social Workers working for Lincolnshire County Council has been redesigned to incorporate the Knowledge and Skills Statements (KSS) and assessment process introduced as part of the NAAS.

This document will set out the pathway for progression from Level 1 Social Worker to Level 2 Social Worker.

Professional Capabilities Framework and the National Assessment and Accreditation System

The Professional Capabilities Framework (PCF) is an overarching professional standards framework, developed by the Social Work Reform Board and now managed by The British Association of Social Workers.

The PCF:

- Sets out consistent expectations of Social Workers at every stage in their career
- Provides a backdrop to both initial Social Work education and continuing professional development after qualification
- Informs the design and implementation of the national career structure
- Gives Social Workers a framework around which to plan their careers and professional development.

The PCF diagram on the following page (Figure 1) details the current developmental pathways for Social Workers.

Professional Capabilities Framework



Figure 1 – Professional Capabilities Framework for Social Workers

(Source: www.basw.co.uk)

The PCF is the underpinning Framework for Social Work Practice in England. It sets out the common capabilities expected of Social Workers at different levels of practice and stages of career, across all fields of Social Work. It promotes social work as one profession. The PCF does not define specialist knowledge and skills or lay out learning content that may be needed in particular work contexts. It describes the capabilities that all Social Workers should aspire to develop throughout their career.

Whilst the PCF remains the underpinning Framework for Social Work, Social Workers will be expected to meet the requirements set out in the Knowledge and Skills Statements (KSS) introduced as part of the National Assessment and Accreditation System (NAAS). The NAAS introduces a nationally recognised post qualification specialism in Child and Family Social Work over three levels: the Child and Family Practitioner, the Practice Supervisor and the Practice Leader.

Children's Social Care provides an important role in not only the immediate safeguarding of children and young people who may be at risk of abuse or neglect but also in ensuring that those children and young people that come into contact with Social Care are given the opportunity to thrive and achieve. Lincolnshire County Council is proud of its workforce and strives continually to support its Social Workers to deliver outstanding practice. To achieve both of these it is essential that everybody working within Children's Social Care

has the knowledge and skill set to do their job well. The NAAS will offer an opportunity for social workers to demonstrate the quality of their practice through a test of their knowledge through observations of simulated practice in a number of role play scenarios which relate to the relevant knowledge and skills statement.

Career Progression Process NQSW to Level 2 social worker

Assessed and Supported Year in Employment to Level 1

The Assessed and Supported Year in Employment (ASYE) is designed to help Newly Qualified Social Workers (NQSWs) to develop their skills, knowledge and capability and strengthen their professional confidence. It provides them with access to regular and focused support during their first year of employment.

Assessment is based on the principles of holistic assessment. At the end of the ASYE year, employers complete a final assessment of the NQSW's knowledge, skills and performance. Evidence is considered from a range of work which demonstrates the NQSW's performance in relation to the Knowledge and Skills Statement for Child and Family Practitioners (KSS).

The assessment should be completed by a Qualified and Registered Social Worker. Assessment is not a 'snapshot' of a competence demonstrated at a point in time, but is a demonstration of progressive development over the year, culminating in evidence of consistently reaching the standard required. For ASYE this will require assessors to have knowledge of the candidates in order to judge whether that development of overall capability has been evidenced over time. It is a requirement that for the purposes of the ASYE that the assessor is a registered Social Worker.

Lincolnshire County Council will inform all individuals of the assessment outcome. On successful completion of the ASYE programme formal certification will be issued, this includes the Skills for Care aspects and the completion of a post qualifying module.

Knowledge and Skills Statement



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Level 1 to Level 2

For a Social Worker to progress from Level 1 to Level 2 the Social Worker will need to demonstrate that the knowledge and skills set out in the relevant KSS statement are being consistently met. This evidence will then need to be presented at the Career Progression Panel. The Career Progression Panel will sit three times a year in April, August and December (if there are a high number of applicants a fourth panel may be convened at short

notice). Whilst the social worker will be expected to meet all of the 10 KSS's to progress to a level 2 social work role (and the Practice Supervisor and Team Manager must verify this) the social worker will only be required to provide evidence within the portfolio in relation to 5 of the 10 KSS's. The social worker will be informed of which 5 KSS's they will be required to provide portfolio evidence for. There will not be the opportunity to choose from the KSS's or to request that different KSS's are allocated.

Booking career progression panel

Once the Team Manager and Practice Supervisor have agreed that the social workers practice is commensurate with the level two job description, the social worker will book a place on career progression panel by emailing swcareerprogressionpanel@lincolnshire.gov.uk. At this point, the booking will be confirmed and the social worker will be notified which 5 of the 10 KSS's they will be required to provide evidence for in their portfolio, and the portfolio submission date.

The completed and endorsed portfolio with accompanying evidence will be submitted electronically by the submission date to the above email address.

Attending career progression panel

The career progression panel will be held virtually via MS Teams. The core panel membership will consist of a Locality Head of Service and/or the Principal Child & Family Social Worker. Additional members will be co-opted as required and could consist of representatives from Human Resources, and Young Inspectors.

The panel will consider the evidence submitted and presented by the Social Worker and will determine whether the Social Worker has effectively demonstrated the knowledge and skills required and if so will 'endorse' the Social Worker. The panel will reach a decision and notify the social worker of the outcome by letter sent via email within 24 hours of the panel date.

Following a successful progression panel and endorsement, the Chair of the Panel will notify the relevant Children's Services Team Manager so that the social worker progresses into a level 2 social work post at SCP 25 (G9).

The Team Manager will complete the following forms on BWON:

- Amend existing position form
- Contractual change form

The effective implementation date of the progression will be the date the evidence was




presented at the panel by the Social Worker.

Social Workers should acknowledge that presenting evidence to the panel does not result in automatic progression. The panel will review the evidence provided and may defer the Social Worker to a future panel and recommend completion of further pieces of work (for example, shadowing or training courses) to evidence that the KSS standards are consistently met.

Should a Social Worker consider that the Panel failed to follow the proper procedure, they can appeal the outcome of the panel in writing to the Assistant Director, Janice Spencer, to seek resolution. The appeal should be made within 10 working days. The Assistant Director's decision is final.

Once the Social Worker has been endorsed by the Lincolnshire County Council Progression Panel to progress to Level 2, they will be invited to make arrangements to attend a Regional Testing Centre to complete the NAAS within 12 months of attending career progression panel.

Career Progression Salary Scales

Role	Grade and Scale Point	Job Description
Newly Qualified Social Worker	G8 – SCP 21	 02453_Social_Worke r__Level_1_Newly_Q
Level 1 Social Worker	G8 – SCP 22 – 24	 02452_Social_Worke r__Level_1_Qualified
Level 2 Social Worker	G9 – SCP 24 – 27	 02451_Social_Worke r__Level_2_290618_

Support for Social Workers Seeking Career Progression

The Learning and Development Team offers a comprehensive programme to support Social Workers in continuing their Professional Development which has been redesigned to include additional topics in line with the Knowledge and Skills Statements (KSS). The development of the annual training schedule emanates from on-going evaluation of currently delivered courses and training events, feedback in response to national initiatives and learning needs identified from QA activity. The programme seeks to support evidence based practice and encourage learning for the individual and the organisation.

Feedback from Social Workers from the Annual Social Work Health Check also informs the Learning and Development Offer, which now includes a range of post qualifying courses provided by the University of Sheffield through the South Yorkshire Teaching Partnership (SYTP). In the future it is envisaged that more effective appraisals and succession planning will also enable the learning and development programme to respond to skills and knowledge gaps and emerging local and national issues affecting social work practice.



CS Annual Training
Programme_2021-20

Guidance on completing your portfolio

Level 2 Social Workers are more autonomous in their role. They demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, liaising with a wide range of professionals including offering support and guidance to more inexperienced Social Workers. They model good practice setting expectations for others and start to take responsibility for the development of others, mentoring Newly Qualified Social Workers and supervising the work of junior staff. Level 2 workers are competent in exercising the Signs of Safety Practice Model and are also expected to participate in specific Social Work Projects or Programmes.

To progress to Level 2 you are required to provide evidence in relation to the knowledge and skills set out in the 10 Knowledge and Skills Statement (KSS) for Approved Child and Family Practitioners. ([Click here](#) for the KSS document or see above).

Whilst you are expected to meet all of the 10 KSS's to progress to a level 2 social work role, and your Practice Supervisor and Team Manager must verify this, **you are only required to provide evidence within your portfolio in relation to 5 of the 10 KSS's. The 5 KSS's you are required to evidence you have met (including written statements) are set out on page 8 of this document.**

Evidence may be drawn from any point in your working career though it is anticipated most evidence will come from your practice over the past year given that you will be demonstrating competence in relation to the Level 2 social work post.

It is expected that you will use a **minimum of 2** case examples for each of the 5 KSS's you have been allocated in order to demonstrate your knowledge and skill in relation to that section (Mosaic numbers are acceptable and you are not required to give case details about the family. Redaction from copies of cases is not necessary as all progression documents will remain in-house.)

For each section please also give one example of a learning event that has supported and assisted you in meeting this section. (This can include a specific training event, reading, practice workshop, research you have undertaken.)

The written statement is a summary of your evidence. During the formal progression panel, you will have the opportunity to expand further on any or all the sections.

It is anticipated you should begin building your evidence for your written statement after completion of the ASYE year during your second year in practice. This should be regularly discussed during supervision including discussion and agreement of work that would provide opportunities to meet learning needs and develop practice competence to meet the required capabilities.

Your Line Manager will be asked to contribute to your written statement and will need to approve the final document prior to electronic submission to the Progression Panel. Your Team Manager will also need to endorse your application by confirming that your practice meets the requirements of the Level 2 social worker role.

Please ensure you include in your portfolio a minimum of two practice observations that demonstrate progression, your last appraisal and two professional supervision records. One of the professional supervisions and one of the practice observations must have been completed in the 6 months prior to submitting your portfolio. You are also required to submit a minimum of two pieces of service user feedback that evidence you have met the 5 KSS's that are being discussed. An outstanding portfolio will provide multiple examples of user feedback.

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Career Panel Application

Progression Document – Level 1 to Level 2 Social Worker

A – Personal Details

Name of Social Worker	
Current Team	
Telephone	
Email	
Line Manager	
Team Manager	
Date of qualification	
ASYE completed	
KSS's	You are required to provide evidence of meeting the 5 KSS's below:
KSS 1	
KSS 2	
KSS 3	
KSS 4	
KSS 5	
KSS 6	
KSS 7	
KSS 8	
KSS 9	
KSS 10	
Date portfolio completed	Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to enter a date.
Signed	

B. Please give a summary of your current role and responsibilities. Clearly identify areas of strength and areas for development and link this to your current appraisal and provide this appraisal in your portfolio of evidence (maximum 200 words).

C. Knowledge and Skills Statement for Child and Family Practitioners

For the 5 KSS's only that you have been allocated, please provide evidence below demonstrating how you meet the requirements set out in the knowledge and skills statements (please use N/A for the 5 KSS's you are not presenting evidence in relation to). Please also list any training that you have attended in the past 12 months.

1. Relationships and effective work
2. Communication
3. Child Development
4. Adult mental ill health, substance misuse, domestic abuse, physical ill health and disability
5. Abuse and Neglect of Children
6. Child and Family Assessment
7. Analysis, Decision Making, Planning and Review

8. The Law and the Family and Youth Justice Systems
9. The Role of Supervision
10. Organisational Context

Training attended courses attended in last 12 months; include which KSS this is referenced in.

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D. Report by Line Manager

Name of applicant	
Practice Supervisor	
Date progression application read and approved	Click here to enter a date.
Has the applicant been subject to any informal/formal capability procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, date and details re issues and outcome	
Has the applicant been subject to the absence management procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes – please detail date and stage	
1. Do you feel the applicant is ready to progress to the next level?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have the knowledge and skills as set out in all 10 of the Knowledge and Skills Statements for Approved Child and Family Practitioners been met?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Is this portfolio and accompanying evidence a good reflection of the applicants overall quality and standard of practice? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Please provide a brief overview of the practitioner's strengths and areas for development (500 words max):	

Signed Practice Supervisor
Date

Team Manager of Applicant	
I confirm that I agree with the assessment of this candidate by the Practice Supervisor and endorse the candidate for progression to Level 2.	Click here to enter a date.
Signature of Team Manager:	

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Knowledge and Skills Statement Evidence (KSS)

The NAAS page on Lincs2Learn contains relevant background documents to support your progression to an experienced Social Worker.

There is also information on Lincs2Learn about Assessment and Accreditation and there are documents to help you prepare embedded within the page. You will need to demonstrate a broad understanding across the KSS when you attend your NAAS assessment.

- [KSS 1 Relationships and Effective Direct Work Folder](#)
- [KSS 2 Communication Folder](#)
- [KSS 3 Child Development Folder](#)
- [KSS 4 Adult Mental Ill Health Folder](#)
- [KSS 5 Abuse and Neglect Folder](#)
- [KSS 6 Child and Family Assessments Folder](#)
- [KSS 7 Analysis and Decision-making Folder](#)
- [KSS 8 The Law and Youth and Family Justice System Folder](#)
- [KSS 9 The Role of Supervision Folder](#)
- [KSS 10 Organisational Context Folder](#)

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