

# Return to Social Work

We'reKirklees



Getting back into social work after time away can be tough, but with the right support you can regain the confidence and knowledge you need to get back to making a difference to people’s lives. This guidance document has been created for Return to Social Work Candidates and their Mentor to ensure the candidate feels supported when returning to the field of Social Work.

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## **Return to Social Work (RTSW) Candidates**

Kirklees Council recognise that everyone's circumstances are different and that some people may have maintained their Social Work registration but have not recently practiced as a Social Worker. This document can be used to enable them to develop current practice experience to support a return to statutory Social Work. Please refer to the link below to read the 'updating' requirements of Social Work England.

<https://www.socialworkengland.org.uk/registration/apply-for-restoration/>

The duration of which a Return to Social Work Candidate may require 'updating' days is as follows (for candidates who have maintained their registration, but have not practiced as a Social Worker, a discussion would take place regarding the required numbers of days needed):

- 0 to 2 years out of practice – no requirements.
- 2 to 5 years out of practice – 30 days of updating.
- 5 or more years out of practice – 60 days of updating

In terms of meeting the requirements of Social Work England, the following model has been created, so to ensure a holistic pattern of learning and assessment is completed. In line with Social Work England, the learning model for Kirklees Return to Practice Candidates will be made up of the following:

- Supervised Practice - Social Work England states: *"Supervised practice involves working with the supervision of a registered social worker in a social work role. You can undertake supervised practice in the UK or another country"*.
- Private Study – Social Work England states: *"Private study can make up no more than half of the required period. This means that you can undertake private study for up to 30 days if you are completing a period of 60 days, or 15 days if you are completing a period of 30 days"*. These will be agreed with the Return to Social Work Mentor.

Formal study will not be part of the model, due to Social Work England's definition as to what constitutes formal study, that being: *"A postgraduate course will be accepted as formal study as long as a qualification in social work was necessary to enrol on the course"*.

Where possible the Return to Social Work Candidate would undertake their learning over a block period of time, attending placement Monday to Friday. Please refer to [Appendix A](#) for an example.

Social Work England states that *"a day is defined as a minimum of seven hours. The 30 or 60 days do not need to be continuous, but they must be completed in the last 12 months before you submit your application"*.

These days would be negotiated with the Return to Social Work Mentor.

## Method of Assessment

A Practice Educator Consultant (PEC), Advanced Practitioner (AP) or Senior Practitioner will be allocated to the Return to Social Work Candidate as their Mentor, in which they will complete the following:

- Weekly Supervision relating to the PCF's and KSS and on-going informal supervision
- Minimum of 3x Direct Observations of Practice ([Appendix B](#)).
- Read the RTSW Candidates weekly reflective learning journal.
- Assess a presentation (10 minutes) by the Return to Practice Candidate at the end of Placement on the learning journey and how knowledge and skills have been updated in-line with Social Work England requirements.

**Note:** A Mentor must be registered with Social Work England for the duration of the supervised practice and have been registered as a Social Worker for at least 3 years. They must also not be subject to any fitness to practise sanctions or proceedings.

## Supervision

Before the Return to Social Work Candidate commences their placement, a Learning Agreement Meeting will take place which will clearly outline what is expected from both the RTSW Candidate and their Mentor.

In this meeting current supervision policy will be discussed, and supervision dates and times for the duration of the placement, will be provided. All supervision sessions, both formal and informal will focus on encouraging candidates to reflect on their experiences and practice as a Social Worker, linking this to the PCF's and KSS.

## Direct Observations

A minimum of three direct observations ([Appendix B](#)) will be undertaken by the Mentor, with feedback being given at the end of each observation. Service user feedback will also be gathered by the Mentor.

## Weekly Reflective Learning Journal

The Mentor will ask the Return to Social Work Candidate to complete a weekly Reflective Journal which will allow the Candidate to reflect on their experiences. The RTSW Candidate will relate their experiences to the PCF's, KSS, Social Work theories, interventions, and legislation.

In addition, the Return to Social Work Candidate will also evidence their private learning.

## Presentation

The Return to Social Work Candidate will, at the end of their placement, undertake a 10-minute presentation on how their knowledge and skills have been updated, relating this to the PCF's, KSS, Social Work theories, interventions, and legislation to the PEC/AP/Senior Practitioner and one other Practice Learner, i.e., Practice Educator.

## **Confirmation of Evidence**

It is the responsibility of the Return to Social Work Candidate to complete all the relevant Social Work England documentation to evidence that they have completed the requirements as specified by Social Work England. This evidence and documentation will then be presented to the Mentor for 'sign off'. All documentation must be provided to the Mentor two weeks after the placement has ended.

## **Recruitment**

During the period of updating their skills, knowledge and experience, the Return to Social Work Candidate will be supported in applying for positions within the organisation.

## **Placement Procedures**

### **What happens if things go wrong?**

Although it is very rare, sometimes it cannot be helped if things start to go wrong whilst on placement and the most important thing is resolving this matter as soon as possible.

If things are going wrong between the Return to Social Work Candidate and Mentor, then initially these issues should be resolved through supervision and discussion. However, if issues cannot be resolved a Practice Educator Consultant would hold a meeting with the Candidate and their Mentor to address the issues and move the matter positively forward.

Should concerns arise regarding the conduct or practice of the Return to Social Work Candidate, a meeting with the RTSW Candidate and their Mentor, chaired by a Practice Educator Consultant, would be called to discuss the issues and find resolutions. When needed, an Action Plan will be implemented to support the Candidate in addressing concerns. The Action Plan would be reviewed weekly with the Candidate, their Mentor, and the Practice Educator Consultant. Should concerns continue to be an issue after the implementation of the Action Plan, then a decision will be made by the Practice Educator Consultant in liaison with the Team Manager, Service Manager and Principal Social Worker and needed Head of Service to terminate the placement.

If the placement is terminated the candidate will be excluded from council premises, and must return all council property immediately. This includes ID cards, keys, computer and other equipment, and anything else which belongs to or relates to the business of the council.

Depending on the reason why the placement has been terminated, Social Work England may be informed, to which the Return to Social Work Candidate will be informed of.

### **Whistleblowing**

You, as a Return to Social Work Candidate may notice if there is something seriously wrong within your placement. Sometimes it may seem difficult to speak up because of feelings of disloyalty, or because of a fear of harassment or victimisation.

We expect the highest standards of behaviour, and all employees/volunteers/workplace placements have a responsibility to voice any concerns they have, normally with their manager or assistant director of the placement that they are in.

The council's Whistleblowing procedure is independent and confidential. It can be anonymous if you wish. We will make sure that you will not be victimised or suffer disadvantage if you report your genuine concerns. The Whistleblowing policy can be found using the following link:

<http://intranet.kirklees.gov.uk/whistleblowing.aspx>

## **Return to Social Work Process Flowchart**

All requests made forwarded to Principal Social Worker for consideration and approval



If approved, Principal Social Worker approaches PEC or AP to become Mentor and commence planning and allocate Return to Social Work Candidate to a specific service.



PEC/AP contact Return to Social Work Candidate and undertake relevant checks (enhanced DBS needed). Return to Social Work Candidate asked to complete HR Form, requesting work-placement opportunity with Kirklees.



Checks completed; Service Managers approached to identify a Team that candidate will be placed in.



Negotiate start date with Service/Team Manger.



Mentor to request IT Pack and ID via the IT Service Desk Portal.



One week before placement Learning Agreement Meeting with Mentor, supervision dates for duration of placement given to Candidate.



Candidate commences placement.



No more than two weeks after placement ends, candidate supplies evidence to Mentor on how they have updated knowledge and skills, so that Mentor can 'sign off' the evidence required by Social Work England.

## **Contact Information**

If you would like further information on the Kirklees Return to Social Work Programme, please contact:

Caroline Money or Helen Wheat, Practice Educator Consultants

Telephone: 01484 221000

[PracticeEducatorConsultants@kirklees.gov.uk](mailto:PracticeEducatorConsultants@kirklees.gov.uk)

# **APPENDIX A**

## **Example of a 30-Day Placement**

The Return to Social Work Candidate would complete the timetable below, so to evidence how they have updated their skills, knowledge and experience.

<b>Week 1</b>	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction
<b>Week 2</b>	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Private Study Day (Reflective Journal, Training Courses, Websites, Webinars etc)
<b>Week 3</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day
<b>Week 4</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Private Study Day (Reflective Journal, Training Courses, Websites, Webinars etc)
<b>Week 5</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day
<b>Week 6</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Private Study Day (Reflective Journal, Training Courses, Websites, Webinars etc)
<b>Additional Days</b>	<b>30 DAYS</b>				



## Example of a 60 Day Placement

The Return to Social Work Candidate would complete the timetable below, so to evidence how they have updated their skills, knowledge and experience.

<b>Week 1</b>	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction
<b>Week 2</b>	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Supervised Practice or Private Study Induction	Private Study Day (Reflective Journal, Training Courses, Websites, Webinars etc)
<b>Week 3</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day
<b>Week 4</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Private Study Day (Reflective Journal, Training Courses, Websites, Webinars etc)
<b>Week 5</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day
<b>Week 6</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Private Study Day (Reflective Journal, Training Courses, Websites, Webinars etc)
<b>Week 7</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day
<b>Week 8</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Private Study Day (Reflective Journal, Training Courses, Websites, Webinars etc)
<b>Week 9</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day

<b>Week 10</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Private Study Day (Reflective Journal, Training Courses, Websites, Webinars etc)
<b>Week 11</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day
<b>Week 12</b>	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Supervised Practice Day	Private Study Day (Reflective Journal, Training Courses, Websites, Webinars etc)
<b>Additional Days</b>	<b>60 DAYS</b>				

# **APPENDIX B**

## **DIRECT OBSERVATION OF RTSW PRACTICE**

### **PLANNING SHEET**

**To be completed by the RTSW Candidate**

What is the purpose of the session? What social work theory and knowledge will inform your practice?

What are the aims and intended outcomes of the session? Please identify outcomes for the service user as well as your own display of skills / knowledge as they link to the PCF and KSS.

## DIRECT OBSERVATION OF RTSW'S PRACTICE GUIDELINES

### To be completed by the observer

Whilst on placement, RTSW Candidates are asked to demonstrate a wide range of skills, knowledge, and competences. The table below outlines some of the key areas, which can be assessed in face-to-face work with service users and other colleagues.

Please use these areas as a guide to what to look for when observing the RTSW Candidate's practice, (briefly) noting relevant examples of how a RTSW Candidate does/does not demonstrate her/his skills in the required areas.

Clearly, all of these areas may not be covered or evidenced in any one observed situation, so don't worry if there are gaps in the form!

Name of RTSW Candidate:

Brief description of situation observed:

Name of Observer:

Role in Organisation:

Date:

### KEY AREAS FOR OBSERVED PRACTICE

Please give examples of how the student is meeting the following areas of practice.

<b><u>Professionalism</u></b>	
<b><u>Values and Ethics</u></b>	
<b><u>Diversity and Equality</u></b>	
<b><u>Rights, Justice and Economic Wellbeing</u></b>	
<b><u>Knowledge</u></b>	
<b><u>Skills and Interventions</u></b>	
<b><u>Understanding of Context and Organisations</u></b>	
<b><u>Professional Leadership</u></b>	

**Evidence of KSS:**

- Relationships and effective direct work
- Communication
- Child development
- Adult mental ill health, substance misuse, domestic abuse, physical ill health and disability
- Abuse and neglect of children
- Child and family assessment
- Analysis, decision-making, planning and review
- The law and the family and youth justice systems
- The role of supervision
- Organisational context

**Feedback from Service Users if appropriate.** (e.g. did the service user feel as if the RTSW Candidate worked in partnership with them, did they feel listened to, understood, accepted, respected?)

**Any other comments arising from this observation?**

**DIRECT OBSERVATION OF RTSW CANDIDATES PRACTICE**

**Reflection**  
**(Gibbs Reflective Cycle)**

**To be completed by the RTSW Candidate**

Description
Feelings
Evaluation
Conclusions
Actions