

<b>Lincolnshire County Council Adult Care and Community Wellbeing</b>	
<b>Title</b>	<b>Adult Care Practitioner Career Progression and ASYE Policy</b>
<b>Target Groups</b>	<b>All Adult Care Staff Serco People Management Members of the public</b>
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## **Section 1**

### **Adult Care Practitioner Career Progression Policy**

#### **Purpose**

This document sets out Lincolnshire County Council Adult Care and Community Wellbeing Directorate's career progression policy for Adult Care practitioner roles outlined below. It incorporates policy on the appointment of newly qualified social workers (NQSW) and Occupational Therapists and requirement for completion of the Assessed and Supported Year in Employment (ASYE) for social work and OT Preceptorship programmes.

We are proud of the work done in Lincolnshire by our highly skilled practitioners and recognize the importance to our customers of being supported by people with the best possible knowledge, skills and professional values. Adult Care expects practitioners to

develop their skills, competence, practice knowledge, experience and resilience enabling them to take on additional responsibilities and complexity in their work. Supporting career progression is vital to Adult Care's aim to attract and retain high quality staff at all levels, developing expert practitioners, future leaders and supporting effective succession planning.

Continuous professional development (CPD) is integral to effective professional practice and career progression. The Adult Care Workforce Learning and Development Strategy ensures there are continually learning opportunities to support career progression and development.

## Progression

This Career Progression policy relates to the following practitioner roles which have two levels each with their own job description. Job descriptions are available in the job description library and should be read in conjunction with this career progression policy.

Role	Grade – SCP	JEM Number
Community Care Officer – Level 1	G5 – SCP 12-15	<a href="#">1966</a>
Community Care Officer – Level 2	G7 – SCP 18-21	<a href="#">1967</a>
Social Worker – Level 1	G8 – SCP 21-24	<a href="#">4700</a>
Social Worker – Level 2	G9 – SCP 24-27	<a href="#">4701</a>
Practitioner Qualified – Level 1	G8 – SCP 21-24	<a href="#">4698</a>
Practitioner Qualified – Level 2	G9 – SCP 24-27	<a href="#">4699</a>
Occupational Therapist – Level 1	G8 – SCP 21-24	<a href="#">3621</a>
Occupational Therapist – Level 2	G9 - SCP 24-27	<a href="#">1943</a>

(N.b. Practitioner (Unqualified) posts in Learning Disability Teams are single level G7, Safeguarding Team Investigating Officer and Assistant Investigating Officer posts in Safeguarding are single level G9 and G6 respectively)

**Level two roles have enhanced responsibilities and duties expected of staff working in them. Progression from level one to level two is not an automatic entitlement based on time served in a level one role. Progression will only follow a robust assessment of a practitioner's competence and commitment to working to the requirements of level two.**

**Professional capability and competence frameworks** - Career progression for registered professionals is linked to relevant capability and competency frameworks for the profession. Social workers will also need to demonstrate adherence with the knowledge and skills statement for social workers. Practitioners being considered for progression will be able to demonstrate competence at the level required of their profession consistent with their role. Evidence of achieving the required capability and competence shall be included in the CPD Portfolio and case studies.

**Appraisal** - progression from level one to two roles should also be reflected in staff performance and development appraisals. Where people are approaching career progression points, personal development plans should ensure that development and practice opportunities to support progression to level 2 are planned for.

Practitioners will not be considered for progression from level one to two where any elements of their appraisal identify areas where the person is a 'low performer' or 'developing or inconsistent performer'. Progression may be considered if at 6 month appraisal review or next annual appraisal, performance is considered successful (level 3 or higher) across all elements of the appraisal.

## **Community Care Officer (CCO) - Progression**

Practitioners entering adult social care assessment practice with less than one years' experience working in a statutory social care assessment function will usually be appointed to a level one CCO role.

Newly appointed CCO's will have a controlled caseload and receive more frequent supervisions during the first six months in role alongside completion of the Ault Care induction programme. Progress will be subject to regular review through supervision, aligned with probation processes for employees new to LCC.

New appointments can be made directly to Level 2 where the person can evidence through recruitment and selection minimum of two years' experience working in a setting requiring skills and competences transferable to a level two CCO role, and the appointing officer is satisfied they meet the expectation of a Level 2 job description and will take on those responsibilities fully following induction.

Progress in role from level one to two will require the generic career progression assessment process set to be undertaken – see section 3, usually after 2 years at level 1. In exceptional circumstances and with agreement from the relevant County Manager, a Level 1 CCO may be considered for progression after 12 months of full time employment in a Level 1 CCO post. This additional discretion may be applied where a Principal Practitioner determines that a practitioner appointed to Level 1 with significant experience prior to joining LCC has developed to a point where they can demonstrate the necessary competence to carry out the duties of a Level 2 CCO.

## **Occupational Therapist Progression**

Newly Qualified Occupational Therapists (NQOT's) will be appointed at level one and be expected to complete the Lincolnshire Preceptorship scheme within their first year of employment.

The Preceptorship scheme is a 12 month programme of supported learning and evaluation. This programme is a structured process for the induction and development of staff building clinical skills; confidence and professional behaviour to ensure newly qualified OT's make a successful transfer into practice.

At the 12 month review if the standards have been met the preceptorship period ends. If some areas have not been achieved, an action plan with timescales will be agreed to support the preceptee to meet the standards.

Definitions of newly qualified OT's and therefore requirements around completing the preceptorship will mirror those for social workers included in Section 2 of this document.

Where a newly qualified OT is appointed, the appointing officer will be responsible for ensuring the OT is made aware of Adult Care's policy and the conditions of that offer of employment.

The conditions are

- NQOT's will work to the OT Level 1 job description at Grade 8 and usually be appointed at SCP 21 – the first grade in G8. In exceptional circumstances NQOT's may be appointed above SCP 21 where agreed by the relevant County Manager.
- All NQOT's will be expected to commence their Preceptorship as soon as possible after their appointment.
- NQOT's will remain barred to the spinal column point they are appointed at until they have successfully completed the Preceptorship.

## **Nurse Progression – Community Learning Disability Teams**

Practitioner (Qualified) posts in Learning Disabilities teams can be held by both nurses and social workers. The process for nurses progressing from a level one to level 2 will mirror all posts using the generic career progression assessment process in section 3.

Nurses in Qualified Practitioner roles will be required to maintain their registration with the Nursing and Midwifery Council (NMC) including completion of revalidation every 3 years. Successful progression will be dependent on the Nurse evidencing their continued professional development and adherence to the NMC Code of Professional standards of practice and behaviour for nurses and midwives.

## **Social Worker Progression**

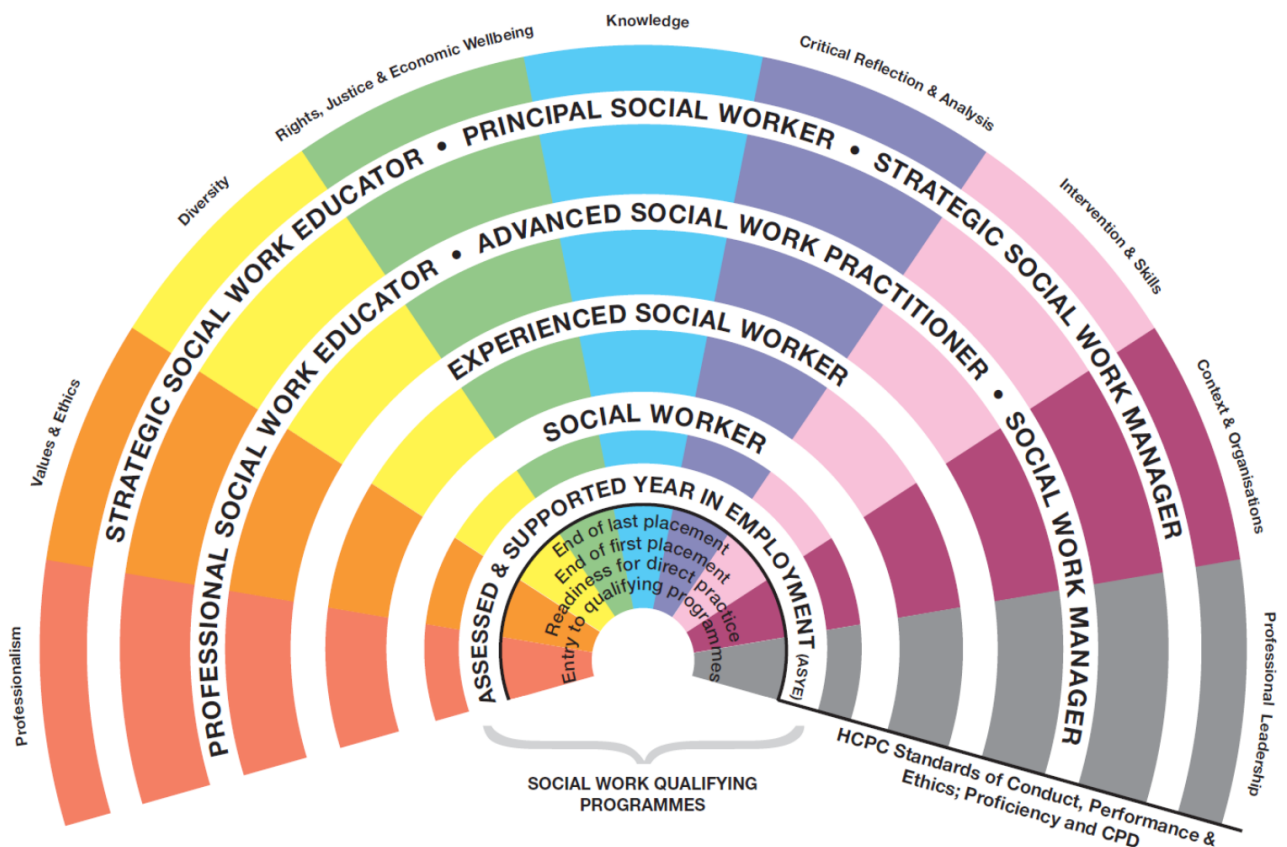
The social work career progression pathway is aligned to the Social Work Professional Capability Framework (PCF) and the Knowledge and Skills Statement (KSS) for Adult Social Work.

The PCF sets out the required competencies to be demonstrated by social workers at the stages of their career. Social workers progressing between levels one and two will be required to demonstrate how their practice evidences the required professional capability and KSS for Adults.

Progression within the role of social worker in LCC Adult Care has three stages.

Role	PCF Level
Newly Qualified Social Worker	Assessed and Supported Year in Employment
Level 1 Social Worker	Social Worker – (meeting Adults KSS)
Level 2 Social Worker	Experienced Social Worker

## Professional Capabilities Framework for Social Workers



## **Section 2**

### **Appointing Newly Qualified Social Workers and the Assessed and Supported Year in Employment**

This section of the Career Progression policy sets out Adult Care's policy on the appointment of NQSWs and expectations related to successful completion of the ASYE and should be read in conjunction with the [ASYE Handbook](#).

Adult Care is committed to ensuring that Lincolnshire is an excellent place to be a social worker. We welcome NQSW's as a vital part of our workforce and believe providing social workers with a strong foundation will ensure continued progression, development and retention. We provide exceptional learning and development opportunities, professional leadership support and supervision and we are committed to ensuring our social workers practice to the highest standards.

It is Lincolnshire Adult Care policy to make completion of the ASYE mandatory for all NQSWs. Successful completion of the ASYE is a pre requisite for continued employment as a social worker in LCC.

The assessed and supported year in employment originates from the fifteen recommendations of the Social Work Task Force and Social Work Reform Board.

The key objectives of ASYE are to:

- Enable NQSWs to develop their skills, competence and confidence gained through professional qualification in a systematic manner during the first year of practice.
- Provide NQSWs with focused supervision, support and guidance.
- Improve NQSW job satisfaction and enthusiasm to continue to work as a social worker.
- To improve the quality of social work practice by ensuring the first year of employment provides an effective bridge from initial training.

#### **Newly Qualified Social Workers – definitions**

LCC Adult Care defines an NQSW as follows:

- A social worker whose date of professional qualification is within two years prior to commencement of employment with LCC as a social worker and who has yet to successfully complete the ASYE.
- A social worker who qualified more than two years prior to appointment but who cannot evidence two years practice in a statutory setting (for example as a result of a career break) will be classed as an NQSW and will be required to undertake the ASYE.

- A social worker who has successfully completed the ASYE (including other employer's ASYE programmes) will no longer be classed as an NQSW – evidence should be provided at time of appointment.
- Any social worker qualified for more than two years who has not completed the ASYE but has maintained their registration and can provide evidence two years of post-qualifying practice in a statutory setting, utilising social work skills and competences, will **not** be required to undertake the ASYE.

### **Appointing Newly Qualified Social Workers**

Where we recruit a qualified social worker meeting the definition of an NQSW above, the appointing officer will be responsible for ensuring the NQSW is made aware of Adult Care's policy and the conditions of that offer of employment.

The conditions are

- NQSWs will work to the Social Worker Level 1 job description at Grade 8 and usually be appointed at SCP 21 – the first grade in G8. In exceptional circumstances NQSW's may be appointed above SCP 21 where agreed by the relevant County Manager.
- All NQSW's will be expected to commence their ASYE as soon as possible after their appointment
- NQSW's will remain barred to the spinal column point they are appointed at until they have successfully completed the ASYE.
- Failure to complete or to pass the ASYE will lead to their employment as a social worker being terminated.

Consequently it is important that all NQSW's are enabled to access the ASYE programme as soon as practical after their appointment

- No NQSW's should be prevented from undertaking ASYE for reasons of capacity to provide the required support and assessment in their team.
- Any issues with capacity to support the NQSW through ASYE should be flagged with the Workforce Quality and Development Team and the relevant County Manager immediately on appointment.

### **Qualified Social Workers Employed in Non - Social Work Roles**

Occasionally newly trained social workers may be appointed to a social worker post prior to confirmation of their qualification from University or registration with the Health and Care Professions Council. These appointments should be made at SCP 21 – (top of G7

level 2 CCO / Practitioner - Unqualified) pending confirmation they are qualified and registered to practice as a social worker.

Appointing officers should notify the Workforce Quality and Development team straight away, to enable them to be registered to the ASYE programme as soon as their HCPC registration is confirmed.

Where someone who holds a social work qualification has chosen to apply for a non-professionally qualified position (e.g. CCO / Unqualified Practitioner), they will not be employed as an NQSW and will therefore not be registered to undertake the ASYE as this is not a requirement of their role. Staff working in these circumstances should be clear with customers, colleagues and partners that they are employed as a CCO / Unqualified Practitioner and not employed as a social worker.

## **Social Worker Career Progression after ASYE**

### **Social Worker: Level 1**

After successful completion of the ASYE, a Level 1 social worker will be unbarred from their starting grade and will be progressed to the next spinal column point (SCP). This progression will continue year on year to move up to a ceiling point of SCP 24.

### **Career Progression to Social Worker Level 2**

Following completion of the ASYE Level 1 social workers can after a further year of practice (i.e. with a minimum of two years post qualification practice experience in a statutory setting) apply for career progression to Level 2, Grade 9 SCP 24 – 27.

Social workers will follow the generic career progression assessment process and as part of that assessment demonstrate the capabilities outlined in the PCF for *experienced social worker* and continue to demonstrate the Knowledge and Skills Statement for adults.



### Section 3

## Career Progression Assessment Process

The following process is to be used when assessing and determining the suitability of staff to progress to Level 2.

The decision to progress to level 2 will be made by the Area / General Manager after a meeting with the practitioner and their line manager / supervisor and consideration of the evidence provided by the practitioner and a report submitted by the line manager.

The table below shows the evidence to be considered:

Evidence	Progression dependent on:
Copy of most recent Appraisal / Personal Development plan	Performing at level 3 or above and undertaking CPD activity supporting the aims of personal development plan
CPD Portfolio	Evidence that relevant CPD activity has been undertaken with learning and progress evident in reflective log entries.
Copies of 2 Quality Practice Audits	Standards are being met or where any standards haven't been met actions are taken and learning is evident.
Copy of most recent Direct Observation of Practice	Observed to be effective in practice consistent with the expectations of a level 2 practitioner.
Copy of Progression Form completed by Practitioner with two case studies	Case Studies reference how each element of the professional capability / (Adults KSS for SW's) is met.
Copy of line managers progression assessment recommendation (appendix 2)	Area / General Manager concurring with recommendation of line manager

The Practitioner will be informed of the progression assessment outcome in writing by the Area / General Manager within 1 week of the progression assessment meeting.

Where the practitioner has been unsuccessful, rationale for that decision should be given with an outline of the actions to be addressed with the line manager before progression can be considered again.

Where a decision is made not to progress a practitioner to level 2, this should be discussed with the line manager along with the proposed actions required to support a further application. Where a practitioner is not in agreement with the decision and proposed actions they should refer to the grievance procedure.

## **Line Manager Actions following Successful Progression**

- A successful progression will be effective from the date the practitioner submitted their progression assessment document.
- Following confirmation of the progression the line manager will be responsible for completing the following steps in Agresso.
  - The level one position will need to be amended to a level 2 position by completion of the "Amend Existing Position Form".
  - The practitioner will need to be issued with a revised contract of employment requested through completion of the "Contractual Change Request Form"
- The progression assessment along with copies of the above forms is to be kept in the employee's file.

**Appendix 1 – Progression Assessment Document – to be completed by Practitioner**

Name of Practitioner	
Current role	
Team	
Current Grade and SCP	
Telephone no:	
Email	
Line Manager / Principal Practitioner	
Supervisor (if not PP)	
Area / General Manager	
Contact Details	
Employment with LCC commenced	
ASYE completed	Yes <input type="checkbox"/> No <input type="checkbox"/> <a href="#">Click here to enter a date.</a>
Additional Notes:	

**Case Studies**

Please provide a reflective summary of two cases you have had significant involvement in and where your practice demonstrates that you are functioning at the level expected of a level two practitioner. You should make reference to the relevant professional capability or competence framework for your role / profession and ensure that you can evidence all your required competence / capability elements in this section. It is not necessary to highlight all in both case studies, they may be spread across the two cases.

Social workers must also evidence the Adult Knowledge and Skills Statement.

**Case Study 1**

**Case Study 2**

**Date document completed**

**Signed**

**Appendix 2 – Progression Assessment Line Manager Recommendation**

Line Manager Name	
Contact Details	
Date progression application read and approved	Click here to enter a date.
Does the application give a full and detailed reflection of the applicants work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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	
Date of Last Appraisal / Appraisal Review (copy to be submitted)	
Are any aspects of performance currently appraised as 'Poor Performer' or 'Developing or Inconsistent Performer'?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details:	

Please provide a brief overview of the worker's strengths and areas for development:

Is this evidence portfolio a good reflection of the applicant's practice?

**Yes**  **No**

Do you feel the practitioner is ready to progress to the next level and has met necessary progression assessment requirements? **Yes**  **No**

Please explain:

<b>Date document completed</b>	
<b>Signed</b>	