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**Progression Panel Process and Guidance**

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| **Version Number:** | **Date** |
| V1 |  |
| V2 | January 2025 |
| Review Date | January 2026 |

**Introduction**

At St Helens, we have a dynamic learning culture. We have a culture and commitment to growing our own leaders of the future. We give training and workforce development a high priority to improve services for children and to support our practitioners in developing their practice skills and their careers. (**Ofsted 2023)**

The Progression Panel Process and Guidance is to support Social Workers, Assistant Team Managers and Team Managers in supporting staff to progress from the social work role to Senior social Worker role.

The role of the Progression Panel is to ensure that the applicant social worker has provided sufficient evidence, supported by their manager that they are suitably experienced and skilled to be a Senior Social Worker within the organisation. The focus of the evidence to be provided to the Panel is on the ability of the Social Worker to manage a complex caseload of families to reduce risk and build resilience on an outreach and home-visiting basis, to manage and progress plans to support children subject to Child in Need, Child Protection and Children we Look After plans, managing complex matters and enabling children to achieve positive outcomes and reach their full potential.

**Expression of Interest**

The Social Worker should have passed the ASYE which has been confirmed by the Moderation Panel and has or is approaching at least 3 years post qualifying experience to be considered at the Progression Panel.

Where the Social Worker has not passed their ASYE, this does not preclude them from being considered at Progression Panel however they will have evidenced their suitability and been considered at the Moderation Panel to confirm progress prior to completing the Expression of Interest form. This should be an ongoing priority area of discussion and actions within Supervision.

The Team Manager and Social Worker should plan and prepare for the Social Worker’s progression to Senior Social Worker within supervision and in their My Conversation (appraisal) discussions. Guidance to support Team Manager and Social Worker decision in considering application to the Progression Panel is attached as Appendix 1 to this document.

Where the Social Worker and Manager are planning towards progression, the Manager should inform the Principal Social Worker and plan the date by which the evidence will be submitted. This can be flexible.

The Team Manager and Social Worker should agree the decision to apply for progression. Once this has been agreed and the Social Worker is ready to submit their evidence, they should complete Appendix 2, Progression Panel Request Form.

Should the Social Worker disagree with the Manager’s decision a meeting with the Team Manager and Head of Service should be convened to discuss this further. In the event the Team Manager and Head of Service do not approve, the Social Worker can submit an Expression of Interest form and follow the Appeal process if the TM and HOS do not support the request.

Once completed, the form should be returned to the Social Worker to confirm the agreement of the Team Manager and Social Worker and they can start working on the Evidence Template.

The Team Manager should also share the completed form with the Principal Social Worker.

**Request Not Agreed**

In the event the Team Manager or Head of Services does not agree with the Social Worker’s request to progress to Progression Panel, they should return the completed Progression Panel Request Form to the Social Worker and arrange meeting to discuss this further. This can be via Supervision or additional meeting. The Team Manager and Head of Service should ensure that the Social Worker fully understands the reason for refusal and what they are proposing to support the Social Worker work towards progression.

A copy of the completed Progression Panel Request form should also be sent to the Principal Social Worker by the Head of Service and information from the meeting held with the Social Worker included in the documentation provided.

If the Social Worker agrees with the reasons given by the Team Manager and Head of Service, they can continue to seek support in order to address the issues raised. Support can be offered by the Practice Development Team where required.

If the Social Worker does not agree with the reasons given the Team Manager and Head of Service, they should complete the Application Dispute Form (See Appendix 3) within 1 week of the outcome of the Progression Panel Form.

The form should include the rationale from the Team Manager and Head of Service from the Progression Panel Request Form and any other information the Social Worker feels is relevant for consideration. Whilst the Social Worker does not need to provide all the evidence as outlined in Appendix 4 Evidence Template, they should provide sufficient evidence to address the issues raised by the Team Manager and Head of Service. The Application Dispute Form should be sent to the Principal Social Worker.

Following receipt of the Application Dispute Form, the Principal Social Worker will convene an extra ordinary Progression Panel within 2 weeks to consider the appeal and invite the Social Worker, Team Manager and Head of Service to attend. The decision to allow the Social Worker to continue to Progression Panel or not will be made by the Principal Social Worker on the basis of the meeting held. The Application Dispute Form will be returned to the Social Worker with the rationale and outcome of the Panel meeting.

If the decision is to allow the Social Worker to continue to Progression Panel, they will then complete the Evidence Template.

Should the decision be not to support the Social Worker’s request to progress to Progression Panel, the Social Worker will be informed in writing, and they can then consider an appeal to the Assistant Director. Any appeal should be made to the Assistant Director within 1 week of the written notification from the Principal Social Worker. A meeting would be convened with the Assistant Director, Social Worker and Principal Social Worker within 2 weeks of receipt of the further escalation.

The Assistant Director’s decision is final.

It is important the Social Worker continues to receive the support to develop their practice and ability to provide the evidence to progress to Senior Social Worker throughout this process.

**Evidence for Progression Panel**

The Social Worker must record the required information within the Evidence Template (see Appendix 5).

Information must be recorded against each of the Professional Capabilities Framework headings:

* Professionalism
* Values and Ethics
* Diversity and Equality
* Rights, Justice and Economic Wellbeing
* Knowledge
* Critical Reflection and Analysis
* Skills and Interventions
* Contexts and Organisations
* Professional Leadership
* Our Values: What makes you TICK?

The Social Worker will record information to evidence their understanding of the PCF heading and reference the documents they wish to submit as evidence of their ability to meet this area. This information should evidence the progress achieved by the Social Worker from the start of their ASYE to their request for progression. For example, a reflection on the nature and type of work undertaken across the period of time from starting as an ASYE to the application for progression. The Social Worker should be able to compare and contrast their evidence from the beginning of their social work journey to the point of completing the Evidence Template and ensure they are able to discuss how their knowledge, skills and experiences have contributed to improved quality of practice in respect of St Helens CSC Practice Standards.

The Evidence Template and Presentation should be submitted 2 weeks before the proposed date of the Progression Panel to enable Panel members to review all the evidence submitted in full.

The expectation of the Panel will be for the Social Worker to evidence how they are being Brilliant at the Basics and Beyond with the bottom lines from training captured within their work, and how this has influenced / impacted their work. It should also include how they will support colleagues to drive practice development whilst meeting the Professional Capabilities Framework and St Helens values.

Any evidence provided must be referenced within the information provided under the relevant heading. For example, in respect of Critical Reflection and Analysis a Court Report or Assessment may be included however this should be explained within the information recorded under the heading as to how this meets the criteria.

The information and evidence included within the Evidence Template will also be referenced and addressed within the Presentation and should provide examples of how their practice has developed.

The Social Worker will also complete a Presentation which reflects on their progression journey from ASYE to the current date. The guidance in respect of the Presentation is as follows:

* Consider what you want to show us, and how / where you have gained the skills, experience and knowledge to be “Brilliant at the Basics and Beyond”.
* How you apply these and the impact this has had on your work, and moreover children and families, and how you are ready to progress to a Senior Social Worker.
* Complete a short presentation (4-6 slides) that demonstrates your reflection on your learning and development that has brought you to the point of applying for progression and should not exceed 30 minutes in length.
* You should be able to compare and contrast your evidence from the beginning of your social work journey to the point of applying for progression, so as to ensure you can discuss how your knowledge, skills and experiences are contributing to improved quality of practice in relation to St Helens practice standards.
* Your presentation should be sent to your Team Manager and the Principal Social Worker, at least 7 days prior your panel date and you will deliver this to the panel as part of your request for progression.

Following receipt of the Evidence Template and Presentation within the required timescale agreed, the Social Worker and Team Manager will be sent an invitation to attend the Progression Panel.

**Progression Panel**

The Progression Panel consists of three members, Principal Social Worker, Assistant Principal Social Worker / Manager of Practice Development Team and CIN Co-Ordinator. The Panel will be deemed quorate if two members are present.

The Panel meets face to face every month to consider requests for progression. The Panel will meet in Atlas House.

The dates of the Progression Panel are set as follows:

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| --- | --- |
| **Date and Time** | **Panel Location\*** |
| 23.04.24, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 28.05.24, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 25.06.24, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 23.07.24, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 27.08.24, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 25.09.24, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 23.10.24, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 27.11.2025, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 22.01.2025, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 26.02.2025, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 26.03.2025, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 23.04.2025, 14:00-17:00 | Atlas House, Ground Floor GF05 |
| 28.05.2025, 14:00-17:00 | Atlas House, Ground Floor GF05 |

**\*This may be subject to change.**

The Panel members will have reviewed all the documentation presented for consideration prior to the date of the panel.

The Social Worker and their Manager will attend the Panel at the time identified in the invitation.

The Panel Meeting format will be as follows:

* Introductions,
* Principal Social Worker will chair the panel.
* Explanation of the Panel process,
* Social Worker gives their presentation to the Panel,
* Panel members ask questions in respect of the Presentation,
* Consideration of the Evidence Template by each member of the Panel and questions asked of the Social Worker and Manager
* Social Worker and Manager will be given the opportunity to contribute to the discussion throughout the panel meeting.
* At the conclusion of the discussion, the Social Worker and Manager will be asked to step outside the meeting whilst the Panel considers the information presented.
* The Panel will then invite the Social Worker and Manager to return to the meeting and will provide the outcome of the request for progression.

**Notification of Outcome of Progression Panel**

* The Principal Social Worker will email the Social Worker, Team Manager and Head of Service to advise on the outcome of the Progression Panel.
* The Principal Social Worker will notify Payroll, People Management and Systems Support by email and attach the Notification of Outcome of Progression Panel form, where the outcome of the Panel is to support the progression of the Social Worker (See Appendix 6).
* Where the decision of the Panel is not to support the progression of the Social Worker, the Notification of Outcome of Progression Panel form will be sent to the Social Worker, Team Manager and Head of Service and the Principal Social Worker will provide the Progression Panel Dispute form (See Appendix 7).

**Appendices**

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| **Appendix** | **Title** | **Document** |
| 1 | Guidance to support Team Manager and Social Worker decision in considering application to Progression Panel |  |
| 2 | Progression Panel Request Form |  |
| 3 | Application Dispute Form |  |
| 4 | Application Dispute form to Assistant Director |  |
| 5 | Career Progression Panel Evidence Template |  |
| 6 | Notification of Outcome of Progression Panel |  |
| 7 | Progression Panel Dispute Form |  |

**Progression Panel Process Flow Chart**

Social Worker has passed ASYE and is approaching 3 years post qualifying experience. Social Worker and Team Manager discuss progression in Supervision and My Conversation and plan towards Progression Panel

**NB** Social Worker did not pass ASYE – Please refer to the ASYE Pathway

Team Manager notifies the Principal SW (PSW) of discussion and likely date for Panel

Team Manager does not agree that the Social Worker is ready to put Progression Panel Agreement Request into the Progression Panel – Meeting with Head of Service, SW and TM arranged. NB Social Worker may still decide to submit Progression Panel Agreement Request

Social Worker and Team Manager agree that an Progression Panel Agreement Request should be submitted to the Progression Panel.

Progression Panel Agreement Request sent to PSW

Progression Panel Agreement Request Agreed

No

Yes

TM and HOS Support the Progression Panel Agreement Request

Social Worker prepares the Progression Panel Agreement Request and submits to TM and Head of Service

Progression Panel date agreed

Yes

No

Application Dispute Form submitted to PSW

Meeting arranged for SW, TM and HOS

SW submits evidence and presentation 2 weeks before panel date

Meeting held

SW does not agree

Progression Panel supports Progression of SW

Application Dispute Form submitted to AD

No

Yes

Progression Panel Dispute Form submitted to AD

Notification of Outcome of Progression Panel sent to Payroll, Systems and People Management

Meeting held