



Meeting the outcome statements: Record of Achievement

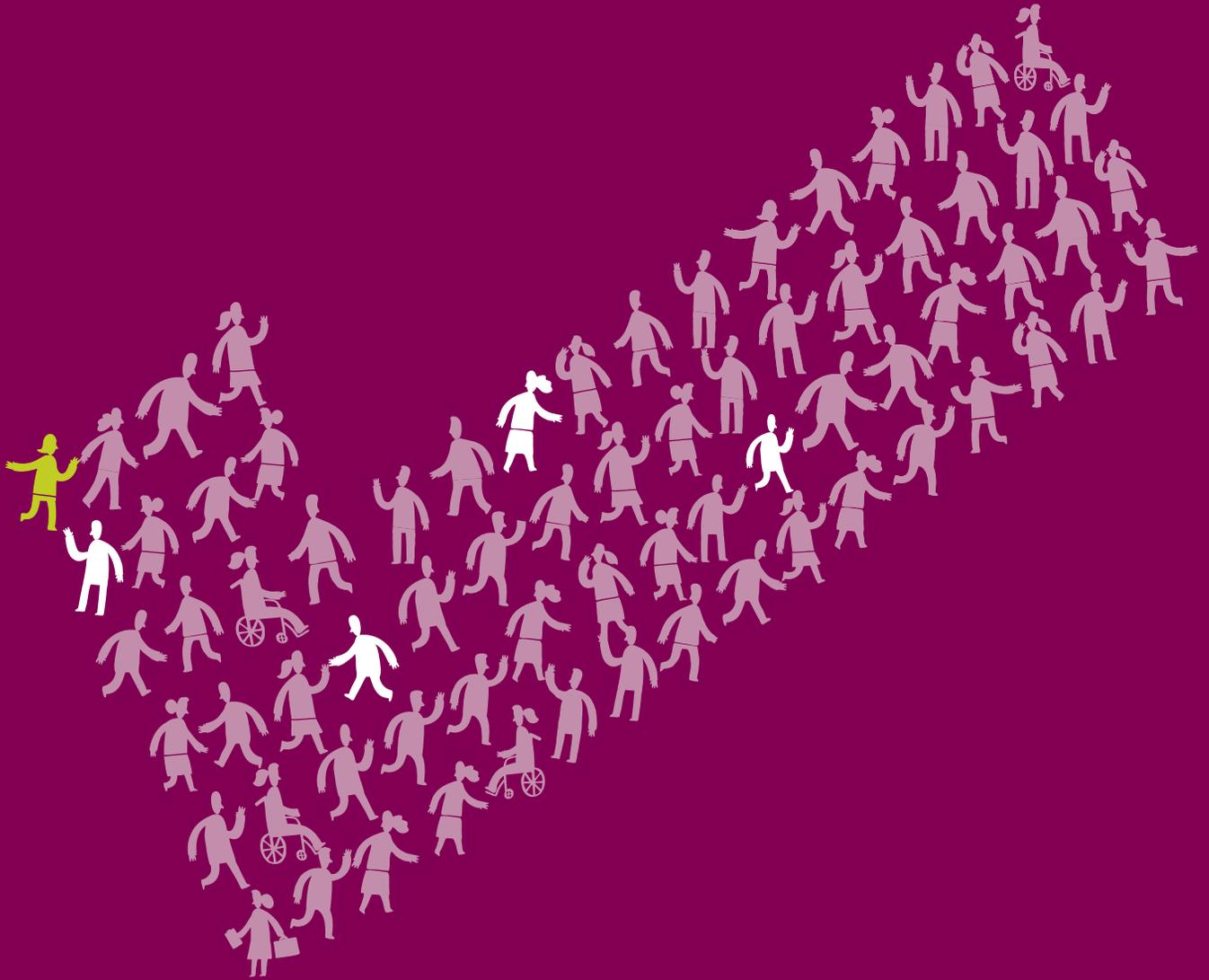
Newly Qualified Social Worker Pilot Programme
2009-2010

Name

Job title

Organisation

Date



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Introduction

The first year of practice for a newly qualified social worker (NQSW) in children's services is very demanding. We want to offer support as early as possible to help you to develop your skills, knowledge and confidence as you work at increasing levels of complexity. That is where this Record of Achievement comes in.

As an NQSW on the Children's Workforce Development Council's Pilot Programme, you will be working towards achieving the 11 NQSW outcome statements that describe the broad range of work carried out by an experienced social worker. This is a developmental process and over the course of your first year in practice (or longer if you are part time) you will demonstrate how you have achieved each outcome by recording evidence. This booklet will help you do this. It sets out the evidence required for each outcome and provides a format for recording your achievements. When each of the recording pages is completed, you will have met all the NQSW outcome statements.

This booklet should be read alongside the Handbook for NQSWs (CWDC, 2009) and the NQSW outcome statements and guidance (CWDC, 2009) which sets out the 11 NQSW outcome statements in detail along with the legislation and policy framework that underpins them.

This pilot programme is at post-graduate level and it is important that you do not feel that you have to meet each NQSW outcome statement in a mechanistic way. Your involvement in this pilot and the requirement to document your achievements does mean that you will need to record more than would be normal in the course of your role, but this guidance and record of achievement has been designed to help you record evidence that, in most cases, will be gathered during the normal course of work. Supervisors will be able to support you as you complete this record.

Evidence requirements

The Evidence Requirements

To meet the 11 NQSW outcome statements you must provide evidence that you have achieved each of them. At first glance, it might seem logical to look at each in turn and gather the evidence for them individually. This could become burdensome as in many places the requirements overlap. To simplify matters we have identified 12 evidence requirements (a) to (l), some of which will provide evidence for more than one NQSW outcome statement. We have mapped these to a simple matrix to help you and your supervisors navigate your way through the process of using the NQSW outcome statements.

The overlapping evidence requirements are listed below:

During your first year in practice, you must provide evidence for each of the Evidence Requirements (a) to (l) set out below; and you must provide evidence for each of the NQSW outcome statements to which it applies. Figure 1 on page 11 shows how the evidence given for each maps across the NQSW outcome statements. This shows for instance, that evidence relating to legislation applies to every NQSW outcome statement, but the requirement for recording and information sharing only applies to NQSW outcome statements 3, 6, 7 and 11.

Evidence requirement (a): Legislation and procedures

Selected, used and complied with appropriate and up-to-date legislation and statutory guidance and relevant local procedures (including those related to multi-agency working) to underpin your work (NQSW outcome statements 1-11).

Evidence requirement (b): Information and assessment

Collected, recorded and analysed information gathered at the referral stage and during subsequent involvement with the child or family, and have used effectively the Framework for the Assessment of Children in Need and their Families or the Common Assessment Framework for Children and Young People (CAF) or, if working in a youth justice setting, “Onset” or “Asset” to inform your planning (NQSW outcome statements 1-3 and 6-8).

Based your assessments on the three domains of the Framework for Assessment of Children in Need and their Families (DH at al, 2000), or the CAF, or if working in a youth justice setting, “Onset” or “Asset” (NQSW outcome statements 2-10).

Analysed the information collected during the assessment, judgement and decisions (NQSW outcome statement 2).

Evidence requirement (c): Different levels of complexity and collaboration

Responded to referrals of different levels of complexity working in collaboration with others, where appropriate, to identify and address the assessed needs of the child or young person (NQSW outcome statements 1, 6-9).

Worked at different levels of complexity, working in collaboration with others, where appropriate (outcome statement 2, 5 and 10)

Effectively worked at different levels of risk management and worked in collaboration with others, where appropriate (NQSW outcome statement 3).

Evidence requirement (d): Communicating with children and young people regarding their needs, wishes and feelings

Obtained, recorded and taken account of the child or young person's wishes and feelings in ways appropriate to their age and understanding (NQSW outcome statements 1-11).

Listened to the children and young people in order to understand their needs and recorded the content and focus of these sessions in the appropriate records, reports, assessments and plans (NQSW outcome statement 7).

Communicated with children and young people with different communication needs and different levels of complexity, working in collaboration with others, where appropriate (NQSW outcome statement 7).

Reviewed, recorded and taken account information about the life experiences, needs and expectations of the children, young people, parents, families and carers to create effective relationships (NQSW outcome statement 8).

Evidence requirement (e): Adults' and parents' views and needs

Obtained, understood, recorded and taken account of the views of the mother, father or those adults with parental responsibility or a significant caring role in the child or young person's life (NQSW outcome statements 1-11).

Listened to parents, families and carers in order to understand and balance their needs with those of the children and young people, identifying these within reports, records, assessments and plans (NQSW outcome statement 7).

Evidence requirement (f): Representation and advocacy

Sought appropriate independent representation and advocacy for where the child, young person, or adult with parental responsibility or a significant caring role, where required (NQSW outcome statements 1-11).

Evidence requirement (g): Accountability

Discussed, confirmed, reviewed and recorded with your line manager/supervisor the planned outcomes to be achieved for the children and young people in the context of your decisions, recommendations and interventions (NQSW outcome statements 1-11).

Discussed and resolved issues regarding ethical dilemmas at personal, individual user of service and professional level within supervision (NQSW outcome statement 11).

Critically analysed, recorded and taken account of all information and observations when making decisions about how to manage and resolve conflicts (NQSW outcome statement 11).

Challenged, where necessary, practice that needs to be improved (NQSW outcome statement 11).

Evidence requirement (h): Relating to children and young people from disadvantaged groups

Encouraged the participation of all those clients with whom you work, including those who are disadvantaged and disengaged, ensuring that you comply with statutory, organisational and multi-agency requirements and support the achievement of improved outcomes (NQSW outcome statement 8).

Created, developed, maintained and disengaged from relationships with children and young people with differing levels of complexity (outcome statement 8).

Addressed holistically the needs of individual children and young people, their parents, families and carers (NQSW outcome statement 10).

Evidence requirement (i): Reviews

Effectively monitored changes, signs or symptoms that indicate the need for new, or changes in support offered, and addressed these (NQSW outcome statement 3).

Carried out reviews at different levels of complexity working in collaboration with others where appropriate (NQSW outcome statement 4).

Evidence requirement (j): Recording and information sharing

Completed records, reports and communications that:

- Are based on accurate, up-to-date and evidence-based information.
- Differentiates between facts, views of those involved and substantiated judgements that are ethical, understandable, accessible.
- Comply with statutory, organisational and multi-agency requirements (NQSW outcome statements 6 and 11).

Provided jargon-free, culturally appropriate, accessible and timely information to different audiences in appropriate formats (NQSW outcome statement 6).

Identified, recorded and addressed any conflicts of views or wishes (NQSW outcome statement 7).

Recorded information effectively in the child or young person's case file. (NQSW outcome statement 3).

Evidence requirement (k): Work with partner agencies, colleagues and community groups

Worked effectively with partner agencies in the statutory sector, with private, voluntary and religious organisations to promote improved outcomes for children and young people from diverse and disadvantaged communities (NQSW outcome statements 9-10).

Sought, understood and taken account of the views of community leaders and groups (NQSW outcome statement 10).

Worked with other professionals and colleagues in ways that recognise and respect their expertise, responsibilities, priorities and values, and sought their advice and support when dealing with and managing conflict and ethical dilemmas (NQSW outcome statement 11).

Worked as part of the team to give regard to and record the child or young person's wishes and feelings, and to understand and take account of the views of those adults with parental responsibility or a significant caring role in the child or young person's life (NQSW outcome statement 9).

Supported multi-professional teams to carry out assessments at different levels of complexity, working in collaboration with others as appropriate (NQSW outcome statement 9).

Evidence requirement (l): Professional development

Completed Post-Registration Training and Learning: Record of Achievement (General Social Care Council) containing activities completed in your first year of practice (NQSW outcome statement 11).

Maintained a development portfolio containing evidence of how you have met your learning objectives.

Kept your knowledge of legislation, regulation and statutory guidance up-to-date. (NQSW outcome statement 11).

Collated copies of your supervision records from your year as a NQSW to demonstrate that you have regularly discussed and reviewed your professional development needs and how these have been met (NQSW outcome statement 11).

Provided evidence of different types of development activities that you have undertaken in your first year. Activities might include: shadowing; research to support your practice; self reflection and putting this into practice; learning from mentoring; multi-agency training; attending meetings or conferences where there are identifiable learning outcomes; or personal study (NQSW outcome statement 11).

Adhered to the General Social Care Council Codes of Practice and your organisation's policies and procedures (NQSW outcome statement 11). Provided evidence of different types of development activities that you have undertaken in your first year.

Activities might include: shadowing; research to support your practice; self reflection and putting this into practice; learning from mentoring; multi-agency training; attending meetings or conferences where there are identifiable learning outcomes; or personal study; and adhered to the General Social Care Council Codes of Practice and your organisation's policies and procedures (NQSW outcome statement 11).

In order to meet the outcome statements, NQSWs must demonstrate that they have evidence of each item in the list above in the context of the outcome statement(s) for which it is applicable. Figure 1 on page 11 shows how the evidence given for each maps across the outcome statements. This shows for instance, that evidence relating to legislation applies to every outcome statement, but the requirement for recording and information sharing only applies to outcome statement 7.

The following pages show what evidence is required and how it can be gathered.

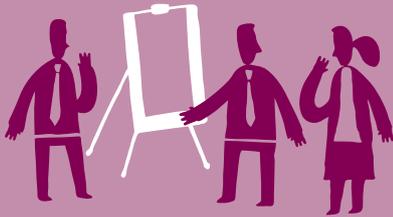
For each item in the Evidence Requirements (a) to (l) we have defined:

- The overarching evidence statement.
- The scope and sources of evidence.
- The minimum requirements in order to meet this evidence for the NQSW Outcome Statement for which it applies.

Some of the evidence items give levels of progress enabling an NQSW to meet the overall requirements at different stages of the year. It is likely that you will be able to use the evidence from a relatively small number of cases in order to meet the evidence requirements.

This pilot is at post-graduate level and it is important that NQSWs do not feel that they have to meet each outcome in a mechanistic way. Whilst it will be necessary to record more than would be normal in the course of your role, this guidance and recording instrument has been designed to enable NQSWs to record evidence that in most cases will be gathered during the normal course of work. Supervisors will be able to support NQSWs in recognising where and how they evidence each item.

How to use this record of achievement



You should start by discussing with your supervisor how your cases, your working practices and your training and development activities contribute to Evidence Requirements (a) to (l) listed on pages 5-9. The sample Supervision Record in Appendix 8 of the Handbook for NQSWs (CWDC, 2009), gives a space for you to note the specific Evidence Requirements that relate to your discussion and subsequent action points. Likewise, the NQSW Notepad (Appendix 7, Handbook for NQSWs), provides a format for noting how day-to-day activities link to the same Evidence Requirements. When used together, these documents are designed to build into an easy to use reminder of your progress.

Once you and your supervisor have agreed that you have met each Evidence Requirement in a particular section, and you have signed off each box in that section, you are ready to log this in the 'Meeting the NQSW outcome statements – At a glance reference sheet' set out in Figure 2 on page 12. For example, if you meet and sign off the four requirements under Evidence Requirement (j), you can turn to the 'at a glance' reference sheet and tick each of the four white boxes in column (j).

You will not have met an NQSW outcome statement until you have ticked all of the boxes across an individual NQSW outcome statement row. For example, for NQSW outcome statement 5, this means you will need to have ticks in (a) – (g).



Figure 1

Evidence requirements from record of achievement

Outcome statement	(a) Legislation & procedures	(b) Information & Assessment	(c) Different levels of complexity & collaboration	(d) Communicating with children & young people about their needs, wishes & feelings	(e) Adults' & parents' views & needs	(f) Representation & advocacy	(g) Accountability	(h) Relating to children and young people from disadvantaged groups	(i) Reviews	(j) Recording & information sharing	(k) Work with partner agencies, colleagues & community groups	(l) Professional development
	1. Referral	✓	✓	✓	✓	✓	✓	✓				
	2. Assessment	✓	✓	✓	✓	✓	✓	✓				
	3. Planning in two contexts	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	4. Review	✓	✓		✓	✓	✓	✓	✓			
	5. Formal meetings	✓	✓	✓	✓	✓	✓	✓				
	6. Recording	✓	✓	✓	✓	✓	✓	✓		✓		
	7. Communication	✓	✓	✓	✓	✓	✓	✓		✓		
	8. Relationships	✓	✓	✓	✓	✓	✓	✓	✓			
	9. Multi-Agency working	✓	✓	✓	✓	✓	✓	✓			✓	
	10. Disadvantaged groups	✓	✓	✓	✓	✓	✓	✓	✓		✓	
	11. Professional development & accountability	✓			✓	✓	✓	✓			✓	✓

Figure 2

Meeting the outcome statement – at a glance reference sheet

Evidence requirements from record of achievement

NQSW outcome statements	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
Outcome statement 1 Referral												
Outcome statement 2 Assessment												
Outcome statement 3 Planning												
Outcome statement 4 Review												
Outcome statement 5 Formal meetings												
Outcome statement 6 Recording												
Outcome statement 7 Communication												
Outcome statement 8 Relationships												
Outcome statement 9 Multi-agency working												
Outcome statement 10 Disadvantaged groups												
Outcome statement 11 Professional development & accountability												

Record of achievement

Evidence requirement (a): Legislation and procedures

Selected, used and complied with appropriate and up-to-date legislation and statutory guidance and relevant local procedures (including those related to multi-agency working) to underpin your work (NQSW outcome statements 1-11).

Scope

Each NQSW outcome statement outlines the relevant legislative and statutory guidance of which you must have a good working knowledge. You also need to demonstrate that you have understood and can apply your organisation's policies, procedures and protocols that will guide your work. These derive from the legislation and regulatory requirements and specify how your organisation complies with the law. You must understand the implications of these policies and procedures in working with partner agencies and be able to apply the relevant protocols. You also need to know when to seek additional expert help in applying the legislation. Your organisation may also specify methods and theories of practice that should be used to inform your work.

Sources of evidence

Case records, reports, documents, statements from other professionals, reflections in supervision, training courses.

Minimum requirements of the NQSW:

- Understand which legislation, statutory guidance and local procedures to use in a particular case.
- Demonstrate application of the above in a minimum of three cases.
- Understand when and how to access professional expertise and advice and demonstrate the used it in at least one case.

Record of achievement sheet

Evidence requirement (a): Legislation and procedures

Selected, used and complied with appropriate and up-to-date legislation and statutory guidance and relevant local procedures (including those related to multi-agency working) to underpin your work (NQSW outcome statements 1-11).

Name.....
has met the following Levels of Progress against Evidence Requirement (a)

Understand which legislation, statutory guidance and local procedures to use in a particular case.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Demonstrate application of the above in a minimum of three cases.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Understand when and how to access professional expertise and advice and demonstrate the use made of this in at least one case.

Date achieved/...../..... Signed NQSW

Signed Supervisor

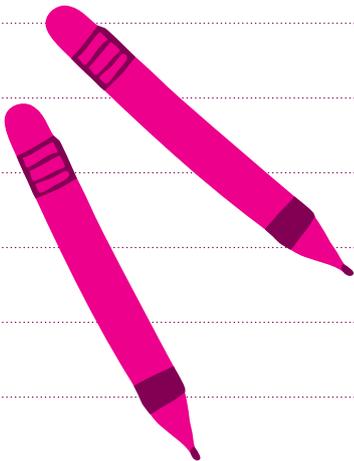
Comments

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Notes

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Record of achievement

Evidence requirement (b): Information and assessment

Collected, recorded and analysed information gathered at the referral stage and during subsequent involvement with the child or family, and have used effectively the Framework for the Assessment of Children in Need and their Families if you are working in a local authority children's setting or the Common Assessment Framework for Children and Young People (CAF) or, if working in a youth justice setting, "Onset" or "Asset" to inform your planning (NQSW outcome statements 1-3 and 6-8).

Based your assessments on the three domains of the Framework for Assessment of Children in Need and their Families (DH at al, 2000), or the CAF, or if working in a youth justice setting, "Onset" or "Asset" (NQSW outcome statements 2-10).

Analysed the information collected during the assessment, judgement and decisions (NQSW outcome statement 2).

Scope

You may be the first point of contact for receiving a referral to your organisation, or you may be allocated a case where a child or young person is already receiving a service. In either of these situations you are expected to review and critically analyse the information you receive. If you work as a social worker in a local authority setting, you will use the three domains in the Framework for the Assessment of Children in Need and their Families to structure your information or review the situation. If you work as a social worker in other settings, including the voluntary sector, you may use the CAF. As a worker in a youth justice setting, you will use “Onset” or “Asset” tools. In all circumstances, you will identify any gaps in the information and seek to fill them. You will produce a balanced, unbiased and substantiated judgement about the needs of the child.

Levels of progress

- i) Collect and record relevant information, making an initial analysis and provisional judgment for discussion with and decision by a co-worker, supervisor or manager; or familiarise yourself thoroughly with the available information about a case transferred to you and demonstrate to your supervisor that you understand the current situation and have suggestions for how to proceed.
- ii) Effectively complete the Framework for the Assessment of Children in Need and their Families or the CAF or “Onset” or “Asset”; or undertake a reassessment of the case or complete a chronology that includes an analysis of the current situation.
- iii) Collect and record or review relevant information, analyse the information and make judgments about required actions for consultation with and authorisation by your supervisor or a manager.

Sources of evidence

Case records, reports, documents, statements from other professionals, reflections in supervision, training courses.

Minimum requirements of the NQSW

- Evidence of progression against the three levels over the 12-month period.
- The ability to deal with an increasing number of cases in that same period.

Record of achievement sheet

Evidence requirement (b): Information and assessment

Collected, recorded and analysed information gathered at the referral stage and during subsequent involvement with the child or family, and have used effectively the Framework for the Assessment of Children in Need and their Families or the Common Assessment Framework for Children and Young People (CAF) or, if working in a youth justice setting, “Onset” or “Asset” to inform your planning (NQSW outcome statements 1-3 and 6-8).

Based your assessments on the three domains of the Framework for Assessment of Children in Need and their Families (DH at al, 2000), or the CAF, or if working in a youth justice setting, “Onset” or “Asset” (NQSW outcome statements 2-10).

Analysed the information collected during the assessment, judgement and decisions (NQSW outcome statement 2).

Name.....
has met the following Levels of Progress against Evidence Requirement (b)

i) Collect and record relevant information, making an initial analysis and provisional judgment for discussion with and decision by a co-worker, supervisor or manager; or familiarise yourself thoroughly with the available information about a case transferred to you and demonstrate to your supervisor that you understand the current situation and have suggestions for how to proceed.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement sheet

Evidence requirement (b): Information and assessment

ii) Effectively complete the Framework for the Assessment of Children in Need and their Families or the CAF or “Onset” or “Asset”; or undertake a reassessment of the case or complete a chronology that includes an analysis of the current situation.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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iii) Collect and record or review relevant information, analyse the information and make judgments about required actions for consultation with and authorisation by your supervisor or a manager.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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The ability to deal with an increasing number of cases in a 12 month period.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement

Evidence requirement (c): Different levels of complexity and collaboration

Responded to referrals of different levels of complexity working in collaboration with others, where appropriate, to identify and address the assessed needs of the child or young person (NQSW outcome statements 1, 6-9).

Worked at different levels of complexity, working in collaboration with others, where appropriate (outcome statement 2, 5 and 10).

Effectively worked at different levels of risk management and worked in collaboration with others, where appropriate (NQSW outcome statement 3).

Scope

During your first year in practice, you must show that you are able to take on progressively more complex cases at different levels of risk management, whether this involves responding to a referral from another agency or a case that is transferred to you from another worker within your organisation. It includes demonstrating, where appropriate, the ability to work in collaboration with others. This may involve professionals from another external organisation or colleagues within your own organisation, whether social workers who fulfil a different role (for example, a family placement social worker) or staff in other types of posts (for example, family support staff). You must also demonstrate that you understand the assessed needs of the child or young person and can provide interventions that respond effectively to those identified needs.

Levels of progress

- i) Manage a low risk case involving only your agency.
- ii) Manage a low risk case that involves working with another agency, or a medium risk case involving only your agency.
- iii) Work with another more experienced social worker to manage a high risk case (for example, where a child is alleged to be at risk of serious harm) that involves a number of other agencies.

Sources of evidence

Case records, reports, documents, statements from other professionals (including other managers), reflections in supervision, observations, review reports.

Minimum requirements of the NQSW

- Evidence of progression against the three levels over the 12-month period.
- Evidence of effective collaboration with others.
- Evidence of responding effectively to the assessed needs of the child or young person.

Record of achievement sheet

Evidence requirement (c): Different levels of complexity and collaboration

Responded to referrals of different levels of complexity working in collaboration with others, where appropriate, to identify and address the assessed needs of the child or young person (NQSW outcome statements 1, 6 - 9).

Worked at different levels of complexity, working in collaboration with others, where appropriate (outcome statement 2, 5 and 10)

Effectively worked at different levels of risk management and worked in collaboration with others, where appropriate (NQSW outcome statement 3).

Name.....
has met the following Levels of Progress against Evidence Requirement (c)

i) Managed a low risk case involving only your agency.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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ii) Managed a low risk case that involves working with another agency, or a medium risk case involving only your agency.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement sheet

Evidence requirement (c): Different levels of complexity and collaboration

iii) Worked with another more experienced social worker to manage a high risk case (for example, where a child is alleged to be at risk of serious harm) that involves a number of other agencies.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments
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Evidence of effective collaboration with others.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments
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Evidence of responding effectively to the assessed needs of the child or young person.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments
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Record of achievement

Evidence requirement (d): Communicating with children and young people regarding their needs, wishes and feelings

Obtained, recorded and taken account of the child or young person's wishes and feelings in ways appropriate to their age and understanding (NQSW outcome statements 1-11).

Listened to the children and young people in order to understand their needs and recorded the content and focus of these sessions in the appropriate records, reports, assessments and plans (NQSW outcome statement 7).

Communicated with children and young people with different communication needs and different levels of complexity, working in collaboration with others, where appropriate (NQSW outcome statement 7).

Reviewed, recorded and taken account information about the life experiences, needs and expectations of the children, young people, parents, families and carers to create effective relationships (NQSW outcome statement 8).

Scope

You will want to build a trusting relationship with the children and young people with whom you work as a crucial element in being able to help them. This relies upon effective communication, part of which is the ability to listen, question, understand and respond to what is being said by the child or young person. You are, in any event, required to have regard to their wishes and feelings about services (Children Act, 1989).

However, some children and young people will find it hard to communicate and so may not easily be able to convey their wishes and feelings. They may not trust adults following a traumatic episode, or find it difficult to reveal feelings where this has not been part of the family culture. It may be as a result of a disability, or where the child is very young or does not speak English. It is important in such instances that you explore other ways of eliciting wishes and feelings (for example, through the medium of art or play) or use assistive technology or the use of interpretation. For children and young people who struggle to express themselves verbally, it is possible to observe their non-verbal behaviour and use this as part of your recorded evidence of their feelings.

It is important that you treat what children and young people communicate to you in a serious manner by making them a part of the relevant records and reports. You may encourage them where possible to record their own views in a medium that suits their capabilities.

Levels of progress

- i) Understand and record the wishes and feelings of the child or young person when these are presented in an explicit manner (including non-verbal communication) and ensure they are made known to the relevant people in the child or young person's life.
- ii) Elicit the views and feelings of the child or young person when not explicitly presented, and ensure that they are recorded and made known to the relevant people in the child or young person's life.
- iii) In more complex situations or in the face of contradictory evidence, ensure that the wishes and feelings of the child or young person are recorded and effectively presented to the appropriate audience.

Sources of evidence

Case records, reports, documents, statements from other professionals (including other managers), reflections in supervision, observations, review reports, direct statements from the child/young person.

Minimum requirements of the NQSW

- Evidence of progression against the three levels over the 12-month period.
- Evidence of actively seeking to find out the wishes and feelings of the children and young people you work with.
- Demonstrated a range of strategies to elicit their views and to understand their behaviours.
- Ensured that their wishes and feelings are recorded.
- Ensured that their wishes and feelings have been discussed and taken into account for their benefit.

Record of achievement sheet

Evidence requirement (d): Communicating with children and young people regarding their needs, wishes and feelings

Obtained, recorded and taken account of the child or young person's wishes and feelings in ways appropriate to their age and understanding (NQSW outcome statements 1-11).

Name.....
has met the following Levels of Progress against Evidence Requirement (d)

i) Understand and record the wishes and feelings of the child or young person when these are presented in an explicit manner (including non-verbal communication) and ensure they are made known to the relevant people in the child or young person's life.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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ii) Elicit the views and feelings of the child or young person when not explicitly presented, and ensure that they are recorded and made known to the relevant people in the child or young person's life.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement sheet

Evidence requirement (d): Communicating with children and young people regarding their needs, wishes and feelings

iii) In more complex situations or in the face of contradictory evidence, ensure that the wishes and feelings of the child or young person are recorded and effectively presented to the appropriate audience.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Evidence of actively seeking to find out the wishes and feelings of the children and young people you work with.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Demonstrated a range of strategies to elicit their views and to understand their behaviours.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement sheet

Evidence requirement (d): Communicating with children and young people regarding their needs, wishes and feelings

Ensured that their wishes and feelings are recorded.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Ensured that their wishes and feelings have been discussed and taken into account for their benefit.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement

Evidence requirement (e):

Adults' and parents' views and needs

Obtained, understood, recorded and taken account of the views of the mother, father or those adults with parental responsibility or a significant caring role in the child or young person's life (NQS outcome statements 1-11).

Listened to parents, families and carers in order to understand and balance their needs with those of the children and young people, identifying these within reports, records, assessments and plans (NQS outcome statement 7).

Scope

In order to intervene effectively in the interests of the children and young people, it is essential that you take account of the views of those adults who have parental or significant caring responsibility in their lives. This will require building (or attempting to build) trusting and respectful relationships with the adults, resolving conflicts and working in partnership with them as far as possible.

You must develop skills and techniques that enable you to communicate with them effectively, including using an interpreter or other than verbal methods of communication. It also means being able to observe and interpret behaviour that contradicts what is being said. In such instances, it is important to try and clarify the validity of your observations with the adult. You must be able to record the range of views, and your own observations, accurately so that you can take them into account for the benefit of the children and young people concerned.

Parents and carers will appreciate your interest in them as people with needs that you take seriously. Where it is possible to accommodate their needs, it is helpful to do so long as this does not prejudice the interests of the child or young person.

Levels of progress

- i)** Understand and record the views of the adults with parental responsibility and significant carers of the child or young person when presented in an explicit manner to the NQSW (including non-verbal communication) and where the adults are in agreement.
- ii)** Understand and record the views of the adults with parental responsibility and significant carers of the child or young person when presented to the NQSW (including non-verbal communication) and where the adults' views conflict.
- iii)** Elicit the views of the adults with parental responsibility and significant carers of the child or young person when not explicitly presented and ensure that these are recorded.
- iv)** In more complex situations or in the face of contradictory evidence, ensure that the views of the adults with parental responsibility and significant carers of the child or young person are recorded and made known to the appropriate audience.

Sources of evidence

Case records, reports, documents, statements from other professionals (including other managers), reflections in supervision, observations, review reports, direct statements from adults with parental responsibility and significant carers of child/young person.

Minimum requirements of NQSW

- Evidence of progression against the three levels.
- Demonstration of a range of strategies to elicit the views of the adults and carers, including any additional communication support they may need.
- Evidence of understanding and balancing the needs of the adults with those of the child or young person.

Record of achievement sheet

Evidence requirement (e): Adults' and parents' views and needs

Obtained, understood, recorded and taken account of the views of the mother, father or those adults with parental responsibility or a significant caring role in the child or young person's life (NQSW outcome statements 1-11).

Listened to parents, families and carers in order to understand and balance their needs with those of the children and young people, identifying these within reports, records, assessments and plans (NQSW outcome statement 7).

Name.....
has met the following Levels of Progress against Evidence Requirement (e)

i) Understand and record the views of the adults with parental responsibility and significant carers of the child or young person when presented in an explicit manner to the NQSW (including non-verbal communication) and where the adults are in agreement.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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ii) Understand and record the views of the adults with parental responsibility and significant carers of the child or young person when presented to the NQSW (including non-verbal communication) and where the adults' views conflict.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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iii) Elicit the views of the adults with parental responsibility and significant carers of the child or young person when not explicitly presented and ensure that these are recorded.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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iv) In more complex situations or in the face of contradictory evidence, ensure that the views of the adults with parental responsibility and significant carers of the child or young person are recorded and made known to the appropriate audience.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Demonstration of a range of strategies to elicit the views of the adults and carers, including any additional communication support they may need.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Evidence of understanding and balancing the needs of the adults with those of the child or young person.

Date achieved/...../..... Signed NQSW

Signed Supervisor

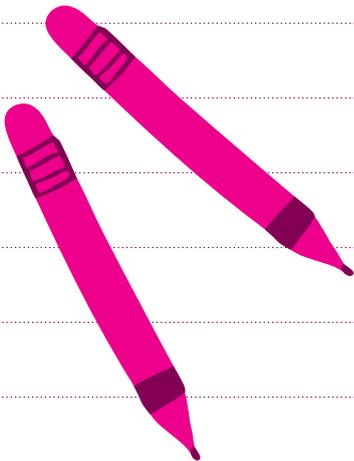
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Record of achievement

Evidence requirement (f): Representation and advocacy

Sought appropriate independent representation and advocacy for where the child, young person, or adult with parental responsibility or a significant caring role, where required (NQSW outcome statements 1-11).

Scope

However positive your relationship with the child, young person or adult with whom you are working, it can be an intimidating process for them to deal with the formal proceedings of a public body such as attending a child protection conference, appearing in court or making a complaint. It is important that you remain constantly alert to their potential need for independent representation or advocacy, namely someone outside your team who is able to act on behalf of the individual in putting forward their views and provide them with active support. It is particularly important to safeguard the interests of those in vulnerable situations: for example, young people looked after in residential units at a distance from the authority, or individuals with a disability who find it difficult to communicate.

Levels of progress

- i) Acquires knowledge of the sources of independent representation and advocacy locally and, where necessary, nationally.
- ii) Advises children, young people and adults/carers of their right to independent representation and/or advocacy.
- iii) Makes relevant referrals to independent advocates or representatives.

Sources of evidence

Case records, reports, documents, reflections in supervision, observations, review reports, training courses, guidance.

Minimum requirements of NQSW

- Evidence of progression against the three levels in at least two cases involving a child and an adult.
- Evidence of the reasons why advocacy/representation was or was not required.

Record of achievement sheet

Evidence requirement (f): Representation and advocacy

Sought appropriate independent representation and advocacy for where the child, young person, or adult with parental responsibility or a significant caring role, where required (NQSW outcome statements 1-11).

Name.....
has met the following Levels of Progress against Evidence Requirement (f)

i) Acquires knowledge of the sources of independent representation and advocacy locally and, where necessary, nationally.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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ii) Advises children, young people and adults/carers of their right to independent representation and/or advocacy.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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iii) Makes relevant referrals to independent advocates or representatives.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Record of achievement sheet

Evidence requirement (f): Representation and advocacy

Evidence of progression against the three levels in at least two cases involving a child and an adult.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Evidence of the reasons why advocacy/representation was or was not required.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Record of achievement

Evidence requirement (g): Accountability

Discussed, confirmed, reviewed and recorded with your line manager/ supervisor the planned outcomes to be achieved for the children and young people in the context of your decisions, recommendations and interventions (NQSW outcome statements 1-11).

Discussed and resolved issues regarding ethical dilemmas at personal, individual user of service and professional level within supervision (NQSW outcome statement 11).

Critically analysed, recorded and taken account of all information and observations when making decisions about how to manage and resolve conflicts (NQSW outcome statement 11).

Challenged, where necessary, practice that needs to be improved (NQSW outcome statement 11).

Scope

As a registered social worker, you are accountable for your behaviour and practice to a range of people, including your employer and the children, young people and families using your services. You will be constantly working with uncertainty and be required to make professional decisions where you are faced with conflict and ethical dilemmas. Some of the people you work with may hold very different values and ethical stances to yours, and you will work in situations that challenge your emotions. You must make appropriate use of the support and advice available to you from your supervisor, and recognise that he or she has to have the final say in making decisions about your work.

It will be essential to consider all aspects of a situation before coming to a view, and recognise when your own feelings are having an impact. At such times you will want to have the support of your colleagues as well as that of your supervisor.

There may be occasions when you judge that the actions of colleagues may contravene General Social Care Council Codes of Practice or your organisation's procedures to the extent that they place service users or others at risk. You have a responsibility in such circumstances to challenge such practice and there will be local arrangements to support you in these situations.

Sources of evidence

Supervision records, case records, NQSW induction log and reports, team meeting records, review meeting records.

Minimum requirements of the NQSW

- Evidence of understanding the organisational lines of accountability via the line manager or supervisor for all work undertaken.
- Evidence that the NQSW brings appropriate matters to the line manager or supervisor for discussion, confirmation and review, either at supervision meetings or on other occasions where necessary, accepts the line manager's or supervisor's advice and decisions.
- Evidence of the action the NQSW has taken as a result of the decisions reached.
- Evidence of suitable recording of discussions with the line manager or supervisor that reflect the outcomes achieved for the children and young people.

Record of achievement sheet

Evidence requirement (g): Accountability

Discussed, confirmed, reviewed and recorded with your line manager/supervisor the planned outcomes to be achieved for the children and young people in the context of your decisions, recommendations and interventions (NQSW outcome statements 1-11).

Discussed and resolved issues regarding ethical dilemmas at personal, individual user of service and professional level within supervision (NQSW outcome statement 11).

Critically analysed, recorded and taken account of all information and observations when making decisions about how to manage and resolve conflicts (NQSW outcome statement 11).

Challenged, where necessary, practice that needs to be improved (NQSW outcome statement 11).

Name.....
has met the following Levels of Progress against Evidence Requirement (g)

Evidence of understanding the organisational lines of accountability via the line manager or supervisor for all work undertaken.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Evidence that the NQSW brings appropriate matters to the line manager or supervisor for discussion, confirmation and review, either at supervision meetings or on other occasions where necessary, accepts the line manager's or supervisor's advice and decisions.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement sheet

Evidence requirement (g): Accountability

Evidence of the action the NQSW has taken as a result of the decisions reached.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Evidence of suitable recording of discussions with the line manager or supervisor that reflect the outcomes achieved for the children and young people.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement

Evidence requirement (h): Relating to children and young people from disadvantaged groups

Encouraged the participation of all those clients with whom you work, including those who are disadvantaged and disengaged, ensuring that you comply with statutory, organisational and multi-agency requirements and support the achievement of improved outcomes (NQSW outcome statement 8).

Created, developed, maintained and disengaged from relationships with children and young people with differing levels of complexity (NQSW outcome statement 8).

Addressed the needs of individual children and young people, their parents, families and carers (NQSW outcome statement 10).

Scope

Many of the children, young people and families with whom you work will be contending with some form of disadvantage in addition to their individual family circumstances. They may live in poverty or an impoverished environment; they may be suffering prejudice or discrimination because they are from an ethnic minority or an asylum seeker, or because they have a disability or mental health problem. As a result, it may be even harder to gain their trust and build up a relationship that enables you to undertake effective work aimed at achieving more positive outcomes.

The ability to establish relationships with children and young people facing a range of difficulties at different levels of complexity is an essential aspect of your role. It includes knowing how to keep the relationship going whilst having a clear aim of what you want to achieve, and being able to bring the relationship to an end at an appropriate time. Creating undue dependency does a disservice to the child or young person, as you will not always be available to them.

It is important to recognise the impact of environmental and societal factors when assessing what action you take. You may need the assistance of specialist community resources (for example, voluntary and faith organisations) and will certainly have to work closely with other statutory agencies. You may well have to represent and advocate on behalf of the children and young people not only to improve their life chances but also encourage them to act for themselves.

Sources of evidence

Case notes and notepad, training courses, community links, records of supervision, testimonials from other agencies and clients, minutes of meetings.

Minimum requirements of the NQSW

- Ability to build effective relationships and overcome barriers to resistance.
- Use of relationships to bring about improved outcomes.
- Understanding the significance of environmental factors on individual children/young people.
- Effective working with local agencies and communities to support families/carers in improving the life chances of their children/young people.

Record of achievement sheet

Evidence requirement (h): Relating to children and young people from disadvantaged groups

Encouraged the participation of all those clients with whom you work, including those who are disadvantaged and disengaged, ensuring that you comply with statutory, organisational and multi-agency requirements and support the achievement of improved outcomes (NQSW outcome statement 8).

Created, developed, maintained and disengaged from relationships with children and young people with differing levels of complexity (NQSW outcome statement 8).

Addressed the needs of individual children and young people, their parents, families and carers (NQSW outcome statement 10).

Name.....
has met the following Levels of Progress against Evidence Requirement (h)

Ability to build effective relationships and overcome barriers and resistance.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Use of relationships to bring about improved outcomes.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement sheet

Evidence requirement (h): Relating to children and young people from disadvantaged groups

Understanding the significance of environmental factors on individual children/young people.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Effective working with local agencies and communities to support families/carers in improving the life chances of their children/young people.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Record of achievement

Evidence requirement (i): Reviews

Effectively monitored changes, signs or symptoms that indicate the need for new, or changes in support offered, and addressed these (NQSW outcome statement 3).

Carried out reviews at different levels of complexity working in collaboration with others where appropriate (NQSW outcome statement 4).

Scope

Reviewing aims to ascertain what progress has been made in implementing a previously agreed plan and to identify the reasons for any non-implementation of aspects of this. It aims to identify changes in the situation that indicate the need for different action, including changes in the level or type of service provided, and to agree a new plan. All the available information about the child or young person's progress should be reviewed as well as any changes, including behavioural signs or symptoms that suggest improvement or deterioration. You need to be alert to any emerging concerns where further intervention may be necessary, but also note and celebrate any positive change and achievements.

Reviewing plans is likely to involve many people, including the child or young person, their parents, families and carers and other professionals. This requires you to collate a lot of information, analyse it critically and present an up to date, unbiased and substantiated judgement about whether the child or young person's needs are being met, and whether any changes are necessary to improve outcomes.

When there are differing views about progress or new or emerging concerns, you will need to work with others to handle and ideally resolve any conflict, at the same time ensuring that a decision is reached in the best interests of the child or young person. Differing views must always be recorded alongside the basis for decisions that are made.

Levels of progress

- i) Review a low risk case involving only your agency.
- ii) Review a low risk case that involves working with another agency, or a medium risk case involving only your agency.
- iii) Work with another more experienced social worker to review a high-risk case (for example, where a child is alleged to be at risk of serious harm) that involves a number of other agencies.

Sources of evidence

Case records, reports, documents, reflections in supervision, observations, review reports, training courses, guidance.

Minimum requirements of the NQSW

- Evidence of progress against the three levels.
- Competence in reviewing plans to ensure that changes in circumstances are identified.
- Evidence of gathering additional information and undertaking further assessment and analysis.
- Evidence of making amendments to the plan to ensure that it is still relevant and addresses the needs of the child or young person.

Record of achievement sheet

Evidence requirement (i): Reviews

Effectively monitored changes, signs or symptoms that indicate the need for new, or changes in support offered, and addressed these (NQSW outcome statement 3).

Carried out reviews at different levels of complexity working in collaboration with others where appropriate (NQSW outcome statement 4).

Name.....
has met the following Levels of Progress against Evidence Requirement (i)

i) Review a low risk case involving only your agency.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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ii) Review a low risk case that involves working with another agency, or a medium risk case involving only your agency.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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iii) Work with another more experienced social worker to review a high-risk case (for example, where a child is alleged to be at risk of serious harm) that involves a number of other agencies.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Record of achievement sheet

Evidence requirement (i): Reviews

Competence in reviewing plans to ensure that changes in circumstances are identified.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

Evidence of gathering additional information and undertaking further assessment and analysis.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

Evidence of making amendments to the plan to ensure that it is still relevant and addresses the needs of the child or young person.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

Record of achievement

Evidence requirement (j): Recording and information sharing

Completed records, reports and communications that:

- Are based on accurate, up-to-date and evidence-based information.
- Differentiates between facts, views of those involved and substantiated judgements that are ethical, understandable, accessible.
- Comply with statutory, organisational and multi-agency requirements (NQSW outcome statements 6 and 11).

Provided jargon-free, culturally appropriate, accessible and timely information to different audiences in appropriate formats (NQSW outcome statement 6).

Identified, recorded and addressed any conflicts of views or wishes (NQSW outcome statement 7).

Recorded information effectively in the child or young person's case file (NQSW outcome statement 3).

Scope

Recording, reporting and sharing information is at the heart of good practice and requires skilled use of detailed and complex information. As you gather information from relevant sources and systematically record it, you begin to build up a picture of the child or young person in their context and become aware of any recurring concerns (such as missed health appointments or failure to attend a children's centre or school) or worrying gaps in the information (such as lack of information about a parent's new partner). The Framework for the Assessment of Children in Need and their Families provides the conceptual practice model for doing this.

It is often only when you share your information with others that you obtain a clearer understanding of what is happening, or realise or reassess the significance of what seemed at the time to be a minor piece of information. At the same time, you have to be mindful of the terms on which information can be shared between agencies and ensure that you act in an ethical manner that respects service user confidentiality and complies with statutory, organisational and multi-agency requirements, referring to your local protocols.

It is essential that in the course of recording, reporting or sharing information, you differentiate between fact and professional opinion as well as the potentially unsubstantiated views of others involved with the child or young person. Your judgements need to be based on sound information and be presented in a format that is understandable and accessible. You also need to make it clear where there is any conflict of views or wishes, whether between professionals, or between the professionals and parents, carers, child or young person.

Your local authority will have an Integrated Children's System (ICS) or other system that provides electronic recording and data management for all the core processes of assessment, planning, intervention and the review of children in need and you will have to become proficient in its use.

Sources of evidence

Case records, assessment and review reports, letters, court reports.

Minimum requirements of NQSW

- Ability to record written information in a way that is consistent with your organisation's policy and procedures.
- Evidence of writing in a way that can be understood by others.
- Ability to separate fact or comment from professional judgement.
- Sharing information in a way that is consistent with legal requirements and the policies and procedures of your organisation.
- Evidence of competence in using your local authority's Integrated Children's System or other electronic record keeping system.

Record of achievement sheet

Evidence requirement (j): Recording and information sharing

Completed records, reports and communications that:

- Are based on accurate, up-to-date and evidence-based information.
- Differentiates between facts, views of those involved and substantiated judgements that are ethical, understandable, accessible.
- Comply with statutory, organisational and multi-agency requirements (NQSW outcome statements 6 and 11).

Provided jargon-free, culturally appropriate, accessible and timely information to different audiences in appropriate formats (NQSW outcome statement 6).

Identified, recorded and addressed any conflicts of views or wishes (NQSW outcome statement 7).

Recorded information effectively in the child or young person's case file (NQSW outcome statement 3).

Name.....
has met the following Levels of Progress against Evidence Requirement (j)

Ability to record written information in a way that is consistent with your organisation's policy and procedures.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Evidence of writing in a way that can be understood by others.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement sheet

Evidence requirement (j): Recording and information sharing

Ability to separate fact or comment from professional judgement.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Sharing information in a way that is consistent with legal requirements and the policies and procedures of your organisation.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Evidence of competence in using your local authority's Integrated Children's System or other electronic record keeping system.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Record of achievement

Evidence requirement (k): Work with partner agencies, colleagues and community groups

Worked effectively with partner agencies in the statutory sector, with private, voluntary and religious organisations to promote improved outcomes for children and young people from diverse and disadvantaged communities (NQSW outcome statements 9-10).

Sought, understood and taken account of the views of community leaders and groups (NQSW outcome statement 10).

Worked with other professionals and colleagues in ways that recognise and respect their expertise, responsibilities, priorities and values, and sought their advice and support when dealing with and managing conflict and ethical dilemmas (NQSW outcome statement 11).

Worked as part of the team to give regard to and record the child or young person's wishes and feelings, and to understand and take account of the views of those adults with parental responsibility or a significant caring role in the child or young person's life (NQSW outcome statement 9).

Supported multi-professional teams to carry out assessments at different levels of complexity, working in collaboration with others as appropriate (NQSW outcome statement 9).

Scope

Many children, young people and their families have needs that require support in more than one area of their lives and from more than one professional discipline. You should always be ready to make use of the knowledge and expertise that colleagues within your own and partner agencies have to offer, and never feel that you have to assume the responsibility of managing a case alone, including holding the dilemmas, uncertainty and emotional turmoil that it can bring. Indeed, it is potentially dangerous practice to try and handle situations without an appropriate level of support. You should tell your supervisor or manager if you are finding difficulties in managing a particular case.

You will need to be aware of what partner agencies have to offer and the different framework in which they operate, for example, different lines of accountability and different demands and priorities. Equally, it is important that you are clear about the contribution that you in particular, and social work in general, have to offer.

Sources of evidence

Case records, feedback from other professionals and colleagues, supervision notes.

Minimum requirements of NQSW

- Evidence of working with other professionals to identify, assess and plan to meet the additional needs of children and young people.
- Understanding of the work of other professionals and how they can support children and young people.
- Understanding your role and how social work can make a positive contribution to multi-agency working.
- Being proactive in developing relationships with other professionals that enable you to work together.

Record of achievement sheet

Evidence requirement (k): Work with partner agencies, colleagues and community groups

Worked effectively with partner agencies in the statutory sector, with private, voluntary and religious organisations to promote improved outcomes for children and young people from diverse and disadvantaged communities (NQSW outcome statements 9-10).

Sought, understood and taken account of the views of community leaders and groups (NQSW outcome statement 10).

Worked with other professionals and colleagues in ways that recognise and respect their expertise, responsibilities, priorities and values; and sought their advice and support when dealing with and managing conflict and ethical dilemmas (NQSW outcome statement 11).

Worked as part of the team to give regard to and record the child or young person's wishes and feelings, and to understand and take account of the views of those adults with parental responsibility or a significant caring role in the child or young person's life (NQSW outcome statement 9).

Supported multi-professional teams to carry out assessments at different levels of complexity, working in collaboration with others as appropriate (NQSW outcome statement 9).

Name.....
has met the following Levels of Progress against Evidence Requirement (k)

Evidence of working with other professionals to identify, assess and plan to meet the additional needs of children and young people.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement sheet

Evidence requirement (k): Work with partner agencies, colleagues and community groups

Understanding of the work of other professionals and how they can support children and young people.

Date achieved/...../..... Signed NQSW

Signed Supervisor

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Understanding your role and how social work can make a positive contribution to multi-agency working.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Being proactive in developing relationships with other professionals that enable you to work together.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Record of achievement

Evidence requirement (I): Professional development

Completed Post-Registration Training and Learning: Record of Achievement (General Social Care Council) containing activities completed in your first year of practice (NQSW outcome statement 11).

Maintained a development portfolio containing evidence of how you have met your learning objectives.

Kept your knowledge of legislation, regulation and statutory guidance up-to-date (NQSW outcome statement 11).

Collated copies of your supervision records from your year as a NQSW to demonstrate that you have regularly discussed and reviewed your professional development needs and how these have been met (NQSW outcome statement 11).

Provided evidence of different types of development activities that you have undertaken in your first year. Activities might include: shadowing; research to support your practice; self reflection and putting this into practice; learning from mentoring; multi-agency training; attending meetings or conferences where there are identifiable learning outcomes; or personal study (NQSW outcome statement 11).

Adhered to the General Social Care Council Codes of Practice and your organisation's policies and procedures (NQSW outcome statement 11).

Scope

These strands of evidence relate to your development as a professional social worker. It is up to you to take responsibility for your professional development. This is a requirement of GSCC registration, but also reflects your commitment to keep abreast of developments in the profession, including research and best practice, in order to provide the best level of service possible for the children, young people and families with whom you work. In order to fulfil the requirements of this pilot programme, you will need to maintain a portfolio of work and training and development activities you have undertaken as evidence that you have achieved (or made substantial progress towards) achieving the NQSW outcome statements. It means making full use of your supervision sessions: preparing for them in advance and being prepared to have an open discussion of your progress, including both your strengths and areas for development.

Sources of evidence

Portfolio of professional development activities.

Minimum requirements of NQSW

- Evidence of assuming responsibility for own professional development.
- Evidence of undertaking appropriate training and development opportunities.
- Evidence of maintaining GSCC requirements for post registration and learning.

Record of achievement sheet

Evidence requirement (I): Professional development

Completed Post-Registration Training and Learning: Record of Achievement (General Social Care Council) containing activities completed in your first year of practice (NQSW outcome statement 11).

Maintained a development portfolio containing evidence of how you have met your learning objectives.

Kept your knowledge of legislation, regulation and statutory guidance up-to-date (NQSW outcome statement 11).

Collated copies of your supervision records from your year as a NQSW to demonstrate that you have regularly discussed and reviewed your professional development needs and how these have been met (NQSW outcome statement 11).

Provided evidence of different types of development activities that you have undertaken in your first year. Activities might include: shadowing; research to support your practice; self reflection and putting this into practice; learning from mentoring; multi-agency training; attending meetings or conferences where there are identifiable learning outcomes; or personal study (NQSW outcome statement 11).

Adhered to the General Social Care Council Codes of Practice and your organisation's policies and procedures (NQSW outcome statement 11).

Name.....
has met the following Levels of Progress against Evidence Requirement (I)

Evidence of assuming responsibility for own professional development.	
Date achieved/...../..... Signed NQSW
Signed Supervisor
Comments

Record of achievement sheet

Evidence requirement (I): Professional development

Evidence of assuming responsibility for own professional development.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Evidence of undertaking appropriate training and development opportunities.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Evidence of maintaining GSCC requirements for post registration and learning.

Date achieved/...../..... Signed NQSW

Signed Supervisor

Comments

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Appendix 1

Outcome statements and guidance

These statements are set out fully in CWDC's 'Newly Qualified Social Worker Pilot Programme 2009-2010: outcome statements and guidance'.

www.cwdcouncil.org.uk/nqsw/pilot-programme

Outcome statement 1 – Referral

Collect, accurately record and critically analyse all relevant information at the point when a referral is received, or when you assume responsibility for an existing case within your organisation, and take appropriate actions that fulfil statutory responsibilities to safeguard and promote the welfare of specific children, young people, their families and carers.

Outcome statement 2 – Assessment

Obtain and critically analyse all necessary information to complete assessments that comply with statutory, organisational and local multi-agency requirements, and that respond to the needs of specific children and young people and any current or emerging safeguarding issues.

Outcome statement 3 – Planning

Based on a critical analysis of all the evidence, plan and co-ordinate the support and types of intervention required for children and young people and their families in two of the following contexts. Work with others and within statutory, organisational and multi-agency systems to develop and agree plans that ensure:

- a) Children and young people living in their families can have their needs addressed while being brought up by their parents, families and carers.
- b) Children and young people who are in need of protection from abuse, neglect or exploitation are kept safe from harm.
- c) Personalised support is provided that results in improved outcomes for individual children and young people where they are being looked after by the local authority or on remand.
- d) There are sustained and improved outcomes for children and young people who have been looked after by the local authority or reunited with their families.
- e) The needs of care leavers are supported when they move into independent living.
- f) There are improved outcomes for disabled children and young people.
- g) There are improved outcomes for children and young people who are the subject of court proceedings.

Outcome statement 4 – Review

Critically review all information against planned outcomes for the child in order to evaluate achievements and outcomes and identify required changes in accordance with statutory, organisational and local multi-agency requirements.

Outcome statement 5 – Formal Meetings

Work with children, families and other professionals to develop a plan to respond to the assessed needs of specific children or young people. Take part in statutory and other reviews and decision making forums, providing information, based on the plan, about children and families' needs. This may include representing their views.

Outcome statement 6 – Recording

Record, report and communicate using accurate, up-to-date, evidence-based information, which differentiates between fact, views of those involved and professional judgements. Ensuring that the information is expressed in plain English, taking account of requirements to respect service user confidentiality and statutory, organisational and local multi-agency requirements.

Outcome statement 7 – Communication

Identify the communication needs of children, young people, their parents, families and carers, and use appropriate communication methods and techniques to engage them, ensuring the wishes and feelings of the child or young person are ascertained and taken into consideration before decisions are taken.

Outcome statement 8 – Relationships

Create and maintain effective relationships with children, young people their parents, families and carers that comply with statutory, organisational and local multi-agency requirements, using information about their life experiences, needs and expectations.

Outcome statement 9 – Multi-Agency Working

When contributing to the work of multi-agency teams, apply your skills, knowledge and professional judgement within statutory, organisational and local multi-agency requirements, seeking appropriate direction from line managers/supervisors in situations of uncertainty.

Outcome statement 10 – Disadvantaged Groups

Identify and work with others to review the needs of and the support for specific children and young people from diverse and disadvantaged communities to improve their life chances, in accordance with statutory, organisational and local multi-agency requirements.

Outcome statement 11 – Professional Development and Accountability

Use self-reflection, supervision and development activities to improve your social work skills and knowledge. Be accountable for your behaviour and the quality of your work ensuring that you comply with the General Social Care Council Code of Practice and your employer's requirements for conduct, performance and behaviour.

