**Return to Social Work Registration**

This programme is for ELFT staff who are qualified social workers, but are not registered with SWE. Qualified, unregistered social workers are required to undertake additional practice learning days to evidence that they have updated their skills, knowledge and experience in support of their application for registration with SWE.

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|  | **Practice Learning Days\*** |
| **Qualified outside of the UK** | SWE will instruct the individual social worker as to how many days of practice learning are required |
| **Qualified in the UK, but not practiced or unregistered as a social worker for between 2 and 5 years** | 30 days |
| **Qualified in the UK, but have not practiced or unregistered with SWE for the past five years** | 60 days |

\*One day is 7 hours and the days do not need to be continuous.

Practice Learning is comprised of the following three activities: formal study, private study and supervised practice. **Private study cannot account for more than 50%** of the practice learning days.

**Practice Learning**

The table below provides a guide as to how the Practice Learning Days can be evidenced.

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| **Practice Days** | **Supervised Practice**  Between 60% and 90% | **Formal and private study**  Between 10% and 40% |
| 30 days | 18-27 days | 3-12 days |
| 60 days | 36-54 days | 6-24 days |

**Supervised Practice**

Supervised practice involves working under the supervision of a registered social worker in a social work role.

The Social Worker will need to have their practice observed by a registered Social Worker who has at least three years post qualifying experience. Applicants are not expected to carry their own caseload.

Supervised practice includes:

* Providing information, support and guidance to service users and their families
* Undertaking or shadowing assessments
* Care planning
* Applying legislation
* Signposting and liaising with other agencies
* Attending team and multi-disciplinary meetings
* Case recording
* Training sessions
* Shadowing social workers and other professionals
* Any other activities relevant to the setting

**Private Study**

Private study is a method of updating your skills and knowledge through self-structured learning. Private study can make up no more than half of the requirements. Private study can include:

* Reading journal articles or books on social work
* Reading information on relevant websites
* Observing or shadowing a social worker, which is different from supervised practice as there is no formal supervision arrangement
* Attending training courses
* Reflecting on and recording your learning

**ELFT employed staff must attend the following training courses:** Mental Capacity Act, Care Act, Safeguarding Adults and Safeguarding Children, which will count as private study days.

**Formal Study**

A postgraduate course, whether a degree, diploma or shorter course, will be accepted as formal study, as long as a qualification in social work was necessary to enrol on the course.

The social worker will need to send SWE a certified copy of their qualification certificate or upload a scan of the original. The social worker may wish to contact SWE before they enrol and pay for a course to see if SWE will accept this as formal study. **CPD completed in the workplace and online learning that is not provided by a university does not count as formal study, although it can count as private study.**

**Evidencing your study**

The Trust require the social worker returning to practice to complete a workbook where practice learning can be evidence and assessed by a social work supervisor. The workbook can be found at the end of this document.

SWE will require the social worker to fill in an ‘updating skills and knowledge form’ on completion of the practice learning days. Once this is received, SWE will contact the social workers supervisor to confirm in writing that the supervised practice has been completed to a satisfactory level.

**Guidance for supervisors**

The social worker should be supervised at least fortnightly and this supervision should be recorded as SWE may request evidence of this.

The social work learning and development team rely on the social work supervisor, as an experienced social worker, to decide if the social workers knowledge and skills, and their capability is at a satisfactory standard to undertake a social work role in line with the professional standards. It is up to the social work supervisor and the qualified social worker to decide what learning opportunities the applicant requires, based on their experience. SWE registration advisers, who are qualified social workers, will then make a decision about whether the applicant has done enough to update their skills and knowledge.

**Return to Practice Workbook**

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| --- | --- |
| **Name of applicant** |  |
| **Place of Work** |  |
| **Date qualified and awarding body** |  |
| **Return to Practice duration (30 or 60 days)** |  |
| **Return to Practice details** |  |
| **Number of supervised practice days** |  |
| **Number of private study days** |  |
| **Number of formal study days** |  |

**Supervision Record**

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| --- | --- |
| **DATE** | **Supervisor** |
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**Supervised Practice**

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| * **Details of the setting where you have undertaken your period of supervised practise** |  |
| **The contact details of your supervisor** |  |
| **SWE registration number of supervisor** |  |
| **Date and number of hours** |  |
| **Details of what supervised practice involved** |  |
| **How you have met the social work standards from the activities described above**  **(Plereference the relevant PCFs, KSSs)** |  |

*You will need to keep a record of the activities you undertake throughout any period of private study. When you apply to join the register, you will need to demonstrate how each aspect of your private study has contributed to your learning and enabled you to meet our professional standards.*

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| --- | --- |
| **Date and number of hours** |  |
| **Details of what private study involved** |  |
| **How you have met the social work professional standards from the activities described above** |  |

*You must attend the following training sessions: Mental Capacity Act, Care Act, Safeguarding Adults Level 2 and Safeguarding Children Level 3. To book this training please contact* [*alice.ball5@nhs.net*](mailto:alice.ball5@nhs.net)

**Formal Study**

|  |  |
| --- | --- |
| * **Date and number of hours** |  |
| **Details of the course undertaken** |  |
| **How you have met the social work professional standards by attending the training course** |  |

**Final Report from Supervisor**

*Summary of documentation and evidence taken into account in this recommendation*

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| --- | --- |
| **Documentation** | **Date** |
| 2 x professional documentation i.e records, assessments, reports |  |
| 1 x Direct Observation of practice |  |
| Reflections from applicant on what they have learnt from private and formal study |  |
| Supervision sessions |  |

*Summary of Work Undertaken (a holistic summary describing key learning tasks undertaken by the applicant. NB: NOT an entire list of tasks completed)*

*To be completed by the applicant and confirmed by Social Work Supervisor [Guideline 300 words]*

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| **Holistic Assessment- to be completed by the Social Work Supervisor** |
| ***PCF threshold level descriptors***  ***Social Workers returning to practice*** should havedemonstrated the Knowledge/Skills/Values to work with a range of user groups, and the ability to undertake a range of tasks at a foundation level, the capacity to work with more complex situations; they should be able to work more autonomously, whilst recognising that the final decision will still rest with their supervisor; they will seek appropriate support and supervision.  **Please provide an overall judgement of the applicant’s professional capability with reference to the BASW PCF Threshold level descriptor for this placement, taking into account:**   1. Progressive assessment of the candidate’s capability during the placement with reference to the relevant PCF Threshold Level for the placement and the Action Plan drawn up at the Midpoint Review. 2. Capability across all nine domains of the PCF 3. The Social Work England *Professional Standards (2020)* 4. Any factors that may have affected the student’s progress during the placement 5. For Statutory Placements it is also a requirement to identify how students have managed statutory tasks involving high-risk decision-making and legal interventions (e.g. on either s17 and s47 cases (under Children Act 1989) or on delivering requirements of the Care Act 2014 and Mental Capacity Act 2005).   *Link your comments to examples of evidence presented over the course of the placement. Cross reference your assessment to the Evidence number in the Index of Evidence grid and, if appropriate, information provided in Section 2 to support the overall assessment.*  *(Guideline: 500 words)* |
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**End Report**

To be completed by Practice Supervisor (Guideline 300-500 words)

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| --- | --- |
| **Feedback on overall capability** | **Cross reference**  **Evidence**  **number** |
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| **Summary of Holistic Progress Towards SWE Standards** | |
| **SWE Professional Standards** | **Comment regarding the extent to which these standards have been upheld and any concerns or areas for development** |
| 1. Promote the rights, strengths and wellbeing of people, families and communities. |  |
| 2. Establish and maintain the trust and confidence of people. |  |
| 3. Be accountable for the quality of my practice and the decisions I make. |  |
| 4. Maintain my continuing professional development. |  |
| 5. Act safely, respectfully and with professional integrity. |  |
| 6. Promote ethical practice and report concerns. |  |

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| **Assessment of applicant future learning needs (brief bullet points)** |
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**Practice Supervisors Recommendation**

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| **Recommendation** | ***Pass*** | ***Fail*** |
| I confirm that the applicant named above has met the required **SWE Professional Standards (2020)**  Yes [ ] No [ ]  I confirm that the applicant named above has shown understanding of the relevant **DfE KSS** domains and/**or DH KSS** domains Yes [ ] No [ ] | | |

**Signatures of all parties**

|  |  |  |
| --- | --- | --- |
|  | **Signature** | **Date** |
| **Student** |  |  |
| **Social Work Supervisor** |  |  |