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One Minute Guide: Social Work Career Progression Scheme

What is it?

The LBR Children's Services Social Work Career Progression Scheme was introduced during 2013. The Scheme outlines the knowledge, skills, competence, and performance associated with each of the three levels of Social Worker (Level 1 (Newly Qualified Social Worker (NQSW), Level 2 and Level 3). The Scheme details how a Social Worker can progress on a career pathway through to Senior Social Work Practitioner and beyond. This Scheme sits alongside the Job Descriptions and Person Specifications for each level.

This Guide seeks to remind all Social Workers and their managers about the scheme, to understand the skills and development required to progress and grow your career in Redbridge.

How it works

Progression is not automatic. Assessment will normally take place in conjunction with the Performance Review Meeting (held every six months).

- If a social worker wishes to have a review against their current social worker level they should inform their manager at least one week prior to the diarised Performance Management Review (PMR).
- The social worker should compile a brief portfolio of evidence to meet the pathways outlined within the eight criteria of the Scheme and the relevant job description. This should include:
 - Case studies that demonstrate knowledge of court work and/or legislation; multi-agency working; and working with children;
 - Evidence of meeting basic requirements and meeting timescales and that all casework records are up to date;
 - Evidence of informal peer support; and
 - Continuous Professional Development records.
- At the PMR the portfolio will be reviewed alongside the evidence to support the PMR objectives with the manager providing feedback.
- A précis of the evidence will be noted in the summary sheet of the PMR form (extended to fit as required) and confirm if career progression is supported.

- If supported the manager will submit the PMR and noted evidence/comments to the relevant Head of Service for consideration.
- The Head of Service will confirm their decision to the Line Manager and the Social Worker.
- If progression is supported the manager will complete an [Appointment Form – Service Area](#) and submit to Human Resources (Pay and Contracts).
- Pay and grading will be changed and a variation to contract will be issued to the Social Worker.
- The effective date will be the date of the PMR.
- If not supported the Social Worker may appeal. The process for this is that the Head of Service will review and agree the career progression providing that there is suitable and sufficient evidence that the Social Worker has met the criteria and appointment to the next Social Worker level is in line with the business requirements of the Team/Service.

Why do we have the Scheme?

The Career Progression Scheme is one element in a number of initiatives emanating from the Social Worker Recruitment and Retention Strategy Working Group which leads on developments which will enable the Council to both recruit and retain high performing qualified staff and develop the careers of our valued social workers.

The Scheme has been developed to align a Social Worker's continuing professional development with the [Professional Capabilities Framework \(PCF\)](#) and the requirements of the [Health and Care Professions Council \(HCPC\)](#) providing a structured approach to career development.

When is it happening?

Now! Managers and individual social workers should ensure that progress through the Career Progression scheme is discussed as part of the normal performance review meeting. Consider your fit within the scheme as to whether there is an opportunity to progress at this time or discuss the development you require. The Scheme can be accessed [here](#) and provides details of the process to be followed.

Who are the key players?

The Scheme is overseen by the [Children's Trust Management Team \(CTMT\)](#) and led by the [Principal Child and Family Social Worker \(PCFSW\)](#).

How can I find out more?

Further information is available via [Workforce Development](#).