

CHILDREN'S & ADULT SERVICES

Grow Our Own Social Worker Development Scheme

**In conjunction with
Manchester Metropolitan University**

1. AIM OF THE GROW OUR OWN SOCIAL WORKER DEVELOPMENT SCHEME

The 'Grow Our Own Scheme' is an employee self-funded pathway to achieve a Degree in Social Work working with Manchester Metropolitan University ("MMU"). The Scheme, open to existing employees, (subject to specified criteria) will be an opportunity to undertake a recognised professional qualification known as the BA (Hons) in Social Work. The Scheme is on offer to employees across the Children's and Adults Directorates, subject to relevant minimum criteria.

As part of social work workforce development, this Scheme aims to support and have in place an additional 25 newly qualified social workers by September 2019. On qualification, the newly qualified social workers will be able to apply to register with the Health & Care Professions NCC (HCPC) and practice as a Level 1 Social Worker and undertake the Assessed & Supported Year in Employment (ASYE) programme. The ASYE is a programme which gives newly qualified social workers extra support during their first year of employment. The programme aims to help them develop their skills, knowledge and professional confidence. This Scheme aims to further workforce planning, add capacity and reduce workforce attrition and spend.

The Head of Children's Strategy and Improvement will consider this additional capacity as part of the Children's Workforce Plan. Newly Qualified Social Workers' who successfully complete the programme, will be offered the opportunity to apply for vacant posts, where these are available, post qualification. Candidates will be subject to an assessment process before being offered permanent employment as a Newly Qualified Social Worker.

2. SCHEME OUTLINE

MMU are a lead University in the East Midlands having provided the Step Up To Social Work Programme for a number of years. This programme is a fast-track degree programme over a period of 2 years, to be held at a venue within the Nottingham City boundaries which will commence in early Spring 2017 with the Accredited Prior Experiential Learning (APEL) process. It is proposed that in September 2017 the formal 2 year degree programme will commence. There will be a requirement to attend lectures/workshops for at approximately 2 days per month. Any coursework required will be completed in the employees own time. Should additional time be required to attend an examination as part of the programme, this will be granted. During the programme students will be required to complete 2 placements totalling 170 days over the 2 year period, to be determined by MMU. One placement will take place in Year 1 and the other placement in Year 2. To minimise impact on the business the placements will be staggered and agreed with the Senior Management Team and MMU. For the period of the placement the student will relinquish the duties of their substantive post, although all other terms and conditions¹ will remain the same throughout.

¹ Terms and Conditions include the elements relating to policies, procedures, pay and benefits and will include any proposed changes under the New Nottingham Contract

An example programme structure is attached as Appendix 1. Please note that the Programme Structure is purely for illustration purposes and is not the confirmed structure for the 2017-2019 programme at this stage.

3. ACCESS TO THE 2 YEAR PROGRAMME

The Scheme is open Nottingham City (NCC) employees working in the Children's or Adult's Department, this includes those employed on a part-time and job share basis. This programme is not available to those employees on a fixed term contract, casual contract or agency workers.

Interested employees will be required to complete an application form expressing their interest, which will include a personal statement. They must also have sign-off from their manager, as there will be no facility for back-fill arrangements for substantive posts available for employees during the periods they are attending structured study days or placement periods. The service area must therefore be able to provide appropriate cover in order to continue to deliver the required level of service to service users and limit the impact on other work employees.

A shortlisting process will take place and successful employees will be offered the opportunity to participate in a selection process. MMU will have input into this selection process and candidates will be advised of the confirmed arrangements at the point of invite.

MMU's admission requirements for the degree, state that all entrants must have achieved at least Key Skills Level 2 in Mathematics and English. This is equivalent to a Grade C at GCSE. As outlined above, employees will start the programme with the APEL process on or around May 2017. Upon successful completion of the APEL, progression on to the formal degree will commence in September/October 2017.

Employees accepted onto the Scheme will remain employed on the terms and conditions of their substantive contract of employment. (Note employees will be on new terms and conditions under The New Nottingham Contract as of 1 April 2017).

4. THE NOTTINGHAM CITY OFFER

Working in conjunction with MMU has meant that the NCC has been able to agree a package for a BA (Hons) Degree in Social Work, as a 2 year fast-track programme. NCC will be required to pay the course fees in advance to MMU. Nottingham City Council will then recover these fees from individual employees in accordance with the Credit Agreement for the Career Development Loan and Agreement for Provision of Support.

NCC will make a contribution of £3,000 grant towards course fees for each employee undertaking the degree. Qualifying Employees may finance the remaining amount required for tuition fees themselves or access a Career Development Loan from the Council on an interest free basis. Employees will pay this back over a 5 year repayment plan, direct from their salary each month in equal amounts. It is intended that the first repayment of the loan will commence on 27th September 2017 and monthly thereafter on 27th of each month, with the exception that should the 27th fall on a weekend or Bank Holiday Monday, the payment will be deducted on the previous Friday in line with salary payments. This will continue until the loan is re-paid in full, the last payment being due on 27th August 2022.

Included within the course fees is the course delivery, teaching, assessment, materials and the equipment for each student as set out by MMU. Each student will be solely responsible for any equipment/resources supplied to them (i.e. an i-pad). NCC will take no responsibility for any equipment or resource provided by MMU.

NCC are offering employees one day per month as supported study leave to a maximum of 24 days over the two year programme term, exam time to be granted in addition to this. (Assignments, research, study and revision for examinations shall be completed within the employees' own time). Employees will be required to use their own time to cover the second structured learning day. Employees may do this by using annual leave or TOIL (time off in lieu). This Scheme will be supported by a business case to give exemption to the proposed changes as part of the New Nottingham Contract, and in particular the Flexible Working Framework.

Throughout the term of study, employees should be aware that time studying will be classified as 'working time' and therefore the Nottingham City Council Employee Code of Conduct and all other policies, procedures and contractual obligations will apply. It should also be noted that as part of the accreditation of the University to award social work degrees, students are required to meet the HCPC's Guidance on Conduct and Ethics for students (Updated June 2016), attached as Appendix 2.

Upon successful completion of the programme and upon gaining Qualified Social Worker status, employees will be given the opportunity to apply for any vacant Level 1 Social Worker posts within the Children's and Adult's Department on a prior consideration basis. Employees will be responsible for payment of their own individual professional fees connected with social work registration. This will not be covered by the NCC or MMU under terms of this Scheme.

Progress of students will be monitored throughout the course programme to enable effective workforce planning and maximise the opportunity of a post being available. A selection process will apply. As part of the Learning Agreement that the colleague will be required to sign they will authorise the MMU to share information with the NCC regarding their attendance, performance and progress on the programme.

Upon successfully securing a Level 1 Social Worker post the colleague will be enrolled onto the ASYE programme and will be employed on the terms and conditions relevant to this post.

5. THE LEARNING AGREEMENT²

To enable robust business and workload planning NCC will encourage employees to remain in the employment of the NCC for a minimum of 3 years post qualification in order to provide stability to the social care workforce. Therefore, employees will be required to sign a Learning Agreement and Credit Agreement which will have implications relating to payback of fees, should the employee leave the employment of NCC. The detailed terms of the Loan are set out in a separate Credit Agreement with NCC. During the post qualification period the employee will be expected to actively seek to secure a post as a newly qualified social worker and in the event of a post being offered (and subject to all employment checks being satisfactory), that they will accept the employment offer.

The reasons for an employee refusing a post of a Newly Qualified Social Worker (Level 1) will be considered on a case by case basis. Team allocation and preferred location will be considered but not guaranteed and service demand will remain high priority.

Post qualification and until the colleague secures a Level 1 Social Worker post, they will continue to fulfil the role in which they are employed under their contract of employment.

² Known as the Agreement for Provision of Support to Trainees on BA (Hons) Social Work Degree

6. EMPLOYEE/STUDENT COMMITMENT

During the assisted study programme, employees will continue to fulfil their substantive role and responsibilities in accordance with their contract of employment, the terms of which will not change.

Throughout the programme the employee is expected to attend all required sessions with MMU ensuring no loss to the working hours defined in their employment contract. This may be achieved through the effective use of TOIL and/or annual leave and will be subject to agreement with their line manager, for any time required outside of the 1 day per month granted by NCC. In exceptional circumstances, this may be an agreement outside of the restrictions of the New Nottingham Contract. Time granted will however remain subject to business need.

Access to the Mytime and Holidayplus will only be granted to students undertaking this programme by exception, due to the additional impact on the business and employees.

Upon successful completion of the programme and pending successful registration with the HCPC the employee will be given prior consideration for any newly qualified social worker posts which become available across Children and Adults Department. The appointment to a Newly Qualified Social Worker post will be subject to a successful selection and assessment process and will take account of the professional suitability as outlined in the Social Work Programme Handbook (Appendix 3).

Access to the study programme requires employees to be able to:

- Balance work, home life and study over the 2 year period. This may be evidenced by having undertaken an NVQ3 or 4, or a Diploma whilst working.
- Demonstrate the ability or potential to do academic work at degree level. This may be evidenced by having GCSE 'A' Levels, Diplomas, BTEC or having attended a course which involved a significant element of personal study and writing.
- Demonstrate the relevance of this programme to the development of their current role.
- An understanding of the values and ethical base of Social Work and of Equal Opportunities policies.
- Demonstrate commitment and motivation.
- Demonstrate ability to work in a focused and organised manner and to communicate effectively.
- Demonstrate ability to problem solve and to use initiative.
- Demonstrate ability to work professionally with other agencies employees and service users.
- Demonstrate a working knowledge of the social care setting currently working in.

It is acknowledged that employees' circumstances may change during the 2 years of the course programme and whilst every eventuality cannot be planned for, this Scheme sets out the impact of certain changes to personal circumstances (although the list is not exhaustive).

Should exceptional circumstances occur that jeopardise the employees' ability to complete the Course Programme, NCC will work with MMU in the interests of the employee to assist them to complete the programme in full. NCC will be the Lead in such processes and the employee will have parallel responsibilities to comply with all policies and procedures set out in both the People Management Handbook and MMU's Student Handbook.

It is possible that circumstances may arise whereby a NCC policy differs to the policies set out by MMU and should such a situation arise, the NCC and MMU would aim to work together in the interests of the colleague to complete the programme where possible.

6.1 Short-term Sickness

Short-term sickness absence (under four weeks) will be managed in accordance with the criteria laid down in the NCC's Sickness Absence Policy and will also be subject to any terms set out by MMU. Should the colleague's employment be terminated by reason of dismissal for persistent absence, they will remain bound by the terms of both the Credit Agreement and Learning Agreement.

6.2 Long Term ill-Health

As this is not a rolling study programme in the event of long-term ill-health (4 weeks or more) employees should be aware that their absence will put at risk their ability to continue on the programme. NCC will consider the circumstances of each case, in conjunction with MMU, the employee and relevant medical professionals in order to determine whether the course can be completed and/or extended. The Career Development Loan would remain payable in full by the employee under the terms of the Loan Agreement. In exceptional circumstances, for example where this may cause severe financial hardship, a case would have to be made by the employee in writing to the Corporate Director for Children's and Adult Services, who will consider each application on a case by case basis.

The NCC will be guided by MMU in accordance with their study terms, as to whether or not the student can submit work at a later date, although this may take them out of the timeline specified in the programme.

6.3 Maternity/Adoption

As this is not a rolling study programme in the event of maternity /adoption or paternity leave requirements by a colleague, the NCC would work with MMU in the interests of the colleague to assist them to continue on the programme.

6.4 Performance/Capability

All employees will continue to fulfil their substantive job role which they are employed to undertake. Any performance issues with regard to their substantive post will be managed in accordance with the appropriate NCC policy. Should this result in dismissal, the colleague will be bound by the terms of the Learning Agreement and Credit Agreement.

Any performance concerns relevant to the study programme will be raised with the programme lead, Head of Service and a member of the Workforce Development Team. The process will be managed by MMU and will include a nominated member of the NCC in the final decision making process. In the event of a decision to end participation on the programme the student will be required to pay back the fees in full (NCC contribution and Career Development Loan).

6.5 Restructure/rationalisation

Throughout any restructure/rationalisation process, the colleague's substantive role will be the basis of any selection, criteria assessment and will be managed in accordance with the relevant NCC Policy.

Should an employee's employment be terminated by reason of dismissal on the grounds of redundancy, there will be no reclamation of fees (both Career Development Loan and Grant) sought and the NCC would work with MMU in the interests of the colleague to assist them to continue on the programme.

6.6 Withdrawal from the programme

Employees who decide to withdraw from the programme at any stage prior to completion will be bound by the terms of the Learner Agreement and Career Development Loan to repay the loan in full and Grant provided by the city council in full.

6.7 Voluntary Resignation

Should the employee resign during the Agreement Period (the Agreement Period being 5 years which consists of 2 years on the course programme and 3 years post qualification), they will remain bound by the terms set out in the Career Development Loan and the Learner Agreement.

MMU will provide further specified detail of the performance and standards required of students undertaking the programme.

7. PROGRAMME STUDENT PLACEMENTS

The programme will be delivered on approximately 2 days per month with the dates to be confirmed by MMU. Delivery of the structured learning days will be at a venue within the Nottingham City boundaries. Expenses associated with attending the days are the employee's responsibility including travelling expenses. If structured learning days fall within the employees working pattern as a non-working day, it will be for the manager to determine whether or not this can be swapped for a working day.

Employees will be required to complete 2 placements during the programme amounting to 170 days. The split of the days will be determined by MMU.

8. PROGRAMME FEES

The details of the programme fees are included in an exempt financial appendix.

Employees will be required to enter into a Career Development Loan Agreement to secure repayment of the loan to the NCC.

Employees will also be required to enter into a Learning Agreement which will set out the obligations on them and the NCC during the two course programme period and will also include a term that requires the repayment of the Grant on a decreasing scale depending on how long the colleague remains in employment with the NCC post qualification. The intention of this requirement is to encourage the colleague to remain with the NCC post qualification

NCC contribution to course fees – payback on qualification scale:

If the trainee	If the trainee	If the trainee	If the trainee	If the trainee
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

withdraws from the course and/or leaves NCC during the 2 year study programme and up to 6 months post-qualification	leaves NCC between 6 months to 18 months post qualification	leaves NCC between 18 months to 2 years post qualification	leaves between 2 to 3 years post qualification	leaves NCC after 3 years post qualified
100% of contribution repayable	75% of the contribution is repayable	50% of the contribution is repayable	25% of the contribution is repayable	None of the contribution is repayable
£3,000	£2,250	£1,500	£750	NIL

Sums due under the terms of the Credit Agreement and Learning Agreements will be recovered by the NCC. In exceptional circumstances, for example where this may cause severe financial hardship, a case would have to be made by the employee in writing to the Corporate Director for Children’s and Adult Services, who will consider each application on a case by case basis.

**AUTHOR: MARIE GUNNING
HR PRACTICE ADVISOR
CHILDREN’S INTEGRATED SERVICES**

NOTE: Appendix 2 – HCPCs Guidance on Conduct and Ethics (updated June 2016) and Appendix 3 - Social Work Programme Handbook have not been uploaded as part of the DDM process. These documents will be given to qualifying employees directly as part of the Scheme and are available for inspection as a background document on request.

BA (Hons) Social Work Model

Example Programme Structure

	Unit	Level	Credit value	Delivery	Assessment	All students complete a Professional Development Portfolio (PDP) across all levels	
March 16-June 16	Sociology and Social Policy in Social Work	4	30	2 x full day workshops 2 days e-learning material One action learning set with PAA	GM First students will apply for Accreditation of Prior Experiential Learning (APEL). The process involves completion of a portfolio. The portfolio will demonstrate how your experience maps across these Level 4 units. Students will be tutored through this process.		
	Communication and Engagement in Social Work	4	30	2 x full day workshops 2 days e-learning material One action learning set with PAA			
	Social Work and the Life Course	4	30	2 x full day workshops 2 days e-learning material One action learning set with PAA			
	Professional Development in Social Work	4	30	2 x full day workshops 2 days e-learning material One action learning set with PAA			
170 days practice learning July 16-Feb 18	July 16-Jan 17	Law, Policy and Practice for Social Workers	5	30	5 x full day workshops, includes one action learning set with PAA 1 x study day Supplemented with 3 days e-learning		Exam
		Contemporary Issues in Social Work (Elective)	5	30	5 x full day workshops, includes one action learning set with PAA 1 x study day Supplemented with 3 days e-learning		Essay
	Knowledge and Skills for Social Work Practice	5	60	10 (approx.) x full day workshops, includes one action learning set with PAA 1 x study day Supplemented with 6	Presentation and Essay		

	Unit	Level	Credit value	Delivery	Assessment	All stu
				days e-learning		
	Practice Placement (170 days across levels 5 & 6)	5 & 6	N/A		Portfolio	
Sep 17-Dec 17	Safeguarding, Risk and Inter-Professional Studies	6	30	5 x full day workshops, includes one action learning set with PAA 1 x study day Supplemented with 3 days e-learning	Essay	
	Developing Professional Practice (Elective)	6	30	5 x full day workshops, includes one action learning set with PAA 1 x study day Supplemented with 3 days e-learning	Essay	
	Social Work Research and Practice	6	60	5 x full day workshops, includes one action learning set with PAA 1 x study day, built in around assignment 1 Supplemented with approx. 10 days for study/meetings re dissertation equivalent.	Essay and Extended Case Study (dissertation equivalent)	