

## CHILDREN'S & ADULT SERVICES

### Grow Our Own Social Worker Development Scheme 2019 - 2021

#### In conjunction with Manchester Metropolitan University

*\*All references to 'the Provider' refer to 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 ("The Provider"). The Scheme is open to existing employees, (subject to specified criteria) and 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 Childrens Integrated Services, subject to relevant minimum criteria.

As part of workforce development, this scheme aims to support and have in place an additional 10 - 15 newly qualified children's social workers in Nottingham City Council's children's social work teams, in or around August 2021. On qualification, the newly qualified social workers will be able to apply to register with the Health & Care Professions Council (HCPC) or other professional body, 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 support 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

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 Autumn 2019 with the Recognition of Prior Learning (RPL) process. The formal part of the 2-year degree programme will commence in January 2020. There will be a requirement to attend lectures/workshops for approximately 2 days per month (average but may vary).

Any coursework required will be completed in the employees own time. Additional time required to attend an examination as part of the programme 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 the Provider. 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 'the Provider'. For the period of the placement, the student will relinquish the duties of their substantive post, although all other terms and conditions<sup>1</sup> will remain the same throughout.

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<sup>1</sup> Terms and Conditions include the elements relating to policies, procedures, pay and benefits including those implemented under the New Nottingham Contract in April 2017.

**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 2019 - 2021 programme.

### **3. ACCESS TO THE 2 YEAR PROGRAMME**

The Scheme is open to Nottingham City (NCC) employees working in the Children's Integrated Services Department. This includes those employed on a part-time and job share basis, **however all those on the scheme will be required to undertake placements on a full-time basis with no increase in paid hours.** This programme is not available to those who are employed on a casual contract or who are engaged as an agency worker. Expressions of interest from individuals employed on a fixed term contract basis will be considered on a case by case basis due to the limited nature of the contract (including secondments).

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 and Head of Service, 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. Where an individual is employed on a fixed term contract basis and holds a substantive post, the sign-off must also include this manager's signature (and Head of Service sign-off). The service area must 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 colleagues.

Any annual leave requests to be taken during the course of the programme must be agreed with the employee's line manager to ensure that department/team cover is available and that the leave does not unduly delay the placement periods. Pre-booked annual leave must be declared at the expression of interest stage.

A shortlisting process will take place and employees who are successful at this stage will then be offered the opportunity to participate in a selection process. 'The Provider' is likely to have input into this selection process and candidates will be advised of the confirmed arrangements at the point of invite.

The Provider's admission requirements for the degree will state that all entrants must have achieved at least Key Skills Level 2 in Mathematics and English (equivalent to a Grade C at GCSE). Employees will start the programme with the RPL process on or around September 2019. Upon successful completion of the RPL, progression on to the formal degree will commence in January 2020.

Employees accepted onto the Scheme will remain employed on the terms and conditions of their contract of employment.

### **4. THE NOTTINGHAM CITY OFFER**

Working in conjunction with the provider has meant that NCC has been able to agree a discounted BA (Hons) Degree in Social Work, as a 2 year fast-track programme. The cost of the 3 year Degree would usually be in the region of £27,000 per student. The Provider has discounted the programme to between £11,500 and £12,500 per student (final cost to be determined prior to scheme commencing). NCC will be required to pay the course fees in advance to the Provider. Nottingham City Council will then recover £10,500 of 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 a grant that will be put towards course fees for each employee undertaking the degree, to cover the difference between the cost of the degree and the amount to be paid by the employee. The total Career Development Loan available to

qualifying employees will be £10,500 on an interest free basis, which covers the amount to be paid by each employee towards the course. 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 27<sup>th</sup> February 2020 and monthly thereafter on 27<sup>th</sup> of each month, with the exception that should the 27<sup>th</sup> 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 27<sup>th</sup> January 2025.

Included within the course fees is the course delivery, teaching, assessment, materials and the equipment for each student as set out by the Provider. 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 the Provider.

The programme is expected to have a maximum of 48 teaching days over the two year programme. NCC are offering employees one day per month (average) as supported study leave to a maximum of 24 days over the two year programme term (12 per year), exam time to be granted in addition to this. Assignments, research, study and revision for examinations shall be completed within the employees' own time. Therefore, there is an additional 12 days per year (average) that employees will be required to cover these additional teaching days by using annual leave or TOIL (time off in lieu).

In all cases, employees are responsible for ensuring they make adequate arrangements to cover all of the teaching days through reserving sufficient leave as well as accessing study days, bearing in mind that the course start date does not coincide with the renewal of annual leave entitlements at the start of the financial year. The use of annual leave or TOIL must be clearly set out as part of a plan to cover the teaching/learning days and agreed with their manager prior to the leave being taken.

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 (2012), attached as Appendix 2.**

Employees will be responsible for payment of their own individual professional fees connected with social work registration. This will not be covered by NCC or the provider under terms of this Scheme.

Upon successful completion of the programme and upon gaining Qualified Social Worker status, employees will be expected to apply for any vacant Level 1 Social Worker posts within Children's Integrated Services on a prior consideration basis.

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 the colleague will be required to sign that they will authorise the Provider to share information with 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.

To enable effective workforce planning, and to support employees on the scheme to plan their progression into social work roles, NCC may offer the opportunity to apply for and undertake a selection process for L1 SW positions prior to the completion of the degree

scheme. Conditional offers made prior to qualification will include the requirement to pass the degree scheme and register as a social worker before commencing in the social work role. Where this opportunity is not provided or taken up, each employee will be expected to actively seek to secure a L1 SW post within 6 months of completing the course.

## 5. THE LEARNING AGREEMENT<sup>2</sup>

To enable robust business and workload planning NCC will encourage employees to remain in the employment of 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, and no later than 6 months from completion of the course, 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.

## 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 'the Provider' ensuring no loss to the working hours, as 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. The employee is expected to provide their manager with a plan of the 12 days they intend to give, to enable appropriate team cover and sustainability of service provision.

Time in both placement periods (170 days total; split to be determined by the provider) is on a **full-time basis**. Part time employees on the scheme will be required to undertake both placements on a full-time basis, however there will not be additional paid hours while on full-time placements. Any annual leave requests which fall within the placement period must be agreed with the substantive line manager **prior** to contacting placement team managers.

Access to NCC's Moretime offer will only be granted to students undertaking this programme by exception, due to the additional impact on the business and employees.

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)**.

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

The requirements for a social worker role with NCC include holding a valid driving licence and having access to a vehicle for work purposes, and offers will be conditional until this condition has been met along with all other conditions of the job.

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

- Balance work, home life and study over the 2 year period (including undertaking placements on a full-time basis). 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 with provider 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 'the Provider' in the interests of the employee to assist them to complete the programme in full. NCC will be the Lead in such processes, the employee will have parallel responsibilities to comply with all policies and procedures set out in both the People Management Handbook and 'the Providers' Student Handbook. .***

It is possible that circumstances may arise whereby an NCC policy differs to the policies set out by the provider. Should such a situation arise, NCC and the provider 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 NCC's Sickness Absence Policy and will also be subject to any terms set out by 'the Provider'. 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 the Provider, 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 and Adult Services, who will consider each application on a case by case basis.

NCC will be guided by the Provider in accordance with their study terms, as to whether or not the student can submit work later, 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, NCC would work with the Provider 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 the Provider and will include a nominated member of 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 (the full cost of the programme including the NCC contribution)

### **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 NCC would work with the Provider 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 both the loan in full and the NCC contribution grant, totalling a maximum of £12,500 (the maximum total cost of the programme inclusive of the NCC contribution).

### **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.

The Provider 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 'the Provider'. 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 the Provider.

## 8. PROGRAMME FEES

Cost of the Programme	£11,500 to £12,500
Nottingham City NCC Contribution to each colleague (referred to as the Grant)	£1,000 to £2,000
Career Development Loan (0 % interest)	£10,500
Monthly repayment over 5 years	£175.00

Employees will be required to enter into a Career Development Loan Agreement to the value of £10,500, which will secure repayment of the total loan to NCC

Employees will also be required to enter into a Learning Agreement which will set out the obligations on them and NCC during the programme period and will also include a term that requires the repayment of the Grant (NCC's contribution to the cost of the degree course) 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 NCC post qualification.

NCC contribution (grant) to course fees (dependant on final total cost of degree course) – payback on qualification scale:

If trainee leaves NCC up to 6 months post-qualification	If trainee leaves NCC between 6 months to 18 months post qualification	If the trainee leaves NCC between 18 months to 2 years post qualification	If the trainee leaves between 2 to 3 years post qualification	If the trainee leaves NCC after 3 years post qualified
100% of contribution (grant) repayable	75% of the contribution (grant) is repayable	50% of the contribution (grant) is repayable	25% of the contribution (grant) is repayable	None of the contribution (grant) is repayable
Maximum £2,000	Maximum £1,750	Maximum £1,000	Maximum £500	NIL

Sums due under the terms of the Credit Agreement and Learning Agreements will be recovered by 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 and Adult Services, who will consider each application on a case by case basis.

## 9. SCHEME CONTACTS

<b>Name</b>	<b>Job Title</b>	<b>Role</b>
Alison Michalska	Corporate Director of Children's & Adult Services	Decisions
Helen Blackman	Director of Children's Integrated Services	Project Sponsor
Tajinder Madahar	Head of Service	Project Lead
Lisa Elliker	Project Manager, Strategy & Improvement	Project Manager
Lorraine McPherson-Bravo	Social Work Development Consultant	Programme Lead
Joanne Zylinski	HR Consultant	Consultant and Advisor

**SCHEME AUTHOR:**

**MARIE READ  
HR CONSULTANT**

**UPDATES FOR 2019 – 2021 SCHEME:**

**JO ZYLINSKI  
SENIOR HR CONSULTANT**

		Unit	Level	Credit value	Delivery	Assessment
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 (RPL). 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.
		Cothe Providernication 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	
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 days e-learning	Presentation and Essay
		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)

All students complete a Professional Development Portfolio (PDP) across all levels

170 days practice learning July 16-Feb 18