

Overview mid-year professional development planning and review

The NQSW Supported Year provides a structured approach to discussing and reviewing the professional development of newly qualified social workers at fixed points during the NQSW Supported Year.¹

The approach requires the NQSW and their supervisor to use the NQSW Standards as a framework to discuss, plan and review development opportunities and agree sources of supporting evidence during the first year of practice.

Progress against the Standards will be discussed in supervision sessions in addition to the fixed points during the NQSW period.

The mid-year professional development review is intended to be formative in nature and provide the NQSW and their supervisor with the opportunity to review evidence of the progress against the Standards including multi-source feedback.

Multi-source feedback

Multi-source feedback is an important tool in the NQSW mid-year professional development review. It provides a good opportunity to receive and reflect on feedback from a range of sources including people who use services and their family or carer, peers, other professionals and team members.

- NQSW and supervisor will identify and invite feedback from a minimum of 5 individuals across a range of sources.
- Agree how multi-source feedback will be requested, collated and shared.
- Use the most effective means of communication to support meaningful feedback from people who use services and their family or carer.
- Gather feedback from professionals and colleagues using the Standards as a guide, sample feedback tool is available but not required to be used.

This feedback along with evidence of development against the Standards will form the basis of the mid-year professional development review discussion.

¹ The NQSW Supported Year is linked to registration as a social worker. All NQSWs are encouraged to register with the SSSC as soon as practicable on confirming start date or commencing employment.

Timing

This review will happen at the mid-year in the NQSW registration period; for those working full-time this will be six months post registration and at nine months for those working less than 35 hours per week.

Resources

- Overview of the professional development and review process
- NQSW Standards
- Evidencing the NQSW Supported Year
- Mid-year self-evaluation and recording template
- Individual Development Plan
- Organisational/service specific feedback tools and resources
- Sample multi-source feedback tool for professionals

In advance of the review

Together	<p>Discuss the mid-year review process</p> <p>Agree how and when multi-source feedback will be requested, collated and shared in advance of review.</p>
NQSWs	<p>Complete self-assessment part of the mid-year recording template and list or link to relevant supporting evidence of consolidation of learning and development against the Standards. This should show a progression from previous self-assessment</p> <p>Share with supervisor five working days in advance of professional development review.</p> <p>Review multi-source feedback.</p> <p>Consider areas of strength and for development.</p>
Supervisors	<p>Consider the NQSW self-assessment, progress on individual development plan and relevant evidence of progress.</p> <p>Consider multi-source feedback.</p> <p>Identify areas of strength and how to address identified areas of development.</p> <p>Think about relevant learning opportunities for NQSWs, priorities for learning and how to address gaps in the provision of relevant learning opportunities. Refer to evidencing the NQSW Supported Year for ideas.</p>

<p>At the review</p>	<p>Use the self-assessment to inform a discussion to develop a shared understanding of the NQSW's strengths and development requirements against the Standards. Draw on other relevant information from day-to-day practice and multi-source feedback.</p> <p>Supervisor will provide developmental feedback on progress. This should focus upon supporting and enhancing the NQSW to continue to learn, consolidate and apply their learning in practice.</p> <p>Agree areas for development against the Standards.</p> <p>Review and update the individual development plan capturing short and longer-term objectives, responsibilities and noting any areas requiring specific arrangements to be made, such as shadowing/completing duties in another team or setting.</p> <p>Set date for next review.</p>
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<p>After the review</p>	<p>Supervisor records/finalises a short summary of the discussion and developmental feedback. This is intended to capture salient points rather than a verbatim account of the discussion or a duplication of evidence of progress captured elsewhere</p> <p>Review, agree and sign both recording and plan within two weeks of the review.</p> <p>Retain copies and revisit as part of supervision and professional development review process.</p>
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Supporting discussions and decision making

Supervisors are uniquely placed to provide a view on whether a NQSW is progressing towards the Standards expected of them.

Supervisors have access to a range of evidence including NQSW portfolio, quality of engagement, assessment and report writing, observations of day-to-day practice, participation in meetings and feedback from others.

As a supervisor, are you seeing:

- increases advancing practice competence and confidence
- ethics and social work values
- use of knowledge and research
- increasing ability to manage complexity
- appropriate use of support and supervision
- positive response to development feedback
- evidence of meeting the success criteria

Ultimately, is the NQSW demonstrating practice appropriate to the stage, are they developing as expected and is what they need to do next achievable.

Success criteria

To satisfactorily meet the requirements, NQSWs must meet the following criteria at the mid-year and end of year development reviews:

- Demonstrate advancing practice competence and confidence within practice to the satisfaction of the employer
- Demonstrate clear progress in meeting the Standards for NQSWs
- Provide sufficient evidence of preparing for supervision and reflecting on learning in a consistent and meaningful way
- The professional development discussions represent clear and critically reflective analysis of practice, demonstrating the integration and consolidation of knowledge, skills and values
- Provides a range of supporting evidence of development as agreed with supervisor and may include: reflective logs of supervision; observation feedback; feedback from service users/carers; formal and informal learning opportunities; evidence that the protected time has been used in a relevant and appropriate way, agreed core activities.