

Overview end of year professional development planning and review process

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 end of 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 and plan for next year.

Ultimately, they will consider if the NQSW is demonstrating professional practice appropriate to this early career stage as an employee and as a registered social worker. A structured professional discussion will form part of the end of year professional development review.

Structured professional discussion

A structured professional discussion between the supervisor and NQSW provides the NQSW with the opportunity to speak to how their practice has developed to against the Standards using examples from their practice.

The NQSW should prepare beforehand by identifying and discussing relevant pieces of work (max two) in supervision as would be expected to in everyday practice and consider how the chosen case(s) relate to the NQSW Standards and evidencing consolidation of professional practice.

A copy of the questions will be shared with the NQSW in advance to aid preparation. The NQSW can bring any notes prepared or case information along with them, this is a developmental process not an exam. The supervisor will then lead the NQSW through the agreed questions and use them to form the basis for the professional discussion.

Evidence from this discussion, along with any other relevant evidence of development against the Standards will form the basis of the end of year professional development review discussion. The supervisor will provide verbal feedback on how well the NQSW has demonstrated the Standards over the course of the NQSW year.

Following the end of year professional development review, the supervisor will follow the agreed process to validate progress and have this decision endorsed within the organisation prior to the NQSW submitting evidence to SSSC to meet registration requirements.

Timing

This review will happen at the end of the NQSW registration period; 12 months from registration for those working full-time and 18 months for those working less than 35 hours per week.

The SSSC will contact the NQSW to advise that the NQSW period has ended, and request agreed documentation be submitted via MySSSC account within a two-month period.

This notification should prompt confirmation of date for final review if this has not already been arranged.

Resources

- Overview of the professional development and review process
- NQSW Standards
- Evidencing the NQSW Supported Year
- End of year self-evaluation and recording template
- Structured professional discussion questions
- Any relevant information, including completed initial and mid-year self-evaluation and recording template and Individual Development Plan(s)

In advance of the review

Together	Discuss the end of year review process Read through structured professional discussion questions Agree case(s) to be used as part of structured professional discussion. Ensure child and adult protection CPL requirements have been met.
NQSWs	Complete self-assessment part of the end of 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 Share with supervisor five working days in advance of professional development review.

	<p>Prepare for structured professional discussion by critically reflect on agreed pieces of work and how they demonstrate practice in line with the Standards.</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 how the NQSW has engaged with the supports and learning opportunities available.</p> <p>Seek further feedback if required.</p> <p>Identify areas of strength and how to address identified areas of development.</p> <p>Consider if the NQSW is demonstrating professional practice appropriate to this early career stage as an employee and as a registered social worker. Have they demonstrated the Standards over the course of the NQSW year.</p> <p>Think about relevant learning opportunities for next career stage.</p>

At the review	<p>Use the structured professional discussion questions as a framework for NQSW to speak to their professional practice. The NQSW can refer to any notes prepared in advance; this is a developmental process not an exam.</p> <p>The supervisor will also draw on the any other relevant information that helps to provide a holistic view of the NQSW's progress and development feedback will be provided to the NQSW.</p> <p>The supervisor will provide the NQSW with verbal feedback on how well they have progressed and demonstrated the Standards in their practice. Their decision will be based on evidence from a range of sources including the structured professional discussion, progress against Individual Development Plans; supervision; feedback from other; engagement with formal, informal, and naturally occurring learning opportunities.</p> <p>The supervisor and NQSW will agree the individual development plan to be achieved in the next period, in line with organisational arrangements.</p>
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After the review	<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>The supervisor will follow the agreed process to validate progress and have this decision endorsed within the organisation prior to formally confirming the NQSW has been successfully completed.</p> <p>The NQSW will submit the required documentation to MySSSC once signed.</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.
- Provide 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.

Structured Professional Discussion questions

This is a professional discussion drawing on your practice in one or two current or recent pieces of work. You are asked to identify pieces of work for discussion in advance and critically reflect on the questions below in preparation for the discussion. You can refer to case file, notes, etc. during the discussion.

1. Briefly outline which case/s you plan to discuss.

- Tell me how you went about the process of assessment and what your professional judgement/ decisions were. (Standards 1,2,3,4, 5,6)
- What was your rationale for these decisions?
- Tell me how you responded to the short/midterm/long term risks.
- What were the strengths in this case?
- What did you find easy about this case?
- What did you find challenging?

2. How did you demonstrate ethical practice and social work values in these case examples? (Standards 1,7,8)

- What ethical dilemmas did you consider?
- What did you learn about your value base?

3. What knowledge, research and evidence underpinned your work in these case examples? (Standards 2,3,5,6)

- What legislation were you working with and how did it apply?
- What policies applied and how successful were they for the individual?

- Were there any unintended consequences?
4. Who did you collaborate with and what challenges did you face?
(Standards 2,4,8)
- How did you manage these challenges?

 - Can you comment on co-production with service users throughout this case?

 - How did you feel about service users' and other professionals' feedback?

 - Can you describe how you practiced with emotional intelligence in managing this case?
5. Where did you go for support? (Standards 7,8)
- What feedback did you have from your mentor (if applicable) or peers in this case?

 - What feedback did you have from colleagues in your team around this case?

 - How did you feel about this feedback?

 - What difference did the feedback make to your practice?

 - What was the emotional impact of this case and where did you get support for this?

6. What did you learn from this case? (Standard 1,3.7)

- What did you learn from others?
- How have you contributed to the learning of others?
- Any learning of specific relevance to this case?
- Any learning by chance which supported your learning?
- Would you do anything different if you were faced with a similar situation again?

7. In overall practice, what are your learning and development needs? (Standards 1,2,3,4,5,6,7,8)

- How can I help you?
- How can your team help you?