

Children and Learning Progression Panel

Terms of Reference

Description and purpose

The Children and Learning Progression Panel is the main decision-making forum for making decisions on whether individual social workers have met the criteria for career progression under the division's Social Work Career Progression Pathway following consideration of evidence presented to the Panel by the social worker.

Details of the Progression Pathway can be found at: [camden-social-worker-career-progression-pathway.pdf](#)

Panel membership

Panel members are:

- Head of Practice and Learning/Principal Social Worker (chair)
- Academy Team Manager
- Team manager - Children in Need services
- Team manager - Corporate Parenting services
- Team manager - Children and Young People's Disability Service

Team manager representation will be on a rota basis.

Frequency of meetings

A Panel meeting will be held in January, April and September of each year or as required to ensure timely decision making.

Panel objectives

The Panel is the key mechanism for implementing the Career Pathway framework and aims to ensure that:

- overall, there is fairness and transparency in decision making in relation to social workers' career progression;
- on an individual level, social workers have clear expectations of the standards of practice and levels of knowledge and experience required to progress at each level and can demonstrate their readiness to move upwards;

- for the division, managers are able to ensure consistency of standards of social work practice across the workforce so that staff make the move to the next stage only when they are ready and that social workers moving into management positions meet the person specification.

Panel's scope of decision making

- applications from social workers seeking to progress to Advanced Social Worker status
- quality assurance of the standard of assessment and the recommendations of assessors in relation to all newly-qualified social workers who have completed the ASYE.
- applications from social workers seeking to train as a Practice Educator.
- applications from social workers seeking funding for post qualifying courses.

Administration of the panel

The Academy service co-ordinator will be responsible for the administration of the panel; the co-ordinator will check portfolios are received, email social workers to confirm their attendance at panel and will minute the panel and send out letters confirming the outcome.

Any expressions of interest must be in writing and sent to the Academy email box 5 working days in advance of the Panel meeting. ChildrenAndLearningAcademy@camden.gov.uk

Applications for Advanced Social Worker status

To be able to apply for Advanced Social Worker status, social workers must meet the following requirements:

- fully qualified, accredited social work professional status (CQSW, Dip SW, CSS)
- current registration with Social Work England
- satisfactory enhanced DBS check in place
- 3 year post qualifying experience (career prog) in working with vulnerable children, young people and their families in the field of social care
- experience supporting ASYEs and students
- a track record of working with complex cases
- demonstrates an area of specialism within practice.

Social workers must **submit an Expression of interest with supporting documentation** including:

- A completed expression of interest in writing of no more than 2 A4 pages demonstrating how the social worker meets the experience and skills sets listed within the Job profile. This must include details of:
 - The worker’s current role
 - A work experience summary
 - Reasons for applying for the role
 - What experience and skills the social worker will bring to the role, based on the Job profile
 - *“Where do you see yourself in 2 years’ time”*
- Reflective summary on a piece of direct work
- Evidence of practice development in line with appraisal, mandatory and other training and learning goals (Performance Conversation)
- 1x feedback from the child, young person, or family member.

Social workers must submit a portfolio of evidence to the Principal Social Worker at the email address below **5 working days** prior to the panel date to ensure effective administration.

PSWinboxCSSW@camde.gov.uk

Applications for Practice Educator Training

To be eligible to apply for a Practice Educator course, social workers must be 3 years qualified by the time the course begins. Written expressions of interest should be sent to the Panel administrator and managers should send a statement in support of the application or a statement explaining why the social worker may not be ready to take this step and what further training and development will be undertaken to help them prepare.

Applications for post qualifying funding

When considering applications for funding for post qualifying courses the Panel will follow the Camden guiding principles. Social workers should complete the application form available at: [external-learning-and-qualifications-guiding-principles_final-nov-23.pdf](#)

Social workers should send a written expression of interest to the Panel administrator and a statement of support from their team manager. The expression of interest should give details of the course and how it will contribute to the social worker’s professional development and enhance the service.

Social workers should have obtained agreement for funding from the relevant service manager/Head of Service in advance of applying and should be prepared to contribute to costs themselves.

Attendance at Panel

It is a requirement that social workers attend the Panel meeting to lead a discussion on the work highlighted in the portfolio or in support of their application.

Panel outcomes

When making decisions, the Panel will consider whether the work presented in the portfolio demonstrates that the social worker has achieved the Key Skills Statements for Advanced Social Worker under the Professional Capabilities Framework. Decisions will be recorded on a score sheet aligned to the PCF and KSS/rationale for the decision.

[PCF - Advanced social worker | www.basw.co.uk](http://www.basw.co.uk)

Social workers will be notified in writing of the Panel's decision within 3 working days of the Panel and will be provided with detailed feedback. The Panel Chair will liaise with the Academy service co-ordinator who will send out letters confirming the outcome.

Where the application has been unsuccessful the feedback will contain details of any further learning required or skills that the worker needs to develop and they will be invited to re-apply.

Confirmation of Advanced Social Worker status

If the social worker is confirmed to have reached the level of Advanced Social Worker:

- The Academy service co-ordinator will inform Human Resources of the revised grading and payment to the relevant level via the change form on Oracle.
- The Advanced Social Worker will be invited to attend AP forum meetings run by the Social Work Academy
- The Advanced Social Worker should meet with their team manager to discuss areas of practice and their role in terms of developing team practice and this should be written into an action plan
- The Principal Social Worker should send out the names of new Advanced Social Workers across service and information giving their names and their area of expertise posted on the CSFH policy and practice hub.