

INDUCTION PRINCIPLES FOR NQSW'S

Induction for new staff into an organisation is crucial in ensuring they are fully equipped to perform the tasks required of them.

It is also essential as part of a retention strategy and ensuring staff feel supported and valued by the organisation.

Within CSS, the induction of our social workers, and specifically newly qualified social workers, is essential in preparing them for their working role and as part of their continual professional development.

This guidance sets out the range of opportunities provided to support NQSW's in Kent and good practice principles for supervisors and managers. Some of this will be familiar and is not expected to be anything new, but to provide both a framework and reminder.

In Kent we have established a number of ways to provide a comprehensive induction process for our NQSW's. As a result of this robust approach to inducting NQSW's into Kent CSS, all NQSW'S will be registered on the National Programme set up by the Children's Workforce Development Council. The Programme defines very clearly a support programme for NQSW's within their first year of employment.

- **Induction in the Workplace**

It is expected that every NQSW should receive an opportunity to be introduced to the key services and organisations important to their work setting. This should include information about Health and Safety in the workplace and any key information about their building and any flexible working practices.

- **CFE Induction**

CFE as a whole Directorate put on a whole day event 6 times per year. This gives new staff the opportunity to hear about the wider context of the Directorate and the links to KCC as a whole and the political context.

This is also an important day for NQSW's to attend in understanding how the CSS Division fits with the wider Directorate and KCC issues. Information can be found at <http://knet2/staff-zone/features-1/new-to-kcc>

- **Induction week and follow on training programme**

CSS PDU set up a week of Area based workshops with presentations and training from a range of staff which all NQSW are required to attend. The topics include; CP awareness, working with LAC, Fostering and Adoption, DCS, YOS, FGC.

This induction week is then followed up with 13 days of formal mandatory attendance at training covering the following topics;

Communicating with Children & Young People
Core Assessments – Analysis and Risk
Court Skills
Child Development
Attachment
Customer Care .5 day
Evidence Based Practice
Health & Safety .5 day
FGC for referrers
Recording in Practice

The training provided has been shared and approved by Christchurch College University who are Kent's provider in assessing the consolidation module of the PQ Framework.

This forms the first part of the NQSW's consolidation. In their second year they would be expected to compile a portfolio of their work and advice on compiling this is given at 2/3 workshops provided by CCCU. Each NQSW will be given three days study leave in their second year of qualifying to complete the portfolio.

- **CWDC Programme**

In addition to the programme outlined above, Kent is registered to take part in CWDC programme

We will be expecting to provide the training as defined above and then in addition the following;

- Supervision set at a **minimum of fortnightly** – more frequently in the first few months.
- Completion of a PDP within the first 8 weeks of employment. This should be based on the NQSW's final year report focusing on the identified future learning needs. A copy should then be sent to CWDC Programme Co-ordinator. (currently Annie Knight)
- 10% of their work time to be preserved for learning and development. This could be a range of activities, such as reading, shadowing, observational visits and attendance at NQSW training programme.
- Completion of 11 outcome statements which have been set by the CWDC and which will form part of the CWDC portfolio at the end of first year.

- **Action Learning Sets**

All NQSW's are expected to attend their area NQSW group. The frequency for these groups is usually monthly, it is important the NQSW gets to know about this group and is given space to attend.

In order to assist with the completion of the CWDC portfolio there will be bi-monthly Portfolio Development and Reflective Workshops held within each Area, details of both these groups will be made available at a local level.

- **Further Training**

Finally, it is important to remember that NQSW's should also have the opportunity to attend courses such as Equalities and Diversity, Appraiser Training etc.

Whilst some of these issues are picked up in the other events, they will only touch on the issues.

Other gaps in NQSWs training and development should be picked up during the supervision process and appropriate applications made to attend courses from the Core Training Programme. However it is advisable given the amount of training identified at the outset of their first year that NQSW's are discretionary regarding extra training because of their workload.

For further information on the training courses referred to please use KNet / Kent Trust Web for details or contact Annie Knight.

Michelle Woodward
Professional Development Manager

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