



Gofal Cymdeithasol **Cymru**
Social Care **Wales**

Continuing Professional Education and Learning for Social Workers Funding Scheme

2017-18

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1. Purpose of this document

- 1.1 This document sets out the details of the CPEL scheme.
- 1.2 The scheme has been developed by Social Care Wales to facilitate access to the following CPEL programmes:
 - 1.2.1 Experienced Practice in Social Work (graduate or postgraduate certificate) (EPSW)
 - 1.2.2 Senior Practice in Social Work (postgraduate certificate or diploma) (SPSW)
 - 1.2.3 Consultant Social Work (postgraduate certificate or diploma) (CSW).
- 1.3 This document is aimed at employers of qualified social workers in Wales and should be read in conjunction with the “Continuing Professional Education and Learning for Social Workers Funding Scheme Agreement”.
- 1.4 This document sets out the rules and guidelines applicable to the scheme and the process for managing (i) Social Care Wales-funded CPEL places and (ii) additional employer-funded CPEL places.

2. Background and introduction

- 2.1 The CPEL Framework for Social Workers was developed by Social Care Wales to support the implementation of the national career pathway for social workers in Wales.
- 2.2 The overarching aims of the CPEL Framework are:
 - to improve the standard of social work practice in Wales
 - to promote a strong learning and evidence-based culture
 - to assist with the recruitment, retention and development of experienced social workers in Wales.
- 2.3 The CPEL Framework is intended to help social workers in Wales deliver the citizen-led services set out in the Welsh Government’s vision of sustainable social services.
- 2.4 The CPEL Framework consists of four programmes:
 - 2.4.1 The Consolidation Programme for Newly Qualified Social Workers
 - 2.4.2 Experienced Practice in Social Work (graduate or postgraduate certificate) (EPSW)

- 2.4.3 Senior Practice in Social Work (postgraduate certificate or diploma) (SPSW)
- 2.4.4 Consultant Social Work (postgraduate certificate or diploma) (CSW).
(the “framework programmes”)
- 2.5 More information about the framework programmes can be found at:
[Continuing Professional Education and Learning](#).
- 2.6 The scheme aims to facilitate access to:
- the EPSW, the SPSW and the CSW from September 2017.

The CPEL scheme timetable for 2017-18 is set out in Appendix 1.

- 2.7 The programmes will be delivered by an alliance of four universities in Wales: Cardiff, Swansea, Bangor and Glyndwr.
- 2.8 An allocation of up to 100 Social Care Wales-funded CPEL programme places will be offered each year.
- 2.9 Additional CPEL programme places will also be made available to employers of social workers who meet Social Care Wales’s qualifying criteria. Additional CPEL programme places must be directly funded by the social workers’ employer/s via Social Care Wales, which will administer the same.
- 2.10 **Note** – Social Care Wales’s funding of 100 allocated places is dependent upon and subject to the continuation of funding support from the Welsh Government to Social Care Wales.
- 2.11 Please refer to paragraph 7 of this document for more information about the allocation process for the CPEL programme places.

3. Legal premise and accountability

- 3.1 The funding for the CPEL scheme has been provided by way of a grant from the Welsh Government.
- 3.2 The power to make such grants is conferred on the Welsh Government by Section 67(4) of the Care Standards Act 2000. These powers were delegated to Social Care Wales in December 2001 by the Minister for Health and Social Services.
- 3.3 The scheme will be managed and developed within the Financial Accountability Framework of Social Care Wales and the Accountability Framework set out by the Management Statement and Financial Memorandum issued by the Welsh Government.
- 3.4 The scheme will be monitored by Social Care Wales in accordance with its governance, audit and monitoring arrangements. The scheme will also be monitored and evaluated for its quality and effectiveness.

- 3.5 The scheme will be subject to audit and monitoring by the Welsh Government and the Wales Audit Office from time to time.
- 3.6 The scheme will be formally reviewed every six years or at such other periods as Social Care Wales, at its discretion, considers appropriate.
- 3.7 Operational decisions and variations regarding the scheme will be made by the Chief Executive of Social Care Wales.
- 3.8 Social Care Wales reserves the right, at its discretion, to vary the timetable, structure, content of the scheme from time to time.
- 3.9 The amount of Social Care Wales funding payable under the scheme will be periodically reviewed and revised where appropriate.

4. Principles and requirements

4.1 Social Care Wales

- 4.1.1 The scheme aims to ensure that the CPEL programme places available reflects the social work sector in Wales.
- 4.1.2 Social Care Wales will provide funding for up to 100 CPEL programme places on an annual basis.
- 4.1.3 The 100 Social Care Wales funded places will usually be allocated in respect of social workers undertaking the full EPSW, SPSW or CSWP.
- 4.1.4 A place on a CPEL programme is defined as, and consists, of 60 credits split between a numbers of modules (“place”).
- 4.1.5 Employers who wish to split their allocation of Social Care Wales-funded places between a number of learners **must** ensure that there is at least one learner allocated to each of the modules that make up a programme place.
- 4.1.6 In the event that any places are not taken up by employers, the remaining CPEL programme places may, subject to Social Care Wales’s discretion, be reallocated flexibly.
- 4.1.7 Social Care Wales will manage the fees for the additional employer funded CPEL programme places. Employers can purchase (i) additional CPEL programme places, (ii) a combination of modules or (iii) individual modules.

4.2 Employers

- 4.2.1 Employers must ensure that sufficient time and access to relevant resources is provided to participating social workers undertaking the programmes.

- 4.2.2 Employers must commit to release participating social workers to attend such programme course, lectures or face-to-face meetings as may be required.
- 4.2.3 Employers must ensure that the participating social workers are fully supported by their line managers or heads of department (as the case may be).
- 4.2.4 Employers funding social workers undertaking the EPSW, SPSW or CSWP may, at their discretion, release staff to undertake either:
 - (i) the full EPSW, SPSW or CSW programme, or
 - (ii) specific EPSW, SPSW or CSWP modules.

4.3 Alliance

- 4.3.1 The alliance must provide Social Care Wales with confirmation of social workers undertaking the CPEL programmes, including their names, programme or modules being undertaken and progress (this information will initially be provided to Social Care Wales by the employers).
- 4.3.2 The alliance must inform Social Care Wales and relevant employers of any changes in the participating social workers' circumstances, including deferrals, suspension of studies or withdrawal.
- 4.3.3 The alliance must update Social Care Wales and relevant employers of the awards given to social workers as and when they complete the programmes and/or modules.

5. **Eligibility and conditions of the scheme**

- 5.1 Social Care Wales-funded social workers and employer-funded social workers seeking to undertake any elements of the CPEL programmes **must** be (i) registered with Social Care Wales and (ii) employed in Wales.
- 5.2 Social workers who qualified in (or after) 2012 are only eligible to undertake the EPSW following completion of the CPEL Framework Consolidation Programme for Newly Qualified Social Workers.
- 5.3 Social workers will usually undertake a CPEL programme or module/s relevant to their current role, subject to their employers determining any exceptions that may apply to this condition from time to time.
- 5.4 Subject to 5.3 above, social workers can only undertake the:
 - 5.4.1 The EPSW, if they are currently in an experienced practice role, or their employer can provide them with opportunities to undertake elements of the experienced practice role sufficient to evidence the programme requirements and learning outcomes

- 5.4.2 The SPSW, if they are currently in a senior practice role, or their employer can provide them with opportunities to undertake elements of the senior practice role sufficient to evidence the programme requirements and learning outcomes, and
- 5.4.3 The CSW, if they are currently in a consultant social work role, or their employer can provide them with opportunities to undertake elements of the consultant social work role sufficient to evidence the programme requirements and learning outcomes.
- 5.5 Independent (self-employed) social workers are only eligible to access the additional CPEL programmes places. That means funding the programme or module themselves, but at a subsidised rate.
- 5.6 Independent (self-employed) social workers should contact Social Care Wales directly to apply for an additional CPEL programme place at a subsidised rate.
- 5.7 Employers must provide social workers participating in a programme (or any part of a programme) with sufficient practice opportunities and resources to evidence the relevant programme requirements and learning outcomes.
- 5.8 Employers **must** enter into the agreement with Social Care Wales to gain entry onto the CPEL programme for, and on behalf of, their employees.
- 5.9 **Important** Social Care Wales's funding of (including release of the applicable fees to the alliance), and access to, the CPEL programme, is conditional upon employers delivering the agreement to Social Care Wales duly executed and in full force and effect no later than end of June prior to the commencement of the CPEL programme.

6. Ineligibility

- 6.1 Social workers who are unable to meet the CPEL programme criteria and learning outcomes are not eligible to participate on the CPEL programmes.

7. Process for allocation and funding of CPEL programme places

- 7.1 Arrangements between Social Care Wales and employers in respect of CPEL programme allocation and funding will be determined by contractual agreement. Agreements shall be issued by Social Care Wales to employers for signature.
- 7.2 The employer must provide Social Care Wales with full details of the social workers who will be undertaking all or any part of the CPEL programmes, including (but not limited to):
 - 7.2.1 Individual's name
 - 7.2.2 Individual's designation
 - 7.2.3 Individual's e-mail address

7.2.4 Individual's Social Care Wales registration number

7.2.5 CPEL programme and modules to be undertaken

together with any other information that Social Care Wales may require.

7.3 The information required in 7.2 must be submitted to Social Care Wales using the template at Appendix 3.

7.4 Allocation of Social Care Wales-funded CPEL programme places

7.4.1 The 100 Social Care Wales-funded places in 2017-18 will be allocated on the following basis:

- Eighty-eight CPEL programme places will be allocated between each of the local authorities in Wales, according to the size of each local authority's social work workforce. The details of the allocation per local authority is set out in Appendix 2
- Twelve programme places will be allocated to the private/voluntary/third sector and government-based social workers to reflect the size of this workforce
- Social Care Wales-funded places not taken up by an employer may be reallocated to another employer.

Note – The maximum number of Social Care Wales-funded allocated places per sector can be found in Appendix 2 (this includes the number of allocated places per local authority).

7.5 Allocation of additional employer/self-funded CPEL programme places

7.5.1 Additional places will be made available to employers. These places must be funded by the employer, and payments of fees to the alliance will be administered by Social Care Wales.

7.5.2 The fees applicable to the additional CPEL programme places are set out in Appendix 4 to this document.

8. Payment dates and methods

8.1 Employers must pay all fees applicable to additional CPEL programme places to Social Care Wales in advance of the CPEL programme commencement and in any event no later than 28 working days following receipt of Social Care Wales's invoice.

9. Change of circumstances

- 9.1 Employers must inform Social Care Wales of any change in circumstances affecting the CPEL programme or scheme in general. These include but are not limited to:
- 9.1.1 Change in agreed number of allocated programme places
 - 9.1.2 Social workers withdrawing or deferring from studies
 - 9.1.3 Interruption or suspension of studies
 - 9.1.4 Change in social workers' registration status, such as removal or conditions of practice
 - 9.1.5 Changes to employer contact details.
- 9.2 In cases where studies are, inter alia, terminated by the alliance or the employer or, the social worker withdraws from the CPEL programme, the employer must inform Social Care Wales of the reason for such termination or withdrawal within 15 working days of the same occurring.
- 9.3 The employer must inform Social Care Wales of any changes that may affect CPEL programme allocation or funding within **15 days** of occurrence of such changes.

10. Reclaim of Social Care Wales funding

- 10.1 If a Social Care Wales-funded social worker withdraws from the CPEL programme, Social Care Wales will be entitled to reclaim a proportion of the funding paid in respect of the applicable CPEL programme from the social workers' employer.
- 10.2 The amount of funding repayable will be determined by Social Care Wales on a case-by-case basis, taking into account, matters including (but not limited to) how much of the programme or module the social worker has completed and the reasons for withdrawing. In the event it becomes necessary to do so, Social Care Wales may commence debt recovery procedures to recover the repayable funding.
- 10.3 If a social worker withdraws from a programme but the employer can propose another eligible social worker to undertake the remaining elements of the programme or modules (as the case may be) then, subject to satisfying Social Care Wales's conditions, funding will not be reclaimed from the employer.

11. Data Protection Act

- 11.1 Without prejudice to the terms of the agreement, all parties providing Social Care Wales with personal data (as defined in the Data Protection Act) must

duly observe all their obligations under the Act, which arise in connection with the CPEL programmes, the scheme or the agreement.

12. Complaints

- 12.1 Complaints about the scheme will be dealt with in accordance with Social Care Wales's External Complaints Policy by contacting Social Care Wales's Complaints Officer:

by e-mail: at kate.salter@socialcare.wales

by telephone: 029 2078 0636.

- 12.2 More information about Social Care Wales's complaints policy are available at: socialcare.wales/about/our-standards socialcare.wales/complaints-compliments-concerns

- 12.3 Complaints about the CPEL programmes should be directed to the alliance's CPEL Programme Co-ordinator at Cardiff University.

by e-mail: cpel@cardiff.ac.uk

by telephone: 029 2087 0801.

13. Monitoring and review

- 13.1 Employers must produce and provide accurate information about the allocation of CPEL programme places and participating social workers to Social Care Wales.

- 13.2 Social Care Wales will review the CPEL scheme on an annual basis with a formal review to be completed in 2020 (six years).

- 13.3 Employers must provide any reports or information to Social Care Wales that Social Care Wales may reasonably require for the purpose of, inter alia, administering the allocation and funding of CPEL programmes or scheme.

- 13.4 Employers must, on request, provide any information pertaining to the CPEL programmes or scheme that may be required by Social Care Wales, its auditors or agents from time to time.

Appendix 1

CPEL scheme

Programme timetable – 2017/18

Year	Month	Activity
2017-18	June 2017	Agreements for 2017-18 sent out to employers and to be returned by the end of June 2017.
	August 2017	Funding of the additional employer-funded places to be released to Social Care Wales.
	September 2017	Induction of the new cohort of social workers to start on EPSW, SPSW and CSW.
	October 2017	First instalment of CPEL funding released to the alliance.
	March 2018	Second instalment of CPEL funding released to the alliance.

Appendix 2

Allocation of the 100 Social Care Wales-funded CPEL programme places.

Employer	Number of social workers per local authority	Percentage of local authority social work workforce in Wales	Allocation of 100 Social Care Wales-funded places
Local authorities			
Anglesey	74	1.80%	2
Blaenau Gwent	125	3.05%	3
Bridgend	225	5.48%	5
Caerphilly	240	5.85%	5
Cardiff	340	8.29%	7
Carmarthenshire	258	6.29%	6
Ceredigion	98	2.39%	2
Conwy	173	4.22%	4
Denbighshire	120	2.92%	3
Flintshire	174	4.24%	4
Gwynedd	179	4.36%	4
Merthyr Tydfil	71	1.73%	2
Monmouthshire	116	2.83%	2
Neath Port Talbot	227	5.53%	5
Newport	222	5.41%	5
Pembrokeshire	139	3.39%	3
Powys	147	3.58%	3
Rhondda Cynon Taff	332	8.09%	7
Swansea	338	8.24%	7
Torfaen	150	3.66%	3
Vale of Glamorgan	161	3.92%	3
Wrexham	194	4.73%	4
Total local authority places	4,103	100%	88
Other employers (including private/ third sector/voluntary/government)			12

Appendix 3

Template – social workers’ progress

(Please note this will be an electronic template, which will include drop-down lists).

Enw/Name	Dynodiad/ Designation	Rhif cofrestru/ Registration number	Rhaglen/ Programme	E-bost/E-mail	Unedau/Modules	Dyddiad dechrau/ Start date	Statws/Status	Nodiadau/ Notes
Joe Bloggs	Senior Practitioner	W/*****	SPSW	Joebloggs@xxxx.xx.xx	SPSW Full Programme (60 credits)	01/09/2013	Ongoing	
Jane Bloggs	Social Worker – Adults services	W/*****	EPSW	Janebloggs@xxxx.xx.xx	EPSW Enabling Others (10 credits)	01/09/2013	Ongoing	

Appendix 4

Pricing

CPEL programme places

Programme/Module	100 Social Care Wales- funded places	Additional CPEL places
Full programme 60 credits at Level 7	£3,231.40	£1,510.94
Specialist area of enquiry	£1,615.70	£755.47
10 credit module	£538.56	£251.82