

**Return to Social Work in Wales**

**My Portfolio of Evidence**

**Please note portfolios of evidence should be submitted electronically. Paper copies cannot be returned.**

You can type into this form. Please return this form and evidence to Social Care Wales by one of the following methods:

* By email to [registration@socialcare.wales](mailto:registration@socialcare.wales).
* By uploading your documents in SCWonline.
* By post to Social Care Wales, Southgate House, Wood Street, Cardiff, CF10 1EW.

|  |  |
| --- | --- |
| Full Name |  |
| E-mail Address |  |
| Date of social work qualification |  |
| Have you been registered as a social worker previously? | Yes/No |
| If ‘Yes’, please indicate: | |
| Regulatory body you were registered with: |  |
| Date your last period of registration ended: |  |
| Reason for leaving the register: |  |
| Period since last registration: | years months |

Please provide a summary by type of the updating of your professional knowledge and experience. This must be within the three years prior to submitting your application:

|  |  |
| --- | --- |
|  | Number of days / hours |
| Study or Accredited training programme(s) |  |
| Private Study |  |
| Supervised, voluntary or shadow practice |  |
| Other (Please specify) |  |
| **Total number of days / hours of updating claimed** |  |

Please indicate how your period of updating has prepared you to return to current social work practice as described by the 6 key roles of social work. In describing this, please illustrate with examples from what you have done and draw on the NOS for social work and the knowledge and skills compendia (See Appendix 1). Your information should include evidence of knowledge of current legislation, policy and social work practice.

Please add information as requested in the blank boxes below (please be concise and write no more than 500 words in each section)

|  |  |  |
| --- | --- | --- |
| **Key Role[[1]](#footnote-1)** | **From updating your professional knowledge and experience, what did you learn in relation to this key role?** | **For office use** |
| 1. Maintain professional accountability |  |  |
| 1. Practise professional social work |  |  |
| 1. Promote engagement and participation |  |  |
| 1. Assess needs, risks and circumstances |  |  |
| 1. Plan for person centred outcomes |  |  |
| 1. Take actions to achieve change |  |  |

Supporting evidence required:

* Certificates of completion or attendance for any courses attended
* Testimonies or evaluations from voluntary work, shadow practice or other practice
* Bibliography of your reading

# Appendix 1

## Key roles and National Occupational Standards for Social Work

|  |  |
| --- | --- |
| **Key role 1** | **Maintain professional accountability** |
| Standard 1 | Maintain an up to date knowledge and evidence base for social work practice |
| Standard 2 | Develop social work practice through supervision and reflection |
|  |  |
| **Key role 2** | **Practise professional social work** |
| Standard 3 | Manage your role as a professional social worker |
| Standard 4 | Exercise professional judgement in social work |
| Standard 5 | Manage ethical issues, dilemmas and conflicts |
| Standard 6 | Practise social work in multi-disciplinary contexts |
| Standard 7 | Prepare professional reports and records relating to people |
|  |  |
| **Key role 3** | **Promote engagement and participation** |
| Standard 8 | Prepare for social work involvement |
| Standard 9 | Engage people in social work practice |
| Standard 10 | Support people to participate in decision-making processes |
| Standard 11 | Advocate on behalf of people |
|  |  |
| **Key role 4** | **Assess needs, risks and circumstances** |
| Standard 12 | Assess needs, risks and circumstancesin partnership with those involved |
| Standard 13 | Investigate harm or abuse |
|  |  |
| **Key role 5** | **Plan for person centred outcomes** |
| Standard 14 | Plan in partnership to address short and longer term issues |
| Standard 15 | Agree risk management plans to promote independence and responsibility |
| Standard 16 | Agree plans where there is risk of harm or abuse |
|  |  |
| **Key role 6** | **Take actions to achieve change** |
| Standard 17 | Apply methods and models of social work intervention to promote change |
| Standard 18 | Access resources to support person centred solutions |
| Standard 19 | Evaluate outcomes of social work practice |
| Standard 20 | Disengage at the end of social work involvement |
|  |  |

# The Compendium of Knowledge and Understanding[[2]](#footnote-2)

**Policy and legislation**

##### International legislation, its relationship to UK policies and social work practices

##### UK legislation, its relationship to national policies and social work practices

##### National legislation, its relationship to policies and social work practices (scope: social care, safe-guarding, re-settlement/community re-integration, criminal justice, migration and asylum, education, health, housing, welfare benefits, diversity, discrimination and promoting the independence and autonomy of adults, children, families, groups and communities)

##### Statutory and professional codes, standards, frameworks and guidance; their relationship to social work policy and practice

1. The characteristics of the home nation, its language, culture, geography and institutions

**Theory**

1. Theories underpinning our understanding of human development and factors that affect it
2. Theories underpinning our understanding of social issues from psychological, sociological and criminological perspectives
3. Theories of discrimination in contemporary society
4. Theoretical and research based critiques of the relationships between legislation, policies and social work practice

**Social work practice**

1. Social work as a profession, including historical accounts and contemporary issues
2. The nature, role and mandate of the social work relationship, including professional and ethical boundaries

##### Principles, theories, methods and models of social work intervention and practice

1. Factors commonly associated with social work involvement (scope: substance misuse; mental health; frailty; physical ill health; physical disability; learning disability; sensory needs; migration and asylum; poverty; adults or children at risk of harm or abuse; children in need; difficulties around schooling; ethnic or other minority group status; offending behaviour; public protection)
2. Demographic and social trends
3. Your own background, experiences and practices that may have an impact on your social work practice
4. Principles of risk assessment and risk management
5. Principles of positive risk-taking
6. Techniques for problem solving and innovative thinking
7. Principles of conflict management
8. The nature of conflict and post-conflict impact on society

**Processes and procedures**

1. Working in your organisation: principles, procedures and professional practices
2. Assessment and planning tools and frameworks
3. Formal requirements for legal and other external processes

**Multi-disciplinary working**

1. The purpose of working with other professionals and agencies
2. The remit, functions, ethos and responsibilities of disciplines and organisations involved in multi-disciplinary work

**Partnership working**

1. The cultural and language context of the individual, family, group or community
2. Principles of partnership working with individuals, families, carers, groups and communities
3. The systems, processes and procedures of your own and other organisations in which individuals, families, groups or communities may participate
4. The range of support that may be needed to promote participation

**Safe-guarding**

1. Local multi-disciplinary and organisational procedures for investigating harm or abuse
2. Types of harm or abuse
3. Indicators of potential harm or abuse
4. Common features of perpetrator behaviour
5. Indicators of hostility, resistance or disguised non-compliance
6. Legal and statutory powers and responsibilities that may be exercised in order to safeguard individuals, families, carers, groups and communities

Personalisation and resources

1. The potential of individuals to use their personal strengths and resources to achieve change
2. The value and role of family networks, communities and groups in achieving positive outcomes, and ways to develop them
3. The nature of personalisation and personalised services, including self directed support; and the role of the social worker in relation to these in the context of national policy
4. The range of resources available within informal networks, within the wider community, through formal service provision and through innovation

Commissioning and funding

1. The eligibility criteria for services or funding streams
2. The opportunities afforded by different funding mechanisms including individual budgets and direct payments
3. The commissioning cycle for provision including opportunities for the commissioning of services by those using them
4. The brokerage role in securing services

Handling information

1. How to express written information with accuracy, clarity, relevance and an appropriate level of detail
2. Legal and organisational requirements for recording information and producing reports
3. Legal requirements, policies and procedures for the security and confidentiality of information

**Reflective practice**

1. Principles of reflective practice, critical thinking and learning
2. Processes and requirements for formal supervision within your own organisation
3. How and when to access informal support in the course of practice
4. Sources of feedback that may inform reflection on practice and critical thinking

The Compendium of Skills[[3]](#footnote-3)

**Planning skills**

1. Plan courses of action to achieve identified outcomes
2. Manage demands on your own time to prioritise what is important as well as what is urgent

**Communication skills**

1. Communicate in an open, accurate and understandable way
2. Adapt communication for a range of audiences
3. Facilitate each person’s use of language and chosen form of communication

**Interpersonal skills**

1. Maintain the trust and confidence of individuals, families, carers, groups and communities
2. Work effectively with those whose views or values conflict with your own
3. Negotiate with others to achieve agreement in complex situations
4. Challenge others when necessary, in ways likely to achieve change

**Thinking skills**

1. Apply critical thinking to information from a range of sources
2. Analyse and synthesise complex information
3. Apply creative thinking to resolve complex problems

**Professional skills**

1. Make professional judgements about complex situations
2. Use your own interpersonal and other skills and knowledge as a resource
3. Apply person centred approaches
4. Balance person centred outcomes and the well-being of others
5. Exercise assertiveness, power and authority in ways compatible with social work values

**Information-handling skills**

1. Produce records and reports that meet professional standards
2. Access and use information and communications technology systems for the collection, storage and dissemination of information

**Learning skills**

1. Access and use professional supervision and support in situations beyond your own knowledge or experience
2. Use study skills to plan and undertake learning
3. Use research skills
4. Apply critical thinking to reflect on your own practice
5. Synthesise knowledge and practice

1. Drawn from National Occupational Standards for Social Work 2011. See How to Return to Social Work Practice in Wales: A Guide for Social Workers [↑](#footnote-ref-1)
2. Taken from the National Occupational Standards for Social Work 2011,

   [National Occupational Standards (NOS) | CCWales](http://www.ccwales.org.uk/national-occupational-standards/) [↑](#footnote-ref-2)
3. Taken from the National Occupational Standards for Social Work 2011,

   [National Occupational Standards (NOS) | CCWales](http://www.ccwales.org.uk/national-occupational-standards/) [↑](#footnote-ref-3)