

SCDSW7

Prepare professional reports and records relating to people



Overview

This standard is for social workers working with individuals, families, carers, groups and communities, and others whose work involves the preparation of professional reports and records in similar contexts. Reports that will be used when making decisions about people's lives must be accurate, honest, cogently presented and responsibly disseminated. Information technology offers new and effective ways of presenting and sharing information. The standard addresses practices for high quality report-writing, record-keeping and information-sharing in the context of legal, organisational and ethical requirements.

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Performance criteria

You must be able to:

- P1 use language appropriate to the intended audience to construct professional reports that are analytical and coherent
- P2 maintain accurate, complete, retrievable, and up-to-date records
- P3 ensure reports and records can be understood by those who have a right to see them
- P4 make use of information communication technology that supports information exchange within and across disciplines and organisations
- P5 ensure that records and reports comply with legal and organisational requirements, balancing the tension between safeguarding, confidentiality and data protection

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Knowledge and understanding

You need to know and understand:

- K1 National legislation, its relationship to **policies** and social work practices
- K2 Statutory and professional codes, standards, frameworks and guidance; their relationship to social work policy and practice
- K3 The characteristics of the home nation, its language, culture, geography and institutions
- K4 Theories underpinning our understanding of social issues from psychological, sociological and criminological perspectives
- K5 Theoretical and research based critiques of the relationships between legislation, policies and social work practice
- K6 Principles, theories, methods and models of social work intervention and practice
- K7 Assessment and planning tools and frameworks
- K8 How to express written information with accuracy, clarity, relevance and an appropriate level of detail
- K9 legal and organisational requirements for recording information and producing reports
- K10 Legal requirements, policies and procedures for the security and confidentiality of information
- K11 Principles of reflective practice, critical thinking and learning

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Additional Information

Scope/range

Social work and related practice with individuals, families, carers, groups and communities in a wide range of contexts including statutory and non-statutory social services, community development, criminal justice and educational welfare

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Scope/range related to knowledge and understanding

Policies may include those relating to 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

Values

Adherence to the regulatory codes of practice applying to social workers, and the values embedded in them

Skills

- 1 Adapt communication for a range of audiences
- 2 Apply person centred approaches
- 3 Produce records and reports that meet professional standards
- 4 Access and use information and communications technology systems for the collection, storage and dissemination of information

Links to other NOS

This NOS links with all other Social Work NOS.

External Links

This NOS links with regulatory codes of practice applying to social workers.

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Developed by Skills for Care and Development

Version number 1

Date approved OCTOBER 2011

Indicative review date APRIL 2014

Validity CURRENT

Status ORIGINAL

Originating organisation Skills for Care and Development

Original URN SW7

Relevant occupations Social Work

Suite Social Work

Key words reports; records
