**Anonymised Exemplar:**

**Individual Development Plan**

Please use this as guidance only. It would be a breach of your [Codes of Practice](https://www.sssc.uk.com/standards/codes-of-practice/) to plagiarise any of this.

**Advice for Individual Development Plans (IDP):**

* Use the IDP to plan out your Mandatory Learning Activities, Induction Planning and Tracking Record, Shadowing, Training, Reading, OpenBadges, and any other learning and development opportunities.
* Bring your IDP into each Supervision and plan out what you’re going to achieve in the coming weeks, and in your Protected Learning Time.
* Review the IDP and sign off actions that have been completed.
* Get creative about how you use this – use colour, personalise it, change the formatting etc. or create something that works better for you.

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| **Core learning element (no 1-8)** | **Date added** | **Learning/ development need** | **How this will be achieved, include detail of any specific resource or support** | **Timeframe to complete** | **Date achieved** | **Signed off by** |
| 2.3 | 30/10/24 | Relationship-based practice | * Review and reflect on your strengths and areas of development in undertaking relationship-based practice. * Give an example of how you are developing your ability to use your professional authority as a social worker and working collaboratively with colleagues and professionals across different agencies. * Critically reflect on a practice situation that has challenged your professional boundaries and relationship with an individual, family, carer or colleague. Identify what worked well and what you might do differently next time. |  |  |  |
| 3.1 | 30/10/24 | Critical thinking and analysis | * Complete the activities in IRISS course ‘Writing analysis in social care.’ * Critically reflect on report writing comparing one of your own reports with one completed by an experienced practitioner. Compare how information has been analysed and presented in the reports and identify best practice and points of learning. * Identify how you ensure that your writing reflects the interests and perspectives of the people about whom you are writing. Discuss with a colleague or supervisor. * Read practitioner guidance on chronologies. Complete a chronology, review it with a colleague or supervisor and reflect on the importance of this tool in your practice. * Reflect on a situation where you have shared your thinking and analysis in a formal setting. Explore your feelings about undertaking this task. Identify actions you can take next time you are in this situation. |  | 12/2/25  11/2/25  4/6/24  19/2/25 | SV  SV  SV  SV |

**Example 1**: This NQSW has used their IDP to map out their Mandatory Learning Activities (MLAs) and keeps them red if they still need to be worked on, and changes to green when completed.

**Example 2:** This NQSW has also aligned their IDP to the MLAs, highlighting the ones they need to complete in red and all that are completed return to black.

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| 1,2,4,7 | 18/09/24 | Intersectionality and anti-discriminatory practice | **Explore relevant research and evidence about intersectionality and relate this to the work of your team. Present information to your team about the importance of understanding intersectionality for social work services.**  ***Plan: Do some research and gather some evidence and share with the team.***  Evidence an understanding of cultural competence and what it means in relation to your practice. (Reflection 17).  -*evidenced in Reflection 1 with Bobby.*  *- Having an awareness of socioeconomic disadvantages. Poverty awareness/disability awareness/ ethnic minorities/ considering the wider impact.*  *-Communication aids/interpreter/BSL/talking mats/quiet room.*  *-Using trauma informed approaches.*  *-Being neutral/non-judgmental/being aware chronologies and background.*  *-Using the compass of shame model.*  *-Poverty and the impact this can have on a person’s health.*  **Consider what you know about unconscious bias and racism in social work. Write a personal reflection on your commitment to anti-racism in social work practice and discuss this in supervision.**  ***Plan: Do some reflection on unconscious bias in SW. Do some self-reflection on committing to anti-racism.*** | **Prior to final meeting due July 2025.**  **Completed Dec 2024 but still to be signed off by supervisor**  **By Final meeting July 2025** |  |  |
| 2, | 18/09/24 | Trauma informed practice | *Using the national trauma training resource, complete the level appropriate to your role.*  *-Enhanced Trauma Training: safety and stabilization level 3*  *Reflect on how you use trauma informed approaches in your practice, considering how you actively involve and support the participation of individuals, families and carers*  *-evidenced in case reflection 2 “Mandy”*  *Explore the links between the impacts of social inequality and systemic oppression and trauma. Identify any implications and actions for your practice. (Reflection 19).*  *-Links – Class, race, disability, mental health conditions, gender orientation can all contribute to trauma.*  *-Cause- unemployment, living in a deprived area, lack of positive support, community networks, poverty, addictions, abuse.*  *= High volume of PCRs coming in for various reasons to follow up particularly Domestic Violence.*  *-Organisation level -Budget constraints and reduction in resources leading to crisis and lengthy waiting lists.*  *-Impact on Practice- workload and nature of work. Way that services are delivered and more for people taking ownership and increasing their own resilience.*  *On duty – asking the right questions and signposting people to local resources.*  *Public’s anxiety levels can be heightened and frustrated, Using trauma informed approaches and good conversations.*  *Sharing professional anxiety with your supervisor peers or manager.* | Completed on placement  Completed Jan 2025– Still to be signed off by supervisor | November 2023 | SV |
| 3, | 18/09/24 | Critical thinking and analysis | Complete the activities in IRISS course ‘Writing analysis in social care’.  -*Evidenced in Reflection 33.*  Critically reflect on report writing comparing one of your own reports with one completed by an experienced practitioner. Compare how information has been analyzed and presented in the reports and identify best practice and points of learning.  -*Evidenced in Reflection 34.*  **Identify how you ensure that your writing reflects the interests and perspectives of the people whom you are writing. Discuss with a colleague or supervisor.**  ***Plan: Having a discussion with my peers however I usually have their views and perspectives using ‘quotations’ on what they have actually said. Their background history is important for forward planning especially those who have impaired capacity.***  **Read practitioner guidance on chronologies. Complete a chronology, review it with a colleague or supervisor and reflect on the importance of this tool in your practice.**  ***Plan: Have a discussion with my supervisor and do a chronology on one of my cases and the importance of chronology.***  ***Reflect on a situation when you have shared your thinking and analysis in a formal setting. Explore your feelings about undertaking this task. Identify actions you can take the next time you are in this situation.***  ***Plan: Think of a situation when I have attended a case conference or similar and consider my rational and sharing this.*** | Completed Feb 2024 – to be signed off by supervisor  To be completed by final meeting July 2025  To be completed by final meeting July 2025  July 2025 |  |  |
| 4, | 18/09/24 | Child protection | **Familiarise yourself with national and local child protection guidance and procedures including the role of the local child protection/public protection committee. Identify your key responsibilities as a social worker and what your role is in your organisation and on a multi-agency level to act on concerns around a child.**  ***Plan: To read national and local child protection guidance and procedures.***  ***To identify my key responsibilities.***  Access child protection training within your organisiation or local area and discuss your key learning with your supervisor or colleague(s).  -*Attended child protection key processes training 12.11.24. multi agency training event, provided shared learning and insight into roles and responsibilities. Reflected on duty response to police concern report into adult services following disclosure and risk re unborn child.*  **Identify a key area related to the wellbeing and protection of children relevant to your practice. Review current research and/or policy in relation to this area and relate it to practice in your organisation. Identify any actions you and/or your organisation can take to improve practice in the area.**  ***Plan: To reflect on my key role in child protection. Read up on current research or policy in this area and reflect on what part I play in my organisation and consider how practice can be improved***.  Provide evidence of a reflective discussion with your supervisor /mentor about the thresholds of risk in child protection.  *-Evidenced in Reflection 30. My supervisor and I had a discussion on 29/1/25.*  *I attended Child Protection Key Processes training on 12/11/25.*  Create a mind map or equivalent that demonstrates your understanding of the intersections between child protection and the vulnerability, trauma, and risk experienced by adults.  -*The national practice model and risk assessment framework tool supports child protection (Scottish Government 2012)*  *-Evidenced within Reflection 11 Child Protection.* | Prior to midway  July 2025  Completed November 2024 – to be signed off by supervisor | November 2024  November 2024 | SV  SV |

**Example 3**: This NQSW found it more manageable for their learning to plan out their Mandatory Learning Activities separately and used the Individual Development Plan in a way that was more aligned to their casework.

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| 3 | 06.12.24 | Critical thinking, professional judgement and decision making | Continuous development and improvement with report writing. Ensuring my reports include the right amount of detail and analysis whilst being clear on what is being suggested.  IRISS Course ‘Writing analysis in social care.’  Experiencing writing and updating reports  Reflecting on my own way of writing vs reports from others  Having had the chance to write my own reports both from scratch and updating an existing report from a previous worker I am developing my confidence within this element. | October 2025 |  | SV |

**Example 4:** This NQSW grouped some of the Core Learning Elements together and made connections to their working relationship with their Supervisor and the wider team, highlighting the important learning we do among peers.

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| 1, 4, 5 | 23.09.2024 | As a Newly Qualified Social Worker (NQSW) I have very little experience in working in this area of social work. Having methods of learning in an informal way will help to bridge the gap with my learning as although people write case notes etc. It is also good to actively discuss and have general conversations with colleagues. | **Informal discussion** within my team will improve my development as gauging where different people perceive the line to be with different scenarios and finding out how people would take on a task differently.    **Reflection** through informal conversation is another way I will develop through colleagues and not just through the more formal processes with my supervisor and my mentor. | Ongoing |  | SV |
| 1, 7, 8 | 23.09.2024 | As a Newly Qualified Social Worker (NQSW) discussing my cases and the direction of them is important to go through my supervisor. This is important for monitoring my professional progress and the progress of the case and the customer service aspect. | This will mainly be done through **Supervision**. Structured Supervision with my supervisor allows me to have a space to talk through cases and my thoughts on this. Reflect on different aspects of cases. To progress professionally through my employer. | Ongoing |  | SV |

**Example 5**: This NQSW highlighted the important relationship between their professional development and understanding Falkirk Council’s policies and procedures captured in the Induction Planning and Tracking Record. The NQSW also reflected their personal development goals around time management.

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| 1. | 08/11 | Knowledge of Policies and Legislation | I am to work my way through the Induction Planning and Tracking Record located on the Practitioner’s Pages. These will be added to MyView.  I am to become familiar with Falkirk Council’s policies and the legislative basis of our work.  I am to complete Olle Modules to begin development of my understanding of these policies and the legislation that affects me as an employee. | Over Supported Year (12 months) |  | SV |
| 4. | 10/12 | Time Management and Organisation | I am aware that as a social worker I will be responsible for managing multiple cases simultaneously. Consequently, it is important that I possess effective time management, prioritisation, and organisational skills to meet the demands of my job without experiencing exhaustion.  I will create a to-do list to help me organize and prioritize my cases effectively. | Over Supported Year (12 months) |  | SV |