

# Newly Qualified Social Worker's (NQSW) Supported Year in Falkirk

Timeline & Task List



| Timeline/statutory timescale                  | Stage/Action   | Supervisor quick checklist   |
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| First 6 weeks: Post Appointed and start date. | <p>NQSWs will update their registration with the SSSC via their MySSSC Portal from Social Work Student to Social Worker. <b>Their Supported Year starts from the date the SSSC updates their registration for one calendar year.</b></p> <p>NQSWs will share their Individual Learning Plan to the Team Manager and/or Supervisor. These are produced at University and if the NQSW does not have one they should prepare one before beginning their post or shortly after.</p> <p>Team Manager and/or Supervisor sets up a Private Teams Channel for the NQSWs Supported Year. This is where all documents should be centralised. <b>It is essential that Team Managers have oversight of the NQSW and supervisor's progress through the Supported Year.</b></p> <p>Advanced Practitioner identified to be Mentor to the NQSW. APs have a specific mentoring role to share and demonstrate good practice.</p>   | <ul style="list-style-type: none"> <li>- NQSW will change their registration from Student to Social Worker.</li> <li>- TM or ATM will order necessary equipment from ICT (laptop, phones, systems access) and ID badge etc.</li> <li>- Set up Teams Channel. Contact ICT for assistance if needed.</li> <li>- Identify AP to be mentor.</li> </ul> |
| First 6 weeks: Induction                      | <p>NQSW Induction should be planned out with their Supervisor and Mentor based on their learning needs and experience. Induction typically takes two weeks but may last longer as needed.</p> <p>All employees in Social Work services complete an Induction Planning and Tracking Record (located on the Practitioner's Pages). This is a centralised document that covers the policies, procedures and networks that affect their employment with Falkirk Council.</p> <p><b>NQSWs will spend time reading the Supported Year guidance.</b> It is essential they are aware of, and understand, what is being asked of them to by the SSSC.</p> <p>NQSWs may benefit from shadowing other Teams and Services. Adult or Justice Social Workers could spend time with the C&amp;F Initial Response Team (and vice versa). There is a Shadowing Form located on Practitioner's Pages for NQSWs to use to reflect on what this has meant for their professional growth.</p> | <ul style="list-style-type: none"> <li>- NQSW and AP agree Mentoring arrangements.</li> <li>- Induction Planning and Tracking Record.</li> <li>- Read Supported Year guidance.</li> <li>- Shadowing Forms.</li> </ul>  |

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| First 6 weeks:<br>Establishing Supervision | <p>First Supervision should negotiate a plan for the upcoming Supervisions throughout the Supported Year and the NQSW will record this plan in their Portfolio.</p> <p><b>Supervisions should be planned in each other's diaries</b> at a minimum of 4-weekly. These are usually more frequent at the beginning of the NQSWs employment.</p> <p>Supervisors and NQSWs should also populate their diaries with the <b>Initial, Mid-Point and End of Year Development Discussions</b>. These meetings are a core part of the process for supporting professional growth and development and will be recorded in the Portfolios.</p> <p>Supervisors will oversee the NQSWs <b>Protected Caseload</b> through their Supported Year. There is no set number to these but it is important that there is discussion and planning around the NQSWs casework to gradually increase in volume and complexity.</p> <p>Supervisors will plan out <b>Protected Learning Time</b> of one half-day per week during the Supported Year. These will be <u>planned</u> and used towards professional growth and learning, and to make progress through the Supported Year Portfolios and their Mandatory Learning Activities. NQSWs should be office-based and may wish to coordinate this time with other NQSWs. This will also be used to attend the monthly NQSW Forums. Protected Learning Time is not accumulated so cannot be “banked” and used another time, and service delivery might mean that this is moved to suit the needs of the service. NQSWs should be clear that they will also work on their Portfolios outwith their working hours.</p> <p><b>Individual Development Plans</b> will be used in every Supervision to plan out the NQSWs Protected Learning Time and any learning and training needs. NQSWs should also use this document to plan out when and how they will meet their <b>Mandatory Learning Activities</b>.</p> | <ul style="list-style-type: none"> <li>- Plan out Supervisions, Development Discussions and populate in diaries.</li> <li>- Plan out Protected Caseload arrangements.</li> <li>- Plan out Protected Learning Time.</li> <li>- Establish Individual Development Plans from the outset and bring in to every Supervision.</li> </ul> |
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| <p>First 6 weeks: Initial Development Discussion</p> | <p>It is essential that both NQSW and Supervisors take time to review the Supported Year paperwork to ensure it is completed to a good standard.</p> <p>The NQSW is required to write a self-reflection on their progress towards the Core Learning Elements. These need to highlight examples from their practice and should reflect the strengths and areas for development. These should be sent to the Supervisor prior to the Initial Development Discussion.</p> <p>Supervisors will produce Supervisor's Feedback to highlight the NQSWs professional growth needs and how you will work in partnership to achieve these throughout the Supported Year.</p> <p>Feedback should be sought from the outset of the Supported Year to aid professional growth and these should be captured in the NQSWs self-assessment and/or the Supervisor's feedback sections. At least one piece of feedback should be gathered from a person, their carer or family who are accessing support from your service, and at least one piece of feedback should be gathered from a colleague or professional.</p> <p>The Initial Development Discussion should be updated following the meeting and the Team Manager should be notified so they have oversight of this on the NQSWs Private Teams Channel. <b>Team Managers have overall responsibility for the Supported Year</b> and will need to ensure there is enough quality and evidence to support the NQSWs Portfolio.</p> <p>NQSW and Supervisor will continue with Supervisions, making use of the Individual Development Plan and progressing through the Induction Planning and Tracking Record until the Mid-Point Development Discussion. <b>It is important that Supervisors regularly check the progress of the NQSW through their Mandatory Learning Activities.</b></p> | <ul style="list-style-type: none"> <li>- NQSW &amp; Supervisors to review Supported Year Portfolio paperwork to ensure familiarity.</li> <li>- NQSW completes self-assessment and shares to Supervisor in advance of Development Discussion.</li> <li>- Supervisor provides feedback and records in the Portfolio.</li> <li>- At least one piece of feedback from a person, their family or carer accessing the service.</li> <li>- At least one piece of feedback from Professionals.</li> <li>- Team Manager to review Portfolio on Teams Channel for oversight and quality assurance.</li> </ul> |
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| <p>6-months: Mid-Point Development Discussion</p> <p>NOTE: Part time NQSWs would have their Mid-Point Development Discussion at 9 months.</p> | <p>As before, NQSWs will complete the self-reflection section of their Portfolio before their Mid-Point Development Discussion and share this to their Supervisor in advance.</p> <p>Supervisors will produce Supervisor's Feedback to highlight the NQSWs professional growth needs and what they would like to continue to develop. Supervisors need to give developmental feedback which highlights shared goals on what they want to achieve and how they will work in partnership to achieve these.</p> <p>At least two different sources of feedback should be gathered from people accessing the service, their families or carers. And at least two different sources of professional feedback should be gathered from colleagues and wider professional networks. These should be captured in the NQSWs self-assessment and/or the Supervisor's feedback sections.</p> <p>The Mid-Point Development Discussion should be updated following the meeting and the Team Manager should be notified so they have oversight of this on the NQSWs Private Teams Channel. <b>Team Managers have overall responsibility for the Supported Year</b> and will need to ensure there is enough quality and evidence to support the NQSWs Portfolio.</p> <p>NQSW and Supervisor will continue with Supervisions, making use of the Individual Development Plan and progressing through the Induction Planning and Tracking Record until the End of Year Development Discussion. <b>It is important that Supervisors regularly check the progress of the NQSW through their Mandatory Learning Activities.</b></p> | <ul style="list-style-type: none"> <li>- NQSW completes self-assessment and shares to Supervisor in advance of Development Discussion.</li> <li>- Supervisor provides feedback and records in the Portfolio.</li> <li>- At least two pieces of feedback from a person, their family or carer accessing the service.</li> <li>- At least two pieces of feedback from Professionals.</li> <li>- Team Manager to review Portfolio on Teams Channel for oversight and quality assurance.</li> </ul> |
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| <p>12-months: End of Year Development Discussion</p> <p>NOTE: Part time NQSWs would have their End of Year Development Discussion at 18 months.</p> | <p>For their final Development Discussion, NQSWs will complete a final self-reflection section of their Portfolio reflecting on how they have progressed through their Supported Year, and will share this to their Supervisor in advance.</p> <p>Supervisors will produce Supervisor's Feedback to highlight the NQSWs professional growth achieved and what they would like to continue to develop as they move on to the Good Conversations framework.</p> <p>At least two different sources of feedback should be gathered from people accessing the service, their families or carers. And at least two different sources of professional feedback should be gathered from colleagues and wider professional networks. These should be captured in the NQSWs self-assessment and/or the Supervisor's feedback sections.</p> <p>The Mid-Point Development Discussion should be updated following the meeting and the Team Manager should be notified so they have oversight of this on the NQSWs Private Teams Channel. <b>Team Managers have overall responsibility for the Supported Year</b> and will need to ensure there is enough quality and evidence to support the NQSWs Portfolio.</p> <p>NQSWs will have a further 2 months from the end of their Supported Year to conclude their Portfolios. One month should be afforded to the Supervisor to Validate the Portfolio, and <b>one month to Workforce Development for Endorsement</b>. The NQSW will move to the Good Conversations framework. More information is available on the Practitioner's Pages.</p> | <ul style="list-style-type: none"> <li>- NQSW completes self-assessment and shares to Supervisor in advance of Development Discussion.</li> <li>- Supervisor provides feedback and records in the Portfolio.</li> <li>- At least two pieces of feedback from a person, their family or carer accessing the service.</li> <li>- At least two pieces of feedback from Professionals.</li> <li>- Team Manager to review Portfolio on Teams Channel for oversight and quality assurance.</li> </ul> |
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| Validation  | <p>NQSWs should confirm that their Portfolio is available to Validate shortly after the end of their Supported Year by their Supervisor. It is important that Supervisors review Portfolios to ensure they have sufficient quality and evidence to support the NQSWs continued registration as a Social Worker.</p> <p>It is possible that the NQSW will need to make changes or add further evidence to their Portfolios. NQSWs should ensure that their Supervisor has enough time to give this feedback and that they have enough time to update Portfolios as needed.</p> <p>Supervisors should complete their section of the Validation and Endorsement Form before confirming that the portfolio has been Validated. The NQSW is then ready to submit their Portfolio to Workforce Development for Endorsement.</p>   | <ul style="list-style-type: none"> <li>- NQSW to have their Portfolio ready as soon as possible once their Supported Year is concluded.</li> <li>- Supervisor needs to review and Validate the NQSWs Portfolio.</li> <li>- Validation needs to ensure there is one month before submission date for Workforce Development to sample, review and Endorse Supported Year Portfolios before Submission.</li> </ul>        |
| Endorsement | <p>Completed Portfolios should be sent to Social Work Workforce Development (<a href="mailto:socialservices.training@falkirk.gov.uk">socialservices.training@falkirk.gov.uk</a>) and Service Manager Evelyn Kennedy will arrange for the Portfolio to be sampled and Endorsed.</p> <p>Sampling may highlight areas of the portfolio that would benefit from further evidence and it is important that the NQSW ensures there is sufficient time for this. <b>Portfolios should be sent to Workforce Development one month before they are due for submission.</b></p> <p>Once the Portfolio has been Endorsed, the Validation and Endorsement Form will be updated and shared back to the NQSW who can then upload their completed Portfolios to their MySSSC account.</p> <p>The SSSC will confirm receipt of the Portfolio and will give a timescale for when an outcome should be confirmed.</p> | <ul style="list-style-type: none"> <li>- NQSW to be clear on when the Portfolio needs to be received by the SSSC.</li> <li>- Workforce Development will sample and review the Portfolio. It is possible that further evidence or amendments need to be made.</li> <li>- Once Portfolio is agreed the Endorsement will be signed off.</li> <li>- NQSW should upload their Portfolio to their MySSSC account.</li> </ul> |

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| Extensions                       | <p>NQSWs may have absence (illness, bereavement, caring responsibilities etc.) during their Supported Year and should arrange Extensions with their Supervisor as needed. NQSWs should not expect Protected Learning time or Protected Caseloads to be included in their Extensions.</p> <p>NQSWs must update their Team Manager, Supervisor and Workforce Development (<a href="mailto:socialservices.training@falkirk.gov.uk">socialservices.training@falkirk.gov.uk</a>) if an Extension is granted so this can be updated as part of the Validation and Endorsement.</p> <p>Please remember that Endorsement needs <b>one month</b> and should be accounted for as part of the extension request.</p> | <ul style="list-style-type: none"> <li>- Extension updates to be communicated from NQSW to their Supervisor, Team Manager and Workforce Development.</li> </ul>   |
| Change of Employer or Supervisor | <p>If there is a Change of Employer or Supervisor the NQSW should ensure they complete the Change of Employer or Supervisor Form from the SSSC's website. NQSWs are responsible for updating this form and should share this to their Team Manager as soon as possible.</p> <p><b>Team Managers have overall responsibility for ensuring the NQSW has the appropriate infrastructure in place</b> (Supervisor, Mentor etc) and will need to ensure that the Supported Year is able to continue as planned with minimal interruptions.</p>   | <ul style="list-style-type: none"> <li>- NQSW to complete relevant documents if they have a change in Supervisor or change their employment within their Supported Year.</li> <li>- Team Managers to ensure they have oversight of the NQSWs Supported Year.</li> </ul> |
| After the Supported Year         | <p>Once NQSWs have concluded their Supported Year they will move on to Falkirk Council's annual Good Conversations framework and 6-month review.</p>  | <ul style="list-style-type: none"> <li>- Good Conversations paperwork available on Practitioner's Pages</li> </ul>  |

# Supporting Teams with the Supported Year



## SSSC Guidance

Supported Year Overview: [NQSW Supported Year overview and guidance 2024 - Scottish Social Services Council](#)

Mandatory Learning Activities: [Core learning elements for social workers newly qualified social worker \(NQSW\) descriptors and mandatory learning activity - Scottish Social Services Council](#)

Employer Support: [Definitions of employer support an employers commitment to newly qualified social workers - Scottish Social Services Council](#)

## Helpful Links

Practitioner's Pages: [Newly Qualified Social Worker's \(NQSW\) Supported Year in Falkirk – Forth Valley Practitioner Pages](#)

SSSC Codes of Practice: [Codes of Practice | Scottish Social Services Council](#)

SSSC NQSWs Implementation (and original paperwork): [Implementation - SSSC NQSW website](#)

CPD Manager: [Falkirk Social Work Services CPD](#)

Olle: [Olle - Login](#)

Falkirk's Knowledge Portal: [Knowledge Portal](#)