

Adult Support and Protection Learning and Development Framework

Wider Workforce Level 7 MINUTE BRIEFING

Why it matters

The national multi-agency Framework for Adult Support and Protection Learning and Development sets out consistent guidance for ASP training across Scotland. It applies to all staff and volunteers who may work with adults and uses a tiered structure. This briefing highlights Tier2 (General Workforce), emphasising the need for staff to understand their responsibilities and access role-specific learning, recognising that ASP is everyone's responsibility, with some roles carrying additional duties.



Where to find out more about learning and training:

[Forth Valley Practitioner pages](#)
[ASpire Hub](#)
[ASP 7 minute briefing](#)

How to act

Know your local process:

- How to escalate concerns internally.
- How to make an ASP referral in your Council area.

Training requirements

Induction: ASP awareness training within 3 months of starting your role.
Refresher: At least every 3 years, including updates.

Skills Required

- Recognise and respond to concerns.
- Follow organisational procedures.
- Seek advice, record accurately, and share information promptly.

Who are the wider workforce?

Operational Services, Corporate Services, Caretakers, Leisure Centre Staff, Finance/Payroll, Procurement, Communications/Marketing, Business Support, Grounds Maintenance, tradesmen. Anyone who may encounter the public on occasion.

Key Learning Requirements

Every member of the wider workforce should:

- Recognise harm or risk of harm when they see it.
- Respond by sharing concerns with those responsible for follow-up.
- Record observations according to agency requirements.



Adult Support and Protection Learning and Development Framework

General Workforce Level

7 MINUTE BRIEFING

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Who are the **General** workforce?

Those who work in a role that is public facing or could require you to support adults. For example, Library Staff, Customer Service Staff, Reception Staff and other public facing roles.

Key Learning Requirements

- Recognise potential signs of harm and abuse.
- Raise an ASP referral through the appropriate route.
- Contribute relevant and appropriately recorded information to assessments/reports.
- Support the adult if required, offering comfort, listening, seeking additional help from relevant family or services.

Training Requirements:

Induction: Local/organisational ASP induction within 3 months of starting role.

Refresher: Recommended every 3 years, including updates.

Skills required:

- Respond to Adults at Risk in an appropriately supportive and trauma-informed manner.
- Record and communicate concerns, actions agreed and taken.
- Liaise appropriately within your own agency and externally.

General Workforce should:

Know about local ASP processes, trauma-informed practice, and key signs of harm or neglect.

Spot stressors like abuse, poverty, substance misuse, and **respond** sensitively to disclosures.

Understand record-keeping, confidentiality, and the role of the ASP Council Officer.



Adult Support and Protection Learning and Development Framework

Specific workforce Level 7 MINUTE BRIEFING

Why it matters

The national multi-agency Framework for Adult Support and Protection Learning and Development sets out consistent guidance for ASP training across Scotland. It applies to all staff and volunteers who may work with adults and uses a tiered structure. This briefing highlights Tier 3 (Specific Workforce), emphasising the need for staff to understand their responsibilities and access role-specific learning, recognising that ASP is everyone's responsibility, with some roles carrying additional duties.



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Who are the **Specific** workforce?

Support Workers, Care Home Staff, Housing Officers, Police, Day Centre Staff, anyone working closely with vulnerable people.

Key Learning Requirements:

- Spot signs of harm or abuse.
- Raise ASP referrals correctly.
- Record and share relevant information.
- Provide appropriate support to the adult.
- Understand local Duty to Inquire and investigatory processes.

Training requirements:

- Local induction within 3 months of starting role
- Refresher within 3 years

Skills required:

- Engage, communicate and build relationships with adults and their family.
- Advocate for an adult and support them to share their views.
- Contribute to assessments and protection plans.
- Recognise, identify and manage risk.
- Work collaboratively with multi-agency partners

Specific workforce should be able to:

- **recognise** an adult at risk
- **respond** accordingly
- **record** accurately
- **report** to the relevant person
- **support** the adult at risk and their family
- **advocate** on behalf of the adult at risk of harm



Adult Support and Protection Learning and Development Framework

Specific workforce - 2nd Worker/accompanying person 7 MINUTE BRIEFING

Why it matters

The national multi-agency Framework for Adult Support and Protection Learning and Development sets out consistent guidance for ASP training across Scotland. It applies to all staff and volunteers who may work with adults and uses a tiered structure. This briefing highlights Tier 3 (Specific Workforce), emphasising the need for staff to understand their responsibilities and access role-specific learning, recognising that ASP is everyone's responsibility, with some roles carrying additional duties.



Where to find out more about learning and training:

[Forth Valley Practitioner pages](#)

[ASpire Hub](#)

[ASP 7 L&D Framework 7 minute briefing](#)

Who are the **Specific workforce - 2nd worker?**

Support Workers, Care Home Staff, Housing Officers, Police, Day Centre Staff, anyone working closely with vulnerable people.

Key Learning Requirements

The 2nd Worker accompanies the Council Officer during an ASP Investigative Interview where required, to support the investigatory process. The role may be undertaken by someone from any organisation with an understanding of the role, but is not normally an Independent Advocate, family member or carer. Formal training may not always be required; however, pre-interview preparation is essential.

Training requirements:

- Staff should utilise local training if offered
- Staff can utilise reading and learning on the Iriss ASpire Hub.

Knowledge and Understanding

The 2nd Worker must have a detailed understanding of the role of the Council Officer, be fully conversant with Chapters 6 and 7 of the ASP Revised Code of Practice 2022, and Chapter 8 of the Adult Support and Protection (Scotland) Act 2007, particularly as they relate to ASP Investigative Interviews and investigatory powers.

Assess, Analyse, Plan and Implement

The 2nd Worker supports the Council Officer during enquiries using investigatory powers, contributing to the ASP Investigative Interview process. This includes understanding local procedures for the Duty to Inquire, supporting lawful and proportionate use of investigatory powers, and contributing information where required to wider ASP processes following the interview.



Adult Support and Protection Learning and Development Framework

Intensive workforce level 7 MINUTE BRIEFING

Why it matters

The national multi-agency Framework for Adult Support and Protection Learning and Development sets out consistent guidance for ASP training across Scotland. It applies to all staff and volunteers who may work with adults and uses a tiered structure. This briefing highlights Tier 4 (Intensive Workforce), emphasising the need for staff to understand their responsibilities and access role-specific learning, recognising that ASP is everyone's responsibility, with some roles carrying additional duties.



Where to find out more about learning and training:

[Forth Valley Practitioner pages](#)

[ASpire Hub](#)

[ASP L&D Framework 7 minute briefing](#)

Induction, Refresher Training and Delivery

A local ASP induction should be completed as soon as possible on taking up role, ideally within three months, with refresher training no less than every three years. Training should be delivered by a Learning and Development professional with strong knowledge of the application of the Act and expectations of the Intensive Workforce.

Knowledge and Understanding

Staff require a sound understanding of ASP legislation and its application, strengths-based and needs-led assessment, risk identification, ethical decision-making, ASP principles, national and local policy and guidance, and the distinct legal roles within public protection processes, particularly the ASP Council Officer role.

Who are the **Intensive workforce?**

Social workers, occupational therapists, social care officers, social work assistants, Nurses, senior Leaders and managers. Intensive workforce may cross over into ASP Council officer Workforce

Key Learning Requirements

The Intensive Workforce may assist with decision-making for adults, undertake specialist ASP risk assessments, compile multi-agency or integrated chronologies, contribute to inspection activity and Learning Reviews, and provide specialist advice, support and reflective supervision that promotes safe practice and whistleblowing.

Assess, Analyse, Plan and Implement

In addition to the Wider, General and Specific Workforce requirements, staff must assess by gathering information, analyse risk and impact, plan appropriate support, and implement ASP Protection Plans by organising or providing support on behalf of their agency.



Adult Support and Protection Learning and Development Framework Council Officer Workforce Level

7 MINUTE BRIEFING

Why it matters

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Training requirements

Newly certified Council Officers should complete induction within six months of certification, including shadowing, peer support, supervision and reflective practice. Refresher training is required at least every three years and should be delivered by Learning and Development professionals with specialist knowledge of the Act and the Council Officer role.

Skills

Council Officers must be able to critically analyse information, coordinate and chair multi-agency meetings, develop and present reports for ASP Case Conferences, lead on protection planning, and manage complex decision-making that balances autonomy, duty of care and protection. Completion of 'Role of the 2nd Worker' training is required to support effective practice.

Assess, Analyse, Plan and Implement

In addition to all other workforce learning requirements, Council Officers are expected to lead and coordinate Adult Support and Protection processes as the Council's Lead Agency, including multi-agency coordination, analysis of complex risk, development and implementation of ASP Protection Plans, and review of outcomes.

Who are the Council Officer workforce?

Social workers, occupational therapists, social care officers, social work assistants, Nurses, senior Leaders and managers. Intensive workforce may cross over into ASP Council officer Workforce

Key Learning Requirements

Council Officers must meet the statutory definition under the Adult Support and Protection (Scotland) Act 2007, be appropriately registered, have at least 12 months' post-qualifying experience with adults at risk, hold a valid PVG, and be formally authorised by the Council with an official ID.

