



Department of  
**Health, Social Services  
and Public Safety**

An Roinn

**Sláinte, Seirbhísí Sóisialta  
agus Sábháilteachta Poiblí**

[www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)

# **PSS DEVELOPMENT AND TRAINING STRATEGY 2006 - 2016**

## **GUIDANCE FOR VOLUNTARY SOCIAL SERVICES SECTOR 2008/2009**

**March 2008**



## **INTRODUCTION**

The government's modernisation agenda makes clear its commitment to improve the quality, safety and effectiveness of social services. A committed, highly skilled and flexible workforce able to respond to changing demands is central to the achievement of that goal. The PSS Development and Training Strategy 2006 – 2016 with its central theme of associating training and qualifications with workforce registration and its emphasis on lifelong learning will support this vision for the social services workforce and help improve standards of competence and service provision.

The Department of Health and Social Services and Public Safety (DHSSPS), through the Office of Social Services (OSS), provides funding support to assist voluntary organisations support social care workers to acquire appropriate qualifications for their posts.

The aim of funding support is to improve the quality and management of social services provision and ensure social care staff are fit to practise and eligible to register with the Northern Ireland Social Care Council (NISCC).

This information pack has been produced to support voluntary organisations in the process of making applications for funding and in reporting on qualification achievement and expenditure.

## Office of Social Services

To: Voluntary Organisation providing Social Services

Room C3.2  
Castle Buildings  
Stormont, BELFAST BT4 3SQ  
Tel: (028) 9052 0702  
Fax: (028) 9052 8159  
Email: christine.smyth@dhsspsni.gov.uk  
Website: www.dhsspsni.gov.uk/hpss/ssi

Your Ref:  
Our Ref:  
Date: March 2008

Circular HSS (OSS Training) 2/2008

Dear Colleague

### **PSS DEVELOPMENT & TRAINING STRATEGY 2006 – 2016**

### **FUNDING SUPPORT IN THE VOLUNTARY SOCIAL SERVICES SECTOR 2008/2009**

#### **1. Introduction and Authority for Funding**

This letter outlines the key aims of funding support to voluntary organisations for the coming financial year, which are linked to the strategic targets in the PSS Development and Training Strategy 2006 - 2016. The Office of Social Services (OSS) administers funding support for the voluntary sector under the authority given to the Department by Article 44 of the Health and Personal Social Services (Northern Ireland) Order 1972 and Article 14 of the Health and Personal Social Services Act (NI) 2001, which allows support for the training of persons employed in the HPSS in Northern Ireland or an approved voluntary organisation.

Funding to meet the approved elements of voluntary organisations' plans to increase the qualification baseline in their social services workforce will continue to be made available. This will be subject to plans being realistically achievable and within constraints imposed by OSS's budget.

**Funding to support the PSS Training and Development Strategy implementation is intended as additional to the investment in training each voluntary organisation should be providing for its staff from its own resources.**

## **2. Achievement of Relevant Qualifications**

The policy remains that financial support will be targeted on the achievement of nationally accredited social work and social care qualifications. Qualifications eligible for funding support are detailed on **PSST K**.

The phased introduction of qualification or part qualification achievements associated with continuing registration with NISCC as set out in the PSS Training and Development Strategy 2006 – 2016 will inform the priorities for funding in the future.

## **3. Social Care Workers - National Vocational Qualifications**

There will be a phased introduction of qualification or part qualification achievements associated with continuing registration with NISCC which will be introduced over time for those on the social care part of the Register.

While this requirement is unlikely to be mandatory for some time, priority for funding will be given to social care staff in posts that are targeted for registration with the NISCC as part of the roll-out of registration.

The current priority groups for registration are:

- **social care staff in adult residential care;**
- **domiciliary care managers and**
- **domiciliary care workers.**

For further information on roll-out of registration visit the NISCC website – [www.niscc.info](http://www.niscc.info)

**Note:** applications for funding for other categories of social care staff will continue to be considered.

## **4. Registered Social Workers - Northern Ireland Post Qualifying Education and Training Framework**

The new Northern Ireland Post Qualifying Education and Training Framework (NI PQ Framework) has been in place since 1 April 2007. The NI PQ Framework is designed to meet the development needs of professional social workers at all levels within organisations and throughout all stages of their career, including senior management.

Circular HSS (OSS) Training 4/2006 (**PSST L**) was issued in August 2006 advising employers of the new arrangements. All employers with staff undertaking PQ or Advanced Awards under the current framework are asked to ensure that appropriate action plans are developed and implemented to allow timely completion of activity under the current framework.

**From 1 April 2007, all new registrations will be for the new NI PQ Framework.**

For further advice and information regarding the new NI PQ Framework please contact:

NI PQ Partnership  
Phone: (028) 9046 1495;  
Email: [info@nipqetp.com](mailto:info@nipqetp.com);  
Website: [www.nipqetp.com](http://www.nipqetp.com)

or

Ciaran Traynor  
Voluntary Sector PQ adviser  
Phone: (028) 9084 0555  
Email [ciarain.traynor@extern.org](mailto:ciarain.traynor@extern.org)

#### **4a. *Transition arrangements***

##### *PQI Policy*

Although the social work degree is now fully operational, there will still be a small number of new DipSW holders entering the workforce in 2008. It is important that these new DipSW recruits, immediately on employment as a social worker, are enrolled for PQ1 as required under Circular SSI (Training) 1/2002 (**PSST M**). The PQ Partnership will be making arrangements to maintain access to enrolment for PQ1 throughout 2008 and, in order to allow time for completion, access to assessment during 2009/2010.

Newly DipSW qualified social workers who meet the policy criteria as set out in Circular 1/2002, will be eligible for agreed funding support in 2008. Details of relevant DipSW qualified social workers, including their date of qualification, should be submitted as part of the application for funding support 2008/09.

##### *Completion of Post Qualifying Awards*

It is important for any staff within the voluntary sector undertaking PQ Awards under current arrangements to complete these as soon as possible. Such awards will continue to be recognised by employers and NISCC although they will not be eligible for credits under the new NI PQ framework.

**Organisations should report on progress and completion of awards for all PQ candidates who received funding through this scheme in 2007/08 in their 2008/09 monitoring reports.**

##### *Completion of Advanced Awards*

Any staff within the voluntary sector undertaking Advanced Awards under current arrangements should complete these as soon as possible. Advanced Awards will be eligible for credits under the new NI PQ framework.

**Organisations should report on progress and completion of awards for all Advanced level candidates who received funding through this scheme in 2007/08 in their 2008/09 monitoring reports.**

Work is ongoing to adapt accredited PQ programmes under the new NI PQ framework to ensure a smooth transition from the current to the new arrangements.

**4b. *Registered Social Workers – Accredited PQ Taught Programme***

There will be a phased introduction of qualification or part qualification achievements associated with continuing registration with NISCC which will be introduced over time for those on the social work part of the Register. The NI PQ Framework will support social workers at all levels in maintaining and developing their competence linked to their registration status with NISCC.

Registered social workers will be considered for funding of agreed accredited PQ taught programmes which have been adapted to the new NI PQ Framework.

**Note:** all applications for funding of accredited PQ programmes may not be successful due to constraints of budget (see section 11 below).

**5. Leadership and management**

Effective leadership and management are essential to safe and effective services. This requires high levels of skill in management techniques and in supervising staff in their day to day practice. Priority will be given to bids for:

- NVQ management qualifications;
- PQ accredited management courses; and
- Supervision and appraisal training for newly appointed social services team leaders and line managers.

**6. Supporting recruitment to the social work profession**

Voluntary sector organisations delivering social work services and employing social workers participate in the broader support arrangements provided by the DHSSPS to support recruitment to the social work profession. These supports include:

- the Regional Social Work Degree Trainee Scheme (Jo Marley, Bryson House);
- support for practice teachers (commissioned by NISCC); and
- funding support for practice learning through Student Units and individual voluntary organisations (commissioned by NISCC).

Organisations **should not apply** for these supports as part of this scheme. For further information regarding any of the above please contact the identified organisation.

7. **Children Order Training**

Please note that voluntary organisations can access, free of charge, the Children Order Training Programme commissioned by OSS from Children in NI for the voluntary sector.

8. **Application Procedures 2008/09**

**Applications for 2008/09 must be submitted to OSS not later than Friday, 11 April 2008. It is important that final reports on activity and expenditure for 2007/08 are included by this date otherwise we cannot consider any bid for new funding. PLEASE NOTE THAT NO BID RECEIVED AFTER 11 APRIL 2008 WILL BE CONSIDERED FOR THE FINANCIAL YEAR 2008/09.**

9. **Forms To Be Completed**

This information pack contains guidance and forms to be used for application for funding and monitoring of expenditure and activity. These forms **must** be used by organisations applying for funding support.

Dates for submission of application forms and interim and final reports are specified in **Form PSST N**. Failure to submit applications or final reports on time will render an application for new funding ineligible. Timely submission of the interim report is particularly important where a variation in your original plan is identified and an under or potential over spend is anticipated. See section 15 below.

Forms and guidance contained in this pack are also available on the website.

10. **Categories of activity that are not eligible for funding**

Applications for funding will **not be accepted** for:

- Non-employees;
- Employees not directly delivering social services;
- Any training embarked on which has not received prior approval;
- Staff holding professional qualifications other than recognised social work qualifications (e.g. nurses in management positions).

## 11. **Funding Limits**

The budget to support training throughout the Personal Social Services is limited. It may not be possible therefore to fund the totality of your plan, even where your application reflects the key priorities identified above. Funding by OSS is in addition to your organisation's investment in the development and training of your staff. OSS funding is designed to assist in accelerating progress against your organisation's training plans. Your organisation's plan to support staff to achieve qualifications or part-qualifications must not therefore be solely dependent on PSS Training Strategy funding.

## 12. **The 50% Rule**

The organisation's application for funding must not normally exceed 50% of the organisation's own planned investment in staff training. (For example if the organisation's training budget is £5,000, the application for funding support should not exceed £2,500). 50% of an organisation's planned investment in staff training will be the maximum amount that may be approved by OSS, however 50% is not an automatic entitlement. Larger organisations with established staff development and training arrangements and considerable investment in staff training are unlikely to be approved for 50% of their own investment given that this would represent a significant proportion of the overall budget available to support the implementation of the PSS Training Strategy in the voluntary sector. Larger organisations can also benefit from economies of scale not available to smaller organisations.

**Note:** where a voluntary organisation is particularly small, their application will be considered on its own merits and the 50% rule may be waived.

## 13. **Assessment of Applications for Funding Support from OSS**

The process for assessment of applications as outlined below follows required procedures as established within DHSSPS. The following steps are taken:

- (i) Preliminary screening of applications to ensure all necessary information has been provided and applications are eligible for funding.
- (ii) Initial assessment - applications are assessed against the following criteria:-
  - the 50% rule;
  - evidence of planned and managed training strategy;
  - priority areas for training;
  - feasibility of plans in respect of capacity of organisation to release and/or support identified number of staff through development and training.

Initial assessment is carried out by two officers, one of whom will be a Social Services Officer. Outcomes of initial assessment are presented to the assessment panel.

(iii) Assessment Panel

An assessment panel will consider all applications, taking into consideration outcomes of initial assessment, overall budget and principles of fairness and transparency. The assessment panel will include:

- a policy expert;
- a representative of the Finance Directorate;
- a person independent of the policy area.

(iv) Letter of notification

Following the decision by the assessment panel, a letter of offer will be forwarded to successful applicants detailing funding to be allocated against activity and associated terms and conditions. Unsuccessful applicants will receive a letter explaining the reasons for rejection.

The current practice of performance and financial monitoring of organisations in receipt of OSS grants will remain in place.

Information regarding guidance on management and administration of grant making to voluntary and community organisations is contained within Guidance Note 4 (GN4) of the DHSSPS Grants Manual. This information is available on request.

**14. Release of Approved Funding**

Funding is released for approved activity in two instalments. The first instalment is released on receipt of your written acceptance of the funding offer and associated terms and conditions which are sent with the letter of offer.

The second instalment is released on receipt of a satisfactory interim report which accounts for the first 6 months expenditure and activity.

**15. Notification of variation in activity or spend**

OSS should be advised of any actual or anticipated under or overspend as soon as this is identified, but **no later than 31 January 2009**.

Any proposed variation in the approved and funded plan must be submitted to OSS in writing using form **PSST J**. Only when you have received written approval for the proposed variation may this proceed. These requests may be submitted by email in order to speed up the process and minimise disruption in the implementation of your training plans.

The timely reporting of variations, including the timely submission of the interim report, will allow for a redistribution of funding where appropriate. All organisations are invited to identify any additional activity at the interim report stage for consideration.

**16. Arrangements for Submission of Applications and Reports**

Completed application forms and interim and final reports should be sent to OSS. They can be submitted by post and by email. The postal address is:

Mr Danny McCann, OSS Administration Office, C4.22, Castle Buildings, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3SQ.  
The email address is [danny.mccann@dhsspsni.gov.uk](mailto:danny.mccann@dhsspsni.gov.uk)

If you have any queries regarding the information in this pack please contact a member of the administration team in the first instance (telephone 028 90520517).

Yours sincerely

**CHRISTINE SMYTH**  
**Office of Social Services**

**PSS DEVELOPMENT AND TRAINING  
STRATEGY 2006 - 2016**

**SECTION 2**

**APPLICATION FORMS**

**Circular HSS (OSS Training) 1/2008 PSST A**

**PSS DEVELOPMENT & TRAINING STRATEGY 2006 - 2016**

**APPLICATION FOR FINANCIAL ASSISTANCE FOR THE YEAR 2008/09**

Name of Organisation:	
Name of Chief Executive:	
Contact Person:	
Job Title:	
Address: (inc postcode)	
Telephone No:	
Fax No:	
E-mail:	

I declare that, to the best of my belief, all the information given in this application to the Office of Social Services (OSS) for financial assistance under the Personal Social Services Development and Training Strategy is complete and accurate. I will supply any additional information requested by OSS. Additionally I will undertake as soon as reasonably possible to inform the OSS of any events such as change of circumstances or incidents which have caused, or are likely to cause, a loss or misuse of grant aid. In any event, I shall without delay take all reasonable and proper measures to mitigate the loss of the grant aid and to recover same.

I also declare that the organisation has neither applied for nor received funding for the same purpose as that outlined in this application. I understand that the submission of false information may lead to legal action.

\* Signature: \_\_\_\_\_  
of Chief Executive

Date: \_\_\_\_\_

Name: (Block Letters) \_\_\_\_\_\*  
of Chief Executive

\* Please note the Chief Executive of the organisation must complete this authorisation. Without this, the application cannot be processed.

**PERSONAL SOCIAL SERVICES TRAINING STRATEGY – 2006 - 2016**

**WORKFORCE & QUALIFICATION PROFILE**

**1. PSS Workforce Profile**

- a. Number of social work/social care staff employed in direct service delivery
- b. Number of domiciliary care staff
- c. Number of staff managing delivery of social work/social care staff

**2. Qualification Profile – Social Care**

- a. Number of social care staff for whom a care related NVQ is an appropriate qualification
- b. Number of social care staff holding a care related NVQ award

**3. Qualification Profile – Social Work**

- a. Number (if any) of regional social work degree trainees
- b. Number of registered social workers
- c. Number of staff with a PQ Award
- d. Number of staff with an Advanced Award

**4. Qualification Profile - Managers**

(for staff managing delivery of social work or social care)

- a. Number of staff holding management qualifications

## Circular HSS (OSS Training) 1/2008 PSST C

### PSS DEVELOPMENT AND TRAINING STRATEGY 2006 - 2016

#### SUMMARY OF QUALIFICATION TARGETS 2008/09

Please identify the target number of new registrations the organisation intends to support out of its own resources.

#### 1. National Vocational Qualifications

#### Target Nos

- (a) Total number of social care staff the organisation plans to register for a care related NVQ in 2008/09

- (b) Number of social care staff in **adult residential care** the organisation plans to register for a care related NVQ in 2008/09

- (c) Number of **domiciliary care managers** the organisation plans to register for a care related NVQ in 2008/09

#### 2. Post Qualifying Awards

- (a) Number of **new Dip SW recruits** the organisation plans to register for PQ1

- (b) Number of **registered social workers** the organisation plans to register with the NIPQETP

- (c) Number of **registered social workers** the organisation plans to support on **PQ taught programmes** (excluding PQ accredited management course)

#### 3. Management Awards

- (a) Total number of staff the organisation plans to register for an **NVQ Management Qualification**

- (b) Total number of registered social workers the organisation plans to support on **PQ accredited management course**

**Circular HSS (OSS Training) 1/2008 PSST D**

**PSS DEVELOPMENT & TRAINING STRATEGY 2006 - 2016**

**SUMMARY OF PROJECTED EXPENDITURE ON TRAINING FROM ORGANISATION'S OWN RESOURCES<sup>1</sup> 2008/09**

1.	National Vocational Qualifications	£
2.	Post-Qualifying Awards	£
3.	Management Awards	£
4.	Training Activities – Adult Services <sup>2</sup>	£
5.	Training Activities – Children's Services <sup>2</sup>	£
6.	Cost of employing staff to manage and provide training	£
7.	Equipment, books, materials, etc for training	£
<b>TOTAL</b>		£
Total projected expenditure for the organisation <sup>3</sup>		£

**Comment:**

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<sup>1</sup> This form should only contain information on the organisation's planned training activity which is funded from the organisation's own resources. It should **NOT** contain any of the funding being bid for in 2008/09.

<sup>2</sup> Expenditure on in-service training, short courses and conferences.

<sup>3</sup> Total budget of the organisation in Northern Ireland – not just training budget.

**Circular HSS (OSS Training) 1/2008 PSST E**

**SUMMARY OF FINANCIAL ASSISTANCE SOUGHT FROM OSS**

<b>AWARD</b>	<b>Insert No of Candidates</b>	<b>Unit Cost</b>	<b>TOTAL AMOUNT</b>	<b>Insert the name of Awarding Body/Assessment Centre for NVQ Awards.  Insert name of PQ taught programme</b>
NVQ Level 2 (Care)		£1800		
NVQ Level 3 (Care)		£2080		
NVQ Level 4 (Care)		£2080		
A1 (Assessors)		£615		
V1 (Verifiers)		£615		
PQ1		£1500		
PQ (portfolio)				
PQ (Taught Programme)				
Diploma in HSS Management (PQ)		£110		
NVQ4 Management		£2080		

**Please provide details of PQ Taught Programme**

## Circular HSS (OSS Training) 1/2008 PSST F

### PSS DEVELOPMENT & TRAINING STRATEGY 2006 – 2016

### GUIDANCE FOR COMPLETION OF APPLICATION FORMS

#### **PSST A: Organisation Declaration**

Must be signed by the Chief Executive.

#### **PSST B: PSS Workforce & Qualification Profile**

Provide numbers of staff for categories identified.

Provide numbers of staff with full awards/qualifications for categories identified.

#### **PSST C: Qualification Targets**

Number of staff the organisations intends to register for qualifications out of its own resources.

#### **PSST D: Training Budget**

Details of the organisation's annual training budget.

#### **PSST E: Financial Assistance**

Details of additional number of staff and financial support the organisation is applying for from OSS. Funding will be considered for new candidates only, who will be registered on or after 1 April 2008.

**No of Candidates:** - insert additional number of staff organisation will register for NVQ/PQ/Management Awards on or after 1 April 2008 if funding support is made available from OSS.

**Unit Cost** - insert Unit Costs, where known, for PQ registrations/awards.

**Total Amount** - multiply number of candidates with Unit Cost and insert total amount of funding sought for each award.

**Name of Awarding Body** Insert details as requested.  
**Assessment Centre/PQ**  
**taught programme**

# **PSS DEVELOPMENT AND TRAINING STRATEGY 2006 - 2016**

## **SECTION 3**

### **MONITORING and ACCOUNTABILITY**

## Circular HSS (OSS Training) 1/2008 PSST G

### REPORTING REQUIREMENTS – ACCOUNTING FOR SPEND AND ACTIVITY

1. Organisations are required to account for actual spend and activity at mid-year and end of year (see **PSST N** for submission dates). Proformas are provided to assist with the reporting requirements on:
  - (a) expenditure (**PSST H**); and
  - (b) candidate details and progress (**PSST I**)

#### 2. **Reporting on Spend**

Using form **PSST H** please report on spend linked back to the original agreement which details the funding allocation as follows:

##### (a) **Interim Report**

Organisations are reminded that in giving accountability of spend they should link back to the original letter which detailed the funding allocation and in doing so they must observe the following:

record what their **actual amount** of spend is, as at the 30 September 2008, from the initial OSS allocation received;

this must be broken down and shown clearly against the OSS allocated amounts for the specified number of candidates within each category/group as set out in the original agreement letter to which they were signatory;

likewise each organisation must set out their estimated spend for the remainder of the year (up to 31 March 2009) in respect of the specified numbers within each category as set out in the original agreement letter.

Failure to observe the above results in delays and further payments cannot be advanced until actual amounts spent at Interim Report stage and estimated spend at 31 March 2009 within the agreed allocations have been clearly identified.

##### (b) **Final Report**

Organisations must submit a final report on actual spend at the end of the financial year.

##### (c) **Identification of Underspend**

Please identify any underspend. It is essential that any actual or potential underspend is reported at the earliest opportunity and, in any case, in the Interim Report. In the second half of the financial year the latest date, by which any projected underspend is to be notified to OSS, is **31 January 2009**.

(d) **Verification of Expenditure**

Proof of actual expenditure on all activities, e.g. receipts, must be retained. In order to comply with audit requirements OSS will sample these and in the light of such a sampling exercise may require all receipts of other evidence of training activities to be examined. In order to comply with audit requirements OSS, jointly with the DHSSPS Verification Team, may visit organisations.

Please note that this may include evidence of the full training programme offered by an organisation (i.e. including all training funded by the organisation itself as declared to OSS in the original application).

3. **Reporting on Activity**

Using form **PSST I** please report on activity linked back to the original agreement which details agreed activity. The following information should be provided.

(a) **NVQ:**

- (i) names of candidates;
- (ii) registration details including date and registration number;
- (iii) registration status with NISCC;
- (iv) dates of achievement or expected date of achievement.

(b) **Post Qualifying Awards:** please report on each candidate registered for a post-qualifying award, providing information on numbers, course name and institution\* or qualification as appropriate. In respect of PQ1, please supply name, date of social work qualification, date of commencement of employment for each candidate and date of achievement of PQ1 award.

(c) **Management & Leadership:**

- (i) names of candidates;
- (ii) registration details including date and registration number;
- (iii) registration status with NISCC;
- (iv) dates of achievement or expected date of achievement.

4. Organisations are invited to identify any issues related to spend and/or progress against planned activity at the interim and final reporting stage. This additional information can be appended to the monitoring report proformas provided.

**PSS DEVELOPMENT & TRAINING STRATEGY 2006 - 2016****FINANCIAL MONITORING PROFORMA 2008/09**

<b>AWARD</b>	<b>Training Support Allocation</b>	<b>Actual Spend to 30.9.08</b>	<b>Anticipated Spend 1.10.08 – 31.3.09</b>	<b>Total Actual Spend 31.3.09</b>	<b>Comment on either under or overspend</b>
NVQ Level 2					
NVQ Level 3					
NVQ Level 4					
A1 (Assessors)					
V1 (Verifiers)					
PQ					
Management					

**PSS DEVELOPMENT & TRAINING STRATEGY 2006 - 2016**

**CANDIDATE INFORMATION TRACKING 2008/09 (NVQ Care Awards)**

<b>AWARD</b>	<b>Name of Candidate</b>	<b>Registration Date &amp; Number</b>	<b>Registration status with NISCC</b>  <b>R/NR<sup>4</sup></b>	<b>Expected date of award achievement</b>
NVQ Level 2 (Care Awards)				
NVQ Level 3 (Care Awards)				
NVQ Level 4 (Care Awards)				

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<sup>4</sup> **R** = registered. **NR** = not registered.

**PSS DEVELOPMENT & TRAINING STRATEGY 2006 - 2016**

**CANDIDATE INFORMATION TRACKING 2008/09 (Assessor, Verifier & NVQ Management Awards)**

<b>AWARD</b>	<b>Name of Candidate</b>	<b>Registration Date &amp; Number</b>	<b>Registration status with NISCC</b>  <b>R/NR<sup>5</sup></b>	<b>Expected date of award achievement</b>
A1 (Assessors)				
V1 (Verifiers)				
NVQ Management Award				

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<sup>5</sup> **R** = registered. **NR** = not registered.

**PSS DEVELOPMENT & TRAINING STRATEGY 2006 – 2016**

**CANDIDATE INFORMATION TRACKING 2008/09 (PQ1 & PQ Portfolio)**

Activity	Name of Candidate	PQ Registration Date	DipSW Qualification Date	Date appointed to post
PQ1				

Activity	Name of Candidate	PQ Registration Date	Commencement Date	Expected date of completion
PQ (Portfolio Route)				

**Circular HSS (OSS Training) 1/2008 PSST I**

**CANDIDATE INFORMATION TRACKING 2008/09 (PQ Awards)**

<b>Activity</b>	<b>Name of Candidate</b>	<b>PQ Registration Date</b>	<b>Name of Programme</b>	<b>Expected Date of Completion</b>
PQ Taught Programme				

<b>Activity</b>	<b>Name of Candidate</b>	<b>PQ Registration Date</b>	<b>Expected Date of Completion</b>
Diploma in HSS Management (PQ Management)			

**PSS DEVELOPMENT & TRAINING STRATEGY 2006 - 2016****APPLICATION FOR REDIRECTION OF FUNDING**

<b>AWARD</b>	<b>Original Allocation Insert No of Candidates</b>	<b>Unit Cost</b>	<b>Total Amount</b>	<b>Requested Revised Award</b>	<b>Unit Cost</b>	<b>Revised Total</b>	<b>Justification</b>
NVQ Level 2 (Care Awards)							
NVQ Level 3 (Care Awards)							
NVQ Level 4 (Care Awards)							
A1 (Assessors)							
V1 (Verifiers)							
PQ1							
PQ (portfolio)							
PQ (Taught Programme)							
Diploma in HSS Man (PQ)							
NVQ4 Management							

# **PSS DEVELOPMENT AND TRAINING STRATEGY 2006 - 2016**

## **SECTION 4**

### **SUPPORTING INFORMATION**

**PSS DEVELOPMENT AND TRAINING STRATEGY 2006 - 2016**

**Financial Support** will be given to the attainment of the following qualifications:

(1)	<b>NVQ</b>	(a)	Level 2	£1,800
		(b)	Level 3	£2,080
		(c)	Level 4	£2,080
		(d)	A.1	£615
		(e)	V.1	£615

**Where an agency uses its own staff as assessors/verifiers evidence will be required of the numbers of candidates involved for every assessor/verifier. Registration must be with an approved assessment centre and the awarding body must be named in the application.**

(2)	<b>Post Qualifying Awards</b>	(a)	PQ1- (Circular SSI (Training) 1/2002)	£1,500
		(b)	PQ registration fees	£220
		(c)	PQ (Portfolio Route)	£220
		(d)	PQ taught programmes	Fees only*

Employers may seek reimbursement of the PQ Partnership registration fees for candidates on portfolio routes. \*Unit Costs for Childcare Award, Approved Social Worker and Research Methods Programmes will remain the same for 2008/09. Fees for other PQ accredited programmes are eligible for funding by OSS. Unit costs for new PQ programmes are being reviewed. Employers are advised to contact the PQ Partnership and/or PQ programme providers for information regarding fees for PQ taught programmes. Evidence of registration on the taught course must be provided as part of the accountability reporting.

(3)	<b>Management Awards</b>	(a)	NVQ Level 4	£2,080
		(b)	Diploma in HSS Management (PQ)	£110

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\*Name programme and institution the students will attend.

## **Circular HSS (OSS Training) 1/2008 PSST L**

*From the Chief Inspector, Social Services Inspectorate*  
Mr Paul Martin

Castle Buildings  
Stormont Estate  
BELFAST BT4 3SQ

Chief Executives, HSS Boards  
Chief Executives, Trusts  
**Directors of Social Services, HSS Boards**  
**Chief Executive, NISCC**  
**Chair, NIPQETP**

Tel: (028) 9052 0561  
Fax: (028) 9052 0574  
Email: paul.martin@dhsspsni.gov.uk

Your Ref:  
Our Ref:  
Date: 24 August 2006

**For information to:**

**Circular: HSS (SSI) Training 4/2006**

**Directors of Social Work, HSS Trusts**  
**Assistant Directors of Social Services (Training)**  
**Chair: ACOVO**  
**Chair: VOF**  
Chief Executive: NICVA  
Chair: CINI  
Chief Executive: Youth Justice Agency  
Chief Executive: Skills for Justice  
Chief Executive: Skills for Care and Development  
Criminal Justice Services Division, NIO (Mr Gryzmek)  
Pupil Support Unit, Department of Education (Ms Potter)  
Deputy Secretary: Department for Employment and Learning (Ms Bell)  
Chief Executive: Education and Library Boards  
Queen's University Belfast  
Head of School of Social Work: University of Ulster  
Open University (Ms Evans)  
Directors: Further & Higher Education Institutions  
Chair: BASW  
General Secretary: NIPSA  
General Secretary: Unison

Dear Colleague

### **REFORM OF PROFESSIONAL SOCIAL WORK TRAINING:**

#### **NORTHERN IRELAND PQ FRAMEWORK; IMPLEMENTATION 2007**

In June this year, I confirmed the Department's endorsement of the new NI PQ Framework, which has also been approved by the Northern Ireland Social Care Council.

At the PQ Awards Ceremony on 13 June, I asked NISCC and the PQ Partnership to take forward work to allow implementation of the new PQ Framework from 1 April 2007. This

will include NISCC assuming responsibility for making awards when GSCC ceases to do this on our behalf.

Post qualifying education and training is essential to ensure the quality and safety of social work practice. The new framework should, over time, secure a much wider range of accredited education and training opportunities tailored to match service developments and meet the needs of social work practitioners and management at all levels.

There is still some work to be done to allow implementation from 1 April 2007 and I have allocated development funding to the partners in this work, directly to HSS Boards and, through NISCC, to the other partners. The level of development funding will be made available for one further and final year (2007/08). This is to support effective implementation. I anticipate development work continuing throughout the life of this Framework but at a slower pace than is needed for implementation purposes.

### **ACTION FOR EMPLOYERS AND PQ CANDIDATES**

Given the importance of post qualifying development for social workers' practice and the quality of service, it is essential to ensure an orderly and smooth transition without hiatus from the current framework to the new. I would therefore ask that employers and social workers ensure they are fully informed (by contacting NISCC or the PQ partnership) about the detailed timetable for phasing out the direct awards and implementing the new. Added to that, employers and candidates should ensure each candidate has an action plan for completing awards from the current Framework within the timescale. These awards as well as enhancing professional competence, will continue to be recognised throughout a social worker's career and of course will also contribute toward continuing registration with NISCC. So I would also urge that enrolments with the PQ Partnership under the current Framework continue this year.

### **PQ1 Policy**

Although the social work degree is now fully operational, there will still be new DipSW holders entering the workforce this year and next. It is important that these new recruits, immediately on employment as a social worker, are enrolled for PQ1 as required under Circular SSI (Training) 1/2002. The PQ Partnership will be making arrangements to maintain access to enrolment for PQ1 next year and, in order to allow time for completion, access to assessment during 2008/2009.

I would now ask all employers to ensure that appropriate action plans are developed and implemented to allow timely completion of activity under the current Framework and to ensure a smooth beginning to the new NI PQ Framework from 1 April 2007.

Yours sincerely



**PAUL MARTIN**

Chief Inspector

## **Circular HSS (OSS Training) 1/2008 PSST M**

Social Services Inspectorate

*Room C3.3*

Castle Buildings

Stormont Estate

Belfast. BT4 3SQ

### **Circular: SSI (Training) 1/2002**

The Chief Executive of each Board  
The Chief Executive of each Trust  
The Chief Executive of GAL Agency

For Information:

Directors of Social Work,  
Directors of Human Resources, and  
Directors of Finance of each body

*For Information to:*

*NISCC: Chief Executive*

11 December 2002

Dear Colleague

### **REFORM OF PROFESSIONAL SOCIAL WORK TRAINING: IMPLEMENTATION OF PQI POLICY 2003**

#### **Summary**

This circular provides guidance for HPSS employers on part of the reform of professional social work training: namely implementation of the policy on the first part of post qualifying training (PQ1) for newly qualified social workers.

#### **Background**

1. Part of the reform of social work training is the need to secure improvements as soon as possible for the support and development opportunities afforded newly qualified social workers on first entering employment in a social work post. The Chief Inspector's letter, dated February 2002, informed Boards and Trusts as well as other key interests of these intentions. The contents of this circular have been informed by the intervening consultation and discussion with all key interests.

## **Policy Statement**

2. All newly qualified social workers on entering employment or returning from secondment to Health & Social Services (HSS) Trusts shall be registered for PQI by their employers and supported to achieve this level within 2 years of taking up employment.
3. Both employers and employees will have responsibilities if the scheme is to achieve its full potential. Both will have regard to the Codes of Practice for employers and employees as issued by The Northern Ireland Social Care Council (NISCC).
4. The Policy will apply to all newly qualified social workers who enter or return from secondment to employment in social work posts (on temporary or permanent contracts) in HSS Trusts.
5. This circular assumes that line management support and supervision arrangements commensurate with the needs of a newly qualified worker will be in place.
6. Registration means registration with the Northern Ireland Post Qualifying Education & Training (NIPQET) Partnership. Registration with the NIPQET Partnership for post qualifying development does not replace registration with the NISCC on its register of social care employees.

## **Employer (of newly qualified social work) responsibilities**

7. Employers will be responsible for:
  - agreeing on an individual learning plan with the newly qualified social worker as he/she begins or returns to employment, incorporating the main points below and in 8. This learning plan will accompany the employee until PQ1 is completed. See also below Para 11 **Implementation and Monitoring**. The registration of the employee with the NIPQET Partnership should take place as soon as possible after employment begins as a qualified social worker;
  - paying the PQ registration fee to NIPQET Partnership;
  - **providing release from work for 15 days (including time to attend taught inputs);**
  - **arranging appropriate support to facilitate achievement of PQ1 within 2 years;**
  - ensuring access to assessment as required.

## **Employee (newly qualified social workers) responsibilities**

8. Employees will be responsible for:
  - agreeing the learning plan with the employer and ensuring the learning contract accompanies the employee if changes of post or employer occur before PQ1 is achieved (so long as the employee remains in a social work post);

- facilitating registration with the NIPQET Partnership to take place as soon as possible after beginning or returning from secondment to employment;
- engaging in both practice and taught elements of PQ1 using 15 days release from work;
- using support arrangements, including line supervision;
- submitting for assessment of competence at PQ1 within 2 years of employment as a

## **Funding**

9. It is an employer's responsibility to provide access to appropriate development opportunities for staff. In the case of social services these responsibilities are addressed in the context of the Regional PSS Training Strategy. PSS training is commissioned by H&SS Boards as agreed with the Department (ref circular letter "PSS Training Strategy: Securing the Objectives" 27 July 1995). The same commissioning arrangements will be used to ensure the implementation of this policy. Boards will, therefore, wish to include in their annual PSS training submission to the Department the actual registrations for PQ1 for all newly qualified social workers on employment in the HSS Trusts in each Board's area.
10. Consideration has been given to the elements identified at Para 7 above and there will be an agreed unit cost as a contribution to cover those elements, including the registration fee with the NIPQET Partnership.

## **Implementation and Monitoring**

11. Employers will need to ensure a system is in place to monitor achievement of PQ1. The monitoring system should be discussed by employers with the NIPQET Partnership. It is essential that the system for tracking achievement can be applied regionally.
12. Employers will also need to consider issues of non-achievement by individual social workers. These will include consideration of the level and quality of support which has been provided to those individuals. .
13. It will be essential that in the interests of equity the same arrangements apply regionally and these must be in place to allow full implementation of this policy from 1 April 2003.
14. The Department will monitor implementation of this Policy through its current arrangements for monitoring provision of PSS Training. (Reference: Chief Inspectors Circular letter 27 July 1995: PSS Training Strategy: Securing the objectives)

## **Enquires**

15. All enquires on the contents of the Circular should be directed to the PSS Training Inspector, Social Services Inspectorate, Room C3.3, Castle Buildings, Stormont Estate, Belfast. BT4 3SQ. Telephone No. 028 90 520703. E-mail [eleanor.simpson@dhsspsni.gov.uk](mailto:eleanor.simpson@dhsspsni.gov.uk)

Yours sincerely

**PAUL MARTIN**  
**Chief Inspector**

cc CMO  
CNO  
CDO  
CPO  
CSSI  
Mr Paul Simpson  
Mr Don Hill  
Mr John McGrath  
Mr Leslie Frew  
Mr David Bingham  
Inspectors

## **Circular HSS (OSS Training) 1/2008 PSST N**

### **PSS DEVELOPMENT & TRAINING STRATEGY 2006 – 2016**

#### **TIMESCALE FOR SUBMISSION OF APPLICATIONS AND MONITORING REPORTS**

There is an annual cycle for making training support applications to the Office of Social Services (OSS) for financial assistance and for reaching decisions on payment of agreed funding. In 2008/09 the OSS will require the following timetable to be observed:

- 11 April 2008** Applications must be submitted to OSS with all forms completed and if training support funding has been given during the previous financial year the Final Report on activity and spend for that year under TSP must also be submitted otherwise we cannot consider any bid for new funding.
- 10 October 2008** Will be the latest date for OSS to receive Interim Reports on activity and spend to 30 September together with a review of requirements to 31 March of that financial year.
- Failure to observe the above results in delays and further payments cannot be advanced until actual amounts at Interim Report stage and estimated spend to 31 March 2009 have been clearly identified.
- Actual or estimated under or overspend should be identified at this stage.
- Please note failure to meet the Interim Report date may render you liable to return funding already allocated and no further funding being released during the financial year.
- 31 January 2009** Identification of any actual or potential underspend.
- 10 April 2009** Final accountability report submitted to OSS.