

AGENDA FOR CHANGE

INFORMATION GATHERING EXERCISE

UNQUALIFIED RESIDENTIAL CHILDCARE SOCIAL WORKERS CURRENTLY EMPLOYED BY HPSS

[A separate form should be completed for each employee].

*Questionnaire to be completed by the Director of Social Services,
signed by the jobholder and returned to the Department on or before the
19 October 2004.*

(Some input may be required from Human Resource Departments.)

The purpose of this questionnaire is to:

- accurately establish a base line of information in relation to unqualified residential childcare social workers***
- identify numbers who may wish to progress to qualified social worker status***
- identify most appropriate method of professional training based on existing qualifications and experience***

Trust/Employer	
Location	
Employee Name	

Date of Appointment			
Date of Birth			
Current Pay Scale			
Current Job Title			
Essential job criteria (If any)			
Employee Status (Tick as appropriate)	Permanent	Temporary	Bank
			Perm
Job Pattern (Tick as appropriate)	Full Time	Part Time (hours per week)	Job Share (pattern)
Normal Shift Pattern/ Unsocial Hours			
Brief description of main duties & responsibilities			

<p>Educational History</p> <p>GCSE/O Level or equivalent (list subjects & Grades A – C)</p>	
<p>A Level (List subjects all grades)</p>	
<p>Further Education Eg NVQ/BTEC (List courses and achievement level)</p>	
<p>Higher Education eg Diploma/Degree (Please list course)</p>	
<p>Current study (Provide details of any courses currently being undertaken)</p>	

Are you willing to take on further study (Tick as appropriate)	YES		
	NO		
Transport (Tick as appropriate)	Essential User	Casual User	Car Loan Scheme

Form completed by	
Position	
Date	
Employee signature	
Date	

PLEASE RETURN COMPLETED QUESTIONNAIRE ON OR BEFORE 19 OCTOBER 2004 TO Catherine Donnelly, DHSSPS, Pay & Employment Unit, Room D1.3, Castle Buildings, Stormont, BT4 3SQ