

Social Services Inspectorate  
Castle Buildings  
Upper Newtownards Road  
**BELFAST**  
**BT4 3SQ**

Tel: (028) 90 520703  
Fax: (028) 90 528159  
E-Mail: Dorothy.vance@dhsspsni.gov.uk  
Website: [www.dhsspsni.gov.uk/hpss/ssi](http://www.dhsspsni.gov.uk/hpss/ssi)

To: Voluntary Organisations  
providing Social Services

Circular HSS (SSI Training) 1/2006

9 March 2006

Dear Colleague

**PERSONAL SOCIAL SERVICES TRAINING STRATEGY – TRAINING SUPPORT  
IN THE VOLUNTARY SOCIAL SERVICES SECTOR 2006/2007**

1. **Introduction and Authority for Funding**

I am outlining in this letter the key aims of training support for the coming financial year, which are linked specifically to approved qualification targets (ref PSS Training Strategy). SSI administers the training support programme 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, which allows support for the training of persons employed in the Health and Personal Social Services in Northern Ireland or an approved voluntary organisation.

Funding to meet the approved elements of agencies' plans to achieve more qualifications in their workforce will continue to be made available. This however will be subject to plans being realistically achievable and within constraints imposed by SSI's budget.

**Please note that training support funds from SSI are intended as additional to the training each voluntary organisation should be providing for its staff from its own resources.**

2. **Achievement of Relevant Qualifications**

The policy remains that training support will be targeted on the achievement of social work and social care qualifications, principally NVQs, and post qualifying and advanced social work awards and the Regional Social Work Degree Trainee scheme. Where appropriate, training support will be provided for any existing DipSW student who has been unable to complete their professional training within the normal programme timescale and who has been approved by the programme's assessment board to repeat work. Details should be provided of the outstanding work to be completed and the timescale for completion. .

3. (i) **PQ1 Policy**

PQ1 implementation is progressing well. Employers are invited to include information on relevant new social work employees as part of their bid for training support for 2006/07 (see Circular SSI (Training) 1/2002).

(ii) **Post Qualifying Training and Awards**

Attention is drawn to Form TSP2 which lists the titles of accredited post qualifying taught programmes. Please note the PQ Community Care programme has been withdrawn.

4. **Regional Social Work Degree Trainee Scheme 2006**

During 2006/07 voluntary sector organisations will again be eligible to participate (with H&SS Boards) in the Regional Social Work Degree Trainee scheme for 2006.

5. **Application Procedures**

**Applications (with final reports on previous year) must be submitted to SSI not later than Friday, 28 April 2006. It is important that final reports on activity and expenditure under TSP for 2005/06 are included by this date otherwise we cannot consider any bid for new funding. PLEASE NOTE THAT, FOR THE FIRST TIME, NO BID RECEIVED AFTER 28 APRIL 2006 WILL BE CONSIDERED FOR THE FINANCIAL YEAR 2006/07.**

6. **Forms To Be Completed**

The attached sheet (TSP 2) gives details of the awards for which funding may be sought. Forms (TSP/A, B, C and D) should be used only for new candidates who will be registered from 1 April 2006 onwards.

**TSP/A** should give details of the organisation and must be signed by its chief officer with responsibility for services in Northern Ireland.

**TSP/B** should be used to give details of your organisation's staffing and the number and type of staff you wish to register for the various awards. Please ensure that these numbers are reasonable in relation to the size of your organisation, its total workforce and its ability to manage this level of staff training alongside your normal in-service training plan. You should also bear in mind the need for individual candidates to achieve the awards within a reasonable timescale. SSI will consider all applications but these will be constrained by budget limitations.

**TSP/C** should be used to give details of the training which your organisation intends to provide out of its own funds. It is essential that SSI is given this information and no funding will be released without it having been provided. TSP/C must only contain information on the organisation's own funding contributions. Please note that training support from SSI is intended to provide additionality and is not the sole source of training funds. SSI will therefore reserve the right to sample in detail from time to time evidence of in-service programmes funded from your own resources.

In order to assist with reporting, SSI has produced a reporting pro-forma (**TSP/H**) which will be tailored to your specific training targets and allocation for this financial year. **Each organisation will be issued with such a pro-forma on receipt of your confirmation of acceptance of the funding offer.**

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

**TSP/G** makes the following **ineligible** categories clear. Bids will **not be accepted** for:

- Non-employees;
- Employees not directly delivering social services;
- Any training embarked on which has not received prior approval.

8. **Funding Limits**

SSI would hope to support your training plans for qualification achievement. However, the budget is limited and therefore it may not be possible to fund the totality of your plan. Please note that the allocation letter will make clear the purpose of funding. Any variation in plans must be notified immediately to SSI. No transfer of funding to any other activity is permitted without **prior** written approval.

9. **Assessment of Applications for funding with effect from 2006/07**

Government Accounting Northern Ireland (GANI) which can be viewed on the DFP website at <http://www.aasdni.gov.uk/> and provides guidance on Grants and Grants-in-aid which is contained in chapter 9 in GANI.

More specific guidance is contained within Guidance Note 4 (GN4) of the DHSSPS Departmental Grants manual. GN4 deals with guidance on Management and Administration of Grant Making to Voluntary and Community Organisations. Some of the key points in GN4 are highlighted below.

1. Where the preliminary screening process has been satisfied by the application submitted, it will then be scored by two officers (one of whom must be Staff Officer or above) of the SSI Branch in accordance with GN4.
2. Thereafter, the scored application will be submitted to an Assessment Panel that includes:
  - a policy expert;
  - a person from within or outside the Department who is independent of the policy areas under consideration and
  - a representative of the Finance Directorate.
3. Following a decision, a letter of offer will be forwarded to successful applicants detailing 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 SSI grants will remain in place. Please note it is unlikely that the assessment panels will be able to be convened more often than once a year, so **all applications must be received by 28 April 2006.**

10. **Address and Timescale for Submission of Applications**

Please send your completed application forms and final reports on activity to me at SSI Administration Office, C4.22, Castle Buildings, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3SQ. I would ask you to pay particular attention to the final dates for submissions of both interim and final reports (see **TSP F**). Failure to report or bid on time will render a bid for new funding ineligible.

If you wish to discuss your training needs feel free to contact me at the address above.

Yours sincerely

**CHRISTINE SMYTH**  
**Social Services Inspectorate**

**Personal Social Services Training Strategy – Training Support for Voluntary Organisations.**

**Application Form for Financial Assistance for the year 20065/07 on behalf of:**

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

I declare that, to the best of my belief, all the information given in this application to the Social Services Inspectorate (SSI) for financial assistance under the Personal Social Services Training Strategy is complete and accurate. I will supply any additional information requested by SSI. Additionally I will undertake as soon as reasonably possible to inform the Inspectorate 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 – Training Support for Voluntary Organisations****Summary of Training Needs at 1 January 2006****1. 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. National Vocational Qualifications (NVQs)**

- 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
- c. Number of staff the organisation intends to register for a care-related NVQ in 2006/07
- d. Number of staff to be registered for A.1
- e. Number of staff to be registered for V.1

**3. Professional Qualifying Training**

- a. Number of staff in post which requires a social work qualification
- b. Number of staff holding a professional (*or equivalent*) social work qualification (DipSW, CSS, CQSW)
- c. Number of staff, if any, completing DipSW (EBR)

- d. Please note in box the number (if any) of regional social work degree trainees employed in your organisation

**4. Post-Qualifying Training and Awards**

- a. Number of staff for whom a PQ Award is appropriate

- b. Number of staff with a full PQ Award

- c. Number of staff currently registered for a PQ Award

- d. Number of staff the organisation intends to register for a PQ Award in 2006/07

**5. Advanced Social Work Training and Awards**

- a. Number of staff for whom an Advanced SW Award is appropriate

- b. Number of staff with an Advanced SW Award

- c. Number of staff currently registered for an Advanced Social Work Award

- d. Number of staff the organisation intends to register for an Advanced SW Award in 2006/07

**6. Management Training**  
(for Social Care Staff managing service delivery)

- a. Number of staff for whom a management qualification is appropriate

- b. Number of staff holding management qualifications

- c. Number of staff the organisation intends to register for NVQ IV in management in 2006/07

**Personal Social Services Training Strategy – Training Support for Voluntary Organisations.**

**Summary of Projected Expenditure from organisations own resources<sup>1</sup> on In-service Training in the year 2006/07**

**Name of Organisation:** \_\_\_\_\_

Summary of Projected Expenditure on Training from the Organisation's **own** resources.

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

**Summary of Projected Expenditure from the organisation's own resources on any training activity in 2006/07 (Please do not include activity for which you are bidding to SSI for funding support).**

<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 2006/07.

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

<sup>3</sup> The total should amount to more than 50% of the bid to SSI for additional resources.

<sup>4</sup> Total budget of the organisation in Northern Ireland – not just training budget.

**Personal Social Services Training Strategy – Training Support for Voluntary Organisations 2006/2007**

**Summary of Financial Assistance sought from SSI for new candidates only who will be registered on or after 1 April 2006**

<b>AWARD</b>	<b>NO OF CANDIDATES</b>	<b>NAME OF AWARDING BODY/ASSESSMENT CENTRE (NVQ)/TAUGHT PROGRAMME/PQ</b>
NVQ 2		
NVQ 3		
NVQ 4		
A1		
V1		
PQ1		
PQ (Taught Programmes)		
PQ (Portfolio Route)		
Advanced (Taught Programmes)		
Advanced (Portfolio Route)		

## **Accountability of activity and spend**

Please ensure the following are covered in your reports to SSI on both activity and spend for the financial year past, linked back to the original agreement, which detailed the funding allocation.

1. **NVQ:** please report on number and spend against: -
  - (a) registrations for each level of NVQ and type of award;
  - (b) award achievements for each level of NVQ, type of award; (include the dates of registration for the award and dates of achievement)
  - (c) identify any key issues.
  
2. **Social Work Qualification:** please report on your staff's progress to date covering:
  - (a) outstanding DipSW secondees;
  - (b) 2005-2006 regional social work degree trainees.

Please again identify any issues, including where regional social work degree are unsuccessful in gaining a social work degree place or, for whatever reason, are withdrawing from the scheme (please give reasons).

3. **Post Qualifying Awards:** please report on each category of post-qualifying award, providing information on numbers, course name and institution\* or qualification as appropriate and spend linked to funding allocated. In respect of PQ1, please supply name, date of social work qualification, date of commencement of employment for each candidates and date of achievement of PQ1 award.
  - (a) PQ1
  - (b) PQ (Taught)\*
  - (c) PQ (Portfolio)
  - (d) Advanced (Taught Programme\*)
  - (e) Advanced (Portfolio)

Please distinguish in your report between registrations and award achievements.

4. **Any other allocations:** please report on any SSI allocation, which falls outside the above.

---

\* Name the programme and institution attended

5. **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 SSI, is 31 January 2007.
6. **Interim Report:** Organisations are reminded that in giving accountability of activity and 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 2006, from the initial SSI allocation received;
  - this must be broken down and shown clearly against the SSI 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 2007) 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 2007 within the agreed allocations have been clearly identified.

7. **Final Report:** If training support has been given during the previous financial year the Final Report on activity and spend for that year must also be submitted and shown against the agreed SSI allocated amounts for the year in respect of the specified number of candidates within each category/group as set out in the original agreement letter. This applies, even if the organisation does not intend to make a bid for funding in the following year. Failure to submit the Final Report for consideration and closure automatically precludes consideration for new funding.
8. **Format of Reports:** Attached below is a pro-forma (TSP/H) to assist with these requirements. An interim/final report pro-forma tailored to your targets and allocations will be issued to you when you confirm your acceptance of the funding offer and associated conditions. Please ensure that any proposal variation is notified immediately to SSI and only when written approval is given for any such variation should the original approved plan be amended. SSI will then issue an amended pro-forma.

## **TIMESCALE FOR SUBMISSION OF REPORTS AND SSI RESPONSES**

There is an annual cycle for making training support applications to the Social Services Inspectorate for financial assistance and for reaching decisions on payment of agreed funding. In 2006/07 the Social Services Inspectorate will require the following timetable to be observed:

- 28 April - applications must be submitted to SSI 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.
- 26 May - SSI will respond to all those organisations who have met the conditions outlined above. An immediate acceptance of SSI's offer will trigger the release of funding (1<sup>st</sup> tranche).
- 13 October - will be the latest date for SSI to receive Interim Reports on activity and spend to 30 September together with a review of requirements to 31 March of that financial year.
- 17 November - SSI will respond to all those organisations who meet this date and where appropriate the final tranche of funding will be released.

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.

**INELIGIBLE CATEGORIES**

- NON-EMPLOYEES
- EMPLOYEES NOT DIRECTLY DELIVERING SOCIAL SERVICES
- ANY TRAINING EMBARKED ON WHICH HAS NOT RECEIVED PRIOR WRITTEN APPROVAL

**Organisation:** \_\_\_\_\_ **(Interim/Final Report 2006/07)**

<b>NVQ Level 2</b>	<b>Names of Candidates</b>	<b>Date of Registration</b>	<b>Expected date of Completion</b>	<b>Amount Allocated in TSP funding</b>	<b>Actual Spend to 30 September 2006</b>	<b>Anticipated Spend from 1 October 06 -31 March 07</b>
<b>NVQ Level 3</b>	<b>Names of Candidates</b>	<b>Date of Registration</b>	<b>Expected date of Completion</b>	<b>Amount Allocated in TSP funding</b>	<b>Actual Spend to 30 September 2006</b>	<b>Anticipated Spend from 1 October 06 -31 March 07</b>
<b>NVQ Level 4</b>	<b>Names of Candidates</b>	<b>Date of Registration</b>	<b>Expected date of Completion</b>	<b>Amount Allocated in TSP funding</b>	<b>Actual Spend to 30 September 2006</b>	<b>Anticipated Spend from 1 October 06 -31 March 07</b>
<b>A1 (Assessors)</b>	<b>Names of Candidates</b>	<b>Date of Registration</b>	<b>Expected date of Completion</b>	<b>Amount Allocated in TSP funding</b>	<b>Actual Spend to 30 September 2006</b>	<b>Anticipated Spend from 1 October 06 -31 March 07</b>

Organisation:(Interim/Final Report 2006/07)

V1 (Verifiers)	Names of Candidates		Date of Registration	Expected date of Completion	Amount Allocated in TSP funding		Actual Spend to 30 September 2006	Anticipated Spend from 1 October 06 -31 March 07
PQ1	Names of Candidates		Registration date with PQ Partnership	Date of Social Work Qualification	Date appointed to Social Work Post	Amount Allocated in TSP funding	Actual Spend to 30 September 2006	Anticipated Spend from 1 October 06 -31 March 07
Other Qualifications	Names of Candidates	Name of Qualification	Date of Registration	Expected date of Completion	Amount Allocated in TSP funding	Actual Spend to 30 September 2006	Anticipated Spend from 1 October 06 -31 March 07	

## **PSS TRAINING STRATEGY**

### **TRAINING SUPPORT 2006/07**

#### **Introduction**

The PSS Training Strategy was launched in 1991 with the following objectives:

- to improve the quality of qualifying training for social workers;
- to increase the supply of qualified social workers;
- to improve the training of the existing PSS workforce at professional and vocational levels; and
- to ensure the availability and increase the coverage of post-qualifying training, including management training.

The strategy has been revised twice during the 1990s to reflect the advent of both National Vocational Qualifications in Care and Post-Qualifying and Advanced Awards. Targets for improvements of competence across the whole social services workforce were established from 1996. Qualification targets remain the prime focus of the Strategy.

A particular impetus has been given to the acquisition of appropriate qualifications by the creation of the Northern Ireland Social Care Council (NISCC) on 1 October 2001. While Codes of Employers and Employees will facilitate initial registration of priority groups with the Council, a qualifications based register will develop over time.

The implication of this is that qualification achievement should remain for the present, the prime aim of the PSS Training Strategy and the associated funding.

#### **Applications Procedures**

Application forms reflect the focus on qualifications.

All applications must be received by 28 April 2006 and be accompanied by final reports confirming last year's activity and spend against the allocation for approved activities.

#### **Children Order Training**

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

## PERSONAL SOCIAL SERVICES TRAINING STRATEGY

Circular HSS (SSI Training) 1/2006  
**TSP/2**

### **Funding Policy**

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

(1)	NVQ	(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) | Social Work Qualification | (a) | Regional Social Work Degree Trainee Scheme  |
| (3) | Post Qualifying Awards    | (a) | PQ1 £1,500 (Circular SSI (Training) 1/2002) |
|     |                           | (b) | PQ (Taught Programme) (see list attached)*  |
|     |                           | (c) | PQ (Portfolio)                              |
|     |                           | (d) | Advanced (Taught Programme)*                |
|     |                           | (e) | Advanced (Portfolio)                        |

Candidates undertaking post qualifying and advanced awards by the “taught” routes will have their fees paid directly to the university once evidence of registration on the taught course has been received by SSI, employers may seek reimbursement of the PQ Partnership registration fee for candidates for portfolio routes.

**Accountability** for activity as approved and expenditure as approved will be detailed for SSI as laid out in form **TSP (E)** and must be returned to SSI by **28 April 2007**.

Proof of actual expenditure on all activities, e.g. receipts, must be retained. In order to comply with audit requirements SSI will sample these and in the light of such a sampling exercise may require all receipts or other evidence of training activities to be examined. In order to comply with audit requirements SSI, jointly with the Department of Finance 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 SSI in the original application).

---

\* Name programme and institution the students will attend.

**POST QUALIFYING (TAUGHT PROGRAMMES) – 2006/07**

**Name of Accredited Programme (please note the name of the Institution, if appropriate, will be required in all cases)**

	<b>SSI Contribution</b>
	<b>£</b>
<b>PQ1</b>	<b>1,500</b>
<b>Child Care Award (QUB)</b>	<b>8,467</b>
<b>Introduction to Research Methods</b>	<b>4,520</b>
<b>Advanced Counselling Course (SEBT &amp; BIFHE)</b>	<b>Fees only</b>
<b>Diploma in Applied Social Learning (QUB)</b>	<b>Fees only</b>
<b>Diploma in HSS Management</b>	<b>Fees only</b>
<b>MSc Advanced Social Work (QUB/UU)</b>	<b>Fees only</b>
<b>MSc in Systemic Family Therapy</b>	<b>Fees only</b>
<b>OU Healthcare</b>	<b>£5,500</b>

**POST QUALIFYING (PORTFOLIO)**

<b>Post Qualifying/Advanced</b>	<b>PQ Registration Fee</b>
---------------------------------	----------------------------