

# **Somerset Social Work Competency Framework**

## **Adult Social Care Practitioner**

## **Introduction.**

The Somerset Competency Framework sets out 'levels of practice' rather than specific job roles. It illustrates the knowledge, skills and behaviours required for good performance at each level of practice as well as evidencing readiness for progression to the next level. Individuals are expected to have learning and development needs on entry to each level of practice. Completion of learning and development activities and the provision of evidence for each competency is expected to take at least one to two years at each level.

## **Development goals.**

Individuals and line managers/supervisors should agree development goals, learning activities and review evidence of competency within the supervision process. Manageable development goals should be recorded in the PDP (within the Supervision, Development and Achievement Plan). There is also a Learning Plan and CPD Record at the end of this document to record your training.

## **Carrying out the assessment of competency.**

It is suggested that line managers/supervisors assess competency using a range of methods including direct observation of practice, discussion and critical reflection in supervision and audits. Evidence should be recorded in the final column and signed off by the line manager/supervisor when competency has been completed.

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## Career Development Steps - Social Work

### Adult Social Care Practitioner

Social Work Integrated Degree Apprenticeship

### Social Worker

Newly Qualified Programme - Assessed and Supported  
Year in Employment

### Social Worker

Best Interest Assessment (Graduate / Post Graduate)  
Developing Professional Specialist Practice (Graduate / Post  
Graduate) / Approved Mental Health Practitioner (Post Graduate)  
Practice Educator Professional Standard Stage 1 & 2 (In-house)

### Advanced Practitioner / Practice Development Lead

Initial Leadership Programme (ILM) Level 3  
Post Qualifying Standards for Practice Supervisors  
Post Graduate / Masters module

### Service Manager

Leadership Programme (ILM) Level 3 /4 /5 /6  
Post Graduate Diploma / Masters / PhD

### Strategic Manager

Leadership Programme (ILM) Level 3 /4 /5 /6  
Post Graduate Diploma / Masters / PhD

## Job Specific Training and Support Adult Social Care Practitioner

### Support

- Supervision
- Learning and Development input from Practice Development Lead

### Training

- Achieving Good Outcomes in Self Neglect
- Activity Analysis, Minor Works and Equipment
- Culture and Identity
- Dementia: the Facts
- Induction
- Introduction to Homelessness Law
- Mental Capacity Act
- Oliver McGowen Mandatory Training
- Safeguarding
- Sexual Activity and Mental Capacity Act
- Understanding Hoarding Behaviours

Please see Learning Plan for more detail

### CPD

- Monthly CPD workshops (Operations, MCA/DoLs and Commissioning)
- Access to a suite of e-Learning modules
- Stepping Towards Social Work
- Making Research Count

### Adult Social Care Practitioner Competency Framework

Competence	Development goals to meet and evidence competence	What I am going to do and when	Evidence and supervisor sign off
<b>Practice</b>			
I promote co-production, strengths-based and relationship-based practice in my work.			
I use creativity and curiosity to enable service users and carers to problem solve and explore their options.			
I have understanding of the role and purpose of social work and occupational therapy.			
I am aware that there may be ethical dilemmas and conflicts in the social work role between promoting rights and enforcing responsibilities.			
I communicate clearly and accurately.			
My record keeping is timely, clear and accurate.			
I understand my role in identifying and reporting concerns regarding the abuse or neglect of an adult with care and support needs.			
I demonstrate skills and knowledge to contribute effectively to the safeguarding process.			
I listen to service users and carers and their preferences and wishes.			
I discuss what outcomes an adult wants from the safeguarding process.			

<p>I have evidenced competency at Level 2 of the Somerset Mental Capacity Act Competency Framework.</p> <p><a href="#">Somerset Mental Capacity Act Competency.pdf</a></p> <p><a href="#">Mental Capacity Act 2005 Self-assessment Tool.docx</a></p>			
<p>I take responsibility for managing my time and workload with the support of my supervisor.</p>			
<p>I maintain effective personal and professional boundaries.</p>			
<p>I understand the importance of personal self-care.</p>			
<p>I take responsibility for my own learning and development with guidance from my supervisor.</p>			
<p>I engage with people with empathy and compassion.</p>			
<p>I take responsibility for obtaining regular supervision from my supervisor to ensure effective practice and continuing professional development.</p>			
<p>I demonstrate an ability to reflect on my work and demonstrate curiosity and critical thinking about social issues.</p>			
<p>I have an understanding of difference and diversity within society, the importance of equal opportunities and am receptive to the views of others.</p>			

I obtain and reflect on feedback from service users, carers, professionals and others.			
<b>Leadership</b>			
I recognise how my own learning, behaviour and ideas can influence and benefit others.			
I contribute to providing learning opportunities for students and new members of the team.			
I contribute to audits and assurance activities.			
I demonstrate awareness of the importance of professional leadership in social work and occupational therapy.			
I work in partnership with colleagues from other organisations and ensure the voices of service users and carers are heard.			
<b>Organisational</b>			
I understand my role in my team, work positively with others and contribute to team working.			
I contribute to discussions about service and organisational developments.			
I contribute to the provision of learning opportunities, including shadowing and joint working, for students and new members of the team.			
I understand my responsibilities in relation to HR policies including sickness and annual leave policies.			
I take responsibility for my work and escalate risks and concerns appropriately using the line management structure.			

I respond constructively and promptly to queries and questions.			
I participate in local learning reviews and integrate new learning into my practice.			
I have knowledge and understanding of the performance of the team and team objectives.			
I keep up to date with local policies.			
I keep myself up to date with knowledge about organisational and service changes and contribute to discussions and consultations.			
I have knowledge of the team budget.			



# Learning Plan and CPD Record

## Adult Social Care Practitioner

### Core

Title	Date completed
Activity Analysis, Minor Works and Equipment	
Adult Social Care Induction - Core Days (x2)	
Applying the MCA (2005) in Everyday Practice	
Applying the MCA (2005) in Everyday Practice – annual update	
CHC Checklist	
Culture and Identity	
Dementia: the Facts	
Education and SEND information session	
Equality and Diversity (Corporate)	
Introduction to Homelessness Law	
Legal Literacy and Defensible Decision-making for Practitioners (TBC)	
Mediquip Prescriber	
Motivational Interviewing (Under review)	
Oliver McGowan – Mandatory training – Level 1 (TBC if Level 2 required)	
Safeguarding – Developing Safeguarding Practice	
Safeguarding – Recognising Adult Abuse	
Safeguarding – Achieving good outcomes in Self Neglect	
Sexual Activity and Mental Capacity Act	
Transitions to Adults information session	
Understanding Hoarding Behaviours	

## Specialist

Title	Date completed
Dementia and Sensory Loss	
Optima Low Vision Refresher	

## Qualifications<sup>1</sup>

### Core

Title	Date completed
British Sign Language (Stage 1 and/or 2)	
Social Work Degree Apprenticeship	

### Specialist

Title	Date completed
Apprenticeships offered by organisational development	

## e-Learning available via The Learning Centre

Title	Date completed
Adult Obesity	
An Introduction to Human Rights	
Autism Awareness	
Autism – Intermediate Knowledge and Skills	
Black Lives Matter	
Corporate e-induction (including Health & Safety)	
Data Protection Awareness	
Dementia	
Dementia – Becoming a Dementia Friend	

Dementia – The Open Dementia Programme (Multiple Modules) SCIE	
Deprivation of Liberty Safeguards	
Dignity and Respect	
Domestic Abuse Awareness (via Somerset Survivors Website)	
Down’s Syndrome Awareness	
Drugs and Alcohol Awareness	
End of Life Care	
Fire Safety	
Fire Warden Training	
Food Safety for Social Care	
Food Safety – Level 2	
GDPR	
Introduction to Health and Safety	
Legislation and Partnership Working	
Making Every Contact Count	
Meeting Skills	
Mental Health Awareness	
Modern Slavery and Human Trafficking	
No Recourse to Public Funds	
Oral Health (Adults)	
Personalisation	
Prevent	
Preventing Falls	
Reablement	

Recording Skills	
Safeguarding and Child Protection for Non-Children's Service Workers	
Safeguarding for Adult Service Workers	
Self-neglect	
Strokes	
Supervision for Supervisees	
The Care Act 2014	
The Care Certificate	
The Equality Act 2010	
The Mental Capacity Act	
Trans Awareness	

### Electronic Resource

Title	Date completed
Community Care Inform Adults (TBC)	
Making Research Count	
Social Care Institute for Excellence Practice Based e-Learning Materials	

### Continuing Professional Development (CPD)

Some of the job specific courses will not be relevant to the employee so we suggest you record N/A (not applicable) next to these in the date completed column.