

EMPLOYMENT COMMITTEE – 18 OCTOBER 2012

**ASSESSED AND SUPPORTED YEAR IN EMPLOYMENT
POLICY AND PROCEDURE**

REPORT FROM THE DIRECTOR OF CORPORATE RESOURCES

Purpose of Report

1. The purpose of this report is to present and seek approval for the Council's proposed Assessed and Supported Year in Employment Policy and Procedure.

Background

2. The Assessed and Supported Year in Employment (ASYE) has been developed alongside other Social Work Reform Board reforms, such as the Professional Capabilities Framework (PCF) of which it forms part.
3. It is designed to support newly qualified social workers (NQSWs) to develop their skills, knowledge and capability and strengthen their professional confidence. The ASYE enables the NQSW to have access to regular and focused support during the ASYE. The ASYE is intended to provide evidence of a new social worker's ability to apply their learning in employment.
4. The ASYE has many features that build on the strengths of the former NQSW programmes; however the ASYE is a common programme for all social work.

Assessed and Supported Year in Employment Policy and Procedure

5. A copy of the Policy is attached as Appendix A to this report. The Policy applies to all NQSW's within Leicestershire County Council with less than one year's post-qualification experience as a social worker, who has not completed an ASYE elsewhere.
6. The purpose of the Policy is to clearly set out the principles of the ASYE and the process to follow during the ASYE. It outlines the expectation that employees undertaking the ASYE demonstrate the required standard in order to successfully complete the ASYE. As part of the ASYE, NQSW's will be expected to undertake the Award for the Assessed and Supported Year in Employment.

7. An important principle of the Policy is that the NQSW should be supported during the ASYE by the Line Manager and Practice Mentor Assessor (PMA). Line Managers have responsibility for setting goals in accordance with the requirements of the ASYE and will participate in reviews of employee's progress. PMA's will support the NQSW through reflective supervision and arrange reviews of employee's progress with the employee and line manager.
8. An essential element of the Policy is that social workers should be given protected time for personal development, which normally equates to 10% over the course of the year.
9. The Policy sets out that Line Managers are responsible overall for the decisions about an employee's success and failure in the ASYE. An employee who demonstrates unsatisfactory performance during the ASYE will be given the opportunity to improve. If the performance remains unsatisfactory, the employee will have their employment terminated. The ASYE may be ended earlier than the ASYE period if serious concerns arise.
10. The Policy outlines the ability to extend in certain circumstances, limiting any such extension to a maximum of 12 months to enable the ASYE to be completed within two years.

Implementation

11. The Policy has been agreed with the recognised trade unions.
12. The Policy would become effective immediately and its application will be monitored and then formally reviewed 12 months post implementation.

Recommendations

The Employment Committee is requested to approve the proposed Assessed Supported Year in Employment Policy and Procedure for immediate implementation.

Background Papers

13. None

Circulation under the Local Issues Alert Procedure

14. None

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List of Appendices

Appendix A – Policy and Procedure

Equal Opportunities Implications

15. An equality impact assessment has been completed for this Policy