



# Specification

Post Qualification Training For  
Social Workers in the Children,  
Families and Adults Directorate

March 2017

Children, Families and Adults Directorate

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## 1. Definitions

**"Contract"**

means: the Contract for the provision of the Services, Supplies or Works, which will be awarded to a successful Supplier;

**"Council"**

means: Cornwall Council, County Hall, Treyew Road, Truro, Cornwall TR1 3AY;

**"Services"**

means: the provision of Post-Qualification Training for Social Workers in the Children, Families and Adults Directorate as described in this Specification.

**"Supplier/Provider"**

means: any person or persons, firm or firms or company or companies applying to tender for the Services, Supplies or Works, or, where there is more than one organisation applying, the lead organisation;

**"The Council's Contract Manager"**

means: the representative of Cornwall Council responsible for arranging and leading Contract Review Meetings

**"The Supplier's Contract Manager"**

means: the representative of the Provider/Supplier responsible for attending Contract Review Meetings and actioning any changes

**"Service User"**

means: an individual who accesses services provided by the Council

## **2. Introduction**

Cornwall Council is inviting tenders from providers who are in the position to deliver a high quality, accredited, post qualifying training programme to enable qualified social workers working within the Children, Families and Adults Directorate to develop their capability and progress on our career and qualification progression pathway in line with the Professional Capabilities Framework and government Knowledge and Skills Statements for social workers.

This specification sets the parameters of the service provision. It makes clear the outcomes expected as a result of service delivery and forms part of the contract with the provider.

## **3. Scope**

Cornwall Council is inviting tenders from providers who are able to deliver a high quality accredited post-qualifying training programme to enable qualified social workers in Children and Families, and in Adult Services to develop their capability. This is a 4 year contract initially with an option to extend for a further 2 years and a further 2 years after that if mutually agreed (4+2+2). The provider will be responsible for the delivery of post qualifying education at Masters level with a staged approach i.e. Postgraduate Certificate (PG Cert) and Postgraduate Diploma (PG Dip) Levels with an optional final dissertation offer equating to a full MA. These modules would follow 5 pathways: advanced practice with children and families, advanced practice with adults, safeguarding adults, leadership and management and practice education. We anticipate that these would include core generic modules common to all pathways plus specialist modules. Potential providers should note that this contract reflects a long term commitment from Cornwall Council to providing high quality post qualifying training to social workers working with Adults and in our Children and Families service. We would expect that through the course of the contract the content of these courses will change to reflect changes in Government policy and guidance, legislation and in response to research evidence. These changes will be negotiated and agreed in advance with the designated representatives from Cornwall Council.

## **4. Statement of Requirements**

The Advanced Practice with Children & Families Pathway will be available to social workers from the early professional development stage of their career through to advanced practitioner and team managers

Currently, across all routes, from Children and Family services there are approximately 15 people undertaking ASYE, 5 people working on a 'bridging module' for those staff who have been out of academic study for some time, 20 people undertaking PG Cert modules, 20 people working on PG Dip module, 4 people working on a dissertation and 5 people engaged in other study for higher awards. In Adults Services there are 19 people undertaking PG Cert and 1 person undertaking PG Dip. These numbers are indicative and we would expect the provider to demonstrate a degree of flexibility to accommodate fluctuations in demand. We would expect

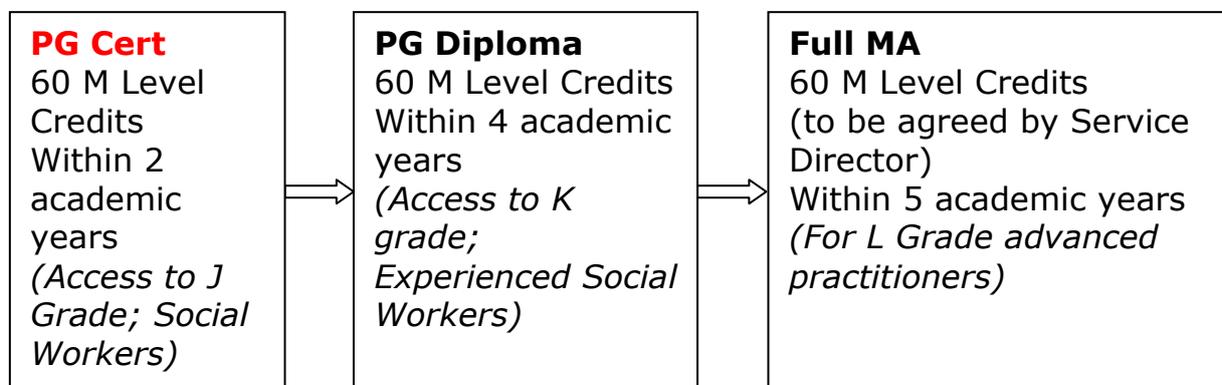
potential providers to provide costings for different delivery options including delivering a module to a group and the costs of individual places on modules

The purpose of having a 4 year contract is to allow for cohorts who begin the pathway to complete it.

Academic accreditation would be expected to equate to 60 credits at Master's level for each stage – PG Cert, PG Dip and Masters Dissertation.

In Children and Families we would anticipate the pathway looking something like fig 1 below – with consideration given to the inclusion of academic accreditation linked to ASYE as part of the PQ structure

Fig 1 Post Graduate Certificate; Advanced Practice



We would expect Providers to be prepared to accredit prior learning of candidates who may have undertaken modules at an equivalent level at another HEI.

Clear communication with designated local authority staff is expected from the successful provider along with a robust administration process that supports the programme including

- the provision of course materials
- attendance registers and
- timely results posting and notification to Cornwall Council.
- Pathway guides that are provided in good time. These will be based on theories of learning transfer / integrating theory into practice, including requirements for observations of practice. They should be linked to the PCF levels, K&SS and career progression steps so that it complements our career and qualification pathway.

Any changes including to the module titles or codes should be discussed and agreed with designated local authority staff in advance of any changes being made.

Consideration should be given to the inclusion of academic accreditation linked to ASYE. The majority of staff commencing on the PQ pathway are NQSWs and therefore recent degree level graduates and should be offered M-Level academic

opportunities as soon as possible post qualification. PQ provision should reflect the national PCF and local Career & Qualification Pathway, providing academic opportunity at every career stage for social workers.

Academic PQ provision is linked to internal career progression and therefore a flexible approach to modules needs to be applied for those who may fail modules on second or subsequent attempts – providing alternatives if necessary meaning staff can accrue the equivalent in module credits to reach each level and additional solutions or proposals for staff who it transpires are not academically able to work at M- level.

For the Master's dissertation a separate costing is required which should reflect the teaching input and costs. This should also take into account the mutual requirements for ethics and Research Governance processes.

Venues: We are keen for taught sessions to take place within Cornwall whenever possible. The provision of venues is the responsibility of the HEI and the costs should be included in your response to this specification.

## 5. Quality Requirements

**Please provide details of the process you would follow to develop a post-qualifying programme to meet the need describe in the specification. Please include a high level project plan covering the period from award of business to the commencement of the programme detailing activities, timelines, milestones and resource requirements. Please also provide a basic programme delivery structure.**

Evaluation criteria:

- The process includes a clear, suitable description and rationale of the process for developing the programme.
- The project plan is realistic, timely, achievable and clearly stated resource requirements from all involved parties.
- The extent and method by which the voice of children and adults will be built into the programme
- The suitability and extent to which social media will be built into the proposed programme
- Please note that for the Practice Education Award we would expect that working with a student would be a course requirement.

**Please indicate, in outline, the teaching methodologies and the approaches to learning you would use with learners and why you have selected those methods or approaches. Please also include detailed proposals about where the taught sessions would be delivered.**

Evaluation criteria:

- The amount of direct lecture/teaching time envisaged
- The amount of 'directed' and 'self-directed' study time allowed for.
- The level and method of regular tutorial support that will be offered.
- The extent to which you will use practice experts.
- The extent to which methods include action learning sets, peer to peer learning strategies and practitioner-led approaches.
- The methods used to promote emotional resilience, leadership and self-leadership in learners
- The extent to which venues within Cornwall will be used.

**Please indicate what access to research, theory and other support materials you would provide for trainees and how these would be accessed.**

Evaluation criteria:

- The type of resources offered such as library resources, on-line materials, distance learning materials etc.
- The method by which learners would access such resources
- Any limitations on access to such material

**Please indicate how you will respond to the learning requirements of individual learners with specific needs through the programme.**

Evaluation criteria:

- The extent to which the learning needs of individuals are accommodated alongside group requirements.
- Evidence of how specific individual need are met in other/ previous learning programmes
- Evidence of how you will facilitate the needs of any participants with learning difficulties (e.g. dyslexia, dyscalculia, sight and hearing impairment) is supplied and you can confirm that this is included in the pricing schedule.
- The care and support methods and facilities that are available to learners who, for whatever reason, are experiencing difficulties in coping with this programme.

**Please indicate how you will support and communicate effectively with Agency Representatives, learners, Practice educators so that they are clear what is expected of them, what the timetables are, and deadlines e.g. for induction and submission of assignments. Please provide evidence of any clear, simple information that you have produced for other course and communication methods that have been particularly successful and why they have been successful.**

Evaluation Criteria

- The timetable provided are realistic, timely and achievable
- The level of support available
- The thoroughness of the communication proposals
- Evidence provided is relevant and detailed
- Evidence of success in other courses is demonstrated.

**Please indicate the process and expected response time to complaints and/or concerns raised by trainees or agencies**

Evaluation criteria:

- Response times are specific, achievable and reasonable
- There are specific named contacts with contingency planning
- Clear roles and responsibilities of all parties involved
- Demonstrated ownership of complaints and concerns
- Demonstrated method for identifying core issues and resolution processes

**It is important that we are fully informed in a timely manner of any issues that may impede the learner's completion of the programme. Please provide details of the management information you intend to provide and indicate who will be the named contact for any issues relating to the programme. Please supply a sample report.**

Evaluation criteria:

- Management information is thorough and relevant
- There is a clear and reasonable timed programme of management information
- Evidence of the systems and methods used to record relevant data and service reports
- Format and suitability of any sample report provided.

**Please provide details of how you will ensure that there is stability of teaching and tutorial staff throughout the programme and that they are sufficiently skilled, knowledgeable and experienced. Please attach the CVs of the named people who will be delivering the programme, indicate whether they are full or part-time and outline their experience in social work practice and in the teaching of social work theory and practice at post-graduate level.**

Evaluation criteria:

- The suitability and thoroughness of any selection process for new staff or the process for identifying existing suitable staff to deliver the programme
- The level of experience, qualifications, skills and suitability of the named staff as appropriate to delivering the programme. We would expect teaching staff to have post-graduate qualifications and/ or a minimum of 3 years relevant vocational experience as a registered Social Worker.
- The thoroughness and suitability of a clearly explained process for ensuring stability within the programme and the method for handling any staff changes during the programmed
- Your approach to line management and staff supervision

**Please provide details of your quality assurance programme and how you would demonstrate that the service offered by your organisation is of a high quality.**

Evaluation criteria:

- The thoroughness and suitability of the quality assurance programme suggested
- Evidence of its application within other programmes
- Evidence of how the programme has ensured a quality outcome
- Suitability of the recommended data to be provided under the programme to evidence quality
- Evidence of any external accreditation of the quality assurance programme or policies.

## **6. Contract Management and KPIs**

The following information should be provided by the Supplier at Contract Management reviews:

- Total number of people enrolled in post-qualifying courses
- Number of people enrolled on each module.
- Attendance on each module.
- Up to date information about the progress of each student, including a results list for each individual following award boards.
- Information from student satisfaction feedback surveys and any complaints

Contract reviews will be held every 6 months as a minimum, more if required,

## **7. Implementation timetable**

Contract awarded 2/5/17

Implementation date: 1/6/17

Completion date: 31/5/21

2 year extension completion date: 31/5/ 23

Additional 2 year extension completion date 31/5/25

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Date 04/03/17

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