



ASC Social Workers Career Progression Framework Guide



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What should the Career Framework be used for?

- Reflecting on opportunities and career pathways within your own job profession
- Considering career and progression options across other professions, or the wider organisation
- Understanding behaviours linked to a successful career within Social Workers
- Thinking about transferable skills and personal strengths
- Identifying your skills and experience gaps in reference to career progression
- Building a personal development plan
- Preparing for development or career conversations
- Learning more about Social Workers colleagues and how they have successfully navigated their careers

Social Workers Career Progression Framework

The Social Workers Career Progression framework is designed to help staff have better career conversations, plan meaningful development, and to experience fulfilling careers. This supports our long-term strategy, Employee Value Proposition and Medway Council's commitment to valuing staff. These frameworks will also help support any recruitment and retention issues as well as support managers with succession planning.

Having career progression frameworks will mean there will be one place where individuals can gain an understanding of the skills and experience needed in each role.

For some individuals thinking about their career in a professional context will be familiar and for others it will be a shift. Integrating those frameworks into the employee experience at the right points offers a real opportunity for all individuals to actively map out their own career progression journey, as they understand how to gain skills, experience and identify the right learning for themselves in a structured way and at the right time.

For information on Career Frameworks and pathways in other areas within Medway Council, please search for 'Career Frameworks' on the Council's Intranet site, MedSpace.

The Framework provides the following information within each job profession:

- Core Knowledge, skills and experience at professional levels within job professions
- Transferable skills and competencies associated with each professional level
- Development activities that may support vertical and lateral career progression

The Social Workers Career Progression Framework should not be considered as an exhaustive resource, or as a guarantee of progression along any defined career pathway, but rather as a tool to support you to consider, discuss and plan your career and development at Medway Council.

What is the Social Workers Career Progression Framework?

The framework is a development tool designed to support your thinking about career progression and development with the Social Workers. It provides clarity and detail about the different job roles in these areas, signposts potential opportunities to seek out for personal and professional development and highlights transferable skills against each role.

Career progression frameworks are a key element of supporting individuals to grow and develop their career within a profession, which in turn support creating career pathways across Medway Council.

Job Profession: Social Workers

Give a description of what the Social Work Service is about, whether they are professional, specialist or generic job roles. List the titles of the job roles within the framework, and hyperlink these to the role profiles

Social Workers (including Newly Qualified)

Manage a mixed caseload working within our generic community social work teams, providing high quality, effective, person centred assessment and interventions across Medway using a strength-based practice approach with an emphasis on face-to-face visits. In line with Care Act duties, social workers work to support adults with care and support needs, their families, and carers to lead fulfilling and as independent lives as possible. Working with a preventative and enablement focus, delaying the provision of long-term care and support where appropriate facilitating individual's strengths and support networks.

Social workers are required to have a social work qualification and be registered with Social Work England.

Senior Social Workers

Contribute to the delivery of a highly effective Adult Social Care service. They are responsible for professional supervision and overseeing a small number of social care staff ensuring good practice within the service which includes coaching and mentoring skills. They provide oversight, professional advice and guidance to the team whilst maintaining a small complex case load and demonstrate expert and effective practice in complex situations managing higher levels of risk in a way that ensures the safeguarding and welfare of individuals.

In collaboration with senior colleagues and Team Managers this role is pivotal in supporting the team to empower Medway residents to maintain their independence through early interventions that provide holistic, person-centred strength-based assessments and interventions. They ensure that the quality assurance framework is implemented and take an active role in audit activity ensuring areas of service improvement are actioned.

Senior Social workers are required to hold a professional Social Work qualification recognised by Social Work England and be registered. A Minimum of 3 years post qualifying experience and either hold or be willing to work towards a qualification as a Practice educator or Best Interest Assessor or Approved Mental Health Professional.

Team Managers

Provide strong and effective leadership, supporting a team to deliver positive outcomes for people across Medway, using strengths-based practice. They are responsible for the overall delivery of effective and efficient services within the team, ensuring that statutory responsibilities are met through high quality social care practice.

Provide day to day management of a team and are responsible for managing competing priorities, ensuring a safe service and promoting staff wellbeing.

Team Managers are required to hold a recognised professional social work, nursing or occupational therapy qualification recognised by SWE, HCPC or NMC. A management qualification or willingness to work towards is desirable.

How might you use the Career Framework?

The Social Workers Career Progression Framework aims to support your career. It provides clear and consistent information to help you to develop, and to plan your progress.

Depending on where you are in your career journey, the Framework could be used to inform conversations with your line manager by providing a foundation for discussions about your ongoing training and development needs, or preparation for the next stage in your career.

For Individuals:

You will be able to use the available frameworks to identify the skills and experience you need at any point in time for any given professional role. You will clearly be able to see how you can progress within each Role as well as how to progress through the career framework.

The frameworks will support you to plan and manage your own career, helping you plan your learning journey to support your career aspirations.

The frameworks will help you take control of and steer your development conversations more effectively, so they reflect your professional priorities and needs.

An understanding of the professional technical and experience needed for a role will also support you if you want to look for a move, as the professional requirements are reflected in recruitment.


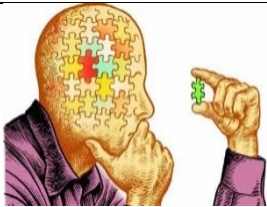


For Managers:

The frameworks will help you structure conversations with individual Social Workers providing a narrative for you to use in development conversations.

The frameworks provide a way to build a joint understanding with your Social Workers of the professional expectations, especially where you may be in a different profession.

Using frameworks and Job Descriptions to inform discussions on recruitment can help you ensure you get the right person in post, with the right skills needed.

Are you a browser, a thinker, a mover or a supporter?

How can you use the Career Progression Framework?			
			
Browsers	Thinkers	Movers	Supporters
<p>Are you reflecting broadly on a career with Medway Council?</p> <p>If so, use the framework to look at the kinds of experiences and development you might need to join different job professions at different ranges.</p> <p>You may also be interested in transferable skills to see what pathway best suits you.</p>	<p>Are you thinking about your longer-term career and may be deliberating between a few directions?</p> <p>If so, you can use the framework to understand how to gain the kind of experience you need to progress your longer-term ambitions.</p> <p>You can gain insight into the kinds of development you might consider to take action</p>	<p>Are you ready to progress, you know exactly where you want to go?</p> <p>If so, you can use this framework to gain information for your next move. You can locate the professional job role and level you are interested in and find relevant information on job titles, experience, skills, and development.</p>	<p>Are you a manager, a coach, a mentor or a supportive friend?</p> <p>If so, you can use the framework to recruit, inspire and develop staff through meaningful conversations, even if you are not a subject matter expert in the professional field.</p>

How the Framework is organised

This framework is organised in the following way:

Job profession

A job profession represents a group of jobs that have similar professional characteristics. Although the level of responsibility will differ, the essential nature of activities carried out is consistent across the profession and there is a reasonable expectation that people would progress within the profession between levels.

This framework covers the following job profession(s):

- **Social Workers**
- **Senior Social Workers**
- **Team managers**

A single job profession tends to represent an area of specialist expertise, described at different role levels.

Some job roles may combine more than one job profession, meaning that the post holder has expertise in more than one specialism. In these circumstances, consider how your role is reflected in one or a combination of professions, and how you would like to build your career going forward. Consider where you would like to focus your energies in building experience in your area of interest and potentially increasing your specialisation within a certain profession. Use the information in the framework relating to development and transferable skills and competencies to support your thinking.

Roles within the Social Workers cover 4 professions.

Personal and Professional Development

The Career Progression Framework highlights different ways in which staff can actively develop their personal and professional skills.

This may include:

On the job learning (learning by doing)

Learning from others (through observing and interacting with other people or groups)

Formal learning (classroom based)

There are other ways in which staff can actively develop their personal and professional skills, such as:

Stepping Up (covering an employee's annual or sick leave to gain relevant experience and development (unpaid))

Acting Up (covering the duties of a higher-graded post on a longer-term basis (paid))

Secondments (a temporary transfer of an employee to another section or department. Usually within Medway Council but can also be an external organisation)

The Career progression framework points to relevant learning and development suggestions to reach the level at which they are displayed. For example, information displayed at a Level C refers to the development required to reach an Accomplished level within that job role.

In some cases development options should not be considered as essential, but as useful suggestions to build, encourage and support staff to build expertise, confidence and experience to enable their next chosen move.

Where possible, we will support individuals in working towards relevant qualifications to assist with progression of career pathways and promotion

Transferable Skills

Transferable skills support a flexible approach to career planning through highlighting abilities, attributes and behaviours that underpin effective performance. They can give a preliminary basis for identifying where transferable skills could be helpful to job mobility and provide a starting point for understanding strengths. These skills can be developed and refined through working experience or learning interventions as part of any personal and professional Development.

Evidence required to progress through the Framework: Social Workers

SOCIAL WORKER (SW2) including Newly Qualified		
EVIDENCE FOR PROGRESSION within LEVEL SW2A	EVIDENCE FOR PROGRESSION TO LEVEL SW2B	EVIDENCE FOR PROGRESSION TO LEVEL SW2C
•		
<p><u>Qualifications:</u></p> <p>Year 1: ASYE</p> <ul style="list-style-type: none"> • Provide certificates evidencing attainment of degree in Social Work • Copies of certificates/registration documents with Social Work England • Completion of Medway Council's ASYE programme, evidenced through the required portfolio <p>Year 2: Consolidation year</p> <ul style="list-style-type: none"> • Evidence of ASYE pass 	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Evidence a minimum of 3 training courses attended or briefing sessions to showcase continuous development in accordance with Social Work England (SWE) professional standards. 	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Certificate of training attendance
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Demonstrates awareness of knowledge requirements through interview or in application. 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Provide a sample of evidence from case studies, shadowing/development opportunities and/or supervision notes demonstrating the application of all knowledge criteria. 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Provide a written statement (max 500 words) to demonstrate your understanding of theories of the knowledge criteria outlined in level C and their application in practice
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Discussion/ competency-based scenario interview questions 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum of 24 months experience at Level SW2A evidenced by HR records and/or performance appraisal documents. • Provide a sample of evidence to include examples such as case studies, piece of reflection, written feedback, manager observation, supervision notes, anonymised case notes, risk assessments, panel papers detailing experience gained. 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum of 6-12 months experience at Level SW2B evidenced by HR records and/or performance appraisal. • Provide a sample of evidence to include examples, such as supervision notes, complex case work records, written piece of reflection, feedback from a variety of sources, risk assessments and development plans, that detail experience in level C of the CPF criteria.
<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Demonstrate through application process and at interview stage via questions and scenarios. 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Provide a sample of evidence to include examples, such as safeguarding case studies, 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Provide a sample of evidence to include examples, such as safeguarding case studies,

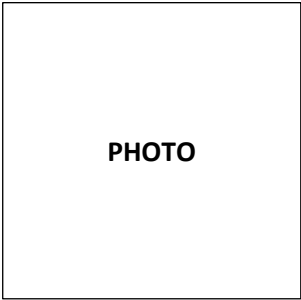
	<p>mental capacity assessments, feedback received, line manager observation, supervision records, meeting minutes, and written records of where required skills have been applied or demonstrated successfully.</p>	<p>mental capacity assessments, risk assessments, feedback received from individuals or colleagues, line manager observation, supervision records, meeting minutes, and written records of where required skills have been applied or demonstrated successfully.</p>
SENIOR SOCIAL WORKERS (SW3)		
EVIDENCE FOR PROGRESSION TO LEVEL SW3A	EVIDENCE FOR PROGRESSION TO LEVEL SW3B	EVIDENCE FOR PROGRESSION TO LEVEL SW3C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Provide certificates evidencing attainment of degree in Social Work • Copies of certificates/registration documents with Social Work England 	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Evidence a minimum of 3 training courses attended or briefing sessions to showcase continuous development in accordance with Social Work England (SWE) professional standards. • Evidence of working towards the Practice Educator or Best Interest Assessor or AMPH Qualification 	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Provide certificate of attaining the Practice Educator or Best Interest Assessor or AMPH Qualification.
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Demonstrates awareness of knowledge requirements through interview or in application. 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Provide a sample of evidence from case studies, risk assessments, shadowing/development opportunities and/or supervision notes demonstrating the application of all knowledge criteria. 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Evidence comprehensive knowledge of funding streams by providing an example of when used. • Provide a written statement (max 500 words) to demonstrate your understanding of safeguarding adult's statutory frameworks and current agenda and its application in practice • Evidence use of up-to-date knowledge and changes to legislation and best practice through case examples, supervision, risk assessments.
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • A minimum of 2-3 years relevant post qualifying experience • Discussion/ competency-based scenario interview questions 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • A minimum of 12 months experience at level SW3A evidenced by HR records and/or performance appraisal. • Provide a sample of evidence to include examples such as case studies, written feedback from SWs/SCO's, manager observation, supervision notes, anonymised 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • A minimum of 18 months experience at level SW3B evidenced by HR records and/or performance appraisal. • Provide 3 case examples where you have taken the lead in developing/ upskilling the team. Provide evidence such as special projects, team champions,

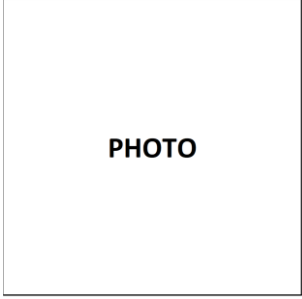
	<p>case notes, risk assessments, action plans, panel papers demonstrating the application of all experience criteria.</p>	<p>leading hub meetings, community care inform, leading CPD session (team development)</p> <ul style="list-style-type: none"> • Provide a sample of evidence to include examples, such as supervision notes, safeguarding cases, complex case work records, feedback from a variety of sources, risk assessments and development plans, that detail experience in level C of the CPF criteria.
<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Demonstrate through application process and at interview stage via questions and scenarios. 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Provide a sample of evidence to include examples, such as supervision notes, case studies, mental capacity assessments, feedback received, line manager observation, meeting minutes, panel requests and performance development plans and written records of where required skills have been applied or demonstrated successfully for each skill criteria. 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Provide 2 case examples to evidence how you have supported the professional development of staff as well as the promotion of emotional and physical wellbeing (max 400 words) • Evidence ability to analyse data to monitor performance by actioning identified actions from the performance clinics (e.g. emails to team) • Provide a written statement as evidence of positive changes to the team as a result of implementing ideas and innovation (max 200 words) • Evidence consideration of budget implications while meeting essential assessed needs through examples of case discussions/ panel requests/ outcomes. • Evidence of chairing meetings on behalf of team manager e.g. meeting minutes.
TEAM MANAGER (SW4)		
EVIDENCE FOR PROGRESSION TO LEVEL SW4A	EVIDENCE FOR PROGRESSION TO LEVEL SW4B	EVIDENCE FOR PROGRESSION TO LEVEL SW4C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Provide original certificates and membership number or 	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Evidence a minimum of 3 training courses attended or briefing sessions to 	<p><u>Qualifications:</u></p>

<p>evidence of registration; recognised professional qualification (Social Work, Occupational Therapy, Nurse).</p> <ul style="list-style-type: none"> • Provide original certificates at interview stage; Practice educator, Best Interest Assessor or Approved Mental Health Professional qualification or equivalent (as appropriate to the role). 	<p>showcase continuous development in accordance with Social Work England (SWE), Health Care Professions Council (HCPC) or Royal College of Nursing (RCN) Professional Standards) professional standards.</p>	
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Demonstrates awareness of knowledge requirements through interview or in application. 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Evidence through examples such as budget information/savings, supervision notes, meeting minutes and case work demonstrating the application of all knowledge criteria. 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Evidence through examples such as through case examples, supervision, meeting minutes, and risk assessments demonstrating the application of all knowledge criteria.
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Discussion/ competency-based scenario interview questions • A minimum of 4 years relevant post qualifying experience. 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum of 12 months experience at level SW4A evidenced by HR records and/or performance appraisal documents. • Provide a sample of evidence to include examples such as case studies, written feedback from SWs, manager observation, record of shadowing, performance spreadsheets, appraisal records, team meetings minutes, written communication to the team, supervision notes, anonymised case notes, risk assessments, action plans and high-risk panel papers which demonstrates the application of all experience criteria. 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum of 24 months experience at level SW2B evidenced by HR records and/or performance appraisal documents. • Provide a sample of evidence to include examples such as performance spreadsheets, appraisal records, team meeting minutes, written communication to the team, supervision notes, group supervision and reflective practice records, case studies, anonymised case notes, and a written statement as to how you have engaged with internal and external partners to achieve outcomes for residents which demonstrates the application of all experience criteria.
<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Demonstrate through application process and at interview stage via questions and scenarios. 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Provide a sample of evidence to include examples, such as team meeting minutes, a complaint response, written reports, line manager feedback/ observation, emails to individuals and to the team, supervision notes, to show that skills criteria have been applied or demonstrated successfully. 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Through testimonials or examples show evidence of staff appraisal, complex action plan, example of communication with team • Evidence communication with Stakeholders through a range of means such as meeting minutes and feedback and provide written evidence of successfully managing complex casework or

		<p>an area of particular conflict with others.</p> <ul style="list-style-type: none">• Provide two samples of evidence to show feedback to and from colleagues• Provide an example of group supervision and reflective practice which evidence improvement in practice
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Career Case Studies

	
NAME	
JOB TITLE	
BIO	

	
NAME	
JOB TITLE	
BIO	

Typical Structure Chart

