



Directors of Social Services in Wales
Directors of Finance
Local Authority Training Managers
Transformational Regional Workforce Leads

31 March 2017

Dear Colleagues,

Social Care Workforce Development Programme 2017/18: Circular

The Social Care Workforce Development Programme (SCWDP) will now be managed by Social Care Wales. In 2017-8 we wish to minimise any disruption to the programme, so this circular describes minimal changes to the last financial year, but does try to build in flexibility to meet changing needs and ways of working. During this year we want to work with you to think about how we can maximise the impact of the grant, and as such we anticipate there could be more significant changes from 2018/19.

A. Introduction

1. This circular sets out the arrangements for the SCWDP for 2017/18. It announces local authority based grant allocations and invites:
 - Seven Regional Learning and Development Plans based in the seven regional partnership areas (“partnerships”) established under Part 9 of the Social Services and Well-being (Wales) Act 2014, and
 - Spreadsheet applications for each local authority (or region where funds are pooled).
2. This circular details the requirements to be met to draw down the SCWDP funding.
3. Since staff members are the principle resource for providers of social care their learning and development needs to be planned, resourced, delivered and evaluated effectively. The primary responsibility for these tasks remains with

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employers. The SCWDP grant is intended to provide a significant supplement to the resources provided by employers to train and develop their own staff.

4. The grant must be used to support all types of provider of social care in each region, and partnerships overseeing use of this funding must include representatives from a range of settings. We expect to see grant applications setting out clearly the arrangements for partnerships to link with Regional Partnership Boards established under Part 9 of the Social Service and Well-being (Wales) Act 2014. Applications need to include details of the membership of the partnerships, links to the leadership and governance arrangements in place in each region.
5. Funding available from Social Care Wales through SCWDP in 2017/18 which provides 70% cost of the programme will be £7,149,350. With the exception of the ring-fenced flat-rate allocation for social workers qualifying and post-qualifying training, the grant will be distributed solely using the Personal Social Services formula. The grant funding will be allocated and paid to local authorities. Where local authorities wish to pool resources in a region, a lead or host authority should be identified.
6. Partnerships will be expected to provide local resources to support the effectiveness of national funding, to enable staff to fully benefit from the national provision available. We expect local authorities to maintain their own financial commitment to training at least at the level provided within 2016/17.
7. Applications must include Regional Learning and Development Plans for the whole social care sector, including wider partnership organisations. We expect these plans to be aligned to implementation of the Social Services and Well-being (Wales) Act 2014; Regulation and Inspection Social Care Act and regional implementation plans and priorities.
8. In the application, we require that a named regional workforce lead is identified to lead the development of each Regional Learning and Development Plan. These people will also co-ordinate the relationship between this plan, the Regional Implementation Plans and wider relationship with Social Care Wales. The individual will work closely with the named regional lead director for workforce learning and development.

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9. All documentation must be submitted to Social Care Wales in electronic format except for the Grant Acceptance Forms which must be submitted in hard copy only with 'wet' signatures. A proforma for applications will be issued alongside this circular.

B. Sources of Guidance

10. This circular should be read in conjunction with 'Planning for Training and Staff Development across the Social Care Sector (2003)' which remains a valuable guidance document to help regions draw up effective training and staff development arrangements.

Aims and Objectives

11. The broad aim of the SCWDP is to improve the quality and management of social care provision through a planned approach to learning and development and by seeking to increase the take-up of training across the social care sector.
12. This grant should be used to support the implementation of the Social Services and Well-being (Wales) Act 2014; Regulation and Inspection of Social Care Wales Act and regional priorities to support improvement of care and support across all providers and organisations.
13. The objectives of the SCWDP, working in partnership to support social care staff across all partner organisations in 2017/18 are to:
 - continue to support social care staff engaged in duties delivered under the Social Services and Well-being (Wales) Act 2014 to have the knowledge, skills and competencies to operate in the legal and cultural expectations of the Act
 - support implementation of the Regulation and Inspection of Social (Wales) Act including supporting the domiciliary care workforce to prepare for registration and supporting knowledge of responsible individuals. Social Care Wales will be developing materials to support in these activities

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- support efficient approaches by drawing upon and working with the Social Care Wales national plans/ programmes: including Step Up to Management; Social Services Practitioners; Middle Manager Development Programme; Team manager development programme; and learning and development programme for the Acts
- continue the current support for both Social Work qualifying training and post qualifying training in Wales;
- support frontline social care workers to develop their skills overall in relation to social care, and support introduction of the revised induction framework from September 2017; and
- support the infrastructure for learning and development across Wales, including local and regional partnership and joint working.

C. Expectations of Directors of Social Services and Regions

14. The grant will support compliance with the Welsh Government Code of Practice on the role of Directors of Social Services, that came into force in April 2016. Chapter 4 of the code on workforce development is of particular relevance as it requires the development and delivery of a plan for workforce development for the whole sector workforce.
15. Partnerships within each region should draw membership from:
 - Commissioned services
 - Statutory, third sector and private sector employers
 - Individuals using care and support
 - Carers
 - Training providers including further and higher education
 - Commissioners
 - Regulated and non-regulated providers covering social work and social care for children and family services and adult services. Thus should include adult care; domiciliary care; children's care; foster care

Other local statutory partners including for example health, education, housing, the police and probation must also be involved to take advantage of opportunities to work together and ensure that all are equipped to support delivery of duties under legal framework and to align learning and development frameworks and provision. This will also support the work to consider the

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workforce implications that flow from the development of a more integrated approach to care and support.

16. The role of the Partnerships is to:

- Steer and oversee the development and delivery of the Regional Learning and Development Plan, based on workforce data and evidence;
- Ensure the plan supports delivering the duties of the Social Services and Well-being (Wales) Act 2014
- Plan and ensure delivery of learning and development across the social care workforce
- Monitor progress against plans; and
- Evaluate the impact of the Regional Learning and Development Plans on services and the workforce.

17. This SCWDP grant should not be regarded as the only source of funding for workforce learning and development. Partnerships should adopt a leadership role in relation to identifying other sources of funding for different parts of the sector and encourage and support co-ordinated approaches to learning and development across the whole sector.

18. Partnerships should ensure that training offered through the SCWDP is appropriately split in line with local needs, across the different services areas (including children, adult, older people, management, carers and individuals using care and support).

19. The data collection process involved with this grant provides important intelligence on the social care workforce. Social Care Wales and the Data Unit have worked with local authorities to strengthen the consistency and quality of the data and it is important that this development work continues. Social Care Wales will provide leadership in this work with co-operation from local authorities.

20. Partnerships should give consideration to the workforces' ability to deliver services bilingually in line with the "More than just Words" Strategic Framework for Welsh Language Services in Health, Social Services and Social Care.
<http://gov.wales/topics/health/publications/health/guidance/words/?lang=en>.

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This confirms the Welsh Government's commitment to strengthening Welsh language services for people who need care and support and their families.

21. Partnerships will be expected to share examples of best practice.

D. SCWDP and Social Work

22. Local Authorities must continue to ensure access to, and completion of the qualification in social work. Local authorities must plan on the basis of the assessed future workforce need, taking into account the data and information in the report "Social Worker Workforce Planning (SWWP)" as well as information from Part 1 of the Register of Social Care Workers (social workers) published by Social Care Wales, [Facts and figures of the registered workforce](#), and any current local data, to ensure that there are enough well-trained social workers in Wales.
23. The continuous professional development of social workers, including the acquisition of post-qualifying social work awards, needs consideration within the overall Regional Learning and Development Plan. Those plans need to be supplemented by employers' workforce planning and staff appraisal, including individual careers planning.
24. Regional Learning and Development Plans will be expected to show how partnerships will continue to work with others to deliver the elements of the CPEL Programme in 2017/18 and how funding will be targeted to deliver this objective. We expect regions to support appropriate uptake of nationally funded places as well as using SCWDP to fund additional places.
25. To ensure that there are enough social workers adequately supported and trained and to ensure that CPEL is embedded within plans and arrangements, we are retaining the specific ring-fenced funding element of the grant at £34,000 per local authority, aggregated into regional allocations. This will support the qualifying and post-qualifying training of social workers. This can include the development of infrastructures to support continuous professional development. Partnerships need to set out, within their plan, how the SCWDP grant will be used to support CPEL. We expect this funding to contribute towards the costs of

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the Consolidation Programme and 'additional places' for social workers on the other programmes within the CPEL Framework.

26. We encourage partnerships to consider implementing similar schemes for other professional training, particularly occupational therapists.
27. Partnerships must provide 'Court Skills Training' for social workers who work in children's services, specifically those who may be required to present evidence to the Family Court. Training must be available to support social workers to clearly set out their assessment, analysis and recommendation to the court in both written and oral evidence. Training should support improved standards in social work, evidence and case preparation. Training should consider the requirements of care, supervision, placement and adoption cases, particularly any specific requirements as identified in key case law. Partnerships may wish to liaise with their Local Family Justice Board to ensure that training is co-ordinated in their area and that best use is made of available resources. The Family Justice Network and Family Justice Board will also require that local Family Justice Boards report on the training delivered in this area.

E. Targets

28. In 2017/18 key priorities should focus on the primary areas identified in paragraph 13. The grant should focus upon accredited or formal training or training linked to continuing professional education and learning and practice improvement.
29. In addition we expect Partnerships to be enabling care and support staff in adults and children's services to achieve Diplomas using guidance available in the [Qualification Framework](#).

F. The 2017/18 SCWDP Grant

30. Indicative grant allocations for 2017/18 are provided in Annex 2. These allocations are calculated from 2 elements:
 - An allocation of £34,000 is made per local authority (also shown as aggregated regional amounts) to directly contribute to the qualifying and

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- post qualifying training of those who are or wish to become social workers;
and
- The remaining £6,401,350 is apportioned on the basis of each local authority's share of the Personal Social Services Indicator Base Assessment (IBAs) (also known as aggregated regional amounts).

G. Funding

31. Uses of this funding are limited to the categories below:

£34,000 Social Work Training

- The costs of secondments for social work qualifying training and occupational therapy qualifying training, including staff replacement costs; and
- Social worker training – with an emphasis on pre-qualifying, qualifying and post-qualifying training which focus on continuing professional education and learning in line with the CPEL framework.

£6,401,350 Remainder of Grant

- The costs of developing and maintaining the Partnership, including administrative support;
- Training to support implementation of the Social Services and Well-being (Wales) Act 2014;
- The costs of other learning and development events and activities, including staff replacement and other costs for social work and social care staff and managers, with a primary focus on accredited training;
- Meeting registration requirements for qualifications or units of qualifications for current registered groups or those to be registered in future;
- Practice improvement linked to professional regulation;
- Leadership and management skills including 'Step up to Management';
- The non-salary costs, including course fees, of seconding staff for learning and development;
- The costs of staff employed to provide learning and development and for work based assessment, including accredited qualification assessment;

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- The costs of the provision of equipment and, where justified, the rent of premises for training and assessment of competencies; and
 - The costs of helping service users and carers to take part in SCWDP partnership learning and development events and evaluation.
32. For learning and development supported by the SCWDP grant, all of the following conditions must be met:
33. We anticipate that training will mostly be provided free of charge to all partner social care organisations (this applies only to the aspect of training delivery. Charges in respect of administration, non-attendance or hospitality are still applicable). Charges may be made to support co-investment in training with other agencies, but no charge may be levied for training for the Social Service and Well-being (Wales) Act 2014.
34. Only 10% of the Social Care Wales SCWDP grant can be used to support training that is solely used to comply with health and safety legislation, as these are the responsibility of the employer. This does not include training completed as part of broader training (i.e. as part of a qualification). This legislation includes the:
- Management of Health and Safety at Work Regulations 1999;
 - Manual Handling Operations Regulations 1992;
 - Control of Substances Hazardous to Health Regulations;
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
 - Lifting Operations and Lifting Equipment Regulations 1998;
 - Provision and Use of Work Equipment Regulations 1998;
 - Personal Protective Equipment at Work 1992;
 - Health and Safety at Work etc. Act 1974; and
 - Food Safety Act 1990.
35. Grant funding may not be used to pay for places on any courses already subsidised by Social Care Wales.
36. Grant funding should not be used to support shared corporate services either within one local authority or across a group of local authorities unless the funding is wholly and exclusively used for the purposes of the SCWDP

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37. The largest proportion of the grant must be utilised for learning and development and qualifications (including costs of staff to deliver training) than on programme staffing, management and administration. We do not expect the funding on programme staffing to increase. Partnerships may employ staff jointly where this is an effective approach to the development of social care sector and costs appropriately.

H. Governance

38. SCWDP may, in some circumstances, be subject to European Commission State Aid Rules. The Welsh Government has previously issued guidance on how the rules apply to SCWDP.

39. Applications should be submitted by 16 June 2017. Please ensure all documentation is signed by the relevant Director of Social Services.

40. Applications will be assessed for their compliance with this circular and the relevance of the plans to it. Applications should be made using the application template provided.

41. We will expect regional partnerships to formally monitor this grant mid year and at year end. Templates will be provided for these reports, which should document progress against planned achievements, reasons for deviations from plans, corrective actions that have been established and confirmation of spending plans for the remaining period of the financial year. The template will include a requirement to report on progress against paragraph 27 (family justice) above.

42. We will supply audit forms for verification of accounts of SCWDP expenditure.

43. Regional partnerships are required to evaluate the use and effectiveness of the grant and the partnership. Social Care Wales is required to ensure the correct use of the funding and the impact of the grant programmes across Wales.

44. Directors of Social Services must ensure that:

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- The SCWDP funding is utilised for the whole social care sector workforce and appropriate training places, funding and qualification opportunities are made available to all areas of the sector;
- Applications are compliant with this guidance;
- Evidence of compliance with the qualifications framework is provided;
- Applications include a communications plan detailing accessibility of the plan and support access to training for the workforce across the whole sector;
- All requested documentation is signed and submitted by respective deadlines.

Part or all of the funding will be withheld if a Partnership:

- Fails to comply with this circular;
- Fails to send in their application or monitoring forms by the due deadline;
- Fails to comply with the need for due vigilance through the audit of spending,; or
- Fails to return the evaluation documentation on the impact of its plans and use of funding (in other words, outcomes and outputs) in line with the expectations laid out in this circular.

45. The grant claim forms will be issued alongside the grant offer letter. A single allocation of the grant will be made in two instalments. This will be paid in arrears.
46. Claims for the first six months of the grant should be returned no later than 29 September 2017 and claims for the balance should be returned no later than 9 February 2018. Grant allocations are for the specified financial year only and cannot be carried over to the following year. Annex 1 sets out the 2017/18 SCWDP grant key dates.

I. Enquiries

For all enquiries and communications please contact SCWDP@ccwales.org.uk

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Yours sincerely

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Annex 1: Timetable SCWDP 2017/18

The timelines below are based on a final version of the circular being circulated on 21 April 2017

Action	Deadline
SCWDP applications and plans to Social Care Wales	16 June 2017 (8 weeks)
Grant Award letters to Directors of Social Services and claim forms to Directors of Finance	30 June 2017 (3 weeks)
Signed Grant Award letters to Social Care Wales	14 July 2017 (2 weeks)
First six month claims and updated plans	29 September 2017
Mid-year monitoring reporting to Social Care Wales	6 October 2017
Final grant claim to Social Care Wales	9 February 2018
End of year reporting to Social Care Wales	24 August 2018
Audit Certificate to Auditor and copied to Social Care Wales	28 September 2018
Audited Certificated to Social Care Wales	4 January 2019

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