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| **Social Work Placement Workbook** | | |
| **Student Home Working Activities** | | |
|  | | |
| Student: |  |
| Academic advisor: |  |
| Practice educator: |  |

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Introduction and Rationale for the Placement Workbook

The Workbook has been developed in collaboration with academic and practice partners in the South Yorkshire Teaching Partnership in recognition that practice opportunities may be limited due to COVID-19. The focus of the Placement Workbook is to enable the student to gather evidence whilst undertaking practice learning against the 9 Domains of Professional Capabilities Framework (PCF). The activities are to be used as a tool for reflective learning in supervision and as evidence of learning gained throughout the placement, measured against the PCF Domains. The activities can be used by both academic advisors and practice educators to inform the assessment of practice.

**Aims**

To provide students and practice educators with placement activities, supporting both reflective practice and the gathering of evidence against the PCF Domains.

**Workbook - Overview**

**The Placement Workbook serves two purposes:**

1. It provides the Student, Placement Tutor and Practice Educator with written evidence that will contribute to the assessment of capability against the 9 PCF Domains.
2. Completed tasks can be used in supervision to support reflective practice and professional development

**The student needs to fulfil two basic requirements:**

1. Satisfactory completion of all tasks in the Placement Workbook. Please note, the tasks do not need to be completed sequentially, and the suggested word count are for guidance only.
2. Completed tasks to be uploaded on to Grade Centre and shared with the Practice Educator for verification. The tasks will contribute to the holistic assessment of capability against the 9 PCF Domains.

## Confidentiality

Confidentiality refers to ensuring the anonymity of service users, including privileged information about them and the workplaces and organisations accessed by students on placements.

When completing the documentation, the following guidelines apply:

* No information should be included that allows a service user or carer to be identified. It is important to avoid details that may add up to allow identification of service users, carers, or organisations.
* References should not be made to any organisation that would allow the site to be identified.
* When referring to service users and carers, their anonymity must be protected, and names changed to fictitious ones. There must be a clear statement indicating that this has been done in the practice learning documentation.
* Also, the name of the organisation that you are placed within needs to be changed to a fictitious one.

# The complete [Consent and Confidentiality Policy](https://www3.shu.ac.uk/HWB/placements/documents/2017ConsentAndConfidentialityPolicy.pdf) can be found via the [Social Work Placements](https://www.shu.ac.uk/health-social-placements/profession-information/social-work-social-care-and-community-studies) website SHU Policies; and also on the Practice Learning Blackboard website.

# Declaration of Confidentiality

**To be completed and dated by the student.**

I hereby declare that I have read the above statement on confidentiality and I confirm that no information has been included in my portfolio which could allow a service user, carer, worker or any organisation(s) that I have accessed, whilst on placement, to be identified. Any names I have used in my workbook of evidence are fictitious, except for my academic advisor.

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| --- | --- | --- | --- | --- |
| **Student Name:** |  | | | |
| **Student Number:** |  |  | **Date:** |  |

1. **PROFESSIONALISM**

**Identify and behave as a professional social worker, committed to professional development**

Social workers are members of an internationally recognised profession, a title protected in UK law. Social workers demonstrate professional commitment by taking responsibility for their conduct, practice, and learning, with support through supervision. As representatives of the social work profession they safeguard its reputation and are accountable to the professional regulator.

**Task 1**

Watch the following two YouTube clips:

* <https://www.youtube.com/watch?v=c02mv3pW-nQ>
* <https://www.youtube.com/watch?v=saCn4nmLuKo>

Identify elements that are helpful and unhelpful in each clip and explain your reasons.   
**(250 Words)**

**Task 2**

Read the following:

Parker, J. (2004) Effective Practice Learning in Social Work. Exeter: Learning Matters Chapter 4 (available online)

**Task 3**

* Choose a supervision session where an important aspect of your workload was discussed.
* Critically analyse the supervision session identifying how a balance between the four functions of supervision was achieved (educative, supportive, managerial and assessment functions). Complete the template to provide evidence of this (located in the Domain 1 folder on Blackboard).
* How did the content of the session enable you to develop your knowledge, skills, and values?

**(500 Words)**

1. **VALUES AND ETHICS**

**Apply social work ethical principles and values to guide professional practice**

Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making, including through partnership with people who use their services. Social workers are knowledgeable about the value base of their profession, its ethical standards and relevant law.

**Task 1**

Download the BASW Code of Ethics <https://www.basw.co.uk/about-basw/code-ethics>

What does the Code of Ethics mean for you as a student social worker undertaking a practice placement?

* Identify some of the difficulties that might arise.
* Which 5 of the Professional Standards have been the most prominent during your placement and what might the reasons be for this?

**(250 words)**

**Task 2**

* Select an example from your practice and identify and critically analyse the ethical issues, dilemmas, and conflicts inherent in the work
* Consider how legislation has informed your approach
* Reflect upon how you, and/or others, managed these ethical issues and dilemmas
* Evaluate the effectiveness of your response

**(500 Words)**

1. **DIVERSITY**

**Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice**

Social workers understand that diversity characterises and shapes human experience and is critical to the formation of identity. Diversity is multi-dimensional and includes race, disability, class, economic status, age, sexuality, gender and transgender, faith, and belief. Social workers appreciate that, as a consequence of difference, a person’s life experience may include oppression, marginalisation and alienation as well as privilege, power and acclaim, and are able to challenge appropriately.

**Task 1**

Complete the Who am I? Profile (located in the **Domain 3** folder on Blackboard)

**Task 2**

Research Thompson’s (2006) model of oppression and Dominelli’s (2002) continuum of oppression by reading the following:

* Thompson, N. (2016). Anti-discriminatory practice: equality, diversity, and social justice (Sixth edition.). Palgrave. (library have digitised this chapter)
* Dominelli, L. (2002). Anti-oppressive social work theory and practice. Basingstoke, Palgrave Macmillan. (available online)

Select one of the models to analyse a piece of practice that you are undertaking on placement. Consider the following:

* Who are the service users you are working with and what is your approach to them?
* What attitudes and beliefs do you hold about the people you are working with?   
  How might these affect your practice?
* Can you identify any socio economic and environmental barriers?
* How might the role and function of your placement agency influence your practice?

**(750 Words)**

**Task 3**

Identify examples of AOP during your placement experience and record in the anti-oppressive grid and use this as evidence of your understanding of oppression and discrimination (located in the **Domain 3** folder on Blackboard).

1. **RIGHTS, JUSTICE AND ECONOMIC WELLBEING**

**Advance human rights and promote social justice and economic wellbeing.**

Social workers recognise the fundamental principles of human rights and equality, and that these are protected in national and international law, conventions, and policies. They ensure these principles underpin their practice. Social workers understand the importance of using and contributing to case law and applying these rights in their own practice. They understand the effects of oppression, discrimination, and poverty.

**Task 1**

Follow the links below to access three articles giving an overview of issues for social work arising from the COVID-19 pandemic:

* <https://sw2020covid19.group.shef.ac.uk/2020/04/24/social-work-covid-19-and-securitisation/>
* <https://www.communitycare.co.uk/2020/03/22/coronavirus-bill-allow-ministers-suspend-key-care-act-duties-event-pandemic-emergency/>
* <https://www.communitycare.co.uk/2020/04/24/charity-blasts-legislation-relaxing-duties-to-children-in-care-under-coronavirus-as-destroying-safeguards/>

**Task 2**

* Select an area of social work practice and consider how the impact of COVID-19, combined with changes to legislation and regulation have affected social work practice in the agency where you are placed. Focus on two aspects that you think are particularly significant.
* Consider how the Local Authority has responded to the challenges, and critically analyse how you think service users have been impacted so far. You should draw upon your observations, discussion with your Practice Educator and other colleagues, and if appropriate and possible, the perspective of service users and carers.

**(500 Words)**

1. **KNOWLEDGE**

**Apply knowledge of social sciences, law, and social work practice theory**

Social workers understand psychological, social, cultural, spiritual, and physical influences on people, human development throughout the life span and the legal framework for practice. They apply this knowledge in their work with individuals, families, and communities. They know and use theories and methods of social work practice.

**Task 1**

Read the following articles (located in the **Domain 5** folder on Blackboard):

* Collingwood, P., Edmond, R. and Woodward, R. (2008) ‘The Theory Circle: A Tool for Learning and Practice’. Social Work Education: The International Journal, 27 (1), pp. 70-83
* P, Collingwood. (2005) Integrating theory and practice: The Three Stage Theory Framework. Journal of Practice Teaching 6 (1), pp6-23

**Task 2**

* Choose a piece of practice that you have been involved with and, using   
  ‘The Theory Circle’, populate the templates provided.
* Using the work above explain why you have chosen a particular theory, model or method, evaluate its effectiveness and reflect on the outcomes.
* How has legislation and policy has shaped your approach?

**(500 Words)**

1. **CRITICAL REFLECTION AND ANALYSIS**

**Apply critical reflection and analysis to inform and provide a rationale for professional decision-making**

Social workers are knowledgeable about and apply the principles of critical thinking and reasoned discernment. They identify, distinguish, evaluate, and integrate multiple sources of knowledge and evidence. These include practice evidence, their own practice experience, service user and carer experience together with research-based, organisational, policy and legal knowledge. They use critical thinking augmented by creativity and curiosity.

**Task 1**

Read the following article, making notes about Life Story and Narrative work   
(located in **Domain 6** folder on Blackboard):

Life Story Reflection in Social Work Education: A Practical Model, Gabriela Spector-Mersel (2017), Journal of Social Work Education, Volume 53, 2017 - Issue 2

**Task 2**

You have received a referral to visit an unemployed man with learning disabilities (Neil, aged 65) who lives alone in a flat, there are concerns that he isn't managing his heating bill, and neighbours think that the flat is excessively hot. He has a friend who visits occasionally and is concerned that he is not eating well. Neil used to live with his mother, having moved into his own flat quite recently, shortly before his mum moved into a care home, Neil's mother was very religious. Neil's friend is concerned that he might be depressed since the death of his mother.

Make notes about the kind of life experiences that you think Neil has had. Think about education, family life, work opportunities and friendships. What do you think the End Point of Neil's story will be? What pre-conceived ideas do you have about what your intervention will be after meeting Neil, what services and support he might need?

(continue to Task 3 on next page)

1. **CRITICAL REFLECTION AND ANALYSIS (continued)**

**Task 3**

Watch the film 'Marvellous' on YouTube at: <https://www.youtube.com/watch?v=9BHQzB9S_kg>

In supervision, discuss Neil's life story, using the following questions as a guide:

* Did your initial narrative (before watching the film) bear any resemblance to Neil's lived experience?
* Did watching the video help you to flatten Neil's story, were there any surprises about Neil's life that you could not have guessed before 'meeting him'?
* Has your idea of an ‘End Point’ for Neil's story changed since hearing his life story?
* Has your hypothesis for intervention changed? If ‘**Yes**’, how?

**(500 Words)**

1. **INTERVENTION AND SKILLS**

**Use judgement and authority to intervene with individuals, families, and communities to promote independence, provide support and prevent harm, neglect, and abuse**

Social workers engage with individuals, families, groups, and communities, working alongside people to assess and intervene. They enable effective relationships and are effective communicators, using appropriate skills. Using their professional judgement, they employ a range of interventions: promoting independence, providing support and protection, taking preventative action, and ensuring safety whilst balancing rights and risks. They understand and take account of differentials in power and are able to use authority appropriately.

**Task 1**

What is a skill? **(100 words)**

Read the Knowledge and Skills Statement (KSS) for the placement where you are based (either adults **or** children and families) and make a list of the skills that are mentioned in that KSS. The KSS can be accessed via the links below. **(100 Words)**:

* **Children and Families**

<https://www.basw.co.uk/system/files/resources/basw_90824-6.pdf>

* **Adults**

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/411957/KSS.pdf>

* Which of these skills do you think are strengths of yours, and why? Which of these skills do you feel you need to develop? **(250 Words)**

**Task 2**

* What is an intervention? **(100 Words)**
* List the interventions used by colleagues in your team, then:
  + Pick **two** of the interventions that your colleagues use and do some research on them.
  + Write a summary of what you have found out using the template provided   
    (located in the **Domain 7** folder on Blackboard).

**(500 words)**

(continue to Task 3 on next page)

1. **INTERVENTION AND SKILLS (continued)**

**Task 3**

Read the following article:

<https://www.birmingham.ac.uk/Documents/college-social-sciences/social-policy/publications/research-briefing-1-child-protection-risks-covid-accessible.pdf>

Within supervision, discuss the impact of working within COVID-19 guidance, focusing upon the following themes:

* How is engagement with people and their families impacted by COVID-19?
* What skills are needed to communicate and engage effectively with people and their families?
* How do we balance rights and risks during this time?
* Is PPE a barrier and how do we overcome this barrier in our practice?

Please upload a copy of your supervision notes to Blackboard as evidence of your discussion.

1. **CONTEXTS AND ORGANISATIONS**

**Engage with, inform, and adapt to changing contexts that shape practice. Operate effectively within own organisational frameworks and contribute to the development of services and organisations. Operate effectively within multi-agency and inter-professional settings.**

Social workers are informed about and pro-actively responsive to the challenges and opportunities that come with changing social contexts and constructs. They fulfil this responsibility in accordance with their professional values and ethics, both as individual professionals and as members of the organisation in which they work. They collaborate, inform, and are informed by their work with others, inter-professionally and with communities.

**Task 1**

Create an Organogram (Organisation Chart) for your placement setting and locate yourself within the organisation. Annotate your diagram to show relationships (strong/weak), management lines and frequency of contact (daily/ weekly/ occasional) You may use the template provided (located in the Domain 8 folder on Blackboard) or devise your own.

**Task 2**

Complete the following (located in the Domain 8 Folder on Blackboard):

* **The Thomas Kilman Instrument Conflict Management Assessment**  
  (This tool helps you to think about how you deal with conflict, there are no good or bad styles here only your preference. Being able to identify how you prefer to behave will help you to manage difficult situations)
* **Belbin’s Team Roles: Self Perception Inventory**  
  (Belbin suggest there are a number of different roles that people who work in teams take, it can be quite useful to identify the role that you take in a team; reflecting on this might help you to understand how you fit into the team. It might also help you to gain an understanding of why a particular team doesn’t function as well as another team)
* How accurate do you think the outcome of each tool is? Do you have any identified learning needs?

**(250 Words)**

(continue to Task 3 on next page)

1. **CONTEXTS AND ORGANISATIONS (continued)**

**Task 3**

Introductory materials are located in the **Domain 9** folder on Blackboard.

* Complete Handy's questionnaire, review and reflect on the outcomes
* Watch the YouTube clip of Schien talking about organisational culture <https://www.youtube.com/watch?v=gPqz315HSdg>
* Consider other organisation culture models
* Draw your learning together and apply it to your real-life experiences.Reflecting on your experience of working within teams, networks and systems answer the following questions:
  + How did you work with team members and or other organisations/professionals?
  + What issues generated conflict/disagreements or differing views and how did you contribute to influencing or resolving those conflicts/disagreements or differences of opinion?

**(500 Words)**

1. **PROFESSIONAL LEADERSHIP**

**Take responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership, and management**

The social work profession evolves through the contribution of its members in activities such as practice research, supervision, assessment of practice, teaching, and management. An individual’s contribution will gain influence when undertaken as part of a learning, practice-focused organisation. Learning may be facilitated with a wide range of people including social work colleagues, service users and carers, volunteers, foster carers, and other professionals.

**Task 1**

* Read the following article (located in **Domain 9** folder on Blackboard):

Leadership in Social Work: Where Are We? W. Patrick Sullivan (2016) Journal of Social Work Education, Volume 52, 2016

* Read the Leadership in Social Work blog Part 1 and Part 2:

<https://socialworkwithadults.blog.gov.uk/2019/01/24/leadership-in-social-work-part-one/>

<https://socialworkwithadults.blog.gov.uk/2019/01/25/leadership-in-social-work-part-two/>

How might these principles apply to your practice on placement?

**(250 Words)**

**Task 2**

* Choose an aspect of your practice on placement and prepare and undertake a fifteen minutes presentation to a team meeting, a group of colleagues, a group of students or service users on how evidence from research has informed policy, procedures and practice in this aspect of your work. Think creatively about how you can present your material, accounting for your audience and media being used.
* Attach an outline of the session and a summary of feedback.
* Identify how you have used supervision to reflect on the ways in which research has informed this aspect of your practice

**(250 Words)**

**Useful web links**

**Sheffield Hallam University - Health and Social Care Placements**

<https://www.shu.ac.uk/health-social-placements>

**British Association of Social Workers (BASW)**

<https://www.basw.co.uk/>

[Downloadable version of the PCF fan graphic](https://www.basw.co.uk/social-work-training/professional-capabilities-framework-pcf)

**Social Work England**

<https://www.socialworkengland.org.uk/>

**Adobe Acrobat Reader (free pdf viewer download)**

<https://get.adobe.com/uk/reader/>