

## Making the Most of the Practice Supervisor Development Programme – Information Guide for Organisations

Thank you for nominating staff from your organisation to attend the Practice Supervisor Development Programme (PSDP). The [Practice Supervisor Development Programme](#) is commissioned by the Department for Education (DfE) and runs from October 18 to March 20. The programme is aimed at newly appointed Practice Supervisors who are qualified social workers – typically those who have been in post for around 12 months. This information guide has been written to give you more detailed information about PSDP. It has been developed in partnership with senior managers and PSWs who attend the Practice Reference Group for the PSDP.

The guide provides you with suggestions to consider about how you can support staff from your organisation to maximise their learning at three key stages:

1. Prior to taking up a place on the programme
2. During programme delivery
3. After the programme has ended

You will find a number of hyperlinked 'Learning Points' included throughout the guide which highlight areas you might want to consider in order to help your staff make the most out of the programme.

### Nominating Practice Supervisors

Programme delivery is divided into two time periods (known as Wave 1 and Wave 2). Wave 1 – runs from September 18 until September 19. Wave 2 begins in September 19 and runs until March 20. We ask for nominations from your organisation for both Wave 1 and Wave 2. We have already contacted you and taken your nominations for staff to attend on cohorts which run during Wave 1 of the programme

Nominations are requested from DCS who may delegate this to the most appropriate person in the organisation. This person nominates Practice Supervisors for the programme and provides us with three senior staff as our 'points of contact'. We will then communicate with your organisation via these 'points of contact'.

In addition to asking you to supply three priority nominations we ask you for the names of three waiting list candidates. If a Practice Supervisor on the priority list cannot attend for some reason we ask that s/he notifies us and we will then fill the place from the waiting list candidates.

The deadlines for sending us your nominations are staggered regionally and shown in the table below. (Please note that these are separate from the 'bespoke' PSDP courses that we are providing for specific authorities).

Region	Nomination deadline	1 <sup>st</sup> cohort in region start date
London	24 May	11 September
North West	24 May	11 September
South West	24 May	17 September
South East	24 May	25 September
Yorkshire and Humberside	24 May	25 September
West Midlands	14 June	02 October
North East	26 July	11 December
East	26 July	27 November
East Midlands	30 Aug	15 January 2020

You will also have been sent information which guides you through the process of nominating staff. Links to these documents are provided at the end of this guide.

### 1. Prior to taking up a place on the programme

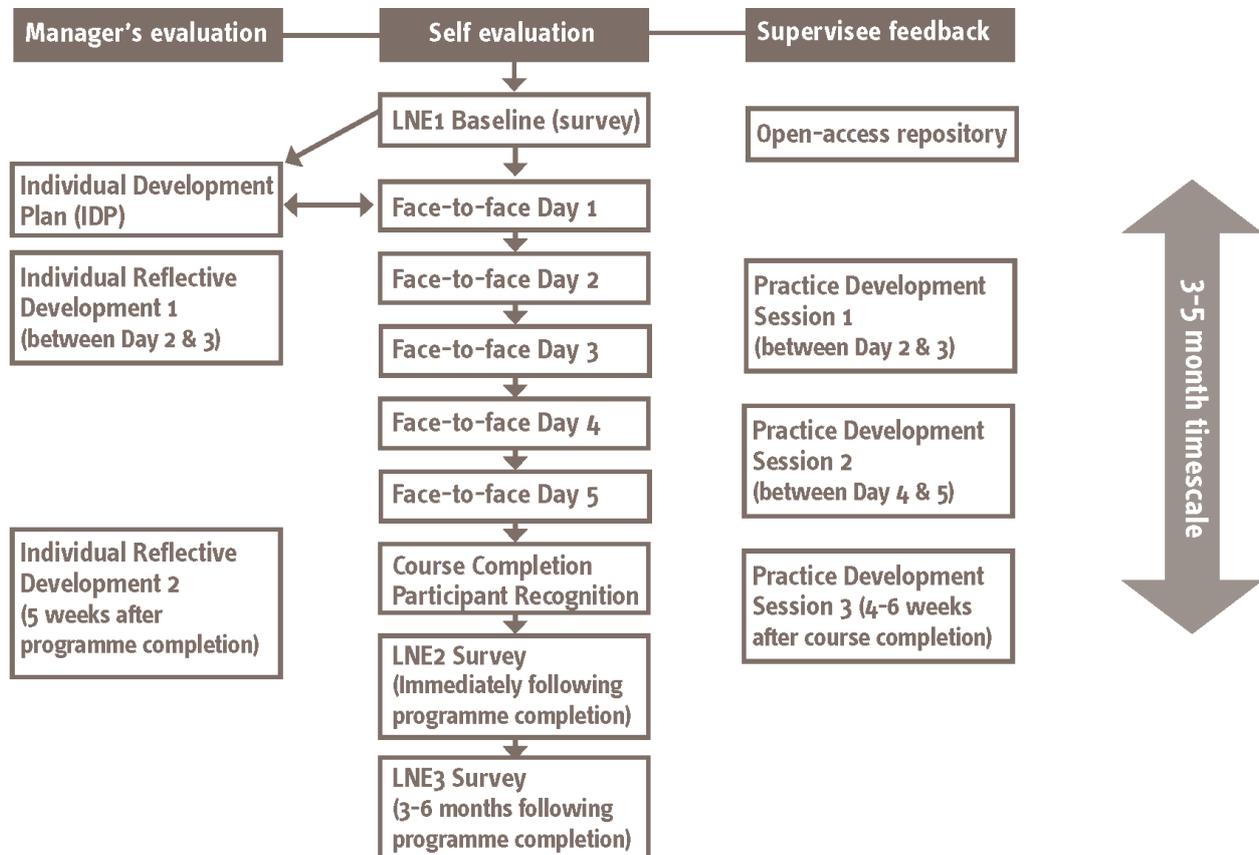
You can read more about how to nominate staff to attend PSDP and the pre-registration tasks [here](#)

Information about the different elements of the programme is provided in the PSDP participant briefing document which is sent out to all staff who are nominated (a link to this document is provided at the end of this guide). It is useful to know about the broad structure of PSDP so that both participants and their managers understand what the time commitment is. The programme runs over a 3-5 month period and includes:

- **Five days face-to-face teaching** – these are scheduled as two blocks of two days with a final stand-alone teaching day on Day 5.
- **Three small group practice development sessions** – these are in addition to the five teaching days. Each session lasts two hours and supports Practice Supervisors to learn how to facilitate a minimum of two models of reflective group supervision. Practice Supervisors need travel time to attend these sessions.
- **Two one-to-one individual reflective practice sessions** – these sessions are an opportunity to talk about any aspect of learning on the programme or development as a Practice Supervisor.

You can see how all elements of the programme fit together in the diagram below. The diagram also includes additional information e.g. how we evaluate the programme with participants by asking them to fill out two further Learning Needs Evaluations. More detailed information about this is provided in the section 3 'After the programme has ended'.

## Learner Journey on PSDP



You can read a summary of learning points about how to support Practice Supervisors to prepare to make the most out of PSDP [here](#).

### 2. During programme delivery

Teaching is delivered in blocks of two days and a stand-alone final day. You can read more detailed information about what is covered in the teaching [here](#).

The programme is residential and accommodation is provided at the teaching venue so that Practice Supervisors can network and learn in a protected environment away from office commitments. We encourage Practice Supervisors who have caring responsibilities to make contact with us so we can make alternative arrangements in respect of staying over at the accommodation.

If a Practice Supervisor is unable to attend due to unavoidable and unforeseen circumstances they should contact us as early as possible so we can discuss the best way to catch up.

Feedback forms are completed three times during teaching delivery (days 2, 4 and 5). Feedback is shared anonymously with facilitators which allows them to address any issues arising from Practice Supervisors' comments during the programme.

You can read a summary of learning points about how to support Practice Supervisors to make the most out of PSDP during programme delivery [here](#)

## One to one individual reflective development sessions

Participants on the programme have two scheduled one to one reflective development sessions. Practice Supervisors are asked to sign up for these on the VLE (Moodle) as soon as they have access/ or teaching begins. The first session is scheduled after Day 2 of teaching and the second session is held after Day 5 of teaching. Each session lasts an hour and Practice Supervisors connect virtually or by phone. Both sessions are facilitated by the same person who has substantial sector experience. The one to one sessions provide a confidential, supportive space for Practice Supervisors to reflect on their learning and consider some of the challenges and opportunities in relation to their current role (and their individual learning development plan which they start to work on during Day 1 of teaching). Attendance for the one to one sessions is tracked but we do not keep records of what is discussed. Practice Supervisors may be offered a third session if this would be helpful. Where a Practice Supervisor is not able to attend a one to one session due to work commitments, we offer an alternative appointment. Similarly, we offer another slot if the Practice Supervisor fails to attend and does not notify us.

You can read a summary of learning PSDP points about how to support Practice Supervisors to make the most out of the one to one development sessions [here](#).

## Small group development sessions

The small group development sessions are an opportunity for 8-9 Practice Supervisors to meet and try out at least 2 different kinds of group supervision. The different models of group supervision which are on offer are:

- Key situations
- Intervention
- Bells that ring: a systemic model of group supervision
- Case discussion
- Work discussion

The aim is to encourage Practice Supervisors to develop skills in using group supervision and to understand the benefits that this might provide within their teams. Each session is usually facilitated by a member of the teaching delivery team and therefore already has an established relationship with the Practice Supervisors who attend. Dates are provided for the small group development sessions on Day 1 of teaching. Each session lasts 2 hours. The first small group development session is held on Day 3 of teaching at the venue. Sessions 2 and 3 are usually held face to face at a regional venue but some groups may be provided virtually (where all group members connect remotely). The last session is held 4-6 weeks after Day 5 of teaching. Practice Supervisors need to travel to attend and will need to be out of the office for a half day to attend these sessions.

You can read a summary of learning PSDP points about how to support Practice Supervisors to make the most out of small group development sessions [here](#).

## 3. After the programme has ended

### Learning more about the impact of PSDP using the Learning Needs Evaluation

We are keen to learn more about the impact of the PSDP in order to evaluate the programme. This helps us to understand how learning has been helpful and to better understand what the impact has been for nominating organisations. The principle way we assess impact is by asking participants to reflect on the development of their skills, knowledge and confidence in role at the start of the programme (T1), at the end of teaching delivery (T2) and 3-6 months later (T3).

At the start of the programme both Practice Supervisors and their managers are asked to complete a Learning Needs Evaluation in order to register for PSDP. This document links with the KSS for Practice Supervisors and is intended to help the Practice Supervisor start to reflect on his/her learning needs at the start of the programme alongside feedback from a line manager. The same Learning Needs Evaluation, which is sent out to managers and Practice Supervisors prior to the programme, is sent out again at T2 and T3. This provides an opportunity for participants and managers to review learning (from the perspective of both Practice Supervisor and line manager) at two points in time after the programme has ended and for the PSDP team to review the impact of the programme as a whole. This forms part of the evaluation and procedure for reporting back to DfE on the impact of PSDP overall.

We suggest earlier in this guide that it would be useful for the line manager and Practice Supervisor to meet prior to PSDP teaching in order to share feedback and highlight learning needs (from Learning Needs Evaluation 1) in order to prepare for the course. Similarly, filling out Learning Needs Evaluation 2 and 3 provide an opportunity for the Practice Supervisor and line manager to meet again and review progress.

Completing Learning Needs Evaluation 2 aligns with the end of teaching delivery and is a chance to talk about what the Practice Supervisor has learnt from the different elements of the programme, what areas they would like to focus on for development and how the organisation can support them to embed this learning. The Practice Supervisor's learning and development needs can then be reviewed again when the final Learning Needs Evaluation is sent out 3-6 months later.

You can read a summary of learning PSDP points about how to support Practice Supervisors to make the most out of the PSDP after programme delivery has ended [here](#).

## Recognising learning on the programme

We understand the significant contribution which Practice Supervisors make in order to attend the programme. For this reason we have decided to award two levels of certificates to recognise learning on PSDP. You can read more about the different levels of certification on PSDP and learning points [here](#).

## Finding out about the progress of the Practice Supervisors you have nominated to attend PSDP

We will provide summary updates to your points of contact and also Director of Children's Services at the end of Wave 1 delivery (August 2019) and at the end of Wave 2 delivery (March 2020). This will provide you with the following information:

- Attendance at the 5 days teaching
- Attendance at one to one reflective development sessions to date
- Attendance at the small group practice development sessions to date
- Please note that we will not be able to provide information about whether your Practice Supervisors have submitted a reflective log, the outcome or the level of certification awarded at the end of Wave 1 because of submission deadlines.

We appreciate that you will need to have the opportunity to find out information about the progress of your staff more regularly than this. We cannot send out regular individualised updates due to the scale of the programme. We do though invite any point of contact or PSW to

make contact with us at [PSDAdmin@rip.org.uk](mailto:PSDAdmin@rip.org.uk) or ring 01802 847200 and we can arrange to speak to you to give you an update about the progress of your staff as and when it suits you.

### Support to develop learning from the PSDP further

We are keen to ensure that we communicate effectively with you about PSDP. We are happy to discuss any feedback with you. We also have a compliments, concerns and complaints process to record any issues which arise. If you have any query or issue for discussion outside the brief participant update information we can routinely provide, please feel free to make contact with Alison Domakin who is the Practice and Engagement Lead for PSDP. Alison can be contacted on [alison.domakin@rip.org.uk](mailto:alison.domakin@rip.org.uk). You may wish to discuss - any aspect of the experience of staff who have attended PSDP

- More detailed understanding about the different elements of the programme or what is taught on PSDP
- Ideas about how best to support and embed learning from PSDP within your organisation

### PSDP open access website

We are also developing an open access website of resources to support all Practice Supervisors in child and family social work in England. The website will go live in September 2019 and will be hosted as a microsite from Research in Practice's main website for two years after PSDP delivery end. Any Practice Supervisor is welcome to make use of the resources on the website regardless of whether they have attended PSDP or not. You can learn more about the open access website [here](#).

### Challenges and opportunities after PSDP course delivery

To date, the PSDP has received very positive feedback from Practice Supervisors. We understand that how the programme is received is also related to the particular organisational context which Practice Supervisors come from. For example some Practice Supervisors in higher performing local authorities and trusts may already have experienced transition to frontline management support programmes which are similar to PSDP. Similarly, one theme which we have picked up from the feedback is Practice Supervisors expressing concern about how they can be supported to apply the ideas and learning from PSDP in their work contexts.

The other key piece of feedback which we hear regularly is the challenge of recording reflective supervision - something which applies to one to one or group supervision. Many Practice Supervisors see this as one of the major blocks to trying to develop more reflective supervision discussions. In particular, Practice Supervisors highlight that the requirements of case recording/IT systems can mean that it is not possible to record reflective supervision briefly or requires information to be inputted into different parts of the system. They highlight that it would be beneficial to be able to flag up issues such as these for the organisation as a whole to learn from and consider.

Some excerpts from Practice Supervisor feedback are included below:

'Excited to go back to my team and test out my learning.'

'For me, as a new manager it has been really beneficial to have the time away from the office, to really focus on my development and what kind of manager I am.'

'I did enjoy this training very much. I feel valued and attending this training allowed me to reflect on my practice away from the "office". I also enjoyed networking and sharing new ideas with other practitioners.'

'This has really made me realize how important and influential "my self" is. The importance of knowing people really well and trying new things.'

Our experience to date suggests that in order to harness the potential energy and commitment which is evident in the responses below it is important for organisations to pay particular attention to:

- Talking with Practice Supervisors before, during and after the programme about what they are learning and the ideas they would like to develop further as a consequence of attending PSDP.
- How they can continue to develop in role after PSDP both individually and as a group of Practice Supervisors within the organisation
- Talking with Practice Supervisors about what the organisation can do to listen and support them in their role and to embed ideas and learning.
- Encouraging Practice Supervisors to network and develop a community of practice to share ideas, learning and support each other both within the organisation, with peers from PSDP and with other colleagues regionally.

### Where can I find out more?

[PSDP website](#)

[FAQs](#)

[Participant Briefing](#)

[Latest Blogs](#)

### Practice Supervisor Development Programme Contact Details:

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