

# The Mental Health Social Work Award

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## Introduction

The Mental Health Social Work Award is currently in transition. It was created in 1996 to provide, by way of a CCETSW certificate, formal recognition for those who have successfully completed Approved Social Worker and Mental Health Officer training since assessment was introduced. **At the present time, this is the only route to the Mental Health Social Work Award.**

Project work is currently taking place to examine the feasibility of:

- (a) bringing the Mental Health Social Work Award into line with the Child Care Award, that is, to make the award the equivalent of a full PQSW.
- (b) developing new routes to the Mental Health Social Work Award, enabling other qualified mental health social workers to pursue the award.

This work will be reported upon to CCETSW Council in November 2000. **No change will take place before April 2001 at the earliest.** Any changes will also be accompanied by the issuing of new guidance to replace this Section of the PQ Handbook.

This Section of the PQ Handbook contains guidance material on the Mental Health Social Work Award. Because of the close relationship between the Mental Health Social Work Award and ASW/MHO training<sup>1</sup>, Section 4.1 should be read in conjunction with Section 4.2 "*Implementing Assuring Quality for Mental Health Social Work*" which sets out the new arrangements for such training. The remaining sub sections, on assessment and APEL, are linked to similar sub sections in other parts of the Handbook.

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<sup>1</sup> In England, Wales and Northern Ireland, social workers who are appointed to carry out functions under mental health legislation are called Approved Social Workers (ASWs). In Scotland they are called Mental Health Officers (MHOs). These terms are not interchangeable.

## The Structure of the Mental Health Social Work Award

The Mental Health Social Work Award is a UK award which is directly linked to the PQ framework. It meets requirements PQ2 to PQ5 of the PQSW and is currently credit rated at 60 PQ level credits.

### Requirements for the Post Qualifying Award in Social Work (PQSW)

#### General Requirements

- PQ2** competence in working effectively in complex situations.
- PQ3** competence in exercising the powers and responsibilities of a professional social worker, including the appropriate use of discretion and the management of risk.
- PQ4** ability to make informed decisions.
- PQ5** competence in identifying and maintaining purposeful networks and collaborative arrangements.

#### Core Requirements

- (a)** evaluate the effectiveness of their practice using a relevant knowledge base, including an understanding of legal and policy contexts and appropriate research;
- (b)** demonstrate an explicit adherence to the values of social work and to the provision of ethically sound practice.

## Registration for the Mental Health Social Work Award

Candidates register with the appropriate Approved Social Worker or Mental Health Officers programme. In order to improve progress tracking and data collection, registration requirements have recently been changed, in that candidates for the award are now also required to register with CCETSW before starting their programme. Programmes send their pass lists to CCETSW which will then issue the Mental Health Social Work Award certificate to successful candidates.

## CCETSW Requirements for Approved Social Worker and Mental Health Officer Training

CCETSW is required by law to regulate the training of social workers who are to be appointed as Approved Social Workers or Mental Health Officers. From 1993 these regulations have been set out in the following CCETSW publications:

- Paper 19.19 - Mental Health Act 1983 (England and Wales)
- Paper 19.21 - Mental Health (Scotland) Act 1984
- Paper 19.23 - Mental Health (Northern Ireland) Order 1986

Following a comprehensive review, one new set of requirements, to cover the whole of the UK, *Assuring Quality for Mental Health Social Work*, was published in April 2000. Many programmes have already begun to implement the revised requirements – **all programmes must work to the revised requirements from April 2001**. It should be emphasised that all training carried out under previous and existing requirements remains valid. Full explanation of all the changes is set out in Section 4.2 of this Handbook.

### Entry to ASW/MHO programmes

One of the most significant innovations in *Assuring Quality for Mental Health Social Work* is the change to entry requirements. At the present time social workers who are to undertake Approved Social Worker or Mental Health Officer training must be professionally qualified, with a minimum of two years post qualifying experience and must be nominated by their local authority or health and social services trust (Northern Ireland). **From April 2002** all potential candidates for ASW/MHO training must hold Part I of the PQSW. It is particularly important, therefore, that employing agencies understand the structure of the PQSW and the need for links with a PQ consortium. Sections 1.1, 1.3, 1.7, 2.1, 2.2 and 2.3 of this Handbook will provide useful background information.

## **The Requirements for the Mental Health Social Work Award**

### **Competences for Approved Social Workers and Mental Health Officers**

In order to meet the requirements of ASW/MHO training, and to achieve the Mental Health Social Work Award, candidates must demonstrate all the following:

#### **Unit 1: Application of the Values of Social Work**

The general values of social work, which should underpin all education and training, are set out on pages five and six of *Assuring Quality for Mental Health Social Work*. This Unit sets out the ASW and MHO specific requirements which candidates are required to meet.

- 1a The ability to identify, challenge and, where possible, redress discrimination and inequality in all its forms in relation to ASW or MHO practice.
- 1b Respect individuals' qualities, abilities and diverse backgrounds, enabling them to contribute to decisions which affect their quality of life and which may affect their liberty.
- 1c Promote the rights, dignity and self determination of individuals consistent with their own needs and wishes.
- 1d Sensitivity to individuals' needs for personal respect, choice, dignity and privacy while exercising the ASW or MHO role.

#### **Unit 2: Exercising the Duties, Powers and Responsibilities of an Approved Social Worker or Mental Health Officer**

- 2a Apply knowledge of mental health legislation, related Codes of Practice, national and local guidance.
- 2b Apply knowledge of other legislation, codes of practice, national and local policy and guidance.
- 2c An explicit awareness of the legal position and accountability of ASWs or MHOs in relation to the legislation and their employing authority.
- 2d The ability to recognise, assess and manage risk in the context of the ASW or MHO role.
- 2e The ability to compile and complete statutory documentation, including an application for admission, and to present the issues to a legal hearing.
- 2f The ability to plan, negotiate and, manage, compulsory admission to hospital.

**Unit 3: Making Informed Decisions**

- 3a Critical understanding of a range of models of mental disorder, including the contribution of social factors.
- 3b Critical understanding of the implications of mental disorder for service users, children, families, and carers.
- 3c Critical understanding of the implications of a range of relevant treatments and interventions for service users, children, families, and carers.
- 3d Obtain, analyse and share appropriate information from individuals and other resources in order to manage the decision making process.
- 3e The ability to provide reasoned verbal and written reports to promote effective decision making and accountable ASW or MHO practice.

**Unit 4: Working to Identify, Influence and Use Networks and Collaborative Arrangements**

- 4a The ability to articulate the role of the ASW or MHO in the course of contributing to effective inter agency and inter professional working.
- 4b The ability to use networks and influence collaborative working with a range of individuals, agencies and advocates.
- 4c Contribute to planning and implementing options for care such as discharge, aftercare and alternatives to compulsory admission.

**Unit 5: Working Effectively in Complex Situations**

- 5a The ability to communicate appropriately with and to establish effective relationships with service users and carers in undertaking the statutory mental health role.
- 5b The ability to use a critical evaluation of local and national policy to inform ASW or MHO practice.
- 5c The ability to base ASW or MHO practice on a critical evaluation of a range of research relevant to practice.
- 5d The ability to exercise the appropriate use of authority and autonomy together with an appropriate use of self reflection, consultation and supervision.
- 5e The ability to work with the conflict between the inherent power in the ASW or MHO role and the objectives of empowering practice and advocacy.
- 5f The ability to effectively manage difficult situations of anxiety, risk and conflict, reflecting on their impact on self and others.
- 5g The ability to evaluate the outcomes of interventions with service users and others, including the identification of unmet need.

The full requirements for Approved Social Worker and Mental Health Officer training (and the Mental Health Social Work Award) can be found in *Assuring Quality for Mental Health Social Work* (CCETSW 2000).

## Appendix

### CCETSW Approved Approved Social Worker and Mental Health Officer Programmes

#### ENGLAND

Barnet, Herts & Camden ASW Programme  
George Platt  
CMHT  
London Borough of Camden  
Community Health Team, Resource  
Centre  
Tottenham Mews  
London W1Y 9PH  
0171 530 4432

Northamptonshire ASW Training  
Programme  
Jim Reynolds  
Training Officer  
Northamptonshire Social Services  
Floor 3  
Oxford House  
West Villa Road  
Wellingborough NN8 4JR  
Tel: 01933 220740

Essex/Suffolk ASW Programme  
Liz Chidgey  
Training and Staff Development,  
Essex Social Services Dept.  
County Hall  
PO Box 297  
Chelmsford CM1 1YS  
Tel: 01245 492211

Norfolk ASW Programme  
Barbara Selby  
Norfolk Social Services Department  
County Hall Annex  
Martineau Lane  
Norwich NR1 2DH  
Tel: 01603 223069

Cambridgeshire ASW Programme  
Kath Gordon  
Cambridgeshire SSD  
Training Section  
Foster Road  
Trumpington  
Cambridge CB2 2NL  
Tel: 01223 846018

East Midlands ASW Training Consortium  
Sarbjit Kaur Hayne  
Staff Development Unit  
Nottingham City SSD  
14 Houndsgate  
Nottingham NG1 7BE  
0115 915 7118

The Pennine ASW Consortium  
James Moore  
Bradford Social Services Department  
7th Floor, West Riding House  
Bradford BD1 4LH  
Tel: 01274 752794

Wakefield Social Services ASW  
Programme  
Christine Hewitt  
The Study Centre  
6 Springfield Grange  
Flanshaw  
Wakefield WF2 9QP  
Tel: 01924 382831

Leeds Social Services ASW Programme  
Clodagh Murphy  
Leeds Social Services Department  
5th Floor, Merrion House  
Merrion Centre  
Leeds LS2 8QA  
Tel: 0113 2478564/8601

Humberside & Lincolnshire ASW  
Programme  
Mike Ogley  
Social Services Training Section  
Wisford House  
Brayford  
Wharf East  
Lincoln LN5 7BH  
01522 554 033

South West Region ASW Programme  
Rob Brown  
ASW Programme Director  
36 Wellbeck Avenue  
Highfield  
Southampton SO17 1SU  
Tel: 01703 551496

South London ASW Programme  
 Rob Brown  
 ASW Programme Director  
 36 Wellbeck Avenue  
 Highfield  
 Southampton SO17 1SU  
 Tel: 01703 551496

North East London ASW Programme  
 Maureen Perkins  
 LB of Barking & Dagenham SSD  
 Civic Centre  
 Dagenham  
 Essex RM10 7BN  
 0181 592 4500

West London ASW Programme  
 Corrine Ryan  
 Hounslow SSD  
 26 Glenhurst Road  
 Brentford TW38 9BX  
 0208 583 3445/  
 0208 583 3433 (direct line)

London Borough of Hackney ASW  
 Programme  
 Bronwen Williams  
 Maurice Bishop House  
 17 Reading Lane  
 London E8 1HH  
 0181 356 4879

North West Mental Health Partnership  
 ASW Training Programme  
 ASW Co-ordinator,  
 c/o Social Services Training Section  
 Chasely Field  
 Chasely Road  
 Salford M6 7DZ  
 Tel: 0161 745 7479

Kent ASW Training Programme  
 Mary MacDonald  
 Kent Social Services Department  
 Training and Development Section  
 Invicta House  
 County Hall  
 Maidstone  
 Kent ME14 1XX  
 Tel: 01622 221 820

Merseyside ASW Programme  
 Pat Walton  
 Co-ordinator  
 Merseyside ASW Programme  
 Liverpool John Moores University  
 School of Law, Social Work & Social  
 Policy  
 Josephine Butler House  
 1 Myrtle Street  
 Liverpool L7 4DN  
 Tel: 0151 231 3960

Cheshire Partnership ASW Programme  
 Phil Badcock  
 4 Congleton Road  
 Macclesfield SK11 7UE  
 01625 534 931

North East Programme for ASW Training  
 Jeannie Molyneaux  
 Division of Adult & Community Care  
 University of Northumbria  
 Manor House  
 Coach Lane Campus  
 Newcastle upon Tyne NE7 7XA  
 Tel: 0191 227 4480

SYNEM ASW Programme  
 Jim Monarch  
 SCHARR  
 University of Sheffield  
 Regent Court  
 30 Regent Street  
 Sheffield S1 4DA  
 Tel: 0114 222 0775

East Sussex, West Sussex, Brighton &  
 Hove ASW Programme  
 Jackie Langley  
 Programme Co-ordinator  
 School of Applied Social Science  
 Brighton University  
 Falmer  
 Brighton BN1 9PH.  
 Tel: 01273 643 494  
 Email: j.langley@bton.ac.uk

Oxfordshire Extended ASW Programme  
 Christine Warriner or Colin Miles  
 Oxfordshire Social Services  
 Yarnton House  
 Rutten Lane  
 Yarnton OX5 1LP  
 Tel: 01865 854 494

Wessex Consortium ASW Training  
Programme  
Nick Molland  
"Pippins"  
Hanham Road  
Wimborne  
Dorset BH21 1AS  
Tel: 01202 883194

Hampshire ASW Programme  
Jill McIndoe  
Hampshire Training Solutions  
Winton House  
Winton Close  
Winchester SO22 6AB  
Tel: 01962 843032  
hrdtjm@hants.gov.uk

Birmingham City Council ASW  
Programme  
Jerry Tew  
Birmingham SSD  
Chamberlain House  
2 Yew Tree Road  
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0121 303 0990

Warwickshire Social Service ASW  
Programme  
Ann Christina  
Staff Development Commissioning Team  
P O Box 48  
Shire Hall  
Warwick CV34 4RD  
01926 401 410

West Midlands ASW Programmes  
Ric Bowl  
School of Continuing Studies  
University of Birmingham  
Edgebaston  
Birmingham B15 2TT  
0121 414 6688

Staffordshire ASW  
Jo Wiltshaw  
Staffordshire SSD  
Staff Development Centre  
The Tillington Centre  
Second Avenue  
Holmcroft  
Stafford ST16 1PS  
01785 277 109

Berkshire & Surrey ASW Programme  
Claire Pitt  
Adult Services Training  
Andrews House  
College Road  
GU1 9RU  
01483 484 980

Bedfordshire, Buckinghamshire, Luton &  
Milton Keynes ASW Programme  
David Bowdler  
Bedfordshire SSD  
County Hall  
Caudwell Street  
Bedford  
Bedfordshire MK42 9AP  
01234 228 174

### **WALES**

Wales Consortium for ASW Training  
Mr David Cooper  
Director ASW Training Programme  
Dept. of Applied Social Studies  
University College of Swansea  
Swansea SA2 8PP  
Tel: 01792 295798

### **SCOTLAND**

Tayforth MHO Programme  
Billy Swan  
Employee Development Department  
Fife Council  
Ramsay Road  
Kirkcaldy  
KY1 1UH  
Tel: 01592 412 800

South East Scotland MHO Programme  
Kay Stenhouse  
Training and Development Officer  
City of Edinburgh SW Dept.  
Westfield House  
5 Kirk Loan  
Edinburgh  
EH12 7HD  
Tel: 0131 3145890



North of Scotland MHO Programme  
Gus McDonald, Covenor OR  
Shelia Smith, Development Officer  
Room F16, Northern College  
Hilton Place  
Aberdeen  
AB24 4FA  
Tel : 01224 283 676

West of Scotland MHO Programme  
Maggie Hait  
West of Scotland Consortium  
Kuowehead  
372 Albert Drive  
Glasgow G41 4NX  
Tel : 0141 427 5502

South West Scotland MHO Programme  
Margaret Bowman  
South Ayrshire Council  
Social Work Department  
Holiston House  
Ayr, KA7 3BA  
Tel : 01292 262 111

#### **NORTHERN IRELAND**

NI Approved Social Worker Programme  
Ms Bernadette Hamilton  
Programme Co-ordinator  
Child Care NI,  
216 Belmont Road  
Belfast BT4 2AT  
Tel: 028 9065 2713

# ***Implementing Assuring Quality for Mental Health Social Work***

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Under mental health legislation CCETSW is required to regulate the training provided for social workers who wish to become Approved Social Workers or Mental Health Officers. During 1998/2000 CCETSW reviewed and revised the existing requirements for this training. The result is *Assuring Quality for Mental Health Social Work* which was published in April 2000.

This guidance was originally provided for CCETSW approved ASW/MHO programmes who are required to implement *Assuring Quality for Mental Health Social Work* by April 2001. As a result of detailed consultation and negotiation CCETSW was able to produce one version of the training requirements, to replace Papers 19.19, 19.21 and 19.23. This Guidance, therefore, is relevant across the whole of the UK.

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## 1. Introduction

1.1 The requirements for the training of Approved Social Workers and Mental Health Officers can be found in *Assuring Quality for Mental Health Social Work*, published in March 2000. The requirements are the product of a detailed review and consultation process and, once fully implemented, will be the basis of the UK wide arrangements for the recruitment, training and assessment of social workers who wish to be considered for appointment as an ASW or MHO.

1.2 This Implementation Guidance has now been produced to assist programmes, local authorities and health and social services trusts in their implementation of the revised requirements. It contains guidance on interpreting the requirements and on the planning required to meet the implementation timetable. The Guidance is designed to assist ASW and MHO programmes in maintaining UK-wide standards and consistent practice.

1.3 This Implementation Guidance does not have the force of Requirements and nothing contained in it should be taken as superseding or replacing current requirements for monitoring and reporting under CCETSW's quality assurance procedures.

1.4 This Guidance is now being issued to accompany copies of *Assuring Quality for Mental Health Social Work*. Each section relates to, and is cross referenced to, a corresponding section in *Assuring Quality for Mental Health Social Work*. Further copies of it and advice on implementing the revised requirements can be obtained from the appropriate CCETSW national office:

**CCETSW ENGLAND REGULATION**  
Caledonia House  
223-231 Pentonville Road  
London N1 9NG  
Tel: 020 7833 8090

**CCETSW NORTHERN IRELAND**  
6 Malone Road  
Belfast BT9 5BN  
Tel: 01232 665390

**CCETSW SCOTLAND**  
c/o Scottish Executive  
James Craig Walk  
Edinburgh EH1 3BA  
Tel: 0131 244 3494

**CCETSW CYMRU/WALES**  
South Gate House  
Wood Street  
Cardiff CF1 1EW  
Tel: 01222 226257

1.5 Project work is currently being undertaken on refresher training and on continuing professional development for experienced Approved Social Workers and Mental Health Officers. New guidance will be published in autumn 2000.

## 2. Assuring Quality for Mental Health Social Work

This section is cross referenced to the Preface [page 4] and the Introduction [page 6] of *Assuring Quality for Mental Health Social Work*.

2.1 *Assuring Quality for Mental Health Social Work* describes the arrangements and requirements for the training of Approved Social Workers(ASWs) and Mental Health Officers(MHOs). It has been produced as a result of a planned review of the existing requirements which have been in operation since 1993. Although the document itself looks quite different to Papers 19, much of the content will be familiar. The requirements have been updated, simplified and brought more into line with other CCETSW post qualifying level awards.

2.2 Across the UK there are three pieces of legislation under which social workers are appointed to carry out certain functions, i.e.:

- Mental Health Act 1983 (England and Wales)
- Mental Health (Scotland) Act 1984
- Mental Health (Northern Ireland) Order 1986

Although there are some resulting differences in policy and practices it was felt there were sufficient similarities to enable CCETSW to produce one, UK version of the training requirements. Consequently, there are a number of places in the text of *Assuring Quality for Mental Health Social Work* where reference is made to legislation, policies or terminology that apply to less than the four countries of the UK. For example:

- (1) In England, Wales and Northern Ireland, social workers who are appointed to carry out functions under mental health legislation are called Approved Social Workers(ASWs). In Scotland they are called Mental Health Officers(MHOs). These terms are not interchangeable.
- (2) In England, Wales and Scotland local authorities are the bodies that are required to appoint ASWs or MHOs. In Northern Ireland, the appropriate bodies are health and social services trusts. These terms are not interchangeable.

2.3 This new edition *Assuring Quality for Mental Health Social Work* replaces the following CCETSW publications:

- Paper 19.19. Requirements and Guidance for the Training of Social Workers to be considered for Approval in England and Wales under the Mental Health Act 1983. 1993
- Assuring Quality for Mental Health Social Work. Approval, Review and Inspection of Approved Social Worker (ASW) Programmes in England and Wales. 1996
- Paper 19.21. Requirements and Guidance for the Training of Social Workers to be considered for Appointment in Scotland under the Mental Health (Scotland) Act 1984. 1993
- Assuring Quality for Mental Health Social Work. Approval, Review and Inspection of Mental Health Officer (MHO) Programmes in Scotland. 1996
- Paper 19.23. Requirements and Guidance for the Training of Social Workers in Northern Ireland to be considered for Approval under the Mental Health legislation. 1993
- Assuring Quality for Mental Health Social Work. Approval, Review and Inspection of Approved Social Worker (ASW) Programmes in Northern Ireland. 1996

### 3. Implementation

3.1 The requirements contained in *Assuring Quality for Mental Health Social Work* will come into force from 1 April 2000. Subject to a process agreed with the appropriate CCETSW national office\*:

- programmes **may** begin to implement the revised requirements from **1 April 2000**
- programmes **must** implement the revised requirements from **1 April 2001**

3.2 In line with 3.1 above, programmes may continue to deliver training in line with Paper 19.19 (England & Wales), Paper 19.21 (Scotland) or Paper 19.23 (Northern Ireland) until **31 March 2001**. After that date programmes must have acquired agreement to run their next programme under the requirements of *Assuring Quality for Mental Health Social Work*. Candidates who have begun their training under Papers 19 must, subject to an agreed timescale, be allowed to complete under those requirements.

3.3 All CCETSW approved training provided prior to the introduction of *Assuring Quality for Mental Health Social Work* will continue to be recognised.

\*Please see page 21 of this Guidance for the arrangements for programmes to implement *Assuring Quality for Mental Health Social Work*.

#### 4. The Purpose of ASW and MHO Training

This section is cross referenced to the Purpose of ASW and MHO Training [pages 10 and 11] of *Assuring Quality for Mental Health Social Work*.

- 4.1 This section of *Assuring Quality for Mental Health Social Work* sets out the context in which the selection, training and support of social workers who are to become ASWs or MHOs is taking place.
- 4.2 CCETSW approves programmes to provide training for social workers who wished to be considered for appointment as ASW/MHOs. Programmes should, therefore, focus primarily on this statutory role. This does not mean that programmes may not offer additional modules or types of training. Nor does it prevent programmes from offering, subject to local agreement, places to suitable people who may not be considered for appointment as an ASW or MHO.
- 4.3 This section of *Assuring Quality for Mental Health Social Work* highlights the importance of the professional role of the social worker under mental health legislation. Social workers need to be clear about their individual responsibilities within the statutory, mental health role but they should also be aware of the major contribution that generic social work skills and values make to this work.
- 4.4 Programmes need to consider how to balance the requirement to provide social workers with opportunities to acquire detailed knowledge, understanding and experience of mental health legislation, mental disorder etc. with the need for them to continue to develop their social work skills and expertise in the workplace.
- 4.5 Programmes should also ensure that training identifies a wider role for the ASW or MHO other than 'simply' responding to requests for admission to hospital or guardianship.
- 4.6 Since 1993, when the current training requirements were introduced, there have been a number of significant policy and organisational changes affecting ASWs and MHOs. Social workers find themselves working increasingly closely with colleagues in health professions and/or in specialist mental health teams. Programmes should endeavour to help social workers develop their skills in interprofessional working and to prepare them to work within local arrangements for mental health service delivery. They should also ensure that all trainees understand current national and local policy initiatives which affect these arrangements.



- 4.7 In line with organisational changes some ASWs and MHOs now find themselves working in teams where their direct line manager is not an ASW/MHO or not a professional social worker. In such circumstances it is important that ASWs and MHOs are properly supported in their role by being provided with supervision and consultation from someone who is appropriately qualified and experienced. This will be the responsibility of the employing local authority or health and social services trust.
- 4.8 *Assuring Quality for Mental Health Social Work* is also being introduced at a time when changes in mental health legislation is actively under discussion in at least two countries of the UK. Although it would be unwise to attempt to second guess the outcome of these discussions, particularly if they result in significant changes to the role of ASWs or MHOs, CCETSW has attempted to reflect the 'spirit' of some of the proposals in the revised requirements.

## 5. The Structure of ASW and MHO Training

This section is cross referenced to the Structure of ASW and MHO Training [page 12] of *Assuring Quality for Mental Health Social Work*.

- 5.1 Since 1994 CCETSW approved Approved Social Worker and Mental Health Officer training programmes have had a credit rating against the Post Qualifying Award in Social Work(PQSW). In redrafting the Competences for *Assuring Quality for Mental Health Social Work* CCETSW has taken the opportunity to make explicit the link between ASW/MHO training and the PQSW. [Please see The Post Qualifying Framework on page 23 of this Guidance]
- 5.2 The Competences in Section 6 of *Assuring Quality for Mental Health Social Work* [pages 18-20] are directly derived from four general and the two core requirements of the PQSW i.e. :

### **General Requirements**

All candidates must demonstrate:

- PQ2.** competence in working effectively in complex situations
- PQ3.** competence in exercising the powers and responsibilities of a professional social worker, including the appropriate use of discretion and the management of risk
- PQ4.** ability to make informed decisions
- PQ5.** competence in identifying and maintaining purposeful networks and collaborative arrangements

### **Core Requirements**

In meeting the General Requirements all candidates must:

- (a) evaluate the effectiveness of their practice using a relevant knowledge base, including an understanding of legal and policy contexts and appropriate research
- (b) demonstrate an explicit adherence to the values of social work and to the provision of ethically sound practice

This means that once approved by CCETSW, programmes will be deemed automatically to be at the correct academic level and to contain the appropriate amount of learning to warrant a rating of 60 PQ level credits.

- 5.3 As a consequence of making the ASW/MHO : PQSW link more explicit the requirement for a specified number of learning days has been changed to the concept of 'volume' or hours of 'notional student effort'<sup>2</sup>. The allocation of 60 PQ credits implies that the evidence to meet the requirements for ASW or MHO training will be based on a minimum of 600 hours of learning. This will involve a range of activities, including:
- formal learning/taught element
  - direct mental health practice
  - private study
  - portfolio preparation
  - supervision
  - interprofessional liaison etc.

Because of the need for social workers to acquire detailed knowledge and understanding of legislation etc. before they undertake this new role, at least one quarter of this time, or a minimum of 150 hours, should normally be allocated to the taught element of the programme. Individual candidates are not required to identify the 600 hours of learning within their own portfolios. Instead programmes are required to set out in their course material how the different elements of learning will be structured.

- 5.4 Within the overall design requirements, programmes may organise themselves in any appropriate format to meet local need. There is also nothing to prevent programmes offering additional modules to meet other PQSW requirements, though this should be agreed with the appropriate PQ consortium.
- 5.5 The key purpose of ASW and MHO training is to produce social workers who are competent to undertake the functions allocated to them under mental health legislation. From this it follows that programmes must provide appropriate learning opportunities to enable candidates to demonstrate competence. Because of their varied work backgrounds this may vary from candidate to candidate. The starting point for programme design should be the Competence requirements (*Assuring Quality for Mental Health Social Work*, Section 6) and the Knowledge Base (*Assuring Quality for Mental Health Social Work*, Section 5). It will then be important to ensure that each candidate has appropriate mental health practice opportunities, either in their own work place, or elsewhere. Within the overall

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<sup>2</sup> Further information on volume can be found in the CCETSW guidance document *The Accreditation Handbook*, April 1998. An updated version of *The Accreditation Handbook* will be produced for the PQ Handbook later in 2000.

**organisation of the programme, this requires negotiation by the programme providers and a shared understanding of roles and responsibilities between all parties.**

- 5.6 Candidates also have a responsibility to identify their own learning needs. They should be encouraged to do this by developing a learning plan which identifies needs, opportunities etc. and which helps to structure the production of portfolio evidence. Programmes should decide at local level what support each candidate will need in order to develop such a learning plan. It could, for example, be part of an overall continuing professional development plan, linked to appraisal and progression in the workplace, or it could be drawn up specifically to meet the challenges of ASW or MHO training. Such a learning plan can also help in preparing a claim for the Accreditation of Prior Learning (see Section 7 page 16 of this Guidance). Again, this activity requires communication between programmes and agency employers, who have a clear responsibility to assist the continuing professional development of their staff. PQ consortia may also be able to provide information and support.

## 6. Selection and Registration of Candidates

This section is cross referenced to Selection and Registration of Candidates [pages 13 and 14] of *Assuring Quality for Mental Health Social Work*.

- 6.1 In devising its recruitment processes programmes must pay attention to CCETSW's selection criteria as set out in Section 3.2 page 13 of *Assuring Quality for Mental Health Social Work* :

"To be eligible to register for ASW or MHO training social workers must:

- (a) hold a CSS, CQSW or DipSW or their predecessor equivalents or, in the case of social workers trained abroad, a letter of comparability with the CQSW, or a letter of verification issued by CCETSW.**

Programmes must satisfy themselves that each candidate holds an appropriate qualification before they register with the programme. Now that the requirement to register with CCETSW has also been introduced, the need for candidates to produce their certification will be reinforced. Programmes should keep a record of each candidate's eligibility for training.

- (b) be nominated by a local authority or a health and social services trust which will undertake to provide the candidate with support and appropriate learning opportunities.**

Experience shows that all candidates require support for their learning or they are likely to struggle with the demands of the programme. It is also essential that they have access to appropriate learning opportunities before and during the course of the programme. Nomination by the local authority or a health and social services trust also implies that the employing agency believes the candidate is suitable to be considered for appointment as an ASW or MHO upon completion of training. Local authorities and health and social services trusts should also consider the support that their newly appointed ASWs or MHOs will require.

- (c) satisfy the programme provider that they are suitable for ASW or MHO training**

**Where a social worker does not have prior experience of working with people with a mental disorder they should undertake appropriate preparation before the beginning of the programme - any such preparation should be agreed in advance with the programme provider.**

It is for the local authority or a health and social services trust to nominate a social worker but it is the responsibility of the programme to satisfy itself that the person is suitable for the training. In other words, is it likely that the potential candidate will be able to meet the academic and practice requirements of the programme? This may include consideration of prior mental health experience and of work place learning opportunities to be made available to those candidates who have little previous mental health experience.

Taken together criteria (b) and (c) reinforce the importance of having clear agreements between the parties to the provision, and with those who purchase places.

- (d) demonstrate that they have improved and extended the level of competence acquired by the point of qualification by holding the PQSW Part I certificate;**

Or

**As a transitional arrangement, until 1 April 2002 social workers may satisfy an alternative entry requirement that they have a minimum of two years post qualifying experience.**

The review of Paper 19 requirements concluded that while there should be a level of post qualifying experience before social workers could be eligible for ASW or MHO training, the existing requirement for two year's experience could be unnecessarily rigid. It has been decided, therefore, to set a benchmark linked to learning and competence, rather than length of service (this is also consistent with the CCETSW Child Care Award). Candidates do not necessarily have to hold Part I in mental health work. Because it is likely to take some time for suitable candidates to achieve PQSW Part I **this requirement will not be fully implemented until April 2002.**

PQ consortia are approved by CCETSW to register and assess candidates for the PQSW, including Part I. It will be the responsibility of the local authority or health and social services trust to ensure that social workers are able to meet this entry requirement and they should begin to plan for it now. It is emphasised that, although ASW/MHO programmes may be involved in the development of Part I learning opportunities, it is **not** their responsibility to offer Part I programmes or assessment arrangements. When this requirement is fully implemented in 2002 programmes will, however, be required to satisfy themselves that potential candidates hold the Part I certificate before embarking upon ASW or MHO training. CCETSW is currently working with approved PQ consortia to ensure arrangements are in place to meet the demand for Part I assessment.

There may be instances where a social worker holds PQSW Part I but their employing agency does not feel they are ready to undertake ASW or MHO training - meeting selection criterion (d) does not override criteria (b) and (c).

- (e) register with an approved programme and with CCETSW**

CCETSW has changed its requirements for ASW/MHO training and for the Practice Teaching Award so that candidates are now required to register with both CCETSW and the programme. This will facilitate progress tracking and data collection. Programmes will be advised by CCETSW Registry on these new arrangements for registration and certification.

- (f) have paid any registration fees**

There will be no charge for registration with CCETSW. It is for programme partners to agree their own fee levels.

## **6.2 Termination of training**

All CCETSW approved programmes are now required to have formal arrangements to terminate the training of candidates. Guidance on this can be

found in the CCETSW guidance paper “Legal and Administrative Matters Relating to CCETSW Programmes, including Issues Relating to Student and Candidate Suitability and Conduct” which was issued to all programmes in October 1999. Further copies of this paper can be obtained from CCETSW Registry. Programmes should contact the Registrar if they have any specific questions on these matters.

## 7. Accreditation of Prior (Experiential) Learning AP(E)L

This section is cross referenced to AP(E)L [page 15] of *Assuring Quality for Mental Health Social Work*.

- 7.1 As part of the process of ensuring ASW and MHO training is as relevant and up to date as possible, CCETSW has decided to allow programmes to offer arrangements for the accreditation of prior learning. This may include:
- relevant learning which has been previously assessed and/or accredited by an educational institution, PQ consortium, or agency;
  - relevant experience derived from a programme(s) undertaken by the candidate which could in principle have been assessed but in practice was not, for example in-service training;
  - work based learning.
- 7.2 The introduction of APEL arrangements is regarded, in terms of CCETSW's Quality Assurance requirements, **as a major modification requiring prior approval** [*Assuring Quality for Mental Health Social Work Social Work* Section 14.3 page 49].
- 7.3 Subject to the approval by CCETSW described in 7.2 above, it will be for programmes to agree local arrangements for AP(E)L, including the process to be followed and the amount of prior credit to be allowed.
- 7.4 CCETSW will produce more detailed guidance on good practice in assessment, including the accreditation of prior learning, later this year.



## 8. The Knowledge Base of ASW & MHO Practice

This section is cross referenced to **The Knowledge Base of ASW and MHO Practice [pages 16 and 17] of *Assuring Quality for Mental Health Social Work*.**

- 8.1 When CCETSW carried out the review of the existing requirements for ASW and MHO training in 1998, the consultation document contained the following questions:

**“At present CCETSW does not prescribe the curriculum for ASW/MHO training. Should it do so? If so, why? Briefly state what areas should be covered.**

**If no, would you welcome guidance?”**

The overwhelming response was that CCETSW should not prescribe the curriculum but that guidance would be welcomed.

- 8.2 Following work to redraft the Competences, it was felt that the most appropriate way to respond to the consultation findings was by producing a knowledge base, directly linked to the Competences. This knowledge base could then be used to help programmes develop their own teaching and learning arrangements. Candidates might also find the knowledge base useful when considering how to compile their portfolio evidence.
- 8.3 The list set out in Section 5 of *Assuring Quality for Mental Health Social Work* is not intended to be definitive or exhaustive. Programmes are not required to teach or assess each element on the list but as the knowledge base could be said to ‘underpin’ the Competences it is offered as a useful starting point.
- 8.4 This knowledge base is directly related to mental health and mental disorder. It should be borne in mind that there is a much broader social work knowledge base which underpins competent ASW and MHO practice.

## 9. Competences

**This section is cross referenced to the Competences [pages 18 to 20] of *Assuring Quality for Mental Health Social Work*.**

- 9.1 In redrafting the Competences the project group had a number of objectives:
- i) to use the existing Competences as a basis but to revise and to up date them
  - ii) to reduce the number of Competences, if possible
  - iii) to link the Competences directly to the appropriate PQSW requirements
  - iv) to highlight the importance of the social work contribution to the statutory processes
  - v) to emphasise the importance of effective social work practice with service users and carers
  - vi) to emphasise the importance of effective interprofessional work
- 9.2 The resulting Competences [*Assuring Quality for Mental Health Social Work*, Section 6] are, therefore, not new, but they have been redrafted and restructured.
- 9.3 The Values of Social Work, set out on pages 7 and 8 of *Assuring Quality for Mental Health Social Work*, are consistent with the DipSW and other post qualifying awards regulated by CCETSW. There was considerable debate about whether the ASW/MHO Competences should also contain a discrete Values unit. Issues of power, cultural diversity and discrimination were felt to be so central to competent practice that it was agreed that the four requirements in Unit 1 should be included. Evidence to meet the requirements of this Values Unit should be integrated into the evidence for the other four Units of Competence.
- 9.4 ASW and MHO training is unusual in that social workers are not allowed to carry out certain functions until training is completed and appointment to the role has been made. The Competence requirements do, therefore, attempt to distinguish between those where competence can and must be demonstrated within the training programme and those where “ability to.....” should be demonstrated.

## 10. Assessment

**This section is cross referenced to Assessment [pages 21 and 22] of *Assuring Quality for Mental Health Social Work*.**

- 10.1 CCETSW's requirements in relation to assessment have not changed.
- 10.2 A programme's assessment arrangements should be clear and accountable and form a logical part of the programme's overall design.
- 10.3 A programme's assessment requirements should be directly related to the ASW/MHO Competence requirements. Knowledge of legislation, procedures etc. may be tested separately.
- 10.4 A candidate's portfolio must contain evidence to meet each of the Competence requirements but each Unit element does not have to be evidenced separately and discretely. Evidence to meet the requirements of the Values Unit should be integrated into the evidence for the other four Units of Competence. A candidate's portfolio should also contain a report, from practice, of the candidate's application of learning.
- 10.5 Practice assessors (England, Wales and Northern Ireland) and practice supervisors (Scotland) can be allocated a number of roles and tasks. They may be involved in the direct observation of practice or in the verification of a candidate's practice evidence. They may provide guidance, support and feedback to a candidate on the development of their portfolio. Whatever the role this should be explicit and accountable. A practice assessor's or practice supervisor's report should be a formal part of assessment requirements. Programme assessment boards should include at least one practice assessor or practice supervisor.
- 10.6 Whatever the tasks allocated to them by the programme, practice assessors and practice supervisors should possess an appropriate level of experience and expertise and should be, wherever possible, practising ASWs or MHOs. Programmes should ensure that they are prepared for and supported in their role.
- 10.7 It has already been stated that candidates are not in a position to demonstrate competence in relation to the full statutory role during the course of their training. In these areas programmes should consider the most appropriate and valid methods to assess a candidate's "competence to...." rather than "competence in....".
- 10.8 More detailed guidance on good practice in assessment, including practice assessment and the accreditation of prior learning, will be available in the PQ Handbook later this year.

## 11. CCETSW's Quality Assurance System

**This section is cross referenced to Part 2 Approval, Review and Inspection of Approved Social Worker and Mental Health Officer Programmes [page 25 onwards] of *Assuring Quality for Mental Health Social Work*.**

- 11.1 Part 2 of *Assuring Quality for Mental Health Social Work* sets out CCETSW's normal quality assurance requirements. These requirements are consistent with those for all other CCETSW awards.
- 11.2 Requirement 3 "**Collaboration**" [*Assuring Quality for Mental Health Social Work* page 32] has been amended to reinforce the importance of having clear agreements between programmes, programme partners, and any non partner agencies who may wish to purchase training places for their social workers.
- 11.3 Implementing Assuring Quality for Mental Health Social Work**  
The timetable for the implementation of the revised requirements is set out in Section 3 [page 6] of this Guidance. CCETSW Quality Assurance requirements have set procedures to be followed in the event of changes by a programme. Agreement for existing approved providers to offer programmes based on the revised requirements of *Assuring Quality for Mental Health Social Work* will be treated as a 'hybrid' of these procedures. This will be a paper exercise, managed by the appropriate Liaison Adviser, with continuing approval confirmed by the Designated Adviser. Programmes will be required to submit a proforma, together with an action plan, a timetable and additional data where appropriate. To avoid programme providers having to do unnecessary additional work it is suggested they provide the same revised material that they will put in their course handbooks.
- 11.4 CCETSW will require information on the following:
- where appropriate, a copy of the agreement between the programme provider and any purchasing agencies [**approval requirement 3.1.2 page 33**]
  - the allocation of 600 hours [**approval requirement 4.2.3 page 34**]
  - the programme assessment schedule [**approval requirement 5.1.1 page 35**]
  - the programme selection process [**approval requirement 6.1 page 36**]
  - termination of training [**approval requirement 6.1.6 page 37**]
  - information to candidates etc. [**approval requirement 7.1 page 38**]
  - involvement of users/carers [**approval requirement 8.1 page 39**]
  - complaints procedures [**approval requirement 16 pages 45**]
- 11.5 Programmes will be required to provide this information by December 2000. Arrangements will need to be agreed by March 2001. Implementation arrangements may vary slightly from country to country. **Existing approved programmes will be advised by their CCETSW liaison adviser of the timetable and process to be applied to them.**
- 11.6 APEL arrangements will continue to be regarded as a major modification requiring prior approval. Liaison Advisers can give programmes information on this process.

## 12. The Post Qualifying Framework and the PQSW

12.1 The Post Qualifying Framework, first introduced in 1990, has the following aims:

- to recognise and validate the professional development of qualified social workers;
- to ensure common minimum standards across a wide range of post qualifying social work education and training, in different sectors and settings;
- to provide structures for post qualifying social work education and training which are flexible and responsive to the changing needs of service delivery and different career pathways;
- to promote education, training and qualifications for social workers that support high standards of service and care in the personal social services.

12.2 The framework is based on the following principles:

**(i) identification of two different levels of competence - post qualifying and advanced**

The Post Qualifying Award in Social Work (PQSW) takes social workers from the point when they obtain their professional qualification to a post qualifying level where they have extended their skills to demonstrate competence in managing risk, in working in complex situations and in enabling others to develop their practice. The PQSW is made up of six general and two core requirements, and is divided into two parts. Part I recognises the level of competence achieved by a social worker who has consolidated the learning acquired by the point of DipSW qualification. PQSW Part I can be separately certificated by CCETSW. Part II recognises the competence of social workers who are involved in complex work and who have gone on to contribute to the development of others, e.g. students, colleagues, volunteers, foster carers. The PQSW is linked to the academic level of the last year of an undergraduate degree and is made up of a minimum of 120 PQ/Level 3 credits.

The Advanced Award (AASW) recognises the achievements of social workers who demonstrate leadership and expertise in their area of work. Social workers who achieve this level of competence will be making contributions to the development of services and the profession through policy making, innovative practice, research and education. The AASW is made up of eight general and two core requirements and work towards the award is assessed in one of four areas - practice, education and training, management, research, or a combination of two or more of these areas. The

**AASW is linked to the academic level of a Masters degree and is made up of a minimum of 120 AA/Level M credits.**

Approved Social Worker and Mental Health Officer training is based on PQSW requirements PQ2 - PQ5, plus the two core requirements. With Part I (PQ1) as the entry requirement, social workers will only have to complete PQ6 in order to achieve the full PQSW.

**(ii) accreditation of professional learning and development**

The PQ framework is based on a UK wide system of credit accumulation and transfer. This allows for the recognition of a diversity of learning and education and training provision and links the accreditation of professional competence with the attainment of professional and academic awards. Through the accreditation of in-service courses, higher education programmes, open and distance learning and work-place learning, the framework allows all practice based learning to be accredited. This includes learning acquired to registration for an award [AP(E)L].

ASW/MHO training has a rating of 60 PQ credits. When social workers successfully complete their training they are awarded the Mental Health Social Work Award by CCETSW. This certificate can then be used in a PQSW portfolio as confirmation that the relevant requirements and credits have been achieved.

**(iii) concentration on assessment of learning outcomes**

The PQ framework concentrates on the assessment of outcomes of learning rather than on the content of programmes or the methods or mode of learning. Awards are achieved by the demonstration of practice based competence.

ASW/MHO training is designed to reflect CCETSW's definition of professional competence – "the demonstration of knowledge, skills and values in practice".

**(iv) a UK-wide standard of post qualifying education and training established and maintained by CCETSW**

As the awarding body for post qualifying social work education and training CCETSW has overall responsibility to develop award requirements and to produce guidance on their interpretation. It also has responsibility for the quality assurance of programmes and for the standardisation of education and training across the UK.

CCETSW quality assures UK standards for ASW/MHO training through the production of requirements (*Assuring Quality for Mental Health Social Work*) and related guidance, the approval, monitoring and review of programmes and through the support given to external assessors.

**(v) implementation through PQ consortia**

The PQSW and AASW are delivered through a framework of approved PQ consortia. Consortia are made up of a partnership of social work agencies and higher education institutions covering a geographical area of the UK. Their main responsibilities are the registration and support of candidates, the assessment of portfolios and the accreditation of programmes.

In future all social workers who embark on ASW/MHO training will need to register with the appropriate PQ consortium in order to achieve PQSW Part I. PQ consortia are aware of this change to entry requirement and are making plans to link to employing agencies and to provide the necessary assessment arrangements. Once ASW/MHO training is completed social workers can then achieve the full PQSW by completing requirement PQ6.

12.3 The Requirements for the Post Qualifying and Advanced Awards in Social Work can be found in the CCETSW publication *Assuring Quality for Post Qualifying Education and Training - 1*, published in December 1997.

## **Requirements for the Post Qualifying Award in Social Work (PQSW)**

### **Core Requirements**

**In meeting the General Requirements all candidates must:**

- (a) evaluate the effectiveness of their practice using a relevant knowledge base, including an understanding of legal and policy contexts and appropriate research.
- (b) demonstrate an explicit adherence to the values of social work and to the provision of ethically sound practice.

### **General Requirements**

**All candidates must demonstrate**

#### **PART I**

**PQ1.** that they have improved and extended the level of competence acquired by the point of qualification;

#### **PART II**

**PQ2.** competence in working effectively in complex situations;

**PQ3.** competence in exercising the powers and responsibilities of a professional social worker, including the appropriate use of discretion and the management of risk;

**PQ4.** ability to make informed decisions;

**PQ5.** competence in identifying and maintaining purposeful networks and collaborative arrangements;

**PQ6.** competence in enabling others through management, supervision, consultation, practice teaching or direct contributions to education and training.

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# Assessment within the Mental Health Social Work Award

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## Introduction

This section builds upon the general assessment guidance set out in Section 1.5 of this Handbook. The material relates specifically to assessment within training for Approved Social Workers and Mental Health Officers and is drawn from the experiences of ASW/MHO programmes and of CCETSW Advisers since 1993, when assessment became mandatory. The sections on practice learning and assessment have been developed from research carried out by CCETSW England Regulation in early 2000. Section 3.4 “Assessment within the Child Care Award” and Section 5.2 “Assessment within the Practice Teaching Award” of this Handbook also contain relevant information.

The requirements for ASW/MHO training are set out in *Assuring Quality for Mental Health Social Work* [CCETSW 2000]. In common with other awards, CCETSW does not specify in great detail the methods by which programmes should ensure that candidates have met the twenty five Competence requirements. Nonetheless, as the key purpose of the training is to produce social workers who are competent to be appointed by their employing local authority or health and social services (HSS) trust as an ASW or MHO, it is essential that programme arrangements are robust, credible and effective.

## The Principles of Effective Assessment

The two key elements of effective assessment are **reliability** and **validity**.

**Reliable** assessment requires programmes to ensure that any outcome describes the phenomenon being assessed and is not an artefact of the measure being used. Reliability requires that the judgement made confirms that the candidate's evidence will be of a consistent standard in a range of different contexts. To be reliable, assessment must be consistent between candidates, over time, and between assessors of the same or similar evidence. A repeat test should also produce the same results and should be readily examinable by external assessors. Equally important, is that the work of different candidates will be treated in a similar manner. Reliable assessment is central to anti-discriminatory practice.

