

# South Yorkshire Teaching Partnership

## Social Work Practice and Development Framework 2023-2024

**Continuing Professional Development  
(CPD)  
For Social Workers and Managers  
The University of Sheffield**

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# Introduction

The South Yorkshire Teaching Partnership (SYTP) is a collaboration between the following local authorities and universities:

- University of Sheffield
- Sheffield Hallam University
- Sheffield City Council
- Barnsley Metropolitan Borough Council
- Rotherham Metropolitan Borough Council
- Doncaster City Council
- Lincolnshire County Council Children's Services
- Sheffield Health and Social Care NHS Foundation Trust
- Rotherham Doncaster and South Humber NHS Foundation Trust (RDASH)

The aim of the SYTP is to work together to **raise standards in social work** by delivering high quality training for social work students and qualified social workers in order to help them to develop the skills they need to work effectively in children and families and adults' services.

Our Social Work Practice and Development CPD Framework has been developed jointly by SYTP and is designed to support social work professionals to continue to develop their **knowledge and skills** as **professionally capable, reflective and analytical practitioners**.

The Framework is modular, and supports continuing professional development across four strands:

- Leadership and management;
- Practice;

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- Practice educator;
- Research and evidence-informed practice.

The Framework is for social workers and managers working across children and families and adults' services and is mapped to the **Knowledge and Skills Statements**.

## Why study with us?

- Access to high quality CPD designed to support you in your chosen career pathway, delivered by our university partners - the University of Sheffield and Sheffield Hallam University.
- Modules paid for by your employer as part of their commitment to your career progression and continuing professional development dependent upon training budget
- All our CPD modules are accredited at level 7, and you can build up credits towards a range of postgraduate qualifications including a certificate, diploma or MA (***please note that you are not currently able to transfer CPD credits between our two university partners***)
- Access to University facilities and resources including student discount card, student union
- Library access to specialist journals and access to research
- Peer support and networking opportunities
- You'll be learning from some of the best, with staff at both universities delivering excellence in both research and teaching.
- All training will be delivered face to face in 2023-24 unless and advised otherwise.

## How to book

How do I apply for a place on a module/course?

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Please discuss the CPD opportunity you are interested in with your line manager during supervision/appraisal. If your manager agrees to nominate you for a module/course and you can commit to attend all dates for that module you must complete a learning agreement signed by your manager and they will then need to contact your authority's Workforce Development Lead (see below) to put your name forward for the module. The learning agreement can be found on the last page of this brochure.

**The deadline for applying for modules and emailing your workforce development contact with your learning agreement is 31st July 2023.**

### Workforce Development contacts

Sheffield - Children	Sally Dean	<a href="mailto:Sally.Dean@sheffield.gov.uk">Sally.Dean@sheffield.gov.uk</a> for most courses with Practice Education course contact as <a href="mailto:Jenni.Wallen@sheffield.gov.uk">Jenni.Wallen@sheffield.gov.uk</a>
Sheffield – Adults	Helen Smith	<a href="mailto:Helen.Smith2@sheffieldd.gov.uk">Helen.Smith2@sheffieldd.gov.uk</a>
Doncaster Council	Shabnam Shafi / Diane Barnicoat	<a href="mailto:Diane.Barnicoat@doncaster.gov.uk">Diane.Barnicoat@doncaster.gov.uk</a> / <a href="mailto:Shabnam.Shafi@doncaster.gov.uk">Shabnam.Shafi@doncaster.gov.uk</a>
Doncaster – Adults	Sharon White	<a href="mailto:Sharon.White2@doncaster.gov.uk">Sharon.White2@doncaster.gov.uk</a>
Rotherham – Children	Christopher Dancer	<a href="mailto:Christopher.Dancer@rotherham.gov.uk">Christopher.Dancer@rotherham.gov.uk</a>
Rotherham – Adults	Nigel Mitchell	<a href="mailto:Nigel.Mitchell@rotherham.gov.uk">Nigel.Mitchell@rotherham.gov.uk</a>
Barnsley – Children	Louise Danks	<a href="mailto:LouiseDanks1@barnsley.gov.uk">LouiseDanks1@barnsley.gov.uk</a>
Barnsley -Adults	Kay Newton	<a href="mailto:KayNewton@barnsley.gov.uk">KayNewton@barnsley.gov.uk</a>

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Lincolnshire Childrens	Ben Lilley	<a href="mailto:Ben.Lilley@lincolnshire.gov.uk">Ben.Lilley@lincolnshire.gov.uk</a>
RDASH	Joanne Farthing- Bell	<a href="mailto:Joanne.farthing-bell@nhs.net">Joanne.farthing-bell@nhs.net</a>
Sheffield Health and Social Care NHS Foundation Trust	Natalie Salmon	<a href="mailto:Natalie.Salmon@shsc.nhs.uk">Natalie.Salmon@shsc.nhs.uk</a>

If you are offered a place on a module or course, you will need to complete the University's **application** and **registration** processes. The University will email you the details for this.

## Induction dates

For all modules (with the exception of the PEPS courses), you are normally required to attend an induction day at the University. Induction will take place on the day of your first module and all courses will be delivered face to face. You must have registered and applied by the time of your first module otherwise you will not have got the link to access your course on-line. There are a reduced number of modules in this brochure and should you wish to make any enquiries about any other modules please email [Sally.Dean@sheffield.gov.uk](mailto:Sally.Dean@sheffield.gov.uk). Semester One will start in Autumn and Semester Two will start in the Spring.

## Cost of modules

The majority of modules cost £500 per student for 15 credits and £1000 per student for 30 credits. All modules have study time built into them.

PEPS courses are £350 for PEPS 1 & 2 and for PEPS 3 £1000.

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All courses will only run if we have the number of participants to make the course viable.

If you are nominated for a module, then these costs will be covered by your employer as part of their commitment to your continuing professional development depending on their training budget and as long as you complete the course. You can use this evidence of your CPD for SWE registration.

### Late cancellation charges

The running of each module is dependent upon the number of students attending and a contract with the University therefore if you cancel your attendance at the course within four weeks of it starting then your manager will be charged for the whole of the course as outlined in the learning agreement. If you only attend part of the course, then your manager will be charged for the whole of the course.

If you have already registered for the programme and can no longer attend, then you may swap with another colleague. If this is likely to happen then you must contact Robert Bennett on [r.e.bennett@sheffield.ac.uk](mailto:r.e.bennett@sheffield.ac.uk) copying in [Sally.Dean@sheffield.gov.uk](mailto:Sally.Dean@sheffield.gov.uk) in order to arrange this within a reasonable timeframe and not at the very last minute.

Courses will only be run if there is a minimum of 10 attendees as it is not viable to run them otherwise.

## Modules/courses available

Module/course name	Strand	Delivered by	Credits
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The Social Worker in the Court Room	Practice	University of Sheffield	30
Doing Practitioner Research	Practice/Research	University of Sheffield	30
Introduction to Leadership and Practice supervision	Leadership & Management	University of Sheffield	30
Post Graduate Certificate in Leadership and Management	Leadership & Management	University provider to be announced pending new contract	60
PEPS 1	Practice Education	University of Sheffield	15
PEPS 2	Practice Education	University of Sheffield	15
PEPS 3 (Practice Development Educator)	Practice Education	University of Sheffield	30

## CPD at the University of Sheffield

**The Social Worker in the Court Room – Adults and Children’s services  
Semester Two**

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NHS Foundation Trust

<b>Practice strand</b>		<b>30 credits</b>
<b>Module lead</b>	<b>Taught by</b> Allan Norman. Trained solicitor and registered social worker	
<b>Target audience</b>	<p>Social workers from children's and adults services</p> <p>The module will use participants' cases, and to this end it will be a requirement that each participant has access to such a case throughout the module (either within their own caseload, or involvement with work being undertaken with another worker) where a court hearing is a possibility.</p>	
<b>Overview</b>	<p>The module bridges the gap between academic learning about the law and the courtroom, and practice skills.</p> <p>The module sets the context for encounters between social work and the law, grounding it in an understanding of the role of the law in social work practice, and of the social worker in the courtroom. Building on that grounding, the module will quickly become practice orientated. This module aims to provide social workers with increased skills and confidence in presenting evidence in a courtroom and in written reports and developing the use of case law to justify decisions. It also aims to enable participants to identify the importance of evidence in social work practice, decision making and when presenting evidence at court. Advice on how to report for court, dress code, developments in law and drafting reports for court.</p>	
<b>Assessment</b>	<ol style="list-style-type: none"> <li>1. An oral examination consisting of an artificially constructed examination and cross-examination, based upon a case study, in a moot setting</li> </ol>	

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	2. A 3000 word assignment
<b>Dates (provisional)</b>	<p>This is a hybrid module delivered via a mixture of face to face and online learning.</p> <p>All delivery days are 10AM – 5PM and provisional at this stage. Any changes that need to be made to the timetable will be communicated well in advance of the programme starting. Study time is built into this module.</p> <p>2024:</p> <p>7<sup>th</sup> February, 14<sup>th</sup> February, 21<sup>st</sup> February, 28<sup>th</sup> February, 6<sup>th</sup> March, 20<sup>th</sup> March, 27<sup>th</sup> March and 17<sup>th</sup> April</p>
<b>Cost</b>	£1000
<b>Introduction to Leadership and Practice Supervision</b>	
<b>Leadership and Management strand</b>	
<b>30 credits</b>	
<b>Module lead</b>	<b>Lynda Hughes</b>
<b>Target audience</b>	<p>New or aspiring Team Managers/Senior Field Work Managers.</p> <p>Practitioners with a mentoring or supervisory role who adhere to Practice Supervisor KSS</p>
<b>Overview</b>	<p>The module is an introduction to Leadership and Practice supervision with reference to the current legislative and practice context including, the SWE Professional Standards and the Post-qualifying standard: Knowledge and Skills statement for child and family practice supervisors (DfE 2018) and the Post-qualifying</p>

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standards for adult social work practice supervisors (DHSC 2018).

The module is designed to introduce students to theories of Leadership, Management and Practice supervision and enable them to develop skills in this area of practice. Students interested in this module should be either aspiring managers in social work/care or newly promoted frontline managers in social work/care. The module is designed around work-based learning and requires the candidates to apply learning to their practice. Therefore, candidates must be in a position to be formally involved in Leadership and supervision while on the module. This is likely to mean they are already a manager, a practice educator with a student on placement or, if they are an aspiring manager, their manager has agreed to delegate some leadership tasks, including supervision, while the candidate is on the module. **These arrangements must be confirmed prior to registering for the module.**

Upon successful completion, candidates will be awarded 30 M-level credits from the University of Sheffield.

By the end of the unit, a student should be able to:

1. Critically evaluate team and organisational culture and the leadership skills and knowledge needed in order to promote a learning and growth culture
2. Critically describe and analyse Leadership and supervision models/frameworks/theories that are relevant to social care organisations
3. Critically evaluate the centrality of the supervisor/supervisee relationship and how to apply models/theories of supervision to promote

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	<p>emotionally intelligent and reflective practice when assessing and managing risk</p> <p>4. Demonstrate skills in identifying and applying resources to ensure that service requirements and targets are met</p> <p>5. Demonstrate knowledge of the factors which can influence poor performance and the leadership skills that are needed to address both under-performance and conflict</p>
<p><b>Assessment</b></p>	<p>Assessment 1: The Portfolio (60%)</p> <p>Candidates are required to produce a 3000-word portfolio of evidence relating to their identified learning needs and individual learning plan – this will be in the form of a reflective log based upon the candidates work based practice and experiences during their studies. The portfolio will include a reflective commentary on a direct observation of the candidate’s leadership and/or supervisory/mentoring practice.</p> <p>Assessment 2: The Presentation (20 minutes with 10 minutes questions) (40%)</p> <p>Candidates are required to present to a panel. The focus of the presentation will be their individual development journey during their studies. The candidate will be required to consider their learning and development against the three specified components within their portfolio: self in context; practice supervision and leadership and change. The presentation will be assessed against all learning outcomes.</p>

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<b>Dates (provisional)</b>	All delivery days are 10am– 4pm and provisional at this stage. Any changes that need to be made to the timetable will be communicated well in advance of the programme starting. All delivery days are face to face. Study time is built into the course.  2024: 15 <sup>th</sup> February, 7 <sup>th</sup> February, 28 <sup>th</sup> February, 18 <sup>th</sup> March, 9 <sup>th</sup> May, 6 <sup>th</sup> June, 12 <sup>th</sup> June and 13 <sup>th</sup> June.
<b>Cost</b>	£1000

## Post Graduate Certificate in Leadership and Management for Social Work – Nottingham Trent University Business school

### Leadership and Management strand 2024

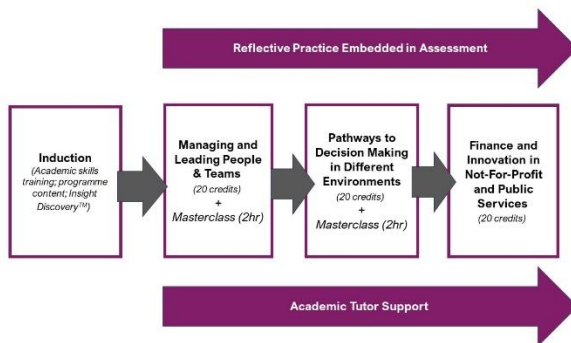
**60 credits**

<b>Course lead</b>	Dr Beth Patmore
<b>Target audience</b>	This programme is aimed at new or aspiring service managers/Heads of service in social care or similar settings.
<b>Overview</b>	<p>This is a dedicated, modular programme developed and designed specifically for new and aspiring senior managers in social work settings. Participants will benefit from increased knowledge of the effective practice of leadership and management as applied to social work or social care. All participants will receive mentoring from an independent mentor. The programme has been mapped against the Knowledge and Skills Statements for Practice Supervisor/Leader.</p> <ul style="list-style-type: none"> <li>• Develop self-awareness and leadership skills</li> <li>• Develop the knowledge and skills appropriate to commence or continue a career in management and leadership in Social Work</li> </ul>

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- Develop an understanding of how to build and development individual, team and organisational performance
- Develop an understanding of public sector and Not for Profit financing and the ability to maintain a working budget within their service
- Achieve an understanding of different and complex work environments, their stakeholders and cultures; and the decision-making necessary to lead and work within these environments



<p><b>Assessment</b></p>	<p>In total participants will produce three assessments equivalent to 4,000 words which will employ creative and innovative methods of assessment to develop a range of skills and attributes in the participants. Further information will be provided. Study time is built into the module.</p>
<p><b>Dates (provisional)</b></p>	<p>January 2024-July 2024 The induction will be a half day (4 hours) delivered face-to-face at the Nottingham Trent University</p>

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	<p>Mansfield campus. Each module will adopt the following blended delivery pattern:</p> <ul style="list-style-type: none"> <li>• ½ day online intro to module – 9-1pm (4 hours)</li> <li>• 1 full day F2F – 10-5pm (6 hours)- Mansfield campus</li> <li>• ½ day online – 9-1pm (4 hours)</li> <li>• ½ day online – 9-1pm (4 hours)</li> <li>• 1 day assessment online full day – 9-3pm (6 hours)</li> </ul> <p>Full timetable of the course will be sent upon request. Email <a href="mailto:Sally.Dean@sheffield.gov.uk">Sally.Dean@sheffield.gov.uk</a>.</p>
<b>Cost</b>	£3500
<b>PEPS 1</b>	
<b>Practice Education Strand</b>	<b>15 credits</b>
<b>Module lead</b>	David Bosworth - <a href="mailto:d.bosworth@sheffield.ac.uk">d.bosworth@sheffield.ac.uk</a>
<b>Target audience</b>	Qualified Social Workers who wish to undertake Practice Education duties with a social work student on a pre-registration social work programme. This is your first opportunity to manage a student and gain experience for progression on your career pathway.
<b>Overview</b>	This module develops the candidate’s knowledge of adult learning theories and their ability to develop a learning experience with a specific focus upon work-based social work placements. Social Workers are required to prepare a suitably robust practice-based learning experience, for first year student social workers, on an SWE endorsed pre-qualification social work programme at either Under graduate or Post Graduate level. This will include the management of the placement experience independently; or, by working alongside an already qualified Practice

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	Assessor, undertaking a discreet piece of work, with a SW student, that the social worker will manage independently. The module will enable social workers to critically analyse, reflect upon and evaluate the learning experience they have developed and how they [the social worker], have managed the assessment of a student social worker on a social work placement. All learning outcomes are mapped to PEPS standards level 1.
<b>Assessment</b>	3000-word portfolio/assignment Teaching will be face to face.
<b>Dates</b>	Dates to be confirmed by Practice Education lead- <a href="mailto:Jenni.Wallen@sheffield.gov.uk">Jenni.Wallen@sheffield.gov.uk</a> / <a href="mailto:Simon.Howard@sheffield.gov.uk">Simon.Howard@sheffield.gov.uk</a>
<b>Cost</b>	£350
<b>PEPS 2</b>	
<b>Practice Education Strand</b>	
<b>15 credits</b>	
<b>Module lead</b>	David Bosworth - <a href="mailto:d.bosworth@sheffield.ac.uk">d.bosworth@sheffield.ac.uk</a>
<b>Target audience</b>	This Programme is for qualified social workers supervising, mentoring and assessing social work students in the workplace. Therefore, to be able to undertake this module you must: <ul style="list-style-type: none"> <li>• have already demonstrated you have met the requirements for Stage 1 in the Practice Educator</li> </ul>

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	<p>Professional Standards either through an appropriate Practice Educator Stage 1 programme or through considerable experience of being a practice educator</p> <ul style="list-style-type: none"> <li>• take full responsibility for a Practice Learning Opportunity for a social work student at level 2 or final placement.</li> <li>• All learning outcomes are mapped to PEPS standards level 2.</li> </ul>
<p><b>Overview</b></p>	<p>The module has been developed with the following aims:</p> <ul style="list-style-type: none"> <li>• Apply contemporary modules and theories of learning development to the supervision and management of a practice learning opportunity.</li> <li>• Support learners to develop their knowledge and understanding through use of researched approaches to education and supervision</li> <li>• Demonstrate the capacity to observe and assess practice formatively and summatively using relevant standards and criteria, which includes HEI criteria</li> <li>• Identify problems and concerns relating to learner’s practice and be able to make evidence – based judgements in respect of marginal situations</li> <li>• Evaluate the impact of the learning opportunity for all concerned using the QAPL audit tool or other relevant approaches</li> <li>• Mentor and support other experienced practice educators</li> <li>• Transfer education and supervisory skills in order to mentor and assess diverse learners within the organisation</li> </ul>

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	<ul style="list-style-type: none"> <li>• Systematically evaluate, plan and take forward your own development as a Practice Educator</li> <li>• Meet the requirements of the relevant Practice Education Professional Standards for the Stage 2 Practice Educator – Domain D and specific criteria within Domains A, B and C</li> <li>• Group Critical reflective supervision training</li> </ul>
<b>Assessment</b>	<p>A Validating Conversation (VC): This will take place at the University of Sheffield. Each candidate will be allocated a time slot to attend during a two day period. Failure to attend for the allocated time period will result in a fail being recorded.</p> <p>The VC will be a verbal presentation by the candidate assessed against the module learning outcomes for the assignment to a panel comprising a university lecturer and a South Yorkshire Teaching Partnership nominated practice learning lead. The VC will be of 15 minutes duration with the panel members having the opportunity to ask further questions within a further 5 minutes.</p>
<b>Dates</b>	<p>Dates to be confirmed by Practice Development lead- <a href="mailto:Jenni.Wallen@sheffield.gov.uk">Jenni.Wallen@sheffield.gov.uk</a>/<a href="mailto:Simon.Howard@sheffield.gov.uk">Simon.Howard@sheffield.gov.uk</a></p>
<b>Cost</b>	£350

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## Practice Development Educator Stage 3 - by request (PEPS3)

**Practice Education Strand**

**30 credits**

**Module lead**

David Bosworth - [d.bosworth@sheffield.ac.uk](mailto:d.bosworth@sheffield.ac.uk)

**Target audience**

To be able to undertake this module you must:

- Be actively involved in the professional development of social workers.
- Agree to undertake a teaching activity with social work students on a pre or post registration course of study.
- Supervise/mentor a Practice Educator in training (Stages 1 or 2) and/or an NQSW.

**Overview**

The purpose of this module is to develop a candidate's teaching abilities, skills and knowledge – within the subject discipline of social work - to the point that they can be considered for Fellowship of the HEA. Thus, making this module a bona fide subject specific teaching award.

Therefore, this Programme is designed for those having already completed stage 1 & 2 of the PEPS (supervising, mentoring and assessing social work students in the workplace) programme or, for those in a supervisory role who undertake professional development/training or teaching activities with social workers e.g. within an NQSWs /ASYE programme or other CPD related activity.

N.B. In order to achieve 60 credits and be considered for a PG Cert in Practice Education, you must have completed PEPS1 (15 credits) & PEPS2(15 credits).

**Assessment**

The assessment has been designed to 'test' both a candidate's teaching skills, including lesson planning and

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	<p>delivery and, the candidates ability to apply an appropriate research and knowledge base in order to critically analyse a range of teaching activities specific to the subject discipline. Hence, parts A &amp; B are required elements for an overall pass.</p> <p>Part A: Teaching Presentation: this will be a 15- minute teaching presentation, followed by 5 minutes of questions delivered by the candidate to a panel of assessors (20% of the overall mark).</p> <p>Part B: Teaching portfolio equivalent to 3000 words in total (80% of the overall mark): this will require the students to prepare a portfolio based upon their teaching activities over a three-month period.</p>
<p><b>Dates</b></p>	<p>N.B. need 10 participants to run the module.</p> <p>This is a hybrid module delivered via a mixture of face to face and online learning. Study time is built into the course.</p> <p>All delivery days are 10am-4pm and provisional at this stage. Any changes that need to be made to the timetable will be communicated well in advance of the programme starting.</p> <p>2023: 3<sup>rd</sup> October, 12<sup>th</sup> October, 17<sup>th</sup> October, 31<sup>st</sup> October, 14<sup>th</sup> November, 21<sup>st</sup> November, 28<sup>th</sup> November, 5<sup>th</sup> December and 12<sup>th</sup> December</p> <p>2024: 2<sup>nd</sup> February (Micro teaching assessment)</p>
<p><b>Cost</b></p>	<p>£1000</p>

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## Doing Practitioner Research

### Research topic – Vulnerable teenagers & adults in crisis – Mental Health

#### Doing Practice Research

**30 credits**

#### Module lead

Dr Michaela Rogers

#### Target audience

- Social workers or social care professionals from Children’s services, professionals from Housing, Adults and Mental Health services, CAMHS

#### Overview

This innovative module will offer participants the opportunity to equip themselves with the skills and knowledge to become practitioner-researchers with expertise in conducting qualitative research and methods (e.g., interview, focus groups, creative methods). The module emphasizes the importance of research and evidence-informed practice as integral to everyday practice contexts. Aligning with the value-base of social work, the importance of research ethics and issues relating to sensitive research will be interwoven throughout. Teaching on the module will be through a blended learning approach ( a mix of face-to-face and online sessions) combined with directed independent study.

#### Assessment

Each student will be a member of the project team and will independently conduct a piece of qualitative research and report on findings. The overarching theme of the research project this year is Vulnerable teenagers and adults in crisis re mental health. The assessment consists of two components:

1. Research report 5000 words

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	2. Critical reflection 1000 words
<b>Dates</b>	This module will run in the Spring of 2024 – dates to be confirmed
<b>Cost</b>	£1000

## Masterclasses

We are committed to running 3 masterclasses on specific topics to be named during the academic year.

## Key Contacts

<b>General enquiries</b>	<a href="mailto:southyorkshireteachingpartnership@sheffield.gov.uk">southyorkshireteachingpartnership@sheffield.gov.uk</a> <a href="mailto:Sally.Dean@sheffield.gov.uk">Sally.Dean@sheffield.gov.uk</a>
<b>Course/module enquiries (University of Sheffield)</b>	Dave Bosworth (Director of SW education) – <a href="mailto:d.bosworth@sheffield.ac.uk">d.bosworth@sheffield.ac.uk</a> Tel - 07927 802969
<b>Application/registration enquiries (University of Sheffield)</b>	Robert Bennett Admissions and Teaching Support Assistant <a href="mailto:r.e.bennett@sheffield.ac.uk">r.e.bennett@sheffield.ac.uk</a> Tel: 0114 222 6402
<b>PG Cert in Leadership and Management enquiries</b>	Sally Dean (Project Manager) – <a href="mailto:Sally.Dean@sheffield.gov.uk">Sally.Dean@sheffield.gov.uk</a> Tel - 07717304535
<b>South Yorkshire</b>	Sally Dean (Project Manager) – <a href="mailto:Sally.Dean@sheffield.gov.uk">Sally.Dean@sheffield.gov.uk</a> Tel - 07717304535

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<b>Teaching Partnership enquiries</b>	Dot Smith (Programme Manager) – <a href="mailto:Dorothy.Smith@sheffield.gov.uk">Dorothy.Smith@sheffield.gov.uk</a> Tel - 07837 413618
<b>Practice Education enquiries</b>	<a href="mailto:Jenni.Wallen@sheffield.gov.uk/Simon.Howard@sheffield.gov.uk">Jenni.Wallen@sheffield.gov.uk/Simon.Howard@sheffield.gov.uk</a> .

## Learning Agreement example

### South Yorkshire Teaching Partnership Learning Agreement

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You must complete both sides of this request form **in full once a place has been funded for you.**

Your line manager must discuss and agree the details with you before forwarding to South Yorkshire Teaching Partnership  
**You will not be able to take up a place on a course/module until this approval is given.**

## Overview

This Learning Agreement sets out the terms and conditions for the provision of South Yorkshire Teaching Partnership Continuing Professional Development (CPD) Learning Activity, and sets out the responsibilities and obligations of you (the learner) and your line manager.

By signing this Agreement, you, **the Learner**, agree to:

1. attend all planned lectures/seminars/workshops/learning sets
2. meet all specified deadlines.
3. take proactive responsibility for your progress on the Course.
4. make contact with your employer AND the Learning Activity provider, at the earliest opportunity, in the event that you are unable to attend a learning session, meet a deadline, or continue on the Course.

Please note that the majority of modules have a study day built in to them for you to undertake self-directed learning and/or complete assignments. However, it is likely that you will also need to find time in addition to this study day in order to fully meet the requirements of the course/module.

By signing this Agreement, **your line manager** agrees to:

1. support the Learner, in successfully completing their Learning Activity by:
  - a. allowing reasonable time off, managed alongside operational needs, for the Learner to attend all relevant workshops, training and/or information sessions.
  - b. ensuring agreed study time is made available for the Learner, any additional time to be negotiated between the Learner and the line manager.

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2. ensure the Course followed by the Learner matches the requirements of their role. Training must have a purpose and the training needs should be regularly reviewed, taking account of the current business plan of the unit or department in which the Learner is based.
3. notify the South Yorkshire Teaching Partnership and the Learning Activity provider immediately should the Learner discontinue or withdraw from the Course or leave the Council's employment within the term of the course.

1. Learner's details			
Last name	Bi	First name	Salma
Post/job title	Senior Field work Manager	Directorate / Area / Team	Safeguarding hub
Work location	Moorfoot	Email Address	Salma.bi@sheffield.gov.uk
Telephone No	0114 2930 329		

## 2. Details of Activity

If you do not provide all the details below, the form will be returned to you which may result in unnecessary delays.

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Full title of activity	<b>Post Graduate Certificate in Leadership and Management for Social Work – Nottingham Trent University Business school</b>	
Full level of qualification/award <b>if relevant</b> (e.g. Level 7 / Post Grad cert etc.)		
Enrolment dates / Duration	From: (Please provide specific date)	To: (Please provide specific date)
Period / level this form covers		
Costs (see brochure)	£3500	

### 3. Relevance (please X in the relevant box)

How does this activity support the objectives and development of you and your service?

An understanding of the service needs from an operational level.

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Sheffield Health and Social Care  
NHS Foundation Trust

How will you review the impact of this activity; how will you know you have achieved the desired outcome?

**4. Budget Holder Approval**

Approved

Not approved

Signed:

If approval is refused, please state why below:

Refusal reasons:

**5. Terms and conditions of the Learning Agreement**

I Salma Bi have read and understood the Council's Learning and Development Policy and in consideration of the Council or the South Yorkshire Teaching Partnership paying for me to attend the Learning Activity I agree to the following terms and conditions in respect of the Learning Activity listed.

I agree to repay some or all of the fees, expenses and other costs ('the Costs') associated with the Learning Activity if any of the following

Trigger Events occur:

- I leave the employment of the Council or he Teaching Partnership before or during the activity or within 2 years of completing the activity.
- I fail to sit an examination or submit final assignments within a reasonable period.
- I fail to show satisfactory progress or attendance in the course of my studies.
- I discontinue the course without sufficient good reason.
- I do not attend the course when I have registered and have not informed anyone

The amount of the Costs which must be repaid shall be in accordance with the

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table below:

Timescale	% of Costs repayable by you
Trigger Event before the Learning Activity commences or during the activity where the Council has incurred liability for costs	100%
Trigger Event within 12 months of completion of the Learning Activity	100%
Trigger Event within 12 -18 months of completion of the Learning Activity	75%
Trigger Events within 18 -24 months of completion of the Learning Activity	50%

You will **not** be expected to repay financial assistance if a Trigger Event is caused by:

- Discontinuation of the course at the request of the Council.
- Non-voluntary redundancy.
- Long-term ill health.

Any other circumstances not described above must be discussed with your line manager or the Programme Manager for the South Yorkshire Teaching Partnership.

I agree that if I owe any Costs to The Council or the South Yorkshire Teaching Partnership in accordance with the terms of this Learning Agreement, the Council may deduct and recover those monies from my salary (including any final salary payment) or any other sums due to me from the Council. If my final salary payment will not cover the Costs, I understand that I will be contacted by the Council and I must arrange for the repayment of the balance. The Council may at its absolute discretion agree to accept payment by instalments where recovery in full will cause hardship.

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You will **not** be expected to repay financial assistance if you are advised by the Council or South Yorkshire Teaching Partnership that this would not apply.

I agree that in the event of any Costs incurred by the Council or the South Yorkshire Teaching Partnership on my behalf in connection with this Learning Activity being refunded by the provider directly to me, whether in whole or in part, I will repay such refund in full to the Council and/or the South Yorkshire Teaching Partnership

I agree to the Higher Education Institute sharing details of my attendance and progression with the Council and/or the South Yorkshire Teaching Partnership, including the outcomes of any academic assessment associated with this learning activity.

I agree to the terms and conditions set out in section 1 above.

#### 4. Employee

I understand and agree to the terms and conditions of the Learning Contract (as detailed above) and the Learning and Development Policy. I have had a discussion about how this learning activity supports my development and the development of the service, and I know how the impact of this activity will be measured.

Signed: S.Bi

Date:25  
/07/23

#### 5. Line Manager

I have fully discussed with the employee the terms and conditions outlined above and in the Council's Learning and Development policy and the workload and commitment required. I am aware of my role in providing support and monitoring progress during the period of study via supervision, and understand and agree to the terms and conditions as outlined in section 1 above.

Signed:

Date:

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<b>6. Budget Holder - Costs</b>	Recoup of costs applies	Recoup of costs does not apply
Reasons:		

**Once signed and agreed by your manager please email this learning agreement to your workforce development lead. Please don't email it to the University.**

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## Notes

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