

RETURN TO SOCIAL WORK COUNCIL SIGN UP AGREEMENT



AGREEMENT

This agreement outlines the roles and duties involved in a council's participation in the Return to Social Work programme.

Council name: _____

As a council **we will:**

- Agree to support the campaign by advertising locally, using only the materials provided through the Return to Social Work communications toolkit.

Placements

- Provide a placement for at least one candidate for a minimum of 10 days.
- Ensure the placement and candidate are supported by a placement supervisor/coordinator. The placement supervisor/coordinator must be a social worker who is registered with SWE/HCPC and who has at least two years post-qualifying experience.
- Allocate time for the placement supervisor/coordinator to complete a short evaluation report of the placement, in order to support the candidate's re-registration with the regulator. The LGA will supply the template for this short report once each candidate has completed their placement.

Interviews

- Accept and follow the simplified application process involved in the Return to Social Work programme, which is based on assessing CVs and cover letters. Councils should not ask candidates to complete any other application form.
- State clearly in all job adverts that you are open to discussing flexible options.
- Train managers and HR personnel on the best way to discuss flexible working and career gaps in CVs with the candidates. As these candidates are returning to work after a career break, a discussion on salary and flexibility during the interview process is essential. Doing so will ensure expectations from both parties are aligned, and will allow the returner to assess whether the position is a suitable fit for them.
- Provide interview guidance for candidates involved in the interview process.
- Follow-up promptly after the interview to inform the candidates of the outcome.
- Offer personalised, constructive feedback to unsuccessful candidates about what they did well in the interview and how they could improve in the future.





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