

GRADUATE MANAGEMENT TRAINING SCHEME INFORMATION PACK 2014

**A pioneering programme for graduates interested in a management career in
adult social care**

About the National Skills Academy for Social Care

“The Skills Academy should develop world class practice leaders, service leaders, system leaders, and future leaders across the whole sector of social care”

Dame Denise Platt

- Mission: To be the main organisation that supports the development of the theory and practice of leadership in adult social care

The National Skills Academy for Social Care is part of the growing network of employer-led National Skills Academies that have been developed to ensure key sectors of the economy have the workforce they need to meet the challenges of the future.

We support the 1.6 million employees and 21,000 employers in the adult social care sector in England. We do this by developing programmes to foster leadership skills at every level of the workforce; by promoting excellence in learning and development in the sector; by acting as a key source of knowledge and expertise in leadership, management and commissioning; and by raising the profile of social care as a skilled career. The Skills Academy has produced a Leadership Strategy ‘Leadership Starts with Me’ for the adult social care sector, and was commissioned by the Department of Health to produce the first Leadership Qualities Framework (LQF).

The National Graduate Management Trainee Scheme is a key part of the Skills Academy’s core aim, which is to provide leadership programmes in social care that exemplify best practice and champions excellence.

www.nsasocialcare.co.uk

Fostering leadership in adult social care



This is a challenging and exciting time for adult social care in England. The ambition for social care is that people are able to live their own lives as they wish, confident that services are of high quality, are safe and promote their own individual needs for independence, well-being and dignity.

Adult social care is expanding. The 1.6 million strong workforce is expected to grow to an estimated 2.5 million by 2025 to help meet the needs and choices of people alongside the inevitable demands of an ageing and vulnerable population.

This growing workforce deserves support from skilled leaders and managers, providing the vision and purpose necessary to develop and inspire their staff.

To help meet these challenges and more, the National Skills Academy for Social Care, supported by the Department of Health, introduced the National Graduate Management Training Scheme in 2009. Now looking to recruit to a fifth intake, the Scheme was introduced to attract some of the leaders of the future into the social care workforce. It is designed for graduates from a range of disciplines who share our commitment to the best possible outcomes in social care for the people they will support.

The Scheme is intended to meet the needs of social care practically, stimulate new thinking in the sector in support of innovation, realising personalisation, and helping to improve its perceived status. It provides a year of management and leadership experience for graduates in order to develop the management skills necessary to become a successful leader in the field.

The one-year programme aims to give every trainee and their host organisation the opportunity to participate in a mutually beneficial relationship, raise the profile of social care and increase awareness of how rewarding a career in adult social care can be.

Trainees who take part receive:

- Full-time one-year work placement with a social care employer
- 12-month bursary (tax free)
- Institute in Leadership and Management (ILM) Level 4 qualification
- Social care development days
- Action learning sets
- Work experience in a range of social care settings

About the National Graduate Management Training Scheme

This is a pioneering scheme, the first programme of its kind devoted entirely to adult social care. It provides a year of management experience for graduates, hosted by employers from across England.

Participants will learn through a variety of roles with their host organisation, developing the management and leadership skills necessary to achieve excellence in their careers. Host employers come from the private, voluntary and statutory sectors. Some are providing care services for a locality and some are national organisations with a policy and strategic remit.

They are committed to social care in all its diverse forms, so that there are choices for individuals ranging from support to live an ordinary life at home to full personal care in a registered setting. The Scheme will allow participants the opportunity to understand the rewards and challenges for leaders in different parts of the sector and different areas of the country.

Participants will be brought together at intervals to develop and share their learning in theory and in practice in a series of development workshops, action learning sets and through participation in an Institute of Leadership and Management (ILM) Level 4 Certificate in Management programme.

Each trainee will be paid £18,000 p.a. as a bursary through the National Skills Academy for Social Care, to provide their income during the Scheme. The Academy also meets the cost of providing management development and support for trainees via action learning sets, ILM qualifications and other organised development opportunities.

On Scheme Work Experience, Education and Development

The scheme lasts for one year and consists of:

- Welcome event
- One year work placement of management experience in a social care organisation, where the trainee is expected to develop skills and behaviours linked to the Leadership Qualities Framework
- Real workplace responsibilities; trainees are managed by senior managers within the host organisation
- A requirement for trainees to demonstrate their return on investment
- Comprehensive induction into the host organisation and the social care sector
- Mentoring by senior managers where requested
- A full education and development programme including study towards the ILM Level 4 Certificate in Management and a broad programme of social care development days, tutorials and action learning
- Educational delivery and action learning provided by an external professional/ academic organisation who have won the contracts through a national tender process
- Action learning run by professional facilitators
- A bursary paid to trainees of £18,000 annually
- Access to the alumni community and an ongoing social network in the sector

Testimonials

“The experience I have gained through the National Skills Academy’s Graduate Management Trainee Scheme has been second to none. I have been involved with every aspect of my organisation, from the strategic work of the Board of Trustees, to the frontline services provided by Support Workers. I have developed a holistic understanding of social care in practice which has been reinforced by a highly regarded Leadership and Management qualification. I thoroughly enjoy the challenging world of social care and I would highly recommend the Scheme to all confident and committed individuals who feel that they can really make a difference.”

Helen Siphthorp was placed with Services for Independent Living in Leominster

“The Skills Academy Scheme has identified in Helen a leader for the future. She is extremely competent and capable and is proving to be an asset to Services for Independent Living. SIL gives Helen the opportunity to learn on the job about front line management of intensive registered home support. At the same time she is involved in understanding Direct Payments support services, personal budgets and tendering exercises.”

Ginnie Jacques, Head of Services for Independent Living’s Home Support Service

“I have loved every minute of working within BEN; it’s a wonderful organisation with excellent care values right down to the core. I have been provided with vast knowledge and insight as well as taking on organisation-wide projects, including the implementation of a new electronic care planning system which has really helped to kick-start my career in the industry. The support that we have received is invaluable - and the fact that you get a management qualification at the end of it is a great bonus. If you are looking for a challenging and exciting insight into a career in social care management, then this is the scheme for you.”

Nikki Brown was placed with BEN, the automotive industry charity, based in Rugby

“With 9 months still to go, Nikki has proved to be an indispensable element of the BEN team and we are delighted to have become involved in the NSASC scheme for graduate trainees. She is expertly 'balancing' her ILM & Scheme requirements with her BEN workload and is now taking on an extra 'Train the Trainer' qualification - and all this in only 3 months! What a gem!”

Jean Woolliscroft, BEN - National Training Co-ordinator

“My placement has provided me with an insight into Adult Social Care within a local authority. Right from the beginning of my placement within the Commissioning Department (Learning Disability specific) I was involved in developing and launching an ongoing project surrounding the launch of a quality assessment framework; minimum standards of which need to be met by all day opportunity providers funded by the London Borough of Redbridge. I have also worked on formulating an autism alert card and, throughout the year, I have been fortunate enough to be able to visit numerous London Borough of Redbridge projects in order to gain a better understanding of the services they provide and how the projects are run.”

Marianne Bigg was placed in Commissioning at the London Borough of Redbridge

“So far in my placement my biggest responsibility has been to lead a finger food project in my placement home. I have researched finger food, designed a menu and worked closely with my team to trial the menu in the home. I will present our findings at the Sanctuary activities conference to representatives from all Sanctuary Care Homes. I have also played an active role in the day to day running of the home including auditing, recruitment, activities and the development and implementation of the Sanctuary dementia programme.”

William Arquier was placed with Sanctuary Housing, in Bordon, Hampshire

“I learned about social care rapidly through the Scheme, getting an understanding of the whole system. I had to keep up with the changing political and cultural debates in care, contributing briefings and reports to influential projects at a high level. But, at the end of the day, it's about people - and I got the opportunity to visit a range of services for people with all kinds of support needs. My range of experiences has provided an excellent start for a career in this sector.”

Michael Rumsby was placed at the English Community Care Association as a Policy Officer, working on policy development and sector representation

“I was placed in a care home in Leicester. I was given the opportunity to experience all of the job roles in the home, which gave me a real appreciation for all of my colleagues and helped me gain plenty of practical experience. I was consistently challenged to learn new skills and enhance my managerial capacity, which really motivated me to fulfil my potential.”

Phil Darby was placed with Methodist Homes based in Leicester

“In my workplace setting - a residential home for older people, the work involved has been tough - both physically and mentally, but being in a position to improve the quality of life of residents and to work alongside others who care is rewarding beyond measure. Through the scheme, I've become aware of the huge number of options that the Social Care Sector offers – it is a sector that is huge and developing rapidly. Being part of it is an exciting and real opportunity to establish a life-long career that is meaningful and rewarding.”

Paula Mack was also placed with Methodist Homes, based in Manchester

“MHA have grasped the opportunity to become involved. We have been bowled over by the energy of the graduates and their ability to offer a fresh perspective and try different approaches. It is their “unjaundiced eye” which sets this Scheme apart from more traditional management training routes. Fast tracking leadership means we are able to give them a passion for delivering care and managing an excellent care service. We are able to bottle that passion and enthusiasm before it gets lost, which can happen during a more lengthy approach.”

Lynne Bell, Group Training Projects Manager, Methodist Homes

“The National Skills Academy has helped equip me with all the skills I need to become an effective manager, and the outstanding level of care I have witnessed at Abbeyfield has ensured that high standards are now an assumption for me, not an exception, as they should be for all managers in social care.”

Jenny Garrett was placed with Abbeyfield Homes

Eligibility for the National Graduate Management Training Scheme

Please check your eligibility before you apply for the Scheme. The application process requires everyone to declare that they are eligible for the Scheme.

We are expecting at least 600 applications for around 10 places available. **The minimum requirement is a degree (BA, BSc or higher) in any subject, minimum 2:2 classification or equivalent.**

The National Skills Academy for Social Care is not registered with the UK Border Agency to sponsor migrants under the Points Based System. Only candidates with a pre-existing right to work in the UK will be considered in the selection process. We will require all selected candidates to provide original evidence of the right to work in the UK, before we can offer employment, in the form of a valid passport (British Citizens will need to bring their British passports), a valid visa or leave to remain stamp (if applicable), a valid Biometric Residence Card (if applicable) or other documentation confirming the right to work in the UK.

If you are interested in joining us on our 12 month National Graduate Management Trainee scheme, then you must also:

- be passionate about becoming future managers and leaders in a diverse, challenging and uniquely rewarding sector involving shaping and delivering services to some of the most vulnerable people in our society
- have GCSE Maths and English at Grade C or above
- be prepared to work anywhere in the UK
- be prepared to work occasional weekends and late nights
- have a commitment to social care and
- be prepared to undertake a personally challenging programme of study and work experience

Please note that if you have answered NO to any of these questions, then we are sorry but your application cannot be considered for this Scheme.

Suitability for the National Graduate Management Training Scheme

The following statements are designed to help you decide whether this scheme is for you:

1. I meet the eligibility criteria for the Scheme
2. I understand and I am committed to the code of practice for everyone who works in social care – The code says that the Social Care workforce must:
 - Protect the rights and promote the interests of service users and carers
 - Strive to establish and maintain the trust and confidence of service users and carers
 - Promote the independence of service users while protecting them as far as possible from danger or harm
 - Respect the rights of service users whilst seeking to ensure that their behaviour does not harm themselves or other people

- Uphold public trust and confidence in social care services
- Be accountable for the quality of their work and take responsibility for maintaining and improving their knowledge and skills.

Further information can be found on the Skills for Care website – www.skillsforcare.org.uk

3. I understand and I am committed to the spirit and practice of leadership and management in social care – a manager in social care:
 - Advances people’s rights, dignity and social integration
 - Goes beyond the strict limits of the task to ensure that the service user gets excellent care
 - Demonstrates care, warmth and respect to all service users and colleagues
 - Is brave and is prepared to be personally responsible for taking action
 - Does not shy away from conflict or risky situations when it is necessary to protect people
 - Works effectively with other people to meet people’s care needs
 - Identifies degrading practice and attitudes and acts to prevent them and bring them to an end
 - Does things quickly and effectively, is reliable and consistent
 - Champions the needs of others
 - Promotes social care

4. I have a real interest in entering social care management and developing a career in social care

5. I have led a personal life that will not be a bar to employment in social care when the necessary Criminal Record Bureau and Vetting and Barring Scheme checks are conducted. These checks will be made for anyone offered a place on the Scheme, and the place will not be confirmed until these checks are completed and the results discussed with you. Criminal offences are not spent for employment in social care where these checks are required.

6. I would be committed to active participation in the working, learning, and sharing aspects of the Scheme for its full duration

7. I would be willing to participate in promoting and publicising the Scheme

8. I would be willing to be followed up when the Scheme ends so that my career progression could be monitored and ways of helping and supporting new managers in social care identified.

If you answered NO to any of these questions this Scheme is not likely to be right for you at present.

Employer Testimonials

"BUPA is proud to support the Skills Academy as we believe the role of a truly employer-led organisation is critical in developing the sector as a whole. The aim is for the Skills Academy and its members to create a sector that everyone wants to be a part of."

James Clegg, Head of Organisational Development and Talent, BUPA Care Homes

"Leonard Cheshire Disability has been delighted to host trainees for the last two years, with our 2011 trainee successful in finding permanent employment with the charity. We are strong supporters of the National Skills Academy's Graduate Scheme, viewing it as an essential means of developing strong social care leaders for the future."

Malcolm Bower-Brown, Managing Director Operations, Leonard Cheshire Disability

"Odunola rises to every challenge she is given. She is an asset to the business and the team. Her ability to learn and share her own skills is a shining example to others".

Rachel Barry, Home Manager of Basingfield Court, one of Sanctuary Housing's Care Homes

'NAAPS UK is all about innovation in social care. We feel innovation in practice needs innovation in leadership and we believe that the Academy will help to produce a new generation of innovators capable of transforming the care and support sector.'

Alex Fox, Chief Executive, Shared Lives Plus



Selection Process for Inclusion in the National Graduate Management Training Scheme

Selection will be based on each applicant's:

- Commitment to social care principles
- Enthusiasm for developing and delivering personalised services in social care
- Potential for senior leadership in social care
- Aptitude assessed against a range of social care leadership qualities
- Willingness to participate in an accredited leadership and management qualification appropriate for social care and work towards its completion
- Ability and willingness to work anywhere in England during the scheme
- Willingness to share their experiences with each other, the supporters and interested parties (with due regard to personal privacy and confidentiality)
- Willingness to be followed up periodically through their careers in a longitudinal study
- Ability and willingness to promote the scheme to potential trainees and employer hosts, including through the media, and to provide advice and guidance on the future development of the scheme and new managers

The process will include:

- A declaration by each applicant of their eligibility for the Scheme
- A first selection through careful scrutiny and analysis of written application forms
- Online psychometric tests
- An assessment day for those invited to attend involving individual and group exercises
- A requirement before confirmation of a place on the Scheme for a Criminal Records Bureau check

Candidates will be assessed against 5 key leadership dimensions:

- Awareness of Self
- Building Relationships
- Continuously Improving Performance
- Shaping the Environment
- Communication

What to do and what happens next

Recruitment to a new intake of Graduate Management Trainees will open in April 2014.

10 successful applicants will be offered places on cohort 5 of the Graduate Scheme, to start in October 2014.

We are expecting a lot of interest in the National Graduate Management Training Scheme and we want to be fair to everyone in selecting the successful candidates who will be the next cohort of participants. We have put in place the above guidance for you to determine if you are eligible and just as importantly, if working in social care is suitable for you.

Please make sure you have gone through these carefully, so that you and we can be confident in the quality and suitability of your application. Having submitted your application, you will be asked to complete some online psychometric tests. These will form the basis of the first round of recruitment.

If you are selected to go through to the next stage, you will be invited to attend an assessment day in London during the week beginning 7 July 2014 and will be told what to expect on the day.

We will pay reasonable expenses (up to £50), agreed on a case by case basis, for travel from outside London to attend the assessment centre.

We will do our utmost to allocate a day that is suitable for you but we will not be able to arrange for assessment on any other days. You must attend one of these days if invited to do so, to be considered further for the Scheme.

At the assessment day, you will undertake a range of exercises, including an interview, and also have the opportunity to meet scheme alumni. They will be able to talk to you about their experiences on the scheme.

We will let every applicant know the outcome of their application by emailing the address they provide on your application form.

We are expecting a lot of interest in the Scheme, so please be patient with us while we assess applications. If you, or anyone else, canvases in any way for your inclusion in the Scheme, your application will not be considered.

We appreciate the interest that you are taking in working in social care and hope you understand that not everyone can be selected for the Scheme.

“Like” our Facebook page – NSA Social Care Graduate Scheme – where we will post all the latest information.

