

Before starting please consider how this example impacts upon NQSWs, assessors or ASYE programmes.

Title of your good practice/case study (one short line what it is about)

Record keeping for pause's and deferrals

More detail of your good practice/case study

If your good practice is about a person/people please share more about them and what they've done.

If your practice is about an activity(s) or process please tell us more about this activity(s)/ process and what it involved.

What difficulties (if any) did you overcome and how did you do this?

I have had around 4 pause's for maternity leave, and 2 pause's to move from children's to adult's and 2 pauses for mental health/sickness.

I was finding we were not capturing the pause reason's and future goal's well enough so when returning it was hard to start back off. There were also discrepancies on what was/wasn't agreed and notes were just being made in the review notes of the portfolio.

So I developed the document's attached to support me with this process and shared it with Skill's for care for their use.

What has been the positive impact of this for the ASYE programme, NQSWs, assessors, wider workforce, your organisation, or people who draw on care and support?

It now means we can safely move people to new team's, or support people returning from sick leave and even wait for reasonable adjustment's to happen without impacting negatively on the ASYE year.

We are very clear now on reason's for pause's and this supports Assessor's and NQSW's in the process.

Supporting quote(s) (Please add quotes from members of your team/people who you support about this person/activity/process)

Peter Northdrop – Would Georgina like to share this as a good practice example.

Jill Croskell - I think this would be a useful and inclusive record for organisations, I don't know about you, but I get lots of queries about ASYE pauses...

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Do you give permission for Skills for Care to share your name and email address on their website?
Yes