

# PERSONAL LEARNING RECORD AND DEVELOPMENT PLAN

This record will form a key part of your supervision and annual fostering review process. As such, it should reflect prior learning; identify further training and development needs; provide a tool for planning your learning and evidence continuous professional development.

Learning activities may include (but are not limited to) formal training programmes, events, peer mentoring, professional consultancy, discussion with supervising social worker or any other relevant professional, online or self-guided study.

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## **GUIDANCE NOTES TO AID COMPLETION**

The Personal Learning Record and Development Plan has been created to sit alongside the NFF Learning and Development Framework and needs to be completed in conjunction with reading that document.

### **Aim**

The aim of the record is that it is individual and encourages foster carers to take responsibility for their own learning and development; considering at each stage how learning impacts upon their capacity to care for a child, themselves and their family.

The document should be used as a tool to:

- Capture each individual foster carers learning and development on an annual basis, in a consistent way
- Ensure that this information is fed into foster carer supervision and the review process
- Develop the basis of a plan for the foster carers continuous learning and development.



## Structure

The document is in 3 parts:

1. A prior learning profile – this captures learning completed prior to approval as a foster carer/ introduction of this framework
2. A continuous learning record
3. A learning review and further development plan

## Who should complete this?

This is an individual foster carer record, and not a record for a foster carer household. It therefore needs to be completed in respect of each approved foster carer in the household. It should be used as a continuous working tool throughout supervision and to support the review process.

## When should the Personal Learning Record and Development Plan be completed ?

Section 1 – at the earliest opportunity pre or post approval

Section 2 – as soon as possible after the learning has taken place and discussed in supervision

Section 3 – as part of the foster carer review process

## Section 1 – Record of prior learning

This section should be completed by the foster carer and supervising social worker together. Where a foster carer is newly approved arrangements must be in place to ensure that the recommendations for learning and development are transferred effectively from the foster carer assessment to the learning and development plan.

## Section 2 – Record of ongoing learning and development

This section is intended to be completed by the foster carer, as and when learning takes place. This needs to be verified by supervising social workers. It is designed as a tool to support foster carers to reflect on their learning and prepare for supervision. The record should be made available at each supervision session for discussion between foster carer and supervising social worker. Services should ensure that they have effective methods in place to aid and record this discussion at supervision sessions. Prior to signing off the learning activity, supervising social workers must be confident that the foster carer can demonstrate learning and evidence how this will affect their future practice. As learning and development is individual to each foster carer, records, reflection and supervision must be afforded to each foster carer within the household.

## Section 3 – Learning review and further development

This section is designed for completion at the end of the review period (maximum annually). It forms part of the preparation for a foster carers review under The Fostering Panels (Wales) Regulations 2018. This section includes an area for the foster carer to complete in preparation for the review which should then be discussed and verified by the supervising social worker. There is a final section to be completed together to explore and agree future development plans. Services can use the completed document to support any reports provided as part of the review process and a copy should be maintained by the foster carer and the service.

This record should be reviewed and updated in line with regular supervision sessions in order to reflect learning needs resulting from significant events within the fostering household such as new children being placed, allegations or any life changes for the foster carer.

Foster carer	Date of approval
Supervising social worker	Record Start date (approval date or date of last review)
Fostering Provider	Record End date (date of next annual review)

## 1. RECORD OF PRIOR LEARNING

What relevant qualifications, training or other transferable learning activities have you already completed?  
*Please provide evidence*

Are you working towards a recognised formal qualification? (e.g. Induction Framework or QCF? Include start and end dates, modules etc)

What further development needs have been identified for the forthcoming year? (This may include but is not limited to a minimum number of hours, specific topics, groups etc). For newly approved foster carers this should include the personal development plan produced at the time of their assessment.

## 2. RECORD OF ONGOING LEARNING AND DEVELOPMENT

(To be completed by Foster Carer and verified by Supervising Social Worker during Supervision)

Date of learning activity	Hours of learning	Learning method (eg. training attended, reading, research)	Evidence provided (eg. certificates)	Signature and date (supervising social worker)
What did I learn?			What difference will this make to my fostering practice and the children in my care?	

Date of learning activity	Hours of learning	Learning method (eg. training attended, reading, research)	Evidence provided (eg. certificates)	Signature and date (supervising social worker)
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### 3. LEARNING REVIEW AND FURTHER DEVELOPMENT PLAN

(To be completed at the end of the Annual period/period under review)

Have the minimum requirements for professional development been met during the time frame?

*Foster Carer*

*Supervising Social Worker*

How has the learning built on knowledge and skills to meet the needs of children placed and improve outcomes?

*Foster Carer*

*Supervising Social Worker*

What further development needs have been identified for the next year?

*Supervising Social worker and Foster Carer to discuss and agree*