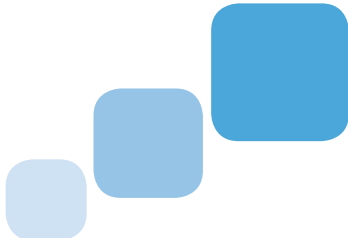


The National Graduate Management Trainee Scheme

Fostering leadership in adult social care

'Don't dismiss social care management as a "soft option". The sector is yearning for ambitious and committed graduates to take it forward.'

2009 graduate



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, has introduced the National Graduate Management Trainee Scheme, to attract some of the managers of the future into the adult social care workforce.

Now in its third year, the Scheme 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 and really want to start or transfer to a career in social care.

The one-year programme aims to give every trainee and their host organisation the opportunity to participate in a mutually beneficial relationship and 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:

- A 12-month placement with a social care organisation
- Opportunities to work in a wide range of social care roles
- A paid bursary worth £18,000 per year
- Tailored training and support in leadership development.

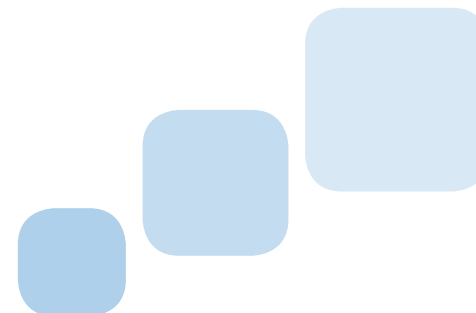
‘I was thrown in at the deep end. I worked on lots of projects and got to know all about how the system works: I wrote a policy for implementation throughout the council covering dignity in care settings; I took the lead within my team towards helping the substance misuse team change their processes to self-directed support; and I helped collate information from different teams to outline performance in each area.’

Katy Briggs was placed with the London Borough of Lambeth’s adult services team working for the project management team, primarily with learning disability providers.

‘I particularly tried to find opportunities for Katy [Briggs] to gain an overview of the whole organisation by participating in projects on other teams... These graduates are the chief executives of tomorrow... I really hope we can have another graduate in the future as Katy brought fresh vibrancy to our organisation.’

Seona Gordon, Head of Personalising Services, London Borough of Lambeth.

Find out more about the National Skills Academy for Social Care’s National Graduate Management Trainee Scheme and apply now for the next cohort that commences in January 2012.



About the National Graduate Management Trainee 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 about 20 graduates, hosted by one of 20 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 also provide experience with other employers, allowing 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.

‘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

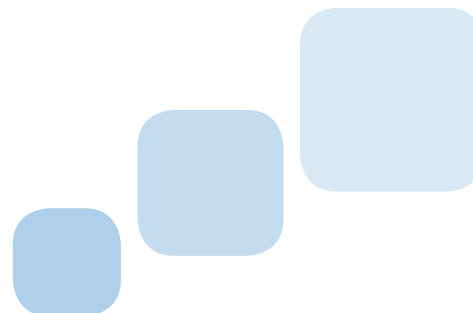
‘We are delighted to be a member of the Skills Academy. We need strong, effective leaders and an excellent workforce more than ever before. The work of the Skills Academy will raise standards locally and nationally and set a benchmark for provision and commissioning of training resources.’

Sharon Buckingham, Head of Learning Resources, Kent County Council

‘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, NAAPS UK

Find out more about eligibility and how to apply for the National Graduate Management Trainee Scheme.



About the National Skills Academy for 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 were the first welfare-related Skills Academy and 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 is currently developing a Leadership Strategy for the whole adult social care sector, and this will form part of the Social Care White Paper due out in Spring 2012.

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 champion excellence.

www.nsasocialcare.co.uk

Eligibility for the National Graduate Management Trainee 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.

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

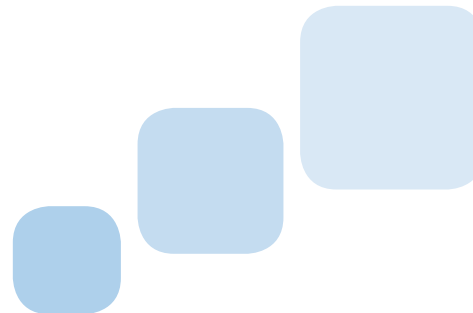
- Be passionate about becoming future managers and leaders in a diverse, challenging and uniquely rewarding sector involving shaping and delivering services to some of the most vulnerable people in our society
- Have a degree (BA, BSc or higher at 2.2 or above)
- Have GCSE Maths and English at Grade 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
- Have been living in the UK for at least the last three years
- Have been living in England for more than 18 months in the last three years and have settled status in the UK within the meaning of the Immigration Act 1971 (British Citizens, applicants with indefinite leave to remain or right of abode)

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.

‘Whether your aim is to be a managing director of a leading national organisation, or a day-to-day manager of an important local service, there is a rewarding and challenging career anywhere.’

Nikki Barrell, National Graduate Management Scheme Trainee 2009



Suitability for the National Graduate Management Trainee Scheme

Now check your suitability to help you to decide if 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 social care workers 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 General Social Care Council's website:

www.gsccl.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 and if selected
6. I would be committed to active participation in the working, learning, and sharing aspects of the Scheme for its full duration and if selected
7. I would be willing to participate in promoting and publicising the Scheme and if selected
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.

Selection process for inclusion in the National Graduate Management Trainee 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
- Willingness to participate in an accredited leadership and management qualification appropriate for social care and work towards its completion
- Ability and willingness to work 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
- 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.

What to do and what happens next

We are expecting a lot of interest in the National Graduate Management Trainee Scheme and we want to be fair to everyone in selecting the 20 people who will be the next cohort of participants. We have put in place some 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.

If you are selected to go through to the next stage, you will be invited to attend one of four assessment days in London and will be told what to expect on the day. These assessments will happen in November 2011 for a group of 20 or so applicants on each day. We will pay reasonable expenses within the UK to attend the assessment, including overnight accommodation if we agree with you in advance that this is necessary.

We will do our utmost to allocate you 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.

Please apply by completing the application form which you must then send by email. We must receive this by 12 noon on Thursday 27 October 2011. Applications received after this deadline will not be considered. We will email you to let you know that we have received your application.

Please send only the application form. If you send anything other than the form as it is set out, such as a CV, your application will not be considered.

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

We are expecting a lot of interest in the Scheme so please do not contact us before this date as we will be assessing applications carefully and must concentrate on them. If you or anyone else canvass 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 we know you understand that not everyone can be selected for the Scheme. We look forward to receiving your application.

Key dates for the National Graduate Management Trainee Scheme

The deadline for sending in your completed application forms is **12 noon on Monday 7 November 2011**.

Applications received after this date and time will not be considered. We will email you to let you know that we have received your application.

Dates for the assessment days in London

You must be able to attend at least one of these dates to be considered for the scheme:

Tuesday 15 November 2011

Wednesday 16 November 2011

Thursday 17 November 2011

Friday 18 November 2011

National Skills Academy for Social Care's Equal Opportunities and Diversity Policy

The National Skills Academy for Social Care is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end, the purpose of this policy is to provide equality and fairness for all in our employment or participation in our schemes and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination and will treat everyone fairly and with respect.

Our commitment:

- To create an environment in which individual differences and the contributions of everyone are recognised and valued
- Every participant is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- Training, development and progression opportunities will be available to all
- Equality and the encouragement of diversity in the workplace is good management practice and sound business sense
- We will ensure that all our employment and involvement policies are fair as they are developed and in their application
- Breaches of our Equal Opportunities and Diversity policy will be regarded as misconduct which could lead to disciplinary action
- This policy is fully supported by senior managers and will be agreed with staff when the organisation is formally launched

The policy will be monitored and reviewed annually.