



**People Directorate**

**Guidance Notes  
for  
Line Managers, Mentors and Mentees (PRTL)**

**Updated 2014**

## BACKGROUND

The mentoring scheme for Newly Qualified Social Workers (NQSW's) was introduced in 2009 following guidance from SSSC, which was endorsed by our Senior Management Team.

The Workforce Development team have developed, supported and evaluated this new initiative and consulted with relevant parties. Consequently it was agreed to offer some guidance, outlining roles and responsibilities for the line manager, mentors and mentees (NQSW's).

Useful information about PRTL is contained in Appendix (1). Further information is available on the [www.sssc.uk.com](http://www.sssc.uk.com) including an example of a completed PRTL document.

## Who should be mentored?

All NQSW's, regardless of their role, (e.g. SW; Care Manager) who commence employment with Angus Council People Directorate, SSCO's and temporary NQSW'S recruited via the Angus Council graduate recruitment process are also included in the mentoring scheme.

## Who should be the mentor?

A qualified social worker who has knowledge and experience of the SSSC's Post registration training and learning (PRTL) requirements, and is familiar with the role being undertaken by the mentee (NQSW). The mentor can be located within the same team but ideally in a different team within the same service area or outwith. Ideally each mentor should only have **one** mentee at any one time.

If there are operational demands that impinge on identifying a suitable mentor, please contact the Workforce Development Team (WDT) based at [*contact details and address detailed*]. We can offer peer group mentoring if individual mentoring is not viable, or appropriate.

## What is the purpose of this mentoring relationship?

The mentoring role is specifically to enable and support NQSW's to record and achieve their PRTL requirements **in the first 12-18 months** of employment.

(For full time workers, this is 24 days PRTL in first year and for part-time workers it is 24 days PRTL within 18 months).

It is **not** to provide supervision or fulfil the line manager's role or responsibilities.

## **How long will the mentoring role continue?**

Each NQSW should have a mentor identified by their line manager, if possible, when they commence employment.

The mentoring role is completed when the mentee submits their PRTL documentation to SSSC (Record of Achievement).

However, the mentoring role may be extended if SSSC reject NQSW's PRTL documentation and further work is required (e.g. extra evidence).

## **ROLES AND RESPONSIBILITIES**

### **Mentees Role (NQSW)**

- Ultimately, each individual NQSW is responsible for achieving their PRTL requirements to maintain their professional registration with SSSC.
- Be willing to meet with their mentor (or peer support group) on a regular basis to discuss and review PRTL progress
- Record PRTL using "Record of Achievement" proforma on an ongoing basis, and share this with the mentor
- Agree to share PRTL (anonymised) for standardisation and learning purposes within mentor's support group (Codes of Practice)
- Notify staffing section, the workforce development team and their mentor, once SSSC confirm PRTL requirements have been met and submit a copy of their registration certificate to staffing section as soon as possible

### **MENTOR ROLE**

- Be available to meet with mentee on a regular basis (it may decrease in frequency over time)
- Consider establishing a mentoring agreement (see mentoring handbook) with the mentee
- Participate in quarterly mentor support and standardisation meetings.
- Maintain written record of meetings (see handbook) and ensure mentee completes 'consent' form to share information
- Provide constructive feedback timeously on mentees PRTL progress
- Offer advice and information about learning and development opportunities within the council – encourage learning opportunities across the lifespan, eg, Child AND Adult Protection

- Should difficulties arise e.g. mentee not completing PRTL requirements, mentor should e-mail mentee and include copy to NQSW's line manager
- Notify Workforce Development Team when PRTL has been submitted to SSSC by mentee

(Mentoring Handbook is available from WDT and contains more information)

## **LINE MANAGER (Of Mentee/NQSW)**

- Is responsible for identifying the mentor of the NQSW ("mentee")
- Notify WDT if group mentoring is considered to be more appropriate
- Within supervision, monitor NQSW's PRTL progress and facilitate opportunities for induction and ongoing Learning and Development (as per Codes of Practice)
- Address concerns or issues with mentee if PRTL progress is delayed. Convene a three way meeting if problems persist (between mentor/mentee/line manager), and draw up an action plan to address concerns.
- Check registration status (SSSC website) at annual appraisal to ensure NQSW is registered. (see Registration Policy on Intranet under committee report 208/13) [Committee Report 208/13](#)

## **WORKFORCE DEVELOPMENT TEAM**

- Co-ordinate mentoring scheme for NQSW's
- Ensure every NQSW is allocated a suitably qualified mentor
- Provide induction, mentoring handbook and convene regular mentor meetings to provide support
- Facilitate standardisation opportunities for mentors to ensure fairness and consistency
- Provide a CPD certificate for all mentors in recognition of their contribution (for mentors to use in their own PRTL requirements)
- Evaluate the mentoring scheme on an annual basis and seek feedback from all parties to ensure it is effective
- Maintain a database of experienced mentors who may be willing to support NQSW's

The Workforce Development Team are happy to offer support and guidance.

## **Contact Details**

[Contact details deleted]