

## LEEDS FOSTERING SERVICE

### Foster Carers Personal Development Plan

**Induction**

**Learning**

**Development**

**Experiences**

**Skills**

**Achievements**

# LEEDS FOSTERING SERVICE

## FOSTER CARE PERSONAL DEVELOPMENT PLAN

### GUIDANCE NOTE:

As a foster carer for Leeds CYPSC you provide a vital service to the children, young people and families in our community.

We value your role as foster carers and we are committed to making sure that you have the right support and the right opportunities to help you do your job to the highest standards.

Our commitment to you is to provide the support you need to do the job and to develop your skills and knowledge.

We ask you to work with us to identify your support and development needs and to make a commitment to your own personal development and learning

This is your Foster Carers Personal Development Plan. Your plan will help you and your supervisory fostering officer identify and keep track of your development and identify the help you need to improve and update your knowledge and skills for fostering. It is designed for all foster carers to use after their initial induction year.

Your plan is reviewed every year jointly by your self and your supervising social worker and at this time you can look at what has gone well and the support and development you need for the following year.

The purpose of the Foster Care Personal Development Plan, is to provide a formal and systematic means of:

- Identifying development needs to improve knowledge and skills.
- Reviewing the carer's performance in the fostering role against key tasks.
- Exploring the changing service needs and their implications for the carer and fostering service.

### **In the Personal Development Plan interview you must:**

Review performance in the fostering role against key tasks identified.

Agree new tasks, defining objectives, date completed and standards

Identify training and development needs

Discuss standards of work and levels of competence required in the role. (Link to CWDC standards).

Discuss any suggestions for improvement by the carer about the work of the Service. Come to an overall assessment of the carer's performance, which is shared with the carer.

If the carer is unhappy with the Personal Development Plan they may appeal to the Team Manager in the first instance.

Personal Development Plans should be reviewed after 12 months, with an interim discussion to review progress at the foster carers' supervision.

A copy of the plan should be sent to Organisational Development Unit, a copy should be kept with the carer in their Personal Development Portfolio and a copy should be kept on their fostering file.

### **REMEMBER**

- The meeting to agree the Personal Development Plan should be participatory – a two-way process between the supervising fostering officer and the foster carer.
- Nothing in the interview should come as a surprise to the foster carer – it is a supplement to, not a replacement for, the normal supervisory process.
- A copy of the PFS Tasks Skills and Competency Framework and the Leeds foster carer training calendar should be used when completing a DDP.
- The CWDC standards for professional development should be used when completing the Personal Development Plan.

**REVIEW FOSTER CARE PERSONAL DEVELOPMENT PLAN**

Name of Foster Carer(s) \_\_\_\_\_

Name of Supervising Social Worker \_\_\_\_\_

Personal Development Plan to be reviewed was agreed on \_\_\_\_\_

Date of Review \_\_\_\_\_

<b>PROGRESS ON TRAINING AND DEVELOPMENT PREVIOUSLY AGREED</b> (The on-going Progress Report should be inserted or used to complete this section)	
<b>Training or development</b>	
<b>Outcomes including CWDC standards met</b>	
<b>Date completed</b>	
<b>Training or development</b>	
<b>Outcomes including CWDC standards met</b>	
<b>Date completed</b>	
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**Outcomes including CWDC standards met**

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**Outcomes including CWDC standards met**

**SUPPORT GROUPS ATTENDED**

**Title and date**

**Learning outcomes**

**Title and date**

**Learning outcomes**

**Title and date**

**Learning outcomes**

**Title and date**

**Learning outcomes**

**Title and date**

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**Title and date**

**Learning outcomes**

**Title and date**

**Learning outcomes**

**Title and date**

**Learning outcomes**

Summary of the discussion about foster carer's overall performance in the last 12 months:  
To include the CWDC standards

Foster carer's evaluation of any training and development opportunities over the last 12 months (please pass any relevant comments to the Organisational Development Unit:

Foster carer's suggestions for improvements in the training and development opportunities available:

Any further action to be taken:

Supervising Social Worker

Foster Carer

Foster carer's comments

Supervising Social Worker's comments

Signatures:

Supervising Fostering Officer		Date	
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Foster Carer		Date	
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Foster Carer		Date	
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Team Manager		Date	
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## PERSONAL DEVELOPMENT PLAN

For the period from \_\_\_\_\_ to \_\_\_\_\_

Date new Personal Development Plan agreed \_\_\_\_\_

Outstanding tasks from last Personal Development Plan to be carried forward  
(give reasons if outstanding tasks no longer relevant):

**Training and development agreed for this period** (these can include any activities geared towards the carers' personal development, including formal training, on line training, watching relevant videos, DVDs, television programmes etc. Carers must complete the mandatory number of training sessions or support groups required for their PFS Level each year. *Continue on separate sheet if necessary.*

**Training and development identified and preferred method**

**Objectives**

**Timescale for attendance or date if known**

**Training and development identified and preferred method**

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Objectives	
<b>Timescale for attendance or date if known</b>	

<b>Number of Support Groups to be attended:</b>
<b>Timescale for attendance or date if known:</b>

**Summary of discussion about foster carer's priorities for the year:**

**Any further action to be taken:**

by the Supervising Fostering Officer:

by the Foster Carer:

**Foster Carer's comments:**

**Supervising Fostering Officers comments:**

**Signatures:**

Supervising Social Worker		Date	
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Foster Carer		Date	
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Foster Carer		Date	
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Team Manager		Date	
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## PROGRESS ON PLAN

This section should be used as an on-going tool to record progress throughout the year. It should be kept with the foster carer and completed throughout the year as tasks are accomplished. The foster carer should bring the completed form to the Personal Development Plan Review.

### PROGRESS ON TRAINING AND DEVELOPMENT PREVIOUSLY AGREED

**Training or development**

**Outcomes including CWDC standards met**

**Date completed**

**Training or development**

**Outcomes including CWDC standards met**

**Date completed**

**Training or development**

**Outcomes including CWDC standards met**

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**Outcomes including CWDC standards met**

**Date completed**

**Training or development**

**Outcomes including CWDC standards met**

**Date completed**

**Training or development**

**Outcomes including CWDC standards met**

**SUPPORT GROUPS ATTENDED**

**Title and date**

**Learning outcomes**

**Title and date**

**Learning outcomes**

<b>Title and date</b>
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