

## Application Supplement 2 – Practice Experience Assessment

*To be completed and submitted by the applicant's supervisor directly to the BC College of Social Workers.*

Pursuant to sections 8 and 9 of the *Social Workers Act* [RSBC Chapter 31] and section 41(2) of the Bylaws of the BC College of Social Workers, to be eligible to apply for registration, an applicant who does not hold a social work degree must provide evidence of:

- a minimum of a **baccalaureate degree in a related field** from an accredited academic program
- a combination of **knowledge, skills and abilities** which are found by the registration committee to be substantially equivalent to a bachelor of social work degree.

The applicant must also meet the requirement of Bylaw 41(1)(b) which requires a minimum of 700 hours of social work experience which meets standards approved by the registration committee.

As the current or past supervisor of applicant, the information you provide will assist the College in determining if the applicant meets the knowledge, skills and abilities (KSA) requirements as well as the 700 hours of social work experience.

Please complete the Practice Experience Assessment form which follows and submit it to the College along with a brief cover letter on letterhead and an official description of the applicant's social work job.

### **Confidentiality and Freedom of Information:**

The BC College of Social Workers is subject to the *Freedom of Information and Protection of Privacy Act*. The content of your assessment will not be communicated to the applicant.

### **Thank you:**

The College is mindful of the amount of time completing this form will take and offers sincere thanks for your vital role in helping ensure that only qualified, competent and ethical individuals are granted the status of Registered Social Worker pursuant to the *BC Social Workers Act*, the purpose of which is to *serve and protect the public interest*.

**Section 1 – Consent to Disclosure**  
***To be completed by Applicant***

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_  
Applicant Name Supervisor Name

to provide the BC College of Social Workers with all information which is relevant to my qualifications and expertise as an applicant to be registered as a social worker in British Columbia.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Section 2 – Written Questions**  
***To be completed by Supervisor***

**Please provide detailed, typewritten answers to the following questions on a separate page:**

1. When and for how long did you supervise the applicant?
2. Describe the frequency and nature of the supervision.
3. Did the applicant have direct responsibility for providing social work services during this time?
  - a. If yes, please describe the setting in which the applicant worked and the population worked with.
4. Describe the social work knowledge, skills and interventions that the applicant employed to fulfill the job duties and expectations.
5. Identify and comment on the applicant's:
  - a. major strengths in knowledge and his/her social work practice;
  - b. use of teaching tools (process recording, reflective logs, audio tapes, etc.) as required by supervisor; and
  - c. areas requiring further development.

### Section 3 – Knowledge Skills and Ability Assessment *To be completed by Supervisor*

*EE=Exceeding expectations, ME=Meeting expectations, NM= Not meeting expectations, NA= Not applicable*

**Part 1: Assessment of specific Knowledge, Skills and Abilities**

- Attach a copy of the applicant’s job description and position requirements.
- In the space below, identify the main areas of social work knowledge and skill required of the position.
- Check the box that best reflects your assessment of the applicant’s performance of the identified areas.

Knowledge and Skills

	EE	ME	NM	NA

**Part 2: Assessment of Tasks and Responsibilities**

- In the space below, identify the main task and responsibilities relevant to the applicant’s job.
- Check the box that best reflects your assessment of the applicant’s performance of the specific tasks and responsibilities you have identified.

Tasks and Responsibilities

	EE	ME	NM	NA

### Part 3: Performance in Core Professional Social Work Competencies

- Check the box that best reflects your assessment of the applicant in each category.

#### Professional Role Orientation

EE ME NM NA

- Understands social work history, purpose and roles
- Understands social work levels of intervention
- Identifies values and ethical standards of professional social work and their relevance in the practice context
- Aware of and adheres to the BC College of Social Workers Standards of Practice
- Understands and maintains professional boundaries with clients
- Demonstrates cultural awareness by the acceptance of and sensitivity to cultural values, beliefs, and unique attributes of all people regardless of their race, colour, age, gender, sexual orientation, economic circumstances, political beliefs, ...
- Understands and is sensitive to oppressed populations
- Critically evaluates social and economic issues as they impinge on the population being served or worked with
- Identifies and articulates the link between “private troubles and public issues” in one’s practice and research
- Understands the effect of policy on clients’ social functioning
- Uses critical thinking skills in all aspects of practice
- Deals appropriately with pressure, stress and emergency situations

#### Organization and Community Context

EE ME NM NA

- Knowledge of the legislation and government policies and procedures that relate to the population being served/worked with
- Understands and articulates the purpose, mandate, policies and function of the agency
- Critically analyzes organizational policy and practices, and recognizes power structures that exist within the agency or organization
- Adheres to expectations of the agency regarding hours, punctuality, administrative requirements and dress
- Recognizes the link the agency has with the community
- Understands features of communities that affect clients
- Is aware of and takes advantage of the range of community resources available
- Makes appropriate referrals
- Identifies gaps in community services
- Participates in development of resources where gaps in service exist

**Self-Awareness**

**EE ME NM NA**

In practice demonstrates an awareness of how his or her values and assumptions may affect practice with diverse individuals, groups and communities

Identifies when personal needs may impinge on practice

Articulates clearly own personal and professional strengths and weaknesses

Uses the knowledge of one’s own power and privilege, be it due to class, ethnicity, gender, sexual orientation or position and how it affects his or her practice and perceptions

**Direct Practice Skills**

**1. Relationship Building**

**EE ME NM NA**

Builds rapport and positive relationship with individuals, groups and communities from diverse backgrounds to effect change

Demonstrates authenticity, warmth and empathy in her/his relations with clients

Communicates concerns in a professional and appropriate manner

Resolves conflicts with clients effectively

Deals effectively and appropriately with differences in style and opinion

**2. Communication Skills**

**EE ME NM NA**

Uses active listening skills

Recognizes, understands and responds appropriately to other people’s feelings and ideas

Presents information orally and in writing in an organized and coherent way

Keeps accurate and effective records

Relates to team members/staff in a professional way

**3. Assessment and Planning**

**EE ME NM NA**

Makes multi-dimensional assessments of strengths, resources, problems and need of individuals and groups with whom s/he works and of situations in which s/he works

Conducts effective interviews

Collects appropriate data to understand a situation

Draws upon a variety of theoretical perspectives when assessing a situation

Selects type and level of intervention matched to client’s needs

Develops a contract with individuals, groups and communities that identifies an action plan

### Intervention or Implementation

EE ME NM NA

Works with individuals, groups and communities to implement clear and workable objectives

Demonstrates the following intervention/implementation skills:

Networking

Advocacy

Counselling

Mediation

Referral

Planning

Group facilitation

Information sharing

Problem solving

### Termination/Evaluation

EE ME NM NA

Evaluates effectiveness of an intervention or course of action and makes changes as necessary

Terminates relationships properly

Describes results accurately

Uses feedback and evaluation to modify one's own practice and suggests policy and procedural changes at the agency

### Use of Supervision

EE ME NM NA

Prepares for supervision

Seeks instruction and supervision as needed

Takes initiative and works independently

Learns willingly from others

Applies new learning to practice

Critiques his/her own professional practice and learning.

Uses teaching tools (process recording, reflective logs, audio tapes, etc) as required by supervisor

### Supervisor's Information (Please Print Clearly):

Name:	Professional Designation, Degree, Credential:
Employer:	Position Title:
Personal Mailing Address:	
City:	Province:
Preferred Telephone Number:	Postal Code:
Signature:	Date: