



ONLINE WORKSHOP BOOKING FORM

PROFESSIONAL REPORT WRITING

THEME

A vital competence for the practitioner is providing a well-written report which can accelerate the progress of a child's plan through Children's Hearings and Court.

The quality of the social work report is the single biggest factor in determining the outcome of a Hearing or Court decision. Learn about common pitfalls, complaints from decision makers and poor habits that can obstruct social work planning from moving forward.

Our workshop offers interactive worked examples, referring to research, legislative requirements and promising practice. For the worker who is looking to ensure the accuracy, proportionality and relevance of reports, this workshop is a must.

WHO SHOULD ATTEND

Any worker who writes or contributes to reports.

LEARNING OBJECTIVES

- Gain a greater understanding of the duties and responsibilities of practitioners in respect of providing information to Courts and Hearings.
- Understanding best practice in report writing with reference to research and guidance.
- Explore how practitioners' practice prior to Hearings supports effective presentation.
- Presenting authoritatively to the Hearing and getting your message across.
- Explaining social work policy and practice, research and experience for the Hearing to understand. actions, recommendations and planning.
- Effectively dealing with questioning about your report, plans and recommendations from panel members and Sheriffs.

AFA SCOTLAND ONLINE BOOKING FORM

PROFESSIONAL REPORT WRITING

Date: Monday 23 November, 2020
Venue: Online Platform – Adobe Connect
Facilitator: Rhona Pollock

DELEGATE INFORMATION

Name: _____
Position: _____
Organisation: _____
Address: _____
_____ Post Code: _____
Telephone: _____ Email: _____

PAYMENT METHOD

Billing Address/invoice: _____
_____ Post Code: _____
Purchase Order Number: _____

Member rate £85.00 + VAT Non-Member rate £115.00
Individual Member rate £55.00 + VAT
Please invoice:
Cheque (including VAT) made payable to AFA Scotland

CANCELLATION POLICY

After receipt of written confirmation of place allocated	25% of fee
Cancellation between two and four weeks prior to the date	50% of fee
Cancellation between one week and two weeks prior to the date	75% of fee
Cancellation within one week of the date	100% of fee

Please return your completed form to: info@afascotland.com

OFFICE USE ONLY

Invoice Number: _____
Cheque Number: _____
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