**Training Plan**

**for the Practical Year of Social Workers**

(In accordance with §8 Section 3 of the Hochschule Darmstadt University of Applied Sciences Constitution, Faculty of Social Sciences and Social Work)

The practical year for social workers is the last phase of their educational training and its completion provides the state recognition in Germany. Social workers in their practical year have successfully completed the Social Work course of studies and hence bring a high degree of expertise and profound scientific knowledge into the chosen institution.

The practical year aims to apply already acquired theoretical knowledge practically and shaping the process of self-reflection in the pedagogical field of work accompanied by a supervisor, through which the working place adopts mandatory training obligations.

Together with his/her supervisor the social worker will develop a training plan while considering past acquired practical experiences and individual specializations. The plan is to be submitted to the Hochschule Darmstadt University of Applied Sciences at the latest 8 weeks after the commencement of the employment contract.

This training plan serves as a foundation for the training process leading to a gradual acquisition of pedagogical and administrative procedures. Individual adjustments to the training plan are possible at any time in consultation with the instructor, the social worker and the university.

**Training Plan (Template)**

(In accordance with §8 Section 3 of the Hochschule Darmstadt University of Applied Sciences Constitution, Faculty of Social Sciences and Social Work)

between

1. Training Institution
 (organization, institution, contact details)

and
2. Social Worker in training
(name, contact details)
3. Ms./Mr. (name) is completing a practical year from (date) until (date) to receive the German state recognition on a full-time/part-time basis with (amount) hours per week.
4. Guidance and supervision will be undertaken by (name, occupational title, work experience)
5. Description of the institution
6. Description of the working area
7. Individual learning objectives
 (What ought to be achieved and how? Detailed and structured outline)

	1. Orientation phase (up to two months)
	 Introduction and training period; the social worker gets to know the institution, structures, colleagues and clients, reads and becomes familiar with administrative procedures.
	2. Advanced phase (three to four months)
	 The described tasks are increasingly taken on by the social worker in practice.
	 Meetings with the supervisor take place weekly. The range of pedagogical work increases gradually.
	3. Autonomous phase (until the end of the practical year)
	 The achieved competencies are reviewed, and the social worker takes up own cases/projects. The responsibility however remains with the supervisor with whom meetings take place weekly. At the end of the training year an overall evaluation takes place. The institution provides the social worker with a written evaluation latest by six weeks before completion.
8. The institution is obliged to exempt the social worker from work, in order to participate in the weekly academic days for group supervision[[1]](#footnote-1) (in general Wednesdays – also during semester breaks) as well as the academic week that takes place twice a year within the framework of the training year with the Hochschule Darmstadt University of Applied Sciences.

Signature of supervisor Signature of social worker in training

1. In case no suitable group supervision is available, alternatives can be discussed with the respective professor and supervisor. [↑](#footnote-ref-1)