

Associate trainer guidance Module1 Information Sharing BTEC Level 3

Students should be encouraged to download the tool by the trainer associate delivering module 1.

The purpose of going through the SNA case-builder slides (9-26) whether or not the student uses similar software in the workplace. The key elements captured within the SNA case-builder are a really good way of demonstrating good practice and joined up working when dealing with an asb case.

They should be informed of the benefits of doing this and to take the opportunity that the tool gives them and use it to their advantage for support and as a way of helping them to pull all of the learning components of the 4 modules together. The key elements of good practice are:-

- A co-ordinated approach to case work
- Informative assessment of the seriousness of a case
- Record of chronological events
- Prompts to key lines of enquiry
- Highlights patterns and trends in individual behaviour
- Evidence log
- Policy log
- Case tracker
- Good practice case reviewing techniques