

**Completion of the Assessed and Supported Year in Employment
progression assessment
Support in transition**

The Assessed and Supported Year in Employment in Adult services.

NQSW name	
Assessor name	
Start date of the ASYE	
Employing organisation	
Address of team where NQSW is based	
Service user group	

Contents

Purpose of record of support and progressive assessment

Part 1: Beginning the ASYE

Setting out and agreeing the support and assessment, including roles and responsibilities and

Part 2: Review of support and progress (three months)

Part 3: Review of support and progress (six months)

Part 4: Final review of support and progress

Appendix 1: The Internal Moderation Process

Propositional or Support Proposition (RSPA)

The RSPA is one of the two key sets of evidence templates which are linked together to support

Supervision will be provided by	
Supervision sessions will be as follows: Refer to the Standards for Employers of Social Workers in England for guidance	
Duration of supervision sessions	
First six weeks of employment	Weekly
Week seven – six month review	Fortnightly
Following six month review	Monthly
Supervision agenda The ASYE assessors and supervisors toolkit provides additional support and	

Protected development time

<p>10% of the NQSW's time should be set aside for undertaking development activities (10% equates to 0.5 days per week or 2 days per month).</p>	<p>This section is likely to include:</p> <ul style="list-style-type: none">■ details of any mandatory courses or workshops that are part of the scheme (including dates/ learning objectives)■■■
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Requirements and responsibilities

<p>The NQSW is required to</p>	<p>This section is likely to include:</p> <ul style="list-style-type: none">■■ activities■ maintain records■ use supervision appropriately■ attend reviews
<p>The assessor is required to The ASYE assessors and supervisors toolkit provides additional support and</p>	<p>This section is likely to:</p> <ul style="list-style-type: none">■ provide appropriate management of NQSW's workload and selection of cases, or liaison with line manager if not in a position to do so■■ undertake holistic assessment of the NQSW■ provide progressive feedback and assessment etc
<p>If different, the role of the line manager/supervisor</p>	<p>This section is likely to include:</p> <ul style="list-style-type: none">■ oversee management of NQSW's workload and integration into team■ as appropriate, liaison with the assessor regarding workload and selection of cases■ contribute to the holistic assessment of the NQSW■
<p>The ASYE programme co-ordinator is required to</p>	

Assessment, review and quality assurance

This section should be pre-populated to address questions in line with the employer's ASYE

Record of discussions and expectations of NQSW

<p>Taking into account the NQSW's previous experience and part 1 of their CRL what areas should the NQSW address in their initial PDP?</p>	<p>NB The PDP drives forward the learning process between reviews</p>
<p>Have you discussed the expectations of the CRL?</p>	<p>Any comments, issues or concerns should be recorded here</p>
<p>Deadlines agreed for you to receive the NQSW's log, in advance of the review meetings</p>	
<p>Three month review</p>	
<p>Six month review</p>	
<p>Final review</p>	

Declarations and signatures

<p>NQSW name</p>	
<p>Signature</p>	
<p>Date</p>	

<p>ASYE assessor name</p>	
<p>I have completed the support and assessment agreement and will support the NQSW to</p>	
<p>Signature</p>	
<p>Date</p>	

<p>NQSWs line manager</p>	<p>If applicable</p>
<p>I have read the support and assessment agreement and will support the NQSW and the assessor</p>	
<p>Signature</p>	
<p>Date</p>	

<p>ASYE co-ordinator name</p>	<p>If appropriate</p>
<p>I have read the support and assessment agreement and will support the assessor and NQSW in</p>	
<p>Signature</p>	
<p>Date</p>	

Evidence template number 2: RSPA

Part 2: The first three months (review of progress and interim assessment at three months)



Declarations and signatures

NQSW name	
Signature	
Date	

ASYE assessor name	
Signature	
Date	

Line manager (if applicable)	
Name	
Signature	
Date	

Areas for development and focus for next PDP six to twelve months

Additional comments on the six month review from line manager and/or ASYE co-ordinator if applicable.

the NQSW's overall progress
any issues relating to support and supervision

	Yes	No	N/A
Is the NQSW's progress satisfactory at this stage?			
If no, have concerns been addressed in the next PDP and/or action plan?			
Are there any issues that affect the probation of the NQSW? (i.e. conduct, attendance, ability to fulfil role)			
If yes, has Asse	n "		

Declarations and signatures

NQSW name	
Signature	
Date	

ASYE assessor name	
Signature	
Date	

Line manager (if applicable)	
Name	
Signature	
Date	

Evidence template number 3A: RSPA - the assessor/employer will decide whether or not a review should take place at nine months

Appendix 2 - Optional template to support nine month review (nine - twelve months)

Review of progress and interim assessment at nine – twelve months (optional)

Date of review	
Name of attendees	
Assessor	
NQSW	
Line manager (if applicable)	
Other is applicable (HR, ASYE co-ordinator)	
Context Since the last review have there been any changes that may have impacted on the NQSW's progress?	
Progressive assessment	
Areas for development and focus for next PDP nine-twelve months	

Additional comments to inform the nine month review from line manager and/or ASYE Co-ordinator if applicable.

	Yes	No	N/A
Is the NQSW's progress satisfactory at this stage?			
plan?			

Line manager/supervisor (if applicable)	
Name	
Signature	
Date	

Evidence template number 4: RSPA

Has NQSW demonstrated progression and met the KSS standards through the following assessment evidence?	Yes	No
(evidence template numbers		
Professional documentation (evidence template		
(evidence		
in need of care and support? (evidence document		
professionals?		

Final assessment
Next steps
and organisation's appraisal cycle? How should they be incorporated into the timescales for The NQSW should incorporate these areas for development in their post ASYE PDP (evidence

Line manager/supervisor's assessment report

This should be completed when the line manager has not been responsible for providing

Summary of support

ASYE co-ordinator name	If appropriate
I have read the support and assessment agreement and will support the assessor and NQSW in	
Signature	
Date	



Appendix 1 - Internal moderation process



Professional documentation (work products)

The assessor will be responsible for signing off the professional documentation. The primary documentation will not be presented for internal or external moderation panels

Objectives are as follows:

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- to provide a framework for the NQSW to demonstrate high standards of professional
- to ensure the NQSW can demonstrate high standards of professional recording across a
- to use supervision and other means, to ensure that the NQSW engages in continuous critical
- to incorporate professional recording into the main review points for the ASYE programme
- to provide a mechanism for professional documentation to be 'signed off' by the assessor on

Assessment criteria

The NQSW has demonstrated progress (across the year) in their capabilities for each element

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Professional documentation

Assessment against the KSS and PCF

Below is a schedule of key assessment outcomes to assist in the construction of the professional

- worker in adult services
- standards framework applicable to all social workers in whatever role or setting
- all social workers should be able to demonstrate knowledge of all aspects of the KSS and development in those aspects which are relevant to the service setting
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Over the course of the ASYE the NQSW has:

Holistic assessment of practice - level descriptor contained in the KSS and PCF	Assessment outcomes - taken from KSS, CRL and the RSPA development.
	<ul style="list-style-type: none"> ■ ■ Skilled demonstration of person centred practice ■ Progressive development of skills in identifying and responding to risk including positive risk taking
Become more effective in their	<ul style="list-style-type: none"> ■ Progressive development of practice skills and ■ ■ Skilled in developing effective and empathic relationships to ensure that the wishes of those in need of care and support are at the core of assessment and
	<ul style="list-style-type: none"> ■ ■ ■
relation to a particular setting and user group	<ul style="list-style-type: none"> ■ ■ ■
and evaluate their own practice	<ul style="list-style-type: none"> ■ Proactive use of supervision ■ ■ Progressive development of initiative and appropriate
Worked effectively in increasingly	Providing evidence of all of these requirements will

