**The record of support and**

**progressive assessment**

**To be completed by the ASYE assessor**



**The record of support and progressive assessment**

To be completed by the NQSW

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| **Organisation name** | Shropshire Council |
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| **Name of the NQSW** |  |
| **Name of assessor** |  |

**The Assessed and Supported Year in Employment in child and family social work**

**Record of support and progressive assessment**

**Part 1: Beginning the ASYE**

**1. Support and assessment agreement**

The NQSW should submit part one of the critical reflection log for scrutiny before the support and assessment agreement meeting. It may be helpful to agree a date for this submission when setting the date for the meeting.

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| **Newly qualified social worker** |  |
| **HCPC registration number** |  |
| **Employer** | Shropshire Council |
| **Name of line manager/supervisor** |  |
| **Name of ASYE assessor** **(if different from line manager)** | Esther Matthias |
| **Name of ASYE programme co-ordinator (if appropriate)** | Esther Matthias |
| **Name and role of others present at the support** **and assessment agreement meeting** | n/a |
| **Date of support and assessment agreement meeting** |  |
| **Date ASYE commenced** |  |
| **Date set for three month review** |  |
| **Date set for six month review** |  |
| **Date for final review** |  |
| **Date of the internal moderation panel when the final assessment outcome will be confirmed** |  |
| **NQSW background and context** |  |
| **Recommendations for future development identified by practice educator (see final report)** |  |

**2. Supervision**

The supervision section may be pre-populated in line with the employer’s ASYE scheme.

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| **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** | 1.5 hours |
| **First six weeks of employment** | Weekly |
| **Week seven – six month review** | Fortnightly |
| **Following six month review** | Monthly |
| **Supervision will include**  The ASYE assessors and supervisors toolkit (available at [www.skillsforcare.org.uk/asyetoolkit)](http://www.skillsforcare.org.uk/asyetoolkit)) provides support and guidance regarding supervision. | * Wellbeing & personal issues * Strengths and areas for development for NQSW * Cases * Learning & Development opportunities / CPD * Reflection related to evidence for assessment against the domains of PCF & KSS * General staff issues (leave, TOIL etc), * Team issues |
| **Supervision agreement** | Supervision is provided by the line manager in accordance with the frequency detailed for ASYEs above.  Monthly peer supervision is provided by ASYE AP for all ASYEs in addition.  If there are particular issues that the ASYE needs additional support with, the line manager can request that ASYE AP provides 1:1 supervision on an ad hoc basis but this is to work on practice issues as ASYE AP does not give direction on casework. |

**3. Workload management**

Expectations of workload management may be pre-populated in line with the employer’s ASYE scheme although some assessors/supervisors may wish to input this.

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| **How will workload be agreed and allocated?** | The line manager will allocate casework that is considered less complex to the ASYE in their first three months.  Shropshire’s guidance is that the ASYE should be allocated no more than 10 cases within the first 3 months. Following this the ASYE should be allocated no more than 16 cases at any one time during the year.  Consideration also needs to be given about the complexity and time-commitment of each case and the number of children in a family so that allocations are not made only with reference to number of cases.  Where the ASYE is allocated a case that progresses to Court, the case should be co-worked with an experienced member of the team. They can also access support from the Court Progression Officer. ASYEs should not attend Court on their own when this is their first time doing so.  The line manager will allocate a variety of work that will help the ASYE to develop in the areas highlighted by the KSS self-assessment and the Professional Development Plan.  ASYE workload will be monitored by the ASYE assessor and where caseload allocations are not in line with practice guidance this will be fed back to the Principal Social Worker for discussion with the line manager. |

**4. Protected development time**

Expectations of protected development time may be pre-populated in line with the employer’s ASYE scheme.

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| **10% of the NQSW’s time should be set aside for undertaking learning and development activities** **(this equates to 0.5 day per week or 2 days per month).** | Professional development time is comprised of:  ASYE training days throughout the year  ASYE peer group supervision 2 hours once per month  4 study days over the year which the NQSW should use to work on their Critical Reflection Log and portfolio items. These need to be agreed with the line manager in advance and your work for this study should be shared with your line manager. |

**5. Requirements and responsibilities**

Requirements and responsibilities may be pre-populated in line with ASYE scheme:

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| **The NQSW is required to** | 1. To take joint responsibility for ensuring registration on the ASYE programme: This means you need to supply all the information requested by Debbie Watson. 2. To work as a member of the team under the direction of the team manager and/or ASYE assessor. 3. To attend and participate in the ASYE sessions which are there to further your development and provide support to you in your first year of practice. 4. To complete your critical reflection log 5. To provide your critical reflection log to the ASYE assessor 1 week prior to your review meetings. The ASYE assessor can provide feedback on this piece of work; if you want to take advantage of this please provide it 2 weeks before your review meeting to allow time for amendments to be made. 6. To identify 3 contrasting opportunities for direct observation and arrange these with your line manager (1) and the NQSW Assessor (2). To complete the preparatory paperwork and send to the observer prior to the observation. 7. To commit to all supervision sessions and prepare for sessions as requested by your line manager. 8. To be pro-active in sharing any concerns you have about your ability to manage your caseload and or complete the ASYE progamme with your line manager and the ASYE assessor. |
| **The assessor is required to**  Assessors should ideally meet the Practice Educator Professional Standards (PEPS 2). | 1. To provide the ASYE programme of support and development from October of the year the NQSW commences employment. 2. To be responsible for the assessment of the NQSW. 3. To be responsible for maintaining the record of Support and Progressive Assessment (this document) throughout the ASYE year. 4. To review caseloads of NQSWs and feed back to the Principal Social Worker where there are concerns about the level of allocations to ensure NQSWs situation is understood at a strategic level. 5. The NQSW Assessor is line managed by the Principal Social Worker (PSW) and is as such accountable to the PSW for the ASYE’s progression. Information about the ASYE will be shared in confidence with the PSW and also the Workforce Manager throughout the year. 6. To facilitate and/or participate in any additional support that is required for a NQSW failing to make satisfactory progress. 7. To complete two direct observations of practice. 8. To participate, as required, in any appeal process that might occur in the event of failure of the NQSW to pass the ASYE year. |
| **If different, the line manager/**  **supervisor is required to** | 1. To ensure the NQSW booked onto the new employee induction for Children’s services which happen on a monthly basis 2. To ensure the NQSW is provided with the necessary equipment (ID bade, laptop etc) to enable them to start their role within the first week. 3. To line manage all aspects of the NQSW’s role in their team, including absence management. To liaise with the ASYE assessor about any concerns about the NQSW. 4. To give ongoing timely feedback (informal and within supervision) to the NQSW about all aspects of their work to support their development. 5. To ensure the NQSW has a protected caseload, as detailed above 6. To liaise with HR to ensure the NQSW has the appropriate contract of employment and amendments are made following reviews where applicable. 7. To give timely feedback to the NQSW about areas of practice that require development and discuss openly any concerns about practice. 8. To liaise with the ASYE assessor about any concerns in the NQSW’s practice and to develop an action plan where required, jointly with the ASYE assessor. 9. To complete one formal direct observation of the NQSW. |

**6. Assessment, review and quality assurance**

This section may be pre-populated to address questions in line with the employer’s ASYE scheme.

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| **How will ASYE reviews and assessment be linked to employer’s probation and appraisal processes?** | The Line Manager will inform HR of the outcome of the 6 month review and upon completion of ASYE. |
| **What are the contractual implications of failure to complete, or failure of,** **the ASYE year?** | If final assessment outcome is failure to reach the required capability, your post as a qualified social worker will cease and the HCPC registration body will be notified. |
| **What arrangement does the employer use internally and externally (e.g. in partnerships etc.) to quality assure assessment?** | At the end of the ASYE Internal Standardisation Panel will scrutinize every NQSW portfolio to agree whether the assessment decision is reasonable and should be upheld. |
| **How will the employer and NQSW deal with any disagreements over decisions?** | There is an appeals process. |
| **How is successful completion of**  **ASYE recognised by the employer?** | Certificates are presented to successful candidates at a celebration event at the end of the year. They will also receive a pay increment. |

**7. Additional considerations**

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| **Have any reasonable adjustments been agreed to the arrangements due to the NQSW having a medical condition, disability, or specific learning need?** |  |
| **Have any other factors been identified that may affect the progress of the NQSW?** |  |

**8. Record of discussions re expectations of NQSW**

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| **Taking into account the NQSW’s context and previous experience**  **what areas should the NQSW address in their initial ASYE PDP?** |  |
| **Have you discussed the expectations of the critical reflection log?** | This will be discussed in more detail at the welcome to ASYE session on |
| **Deadlines agreed for you to receive the NQSW’s log, in advance of the review meetings** | |
| **Three month review** | One week before (2 weeks before if you would like feedback from NQSW assessor) |
| **Six month review (midway)** | One week before (2 weeks before if you would like feedback from NQSW assessor) |
| **Final review** | Two weeks before (3 weeks before if you would like feedback from NQSW assessor) |