

# Completing the record of support and progressive assessment

## Supporting guidance

The Assessed and Supported Year in Employment in Adult services.

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

# 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 producing a professional development plan (PDP), based on the NQSW's (newly qualified social worker) reflections in Part 1 of the critical reflection log.

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

This includes the review of NQSW's critical reflection log and interim assessment at the three month stage.

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

This includes the review of NQSW's critical reflection log and interim assessment at the six month stage.

### Part 4: Final review of support and progress

This includes the review of NQSW's critical reflection log and final assessment, leading to recommendation of the outcome decision.

## Appendix 1: The Internal Moderation Process

## Purpose of the record of support and progressive assessment (RSPA)

The RSPA is one of the two key sets of evidence templates which are linked together to support the NQSW and the assessor in evidencing the requirements of the ASYE. They represent the minimum expectations of the Chief Social Worker and are laid out in the **Knowledge and Skills Statement (adults) 2015 (KSS)** and **the Standards for Employers of Social Workers in England**.

The evidence templates have been developed by a group of employers who have consulted widely across the sector, to support progressive development and assessment. They streamline previous documentation by focusing the assessment on the development of critical reflection.

Responsibility for the overview of the whole assessment process and completion of the RSPA lies with the assessor. Responsibility for complying with the assessment process and completing the documents contained within the **critical reflection log (CRL)** rests with the NQSW.

The record of support and progressive assessment includes the support and assessment agreement and assessment reviews at three, six and twelve months. Employers and assessors have the flexibility to include an additional assessment review at nine months if they wish to do so. This could be an organisational decision or an individual assessor may wish to include an additional review, if there are concerns about the NQSW's progress

The assessment reviews focus on the NQSW's developing practice, which is evidenced by the NQSW as part of their CRL. This is presented to the assessor in advance of each review point.

It's important that both NQSW and assessor understand how to complete the templates contained within the RSPA and CRLs. They should understand how the latter, support and inform the progressive assessment process, using them as the basis of discussions in supervision and in the review meetings.

### Managing concerns

The templates contained within the RSPA, establish a link with the employer's capability processes, by providing prompts at review points and space to record any concerns or issues. Whenever capability issues emerge, the assessor will be expected to inform both the ASYE co-ordinator and HR. Any employment issues that arise during the ASYE will be managed separately through performance management procedures.

### Assessor support

Support and guidance for ASYE assessors can be found in the assessors and supervisors toolkit. It provides guidance and resources on effective professional supervision and holistic assessment. The other sections include roles and responsibilities, recording progressive assessment, continuing professional development (CPD) and leadership and the professional supervisory relationship. To access the toolkit go to [www.skillsforcare.org.uk/asyetoolkit](http://www.skillsforcare.org.uk/asyetoolkit)

### Completing the record

The templates contained within the RSPA are available as separate documents and can be downloaded as a zip file on our website, [www.skillsforcare.org.uk/asyedocuments](http://www.skillsforcare.org.uk/asyedocuments). Electronic completion of the templates will support internal and external moderation processes. It's recommended that, to ensure consistency in the internal moderation process, highlighted sections are pre-populated by the organisation. If this isn't the case, the assessor should check organisational guidelines before completing the templates.

# Evidence template number 1: RSPA

## Record of support and progressive assessment

### Part 1: Beginning the ASYE

#### Support and assessment agreement

The NQSW should submit part one of the CRL 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 this meeting.

**This part should be completed by the assessor**

<b>Name of the NQSW</b>	
<b>HCPC registration number</b>	
<b>Employer</b>	
<b>Name of line manager/supervisor</b>	
<b>Name of assessor (if different from line manager)</b>	
<b>Name of ASYE programme co-ordinator (if appropriate)</b>	
<b>Names and role of others present at the support and assessment meeting</b>	
<b>Date of the support and assessment agreement meeting</b>	
<b>Date ASYE commenced</b>	
<b>Date set for the three month review</b>	
<b>Date set for six month review</b>	
<b>Date for final review</b>	
<b>Date set if additional nine month review is required</b>	
<b>Date of the internal moderation panel when the final assessment outcome</b>	
<b>NQSW background and context</b>	<p><b>This section should be completed at the initial meeting to provide further information about the NQSW. For this section you should focus on:</b></p> <ul style="list-style-type: none"> <li>■ previous experience</li> <li>■ previous work/placement in agency</li> <li>■ final placement report/ higher education institution (HEI) transcript</li> <li>■ any special needs and circumstances</li> <li>■ organisational circumstances which may affect the ASYE.</li> </ul>

## Supervision

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

<b>Supervision will be provided by</b>	
<b>Supervision sessions will be as follows: Refer to the <a href="#">Standards for Employers of Social Workers</a> in England for guidance</b>	
<b>Duration of supervision sessions</b>	
<b>First six weeks of employment</b>	Weekly
<b>Week seven – six month review</b>	Fortnightly
<b>Following six month review</b>	Monthly
<b>Supervision agenda</b> The ASYE assessors and supervisors toolkit provides additional support and guidance. <a href="http://www.skillsforcare.org.uk/asyetoolkit">www.skillsforcare.org.uk/asyetoolkit</a>	<b>Core elements to be include:</b> <ul style="list-style-type: none"> <li>▪ a review of the caseload and workload allocation</li> <li>▪ critical reflection</li> <li>▪ addressing development needs</li> <li>▪ ASYE assessment.</li> </ul>
<b>Supervision agreement</b>	<p>If there is an additional supervision agreement between the assessor and NQSW, this can be inserted here.</p> <p>If there is both an assessor and line manager / supervisor, the roles and responsibilities of each should be clearly outlined here</p> <p>Arrangements for deputising in the event of the assessor or supervisors' absence should be recorded here</p>

## Workload management

<b>How will workload be agreed and allocated?</b>	<b>This section is likely to include:</b> <ul style="list-style-type: none"> <li>▪ how work will be selected and allocated</li> <li>▪ what level and type of work is be suitable for the NQSW</li> <li>▪ how workload will be monitored and reviewed</li> <li>▪ how decisions will be taken to allocate increasingly complex work.</li> </ul>
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## Protected development time

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

<p><b>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).</b></p>	<p><b>This section is likely to include:</b></p> <ul style="list-style-type: none"> <li>▪ details of any mandatory courses or workshops that are part of the scheme (including dates/ learning objectives)</li> <li>▪ whether time for completing the CRL has been included in the 10%</li> <li>▪ expectations of how time will be recorded.</li> <li>▪ other expectations of how the time will be used</li> </ul>
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## Requirements and responsibilities

Expectations can be pre-populated in line with the employers ASYE scheme

<p><b>The NQSW is required to</b></p>	<p><b>This section is likely to include:</b></p> <ul style="list-style-type: none"> <li>▪ responsibilities to complete specific work and activities</li> <li>▪ maintain records</li> <li>▪ use supervision appropriately</li> <li>▪ attend reviews</li> </ul>
<p><b>The assessor is required to</b> The ASYE assessors and supervisors toolkit provides additional support and guidance. <a href="http://www.skillsforcare.org.uk/asyetoolkit">www.skillsforcare.org.uk/asyetoolkit</a></p>	<p><b>This section is likely to:</b></p> <ul style="list-style-type: none"> <li>▪ provide appropriate management of NQSW's workload and selection of cases, or liaison with line manager if not in a position to do so</li> <li>▪ provide reflective supervision</li> <li>▪ undertake holistic assessment of the NQSW</li> <li>▪ provide progressive feedback and assessment etc</li> </ul>
<p><b>If different, the role of the line manager/supervisor</b></p>	<p><b>This section is likely to include:</b></p> <ul style="list-style-type: none"> <li>▪ oversee management of NQSW's workload and integration into team</li> <li>▪ as appropriate, liaison with the assessor regarding workload and selection of cases</li> <li>▪ contribute to the holistic assessment of the NQSW</li> <li>▪ contribute to progressive feedback and assessment.</li> </ul>
<p><b>The ASYE programme co-ordinator is required to</b></p>	<p><b>This section is likely include:</b></p> <ul style="list-style-type: none"> <li>▪ role in review process and in monitoring the progress of the NQSW</li> <li>▪ support to assessor and NQSW in the event of difficulties</li> <li>▪ management of quality assurance process</li> <li>▪ co-ordination of ASYE scheme</li> <li>▪ links with wider organisational policies, including HR</li> </ul>

## Assessment, review and quality assurance

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

<b>How will ASYE reviews and assessment be linked to employer's probation and appraisal processes?</b>	
<b>What are the contractual implications of failure to complete, or failure of, the ASYE year?</b>	
<b>What are the employers internal and external quality assurance arrangements?</b>	
<b>How will the employer and NQSW deal with any disagreements over decisions?</b>	
<b>How is successful completion of ASYE recognised by the employer?</b>	

## Additional considerations

<b>Have any reasonable adjustments been agreed and arrangements due made for those NQSW who have a medical condition, disability, or specific learning need?</b>	If the NQSW agrees it may be appropriate to view relevant assessment reports, in order to ensure that the available support is reflective of the NQSW's needs
<b>Have any other factors been identified that may affect the progress of the NQSW?</b>	<b>For example:</b> A delay in starting the ASYE or carer responsibility

## Record of discussions and expectations of NQSW

<p><b>Taking into account the NQSW's previous experience and part 1 of their CRL what areas should the NQSW address in their initial PDP?</b></p>	<p>The PDP (evidence template number 1: PDP) is confirmed as a result of the discussion relating to this section. NB The PDP drives forward the learning process between reviews</p>
<p><b>Have you discussed the expectations of the CRL?</b></p>	<p>Any comments, issues or concerns should be recorded here</p>
<p><b>Deadlines agreed for you to receive the NQSW's log, in advance of the review meetings</b></p>	
<p><b>Three month review</b></p>	
<p><b>Six month review</b></p>	
<p><b>Final review</b></p>	

## Declarations and signatures

<p><b>NQSW name</b></p>	
<p>I have read and understood my role and responsibilities and commit to fulfilling them. I confirm the arrangements set out in this agreement.</p>	
<p><b>Signature</b></p>	
<p><b>Date</b></p>	

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

<p><b>NQSWs line manager</b></p>	<p>If applicable</p>
<p>I have read the support and assessment agreement and will support the NQSW and the assessor with their role. I will provide supporting documents for the review meetings to inform the holistic</p>	
<p><b>Signature</b></p>	
<p><b>Date</b></p>	

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



## Evidence template number 2: RSPA

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

- The NQSW should have submitted part 1 of their CRL for interim assessment prior to the review meeting.
- This review should explore the progress being made towards developing the knowledge and skills outlined in the KSS. NB this statement lays out minimum expectations – whatever their starting point – all NQSWs should show progression across the course of the ASYE.
- The NQSW should incorporate areas for development in their PDP within part 2 of the CRL

<b>Date of review</b>	
<b>Name of attendees</b>	
<b>Assessor</b>	
<b>NQSW</b>	
<b>Line manager (if applicable)</b>	
<b>Other e.g. HR, ASYE co-ordinator (if applicable)</b>	
<b>Context</b> Since the beginning of the programme, have there been any changes that may have impacted on the NQSW's progress?	
<b>This is likely to include:</b> <ul style="list-style-type: none"><li>■ organisational or individual issues that might impact on the ASYE year</li><li>■ changes or updates needed to the support and assessment agreement</li><li>■ changes to the arrangements for supervision, workload relief or professional development time that were agreed in the support and assessment agreement</li></ul>	
<b>Progressive assessment</b> An overall professional judgement of capability at ASYE level, taking into account the KSS level of capability. Identify strengths and progression.	
<ul style="list-style-type: none"><li>■ This is the space for the assessor to record their holistic assessment of the NQSW's capability and progressive development at ASYE level this stage of the ASYE, taking into account the PCF and KSS (statement 10 – level of capability). Identify strengths and progression. NB NQSWs are required to demonstrate progressive development regardless of their experience and level of capability at the start of the ASYE.</li><li>■ Any performance issues, particularly those which involve HR should also be referred to in this section. This will provide the evidence trail that may be required in the event of capability procedures being invoked.</li><li>■ This section should clearly take into account the NQSW's overall progress and reference the NQSW's progress against the KSS and the PCF. The holistic assessment outcomes may help to summarise this.</li><li>■ Refer to the PDP (evidence document number 2: PDP) - record, how far have the extent to which the identified learning outcomes been realised, and if this is reflected make a judgement about whether the NQSW has evidenced them sufficiently in the log.</li><li>■ It is important that that assessor refers to the practice evidence – direct observation; feedback from other professionals generated in this review period to support their interim assessment judgements</li><li>■ The assessor should be mindful that their assessment judgement is accurate, valid, robust and sufficient – refer to the critical reflection and holistic assessment section on our website.</li></ul>	

### Areas for development and focus for next PDP three to six months

Identify areas for further development. Areas of concern may be referenced to the KSS and holistic assessment outcomes as appropriate.

Identify areas for further development. Use the KSS to audit knowledge and skills, use the PCF to identify gaps, areas for development and detail of the level required.

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

Please comment on:

- the NQSWs overall progress
- any issues relating to support and supervision
- any performance issues.

	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 HR been notified?			

### NQSW's comments on the three month review

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## Declarations and signatures

<b>NQSW name</b>	
I have read and understood this review.	
<b>Signature</b>	
<b>Date</b>	

<b>ASYE assessor name</b>	
I confirm my assessment at this review.	
<b>Signature</b>	
<b>Date</b>	

<b>Line manager (if applicable)</b>	
<b>Name</b>	
I have read this assessment and endorse it.	
<b>Signature</b>	
<b>Date</b>	

## Evidence template number 3: RSPA

### Part 3: Three to six months (Review of progress and interim assessment at six months)

- The NQSW should have submitted part 2 of their CRL for interim assessment prior to the review meeting.
- This review should explore the progress being made towards developing the knowledge and skills outlined in the KSS. NB this statement lays out minimum expectations – whatever their starting point – all NQSWs should show progression across the course of the ASYE.
- The NQSW should incorporate areas for development in their PDP within part 2 of the CRL

<b>Date of review</b>	
<b>Name of attendees</b>	
<b>Assessor</b>	
<b>NQSW</b>	
<b>Line manager (if applicable)</b>	
<b>Other HR, ASYE co-ordinator (if applicable)</b>	
<b>Context</b>	
Since the last review have there been any changes that may have impacted on the NQSW's progress?	
<b>This is likely to include:</b>	
<ul style="list-style-type: none"><li>■ organisational or individual issues that might impact on the ASYE year?</li><li>■ Changes or updates needed to the support and assessment agreement?</li><li>■ Changes to the arrangements for supervision, workload relief or professional development time that were agreed in the support and assessment agreement</li><li>■ any issues associated with the required support or assessment arrangements</li><li>■ If the ASYE has been suspended for a period of time a note of the suspension and any agreed actions can be note here.</li></ul>	
<b>Progressive assessment</b>	
<ul style="list-style-type: none"><li>■ This is the space for the assessor to record their holistic assessment of the NQSW's capability and progressive development at at ASYE level this stage of the ASYE, taking into account the PCF and KSS (statement 10 – level of capability). Identify strengths and progression. NB NQSWs are required to demonstrate progressive development regardless of their experience and level of capability at the start of the ASYE</li><li>■ any performance issues, particularly those which involve HR should also be referred to in this section. This will provide the evidence trail that may be required in the event of capability procedures being invoked</li><li>■ this section should clearly take into account the NQSW's overall progress and reference the NQSW's progress against the KSS and the PCF. The holistic assessment outcomes may help to summarise this</li><li>■ refer to the PDP (evidence document number 3: PDP) - record , how far have the extent to which the identified learning outcomes have been realised and is this reflected make a judgement about whether the NQSW has evidenced them sufficiently in the log?</li><li>■ It's important that that assessor refers to the practice evidence – direct observation; feedback from other professionals generated in this review period to support their interim assessment judgements</li><li>■ the assessor should be mindful that their assessment judgement is accurate, valid, robust and sufficient – refer to the critical reflection and holistic assessment section on our website</li></ul>	

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

Identify areas for further development. Use the KSS to audit knowledge and skills, use the PCF to identify gaps, areas for development and detail of the level required.

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

Please comment on:

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

	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 HR been notified?			

## NQSW's comments on the six month review

## Declarations and signatures

<b>NQSW name</b>	
I have read and understood this review.	
<b>Signature</b>	
<b>Date</b>	

<b>ASYE assessor name</b>	
I confirm my assessment at this review.	
<b>Signature</b>	
<b>Date</b>	

<b>Line manager (if applicable)</b>	
<b>Name</b>	
I have read this assessment and endorse it.	
<b>Signature</b>	
<b>Date</b>	

**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)**

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

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

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	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 fulfill role?)			
If yes, has HR been notified?			

**NQSWs comments on final assessment**

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**Declarations and signatures**

<b>NQSW name</b>	
I have read and understood this review.	
<b>Signature</b>	
<b>Date</b>	

<b>NQSW name</b>	
I have read and understood this review.	
<b>Signature</b>	
<b>Date</b>	



<b>Line manager/supervisor (if applicable)</b>	
<b>Name</b>	
I have read this assessment and endorse it.	
<b>Signature</b>	
<b>Date</b>	

## Evidence template number 4: RSPA

### Part 4: Six – twelve months (final review and assessment including recommendation of assessment decision)

- the NQSW should have submitted part 4 of their CRL for interim assessment prior to the review meeting
- a completed PDP enables the NQSW to demonstrate on-going compliance with HCPC standards for CPD.

#### Guidance – s 11 of the KSS states:

- the assessment of a written piece of work demonstrating the ability of the employee to reflect on and learn from practice. It should show how the employee has used critical reflection on their practice to improve their professional skills and demonstrate reasoned judgement relating to a practice decision
- the assessment of at least three examples of written reports and records, including a report written for an external decision making process and a set of case recordings
- three formal direct observations of practice undertaken by a registered social worker (at least two of these to be completed by the assessor)
- at least three pieces of feedback over the course of the year from people who need care and support, or from their carers
- at least three pieces of feedback over the course of the year from other professionals

<b>Date of review</b>	
<b>Name of attendees</b>	
<b>Assessor</b>	
<b>NQSW</b>	
<b>Line manager (if applicable)</b>	
<b>Other is applicable (HR, ASYE co-ordinator)</b>	
<b>Context</b> Since the last review have there been any changes that may have impacted on the NQSW's progress?	
<b>This could include:</b> <ul style="list-style-type: none"><li>■ any organisational or personal issues that might have impacted on the ASYE year</li><li>■ any changes or updates needed to the support and assessment agreement</li></ul>	
<b>Review of NQSW's progressive development</b>	
Refer to the evidence submitted by the NQSW in Part 4 of their CRL (evidence document number 4: CRL), and discussions in supervision. Check overall progress against the PCF and KSS Refer to the PDP (evidence document number 4: PDP) how far have the identified learning outcomes been realised and is this reflected in the log?	

Has NQSW demonstrated progression and met the KSS standards through the following assessment evidence?	Yes	No
Critical reflection, as demonstrated through the written piece of work in their CRL (evidence template numbers 1: CRL; 2:CRL; 3:CRL: 4: CRL)		
Professional documentation ( evidence template document numbers 2:PD; 3:PD; 4:PD)		
<b>In addition has the NQSW :</b>		
Completed three direct observations? (evidence template numbers 2:DO; 3:DO; 4:DO)		
Obtained at least three pieces of feedback from people in need of care and support? (evidence document numbers 2:SU; 3:SU: 4:SU)		
Obtained at least three pieces of feedback from other professionals? (evidence template numbers 2:OP; 3:OP; 4:OP)		

<p><b>Final assessment</b> Refer to the holistic assessment outcomes in appendix 1, the KSS and the PCF at ASYE level. (Minimum 500 words)</p>
<p>Refer to the KSS and the PCF at ASYE level. (minimum 500 words) NQSWs should show progression across the course of the ASYE. Refer to further levels of the PCF where the NQSW is demonstrating capability beyond the ASYE. This should also be evidenced in the critical reflection log (evidence template number 4:CRL)</p>
<p><b>Next steps</b> What, do you assess are the NQSW's development needs in the next stage of their professional development and future career? How do you consider these should be addressed in next PDP and organisation's appraisal cycle? How should they be incorporated into the timescales for meeting HCPC re-registration requirements?</p>
<p>The NQSW should incorporate these areas for development in their post ASYE PDP (evidence template number 4: PDP)</p>

<b>Line manager/supervisor's assessment report</b> Overall assessment - please comment on the NQSW's overall professional capability	
This should be completed when the line manager has not been responsible for providing reflective supervision or final professional assessment.	
<b>Summary of support</b> Have there been any issues in the provision of support and reflective supervision, workload relief or professional development time (as identified in the support and assessment agreement and the reviews at three and six months) that may have impacted on the outcome recommendation?	
No/yes - if yes provide details	
<b>Performance management</b> Have there been any performance management concerns during the ASYE?	
No/yes - if yes provide details	

## Declarations and signatures

<b>NQSW name</b>	
I have read and understood this review.	
<b>Signature</b>	
<b>Date</b>	

<b>ASYE assessor name</b>	
I confirm my assessment at this review.	
<b>Signature</b>	
<b>Date</b>	

<b>Line manager/supervisor (if applicable)</b>	
<b>Name</b>	
I have read this assessment and endorse it.	
<b>Signature</b>	
<b>Date</b>	

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

<b>Recommendation by the assessor</b>		
This is confirmed through the internal moderation process	Yes	No
Has the NQSW has passed the ASYE?		
If no, are concerns being addressed via HR/capability procedures?		
<b>NQSWs comments on final assessment</b>		

## Appendix 1 - Internal moderation process

The internal moderation process confirms the assessment outcome on behalf of the employer through reviewing and scrutinizing the assessment decisions of individual assessors. This space is provided for the employer to include a statement about the organisations' internal moderation process. This should also include measures to secure the anonymity of the assessor and the NQSW if their evidence is selected for external moderation.

## 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:

- to support the NQSW in continuing to develop high standards of professional recording.
- to provide a framework for the NQSW to demonstrate high standards of professional recording over their ASYE programme.
- to ensure the NQSW can demonstrate high standards of professional recording across a variety of requirements and contexts (e.g. assessment, analysis, recording for other settings such as court).
- to use supervision and other means, to ensure that the NQSW engages in continuous critical reflection and learning about the quality of their professional recording and implements changes as a result.
- to incorporate professional recording into the main review points for the ASYE programme (three months, six months and final assessment).
- to provide a mechanism for professional documentation to be 'signed off' by the assessor on behalf of the ASYE programme.

### Assessment criteria

In 'signing off' the documentation produced by the NQSW, the assessor confirms:

1. They have viewed a representative sample of the NQSW's work products.
2. The NQSW has demonstrated progress (across the year) in their capabilities for each element below:
  - reflecting critically about their professional recording, learning from it and implementing change.
  - meeting agency recording standards for:
    - formats/tools used
    - timescales in completing recording.
  - recording defensible professional decisions which:
    - distinguish between opinion and fact
    - draw on and tests multiple hypotheses, including contradictory opinions held by different professionals
    - make informed use of intuition
    - build an effective argument/justification with evidence.
  - understanding and applying appropriate legal frameworks.
  - integrating and communicating the perspective of those in need of care and support in all aspects of recording, building on their feedback where appropriate.
  - producing recording that communicates effectively with a range of audiences, including other professionals and court.
  - producing recording that is:
    - clear, concise, and purposeful
    - accurate, using correct spelling, punctuation and sentence structure.

## Professional documentation

Assessor verification of the progressive development and quality of examples of work products produced through the year.

Three month review	Professional documentation	Areas for development
Six month review	Professional documentation	Areas for development
Final assessment	Professional documentation	Areas for development
Pass/Fail		



## Assessment against the KSS and PCF

Below is a schedule of key assessment outcomes to assist in the construction of the professional development plan, the structure of the evidence and the final assessment. It may be helpful to consider the relationship between the KSS and the PCF as follows:

- the KSS provides an overall context that describes the role and expectations of the social worker in adult services
- the KSS is designed to build upon and enhance the PCF, which remains the overarching 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
- the PCF details the level expected of the NQSW at the end of the ASYE
- all social workers need to demonstrate progression; the ASYE and KSS level descriptors are the minimum requirement at the end of ASYE.

**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.
Consistently demonstrated proficient practice across a wide range of tasks and roles.	<ul style="list-style-type: none"> <li>■ Confident application of the law to include the Care Act and Mental Capacity Act, demonstrated a variety of cases and settings.</li> <li>■ Skilled demonstration of person centred practice</li> <li>■ Progressive development of skills in identifying and responding to risk including positive risk taking</li> </ul>
Become more effective in their interventions.	<ul style="list-style-type: none"> <li>■ Progressive development of practice skills and knowledge.</li> <li>■ Skilled application of social work methods.</li> <li>■ 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 intervention.</li> </ul>
Developed confidence and earned the confidence and respect of others.	<ul style="list-style-type: none"> <li>■ Confident articulation of the social work role.</li> <li>■ Leadership skills in team and multi-disciplinary settings.</li> <li>■ Consistent demonstration of reasoned decision making.</li> </ul>
Gained experience and skills in relation to a particular setting and user group	<ul style="list-style-type: none"> <li>■ Development and confident application of knowledge relevant to the service setting.</li> <li>■ Increased ability to work autonomously.</li> <li>■ Reliably operating within organisational requirements.</li> </ul>
Consistently used supervision to seek, support, exercise initiative and evaluate their own practice	<ul style="list-style-type: none"> <li>■ Proactive use of supervision</li> <li>■ Increased ability to reflect on, evaluate and alter their own practice.</li> <li>■ Progressive development of initiative and appropriate decision making.</li> </ul>
Worked effectively in increasingly complex situations	Providing evidence of all of these requirements will incorporate this element.

**Assessment of critical reflection  
– outcomes**

**Evidence from the CRL**

Reflected critically about their practice, using information from a range of sources.	<ul style="list-style-type: none"><li>■ Continuous learning and changed practice.</li><li>■ Increased self-awareness about continuous progress and development as a professional.</li><li>■ Consistent demonstration of sound, professional judgement.</li><li>■ Increased understanding of the role and purpose of social work.</li></ul>
Integrated the perspective of those in need of care and support across all aspects of their critical reflection, building on their feedback where appropriate.	<ul style="list-style-type: none"><li>■ Improvements in approach to person-centred practice.</li><li>■ Undertaking effective assessments, which draw critically on theory, law, research and evidence as well as information from a range of sources.</li></ul>
Used critical reflection in professional decision-making and accountability	Drawing critically on theory, legislation, research and evidence to demonstrate effective practice in managing risk, capacity and safeguarding