



East London
NHS Foundation Trust

Pan-London NHS Trust

ASYE Programme



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Introduction

There has been significant progress in the last 3 years in progressing a stronger identity for social work, including addressing the specific challenges of social work in the NHS.

However, many barriers remain to parity of esteem with clinical professions, and one area that has reflected these tensions is the development of the Assessed and Supported Year in Employment (the ASYE), which forms a key progressive support in the early career of social workers. However, direct delivery and support of the ASYE by NHS Trusts for social workers they employ has been limited.

A project was undertaken by Think Ahead with Skills for Care, funded by Health Education England, to map current ASYE provision in London NHS Trusts, including a greater understanding of good practice and barriers. There were several challenges to providing the ASYE in Trust based settings identified during the project, including:

- Limited understanding and knowledge of the role and professional requirements at senior level
- Lack of a critical mass and senior professional leadership in many organisations.
- Difficulty maintaining professional identity as social workers may be employed across the NHS in different roles.
- Differing levels of access to local programmes dependent on relationships and formal partnerships.
- Limited mental health content and readiness to work in health settings in current programmes offered.

This project highlighted a need and appetite for an accessible and robust ASYE programme, supporting readiness to work in mental health and health led settings. The recommendation was for London NHS Trusts to work together, capitalising on economies of scale and the strength of a partnership to develop a pan-London NHS Trust based ASYE programme. A collaboration was formed between London Trusts to develop this programme with East London NHS Foundation Trust as the host organisation. The Pan-London NHS Trust ASYE programme has been developed by and with social work leads across London NHS Trusts and whilst the programme adopts Skills for Care framework, it will have an enhanced focus on mental health and working within a health led setting.

This pack brings together the tools and resources developed by East London NHS Foundation Trust, with the aim to support other NHS Trusts who are developing and implementing their own NHS Trust based ASYE programme.

Pan-London ASYE Programme Options

The Pan London ASYE programme offers employers two options:

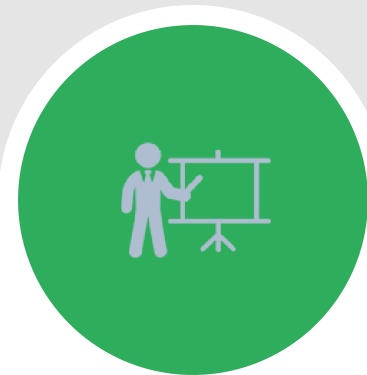
OPTION 1 - FULL ACCESS

ELFT receive money from Skills for Care, on behalf of the employer, and provide the full ASYE programme including NQSW training programme; ASYE coordination and administration; and quality assurance



OPTION 2 - TRAINING ONLY

ELFT invoice the employer per NQSW, for the NQSW to attend the 12 month training programme only



OPTION 1 - FULL ACCESS

The funding received from Skills for Care, which ELFT will draw down on behalf of the external Trust, is used to fund the following:



1) The coordination of a training programme for NQSW's

45-60 minute induction session - introduction to the ASYE

Online training sessions for NQSW's:

Half Day Training sessions: Care Act, Record Keeping and Report Writing, Cultural Sensitivity, Introduction to Mental Health Conditions, Complex Needs/Personality Disorder, Expert by Experience

Full Day Training sessions: MCA in Practice, Risks, Benefits & Decision Making, Mental Health Act

Optional Workshops: Resilience & Wellbeing, Social Circumstances Reports

Each training session runs twice a year, so NQSW's have the option of two different dates across the 12 months

Training links and materials are sent out prior to each session and all bookings are managed by ELFT



2) ASYE Assessor Support

Training for ASYE assessors (1.5 hour session)

Access to 6 weekly 1.5 hour ASYE assessor support groups facilitated by Alix Walton (Senior Lecturer, Holloway University)



3) Quality Assurance

NQSW's will be registered on the Skills for Care portal

Portfolio documents are sent to the NQSW and ASYE assessors, and various resources are provided to guide the Assessor and NQSW through the 12 month process

ASYE coordinator attends all 6 month and 12 month review meetings with NQSW, ASYE Assessor and Team Manager

Portfolios are quality assured at 6 and 12 months and scrutinised at the 12 month internal moderation panel

Portfolios are submitted to the external moderation panel

ELFT coordinate the internal and external moderation panels

NQSW's and ASYE assessors are sent evaluation forms at 6 and 12 months and evaluation feedback is collated to further develop and improve the programme

Monthly ASYE information sessions are provided for team managers



4) Graduation

Graduation ceremony at the end of the ASYE

Certificates from Skills for Care are requested and delivered to the NQSW

The organisation will need to:

- ✓ Match the ASYE assessors to the NQSWs and provide ELFT with the names and e-mail addresses
- ✓ Nominate a link person from the organisation who the ASYE coordinator can meet with on a quarterly basis to provide any feedback

- ✓ Attend the internal moderation panel once a year and attend the external moderation panel once a year
- ✓ ASYE Assessors will need to scrutinise one other portfolio over the 12 months and attend the internal moderation panel to provide feedback
- ✓ Ensure that the NQSW's teams are aware of the training commitment and that the recommendation from Skills for Care is that NQSW's should be provided with 0.5 days per week study time to attend training, reflective practice, shadow other services and complete their portfolio documents
- ✓ ELFT recommend that the organisation provides one hour monthly reflective practice groups for the NQSW's, which should be facilitated by an experienced mental health social worker

OPTION 2 - TRAINING ONLY

Access to NQSW and ASYE Assessor Training Only - which will be funded by the organisation. The organisation will need to pay ELFT £350 per NQSW



1) The coordination of a training programme for NQSW's

Online training sessions for NQSW's:

Half Day Training sessions: Care Act, Record Keeping and Report Writing, Cultural Sensitivity, Introduction to Mental Health Conditions, Complex Needs/Personality Disorder, Expert by Experience, Resilience & Wellbeing

Full Day Training sessions: MCA in Practice, Risks, Benefits & Decision Making, Mental Health Act

Each training session runs twice a year, so NQSW's have the option of two different dates across the 12 months

Training links and materials are sent out prior to each session and all bookings are managed by ELFT

2) The ASYE Assessor will have access to:

Training for ASYE assessors (1.5 hour session)

Access to 6 weekly 1.5 hour ASYE assessor support groups facilitated by Alix Walton (Senior Lecturer, Holloway University)

3) Quality Assurance

Evaluation forms are sent after each training session and feedback is collated to further develop and improve the training provision



Training Programme

The training programme has been developed using training sessions which are specific to working within the field of adult mental health services.

Care Act	This training session provides an overview and update of the Care Act 2014, in particular its application to mental health.
Cultural Sensitivity	The session will provide an opportunity to explore different aspects of culture and how our own culture informs our understanding and approach to others.
Experts by Experience	Service Users/Experts by experience will share their experiences of assessment and interventions within mental health services
Introduction to Mental Health Conditions	This half day session will provide an overview of the different mental disorders
Key Issues in Personality Disorder / Complex Needs	This course aims to provide participants with a working knowledge of the diagnosis and symptoms of personality disorder
Mental Capacity Act	This course aims to enable those working in adult social care to maximise their skills in implementing the Mental Capacity Act 2005 confidently
Mental Health Act	This session will provide an overview of the Mental Health Act.
Record Keeping & Report Writing	This session provides best practice guidance on recording case notes and social work interventions
Resilience & Wellbeing	This session will provide a clear framework for boundary setting and identify what participants need for their own resilience in social work.
Risks & Benefits	This session will provide NQSW's with the practical skills in assessing and managing risks specific to mental health.

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ASYE Programme Steps

This section includes a step by step guide, which has been developed internally to guide the Pan London ASYE coordinator and administrators through the ASYE year from the NQSW's start to finish.

Stage 1 0 Months

ELFT Register the NQSW on the Skills for Care portal, using the registration form in the resources folder.

ELFT Send the portfolio documents to the NQSW and Assessor (two options):

1. Email the documents **or**
2. Create an MS Teams channel to store the portfolio

ELFT Record the start date for the NQSW (this is the date they first meet with their Assessor)

Administrator books in 6 and 12 month review meetings. The ASYE Coordinator, Assessor, NQSW and their team manager must attend these two meetings

Administrator will allocate the NQSW to an Internal Moderation Panel date

Stage 2 3 Months

After the 3 month review meeting, Administrator checks the portfolio to ensure all documents have been completed up to the 3 month point

Stage 3 6 Months

ELFT Administrator ensures that all portfolio documentation has been completed prior to the 6 month review

Below is mandatory for the Pan London Programme:

ELFT Administrator and ASYE Coordinator will quality assure the portfolio up until the 6 month point, and highlight any issues with the NQSW and Assessor

Stage 4
12 Months

ASYE coordinator to attend the final review meeting

Ensure all final portfolio documentation is sent to ASYE coordinator prior to this meeting

Following the final review meeting, Administrator to QA the portfolio, ensuring all documents are completed and sections signed

Ask the NQSW to complete any missing elements

Submit the final portfolio to the Internal Moderation Panel

Each portfolio will need to be read by a different ASYE Assessor/ PE/ experienced social worker, who will complete a quality checklist prior to presenting their feedback to the panel

Stage 5
End of
ASYE

Update the Skills for Care portal to state if the NQSW has passed or failed

Skills for Care will send out the ASYE certificate

ELFT will then select 10% of portfolios to be submitted to the External Moderation Panel - borderline or failed portfolios must be presented the the External Moderation Panel

Quality Assurance

Quality Assurance is a key element of the Pan London ASYE programme. The programme is regularly reviewed and NQSW and ASYE Assessor feedback is gathered, collated and used to further improve the programme.

The Pan London Programme is Quality Assured by using the following tools:

- 1) 6 month and 12 month evaluations/ surveys (templates available in the resources folder)
- 2) Internal and External moderation panels

Moderation Panels

ASYE programmes must have an internal moderation process and Adult ASYE programmes must be part of an external moderation panel.

The key purpose of the moderation process is to ensure that there is national consistency in the professional practice demonstrated by social workers when they have been in employment for 12 months. Internal and external moderation provides an important means by which this is achieved.

Internal Moderation Panel Requirements

The assessor recommends the outcome - but the employer must confirm this. The internal moderation process provides quality assurance by enabling the employer to:

- Review and ensure consistency in the assessors practice
- Review the programme delivery overall and highlight any issues in its delivery
- Review NQSW feedback of their experience of the programme

For the internal moderation panel you will need a **minimum** of two people to attend:

- A Chair (registered Social Worker)
- Social Work moderator (ASYE Assessor/PE/Experienced social worker) to read through the portfolio and complete the internal moderation checklist and feedback their findings

Internal Moderation Panel Process

4 weeks
before panel

- Social Work L&D Administrator to QA all portfolios and populate internal moderation checklists
- Portfolios and moderation checklists uploaded to MS Teams channel

3 weeks
before panel

- Email sent to moderators advising portfolio is ready to be moderated with deadline
- Calendar invites sent out with agenda and timeslots

1 week
before panel

- Deadline for moderated portfolios and moderation checklists
- Email sent to Social Care Lead attending the panel to inform them that checklists are completed and can be viewed on the MS Teams channel

Day of panel

- Moderators present their feedback to the panel in 10 minute slots
- Minutes and actions recorded

Post panel

- Feedback sent to the NQSW and Assessor
- Any other actions following feedback to be tasked and completed by next panel

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External Moderation Requirements

In adult services ASYE programmes must undertake external moderation of their internal moderation panel decisions. A 10% sample of average and good assessments outcomes from each programme participating in the partnership are reviewed by the external moderation partnership, along with fails and marginal/ borderline decisions.

External moderation panels must be composed of at least 3 employers, two of whom support at least two NQSW's through ASYE each year and receive funding from skills for care. The involvement of at least one HEI is desirable.

You are required to become a member of an external moderation panel, you can either

- 1) Join an existing external moderation panel in your area
- 2) Setup your own external moderation panel

You can find out more information about external moderation panels on the Skills for Care [website](#)

Further Resources

Further resources and information can be found in the Resources folders:

NQSW Resources

- Roadmap - a visual guide which details the ASYE process from start to finish
- ASYE Induction slides
- Skills for Care registration form - sent to NQSW's to complete in order to register them on the Skills for Care portal
- Portfolio checklist - list of portfolio documents, which can be useful for the NQSW to keep track of what is required
- Training programme brochure - details of the training programme, including course descriptions, aims, providers, and delegate feedback
- Key info for NQSW's

Assessor Resources

- Assessor training slides
- PCF grid
- Key info for Assessors

Line Manager Resources

- Key info for line managers

Quality Assurance Resources

- NQSW and Assessor evaluation forms
- Moderation panel process flowcharts