****

**Internal assessment**

**moderation template**

**refresh programme**

To be completed by members of the internal moderation panel

**NQSW and cohort:** Insert text here

**Assessor:**  Insert text here

**Panel members:** Insert text here

**Date:**  Insert text here

**Completing the internal assessment and moderation templates**

The internal moderation process confirms the assessment outcome on behalf of the employer through reviewing and scrutinising the ASYE assessment decisions of individual assessors.

This template supports transparency in the internal moderation process and provides a record of the moderation decision. Completion of all sections within the template electronically will assist external moderation processes. The comment boxes will expand as they are populated.

[Download a supporting document](https://www.skillsforcare.org.uk/resources/documents/Regulated-professions/Social-work/ASYE/QA/Supporting-guidance-internal-moderation.pdf), which includes all of the relevant guidance you will need to complete this template.

**Internal assessment and moderation templates**

**Part 1: NQSW’s experience of support**(can be completed by any member of the internal moderation process)

|  |  |  |
| --- | --- | --- |
| **1. Has the NQSW received the support arrangements provided by the programme** | Yes | No |
| 1. Assessor support
 | [ ]  | [ ]  |
| 1. Supervision at the specified frequency and with a focus on critical reflection
 | [ ]  | [ ]  |
| 1. A reduced workload across the programme
 | [ ]  | [ ]  |
| 1. 10% protected development time across the programme
 | [ ]  | [ ]  |
| **If one or more of the support arrangements was not provided as agreed in the support and assessment agreement, identify the support arrangement and the impact on the NQSW and their experience of the programme.** |
| Insert text here |
| **Have any organisational issues or specific support needs affected the NQSW during their programme. For example, support needs that required the tailoring of the programme to the individual NQSW. Please give details and the current position.** |
| Insert text here |

**Part 2: NQSW’s experience of assessment**

**1. Have all parts of the NQSW’s evidence of progression been completed?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Document** | **Part 1** | **Part 2** | **Part 3** | **Part 4** | **Part 5** |
| Confirmation that the PQS (KSS) self-assessments have been completed | [ ]  |  | [ ]  |  | [ ]  |
| Confidentiality statement | [ ]  |  |  |  |  |
| Initial professional development meeting | [ ]  |  |  |  |  |
| Support and assessment agreement | [ ]  |  |  |  |  |
| Professional development plans | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Direct observations |  | [ ]  | [ ]  |  | [ ]  |
| Feedback from other professionals |  | [ ]  | [ ]  |  | [ ]  |
| Feedback from people who draw on care and support |  | [ ]  | [ ]  |  | [ ]  |
| Supporting Information for the 3 month foundational review |  | [ ]  |  |  |  |
| Critical reflection (optional presentation for 5:CR) |  |  | [ ]  |  | [ ]  |
| Verification of professional documentation |  | [ ]  | [ ]  |  | [ ]  |
| Interim assessments/reviews (including progressive development meeting) |  | [ ]  | [ ]  | [ ]  |  |
| Final assessment report |  |  |  |  | [ ]  |
| Additional evidence required by the organisation | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

|  |
| --- |
| **Comment on whether all the evidence for assessment was provided in the initial submission, whether the evidence was complete (i.e. sections not completed, evidence signed and dated), any other relevant matter.** |
| Insert text here |
| **2. Have any employment or capability issues affected the NQSW during the ASYE? Please give details and current position.** |
| Insert text here |

**Review of the assessor’s decision**

(to be undertaken by at least one registered social worker)

After reading all the evidence of progression submitted, please comment on the assessor’s final report and their recommendation of pass or fail.

|  |  |  |
| --- | --- | --- |
| **3. Does the assessor provide clear evidence of why they have made their recommendation?** | **Yes** | **No** |
| 1. Accurate: Is it consistent with the assessment criteria (i.e. PQS and PCF at ASYE level)?
 | [ ]  | [ ]  |
| 1. Valid: Is it based on evidence that reflects the breadth of the NQSW’s work throughout the year and their progression?
 | [ ]  | [ ]  |
| 1. Robust: Is it based on evidence that is checked and consistent and leads to a defensible judgement?
 | [ ]  | [ ]  |
| 1. Sufficient: Is it based on a sufficiently broad and varied range of different types of evidence?
 | [ ]  | [ ]  |

|  |  |  |
| --- | --- | --- |
| **4. Do you agree that the evidence you have reviewed is consistent with the assessor’s recommendation?** | **Yes** | **No** |
| [ ]  | [ ]  |
| **If you agree that the assessor has provided clear evidence of why they have made their recommendation, please record your reasons to support your decision**[Download some themes and ideas](https://www.skillsforcare.org.uk/resources/documents/Regulated-professions/Social-work/ASYE/QA/Themes-and-ideas-to-structure-reasons.pdf) around which you may choose to structure your reasons  |
| Insert text here |
| **If you do not agree with the assessor’s recommendation, please record against each of the criteria A,B,C,D that are relevant:*** **your reasons for finding that the assessor has not provided clear evidence**
* **identify what further evidence/action is required**
 |
| Insert text here |

**Part 3: NQSW’s experience of outcome (evaluation and feedback)**

|  |
| --- |
| **1. Do you consider this evidence to be outstanding and worthy of use as an exemplar? Please give details/identify what should be shared.** |
| Insert text here |
| **2. Feedback to the assessor:**Is there any feedback you would like to give to the assessor to assist in their future professionaldevelopment? Please give feedback that is specific. |
| Insert text here |
| **3. Feedback to the NQSW:**Is there any feedback you would like to give to the NQSW to assist in their future professional development? Please give details. |
| Insert text here |
| **4. Feedback to the ASYE co-ordinator and organisation for consideration when drafting:**1. **the action plan for continuous development of a programme**
2. **the internal panel summary report**

Are there any themes (positive or challenging) from moderation about the consistency of the NQSW’s experience in their support, assessment and outcomes, such as: (i) the support arrangements and tailoring of the programme to the NQSW; (ii) the NQSW’s evidence of progression; (iii) the assessor’s evaluation of the evidence to support their recommendation; (iv) the recording in the portfolio documentation (e.g. confidentiality, sections not completed, signing and dating); (v) whether the assessor’s assessment report is considered good/average or poor and any comments. |
| Insert text here |

|  |  |
| --- | --- |
| **Panel chair’s signature** |  |
| **Panel member’s signature** |  |
| **Panel member’s signature** (where second or additional members) |  |
| **Date** |  |