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Action plan for continuous development

The action plan for continuous development is produced annually by

the ASYE co-ordinator working closely with the senior manager who has responsibility for the programme, or person with strategic responsibility for the programme. They are joint signatories to the action plan.

When applying for grant funding each year, an organisation must complete a signed action plan to support their application. Please refer to the [guidance about the transitional arrangements for 2023-24](https://www.skillsforcare.org.uk/resources/documents/Regulated-professions/Social-work/ASYE/QA/Guidance-on-the-transitional-arrangements-for-2023-24.pdf) before you start to fill in your action plan.

If an organisation has a joint adults and child and family ASYE programme, then a joint action plan can be produced and submitted for each funding application.

All ASYE programmes are encouraged to be part of an external moderation partnership. This is a requirement for adult services.

The start of a programme’s annual cycle of review will be different for each programme.

Please scroll down to start filling in your action plan for continuous development.

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Organisation name Click or tap here to enter text.

**Please check the relevant box to indicate what type of ASYE programme(s) you’re running:**

[ ]  Adults ASYE programme

[ ]  Child and family ASYE programme

[ ]  Joint adults and child and family ASYE programme

**Confirmation of the information and evidence that has been gathered and used in the development of the action plan.**

**Please check the relevant box(es) to indicate which information and evidence sources you have drawn on:**

[ ]  360 evaluations

[ ]  Internal moderation panel minutes

[ ]  Internal panel summary report

[ ]  External partnership moderation summary report

[ ]  External reviewer feedback

[ ]  Feedback from NQSWs/assessors/line managers/other stakeholders

[ ]  Skills for Care quality assurance visit report

[ ]  Skills for Care annual ASYE report

[ ]  National quality assurance panel (NQAP) feedback

[ ]  National quality assurance panel (NQAP) key messages

[ ]  Good practice examples endorsed by the national quality assurance panel (NQAP)

[ ]  Other (please specify) Click or tap here to enter text.

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|  **Programme areas that have been developed during the last 12 months**Please record the key developments (suggested 3-5) and a brief comment on what have been the essential ingredient(s) for the development. You may wish to refer to the national evaluation criteria when thinking about/identifying the areas of your programme that have developed. |
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| **Optional: what impact have these developments had on the NQSWs’ experience of the programme?** |
|  |
| **Programme areas for development during the next 12 months**When thinking about the areas of your programme to develop:* use the information/evidence gathered and its evaluation and
* consider the national evaluation criteria (NEC) to support you in identifying areas for development.

When deciding the desired outcome from the development:* write it in a SMART (Specific, Measurable, Achievable, Realistic and Timely) way
* link it to a specific criteria from the NEC e.g. NEC A3.

Further areas for development can be added if necessary. |
| **Specific area (1)**(e.g. national evaluation criteria NEC A3 or NEC+ D7) |  |
| Support needed |  |
| **Specific area (2)** |  |
| Support needed |  |
| **Specific area (3)** |  |
| Support needed |  |

|  |  |
| --- | --- |
| Review date (optional) |  |
| 12 month review date |  |

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| I am a senior manager with responsibility for the ASYE programme or, have strategic responsibility for the programme, and confirm that I have worked with the ASYE co-ordinator in considering the sources of evidence for developing this action plan and in agreeing the plan for the next twelve months. |
| Name and title |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| ASYE co-ordinator |  |
| Signature |  |
| Date |  |

**Review of action plan (optional)**

|  |  |
| --- | --- |
| Date |  |
| Review participants  |  |
| Briefly record the relevant points from the review |
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