The ASYE for the independent sector
Guidance on the Assessed and Supported Year in Employment (adults) for private and voluntary sector employers.
The ASYE for the independent sector: Guidance on the Assessed and Supported Year in Employment for private and voluntary sector employers
Published by Skills for Care, West Gate, 6 Grace Street, Leeds LS1 2RP
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Skills for Care is the employer-led strategic body for leadership, management and workforce development in social care for adults in England. It is part of the sector skills council, Skills for Care and Development.

Bibliographic reference data for Harvard-style author/date referencing system:
Short reference: Skills for Care [or SfC] 2016
Long reference: Skills for Care, The ASYE for the independent sector, Guidance on the Assessed and Supported Year in Employment for private and voluntary sector employers (Leeds, 2016)
www.skillsforcare.org.uk
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1 Introduction to the Assessed and Supported Year in Employment (ASYE) adults

Increasing numbers of employers in the private and voluntary (or ‘independent’) sectors are recognising that the specialist skills, knowledge and experience a social work graduate brings to an organisation can increase the effectiveness of their business and enhance outcomes for people who need care and support.

Even in situations where a social work qualification has not been specified as an essential requirement for a particular job role, employers are appreciating the value of investing in this workforce and are regarding the ASYE as an important means of achieving this. Following the introduction of the ASYE in September 2012 there has been a steady rise in the number of NQSWs registering for the programme.

We are supporting this development within the private and voluntary sectors. The number of social work qualified workers employed in diverse and evolving community environments are likely to increase as the implications of the Care Act 2014 together with the economic constraints facing local authorities continue to take effect.

About this guide

This guide will help you to introduce the ASYE for adult services. It draws on the experience of private and voluntary sector employers who are implementing the ASYE.

Most of this guide will be relevant to the ASYE in child and family services however there are some significant differences between the ASYE in adults and the ASYE in child and family services. If you are an employer in child and family services, please refer to our website for information to help you introduce the ASYE.

What is the ASYE?

The ASYE is a 12 month programme designed to help NQSWs. It’s relevant to registered social workers during their first year in employment. This includes those who are employed in non-local authority positions which may not be classed as “social work” or have the title “social worker” within their title but can demonstrate that they meet the criteria of the Knowledge and Skills Statement (2015). For further information refer to section on eligibility.

The ASYE supports NQSWs to consolidate their university learning, develop capability and strengthen their professional confidence in an employment environment.

It provides planned access to regular and focused support and development within the workplace and assessment of professional practice against national standards.

The aim of this is to achieve consistency in what social workers across all adult service settings understand and are able to do at the end of their first year of practice.

The ASYE should be seen as the first rung on a ladder of career-long continuing professional development (CPD), which will enhance the individual social worker and whole adult social care sector.
The ASYE programme has been very positive for me in being able to, put into practice the skills and knowledge I gained from my degree. Taking full advantage of the training and supervision included has increased my confidence and belief in my practice.

Newly qualified social worker (adult setting)

**Context**

The ASYE was initially introduced in September 2012 as a generic framework for NQSWs in adults and child and family services.

Following two independent reviews of social work education in 2014¹ the Chief Social Worker for Adults and the Chief Social Worker for Child and Family services, published separate Knowledge and Skills statements (KSS).

The KSS (adults) outlines what social workers should be expected to know and be able to do at the end of their first year in employment. The KSS (child and family) is broader and covers all practitioners working in frontline statutory services.

Both statements were developed independently by the Chief Social Workers in consultation with their respective sectors. This has led to some differences in approach between the ASYE in adults and the ASYE in child and family services. The revised ASYE framework for the assessment of NQSWs in adult services came into effect on 1 April 2015.

**Good practice suggestion**

If you are not already fully aware of the requirements of the KSS (adults) you can find more information on the Department of Health [website](#).

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¹ ‘Re-visioning social work education: An independent review – David Croisdale-Appleby’ (February 2014)
‘Making the education of social workers consistently effective: independent review of the education of children’s social workers – Sir Martin Narey’ (January 2014)
Eligibility

Who can take part in the ASYE?
The KSS (adults) specifies that all registered social workers “who contribute to delivering statutory health and well-being outcomes for people and their carers” are eligible for the ASYE, regardless of the sector in which they are employed.

This includes those who work in positions that may not be classed as “social work” or have the term “social worker” within their title. The role should include work that is of sufficient complexity and type to meet the requirements of the KSS.

Our guidance will help you to evaluate the roles undertaken by your NQSWs. This will help you to decide which roles provide sufficient level of professional activity to meet the requirements of the ASYE.

How long is a social worker considered newly qualified?
Ideally NQSWs should start the ASYE (adults) in the two years that follow the completion of their social work qualification.

To avoid disadvantaging qualified and registered social workers who have been unable to find social work posts immediately, there is a caveat to this two year boundary.

So long as an employer has assured themselves of the currency of the individual’s knowledge and skills they can still register them outside the recommended two year period.

Good practice suggestion

Taking the time to map job descriptions against the KSS (adults) and the Professional Capabilities Framework (PCF) will help you to identify which job roles are suitable for the ASYE (adults). The holistic assessment outcomes included in the guidance for completing the critical reflection log may help you with this.
**Good practice suggestion**

Check the currency of the NQSW's knowledge and skills by looking for evidence of employment in a related role. This should be complemented by reading and reflection, as well as evidence that they are contributing to their CPD.

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**NQSWs employed on short term or part time contracts**

NQSWs on short term contracts can still be registered for the ASYE (adults). If their contract is for less than six months you will need to decide whether they will benefit from undertaking the ASYE.

NQSWs can start the ASYE with one employer and finish it with another. It’s possible to transfer evidence of progress and development if the new employer is willing to provide the relevant support and assessment. This puts responsibility on the NQSW and their assessor to ensure that both the critical reflection log and the record of support and progressive assessment are kept up to date.

It’s not possible to complete the ASYE in less than 12 months. This means NQSWs on part time contracts can extend the length of the ASYE pro rata to the duration of the full year. Where the NQSW has two part-time jobs in relevant roles, it’s possible for the employers to work together to support the NQSW through the process.

**Agency workers**

NQSWs employed through an agency can participate in the ASYE. You will need to agree the responsibility for supervision and assessment with the agency and the NQSW. This should be documented in the record of support and progressive assessment. You will also need to agree how funding will be used and distributed.

**Sickness and maternity leave**

While the ASYE cannot be extended on the grounds of capability, adjustments can be made if the NQSW takes extended leave due to sickness or maternity.

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**Key features of the ASYE**

**Evidence requirements**

The minimum evidence requirements for the ASYE are outlined by the Chief Social Worker in the KSS (adults). Evidence requirements:

- 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.
- 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 of 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.

The Chief Social Worker states that the assessment process should be recorded in a learning agreement and include a professional development plan with provision for appropriate reviews. There is no stipulation as to how the employer should manage the evidence collection and recording of the assessment.

Resources and guidance to help with this are available on our [website](#).
**The record of support and progressive assessment (RSPA) and the critical reflection log (CRL)**

We created these key documents in partnership with employers, including representatives from the independent sector. They incorporate the learning agreement (referred to as the support and assessment agreement) and embed the professional development plan (PDP) within the review process.

When used together, these linked documents enable the NQSW and the assessor to evidence the requirements of the ASYE. They contain the minimum expectations of the KSS and relate to the Standards for Employers of Social Workers.

Using these documents will help you to comply with moderation and funding requirements for the ASYE. Their use is not mandatory and you may prefer to find other ways of enabling your NQSW to record how they’ve met the evidence requirements.

**Diagram one: overview of the ASYE for adult services:**

If you do decide to use your own documentation you’ll need to be able to demonstrate that it meets the requirements of the KSS.

**An overview of the ASYE framework in adult services**

The diagram below gives an overview of the ASYE in adult services. The assessment process sits within a framework of internal and external moderation and verification.

There is a diagram on our website which shows the assessment process in more detail and demonstrates how the key documents link together.
Critical reflection and supervision
Regular supervision which includes time for critical reflection is central to the ASYE (adults). The suggested frequency of supervision within ASYE guidance is:

- One–six weeks (weekly).
- Six weeks–six months (fortnightly).
- Seven–12 months (monthly).

Supervision can be flexible and, similar to the assessment arrangements, you may choose to meet the requirements in different ways. The responsibility for supervision can be shared between the registered social worker supervisor and, if different, the NQSW’s line manager.

Additional mentoring or action learning may also be included to meet the requirements of the PDP.

Protected development time and reduced workload allocation
NQSWs undertaking their ASYE are given protected development time and reduced workload allocation.

Ideally your NQSWs should have a workload equivalent to 90% of an experienced social worker in their second or third year of practice. This reduced workload should create time for the NQSW to critically reflect, work towards the learning objectives of their PDP and prepare evidence for the holistic assessment. Providing workload relief for your NQSWs can be a major challenge. This is a particular issue for smaller organisations which have no alternative resources to cover the NQSW’s role.

Although workload relief plays an important part in ensuring the consistency of ASYE experience, there has to be a level of flexibility and compromise between you and your NQSW.

Good practice suggestion
Before making a judgement about whether your organisation has the capacity to provide this level of supervision, consider what is already available for workers in your setting. Between existing supervision arrangements and the formal support from other people, you may find that the ASYE can be met with limited investment, using a range of creative methods such as group supervision and action learning.

As with assessment, you can commission professional supervision from an external source. Our locality managers can provide more information. Go to our website to find the representative for your area.
Good practice suggestion

You could use funding to back-fill some of the hours provided to the NQSW as workload relief.

The Professional Capabilities Framework (PCF) and the Knowledge and Skills Statement for social workers in adult services (KSS)

Assessment of the ASYE is based on the PCF and the KSS.

The PCF is made up of nine domains which set out what is expected of social workers at every stage in their career. These are generic statements, which don’t relate to a particular job role, type of need being addressed or setting.

The KSS is a specific document which sets out what a social worker working with adults should know and be able to do, by the end of their first year in practice.

When used together, these two frameworks form the basis of the ASYE assessment process. The KSS provides the overall expectations about what the NQSW should be doing and the PCF details the way they should be doing it. The PCF should be used identify and define learning needs.

To help NQSWs and assessors make this connection, we have mapped the two frameworks against each other to create holistic assessment outcomes.

These will assist NQSWs and assessors to build the PDP structure evidence and the final assessment. The holistic assessment outcomes can be found within the record of support and progressive assessment (RSPA) and the critical reflection log (CRL).

Holistic assessment

Holistic assessment is the process used where learning or performance objectives are inter-related and complex and the extent of learning or performance is measured against established standards.

Given the complexity of social work practice and the interplay between the domains of the PCF and the KSS, holistic assessment represents the most effective way of assessing the ASYE.

Responsibility for undertaking holistic assessment within the ASYE (adults) sits with the assessor /supervisor who must be a registered social worker. The NQSW will undertake this with the line manager if this is a different person. Guidance on holistic assessment is available on our website. The RSPA and the CRL will provide further information about what’s required.
Good practice suggestion

More than one person may be involved in the assessment process. You may choose to contract an external assessor in addition to an internal member of staff. This would apply where there is no registered social worker in your organisation.

Your local partnership, where employers work together on the ASYE, may be able to provide details about external assessors and sources of funding to support this cost. Contact our information team on 0113 241 1275 for more information.

What happens if an NQSW fails the ASYE?
The implications for an NQSW who does not complete or fails the ASYE will depend on their place of employment and their role within the organisation.

If they are employed in a designated social work role undertaking statutory tasks, you will have to consider the implications in relation to their continuation in the job. You will need to ensure that you have robust performance management processes to manage this situation.

Where the NQSW is not employed in a designated social worker role, you may adopt a more flexible approach.

You may decide that it is not an issue for the particular job function, however, failure may indicate general concerns about the NQSW’s performance. In this case you would need to address these concerns in line with your usual employment and HR practices.

If an NQSW does not successfully complete the ASYE because of concerns about their conduct or competence, those concerns should be passed to the Health and Care Professions Council (HCPC). Their website has more information on raising concerns about the practice of any social workers.

Good practice suggestion

Failure of the ASYE could have significant implications for an individual’s future career. It is very important that the NQSW has been provided with the learning and support which was agreed at the start of the ASYE.

If you have concerns about an NQSW’s capability and are considering a “fail” recommendation, it’s very important that you are confident the NQSW has been provided with the learning and support which was agreed at the start of the ASYE and that the review process has been fully adhered to.

It’s advised that you align the ASYE process to your performance management and HR practices where possible. This will help to ensure you have a robust process to manage the NQSWs who’ve failed the ASYE.
Quality assurance

The key purpose of the KSS (adults) is to introduce a national system of quality assurance for the ASYE. The aim of this is to enable the profession to have confidence that employer’s judgements are consistent across the country and across sectors.

The Chief Social Worker (adults) identified two parts to the quality assurance system. These are detailed below in standardised arrangements for assessment and moderation and validation.

Standardised arrangements for assessment and moderation

The CRL and RSPA provide a consistent approach to assessment and form the basis of a three tier moderation process that has been developed by Skills for Care and partners.

The three tier moderation process consists of:
1. a process of internal moderation
2. participation in external moderation through a membership of a local partnership
3. random sampling by the National Moderation Panel.

Information and guidance about the internal and external moderation process can be found on our website.

Validation

A national system for validating the implementation of these arrangements across the country is specified within the KSS. At the time of writing (April 2016), the detail of this system has not been confirmed by the Chief Social Worker.

Social work partnerships

The external moderation process requires all employers to be connected to a local partnership and take part in the moderation of ASYE assessment decisions across the partnership. Membership of a partnership may also offer the following benefits:

- Training for ASYE assessors and supervisors.
- Combined arrangements for the provision of learning and development for NQSWs.
- Processes for managing cross-organisation issues in a local area.
- Peer support by sharing best practice.

Newly qualified social worker - alcohol and drug service (adult setting)

I feel that doing the ASYE has ensured that I am developing at the same rate as my counterparts in local authority social work and this is recognised as a universal standard.

Good practice suggestion

For further information and guidance you should contact the lead partner of your local employer partnership or Skills for Care locality manager. To identify your locality manager please email ASYE@skillsforcare.org.uk
3 Responsibility for the ASYE

The ASYE is an employer-led process

The ASYE is an employer-led process and an NQSW cannot undertake the programme without the active commitment from their employer. For the NQSW to participate in the ASYE, the employer must take responsibility for the provision of a supportive learning environment. This should fit within the parameters of the human resources policies and procedures that already exist.

The Standards for the Employers of Social Workers in England

The Standards for Employers set out the shared, core expectations of employers which will enable social workers in all employment settings to work effectively.

There are eight standards grouped into three areas:
1. A well led professional environment.
2. Enabling professionals.
3. Enabling practice.

What should you expect as a social worker? provides information about what social workers should be able to expect from their employer.

Funding to support the ASYE (adults)

Funding to support the ASYE is determined by the Department of Health on a year by year basis. There is more information about ASYE funding on our website.

The professional responsibility of social workers

As members of a regulated workforce (The Health and Care Professions Council), registered social workers are required to take responsibility for their own professional capability.

It’s expected that they will work positively with their employers to find ways of progressing their learning and development.

As they gain experience they’re expected to support the development of other similar workers.

This is significant to the ASYE, as judgements about the NQSW’s overall capability can only be made by an experienced, registered social worker.
Making the most of your social work qualified workforce

This section focuses on the benefits of the ASYE and the value of workforce planning. Increasingly employers in the private and voluntary sectors are recognising the longer term advantages of investing in the skills profile of their social workers.

These include:
- business viability
- improved recruitment and retention
- improved service provision and outcomes for people who need care and support.

**Business viability**

The increasing demands of competitive tendering to secure continuing financial viability, means organisations need to focus on activities that will provide them with a business advantage.

We know from our ASYE evaluation in 2012 that some organisations with a target driven contracts felt that the training supported employees to “get up to speed”, which is a significant benefit for the agency.

The ASYE (adults) provides employers with evidence of the high skills profile within their workforce.

It demonstrates the capacity of the organisation to undertake activities such as working with people with complex and challenging needs, undertaking assessments, developing care and support plans, taking an active role in safeguarding work and liaising with other agencies. It also demonstrates how relationships are formed, how professional judgements are reached and how practice is adapted to different settings and tasks.

Several employers have benefited from NQSWs introducing new areas of work into their organisations, adding to the quality and range of services provided. This is particularly beneficial following the introduction of the Care Act.

For example, we commissioned a report which highlighted the part played by NQSWs in:
- developing a new programme for survivors of domestic abuse
- setting up a new ‘no panic’ self-help group for people being supported.

**The NQSW programme has enhanced, defined and developed our own induction and training programme further.**

Manager - independent organisation (adult setting)

**The ASYE forms a clear and measurable impact on Framework’s best practice with homeless people with complex and on-going needs in Nottingham.**

Manager - independent organisation (adult setting).
Recruitment and retention

Report one of our ASYE Longitudinal study shows that providing a high quality, supported introduction to employment, which is linked to further opportunities for continuing professional development, increases job satisfaction of employees.

Finding and keeping workers provides more information about retention and developing the skills and talent of your workforce.

We cannot plan too far ahead but giving staff the opportunity to progress and develop means we keep them.

Employer - independent organisation (adult setting).

Compared to new recruits to the service outside the ASYE scheme you get someone coming in with lots of knowledge and experience that we can make good use of here.

Service manager (adult setting).

It has enhanced our induction and training programme which benefits all new employees.

Manager - independent organisation (adult setting).

Offering the ASYE makes working for my charity more appealing to NQSWs. We are able to offer them increased supervision and reduced caseloads for the year, while we benefit from the knowledge and skills that qualified social workers bring to the team. The NQSWs also attend workshops run by the local authority, which is good in terms of networking and also for them to share and experience different perspectives with other NQSWs.

Team manager and registered social worker (adult setting).
Improved service provision and outcomes for people who need care and support

Employers identified the need for a learning culture within organisations. They also felt that the ASYE has raised the profile for training and development within their organisations and employees are encouraged to take more responsibility for their continuing development. This includes promoting learning as more than “training” and encouraging communication and support between employees, mentoring and mutual problem-solving.

Many of these benefits have been further supported by the findings of independent evaluations of the transitional year of the ASYE and of the previous NQSW Frameworks.

Refer to Carpenter et al 2011 and SfC 2011 in the references section on page 19 of this guide for more information.

Providing a supported and structured first year in employment has helped to improve individual performance and practice. It has also created wider innovations in service delivery, which has improved outcomes for people who need care and support.

As a manager, I am more confident about the NQSW’s ability to work safely and confidently with service users.

Manager - independent organisation (adult setting).

Reflections from colleagues have included the learning that NQSWs share with their colleagues especially around the ‘why’ questions related to good practice, and their well-informed and up-to-date understanding of the legal framework within which the service is situated.

Service manager (adult setting).

The NQSW is really encouraging and has been there to point me in the right direction and praise my strengths and achievements.

Person receiving care and support.

The programme has enhanced, defined and developed our own induction and training programme further.

Manager - independent organisation (adult setting).
**Workforce planning**

The government policies which underpin the way in which social work and social care services currently operate, together with economic constraints, have significant implications for adult social care organisations.

Organisation-wide forward planning enables the unique combination of skills, knowledge and experience of the social worker to be used to the best effect.

**Good practice suggestion**

We have developed resources to support your workforce commissioning and planning. These are regularly updated and are available on our [website](#).

**Recording and sharing data about your social workers**

All local authorities are required to provide information about their social workers through the National Minimum Data Set for Social Care (NMDS-SC). This information is used to forecast future demand for social workers.

We know that there are many registered social workers employed in the private, voluntary and community sectors and the data about this group is much more limited. Following the introduction of the Care Act, it’s important we capture this to inform strategic decision making at local and national levels.

NMDS-SC includes data about the pay, types of employment, hours and demographics of the adult social care workforce.

As an employer of social workers in the private, voluntary or community sector, you should have an NMDS-SC account, and it’s straightforward to add information about your social workers. If you don’t have an account or need help adding the additional information please get in touch with the [NMDS-SC help desk](#).

Having accurate data about social workers in the independent sector is valued by the Department of Health and the Chief Social Worker.

As well as contributing to the national picture, it also means you’ll have a fuller picture of your own workforce and can use your reports and dashboards to inform your workforce planning activities. Our [website](#) has more information about NMDS-SC.
I’d find this information invaluable to inform strategic decisions about the social work profession, including the imperative to invest in social work and the value social workers are bringing to settings outside of local authorities. It’ll also be very helpful to learn more about the different settings and the models of social work practice that are in development, to respond to the challenges facing our society across the health, social care and community sector.

Lyn Romeo - Chief Social Worker Adults
## Summary and next steps

This guide has considered the benefits for private and voluntary employers of introducing the ASYE to address the specific development needs of their regulated professional workforce. We have provided an overview of the process and outlined the key features relevant to you. The starting point for some is on-going service development and workforce planning, for others the impetus may come from the NQSW. Whichever scenario applies, this section will help you to get started.

### Good practice suggestion

Current graduates should be familiar with the ASYE framework. Graduates emerging from programmes in the future will have been assessed against it, as part of their training and should be able to assist you in mapping their job role against the PCF and the KSS.

### ASYE adults - How to get started

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<th>Step one</th>
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<th>Where to find help</th>
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<tr>
<td></td>
<td>Review the NQSW’s job role to ensure that it is of sufficient complexity to meet the requirements of the ASYE. If not, are any adjustments possible?</td>
<td>Use the KSS and the PCF to help you. Our website provides more information.</td>
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<td></td>
<td>Decide whether you will be able to provide the necessary support to enable the NQSW to successfully undertake the programme.</td>
<td>Refer to step two below. The Standards for Employers of Social Workers in England provides more information. If you are not sure, seek advice from your Skills for Care locality manager.</td>
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|          | Ensure the NQSW is eligible to undertake the ASYE. | Things to consider:  
- their employment status  
- the length of time the NQSW has been qualified – ideally no more than two years  
- their employment status – for example part time 12 months equivalent; agency, by negotiation with agency.  
Use this guide for more information. |
<table>
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<th>Step two</th>
<th>Put in place the necessary arrangements</th>
<th>Where to find help</th>
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<tr>
<td>Support</td>
<td>The NQSW will require access to regular professional development time and workload relief. They will also require regular professional supervision and learning opportunities to meet their development needs.</td>
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<tr>
<td>Assessment</td>
<td>The NQSW will need access to regular professional supervision and assessment from a registered social worker, who has undertaken (or aspires to undertake) assessor training. If no such person exists within your organisation, you may be able to use ASYE funding to commission the services of an external person. In this event, the assessor and the line manager would coordinate their activity with the NQSW. Your local partnership or locality manager could provide more information.</td>
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<tr>
<td>Internal moderation</td>
<td>Arrangements for an internal moderation process will need to be in place. Refer to our website for more information.</td>
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<tr>
<td>External moderation and partnerships</td>
<td>You will need to connect with other employers and participate in an external moderation process to ensure consistency of assessment decisions. Our website provides more information about external moderation. For information about partnerships contact one of our locality managers.</td>
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<tr>
<td>Funding</td>
<td>Funding may be available to help provide the support your NQSW needs to undertake the ASYE. This is subject to you adhering to the requirements of the KSS. To claim funding you will need to register your NQSWs through the our ASYE funding portal.</td>
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<th>Step three</th>
<th>Get started</th>
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<tr>
<td>Advice and guidance to help you get started is available on our website. Stay in touch and sign up for our monthly social work briefing. You can also sign up for our the quarterly bulletin for independent sector employers by emailing <a href="mailto:independentsectorforum@skillsforcare.org.uk">independentsectorforum@skillsforcare.org.uk</a>. Don't forget to make use of the local support of our locality managers. For more information about our locality team please email <a href="mailto:adultsASYE@skillsforcare.org.uk">adultsASYE@skillsforcare.org.uk</a>.</td>
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Additional resources

We support employers to meet the Standards for Employers of Social Workers and embed continuing professional development. Our guidance and best practice includes:

- Developing social workers’ practice: Core principles for employers providing opportunities for social workers continuing professional development.
- The Social work leadership toolkit.
- 360 degree development tool.

Further resources will be announced in the social work briefing once they’re available. We also deliver workshops and events on topics relevant to the ASYE. For more information go to our website.
References


SfC 2013 Skills for Care, Concept to reality: Implementation of the ASYE with social workers in adult services (2013). http://goo.gl/dZc8QV

SFC 2012 Skills for Care, Building Capacity within the third and voluntary sectors to support Newly Qualified Social Workers (NQSWs) in Adult Services (2012). http://goo.gl/hdyjl7


BASW 2015 British Association of Social Workers, the Professional Capabilities Framework (2015). https://goo.gl/hGi0mO


### Glossary

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<td>Assessed and Supported Year in Employment (ASYE)</td>
<td>The ASYE is a twelve month long programme designed to help newly qualified social workers (NQSWs) in all social work/social care settings during their first year in employment. This includes those registered social workers who are employed in non-local authority positions that may not be classed as “social work” or have the term “social worker” within their title.</td>
</tr>
<tr>
<td>British Association of Social Workers (BASW)</td>
<td>BASW is the independent and member-led professional association of social workers in the United Kingdom.</td>
</tr>
<tr>
<td>Continued professional development (CPD)</td>
<td>Planned professional development for individual employees.</td>
</tr>
<tr>
<td>CPD Framework (held by BASW)</td>
<td>Spells out the importance of continuing professional development in ensuring that social workers remain up-to-date with professional developments, and can adjust their practice in line with new evidence. The approach of the framework is to recognise that learning can, and does, take place in a range of different ways and circumstances. It’s not always associated with a training course and individual development needs can be met through a range of different activities. As long as the learning is related to the capabilities in the PCF, PVI employers can be creative in finding ways of meeting their worker’s development needs.</td>
</tr>
<tr>
<td>Department of Health (DH)</td>
<td>Government department with ultimate responsibility for health and social care policy.</td>
</tr>
<tr>
<td>Holistic assessment</td>
<td>Holistic assessment is a process used where learning or performance objectives are inter-related and complex and the extent of learning or performance is measured against established standards</td>
</tr>
<tr>
<td>Independent sector</td>
<td>Private and voluntary sectors, i.e. commercial and not-for-profit organisations, respectively, as distinct from local authority and NHS bodies.</td>
</tr>
<tr>
<td>Learning agreement</td>
<td>Details about the way that reflective supervision will be organised including frequency and who will be involved. The arrangements involved in the holistic assessment e.g. details of direct observations. A statement on the reduced workload during the first year of employment.</td>
</tr>
<tr>
<td>Professional development plan</td>
<td>A time allocation for personal and professional development.</td>
</tr>
<tr>
<td>Local Government Association (LGA)</td>
<td>National organisation which supports promotes and improves local government.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>NQSW framework</td>
<td>The NQSW Framework encouraged employers to support NQSWs through their first year of practice by helping them to make use of available tools and resources and build on existing good practice. It was superseded by the ASYE in 2012.</td>
</tr>
<tr>
<td>National Minimum Data Set for Social Care (NMDS-SC)</td>
<td>The NMDS-SC is the leading source of workforce intelligence for the adult social care sector in England. It holds details of more than 26,000 social care providers and their workers, helping produce rich data to inform future workforce planning for 1.6 million adult social care staff.</td>
</tr>
<tr>
<td>Principal social worker</td>
<td>The lead social worker in an organisation, responsible for the strategic direction of social work services in that environment.</td>
</tr>
<tr>
<td>Professional Capabilities Framework (PCF) (held by BASW)</td>
<td>Describes the standard for all social workers, from pre-admission to qualifying education through to principal social worker. It is a new way to help social workers and other people understand what they should be capable of at any stage in their career where ever they work and whatever their role is. The PCF is therefore relevant not only to NQSWs but also to those with responsibility for them, and, as such, all employers who are introducing the ASYE in their organisations should ensure that they are familiar with its content.</td>
</tr>
<tr>
<td>Professional development plan (PDP)</td>
<td>A personalised plan for a person’s continuous professional development, which recognises and responds to individual learning needs.</td>
</tr>
<tr>
<td>Reflective supervision</td>
<td>Supervision which allows an NQSW to reflect on their practice and consider and respond to feedback from people who need care and support.</td>
</tr>
<tr>
<td>Registered social worker</td>
<td>Qualified social worker registered with the Health and Care Professions Council (HCPC).</td>
</tr>
<tr>
<td>Social Work Reform Board (SWRB)</td>
<td>The Social Work Reform Board was set up to drive the reforms recommended by the Social Work Task Force.</td>
</tr>
<tr>
<td>Standards for Employers of Social Workers in England</td>
<td>The Standards apply to all employers of social workers. They relate to all registered social workers employed within an organisation, as well as managers and social work students.</td>
</tr>
<tr>
<td>Statutory organisation</td>
<td>An organisation that holds the responsibility for those social work activities that are governed by statute – local authorities and NHS bodies.</td>
</tr>
</tbody>
</table>