

## National Moderation Panel – October 2018

### 1. National moderation panel composition update

The ASYE adult moderation panel held its eighth meeting on 9<sup>th</sup> October 2018

The NMP has been running for more than 2 years and it is now better embedded in employer processes. Given this, the National Moderation Panel is looking to see the Programme further improve standards of practice of NQSWs as evidenced in submitted portfolios.

The panel also welcomed one new panel member, Christine Jackson of Focus Independent Adult Social Care.

### 2. Requesting evidence

The panel would like to express thanks to all employers and Chairs of External Moderation Panels for the noted improvement in the return rate of candidate evidence presented to the October panel which currently stands at 88%. The panel will continue to moderate 5% of the evidence from the total number of NQSWs who, from their registration details, are due to complete ASYE within the six months' period before the panel.

Evidence requested and reviewed was as follows:

	<b>Evidence sets requested</b>	<b>Repeat evidence sets requested</b>	<b>Non-compliant (no response despite numerous reminders)</b>	<b>External moderation summary reports requested</b>	<b>External moderation summary reports received</b>
<b>October 2018</b>	<b>33</b>	<b>0</b>	<b>3</b>	<b>10</b>	<b>10</b>

The panel has continued to review evidence which identifies variations in the integration of the KSS in the ASYE support and assessment approach implemented by employers. Our response is always to offer support and assistance to understand the factors which may have prevented the employer from submitting evidence. We do reserve the right however to withhold funding if we consider that employers are not adhering to the knowledge and skills statement (KSS) despite our advice and support.

### **3. Promoting consistency within the national moderation panel**

The panel regularly includes peer moderation and development exercises to promote consistency in our assessments and the feedback we provide to employers and partnerships.

At the meeting in October, the panel reviewed a sample of anonymised “real” evidence sets produced by candidates. The purpose of the exercise was to provide annotations that will help employers, NQSWs and supervisors to use as an aid when completing a direct observation and ROSPA. This will be published on the Skills for Care website as soon as possible.

#### **Themes emerging from NQSW evidence reviews**

The themes emerging from the meeting were:

1. Ensuring confidentiality;
2. ASYE documentation;
3. Evidencing the KSS and PCF;
4. Use of National Moderation feedback and key messages;
5. ASYE in mental health settings;
6. The use of Professional Development Planning.

#### **1. Ensuring confidentiality**

As outlined in previous key messages briefings, the vast majority of NQSW portfolios are anonymised and do not include confidential information.

There are still inconsistencies with signing the documentation. It is important that all signatories sign the paperwork.

Following the introduction of GDPR, the ASYE privacy statement can be found [here](#). Employers are requested to forward this statement to their data protection officer or relevant person to review against their internal ASYE processes.

Further guidance and support is also available from the Regulated Professional Workforce Team at Skills for Care and at <https://www.skillsforcare.org.uk/Learning-development/The-ASYE-adults/Moderation.aspx>

As mentioned in previous key messages, the panel will continue to offer a collaborative and supportive approach to employers about compliance with confidentiality. However, as there remain on-going concerns, the panel will also now take assertive action to

address future lack of compliance with maintaining confidentiality and data breaches. Please note that some breaches may warrant the Panel to report directly to the relevant Director of Adult Social Care and the Local Authority Senior Information Risk Owner for internal organisational follow up action.

## **2. ASYE paperwork**

The ASYE documentation should tell the story of the whole ASYE. The panel found that in some of the evidence reviewed, this was not the case which therefore made it difficult to follow decision making processes. Employers should remind assessors and supervisors to ensure that they paint an accurate picture of the whole ASYE with evidence which supports the rationale behind decisions; this will also afford a sense of the NQSW's journey across the year.

The holistic assessment outcomes are intended as a support for assessors and NQSWs to connect the KSS and the PCF. They can be used by assessors as headings within the ROSPA and internal moderation paperwork if this is helpful. However this does not remove the requirement to provide detailed evidence in accordance with the KSS and PCF.

In the evidence reviewed it appeared that the same mistakes regarding paperwork are still being made. The supporting guidance must be read when completing the CRL, ROSPA and internal moderation paperwork, to help minimise mistakes and support standardisation.

## **3. Evidencing the KSS and PCF**

The evidence reviewed showed that people were claiming inaccurately against the KSS in many cases. For example, trying to evidence all of the KSS' in one paragraph. When considering which KSS' to claim against, the panel agreed that less is more in terms of claiming succinctly and accurately.

Some of the evidence the panel reviewed only made reference to the KSS or PCF, rather than using both. Employers should be aware that both the KSS and PCF need to be evidenced in the documentation.

The Practice capability starts from KSS 2, which is not always clearly reflected in the paperwork. It would be helpful to all levels of the moderation process if ASYE Leads clarify this to NQSWs and Assessors.

## **4. Use of National moderation feedback and key messages**

There was some discussion about how and why the National Moderation Panel gives feedback to employers. Feedback is intended to be constructive and is offered to employers as a professional support rather than to regulate. The panel agreed that all

feedback must be evidenced, so that is clear for employers and can be used constructively as part of internal quality assurance processes.

There was also discussion about how key messages are being used by employers. They are about standardisation and should be embedded within a quality assurance process to support ASYE programmes and standardisation.

## **5. Mental Health settings**

An increasing number of ASYE programme are being carried out within multi- disciplinary teams within mental health settings. The panel's findings show that the ASYE works best when there is the right level of support from Local Authorities and the right infrastructure to support the role/practice.

When an ASYE programme is being set up attention must be given to the availability of the learning opportunities to meet the KSS and PCF. For further guidance on this employers can consult the [ASYE FAQ's](#).

## **6. The use of professional development planning**

The panel reviewed a number of professional development plans. While some had been completed to a good standard, most appear to have been drafted as standalone documents, generic in nature and carrying forward the same development needs through each review period of the Programme. Completed in this way, they do not serve their intended purpose: to drive the focus of the learning and development in each review period. This means that developmental needs identified in the holistic assessment process in one review period should be incorporated into the PDP for the next review period with the impact of this learning process on practice subsequently reviewed.

The panel would like to guide employers to review its current approach to personal development planning and re-focus this activity to ensure that it drives the assessment process.