



## **National moderation panel Terms of reference**

### **Purpose**

The purpose of this panel is to scrutinise and review Adult Assessed and Supported Year in Employment (ASYE) assessment process and decisions from employers and partnerships throughout the country in order to promote consistency and inform future learning. It will usually meet twice yearly and will review a random sample of 5% or 60 assessment reports (whichever is greater), across the two meetings.

The assessment reports will include sets of evidence regarding individual Newly Qualified Social Workers (NQSWs) undertaking ASYE and internal moderation reports and the summary reports from partnership moderation meetings.

The panel will give feedback and make recommendations to employers and partnerships and also produce a national report of collated themes and messages; this may include recommending changes to documentation.

The panel will not overturn any ASYE employer judgements

### **Meetings**

- Twice per year, normally Autumn and Spring.

### **Role of members**

- Each panel member will critically review three complete sets of evidence usually comprising two sets of NQSW ASYE documents and one partnership moderation summary report.
- Members will receive reports at least ten working days before each meeting.
- Members will assess evidence and complete and bring relevant templates to the panel. The templates will need to be returned electronically at least two days before the meeting to [asyeAdults@skillsforcare.org.uk](mailto:asyeAdults@skillsforcare.org.uk).
- A registered social worker from the Skills for Care regulated professionals workforce team will co-ordinate the panel.

### **Role of Chair**

Members are to elect a Chair to serve at least three meetings.

The role will include:

- chairing panel meetings
- confirming the agenda (Skills for Care officers will draft and send out the agenda)
- liaising with Skills for Care officers regarding any exceptional decisions or action that needs to be addressed between meetings
- address areas of concern raised by the panel during the moderation process
- the role of Chair may also include chairing a panel to select new members.

**Confidentiality**

- The panel will agree key messages at the end of every meeting; these will be circulated through Skills for Care networks and bulletins and published on the Skills for Care website. The minutes of the meeting will not be made public.
- All panel members are to sign a confidentiality agreement.

**Communication**

- The panel representative for each Skills for Care area will contact the Skills for Care social work coordinator to seek their advice regarding which network meetings they should attend to provide an update on the work of the panel.



## **Appendix 1**

### **Operating procedures**

Each panel member will critically review three complete subsets of documents listed below, usually two sets of NQSW ASYE documents and one partnership moderation summary report:

- record of support and progressive assessment
- critical reflection log
- internal moderation summary report
- internal moderation reviewer report.

Panel members will receive sets of evidence at least ten working days before each meeting. Skills for Care will check that complete sets of documents have been received before distributing them and will ensure that panel members do not receive reports from their own organisations. Panel members have the option of asking the Skills for Care panel members to undertake a second review of evidence within specified timescales.

Panel members to record their review comments on a moderation spreadsheet.

The panel can ask for sets of evidence from a partnership or employer, regarding an employer or individual NQSW, to be resubmitted to a later panel.

### **Sampling approach**

The sample will comprise the following:

- assessment reports from each area
- a range of organisational sizes and types, e.g. local authorities, voluntary sector.

Partnerships will be asked to group their assessment reports into categories and a random number generator will be used to provide the sample

### **Evaluation**

The panel will have periodic reviews to evaluate the effectiveness of the panel. This may include requesting feedback from network meetings regarding the value of any feedback provided by the panel.



## **Appendix 2**

### **Membership**

Members will serve at least three meetings. Membership may be extended to ensure that there is consistency of membership.

Details of the members as at October 2017 are [available to download](#).

### **Membership selection criteria**

Each member of the national moderation panel must meet the following criteria:

- be committed to attend at least three panel meetings
- have the support of their employer (if relevant, independent or self-employed practitioners may apply)
- be a registered social worker, working at the advanced level of the professional capabilities framework and able to evidence professional educator capabilities
- have significant experience of ASYE assessment and co-ordination or management
- be an active member of an ASYE partnership.

The panel will include members from each Skills for Care area and from a range of Adult ASYE employing organisations across the sector of different sizes and different settings. Most panel members will work for an Adult ASYE employer but we would also like higher education institutions to be represented.