

# Completing the record of support and progressive assessment

## Supporting guidance

The Assessed and Supported Year in Employment in child and family services

<b>NQSW name</b>	
<b>Assessor name</b>	
<b>Start date of the ASYE</b>	
<b>Employing organisation</b>	
<b>Name and address of team where NQSW is based</b>	
<b>Service user group</b>	

In partnership with

The Assessed and Supported Year in  
Employment in child and family social work

## **Completing the record of support and progressive assessment: Supporting guidance**

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## **Contents**

### **Purpose of the record of support and progressive assessment**

#### **Evidence template number 1: RSPA**

Part 1: Beginning the ASYE, the Support and Assessment Agreement

#### **Evidence template number 2: RSPA**

Part 2: the first three months (review of progress and interim assessment at three months)

#### **Evidence template number 3: RSPA**

Part 3: Three - six months (review of progress and interim assessment at six months)

#### **Evidence template number 3A: RSPA**

Optional template to support nine month review (nine – twelve months)

#### **Evidence template number 4: RSPA**

Part 4: Six - twelve months (final review and assessment including recommendation of assessment decision)

## Purpose of the record of support and progressive assessment

The record of support and progressive assessment (RSPA) is one of the two key sets of evidence templates that are linked together to support the newly qualified social worker (NQSW) and the assessor in evidencing the requirements of the Assessed and Supported Year in Employment (ASYE). These requirements now include assessment against the **Knowledge and Skills Statement, Approved Child and Family Practitioner (2014)** and the **Standards for Employers of Social Workers in England**.

These documents were originally developed by a group of employers in adult services who consulted widely across the sector, and have now been adapted for use in child and family settings with the agreement of Skills for Care in partnership with the London Borough of Merton. They have been developed as guidance with the intention that they support progressive development and assessment, streamlining previous documentation and taking a step forward by focusing the assessment on the development of the NQSW's critical reflection.

Responsibility for the overview of the whole assessment process and completion of the record of support and assessment (RSPA) lies with the assessor.

Responsibility for complying with the assessment process and the evidence templates contained within the **critical reflection log (CRL)** rests with the NQSW.

The RSPA includes the support and assessment agreement and assessment reviews at three, six and twelve months. Employers and assessors have the flexibility to include an additional assessment review at nine months if they wish to do so. This may be an organisational decision or an individual assessor may wish to include an additional review in the event of concerns about the NQSW's progress.

The assessment reviews at three, six and twelve months focus on the NQSW's developing practice. The NQSW evidences this through their CRL which is presented to the assessor in advance of the review points.

In using this guidance it is essential that both NQSW and assessor are fully conversant with this document and with the CRL. They need to understand how the latter supports and informs the progressive assessment process, and use it as the basis of discussions within supervision and in the progress review meetings.

### Managing concerns

The evidence templates contained within the RSPA establish a link with the employer's capability processes, by providing prompts at review points and space to record any concerns or issues. Whenever capability issues emerge, the assessor will also be expected to inform both the ASYE coordinator and HR. Any employment issues that arise during through the ASYE will be managed separately through performance management procedures.

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### **Assessor support**

Support and guidance for ASYE assessors can be found in the assessors and supervisors toolkit. It provides guidance and resources on effective professional supervision and assessment. There are sections on; roles and responsibilities, assessment, professional supervisor relationship, recording progressive assessment, supervision support and assessment, continuing professional development (CPD) and leadership. To access the toolkit, go to [www.skillsforcare.org.uk/asyetoolkit](http://www.skillsforcare.org.uk/asyetoolkit)

### **Completing the record**

The evidence templates contained within in the RSPA are available as separate evidence templates and can be [downloaded here](#). Electronic completion of the templates will support internal and external moderation processes.

It's recommended that, for consistency in the internal moderation process, highlighted sections are pre-populated by the organisation. If this is not the case, the assessor should check organisational guidelines before completing the templates.

## Evidence template number 1: RSPA

### Record of support and progressive assessment

#### Part 1: Beginning the ASYE

##### 1. Support and assessment agreement

The NQSW should submit part one of the CRL for scrutiny before the support and assessment agreement meeting. It may be helpful to agree a date for this submission when setting the date for this meeting.

**This part should be completed by the assessor**

<b>Name of the NQSW</b>	
<b>HCPC registration number</b>	
<b>Employer</b>	
<b>Name of line manager/supervisor</b>	
<b>Name of ASYE assessor (if different from line manager)</b>	
<b>Name of ASYE programme co-ordinator (if appropriate)</b>	
<b>Name and role of others present at the support and assessment agreement meeting</b>	
<b>Date of support and assessment agreement meeting</b>	
<b>Date ASYE commenced</b>	
<b>Date set for three month review</b>	
<b>Date set for six month review</b>	
<b>Date set if optional nine month review if required</b>	
<b>Date for final review</b>	

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<p><b>Date of the internal moderation panel when the final assessment outcome will be confirmed</b></p>	
<p><b>NQSW background and context</b></p>	<p><b>This section to be completed at the initial meeting to provide further information relevant to the NQSW:</b></p> <ul style="list-style-type: none"> <li>▪ previous experience</li> <li>▪ previous work/student placements/ in statutory/ voluntary agencies</li> <li>▪ final placement report/ final university PDP/HEI transcript</li> <li>▪ any special needs and circumstances</li> <li>▪ any special organisational circumstances that may affect the ASYE</li> <li>▪ contracted working hours</li> </ul>

## 2. Supervision

The supervision section may be pre-populated in line with the employer's ASYE scheme.

<b>Supervision will be provided by</b>	
<b>Supervision sessions will be as follows: Refer to the Standards for Employers of Social Workers in England for guidance</b>	
<b>Duration of supervision sessions</b>	
<b>First six weeks of employment</b>	The dates of the first six supervision sessions should be included here.
<b>Week seven – six month review</b>	Fortnightly
<b>Following six month review</b>	Monthly
<b>Supervision will include</b> The ASYE assessors and supervisors toolkit (available at <a href="http://www.skillsforcare.org.uk/asyetoolkit">www.skillsforcare.org.uk/asyetoolkit</a> ) provides support and guidance regarding supervision.	<b>Core elements to be included:</b> <ul style="list-style-type: none"> <li>▪ caseload and workload allocation and how/when this will be reviewed</li> <li>▪ critical reflection</li> <li>▪ addressing strengths and development needs</li> <li>▪ ongoing ASYE assessment issues</li> </ul>
<b>Supervision agreement</b>	If there are both an assessor and line manager/ supervisor, the individual roles and responsibilities should be clearly outlined here.  Arrangements for deputising in the event of the assessor or line manager/supervisor's absence.

## 3. Workload management

Expectations of workload management may be pre-populated in line with the employer's ASYE scheme although some assessors/supervisors may wish to input this.

<b>How will workload be agreed and allocated?</b>	<b>This section is likely to include:</b> <ul style="list-style-type: none"> <li>▪ how work/cases will be selected and allocated</li> <li>▪ what level and type of work is suitable for the NQSW</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ how workload will be monitored and reviewed</li> <li>▪ how decisions will be taken about the allocation of increasingly varied and complex work.</li> </ul>
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#### 4. Protected development time

Expectations of protected development time may be pre-populated in line with the employer's ASYE scheme.

<p><b>10% of the NQSW's time should be set aside for undertaking learning and development activities (this equates to 0.5 day per week or 2 days per month).</b></p>	<p><b>This section is likely to include:</b></p> <ul style="list-style-type: none"> <li>▪ details of any mandatory courses, workshops and action learning sets that are part of the scheme (note dates here)</li> <li>▪ whether time for completing the CRL is included in the 10%</li> <li>▪ expectations of how time is recorded</li> <li>▪ other expectations of how the time will be used.</li> </ul>
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#### 5. Requirements and responsibilities

Requirements and responsibilities may be pre-populated in line with ASYE scheme:

<p><b>The NQSW is required to</b></p>	<p><b>This section is likely to include:</b></p> <ul style="list-style-type: none"> <li>▪ complete critical reflection log (CRL) to agreed deadline</li> <li>▪ responsibilities to complete specific work and activities as agreed</li> <li>▪ maintain records</li> <li>▪ use supervision appropriately</li> <li>▪ attend reviews of ASYE progress.</li> </ul>
<p><b>The assessor is required to</b> The ASYE assessors and supervisors toolkit (available at <a href="http://www.skillsforcare.org.uk/asyetoolkit">www.skillsforcare.org.uk/asyetoolkit</a>) provides additional support and guidance for assessors/supervisors. Assessors should ideally meet the Practice Educator Professional Standards (PEPS 2).</p>	<p><b>This section is likely to include:</b></p> <ul style="list-style-type: none"> <li>▪ complete record of support and progressive assessment (RSPA) to agreed deadlines</li> <li>▪ oversee management of NQSW's workload and selection of cases, or liaison with line manager if not in a position to do so</li> <li>▪ provide reflective supervision</li> <li>▪ provide progressive feedback and assessment.</li> </ul>

<p><b>If different, the line manager/ supervisor is required to</b></p>	<p><b>This section is likely to include:</b></p> <ul style="list-style-type: none"> <li>▪ oversee management of NQSW’s workload and induction/integration into the team</li> <li>▪ as appropriate, liaison with assessor regarding workload and selection of cases</li> <li>▪ contribute to progressive feedback and assessment.</li> </ul>
<p><b>The ASYE programme coordinator (if applicable) is required to</b></p>	<p><b>This section is likely to include:</b></p> <ul style="list-style-type: none"> <li>▪ role in review process and in monitoring the progress of the NQSW</li> <li>▪ coordination of internal reviews.</li> <li>▪ support to assessor and NQSW in the event of difficulties</li> <li>▪ management of quality assurance process</li> <li>▪ coordination of ASYE scheme</li> <li>▪ provide a link with wider organisational policies, including HR</li> </ul>

## 6. Assessment, review and quality assurance

This section may be pre-populated to address questions in line with the employer’s ASYE scheme.

<p><b>How will ASYE reviews and assessment be linked to employer’s probation and appraisal processes?</b></p>	
<p><b>What are the contractual implications of failure to complete, or failure of, the ASYE?</b></p>	
<p><b>What are the employer’s internal and external quality assurance and review arrangements?</b></p>	
<p><b>How will the employer and NQSW deal with any disagreements over decisions?</b></p>	
<p><b>How is successful completion of ASYE recognised by the employer?</b></p>	

## 7. Additional considerations

<p><b>Have any reasonable adjustments been agreed to the arrangements due to the NQSW having a medical condition, disability, or specific learning need?</b></p>	<p>If the NQSW agrees it may be appropriate to view relevant assessment reports, in order to ensure that the available support is reflective of the NQSW's needs.</p>
<p><b>Have any other factors been identified that may affect the progress of the NQSW?</b></p>	<p><b>For example:</b> A delay in starting the ASYE/allocation of assessor or carer responsibilities.</p>

## 8. Record of discussions re expectations of NQSW

<p><b>Taking into account the NQSW's previous experience and part 1 of their CRL what areas should they address in their initial ASYE PDP?</b></p>	<p>The PDP (evidence template number 1: PDP in the CRL) is confirmed as a result of the discussion relating to this section. NB. The PDP drives forward the learning process between reviews.</p>
<p><b>Have you discussed the expectations of the CRL?</b></p>	<p>Any comments, issues or concerns should be recorded here.</p>
<p><b>Deadlines agreed for you to receive the NQSW's log, in advance of the review meetings</b></p>	
<p><b>Three month review</b></p>	
<p><b>Six month review</b></p>	
<p><b>Nine month review (optional)</b></p>	
<p><b>Final review</b></p>	

## Declarations and signatures

<b>NQSW name</b>	
I have read and understood my role and responsibilities and commit to fulfilling them. I confirm the arrangements set out in this agreement.	
<b>Signature</b>	
<b>Date</b>	

<b>ASYE assessor name</b>	
I understand my role and responsibilities as an assessor and commit to fulfilling these. I confirm the arrangements set out in this agreement.	
<b>Signature</b>	
<b>Date</b>	

<b>NQSWs line manager (If applicable)</b>	
I have read the support and assessment agreement and will support the assessor with their role and provide any supporting documents for the review meetings to inform the progressive assessment.	
<b>Signature</b>	
<b>Date</b>	

<b>ASYE coordinator name (If applicable)</b>	
I have read the support and assessment agreement and will support the assessor with their role. I will provide supporting documents for the review meetings to inform the progressive assessment.	
<b>Signature</b>	
<b>Date</b>	

## Evidence template number 2: RSPA

### Part 2: The first three months (review of progress and interim assessment at three months)

- The NQSW should have submitted this evidence template number 2: CRL for interim assessment prior to the review meeting.
- This review should explore the progress being made towards developing the knowledge and skills outlined in the Knowledge and Skills Statement, Approved Child and Family Practitioner (2014). This statement lays out minimum expectations – whatever their starting point – all NQSWs should show progression across the course of the ASYE.
- The NQSW should incorporate areas for development in evidence template number 2 PDP.

<b>Date of review</b>	
<b>Name of attendees</b>	
<b>Assessor</b>	
<b>NQSW</b>	
<b>Line manager (if applicable)</b>	
<b>Other e.g. ASYE coordinator, HR, (if applicable)</b>	
<b>Context</b> Since the beginning of the programme, have there been any changes that may have impacted on the NQSW's progress?	
<b>This section is likely to include:</b> <ul style="list-style-type: none"><li>▪ any organisational or individual issues that might impact on the ASYE year</li><li>▪ any changes or updates needed to the support and assessment agreement</li><li>▪ any changes to the arrangements for supervision, workload relief or professional development time that were agreed in the support and assessment agreement.</li></ul>	
<b>Progressive assessment (minimum 1000 words)</b> An overall professional judgement of the capability at ASYE level, taking into account the KSS and the professional capabilities framework (PCF). Identify strengths and progression.	
Identify areas for further development. Use the Knowledge and Skills Statement and Approved Child and Family Practitioner (2014) to audit knowledge and skills and identify learning needs/areas of professional development. <ul style="list-style-type: none"><li>▪ Refer to the evidence submitted by the NQSW in evidence template number 2: CRL and discussion in supervision</li><li>▪ Refer to practice evidence to support your interim assessment judgements.</li></ul>	

- The assessor should be mindful that their assessment judgement is accurate, valid and robust.
- Referring to the PDP (evidence template number 3: PDP) record how far have the extent to which the identified learning outcomes have been realised and is this reflected? Make a judgement about whether the NQSW has evidenced them sufficiently in their CRL
- It's important that the assessor refers to the practice evidence – direct observation, feedback from children and young people in need of care and support and their parents/carers, feedback from other professionals generated in this review period to support their interim assessment judgements
- The assessor should be mindful that their assessment judgement is accurate, valid, robust and sufficient. Refer to the critical reflection and holistic assessment section on our [website](#).

### Areas for development and focus for the next PDP three – six months

Identify areas for further development. Use the Knowledge and Skills Statement and Approved Child and Family Practitioner (2014) to audit knowledge and skills and identify learning needs/areas of professional development.

### Additional comments to inform the three month review from line manager and/or ASYE coordinator if applicable.

**Please comment on:**

- the NQSW's overall progress
- any issues relating to support and supervision
- any performance issues.

	Yes	No	N/A
<b>Is the NQSW's progress satisfactory at this stage?</b>			
<b>If no, have concerns been addressed in the next PDP and/or action plan?</b>			
<b>Are there any issues that affect the probation of the NQSW? (i.e. conduct, attendance, ability to fulfil role?)</b>			
<b>If yes, has HR been notified?</b>			

### NQSW's comments on the three month review

## Declarations and signatures

<b>NQSW name</b>	
I have read and understood this review.	
<b>Signature</b>	
<b>Date</b>	

<b>ASYE assessor name</b>	
I confirm my assessment at this review.	
<b>Signature</b>	
<b>Date</b>	

<b>Line manager/other professional (if applicable)</b>	
<b>Name</b>	
I have read this assessment and endorse it.	
<b>Signature</b>	
<b>Date</b>	

## Evidence template number 3: RSPA

### Part 3: Three – six months (Review of progress and interim assessment at six months)

- The NQSW should have submitted part 3 of their CRL for interim assessment prior to the review meeting.
- This review should explore the progress being made towards developing the knowledge and skills outlined in the Knowledge and Skills Statement (KSS), Approved Child and Family Practitioner (2014). This statement lays out minimum expectations – whatever their starting point – all NQSWs should show progression across the course of the ASYE
- The NQSW should incorporate areas for development in their PDP within part 3 of the CRL.

<b>Date of review</b>	
<b>Name of attendees</b>	
<b>Assessor</b>	
<b>NQSW</b>	
<b>Line manager (if applicable)</b>	
<b>Other e.g. ASYE coordinator, HR (if applicable)</b>	
<b>Context</b>	
Since the last review have there been any changes that may have impacted on the NQSW's progress?	
<b>This is likely to include:</b>	
<ul style="list-style-type: none"> <li>▪ any organisational or personal issues that might impact on the ASYE year</li> <li>▪ any changes or updates needed to the support and assessment agreement</li> <li>▪ any changes to the arrangements for supervision, workload relief or professional development time that were agreed in the support and assessment agreement</li> <li>▪ where the required support arrangements have not been available to the NQSW and the ASYE has been suspended for a period of time, note can be made here of the suspension and agreed actions.</li> </ul>	
<b>Progressive assessment (minimum 1000 words)</b>	
<ul style="list-style-type: none"> <li>▪ Refer to the evidence submitted by the NQSW in part 3 of their CRL and discussions in supervision</li> <li>▪ This is the space for the assessor to record their holistic assessment of the NQSW's capability and progressive development at the ASYE level indicator of the PCF. Identify strengths and progression. Nb NQSWs are required to demonstrate progressive development regardless of their experience and level of capability at the start of the ASYE.</li> </ul>	

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- Any performance issues, particularly those which involve HR should also be referred to in this section. This will provide the evidence trail that may be required in the event of their experience and level of capability at the start of the ASYE.
- This section should clearly take into account the NQSW's overall progress and reference the NQSW's progress against the KSS and PCF.
- Identify areas for further development. Use the Knowledge and Skills Statement, Approved Child and Family Practitioner (2014) to audit knowledge and skills and identify learning needs/areas of professional development.
- Refer the PDP (evidence template number 3: PDP) record how far have the extent to which the identified learning outcomes have been realised and is this reflected? Make a judgement about whether the NQSW has evidenced them sufficiently in the log
- It's important that the assessor refers to the practice evidence – direct observation, feedback from children and young people in need of care and support and their parents/carers, feedback from other professionals generated in this review period to support their interim assessment judgements
- The assessor should be mindful that their assessment judgement is accurate, valid, robust and sufficient. Refer to the critical reflection and holistic assessment section on our [website](#).

**Additional comments to inform the six month review from line manager and/or ASYE coordinator if applicable.**

**Please comment on:**

- the NQSW's overall progress.
- any issues relating to support and supervision.
- any performance issues

	Yes	No	N/A
<b>Is the NQSW's progress satisfactory at this stage?</b>			
<b>If no, have concerns been addressed in the next PDP and/or action plan?</b>			
<b>Are there any issues that affect the probation of the NQSW? (i.e. conduct, attendance, ability to fulfil role?)</b>			
<b>If yes, has HR been notified?</b>			

**NQSW's comments on six month review**

## Declarations and signatures

<b>NQSW name</b>	
I have read and understood this review.	
<b>Signature</b>	
<b>Date</b>	

<b>ASYE assessor name</b>	
I confirm my assessment at this review.	
<b>Signature</b>	
<b>Date</b>	

<b>Line manager/other professional (if applicable)</b>	
<b>Name</b>	
I have read this assessment and endorse it.	
<b>Signature</b>	
<b>Date</b>	

## Evidence template number 3A: RSPA

### Optional template to support nine month review (nine - twelve months)

#### Review of progress and interim assessment at nine – twelve months (optional)

Date of review	
<b>Name of attendees</b>	
Assessor	
NQSW	
Line manager (if applicable)	
Other e.g. ASYE coordinator, HR (if applicable)	
<b>Context</b> Since the last review have there been any changes that may have impacted on the NQSW's progress?	
<b>This is likely to include:</b> <ul style="list-style-type: none"><li>any organisational or personal issues that might impact on the ASYE year</li><li>any changes or updates needed to the support and assessment agreement</li><li>any changes to the arrangements for supervision, workload relief or professional development time that were agreed in the support and assessment agreement</li><li>where the required support arrangements have not been available to the NQSW and the ASYE has been suspended for a period of time, note can be made here of the suspension and agreed actions.</li></ul>	
<b>Progressive assessment (minimum 1000 words)</b>	
<ul style="list-style-type: none"><li>Refer to the evidence submitted by the NQSW in part 3A of their CRL and discussions in supervision</li><li>This is the space for the assessor to record their holistic assessment of the NQSW's capability and progressive development at ASYE. Identify strengths and progression. Nb NQSWs are required to demonstrate progressive development regardless of their experience and level of capability at the start of the ASYE.</li><li>Any performance issues, particularly those which involve HR should also be referred to in this section. This will provide the evidence trail that may be required in the event of their experience and level of capability at the start of the ASYE.</li><li>Any performance issues, particularly those which involve HR should also be referred to in procedures being invoked.</li><li>This section should clearly take into account the NQSW's overall progress and reference the NQSW's progress against the KSS and PCF.</li></ul>	

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- Identify areas for further development. Use the Knowledge and Skills Statement, Approved Child and Family Practitioner (2014) to audit knowledge and skills and identify learning needs/areas of professional development.
- Refer the PDP (evidence template number 3A: PDP) record how far have the extent to which the identified learning outcomes have been realised and is this reflected? Make a judgement about whether the NQSW has evidenced them sufficiently in the log
- It's important that the assessor refers to the practice evidence – direct observation, feedback from children and young people in need of care and support and their parents/carers, feedback from other professionals generated in this review period to support their interim assessment judgements
- The assessor should be mindful that their assessment judgement is accurate, valid, robust and sufficient. Refer to the critical reflection and holistic assessment section on our [website](#).

### Areas for development and focus for next PDP nine-twelve months

**Additional comments to inform the nine month review from line manager and/or ASYE coordinator if applicable.**

**Please comment on:**

- the NQSW's overall progress.
- any issues relating to support and supervision
- any performance issues

	Yes	No	N/A
Is the NQSW's progress satisfactory at this stage?			
If no, have concerns been addressed in the next PDP and/or action plan?			
Are there any issues that affect the probation of the NQSW? (i.e. conduct, attendance, ability to fulfil role?)			
If yes, has HR been notified?			
<b>NQSW's comments on nine month review</b>			

## Declarations and signatures

<b>NQSW name</b>	
I have read and understood this review.	
<b>Signature</b>	
<b>Date</b>	
<b>ASYE assessor name</b>	
I confirm my assessment at this review.	
<b>Signature</b>	

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<b>Date</b>	
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<b>Line manager/other professional (if applicable)</b>	
<b>Name</b>	
<b>I have read this assessment and endorse it.</b>	
<b>Signature</b>	
<b>Date</b>	

## Evidence template number 4: RSPA

### Part 4: Six – twelve months (final review and assessment including recommendation of assessment decision)

- The NQSW should have submitted part 4 of their critical reflection log for interim assessment prior to the review meeting.
- A completed and final PDP enables the NQSW to demonstrate on-going compliance with HCPC standards for continuing professional development (CPD).

<b>Date of review</b>	
<b>Name of attendees</b>	
<b>Assessor</b>	
<b>NQSW</b>	
<b>Line manager (if applicable)</b>	
<b>Other e.g. ASYE coordinator, HR (if applicable)</b>	
<b>Context</b>	
Since the last review have there been any changes that may have impacted on the NQSW's progress?	
<b>This may include:</b>	
<ul style="list-style-type: none"> <li>▪ any organisational or personal issues that might have impacted on the ASYE year</li> <li>▪ any changes or updates needed to the support and assessment agreement.</li> </ul>	
<b>Progressive assessment (minimum 1000 words)</b>	
<p>Refer to the evidence submitted by the NQSW in part 4 of their critical reflection log and discussions in supervision.</p> <ul style="list-style-type: none"> <li>▪ Refer to the PDP - how far have the identified learning outcomes been realised and is this reflected in the log.</li> <li>▪ Refer to practice evidence to support your final assessment judgements.</li> <li>▪ The assessor should be mindful that their assessment judgement is accurate, valid and robust.</li> </ul>	

Has NQSW demonstrated progression and met the Knowledge and Skills Statement, Approved Child and Family Practitioner (2014) standards through the following assessment evidence?	Yes	No
Critical reflection, as demonstrated through the written pieces of work in their critical reflection log (evidence template numbers 1: CRL, 2: CRL, 3: CRL, 4: CRL)		
Professional documentation (evidence template numbers 2: PD, 3: PD, 4: PD)		
<b>In addition has the NQSW:</b>		
Completed a minimum of three direct observations (evidence template numbers 2: DO, 3: DO, 4: DO)		
Obtained at least three pieces of feedback from children and young people in need of care and support and their parents/carers (evidence template numbers 2: SU, 3: SU, 4: SU)		
Obtained at least three pieces of feedback from other professionals? (evidence template numbers 2: OP, 3: OP, 4: OP)		
Completed a PDP for the next stage of their professional development? (evidence template number 4: PDP)		

<p><b>Final assessment (across the 12 months of the ASYE)</b></p>
<p>Refer to the Knowledge and Skills Statement, Approved Child and Family Practitioner (2014) and the PCF at the ASYE descriptor level. (Minimum 500 words)</p>
<p>NQSWs should show progression across the course of the ASYE. Refer to the level descriptors of the PCF where the NQSW is demonstrating capability beyond the ASYE. This should also be evidenced by the NQSW in their critical reflection log.</p>

<p><b>Next steps</b></p>
<p>What, do you assess are the NQSW's development needs in the next stage of their professional development and the future career? How do you consider these should be addressed in the next PDP and organisation's appraisal cycle? How should they be incorporated into the timescales for meeting HCPC re-registration requirements?</p>
<p>The NQSW should incorporate these areas for development in their PDP within part 4 of the CRL.</p>



### Line manager/supervisor's assessment report (if applicable)

This should be completed when the line manager has not been responsible for providing reflective supervision or final professional assessment.

### Summary of support

Have there been any issues in the provision of support and reflective supervision, workload relief or professional development time (as identified in the support and assessment agreement and the reviews at three and six months) that may have impacted on the outcome recommendation?

No / Yes – if yes provide detail.

### Performance management

Have there been any performance management concerns during the ASYE? If so have they been indicated and addressed through the three and six month review process?

No / Yes – if yes please summarise

## Declarations and signatures

<b>NQSW name</b>	
I have read and understood this assessment.	
<b>Signature</b>	
<b>Date</b>	

<b>ASYE assessor name</b>	
I confirm this assessment.	
<b>Signature</b>	
<b>Date</b>	

<b>Line manager/ supervisor name (if applicable):</b>	
I have read this assessment and endorse it.	
<b>Signature</b>	

<b>Date</b>	
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<b>ASYE coordinator name:</b>	
I have read this assessment and endorse it.	
<b>Signature</b>	
<b>Date</b>	

<b>Recommendation by the assessor</b>		
This is confirmed through the internal moderation process	<b>Yes</b>	<b>No</b>
Has the NQSW has passed their ASYE?		
If no, are concerns being addressed via HR/capability procedures?		
<b>NQSW's comments on final assessment</b>		

## Internal moderation process

The internal moderation process confirms the assessment outcome on behalf of the employer through reviewing and scrutinising the assessment decisions of individual assessors. This space is provided for the employer to include a statement about the organisation's internal moderation process.