

# Completing the critical reflection log

## Supporting guidance

The Assessed and Supported Year in Employment in adult services.

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

### **Completing the critical reflection log: Supporting guidance**

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## Purpose of the critical reflection log

### **Part 1: Beginning the ASYE**

Identification of learning and development needs at the start of the ASYE to inform the discussion at the support and assessment meeting; planning for the holistic assessment process and the PDP.

### **Part 2: First three months**

Development of critically reflective practice; identification of progress and continuing development needs; planning for the three month assessment review.

### **Part 3: Three - six months**

Progressive development of critically reflective practice; recording in critical reflection log and planning for the six month assessment review.

### **Part 4: Six - twelve months**

Working towards the end of the ASYE-consolidation of learning throughout the ASYE, recording in critical reflection log and planning for continued professional development.

## Purpose of the critical reflection log

The critical reflection log (CRL) is one of the two sets of templates that are linked together to support the NQSW and the assessor in evidencing the requirements of the ASYE. These requirements represent the minimum expectations of the Chief Social Worker as laid out in the Knowledge and Skills Statement (Adults) 2015.

These templates have been developed by a group of employers who have consulted widely across the sector. They have been developed 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 critical reflection.

Responsibility for complying with the assessment process and for the completion of the critical reflection log rests with the NQSW.

Responsibility for the overview and completion of the record of support and progressive assessment lies with the assessor.

The purpose of the critical reflection log is to enable the NQSW to demonstrate their progressive development against the Knowledge and Skills Statement (Adults) 2015, and the Professional Capabilities Framework (PCF) it forms the basis of the assessor's judgment of the NQSW's capability to meet the holistic assessment outcomes.

## Completing the critical reflection log

The templates contained within the CRL are available as separate evidence templates and can be downloaded as [a zip file](#) on our website, [www.skillsforcare.org.uk/asyedocuments](http://www.skillsforcare.org.uk/asyedocuments). Electronic completion of the templates will support internal and external moderation processes. The expectation is that the NQSW will work on the critical reflection log throughout the ASYE and they are designed to be presented to the assessor in advance of:

- the support and assessment agreement meeting, at the start of ASYE
- the assessment review meetings at three, six and twelve months

The evidence that the NQSW is required to produce for the ASYE is outlined in the Knowledge and Skills Statement (adults) 2015). This includes:

- three formal direct observations 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
- 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 on their practice to improve their professional skills and demonstrate reasoned judgment 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 ASYE evidence checklist will help the NQSW to identify the practice evidence needs to be submitted at each review point.

The focus of the CRL is on reflection about practice, discussed within a framework of knowledge and critical thinking and provides a framework for the NQSW to provide evidence of this through a range of integrated activities<sup>1</sup>.

<sup>1</sup> The prime focus of the log is work based not academic, but must draw on and reference relevant theories and legislation

### **How does the critical reflection log enable the NQSW to demonstrate their ability to reflect on and learn from practice?**

Through the critical reflection logs, the NQSW will produce a piece of work for assessment which shows how they have used critical reflection in their practice to improve their professional skills and emerging professional identity, and demonstrates reasoned judgement relating to a practice decision.

The critical reflection log templates are linked to the main review points for the ASYE. Professional development plans are included to enable progress and learning throughout the year to be recorded and assessed.

### **How does the NQSW incorporate practice evidence within the log?**

The NQSW must provide practice evidence of their progress, which includes the requirements set out in the Knowledge and Skills Statement (Adults) 2015. Critical reflection templates are available and should be completed in advance of each review point.

It will be important for the NQSW to ensure they develop a plan for obtaining feedback and arranging direct observations at the beginning of the ASYE. NQSWs should reflect critically on these activities at all stages throughout the ASYE.

In addition, the final assessment of the NQSW should incorporate at least three examples of written reports and records, including:

- a report written for an external decision making processes, which demonstrates reasoned judgment in a legal context
- a set of case recordings;

Professional documentation is not submitted with the critical reflection logs, but must be verified by the assessor on the professional documentation templates.

### **The final assessment decision**

At the end of the ASYE, the assessor makes a professional recommendation about the final assessment decision. The templates that make up the NQSW's record of support and progressive assessment and critical reflection log are then scrutinised through an internal moderation process before the recommendation is confirmed by the employer.

It is important for employers to ensure their ASYE co-ordinator has the authority to oversee that assessment reviews are completed to agreed timescales and to monitor the NQSW's progress in order to ensure that their work is presented in a timely way to the Internal Moderation process.

In addition the ASYE lead person may also act as a link with human resources (HR) in the event of any performance issues being identified at any stage in the process.

Further information about your employer's internal moderation process can be found as part of the record of support and progressive assessment supporting guidance.

## Evidence template number 1:CRL

### The assessed and supported year in employment in adult services

#### Critical reflection log part 1: beginning the ASYE

Part 1 is designed to be undertaken as part of the NQSW's induction of the ASYE. It could be undertaken as an individual or group activity.

This part should be completed by the NQSW in preparation for the support and assessment agreement meeting and presented to the assessor in advance of the meeting.

#### Consider your learning needs for the next three months and over the course of the year.

##### Think about:

1. Learning needs identified on your qualifying programme.
2. Your current level of knowledge against all statements in the Knowledge and Skills Statement (Adults) 2015.
3. The particular learning relevant to your employment setting.
- 4 The theory and methods relevant to your employment setting.

#### Consider key legislation relevant to adult services generally and your employment setting specifically.

To meet the requirements of the Knowledge and Skills Statement (Adults) 2015 it is advisable to plan how you can demonstrate application of legislation in relation to at least three pieces of legislation. This needs to include the Care Act 2014, the Mental Capacity Act 2005, and a minimum of one other piece of legislation relevant to the service setting e.g. criminal justice or immigration legislation. Identify your learning needs in relation to one or more pieces of legislation for the next three months.

#### How do you plan to obtain the practice evidence you need?

- **Feedback from people in need of care and support** - Think about and plan how you will collect this feedback. There is no one way to gather feedback from people in need of care and support or their carers. Advice and guidance on how to approach this can be found in the gathering feedback from people in need of care and support section of the our website, [www.skillsforcare.org.uk/gatheringfeedback](http://www.skillsforcare.org.uk/gatheringfeedback)
- **Direct observations** - Begin to consider what different practice situations can be observed and what learning needs you have identified that you would like feedback on from the observer.
- **Feedback from other professionals** - Begin to consider who you may be able to ask, and in what situation.
- **Professional documentation** - Identify the areas of recording and report writing that you need to develop.

## Evidence template number 1: PDP

### Initial professional development plan the first three months

To address areas noted by assessor at the support and assessment agreement meeting (see section seven) as well as areas identified in this document.

Period covered	First three months - provide dates				
Learning objective	How will you meet the objective? Development activity or action planned.	How does this link to the assessment outcomes for the ASYE?	How will you know if the objective is met? Intended outcomes for practice and people in need of care and support.	Timescales? Date for completion and/or review.	What was the impact on your practice?
<p>The learning objectives will have been identified through undertaking the critical reflection activity in part 1 and undertaking a baseline assessment of your knowledge and skills against the Knowledge and Skills Statement.</p> <p>“All social workers should be able to demonstrate knowledge of all aspects of the Knowledge and Skills Statement (Adults) 2015 and development in those aspects which are relevant to the service setting.”</p> <p>Knowledge and Skills Statement (Adults) 2015.</p>					<p>This column should be completed in readiness for the interim review at three months. It will form part of the evidence for your completion of 2: CRL.</p>

## Evidence template number 2: CRL

### Critical reflection log part 2: reflection on learning in the first three months

Part 2 of the CRL, practice evidence, feedback from professional documentation, feedback from other professionals and from people in need of care and support, undertaken and received in this period, to be submitted to the assessor in advance of the three month assessment review meeting.

<b>Supervision Log</b> Record dates when you have received supervision in the first three months of the ASYE and with whom
<b>Protected Development Time Log</b> Record dates and times when you have received protected development time in the first three months of the ASYE
<b>Mandatory training Log</b> Record the dates and titles of any mandatory training undertaken in the first three months of the ASYE (ie organisational training that all social workers in your organisation are required to attend as distinct from learning and development recorded in your PDP)
<b>In the first three months of the ASYE have there been any issues associated with the support arrangements identified in the support and assessment agreement?</b>
Yes / No If yes, please explain what efforts you have made to resolve these issues and the outcome

<b>Taking into account all your learning to date, reflect critically on how you have progressed in your development as a professional over the last three months and consider your development areas for the forthcoming three months. (Suggested word limit 1,750 words)</b>
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<p><b>You may find it useful to consider:</b></p> <ul style="list-style-type: none"><li>■ The issues and challenges that you have faced in your professional decision-making so far and the ways in which you have addressed these.</li><li>■ Reflect on the ways in which your practice has been influenced as a result and identify the evidence that supports this.</li><li>■ The theory, legislation, local and national policies and procedures, research and evidence that has helped you to develop your thinking and inform your decision making.</li><li>■ The application of the identified piece of legislation and how has this influenced your practice.</li><li>■ The most encouraging or challenging, piece of feedback (formal and informal, from other professionals and people in need of care and support) that you have received. Consider why you think this is the case, and the ways in which it has influenced your practice. Identify the evidence that supports this.</li></ul> <p><b>In reflecting on your on-going learning needs it may be helpful to consider:</b></p> <ul style="list-style-type: none"><li>■ Identification of the application of another piece of legislation.</li><li>■ Development needs in relation to knowledge theory and methods.</li><li>■ Updating your plan for collecting feedback from people in need of care and support and other professionals.</li><li>■ Identification of suitable practice situations for direct observation.</li><li>■ Further development of skills in recording and report writing.</li></ul>
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## Evidence template number 2: PDP

### Professional development plan three - six months

To address areas noted by assessor in the three month review as well as areas identified in this document

Period covered					
Three to six months - provide dates					
Learning objective	How will you meet the objective? Development activity or action planned.	How does this link to the assessment outcomes for the ASYE?	How will you know if the objective is met? Intended outcomes for practice and people in need of care and support.	Timescales? Date for completion and/or review.	What was the impact on your practice?
New learning objectives will have been identified through undertaking the critical reflection activity in part 2. Continue to refer to the Professional Capabilities Framework and Knowledge and Skills Statement (Adults) 2015, for the detail.					This column should be completed in readiness for the interim review at six months. It will form part of the evidence for your completion of 3: CRL

## Evidence template number 2: DO

### Direct observation template

Three direct observations to be completed by a registered social worker (at least two of these to be completed by the assessor). These should be planned in advance to enable the NQSW to evidence progressive development in their professional practice over the course of the ASYE.

<b>Name of NQSW</b>	
<b>Name and role of observer</b>	
<b>Date and setting of observation</b>	

### Part 1: NQSW completes boxes on and two before observation

<b>1. Brief background to observed contact between yourself and those in need of care and support.</b>
<b>2. Planning for intervention</b>
<ul style="list-style-type: none"><li>■ The NQSW and observer should plan the direct observation and agree objectives based on the intervention and the identified areas for development detailed in the critical reflection log and the PDP.</li><li>■ The NQSW and observer should agree and clarify the role of the observer during the intervention - how will they be introduced and under what circumstances, if any, will they intervene.</li><li>■ The NQSW and observer should agree what happens after the observation—how and when will feedback be given, what reports/documents need to be completed by the NQSW and observer and by when.</li><li>■ The NQSW should have the opportunity to reflect and comment on the observer's report (box five). This will provide information and evidence of their progressive development for the critical reflection log.</li></ul>

**NQSW completes box three after the observation.**

**3. Reflections on the observed practice**

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**NQSW completes box four after reading the observer's report.**

**4. Critical reflection and professional development**

Bearing in mind the Knowledge and Skills Statement (Adults) 2015 capability level and the Professional Capabilities Framework have you identified any specific areas for further development? How do you intend to address these? What support do you need?

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<b>NQSW signature</b>	
<b>Date</b>	

## Part 2: Observer completes after the direct observation

### 5. Holistic assessment of the candidate's capability demonstrated in the direct observation of practice (up to 500 words)

### Observer completes after the direct observation

#### Action plan following the direct observation (if applicable)

Have areas of development/learning needs been identified that should be addressed in the NQSW's PDP? What action needs to be taken to address these? Are there any other outstanding issues?

- More detailed reference to the nine domains of the Professional Capabilities Framework will be helpful particularly where learning needs have been identified.
- This information should feed into the three, six and twelve month assessment reviews and, where appropriate, recorded in the record of support and progressive assessment.

#### Feedback from people in need of care and support (if applicable)

- Seeking feedback from the person in need of care and support in this situation should have been considered in the critical reflection log.
- The NQSW will need to show evidence of planning for how this is managed appropriately using their knowledge of or/and relationship with the person in need of care and support wherever possible to ensure that this is comfortable for all concerned. This should be discussed in advance with the observer. (Adapted from 'assessing practice at qualifying level for social work using the Professional Capabilities Framework, The College of Social Work)
- In all cases the person in need of care and support or their carer must be asked if they are willing to be part of the process.
- If they agree, it is the responsibility of the observer and the NQSW to ensure that they are given the opportunity to comment on the NQSW's capabilities, and to be offered feedback about the NQSW and assessor's own assessment. It is important that in all circumstances the NQSW considers the issues of consent and mental capacity.
- More information about gathering feedback from people who need care and support following direct observations of practice can be found as part of the Skills for Care website, please refer to tool six under [www.skillsforcare.org.uk/Gatheringfeedback](http://www.skillsforcare.org.uk/Gatheringfeedback).

<b>Observer's signature</b>	
<b>Date</b>	

## Professional documentation (work products)

**The assessor will be responsible for signing off the professional documentation. The primary documentation will not be presented for internal or external moderation panels.**

### Objectives:

- to support the NQSW in continuing to develop high standards of professional recording.
- to provide a framework for the NQSW to demonstrate high standards of professional recording over their ASYE programme.
- to ensure the NQSW can demonstrate high standards of professional recording across a variety of requirements and contexts (e.g. assessment, analysis, recording for other settings such as court).
- to ensure, through supervision and other means, that the NQSW engages in continuous critical reflection and learning about the quality of their professional recording and implements changes as a result.
- to incorporate professional recording into the main review points for the ASYE programme (e.g. three months, six months and final assessment).
- to provide a mechanism for professional documentation to be 'signed off' by the assessor on behalf of the ASYE programme.

### Assessment criteria

In 'signing off' the documentation produced by the NQSW, the assessor confirms:

1. They have viewed a representative sample of the NQSW's work products
2. The NQSW has demonstrated progress (across the year) in their capabilities for each element below:
  - reflecting critically about their professional recording, learning from it and implementing change.
  - meeting agency recording standards for;
    - formats/tools used
    - timescales in completing recording.
  - Recording defensible professional decisions which;
    - distinguish between opinion and fact
    - draw on and tests multiple hypotheses, including contradictory opinions held by different professionals
    - make informed use of intuition
    - build an effective argument/justification with evidence.
  - understanding and applying appropriate legal frameworks.
  - integrating and communicating the perspective of those in need of care and support in all aspects of recording, building on their feedback where appropriate.
  - producing recording that communicates effectively with a range of audiences, including other professionals and court.
  - producing recording that is;
    - clear, concise, and purposeful
    - accurate, using correct spelling, punctuation and sentence structure.

## Evidence template number 2: PD Professional documentation

Assessor verification of the progressive development and quality of examples of work products produced through the year.

Three month review	Description of professional documentation	Areas for development
A minimum of one piece of evidence should be supplied		

### Guidance note

The final assessment of the NQSW should incorporate a minimum of three examples of written reports which must include:

- a report written for an external decision making processes, which demonstrates reasoned judgment in a legal context
- a set of case recordings, this may include an internal report or service user assessment e.g. child protection case conference, statutory review report, service user assessment
- don't include real examples of professional document in the CRL.

## Evidence template number 2: OP Feedback from other professionals

This can be used by professional colleagues who provide observations of day-to-day practice. These observations may be undertaken by non- social work professionals and practitioners and can cover a range of settings, for example, multi-professional team meetings, case conferences or joint visits.

**Professional colleague to complete following the observation of practice.**

<b>NQSW</b>	
<b>Name and role of observer</b>	
<b>Date and setting of observation</b>	

### **Based on your observation of the NQSW's practice:**

- Did the NQSW achieve the desired outcomes for the intervention?
- What strengths were identified?
- Can you make any suggestion about areas for further development which could be included in the NQSW's professional development planning?

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<b>Observer's signature</b>	
<b>Date</b>	

**NQSW to complete after receiving feedback from other professionals.**

**Reflections on practice**

**Critical reflection and professional development bearing in mind the Knowledge and Skills Statement (Adults) 2015, capability level and the PCF have you identified any specific areas for further development? How do you intend to address these? What support do you need?**

**NQSW's signature**

**Date**

## Evidence template number 3: CRL

### Critical reflection log part 3: reflection on learning, three to six months

Part 3 of the CRL, plus practice evidence, including professional documentation, feedback from other professionals and from people in need of care and support, undertaken and received in this period, to be submitted to the assessor in advance of the six month assessment review meeting.

#### **Supervision Log**

Record dates when you have received supervision in the first three months of the ASYE and with whom

#### **Protected Development Time Log**

Record dates and times when you have received protected development time in the first three months of the ASYE

#### **Mandatory training Log**

Record the dates and titles of any mandatory training undertaken in the first three months of the ASYE (ie organisational training that all social workers in your organisation are required to attend as distinct from learning and development recorded in your PDP)

**In the first three months of the ASYE have there been any issues associated with the support arrangements identified in the support and assessment agreement?**

Yes / No

If yes, please explain what efforts you have made to resolve these issues and the outcome

**Taking into account all your learning to date, reflect critically on how you have progressed in your development as a professional over the last three months and consider your development areas for the forthcoming three months. (Suggested word limit 1,750 words)**

#### **You may find it useful to consider:**

- The issues and challenges that you have faced in your professional decision-making so far and the ways in which you have addressed these.
- Reflect on the ways in which your practice has been influenced as a result and identify the evidence that supports this.
- The theory, legislation, local and national policies and procedures, research and evidence that has helped you to develop your thinking and inform your decision making.
- The application of the identified piece of legislation and how this has influenced your practice.
- The most encouraging or challenging, piece of feedback (formal or informal) that you have received. Consider why you think this is the case, and the ways in which it has influenced your practice. Identify the evidence that supports this.

#### **In reflecting on your on-going learning needs it may be helpful to consider:**

- Identification of the application of another piece of legislation.
- Development needs in relation to knowledge theory and methods.
- Updating your plan for collecting feedback from people in need of care and support and other professionals.
- Identification of suitable practice situations for direct observation.
- Further development of skills in recording and report writing.

## Evidence template number 3: PDP

### Professional development plan six - twelve months

To address areas noted by assessor at the six month review as well as areas identified in this document.

Period covered					
Six to twelve months - provide dates					
Learning objective	How will you meet the objective? Development activity or action planned.	How does this link to the assessment outcomes for the ASYE?	How will you know if the objective is met? Intended outcomes for practice and people in need of care and support.	Timescales? Date for completion and/or review.	What was the impact on your practice?
New learning objectives will have been identified through undertaking the critical reflection activity in part 3. Continue to refer to the Professional Capabilities Framework and the Knowledge and Skills Statement (Adults) 2015 for the detail.					This column should be completed in readiness for the interim review at 12 months. It will form part of the evidence for your completion of 3: CRL

## Evidence template number 3: DO

### Direct observation template

Three direct observations to be completed by a registered social worker (at least two of these to be completed by the assessor). These should be planned in advance to enable the NQSW to evidence progressive development in their professional practice over the course of the ASYE.

<b>Name of NQSW</b>	
<b>Name and role of observer</b>	
<b>Date and setting of observation</b>	

### Part 1: NQSW completes boxes on and two before observation

<b>1. Brief background to observed contact between yourself and those in need of care and support.</b>
<b>2. Planning for intervention</b>
<ul style="list-style-type: none"><li>■ The NQSW and observer should plan the direct observation and agree objectives based on the intervention and the identified areas for development detailed in the critical reflection log and the PDP.</li><li>■ The NQSW and observer should agree and clarify the role of the observer during the intervention - how will they be introduced and under what circumstances, if any, will they intervene.</li><li>■ The NQSW and observer should agree what happens after the observation—how and when will feedback be given, what reports/documents need to be completed by the NQSW and observer and by when.</li><li>■ The NQSW should have the opportunity to reflect and comment on the observer’s report (box five). This will provide information and evidence of their progressive development for the critical reflection log.</li></ul>

**NQSW completes box three after the observation.**

**3. Reflections on the observed practice**

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**NQSW completes box four after reading the observer's report.**

**4. Critical reflection and professional development**

Bearing in mind the Knowledge and Skills Statement (Adults) 2015 capability level and the Professional Capabilities Framework have you identified any specific areas for further development? How do you intend to address these? What support do you need?

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<b>NQSW signature</b>	
<b>Date</b>	

## Part 2: Observer completes after the direct observation

### 5. Holistic assessment of the candidate's capability demonstrated in the direct observation of practice (up to 500 words)

### Observer completes after the direct observation

#### Action plan following the direct observation (if applicable)

Have areas of development/learning needs been identified that should be addressed in the NQSW's PDP? What action needs to be taken to address these? Are there any other outstanding issues?

- More detailed reference to the nine domains of the Professional Capabilities Framework will be helpful particularly where learning needs have been identified.
- This information should feed into the three, six and twelve month assessment reviews and, where appropriate, recorded in the record of support and progressive assessment.

#### Feedback from people in need of care and support (if applicable)

- Seeking feedback from the person in need of care and support in this situation should have been considered in the critical reflection log.
- The NQSW will need to show evidence of planning for how this is managed appropriately using their knowledge of or/and relationship with the person in need of care and support wherever possible to ensure that this is comfortable for all concerned. This should be discussed in advance with the observer. (Adapted from 'assessing practice at qualifying level for social work using the Professional Capabilities Framework, The College of Social Work)
- In all cases the person in need of care and support or their carer must be asked if they are willing to be part of the process.
- If they agree, it is the responsibility of the observer and the NQSW to ensure that they are given the opportunity to comment on the NQSW's capabilities, and to be offered feedback about the NQSW and assessor's own assessment. It is important that in all circumstances the NQSW considers the issues of consent and mental capacity.
- More information about gathering feedback from people who need care and support following direct observations of practice can be found as part of the Skills for Care website, please refer to tool six under [www.skillsforcare.org.uk/Gatheringfeedback](http://www.skillsforcare.org.uk/Gatheringfeedback).

<b>Observer's signature</b>	
<b>Date</b>	

## Professional documentation (work products)

**The assessor will be responsible for signing off the professional documentation. The primary documentation will not be presented for internal or external moderation panels.**

### Objectives

- To support the NQSW in continuing to develop high standards of professional recording.
- To provide a framework for the NQSW to demonstrate high standards of professional recording over their ASYE programme.
- To ensure the NQSW can demonstrate high standards of professional recording across a variety of requirements and contexts (e.g. assessment, analysis, recording for other settings such as court).
- To ensure, through supervision and other means, that the NQSW engages in continuous critical reflection and learning about the quality of their professional recording and implements changes as a result.
- To incorporate professional recording into the main review points for the ASYE programme (e.g. three months, six months and final assessment).
- To provide a mechanism for professional documentation to be 'signed off' by the assessor on behalf of the ASYE programme.

### Assessment criteria

In 'signing off' the documentation produced by the NQSW, the assessor confirms:

1. They have viewed a representative sample of the NQSW's work products
2. The NQSW has demonstrated progress (across the year) in their capabilities for each element below:
  - Reflecting critically about their professional recording, learning from it and implementing change.
  - Meeting agency recording standards for;
    - formats/tools used
    - timescales in completing recording.
  - Recording defensible professional decisions which;
    - distinguish between opinion and fact
    - draw on and tests multiple hypotheses, including contradictory opinions held by different professionals
    - make informed use of intuition
    - build an effective argument/justification with evidence.
  - Understanding and applying appropriate legal frameworks.
  - Integrating and communicating the perspective of those in need of care and support in all aspects of recording, building on their feedback where appropriate.
  - Producing recording that communicates effectively with a range of audiences, including other professionals and court.
  - Producing recording that is;
    - clear, concise, and purposeful
    - accurate, using correct spelling, punctuation and sentence structure.

## Evidence template number 3: PD

### Professional documentation

Assessor verification of the progressive development and quality of examples of work products produced through the year.

Six month review	Description of professional documentation	Areas for development
A minimum of one piece of evidence should be supplied		

#### Guidance note

The final assessment of the NQSW should incorporate a minimum of three examples of written reports which must include:

- a report written for an external decision making processes, which demonstrates reasoned judgment in a legal context
- a set of case recordings, this may include an internal report or service user assessment e.g. child protection case conference, statutory review report, service user assessment
- don't include real examples of professional document in the CRL.

## Evidence template number 3: OP

### Feedback from other professionals

This can be used by professional colleagues who provide observations of day-to-day practice. These observations may be undertaken by non- social work professionals and practitioners and can cover a range of settings, for example, multi-professional team meetings, case conferences or joint visits.

**Professional colleague to complete following the observation of practice.**

<b>NQSW</b>	
<b>Name and role of observer</b>	
<b>Date and setting of observation</b>	

**Based on your observation of the NQSW's practice:**

- Did the NQSW achieve the desired outcomes for the intervention?
- What strengths were identified?
- Can you make any suggestion about areas for further development which could be included in the NQSW's professional development planning?

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<b>Observer's signature</b>	
<b>Date</b>	

**NQSW to complete after receiving feedback from other professionals.**

**Reflections on practice**

**Critical reflection and professional development bearing in mind the Knowledge and Skills Statement (Adults) 2015, capability level and the PCF have you identified any specific areas for further development? How do you intend to address these? What support do you need?**

**NQSW's signature**

**Date**

**Evidence template number 3A:CRL - the assessor/employer will decide whether or not a review should take place at nine months**

**Taking into account all your learning to date, reflect critically on how you have progressed in your development as a professional over the last three months and consider your development areas for the forthcoming three months. (Suggested word limit 1,750 words)**



## Evidence template number 4: CRL

### Critical reflection log part 4: six to twelve months (the end of the ASYE)

In completing your log you should draw on your part 3 of your reflective log, your most recent PDP, discussions in supervision and your practice evidence.

The log plus practice evidence, including professional documentation, including professional documentation, feedback from other professionals and from people in need of care and support, undertaken and received in this period, to be submitted.

#### **Supervision Log**

Record dates when you have received supervision in the previous three months of the ASYE and with whom

#### **Protected development time log**

Record dates and times when you have received protected development time in the previous three months of the ASYE

**In the first three months of the ASYE have there been any issues associated with the support arrangements identified in the support and assessment agreement?**

Yes / No

If yes, please explain what efforts you have made to resolve these issues and the outcome

**Critically reflect on how you have progressed in professional decision- making over the ASYE, including demonstrating reasoned judgement in relation to a practice decision. (Suggested word limit 1,500 words)**

Base your reflection on a real example of a complex case in which you have demonstrated reasoned judgment in relation to a practice decision, and refer to the professional documentation that you have produced for this case.

Identify the ways in which you have drawn on theory, legislation, national and local policies and procedures, plus research and evidence . Consider what impact this has had on your practice and on people in need of care and support and identify what evidence supports this.

Summarise your account by highlighting the ways in which this piece of professional practice enables you to demonstrate how you meet the holistic assessment outcomes.

**In what ways has your professional development over the course of the ASYE impacted on your professional skills, practice and the outcomes for people in need of care and support? (Suggested word limit 1,000 words)**

Base your reflection on all aspects of your practice and learning over the ASYE, including the feedback you have received at each stage of the year.

Demonstrate the ways in which you have used critical reflection on your practice to improve your professional skills.

Summarise your account by highlighting the ways in which your overall professional development reflects the holistic assessment outcomes.

**Looking forward how will you ensure your continuing professional development as a social worker?**

Consider the ways in which you will:

- Address any development areas in your PDP at the end of the ASYE.
- Continue to develop your professional decision – making.
- Continue to seek and learn from feedback to inform your professional development as a social worker.



## Evidence template number 4: DO

### Direct observation template

Three direct observations to be completed by a registered social worker (at least two of these to be completed by the assessor). These should be planned in advance to enable the NQSW to evidence progressive development in their professional practice over the course of the ASYE.

<b>Name of NQSW</b>	
<b>Name and role of observer</b>	
<b>Date and setting of observation</b>	

#### Part 1: NQSW completes boxes on and two before observation

<b>1. Brief background to observed contact between yourself and those in need of care and support.</b>
<b>2. Planning for intervention</b>
<ul style="list-style-type: none"><li>■ The NQSW and observer should plan the direct observation and agree objectives based on the intervention and the identified areas for development detailed in the critical reflection log and the PDP.</li><li>■ The NQSW and observer should agree and clarify the role of the observer during the intervention - how will they be introduced and under what circumstances, if any, will they intervene.</li><li>■ The NQSW and observer should agree what happens after the observation—how and when will feedback be given, what reports/documents need to be completed by the NQSW and observer and by when.</li><li>■ The NQSW should have the opportunity to reflect and comment on the observer’s report (box five). This will provide information and evidence of their progressive development for the critical reflection log.</li></ul>

**NQSW completes box three after the observation.**

**3. Reflections on the observed practice**

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**NQSW completes box four after reading the observer's report.**

**4. Critical reflection and professional development**

Bearing in mind the Knowledge and Skills Statement (Adults) 2015 capability level and the Professional Capabilities Framework have you identified any specific areas for further development? How do you intend to address these? What support do you need?

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<b>NQSW signature</b>	
<b>Date</b>	

## Part 2: Observer completes after the direct observation

### 5. Holistic assessment of the candidate's capability demonstrated in the direct observation of practice (up to 500 words)

### Observer completes after the direct observation

#### Action plan following the direct observation (if applicable)

Have areas of development/learning needs been identified that should be addressed in the NQSW's PDP? What action needs to be taken to address these? Are there any other outstanding issues?

- More detailed reference to the nine domains of the Professional Capabilities Framework will be helpful particularly where learning needs have been identified.
- This information should feed into the three, six and twelve month assessment reviews and, where appropriate, recorded in the record of support and progressive assessment.

#### Feedback from people in need of care and support (if applicable)

- Seeking feedback from the person in need of care and support in this situation should have been considered in the critical reflection log.
- The NQSW will need to show evidence of planning for how this is managed appropriately using their knowledge of or/and relationship with the person in need of care and support wherever possible to ensure that this is comfortable for all concerned. This should be discussed in advance with the observer. (Adapted from 'assessing practice at qualifying level for social work using the Professional Capabilities Framework, The College of Social Work)
- In all cases the person in need of care and support or their carer must be asked if they are willing to be part of the process.
- If they agree, it is the responsibility of the observer and the NQSW to ensure that they are given the opportunity to comment on the NQSW's capabilities, and to be offered feedback about the NQSW and assessor's own assessment. It is important that in all circumstances the NQSW considers the issues of consent and mental capacity.
- More information about gathering feedback from people who need care and support following direct observations of practice can be found as part of the Skills for Care website, please refer to tool six under [www.skillsforcare.org.uk/Gatheringfeedback](http://www.skillsforcare.org.uk/Gatheringfeedback).

<b>Observer's signature</b>	
<b>Date</b>	

## Professional documentation (work products)

**The assessor will be responsible for signing off the professional documentation. The primary documentation will not be presented for internal or external moderation panels.**

### Objectives

- To support the NQSW in continuing to develop high standards of professional recording.
- To provide a framework for the NQSW to demonstrate high standards of professional recording over their ASYE programme.
- To ensure the NQSW can demonstrate high standards of professional recording across a variety of requirements and contexts (e.g. assessment, analysis, recording for other settings such as court).
- To ensure, through supervision and other means, that the NQSW engages in continuous critical reflection and learning about the quality of their professional recording and implements changes as a result.
- To incorporate professional recording into the main review points for the ASYE programme (e.g. three months, six months and final assessment).
- To provide a mechanism for professional documentation to be 'signed off' by the assessor on behalf of the ASYE programme.

### Assessment criteria

In 'signing off' the documentation produced by the NQSW, the assessor confirms:

1. They have viewed a representative sample of the NQSW's work products
2. The NQSW has demonstrated progress (across the year) in their capabilities for each element below:
  - Reflecting critically about their professional recording, learning from it and implementing change.
  - Meeting agency recording standards for;
    - formats/tools used
    - timescales in completing recording.
  - Recording defensible professional decisions which;
    - distinguish between opinion and fact
    - draw on and tests multiple hypotheses, including contradictory opinions held by different professionals
    - make informed use of intuition
    - build an effective argument/justification with evidence.
  - Understanding and applying appropriate legal frameworks.
  - Integrating and communicating the perspective of those in need of care and support in all aspects of recording, building on their feedback where appropriate.
  - Producing recording that communicates effectively with a range of audiences, including other professionals and court.
  - Producing recording that is;
    - clear, concise, and purposeful
    - accurate, using correct spelling, punctuation and sentence structure.

## Evidence template number 4: PD

### Professional documentation

Assessor verification of the progressive development and quality of examples of work products produced through the year.

Final assessment	Description of professional documentation	Areas for development
A minimum of one piece of evidence should be supplied		
<b>Pass/Fail</b>		

#### Guidance note

The final assessment of the NQSW should incorporate a minimum of three examples of written reports which must include:

- a report written for an external decision making processes, which demonstrates reasoned judgment in a legal context
- a set of case recordings, this may include an internal report or service user assessment e.g. child protection case conference, statutory review report, service user assessment
- don't include real examples of professional document in the CRL.

## Evidence template number 4: OP Feedback from other professionals

This can be used by professional colleagues who provide observations of day-to-day practice. These observations may be undertaken by non- social work professionals and practitioners and can cover a range of settings, for example, multi-professional team meetings, case conferences or joint visits.

**Professional colleague to complete following the observation of practice.**

<b>NQSW</b>	
<b>Name and role of observer</b>	
<b>Date and setting of observation</b>	

**Based on your observation of the NQSW's practice:**

- Did the NQSW achieve the desired outcomes for the intervention?
- What strengths were identified?
- Can you make any suggestion about areas for further development which could be included in the NQSW's professional development planning?

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<b>Observer's signature</b>	
<b>Date</b>	

**NQSW to complete after receiving feedback from other professionals.**

**Reflections on practice**

**Critical reflection and professional development bearing in mind the Knowledge and Skills Statement (Adults) 2015, capability level and the PCF have you identified any specific areas for further development? How do you intend to address these? What support do you need?**

**NQSW's signature**

**Date**