**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 the critical reflection log for interim assessment prior to the review meeting
* A completed PDP enables the NQSW to demonstrate on-going compliance with HCPC standards for CPD.

Guidance – s 11 of the Knowledge and Skills Statement (adults) states:

* The assessment of a written piece of work demonstrating the ability of the employee to reflect on and learn from practice: it should show how the employee has used critical reflection on their practice to improve their professional skills and demonstrate reasoned judgement relating to a practice decision
* The assessment of at least three examples of written reports and records including: a report written for an external decision making process and a set of case recordings
* Three formal direct observations of practice undertaken by a registered social worker (at least two of these to be completed by the assessor)
* At least three pieces of feedback over the course of the year from people who need care and support, or from their carers
* At least three pieces of feedback over the course of the year from other professionals

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| **Date of review** |  |
| **Name of attendees** |
| **Assessor** |  |
| **NQSW** |  |
| **Line manager (if applicable)** |  |
| **Other is applicable** **(HR, ASYE coordinator)** |  |

| **Context**Since the last review have there been any changes that may have impacted on the NQSW’s progress? |
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| **Review of NQSW’s progressive development** |
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| **Has NQSW demonstrated progression and met the Knowledge and Skills Statement standards through the following assessment evidence?** | **Yes** | **No** |
| Critical reflection, as demonstrated through the written piece of work in their critical reflection log  |  |  |
| Professional documentation  |  |  |
| **In addition has the NQSW:** |
| Completed three direct observations?  |  |  |
| Obtained at least three pieces of feedback from people in need of care and support?  |  |  |
| Obtained at least three pieces of feedback from other professionals?  |  |  |
| Completed a PDP for the next stage of their professional development?  |  |  |

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| **Final assessment**Refer to the holistic assessment outcomes in appendix 1, the knowledge and skills statement for social workers in adult services and the Professional Capabilities Framework at ASYE level. (Minimum 500 words) |
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| **Next steps**What, do you assess are the NQSW’s development needs in the next stage of their professional development and future career? How do you consider these should be addressed in next PDP and organisation’s appraisal cycle? How should they be incorporated into the timescales for meeting HCPC re-registration requirements? |
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| **Line manager/supervisor’s assessment report**Overall assessment - Please comment on the NQSW’s overall professional capability |
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| **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? |
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| **Performance management**Have there been any performance management concerns during the ASYE? |
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 **Declarations and signatures**

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| **NQSW name** |  |
| I have read and understood this assessment. |
| **Signature** |  |
| **Date** |  |

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| **ASYE assessor name** |  |
| I confirm this assessment. |
| **Signature** |  |
| **Date** |  |

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| **Line manager/ supervisor name (if applicable):** |  |
| I have read this assessment and endorse it |
| **Signature** |  |
| **Date** |  |

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| **ASYE coordinator name:** |  |
| I have read this assessment and endorse it. |
| **Signature** |  |
| **Date** |  |

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| **Recommendation by the assessor**This is confirmed through the internal moderationprocess | **Yes** | **No** |
| Has the NQSW has passed the ASYE? |  |  |
| If no, are concerns being addressed via HR/capability procedures? |  |  |

| **NQSW’s comments on final assessment** |
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