

The assessors and supervisors toolkit

Recording progressive assessment decisions

Main themes

Supervision sessions will be the place where you and your NQSW gather, discuss and reflect on the evidence of their abilities, learning and ongoing progress. As a result, each session is likely to produce material which, if you capture it properly, will contribute to the assessment decision.

The **record of support and assessment (RSPA)** provides a structured framework for you to record your progressive assessment across the whole of the ASYE, working in conjunction with the **critical reflection log (CRL)**, which is written by your NQSW. Full guidance about the requirements for recording are incorporated into these documents.

When you make an assessment decision at the end of ASYE, you will need to ensure it's:

- **consistent** with the assessment criteria
- **accurate** because it is consistent with the expectations of the Knowledge and Skills Statement and the PCF capabilities
- **valid** because it is based on evidence that reflects the breadth of the NQSW's work throughout the year and their progression
- **robust** because it is based on evidence

that's checked and consistent and leads to a defensible judgement

- **sufficient** because it is based on a sufficiently broad and varied range of different types of evidence?

Where supervision roles have been shared between a line manager and yourself as supervisor or assessor, your roles will have been clarified in the **RSPA** at the start of the year, including how each person will be contributing to the final assessment.

At end of ASYE, you'll make a recommendation of pass or fail on behalf of your employer. This decision is then scrutinised and confirmed by an internal moderation process – this is fully explained in **internal moderation – supporting guidance**.

The purpose of internal moderation is to review and scrutinise ASYE assessment decisions and confirm the final employer's judgement. A principal social worker or senior manager will have responsibility for the overall management of the assessment process and the review should be carried out by at least two people who were not involved in the original ASYE assessment.

Two elements of the assessment will be:

- The requirements of ASYE were met e.g. protected case load, regular supervision, correct number of direct observations undertaken etc.? This can be assessed by any person involved in internal moderation and recorded on a quality checklist.
- The assessment judgement made by the assessor was consistent, accurate, valid, robust and sufficient (as outlined above). This can only be assessed by a registered social worker, who aspires to meet practice development educator capabilities (or the Knowledge and Skills Statement for adult practice supervisors, currently under development).

When the assessment decision is confirmed by the internal moderation process, the supervisor or assessor and NQSW will be informed and the employer will apply for the NQSW's **ASYE certification**.

If the internal moderation process does not agree with the supervisor or assessor's decision or considers there is not enough evidence to support the decision, a plan for further action may be agreed. Further information can be found in **internal moderation – supporting guidance**.

The internal moderation process will also gather information and evidence about the ASYE process for the organisation, as well as provide samples, materials and evidence to the partnership and external moderation process. (External moderation is explained in the section on **strategic approaches to support, supervision and assessment**).



Further information

- To increase your understanding of how to approach the recording of holistic assessment, you may find it helpful to look at **an example of an annotated CRL** with NQSW and assessor comments. There's **guidance** on using the annotated CRL which you should read first
- details about obtaining **ASYE certification** can be found here
- there are **links to templates for the RSPA and the CRL** here including an evidence log.

Self audit checklist

- Do you have enough information about what is expected from your final assessment decision? Who should you contact if you have any questions or concerns?
- Do you have enough information about your local internal moderation process? Who should you contact if you have any questions or concerns about an assessment decision?
- Could you any attend local events where ASYE assessors can learn from each other to construct consistent assessment decisions? Are there any other ways in which you can gain support in order to improve the quality of your assessment decisions?