

**The critical reflection log**

**To be completed by the NQSW**

**Completing the critical reflection log**

Responsibility for the completion of the critical reflection log rests with the newly qualified social worker. It should be shared with the assessor during supervision sessions and at the review points.

Completing all sections of this template electronically will assist internal and external moderation processes.

Guidance to help you complete this log is included within text boxes. The text will disappear when you start typing your answer. The text boxes will expand as you type in them.

[Click here](http://www.skillsforcare.org.uk/Documents/Learning-and-development/ASYE-adults/Completing-the-CRL.pdf) to download a supporting document, which includes all of the relevant guidance you will need to complete this template. You are advised to read this in full before starting.

**The Assessed and Supported Year in Employment in child adult social work**

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

Part 1 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.

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| **Consider your learning needs for the next three months and over the course of the year.** |
| This text will disappear once you start typing. Please refer to the guidance document for more information.  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.** |
| This text will disappear once you start typing. Please refer to the guidance document for more information.  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?** |
| This text will disappear once you start typing. Please refer to the guidance document for more information. 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. 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 Skills for Care website, www.skillsforcare.org.uk/asye  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. Practice documentation - Identify the areas of recording and report writing that you need to develop. |

**Initial professional development plan the first three months**

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| **Period covered** |  | | | | |
| **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?** |
| This text will disappear once you start typing.  Please refer to the guidance document for more information 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. “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.” Knowledge and Skills Statement (Adults) 2015. |  |  |  |  | This text will disappear once you start typing.  As the learning outcomes are achieved and recorded this section will assist you in writing  and providing evidence for part 2 of the critical reflection log. |

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

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

The log, plus practice evidence, including feedback 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.

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| **Taking into account all of 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)** |
| This text will disappear once you start typing. Please refer to the guidance document for more information.  You may find it useful to consider: 1. The issues and challenges that you have faced in your professional decision-making so far and the ways in which you have you addressed these. 2. Reflect on the ways in which your practice has been influenced as a result and identify the evidence that supports this. 3. 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. 4. The application of the identified piece of legislation and how has this influenced your practice. 5. 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.  In reflecting on your on-going learning needs it may be helpful to consider: 1. Identification of the application of another piece of legislation. 2. Development needs in relation to knowledge theory and methods. 3. Updating your plan for collecting feedback from people in need of care and support and other professionals. 4. Identification of suitable practice situations for direct observation. 5. Further development of skills in recording and report writing. |

**Professional development plan three-six months**

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| **Period covered** |  | | | | |
| **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?** |
| This text will disappear once you start typing. Please refer to the guidance document for more information 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. |  |  |  |  |  |
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To address areas noted by assessor in the three month review as well as areas identified in this document.

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

The log, plus practice evidence, including feedback 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.

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| **Taking into account all of 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)** |
| This text will disappear once you start typing. Please refer to the guidance document for more information.  You may find it useful to consider: 1. The issues and challenges that you have faced in your professional decision-making so far and the ways in which you have you addressed these. 2. Reflect on the ways in which your practice has been influenced as a result and identify the evidence that supports this. 3. 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. 4. The application of the identified piece of legislation and how has this influenced your practice. 5. 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.  In reflecting on your on-going learning needs it may be helpful to consider: 1. Identification of the application of another piece of legislation. 2. Development needs in relation to knowledge theory and methods. 3. Updating your plan for collecting feedback from people in need of care and support and other professionals. 4. Identification of suitable practice situations for direct observation. 5. Further development of skills in recording and report writing. |

**Professional development plan six-twelve months**

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| **Period covered** |  | | | | |
| **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?** |
| This text will disappear once you start typing. Please refer to the guidance document for more information 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. |  |  |  |  |  |
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To address areas noted by assessor at the six month review as well as areas identified in this document.

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

This log plus practice evidence, including feedback from people in need of care and support, undertaken and received in this period, to be submitted to the assessor in advance of the final review meeting.

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| **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)** |
| This text will disappear once you start typing. Please refer to the guidance document for more information.  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)** |
| This text will disappear once you start typing. Please refer to the guidance document for more information.  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?** |
| This text will disappear once you start typing. Please refer to the guidance document for more information.  Consider the ways in which you will: 1. Address any development areas in your PDP at the end of the ASYE. 2. Continue to develop your professional decision – making. 3. Continue to seek and learn from feedback to inform your professional development as a social worker. |

**Professional development plan end of ASYE/social worker**

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

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| **Period covered** |  | | | | |
| **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?** |
| This text will disappear once you start typing. Please refer to the guidance document for more information 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. |  |  |  |  |  |
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**The Assessed and Supported Year in Employment in adult social work**

**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.

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| **Name of NQSW** |  |
| **Name and role of observer** |  |
| **Date and setting**  **of observation** |  |

**Part 1: NQSW completes boxes one and two before observation**

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| **1. Brief background to observed contact between yourself and those in need of care and support.** |
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| **2. Planning for intervention** |
| This text will disappear once you start typing. Please refer to the guidance document for more information.   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. 1. 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. 2. 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. 3. 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. |

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

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| **3. Reflections on the observed practice** |
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**NQSW completes box four after reading the observer’s report.**

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| **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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| **NQSW signature** |  |
| **Date** |  |

**Part 2: Observer completes after the direct observation**

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| **5. Holistic assessment of the candidate’s capability demonstrated in the direct observation of practice (up to 500 words)** |
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**Observer completes after the direct observation**

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| **Action plan following the direct observation**  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? |
| This text will disappear once you start typing. Please refer to the guidance document for more information.  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)** |
| This text will disappear once you start typing. Please refer to the guidance document for more information.  Seeking feedback from the person in need of care and support in this situation should have been considered in the critical reflection log. 1. 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) 2. 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. 3. 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. 4. 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. |

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| **Observer’s signature** |  |
| **Date** |  |

**The Assessed and Supported Year in Employment in adult social work**

**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.**

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| **NQSW** |  |
| **Name and role of observer** |  |
| **Date and setting**  **of observation** |  |

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| **Based on your observation of the NQSW’s practice:**   * Did the NQSW achieve the desired outcomes for the intervention? * What strengths were identified? * Please make suggestions about areas for further development which could be included in the NQSW’s professional development planning. |
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| **Observer’s signature** |  |
| **Date** |  |

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

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| **Reflections on practice** |
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| **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?** |
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| **NQSW’s signature** |  |
| **Date** |  |

**Professional documentation**

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

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| **Three month review** | **Professional documentation** | **Areas for development** |
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| **Six month review** | **Professional documentation** | **Areas for development** |
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| **Final assessment** | **Professional documentation** | **Areas for development** |
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| **Pass/Fail** |  | |

**Guidance note**

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 judgement 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.

**Appendix 1 - Optional template to support nine month review (nine - twelve months)**

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| **Taking into account all of 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)** |
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**Professional development plan nine-twelve months (optional)**

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

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| **Period covered** |  | | | | |
| **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?** |
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