Logo, company name

Description automatically generated**Assessed and Supported Year in Employment (ASYE)**

**Verification of professional documentation (work products)**

**(for three month review)**

**To be completed by the NQSW and the ASYE assessor**

**Guidance**

* **A minimum** of one work product by the NQSW (or more than one if required by the organisation) to be made available to their assessor prior to each review
  + A **‘work product’** is a professional document completed by the NQSW. Examples includean assessment, acare plan, a report for an internal or external body, a set of case recordings
  + By the end of the ASYE programme there should be an example of at least one report which has been written for an external body (e.g. court or panel) or an internal multi-disciplinary meeting at which professionals external to the organisation are represented (e.g. a case conference report or a report for a best interests meeting)
* The work products must provide evidence of a reasoned judgement the NQSW has made.
* The NQSW must ensure that the work products referred to are those that have not already been amended by their line manager or any other person.
* Work products themselves do **not** have to be anonymised as the **work products do not form part of the portfolio**. These products do not need to be printed, stored, or transferred anywhere else, and should not leave the employer’s secure system(s).

**ASYE assessor:**

* While the focus of the assessment is on the NQSW’s recording capabilities (set out below), it is also an opportunity for the assessor to record any other PQS (KSS) and PCF capabilities evidenced by the NQSW in their work product.
* Key recording capabilities are:
* the application of agency format and agency ‘deadlines’ for the production of work products
* demonstrating an understanding and application of the legislative framework
* representing the views of the person drawing on care and support so that they are heard and taken seriously
* appropriately recording the decision-making process, including:
* separating fact and opinion
* identifying biases and assumptions
* demonstrating critical thinking and analysis
* providing a justification for the decision
* demonstrating a good standard of English grammar, including good sentence structure, is clear and concise and demonstrates good spelling.
* Record areas of development which the NQSW should transfer to their next PDP
* Consider referencing the evidence in this documentation when writing their review reports.

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| **Description of work product**  Completed by NQSW |
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| **What are the strengths of the recording?**  Completed by ASYE assessor |
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| **Areas for development for the NQSW’s next PDP**  Completed by ASYE assessor |
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| **Assessor signature** |  |
| **Date** |  |

| **NQSW’s reflection on ASYE assessor feedback**  This feedback should inform your next PDP.  (Please describe what strengths and learning needs have been identified and how you will address these) |
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| **NQSW signature** |  |
| **Date** |  |