**Assessed and Supported Year in Employment (ASYE)**

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

**(for three-month foundational review)**

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

**Guidance**

* **A minimum** of one work product by the NQSW to be made available to their assessor/line manager 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 external report which has gone to an internal/external panel or body
* 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 don’t need to be printed, stored, or transferred anywhere else, and should not leave the employer’s secure system(s).

**ASYE assessor/line manager should:**

* + Assess the work products against PQS (KSS) and PCF
	+ 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

|  |  |  |
| --- | --- | --- |
| **Description of work product**Completed by NQSW | **What are the strengths of the recording?**Completed by ASYE assessor/line manager | **Areas for development****for the NQSW’s next PDP**Completed by ASYE assessor/line manager |
|   |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Assessor/line manager signature** |  |
| **Date** |  |

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

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