Logo, company name

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

**Professional documentation (work products)**

**(for interim/six month 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:**

* + Assesses 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

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