Logo, company name

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

**Progressive development meeting**

**(for nine month stage**)

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

This meeting will support the NQSW to update their nine months to end of ASYE PDP. It should cover the NQSW’s progressive development, specifically focussing on the six to nine month stage of their ASYE. This meeting should also agree the NQSW’s learning objectives for the last three months of their ASYE.

This template can be completed in bullet form or in full paragraphs. If concerns are identified, please use the action plan to record these concerns and how the learning objectives can be met by the final review.

**Part 1: Attendees**

|  |  |
| --- | --- |
| **Date of meeting** |  |
| **Name of attendees:** | |
| **NQSW** |  |
| **ASYE assessor** |  |
| **Line manager (if applicable)** |  |
| **ASYE co-ordinator (if applicable)** |  |
| **Others (e.g. HR)** |  |

**Part 2: Record of meeting – to be completed by the NQSW in consultation with the ASYE assessor**

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| **Please record the main points (strengths and areas of development/learning needs) covered in this meeting and use this information to complete your final PDP.** |
|  |

**Part 3: ASYE progress**

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| **Is the NQSW on track to pass their ASYE?**  **Yes/No**  **If No, please give details** |
|  |

**Part 4: NQSW signature**

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

**Part 5: ASYE assessor completes after this progressive development meeting**

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| **Have areas of the NQSW’s development/learning needs been transferred to the NQSW’s final PDP?**  **Yes/No**  **If No, please give further details** |
|  |

**Part 6: ASYE assessor signature**

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| --- | --- |
| **ASYE assessor signature** |  |
| **Date** |  |

**Part 7: Nine-month action plan (if required)**

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| --- | --- | --- | --- |
| **Issue** | **Action** | **By whom** | **By when** |
|  |  |  |  |
|  |  |  |  |