# ASYE Planning

Overview

This planner will help you to manage the ASYE requirements. Please make sure you book and use your protected time to achieve your development plan, complete your Critical Reflection Log, and develop a regular habit of reading and research.

You will often start your programme with more than three months before your ASYE review. Start off with good habits whilst you have a bit of extra time and it will be easier when your caseload starts to get busy.

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|  | ASYE Programme | NQSW | Line Manager | PDA |
| PreASYE | Initial ASYE meeting | Complete part 1 of CRL |  |  |
| Month 1 |  | Check agreement and 0-3m plan  Book all ASYE dates in Outlook  Start work on Professional Development Plan  Request feedback  Start KSS self-assessment | Check agreement and 0-3m plan  See supervision checklist  Initial KSS assessment | Write up S & A Agreement and 0-3 month plan  1:1 with NQSW |
| Month 2 |  | **Direct Observation**  **Professional documents in CRL**  **Feedback in CRL** | Direct observation including service user feedback |  |
| Month 3 | 0-3 Month Review & Submission | Update CRL and send to line manager & PDA  Review KSS in Supervision  3 way review  Check PDA’s record of meeting  **Update and Check CRL and RoSPA and submit** | Review KSS in Supervision  Read CRL  3 way review  Check record of meeting | 1:1 with NQSW  Read CRL & feedback  3 way review  Write up & send  Amend as required |
| Month 4 | Internal ASYE Moderation Panel | Start work on Professional Development Plan  **Critical Reflection**  Request feedback  Review ASYE panel feedback | Review ASYE panel feedback | Review ASYE panel feedback |
| Month 5 |  | **Direct Observation**  **Professional documents in CRL**  **Feedback in CRL** | Direct observation including service user feedback | 1:1 with NQSW |
| Month 6 | 3-6 Month Review & Submission | Update CRL and send to line manager & PDA  Review KSS in Supervision  3 way review  Check PDA’s record of meeting  **Update and Check CRL and RoSPA and submit** | Review KSS in Supervision  Read CRL  3 way review  Check record of meeting | Read CRL & feedback  3 way review  Write up & send  Amend as required |

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|  | ASYE Programme | NQSW | Line Manager | PDA |
| Month 7 | Internal ASYE Moderation Panel | Start Work on Professional Development Plan  Review ASYE panel feedback | Review ASYE panel feedback | Review ASYE panel feedback  1:1 with NQSW |
| Month 8 |  | Request feedback |  |  |
| Month 9 | (Interim Review & Submission, if needed) | **Critical Reflection** |  | 1:1 with NQSW |
| Month 10 |  | **Direct Observation** | Direct Observation |  |
| Month 11 |  | **Professional documents in CRL**  **Feedback in CRL** |  | 1:1 with NQSW |
| Month 12 | 6-12 Month Review & Submission | Update CRL and send to line manager & PDA  Review KSS in Supervision  3 way review  Check PDA’s record of meeting  **Update and Check CRL and RoSPA and submit** | Review KSS in Supervision  Read CRL  3 way review  Check record of meeting | Read CRL & feedback  3 way review  Write up & send  Amend as required |
| Month 13 | Internal ASYE Moderation Panel | Review ASYE panel feedback  Give feedback to ASYE coordinator | Review ASYE panel feedback | Review ASYE panel feedback |

# Checklists

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| NQSW – ASYE Checklist for protected time | Line Manager and PDA - ASYE Supervision Checklist | Abbreviations Explained |
| 1. Work on Professional Development Plan 2. Update KSS self-assessment 3. Work on CRL    1. Critical Reflection    2. Direct Observation    3. Professional feedback    4. Service user feedback    5. Written documents    6. Update supervision and protected time 4. Prepare for supervision - critical reflection on at least one case. | 1. Wellbeing and resilience 2. Appropriate caseload – number, learning and complexity 3. Use of protected time – should fit with PDP 4. Critical reflection on at least one case – link to KSS 5. Update KSS self-assessment 6. Check on progress with portfolio    1. Critical Reflection    2. Direct Observation    3. Professional feedback    4. Service user feedback    5. Written documents.   Before each review (0-3, 3-6, 6-12 or interim)   1. Thorough review of cases 2. Update KSS self-assessment | ASYE: Assessed and supported Year in Employment  NQSW: Newly qualified social worker  PDA: Professional development advisor  CRL: Critical Reflection Log  RoSPA: Record of Support and Assessment  KSS: Knowledge and Skills Statements |