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**South Gloucestershire Council**

Assessed and Supported Year in Employment for

Newly Qualified Social Workers

in Child and Family Social Work

**The record of support and progressive assessment**

**To be completed by the ASYE assessor**

**Development Advisor**

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| **The record of support and progressive assessment**  **<<Insert Name Here>>**  **To be completed by the ASYE Assessor and the**  **Professional Development Advisor** |

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**Completing the record of support and progressive assessment**

Responsibility for the overview of the whole assessment process lies with the assessor who will in most cases be the NQSW’s line manager. Review meetings will be facilitated, supported and recorded in this template by the Professional Development Advisor (PDA).

The record of support and progressive assessment and (separate document) the critical reflection log should be circulated between the NQSW, the assessor and the PDA ahead of review meetings to allow time for all to read and feedback if necessary. We recommend two weeks before the meeting.

We suggest that dates are planned to take into account ASYE Panel Submission dates.

To calculate your dates you need to work backwards from proposed panel submission dates. Example:

Date for panel submission: 21 April 2015

Date of meeting: 14 April 2015

Date for record of support and progressive assessment and critical reflection log to be circulated: 31 March 2015

Completing all sections of this template electronically will assist internal and external moderation processes.

Guidance to help you complete this log is included within text boxes. The text will disappear when you start typing your answer. The text boxes will expand as you type in them.

[Click here](http://www.skillsforcare.org.uk/Document-library/Social-work/ASYE-framework-2015/Record-of-support-and-progressive-assessment-online-version.pdf) to download supporting guidance to help you complete this template. You are advised to read this in full before starting to complete this template.

**Submitting to ASYE Panel**

The record of support and progressive assessment and the critical reflection log should be submitted to the ASYE panel at three, six and twelve months. The panel may also request a nine month submission. Dates for the panel are published in advance.

The NQSW should email the record of support and progressive assessment and the critical reflection log to the ASYE coordinator by 12.00 on the submission date.

It is important that you meet all submission deadlines. You need to let the ASYE coordinator know if you anticipate problems in doing this, so that we can look at whether additional support is needed to help you to meet the ASYE requirements.

**The assessed and supported year in employment in children and family services**

**Record of support and progressive assessment**

**Part 1: Beginning the ASYE**

**Support and assessment agreement**

The NQSW should submit part one of the critical reflection log for scrutiny before the support and assessment agreement meeting. It may be helpful to agree a date for this submission when setting the date for the meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of newly qualified social worker** |  | | |
| **HCPC registration number** |  | | |
| **Employer** | South Gloucestershire Council | | |
| **Name of line manager/supervisor** |  | | |
| **Name of professional development advisor** |  | | |
| **Name of assessor**  **(if different from line manager)** |  | | |
| **Name of ASYE programme coordinator (if appropriate)** | Siân Smith | | |
| **Name and role of others present at the support and assessment agreement meeting** |  | | |
| **Date of support and assessment agreement meeting** |  | | |
| **Date ASYE commenced** |  | | |
|  | **Date to circulate records** | **Date for Meeting** | **Date for Submission** |
| **Date set for three month review** |  |  |  |
| **Date set for six month review** |  |  |  |
| **Date for final review** |  |  |  |
| **Date set if additional nine month review is required** |  |  |  |
| **Date of the internal moderation panel when the final assessment outcome will be confirmed** |  | | |
| **NQSW background and context**  Please refer to the guidance document for more information This section to be completed at the initial meeting to provide further information relevant to the NQSW:  1. previous experience  2. previous work/placement in agency  3. final placement report/HEI transcript  4. any special needs and circumstances  5. any special organisational circumstances that may affect the ASYE year  6. contracted working hours |  | | |

**1. Supervision**

|  |  |
| --- | --- |
| **Supervision will be provided by** |  |
| **Refer to Standards for Employers of Social Workers in England for Guidance. Supervision sessions will be as follows:** | |
| **What will supervision include?**  Please refer to the guidance document for more information Core elements to be included:  1. review of caseload and workload allocation  2. critical reflection  3. addressing development needs  4. ASYE assessment. |  |
| **Supervision agreement**  Please refer to the guidance document for more information If there is an additional supervision agreement between the assessor and NQSW, this can be inserted here. If there are both an assessor and line manager/ supervisor, the roles and responsibilities should be clearly outlined here. Arrangements for deputising in the event of the assessor or supervisor’s absence |  |

**2. Workload management**

NQSWs will have their workload protected at 90% of the normal expectation for a Social worker in that team.

|  |  |
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| **How will workload be agreed and   allocated?**  Please refer to the guidance document for more information This section is likely to include:   1. how work will be selected and allocated 2. what level and type of work is suitable for NQSW 3. how workload will be monitored and reviewed etc. 4. how decisions will be taken about the allocation of increasingly complex work. |  |

**3. Protected development time**

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| **How will the 10% professional development time be allocated and utilised? (10% equates to 0.5 day per week or 2 days per month).** | Protected time should be used to develop the habit of regular research and reading to support the NQSW with their case work and to meet the programme requirements. This should include work on the ASYE critical reflection log and ASYE activities, such as NQSW groups and 1:1 Professional Development sessions. |

**4. Requirements and responsibilities**

Requirements and responsibilities may be pre-populated in line with ASYE scheme:

|  |  |
| --- | --- |
| **The NQSW is required to** | 1. Complete the learning activities set out in the professional development plans. 2. Complete the Critical Reflection Log as set out and submit in time for the review meetings as set out in Part 1. 3. Maintain the record of Protected Time taken as set out in Section 3 above. 4. Make pro-active use of supervision and professional development sessions, including preparing to critically reflect on at least one case at each session. 5. Attend reviews as set out in Part 1. |
| **The assessor is required to** | 1. Provide appropriate management of NQSW’s workload and selection of cases, or liaison with line manager if not in a position to do so. 2. Provide reflective supervision on at least one case or experience at each session. 3. Undertake holistic assessment of NQSW 4. Provide progressive feedback and assessment. 5. Notify the ASYE programme coordinator of any concerns regarding practice or performance. |
| **If different, the line manager/**  **supervisor is required to** | 1. Oversee management of NQSW’s workload and integration into team 2. As appropriate, liaison with assessor regarding   workload and selection of cases   1. Contribute to holistic assessment of NQSW 2. Contribute to progressive feedback and assessment.   5. Notify the ASYE programme coordinator of any concerns regarding practice or performance. |
| **The professional development advisor is required to** | 1. Facilitate initial meeting and reviews. 2. Record meetings and reviews using this template and circulate within five working days of each meeting to enable any amendments to be made prior to submission to panel. 3. Provide 1:1 session every two months for external supervision, support & learning. Also to monitor progress on the critical reflection log including the development plan. 4. Provide notes of 1:1 sessions, within 5 working days, to NQSW and assessor. 5. Liaise with assessor or line manager as appropriate. 6. Notify the ASYE programme coordinator of any concerns regarding practice or performance. |
| **The ASYE programme coordinator is required to** | 1. Ensure that the NQSW and assessor are briefed on the requirements of the programme. 2. Provide support to assessor and NQSW in the event of difficulties 3. Manage quality assurance processes internally and regionally 4. Co-ordinate ASYE scheme 5. Provide a link with wider organisational policies, including HR. |

**5. Assessment, review and quality assurance**

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| **How will ASYE reviews and assessment be linked to employer’s probation and appraisal processes?** | Newly Qualified Social Workers (NQSWs) are required to undertake the Assessed and Supported Year in Employment (ASYE) programme with South Gloucestershire Council. Completion of the ASYE is required for all NQSWs who have qualified since June 2012.  The time period for the completion of both the probationary period and the ASYE programme is to be agreed at the initial ASYE programme meeting.  During the probationary period the NQSW’s appointment will be terminable on one week’s written notice on either side (during the first 6 months of employment) subject to any longer period of notice under the Employment Protection legislation. The notice period will increase to 1 month’s written notice on either side following 6 months of service.  When confirmation is received that the NQSW has successfully completed the ASYE programme, they will receive written confirmation of their post on a permanent basis. |
| **What are the contractual implications of failure to complete, or failure of,**  **the ASYE year?** | Failure to satisfactorily complete the ASYE programme will mean that the NQSW will be unable to satisfactorily complete their probationary period and therefore will no longer be eligible to be employed as a Social Worker for South Gloucestershire Council. |
| **What arrangement does the employer use internally and externally (e.g. in partnerships etc.) to quality assure assessment?** | The South Glos ASYE panel meets four times a year to verify assessment decisions. Members of the panel include:   * operational service managers * the two Principal Social Workers * the ASYE coordinator * any voluntary or independent sector employers who have a social worker currently undertaking their ASYE with South Glos   Prior to panel all submissions are read by the ASYE coordinator and second read by the two Principal Social Workers. An internal moderation report will be provided to the panel. This may be updated by the panel and will then go to the NQSW, assessor and PDA.  The Top South West (employers) Partnership meet twice a year to moderate 10% of all submissions plus all borderline passes and all fails. The panel includes representatives from local universities.  Skills for Care facilitate a panel of national employers to moderate 3% of all ASYE submissions nationally. |
| **How will the employer and NQSW deal with any disagreements over decisions?** | Disagreements over decisions should be referred to the ASYE programme coordinator, who will meet with the NQSW, line manager and team manager to review. If this does not resolve the disagreement then we will refer to our HR Casework and Change team. Please see *MyHR* for policies and procedures.  Any information that becomes available in the future from TCSW, Skills for Care or the HCPC (registration body) on processes for appeals and complaints will be incorporated into the programme. |
| **How is successful completion of**  **ASYE recognised by the employer?** | South Gloucestershire Council will inform The College of Social Work of successful completion of the programme. They will issue a certificate, which we will present to the NQSW, normally at a team meeting. They will also be invited to attend the annual South Glos Awards and Achievements Presentation. |

**6. Additional considerations**

|  |  |
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| **Have any reasonable adjustments been agreed to the arrangements due to the NQSW having a medical condition, disability, or specific learning need?**  Please refer to the guidance document for more information If the NQSW agrees it may be appropriate to view relevant assessment reports, in order to ensure that the available support is reflective of the NQSW’s needs. |  |
| **Have any other factors been identified that may affect the progress of the NQSW?**  Please refer to the guidance document for more information For example: A delay in starting the ASYE or carer responsibilities. |  |

**7. Record of discussions re expectations of NQSW**

|  |  |
| --- | --- |
| **Taking into account the NQSW’s context and previous experience, what areas should the NQSW address in their initial PDP?**  Please refer to the guidance document for more information The PDP is confirmed as a result of the discussion relating to this section. |  |
| **Have you discussed the expectations**  **of the critical reflection log?**  Please refer to the guidance document for more information Any comments, issues or concerns should be recorded here. |  |
| **Deadlines agreed for circulation of record of support and progressive assessment and critical reflection log, in advance of the review meetings** | |
| **Three month review** |  |
| **Six month review** |  |
| **Final review** |  |

**Declarations and signatures**

|  |  |  |
| --- | --- | --- |
| **NQSW name** |  | |
| I have read and understood my role and responsibilities and commit to fulfilling them. I confirm  the arrangements set out in this agreement. | | |
| **Signature** | |  |
| **Date** | |  |

|  |  |  |
| --- | --- | --- |
| **ASYE assessor name** |  | |
| I understand my role and responsibilities as an assessor and commit to fulfilling these. I confirm  the arrangements set out in this agreement. | | |
| **Signature** | |  |
| **Date** | |  |

|  |  |  |
| --- | --- | --- |
| **NQSWs line manager** | If not the assessor | |
| I have read the support and assessment agreement and will support the assessor with their role and provide any supporting documents for the review meetings to inform the holistic | | |
| **Signature** | |  |
| **Date** | |  |

|  |  |
| --- | --- |
| **PDA name** |  |
| I understand my role and responsibilities as PDA and commit to fulfilling these. I will facilitate, support and promptly record review meetings. | |
| **Signature** |  |
| **Date** |  |

**Part 2: The first three months (review of progress and interim assessment at**

**three months)**

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| **Date of review** |  |
| **Name of attendees** | |
| **Assessor** |  |
| **NQSW** |  |
| **PDA** |  |
| **Line manager (if applicable)** |  |
| **Other e.g. HR, ASYE coordinator**  **(if applicable)** |  |
| **Context**  Since the beginning of the programme, have there been any changes that may have impacted on the NQSW’s progress?  Please refer to the guidance document for more information. This section is likely to include:   1. organisational or individual issues that might impact on the ASYE year 2. changes or updates needed to the support and assessment agreement 3. changes to the arrangements for supervision, workload relief or professional development time that were agreed in the support and assessment agreement 4. dates needed to the support and assessment agreement 5. changes to the arrangements for supervision, workload relief or professional development | |
|  | |
| **Review of NQSW’s progressive development**  Please refer to the guidance document for more information Refer to the evidence submitted by the NQSW in part 2 of their critical reflection log and discussions in supervision. | |
|  | |
| **Progressive assessment**  Please refer to the guidance document for more information This involves an overall professional judgement of capability at ASYE level, taking into account the **PCF and Knowledge and Skills Statements.** Identify strengths and progression.   1. Check overall progress against the holistic assessment outcomes page 1. 2. Refer to the PDP, how far have the identified learning outcomes been realised and is this reflected in the log. 3. Refer to practice evidence to support your interim assessment judgements. 4. The assessor should be mindful that their assessment judgment is accurate, valid, robust and sufficient - refer to Critical reflection and holistic assessment. | |
|  | |
| **Areas for development and focus for next PDP three - six**  Please refer to the guidance document for more information Identify areas for further development. Use the Knowledge and Skills statement to audit knowledge and skills, use the PCF to identify gaps, areas for development and detail of the level required. | |
|  | |

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| **Additional comments to inform the three month review from line manager and/or ASYE**  **coordinator if applicable.**  Please refer to the guidance document for more information Please comment on:  1. the NQSW’s overall progress  2. any issues relating to support and supervision  3. any performance issues. | | | |
|  | | | |
|  | **Yes** | **No** | **N/A** |
| **Is the NQSW’s progress satisfactory at this stage?** |  |  |  |
| **If no, have concerns been addressed in the next PDP and/or action plan?** |  |  |  |
| **Are there any issues that affect the probation of the NQSW? (i.e. conduct, attendance, ability to fulfill role?)** |  |  |  |
| **If yes, has HR been notified?** |  |  |  |
| **NQSW’s comments on the three month review** | | | |
|  | | | |
| **Feedback from ASYE panel** | | | |
|  | | | |

**Declarations and signatures**

|  |  |  |
| --- | --- | --- |
| **NQSW name** |  | |
| I have read and understood this review. | | |
| **Signature** | |  |
| **Date** | |  |

|  |  |
| --- | --- |
| **ASYE assessor name** |  |
| I confirm my assessment at this review | |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Other (give role)** | |
| **Name** |  |
| I have read this assessment and endorse it. | |
| **Signature** |  |
| **Date** |  |

**Part 3: Three – six months (Review of progress and interim assessment at six months)**

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| --- | --- |
| **Date of review** |  |
| **Name of attendees** | |
| **Assessor** |  |
| **NQSW** |  |
| **Line manager (if applicable)** |  |
| **PDA** |  |
| **Other e.g. HR, ASYE coordinator** **(if applicable)** |  |
| **Context**  Since the last review have there been any changes that may have impacted on the NQSW’s progress?  Please refer to the guidance document for more information. This is likely to include:  1. organisational or individual issues that might impact on the ASYE year  2. changes or updates needed to the support and assessment agreement  3. changes to the arrangements for supervision, workload relief or professional development time that were agreed in the support and assessment agreement  4. dates needed to the support and assessment agreement  5. changes to the arrangements for supervision, workload relief or professional development. | |
|  | |
| **Review of NQSW’s progressive development**  Please refer to the guidance document for more information Refer to the evidence submitted by the NQSW in part 2 of their critical reflection log and discussions in supervision. | |
|  | |
| **Progressive assessment**  Please refer to the guidance document for more information This involves an overall professional judgement of capability at ASYE level, taking into account the **PCF and Knowledge and Skills Statements**. Identify strengths and progression.  1. Check overall progress against the holistic assessment outcomes page 1.  2. Refer to the PDP, how far have the identified learning outcomes been realised and is this reflected in the log.  3. Refer to practice evidence to support your interim assessment judgements.  4. The assessor should be mindful that their assessment judgment is accurate, valid robust and sufficient - refer to Critical reflection and holistic assessment. | |
|  | |
| **Areas for development and focus for next PDP six-twelve months**  This text will disappear once you start typing. Please refer to the guidance document for more information Identify areas for further development. Use the Knowledge and Skills statement to audit knowledge and skills, use the PCF to identify gaps, areas for development and detail of the level required. | |
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| --- | --- | --- | --- |
| **Additional comments to inform the six month review from line manager and/or ASYE coordinator if applicable.**  Please refer to the guidance document for more information Please comment on:  1. the NQSW’s overall progress  2. any issues relating to support and supervision  3. any performance issues. | | | |
|  | | | |
|  | **Yes** | **No** | **N/A** |
| **Is the NQSW’s progress satisfactory at this stage?** |  |  |  |
| **If no, have concerns been addressed in the next PDP and/or action plan?** |  |  |  |
| **Are there any issues that affect the probation of the NQSW? (i.e. conduct, attendance, ability to fulfil role?)** |  |  |  |
| **If yes, has HR been notified?** |  |  |  |
| **NQSW’s comments on six month review** | | | |
|  | | | |
| **Feedback from ASYE Panel** | | | |
|  | | | |

**Declarations and signatures**

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| --- | --- | --- |
| **NQSW name** |  | |
| I have read and understood this review. | | |
| **Signature** | |  |
| **Date** | |  |

|  |  |
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| **ASYE assessor name** |  |
| I confirm my assessment at this review. | |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Other (give role)** | |
| **Name** |  |
| I have read this assessment and endorse it. | |
| **Signature** |  |
| **Date** |  |

**Part 4: Six – twelve months (final review and assessment including**

**recommendation of assessment decision)**

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| **Date of review** |  |
| **Name of attendees** | |
| **Assessor** |  |
| **NQSW** |  |
| **Line manager (if applicable)** |  |
| **PDA** |  |
| **Other is applicable** **(HR, ASYE coordinator)** |  |
| **Context**  Since the last review have there been any changes that may have impacted on the NQSW’s progress?  Please refer to the guidance document for more information This may include:  1. any organisational or personal issues that might have impacted on the ASYE year?  2. any changes or updates needed to the support and assessment agreement? | |
|  | |
| **Review of NQSW’s progressive development**  Please refer to the guidance document for more information Refer to the evidence submitted by the NQSW in part 4 of their critical reflection log and discussions in supervision   1. Check overall progress against the holistic assessment outcomes page 1. 2. Refer to the PDP, how far have the identified learning outcomes been realised and is this reflected in the log. 3. Refer to practice evidence to support your interim assessment judgements. 4. The assessor should be mindful that their assessment judgment is accurate, valid, robust and sufficient - refer to the critical reflection and holistic assessment. | |
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| **Has NQSW demonstrated progression and met the Knowledge and Skills Statement standards through the following assessment evidence?** | **Yes** | **No** |
| Critical reflection, as demonstrated through the written piece of work in their critical reflection log |  |  |
| Professional documentation |  |  |
| **In addition has the NQSW:** | | |
| Completed three direct observations? |  |  |
| Obtained at least three pieces of feedback from people in need of care and support? |  |  |
| Obtained at least three pieces of feedback from other professionals? |  |  |
| Completed a PDP for the next stage of their professional development? |  |  |

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| **Final assessment**  Refer to the holistic assessment outcomes in appendix 1, the Knowledge and Skills statements for social workers in adult services and the Professional Capabilities Framework at ASYE level. (Minimum 500 words)  Please refer to the guidance document for more information NQSWs should show progression across the course of the ASYE. Refer to further levels of the PCF where the NQSW is demonstrating capability beyond the ASYE. This should also be evidenced in the critical reflection log. |
|  |
| **Next steps**  What do you assess are the NQSW’s development needs in the next stage of their professional  development and future career? How do you consider these should be addressed in their next PDP as part of the South Glos PDPR? How should they be incorporated into the timescales for  meeting HCPC re-registration requirements?  Please refer to the guidance document for more information The NQSW should incorporate these areas for development in their PDP within part 4 of the critical reflection log. |
|  |
| **Line manager/supervisor’s assessment report**  Overall assessment - Please comment on the NQSW’s overall professional capability   – with reference to the holistic assessment outcomes in appendix 1  Please refer to the guidance document for more information This should be completed when the line manager has not been responsible for providing reflective supervision or final professional assessment. |
|  |
| **Summary of support**  Have there been any issues in the provision of support and reflective supervision, workload relief or professional development time (as identified in the support and assessment agreement and the reviews at three and six months) that may have impacted on the outcome recommendation?  Please refer to the guidance document for more information No / Yes – if yes provide detail. |
|  |
| **Performance management**  Have there been any performance management concerns during the ASYE?  Please refer to the guidance document for more information No / Yes – if yes please summarise. |
|  |
| **Feedback from ASYE Panel** |
|  |

**Declarations and signatures**

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| **NQSW name** |  | |
| I have read and understood this assessment. | | |
| **Signature** | |  |
| **Date** | |  |

|  |  |  |
| --- | --- | --- |
| **ASYE assessor name** |  | |
| I confirm this assessment. | | |
| **Signature** | |  |
| **Date** | |  |

|  |  |  |
| --- | --- | --- |
| **Other (give role)** |  | |
| I have read this assessment and endorse it | | |
| **Signature** | |  |
| **Date** | |  |

|  |  |  |
| --- | --- | --- |
| **ASYE coordinator name:** |  | |
| I have read this assessment and endorse it. | | |
| **Signature** | |  |
| **Date** | |  |

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| --- | --- | --- |
| **Recommendation by the assessor**  This is confirmed through the internal moderation  process | **Yes** | **No** |
| Has the NQSW has passed the ASYE? |  |  |
| If no, are concerns being addressed via HR/capability procedures? Please set out plan below |  |  |
|  | | |
| **NQSW’s comments on final assessment** | | |
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**Appendix 1 - Internal moderation process**

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| The internal moderation process confirms the assessment outcome on behalf of the employer through reviewing and scrutinizing the assessment decisions of individual assessors. This space is provided for the employer to include a statement about the organisation’s internal moderation process. |
| The South Glos ASYE panel meets four times a year to verify assessment decisions. Members of the panel include:   * operational service managers * the two Principal Social Workers * the ASYE coordinator * any voluntary or independent sector employers who have a social worker currently undertaking their ASYE with South Glos   Prior to panel all submissions are read by the ASYE coordinator and second read by the two Principal Social Workers. An internal moderation report will be provided to the panel. This may be updated by the panel and will then go to the NQSW, assessor and PDA.  The Top South West (employers) Partnership meet twice a year to moderate 10% of all submissions plus all borderline passes and all fails. The panel includes representatives from local universities.  Skills for Care facilitate a panel of national employers to moderate 3% of all ASYE submissions nationally. |

**Appendix 2 - Optional template to support nine month review (nine - twelve months)**

**Review of progress and interim assessment at nine – twelve months (optional)**

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| **Date of review** |  |
| **Name of attendees** | |
| **Assessor** |  |
| **NQSW** |  |
| **Line manager (if applicable)** |  |
| **PDA** |  |
| **Other e.g. HR, ASYE coordinator**  **(if applicable)** |  |
| **Context**  Since the last review have there been any changes that may have impacted on the NQSW’s progress? | |
|  | |
| **Review of NQSW’s progressive development** | |
|  | |
| **Progressive assessment** | |
|  | |
| **Areas for development and focus for next PDP nine-twelve months** | |
|  | |

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| --- | --- | --- | --- |
| **Additional comments to inform the nine month review from line manager and/or ASYE**  **coordinator if applicable.** | | | |
|  | | | |
|  | **Yes** | **No** | **N/A** |
| **Is the NQSW’s progress satisfactory at this stage?** |  |  |  |
| **If no, have concerns been addressed in the next PDP and/or action plan?** |  |  |  |
| **Are there any issues that affect the probation of the NQSW? (i.e. conduct, attendance, ability to fulfill role?)** |  |  |  |
| **If yes, has HR been notified?** |  |  |  |
| **NQSW’s comments on nine month review** | | | |
|  | | | |

**Declarations and signatures**

|  |  |  |
| --- | --- | --- |
| **NQSW name** |  | |
| I have read and understood this review. | | |
| **Signature** | |  |
| **Date** | |  |

|  |  |
| --- | --- |
| **ASYE assessor name** |  |
| I confirm my assessment at this review | |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Other (give role)** | |
| **Name** |  |
| I have read this assessment and endorse it. | |
| **Signature** |  |