

# Coventry Adult Social Care Assessed and Supported Year in Employment (ASYE) Handbook



## ● Part 1 How to use this Handbook?

The handbook has been developed to support NQSWs, ASYE assessors, team managers and all those involved in the ASYE Programme, and it is intended to be a tool to ensure all elements of the programme are highlighted and mapped against each stage of the ASYE.

It will explain the following:

- The ASYE framework
- How the ASYE is assessed
- The roles and responsibilities of the NQSW, ASYE Assessor and line manager
- The schedules, expectations, and support for NQSWs and Assessors
- ASYE portfolio requirements/evidence checklist
- The ASYE outcomes

### ASYE Language

Term	
<b>ASYE</b>	Assessed and supported year in employment
<b>NQSW</b>	Newly qualified social worker undertaking their ASYE
<b>PDP</b>	Professional development plan
<b>RoSPA</b>	Record of support and progressive assessment (assessor)
<b>PCF</b>	Professional capabilities framework
<b>KSS</b>	Knowledge and skills statement (adults or children and families)

## ● Part 2 The ASYE

### How it works?

For NQSWs, there is a national framework in place known as the Assessed and Supported Year in Employment (ASYE). The aim of the ASYE is to ensure that NQSWs receive consistent support in their first year of employment, preparing them with the necessary confidence, knowledge and professional identity to become competent social work professionals.

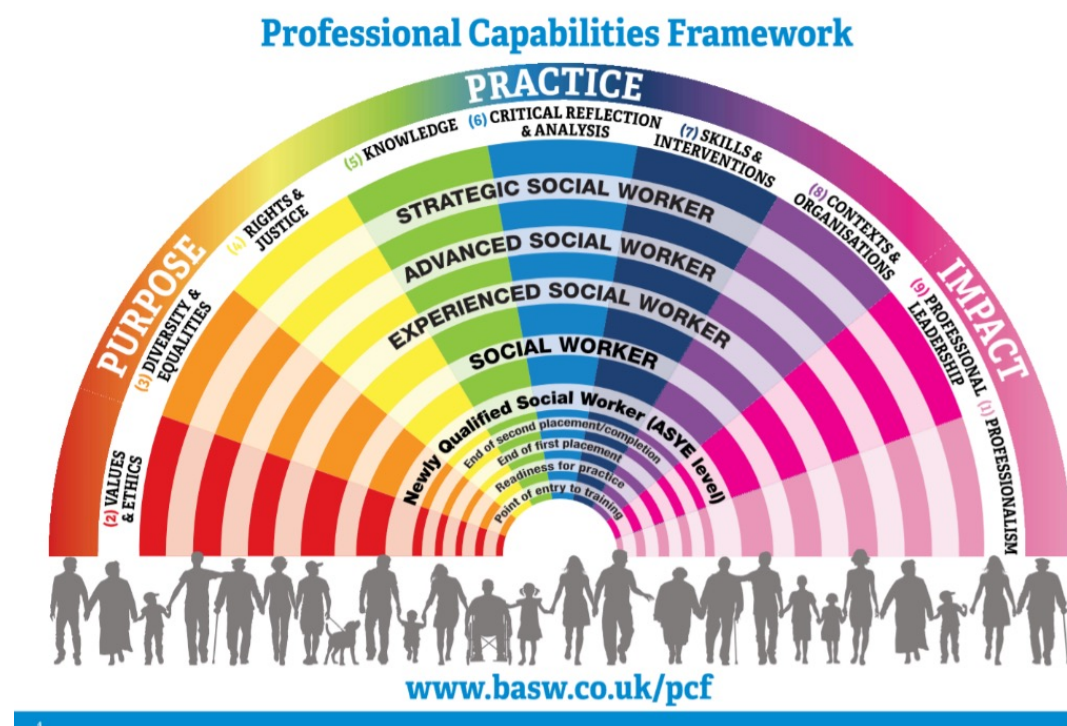
All NQSWs are expected to be appropriately inducted, supervised, trained, and supported throughout their ASYE in order that they develop and excel in their role. The ASYE was one of the 15 recommendations made by the Social Work Task Force in 2009. The ASYE was implemented in 2012 for all NQSWs across all sectors and services including statutory, voluntary and private.

## ● The Indicators

In Coventry completion of the ASYE is an inclusive on the job offer and majority of employers will expect social workers to have successfully completed an ASYE before being considered for employment. The ASYE is a twelve-month, employer-led programme of support and assessment against the Knowledge and Skills Statement (KSS) for social workers in adults or children's services. Participation in the ASYE supports NQSWs to consolidate their degree, learning and develop capability and strengthen their professional confidence in an employment environment.

### PCF and KSS

The Professional Capabilities Framework (PCF) describes knowledge and capabilities for each career stage of a social workers' development, including the ASYE level. The PCF is available from The British Association of Social Workers (BASW).



The Knowledge and Skills Statement (KSS) for social workers in adult services sets out what a social worker should know and be able to do by the end of their ASYE.

# Knowledge and Skills Statement for Social Workers in Adult Services

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1. Statement overview
2. The role of social workers working with adults
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7. Direct work with individuals and families
8. Supervision, critical reflection and analysis
9. Organisational context
10. Professional ethics and leadership
11. Level of capability: social worker working in an adult setting at the end of their first year in employment
12. The national framework for the assessment of social workers at the end of their assessed and supported year in employment

## Roles and Responsibilities

### NQSW

To undertake ASYE and participate fully in the review/assessment and supervision process

To demonstrate and evidence their progressive professional development throughout their first year in practice

To develop professional knowledge and practice within a theoretical and evidence-based framework

To work as a member of the team under the direction of the team manager

To collate all necessary evidence as part of the assessment process

To attend all monthly reflective practice sessions

To attend all sessions in the mandatory training programme

### ASYE Assessor

Ensure the support and assessment arrangements identified are in place for the NQSW

Undertake professional assessment of the NQSW's capability against the PCF and KSS

Record the assessment of the NQSW's progress

Provide a professional recommendation (i.e. pass or fail) which can be used for internal moderation and the final assessment decision

Take account of their own continuing professional development and address their practice in these areas

## Line Manager

To ensure the NQSW receives their entitlement on ASYE, including a 90% caseload and 10% development time

Discuss the NQSW's caseload with the ASYE assessor, but have responsibility for work allocation

To facilitate and/or participate in any additional support that is required for a NQSW failing to make satisfactory progress

To liaise with the Social Work Learning and Development Team as required

## Social Worker

To provide quality assurance of the ASYE assessment process by supporting all parties involved

To attend assessment/review meetings with the NQSW, Assessor and/or Team Manager as and when appropriate

To provide inductions for NQSW's Assessors and Team Managers; to provide training for ASYE Assessors; to facilitate reflective practice groups and training sessions

To attend any review meetings where there are concerns with regards to a NQSW's progress on the ASYE

## ● Part 3 The Assessment

The NQSW will be assessed by an ASYE Assessor, who will be an experienced and qualified social worker. The NQSW will be assessed against the KSS and PCF by using a holistic and strengths-based approach. The ASYE Assessor will use supervision sessions, direct observations, critical reflective pieces, personal development plans, service user and professional feedback and professional documentation to inform their holistic assessment. At the end of the ASYE, the ASYE Assessor makes a professional recommendation about the final assessment decision. The responsibility for deciding whether a NQSW has passed their ASYE lies with the employer of the NQSW. Those who pass will be able to get a certificate from Skills for Care endorsing their pass. The ASYE portfolios are moderated both internally and externally to ensure quality and consistency.

What is the ASYE Assessor looking for?

- That the NQSW has consistently demonstrated proficient practice across a wide range of tasks and roles
- Confident application of the law (e.g. Care Act 2014, Mental Capacity Act 2005) and Person-centred and strengths-based practice
- Progressive development of skills
- Development and confident application of knowledge relevant to the service setting
- Working within organisational requirements
- Increased ability to work autonomously
- Ability to reflect and evaluate



## Paperwork Overview

The NQSW and ASYE Assessor will be required to complete a portfolio across the 12 months, and will consist of the following:

### Support and Assessment Agreement

To be completed at the beginning of the ASYE programme to outline the frequency of supervisions and clarify the assessment process. To then be completed at three, six, nine and twelve-month reviews. The ASYE Assessor is responsible for overseeing the assessment process and completing the agreement/reviews.

### Critical Reflective Pieces

The critical reflective piece shows the ability of the NQSW to reflect on and learn from their practice. It demonstrates that they can make reasoned professional judgments, which reflect on the progressive nature of the assessment process. The NQSW will be required to complete two written pieces - one at 6 months and the other at 12 months.

### Presentation

At the 12 months or final critical reflection (suggested 2000 words) there is a choice of written piece of work, or a presentation related to the NQSW progressive development. This is usually discussed and decided in advance at the 6-month review meeting. The NQSW should choose a piece of work or professional dilemma which demonstrates how their reasoned decision making has progressed during the ASYE year. They must provide a critical analysis of their practice with a focus on the following:

Please consider:

1. The impact of undertaking practice with people who draw on care and support
2. How you have developed strategies to build your emotional resilience and management of self over the course of the ASYE programme
3. Your own values and how they impact on your practice

### Direct Observations

There is a requirement that three Direct Observations should take place across the year, at least two of which should be undertaken by the ASYE Assessor. The NQSW should have the opportunity to reflect and comment on the observer's report as this will provide information/evidence of their progressive development.

### Feedback from other Professionals

There is an expectation that three reports of professional feedback should be sought across the year, they should be from different professionals and professional disciplines for each feedback report.

### Feedback from Service Users or Carers

There is no format/document for this feedback and it's important to find out from your service user or carer how they would like to provide their feedback. It may be a telephone call with your ASYE Assessor/line manager/service user rep; a written note; an e-mail etc. NQSWs should obtain three pieces of this feedback across the year.

### Professional Documentation

The NQSW should provide their ASYE Assessor with three forms of professional documentation across the 12 months. Documentation can include: a number of different reports, case-notes and pieces of direct work with individuals/families to demonstrate development and meeting the KSS and PCF.

## Professional Development Plans (PDP)

The PDP should be completed at the beginning of the ASYE and reviewed at three, six, nine and twelve months. The PDP identifies training needs and links the plan to the PCF and KSS. It is the joint responsibility of the ASYE Assessor and the NQSW to ensure that the PDP is completed and reviewed. The ASYE Assessor is required to ensure that learning is being undertaken and being applied to daily practice. The NQSW should remember to revisit their PDP's and update what the impact on their practice was.

## Portfolio Checklist

Every NQSW and ASYE Assessor will have a copy of the below portfolio checklist, which details documents required for each stage, who is responsible and when documents should be completed by.

<https://www.skillsforcare.org.uk/resources/documents/Regulated-professions/Social-work/ASYE/Adults/Assessment-templates/Adults-assessment-templates.zip>

## Outcomes

The employer is ultimately responsible for the decision about success or failure of the ASYE. The only assessment outcomes employers are allowed to consider are:

- Pass
- Fail
- Deferred

An NQSW must successfully complete each review stage in order to progress to the next review stage.

## Successful Completion of ASYE

The names of the NQSWs who successfully pass the ASYE will be submitted to the relevant accrediting agency, Skills for Care.

## Failure of the ASYE

Where a Fail outcome is endorsed and recorded at an Internal Moderation Panel this will be referred to the relevant directorate senior management team and HR processes may be initiated. The NQSW has the right to appeal against a decision that an assessor has made. However, before deciding to appeal, it is important that the NQSW can discuss the decision with the ASYE Assessor and line manager so that they are clear as to why a certain decision was reached. If still not satisfied, the person can request review of decision by Adults PSW.

## Deferral

The Skills for Care rules on deferral clearly state that it is only in certain extenuating circumstances that an NQSW can be deferred from the ASYE.

Some examples of extenuating circumstances include:

- Maternity leave
- Serious long-term illness
- Bereavement

In these cases, assessment can be deferred for an agreed period.

Unless there are extenuating circumstances, the ASYE cannot be extended. Agreement for the extension of assessment must be verified by the ASYE Co-ordinator, where a candidate's assessment has been deferred, work already completed and assessed by the Assessor can be carried forward.



## Moderation

As of September 2023, Coventry Adults services have joined Coventry Children Services and share one ASYE Internal Moderation Panel. The dates for the panel are set a year in advance and before attending the panel each portfolio will be read and moderated by a qualified social worker. All portfolios are read and assessed with relevant paperwork to complete, and the moderator presents the evidence and either supports a pass or fail.

The Panel is held once a month and comprises of practice educators, ASYE coordinators, team leaders and principle social workers from both Coventry Adults and Coventry Childrens Services. The Panel is currently chaired by an experienced practice educator and ASYE Co-ordinator.

Quality assurance is maintained by identifying common themes particularly any gaps and an action plan on how this will be improved in the overall delivery of the Programme.

Note that portfolios will need to be sent at least 2 weeks in advance of any panel, to allow moderators adequate opportunity to read and complete the marking grid and the Feedback Assessment Form.

The marking grid provides feedback to both the ASYE Assessor and NQSW on the completion of the reports.

An external regional moderation panel is also held to ensure consistency across the ASYE programme. External regional moderation panels are held twice a year to quality assure the programme and are chaired by the senior and experienced Practice Educator. Panel members include the Social Work Learning and Development Lead, ASYE Co-ordinators of different regions. The internal and External moderation panels cannot overturn an ASYE assessor's decision.

## Professional Documentation

During the ASYE year, a newly qualified social worker can move from one local authority or service area to another. Given the consideration of the individual circumstances, the worker may pause and then resume the ASYE Programme following a period of induction.



## ● Part 4 Support

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### **NQSW Support**

The following support is provided to NQSW's on the programme.

- Protected time
- Reduced workload
- Supervision
- Forums (Monthly)
- Training
- Resources including books

### **ASYE Assessor Support**

ASYE Assessors will be provided with the following training, support and development opportunities.

- Assessor Induction
- Development opportunities
- Ongoing support and guidance from the ASYE Co-ordinator

## ● Part 5 Continuing Professional Development (CPD) and Training Programme

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### **NQSW Support**

The following training is mandatory for NQSWs on the 12-month ASYE programme.

Councils Mandatory Training

Health and Safety

Data Protection

Fire Safety and Hazards

West Midlands Adult Safeguarding Procedures

NQSW's also have opportunity to book onto other training opportunities arranged by Adult Services. An annual training programme is available;

<https://www.coventry.gov.uk/adult-social-care-learning-development>

### **Resources**

Coventry ASC has invested in a range of resources such as Care Knowledge, Community Inform and SW Connect, to support all their practitioners, in particular the NQSW's.



## Community Inform

Community Care Inform provides a vast range of learning and development tools and guidance to support social work and social care professionals in your work. The website holds a library of up-to-date, legally compliant resources including practice guides, case law digests, legislation, research reviews, and training activities all of which are accessed virtually. These cover a wide range of subject matters, so no matter your role or the practice guidance you need, you should be able to find a resource to support you.

The fundamental purpose of Community Care Inform is to support your knowledge and decision making, legal literacy and confidence in your practice and save you time. Community Care Inform has resources to suit all different learning styles and lots of the resource take less than 20 minutes to read, watch or listen to, like their podcast series – Learn on the go. These resources cover current areas of practice and are easy for NQSW's to access research and evidence in their ASYE Portfolios. Care Knowledge and Community Care Inform provides a vast range of learning and development tools and guidance to support social work and social care professionals in your work. The website holds a library of up-to-date, legally compliant resources including practice guides, case law digests, legislation, research reviews, and training activities all of which are accessed virtually.

## Care Knowledge

Care Knowledge has a book shelf which offers a range of popular publishers such as Penguin and Critical Publishers. These resources cater for a range of learning preferences such as research articles, podcasts, videos and workshops.

## Social Work Connect

Social Work Connect was launched by Siobhan Maclean from Kirwin Maclean Associates in 2018. Coventry Adult Services have invested in this innovative, valuable resource, thus making learning easily accessible.


This is an excellent learning tool especially if you are one who finds it challenging with applying theory and critical reflection to practice. This learning resource is designed to provide you with that instant guidance and as a critical friend.

There are nine **9 interactive** sections such as:

**The Envelope Activity** This activity encourages the user to provide some key points about a piece of work. Theories and models which may be relevant to the practice are then suggested.

**Critical Reflection** This section provides a range of information about developing both reflective practice and reflective supervision. Different models of reflection are covered, and advice given on reflective writing. Examples of good reflective writing appear.

You can have free access and also make learning and application of theory to practice fun. Contact Ayesha Rahaman [Ayesha.Rahaman@coventry.gov.uk](mailto:Ayesha.Rahaman@coventry.gov.uk)





## ● Appendix 1

### NQSW Support

Useful Resources and Key Contacts

ASYE Templates and Guidance

<https://www.skillsforcare.org.uk/Regulated-professions/Social-work/ASYE/ASYE-templates.aspx>

Professional Capabilities Framework (PCF)

<https://basw.co.uk/training-cpd/professional-capabilities-framework-pcf>

The Knowledge and Skills Statement (KSS) for social workers in adult services

<https://assets.publishing.service.gov.uk/media/5a808324ed915d74e622ee26/KSS.pdf>

