

Dudley's

Assessed and Supported Year of Employment (ASYE) Programme Handbook

2020 / 2021



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1. INTRODUCTION

Welcome to the ASYE programme as a member of Dudley Children's Services.



This programme guide and handbook provides an overview of the main structure of the ASYE programme and important information about assessment and support. You should read this carefully and raise any questions with your nominated ASYE Advanced Practitioner.

This guide and the NQSW programme handbook guide set out the requirements and expectations of the Dudley ASYE scheme in its delivery to you as a Newly Qualified Social Worker. Further information about the national ASYE is available on the internet.

We look forward to working with you and hope that you enjoy your period of learning with us.

**Interim Head of Safeguarding, Practice and Quality Assurance & Principal Social Worker
Dudley Children's Services**

Message from Children's Services Director

I am really pleased to say just a few words about this handbook. All newly qualified professional staff need a helping hand and tools that help them undertake their role more effectively – and social work is no exception. This handbook is one of those tools designed to help you.

The Assessed and Supported Year in Employment (ASYE) is designed to help newly qualified social workers develop their skills, knowledge and capability, and strengthen their professional confidence. It provides them with access to regular and focused support during their first year of employment in social work. Sitting alongside this the handbook is designed to help you achieve your developmental goals so please take advantage of the support, assistance and programmed activity available as it will help you to be even more effective in your role!

All the best over the coming 12 months!

Best wishes

2. GLOSSARY



ASYE – assessed and supported year of employment

ASYE Lead Assessor – person appointed to coordinate the ASYE programme and assess the NQSW. They will be expected to meet regularly with the NQSW, carry out direct observations, assess evidence and complete the final report. The ASYE Lead Assessor will make a recommendation to the moderation panel.

KSS – The Post qualifying Knowledge and Skills Statement for child and family practitioners sets out what a child and family practitioner should be able to do at the end of their ASYE.

Line manager – person responsible for management of the worker, including conduct, development and output.

Moderation Panel – panel of experienced social work registered professionals who will moderate portfolios to ensure that fair, consistent and appropriate assessment decisions are made. The panel will also review individual components of the ASYE process to standardise and quality assure.

NQSW – newly qualified social worker in their *first* qualified and registered social worker role

PCF – Professional Capabilities Framework is an overarching professional standards framework developed by the Social Work Reform Board and owned by the College of Social Work. It sets out the expectations of workers at every stage of their career.

Professional Development Plan (PDP) – this specifies the learning objectives for the NQSW, how these will be met and the impact on practice. The first part is completed at the start of the ASYE and it is reviewed throughout the year.

RSPA – Record of Support and Progressive Assessment document. This is the document that records the overall progress of the NQSW during the programme. An initial support and assessment agreement meeting will be held one month into the programme to set out the expectations of all parties during the programme.

3. AIMS AND OBJECTIVES

The Assessed and Supported Year of Employment (ASYE) is a year-long programme designed to provide additional support for Newly Qualified Social Workers (NQSWS) to develop professional capability and strengthen professional confidence. Over the year it is expected that NQSWS will consolidate the learning from the degree and develop knowledge and experience in an employment setting. It will provide access to regular focussed support and development, setting out levels of practice standards that are expected by the end of the first year in employment.

Our programme assumes you have the knowledge, skills and professional capability necessary to be a social worker. The aim of our programme is to help you make the transition from being a student to professional social worker so that you can:

- function as a social worker at the Assessed & Supported Year in Employment PCF level and beyond
- work as a team member and employee of DMBC Children's Services
- develop emotional resilience as a professional
- Practice according to the expectations of the Post Qualifying Knowledge and Skills Statement for Child and Family Practitioners by the end of your ASYE.

By the end of the Year you should be able to:

- Demonstrate you have met the Post-Qualifying Knowledge and Skills Statement for Child and Family Practitioners (KSS) and practice according to these with the children and families that we work with
- Carry out a self-assessment of your learning needs against the KSS
- Critically reflect on the direct observation process and your learning as a result of this
- Produce a record of Continuing Professional Development driven by your Professional Development Plan
- Critically reflect on your progress and development at the post-qualifying PCF level
- Demonstrate the ability to function as an independent social work practitioner

4. THE ASYE FRAMEWORK AND OUTLINE OF PROGRAMME

ASYE National Framework

The assessed and supported year of employment for newly qualified social workers was implemented in 2012, replacing all previous NQSW programmes and streamlining the process nationally to ensure consistency in assessment and support.

In 2020 the Department for Education (DfE) continues to fund the delivery of the child and family Assessed and Supported Year in Employment (ASYE) Programme. Skills for Care is responsible for the operational management of the ASYE on behalf of DfE.

The Child and Family KSS provides the detailed knowledge that a social worker should have at the end of their assessed year and details how a child and family social worker should be able to demonstrate knowledge and skills in the following areas:

1. Relationships and effective direct work
2. Communication
3. Child development
4. Adult mental ill health, substance misuse, domestic abuse, physical ill health and disability
5. Abuse and neglect of children
6. Child and family assessment
7. Analysis, decision-making, planning and review
8. The law and the family and youth justice systems
9. The role of supervision
10. Organisational context

Dudley Policy

All Newly Qualified Social Workers employed by Dudley will be issued a one-year fixed term ASYE contract of employment upon appointment and enrolled on the programme detailed within this guide/handbook. Upon successful completion of the ASYE, workers registered will receive the appropriate ASYE national certificate and become a permanent member of staff.

ASYE Performance through Assessment

The ASYE is an assessed year. This means that performance throughout the year will need to be considered. It is recognised that the performance of the NQSW will change over the year. Therefore, the expectations of the worker will be different at the end of the year in comparison with the start of the year. It is anticipated that the NQSW will produce work and critical reflection that is progressively of a higher quality over the year.

The assessment process will be robust, feedback will be developmental and the moderation process will ensure a consistent application of a fair standard and that each NQSW has been

enabled to demonstrate that they have met each of the knowledge and skills statement by the end of the programme.

Assessment will be robust, holistic and complete. This means that we will look at all the evidence to support a conclusion about your performance.

5. ROLES AND RESPONSIBILITIES

The Principal Social Worker

- Monitoring and management of appeals and extensions with liaison accordingly with the Chief Officer.
- Ensure smooth running of the programme and deal with any issues raised around the ASYE delivery

The ASYE Lead Assessor

- Coordinate and implement the programme overall
- Complete application for and ensure Skills for Care grant requirements are met
- Support, mentor, teach and assess NQSWs as necessary, identifying what they bring from their qualifying programme, strengths and areas where further development and learning is required. This will involve close liaison with Team Managers to be fully aware of development.
- Provide monthly reflective supervision with all NQSWs throughout the programme.
- Complete one direct observation of practice
- Review development at agreed review points and RSPA alongside Team Manager
- Deliver a skill's development programme of learning to NQSW, linked to the KSS
- Present NQSW's written portfolio to the ASYE moderation panel in month twelve of programme
- Raise and address any issues relating to the NQSW's ability to demonstrate the required knowledge and skills in the first year of practice

Line Manager

- Clearly set out objectives for learning and development and how this will be achieved (linked to PDP). This should be completed at the start of the programme during the induction and confirmed at the initial support and assessment meeting with the ASYE Lead Assessor.
- Develop and identify any additional learning needs and how these are going to be met and make the necessary reasonable adjustments.
- Provide structured support and reflective supervision in line with the Standards for Employers of Social Work supervision framework. Supervision should take place fortnightly for the first three months of the programme and monthly thereafter
- Offer a formal induction into the team and service. This will be in conjunction with the ASYE induction programme facilitated by the ASYE assessor at the start of the programme
- Devise and provide opportunities to meet the ten KSS and nine PCF domains.
- Allow 10% reduction and protected case load under close supervision. This will be formed of 12 study days over the course of the programme along with taught days

and ASYE group reflective supervisions sessions, which take place monthly through the programme.

- Monitor the complexity of cases agreeing a maximum at any one time. This will be discussed and recorded at the initial support and assessment agreement at the start of the programme.
- Conduct one of the three direct observations of practice during the first year and provide direct written feedback of their practice. The other observation will be completed by the ASYE assessor.
- Input to the RSPA at each review stage, related to NQSW progression. Reviews take place at the three, six- and eleven-month stages of the programme. Where concerns are raised about an NQSW's progress during the programme, an additional nine-month review can be completed. Obtain service user feedback related to the direct observation.
- Work in an anti-oppressive manner and consider the additional learning needs of the individual NQSW.
- Address and record any concerns about practice with the NQSW at the earliest convenience and notify the ASYE coordinator.
- Provide opportunities to attend appropriate training to meet the Continual Professional Development which are a requirement of continuing registration with Social Work England.
- Complete probationary reviews at the two, four- and six-month stages concurrently with the ASYE reviews, with confirmation that the NQSW has successfully completed the probationary period at six months.
- Monitor the progress of the ASYE portfolio within supervision and sign off completed evidence at regular intervals.
- Notify ASYE programme coordinator if a manager or the NQSW leave post or will be absent for an extended period.
- Provide an overall assessment report as part of the final Assessment.

6. PROGRAMME STRUCTURE

The ASYE programme is in three parts:



- Self-assessment and learning agreement
- Practice, supervision, support and assessment
- Final assessment and moderation

Prior to appointment

It is expected that your status as a newly qualified worker will have been confirmed during the final stages of the selection process and plans made to enrol you for our ASYE programme prior to you starting your new post. The following will also have been identified:

- Your Line Manager
- A start and induction date for induction and the ASYE programme in Dudley
- A date to complete the ASYE initial learning and support agreement

On commencing the programme, you will be provided with an NQSW ASYE pack, which will include this guide and handbook and template booklet, together with relevant forms.

Equality Arrangements and Reasonable Adjustments

The NQSW has responsibility for fully notifying the Line Manager and ASYE Lead Assessor of any additional learning, health or support needs that they know of at the start of the programme if they require recognition of this so that the appropriate adjustments can be made.

Part 1: Self-Assessment and Learning Agreement

Your ASYE programme will commence with the first month with the initial support and assessment agreement being completed during the induction period. This is to ensure that all the necessary support is in place to facilitate successful assessment throughout the year.

Part 1 is expected to have been completed within the induction period and there will be induction workshops to support you to complete the initial documentation. To prepare for this meeting you will need to:

- Complete an information form to enable us to register you with the relevant national ASYE scheme and sign your ASYE agreement
- Carry out a self-assessment against the Knowledge & Skills Statement using the self-assessment form in your pack

• Complete Critical Reflective log part 1: beginning the ASYE

You must complete the KSS Self-Assessment and Critical Reflective log 1 during the induction period and submit this to the ASYE Lead Assessor in advance of the initial support and assessment meeting.

Record of Support and Progressive Assessment (RSPA) Meeting.

Once the initial support and assessment agreement has been completed, there will be reviews at the three, six- and 11.5-month stages of the programme which will formulate the basis of the Record of Support and Progressive assessment over the course of the ASYE.

Part 2: Practice, Supervision, Support and Assessment

Practice

Part 2 is embedded in practice aided by professional supervision. Your workload is protected, and you should develop your skills and knowledge within a context of increasing responsibility and increasingly complex interventions over the course of the year. It is expected that your line manager and ASYE Lead Assessor will develop a plan to increase your responsibility and the complexity of work you undertake during the year. This should be monitored as part of the normal supervision process.



The ASYE programme requires that an NQSW has a reduced workload. This should be 90% of what is expected of a confident social worker in the same role in their second or third year of employment, weighted over the course of the year in terms of case complexity, risk and growing proficiency. The resulting 10% reduction in workload will be allocated to study time. This may be taken as a full day of skills development training mandatory for ASYE and one independent study day per month. Other development opportunities will also be made available to all NQSWs, such as the CPP training programme.

During the first three months of employment, NQSWs will not be allocated any child protection cases. In the 3 – 6-month period and in agreement with the Line Manager and the ASYE Assessor, the NQSW may be allocated child protection cases jointly with a more experienced colleague. In the 6 – 12-month period, the NQSW may be allocated CP cases comprising a third of the caseload of 18 children. i.e. no more than 6. This will be subject to all parties agreeing to this during the 6-month review meeting and based on clear evidence against the KSS that the NQSW has demonstrated they are ready to undertake child protection case work.

Supervision

Assessment is embedded within supervision, and you should keep a careful record of your Continuing Professional Development (CPD) throughout the year. Your CPD is driven by the Professional Development Plan and this should be updated for each review.

The Social Worker supervision policy is attached to this handbook in the appendices as well as within the children's services procedure manual. You should make sure you read this and raise any points you are unsure about with your line manager. Some key points are:

- All supervision sessions should include the opportunity for reflection and critical analysis of practice alongside caseload and workload management, line management and organisational accountability and personal development in the context of the Standards for Employers and Supervision Framework.
- The supervision process will feed into the three, six- and nine-month reviews which should also provide opportunities for more formal reflections and analysis of practice.

You will receive supervision by a registered, qualified social worker. Supervision is traditionally provided in a one-to-one session. However, many employers use a range of methods including, for example, group work and action learning sets, to ensure that supervision meets all the expectations of the Standards for Employers and Supervision Framework. In the learning agreement the methods (individual/group) and frequency of supervision can be clarified, including the responsibilities of the line manager and any mentoring or group work used by the employer. It would also be helpful to set out how each is expected to link to the other(s).

Supervision will also focus on the quality of your work in the organisation and compliance with its policies and procedures (or what providing effective supervision refers to as line management).

You will have different supervision needs depending on how your cases develop, as well as on your previous experience, training, professional confidence and ability. The ASYE Lead Assessor and line manager will want to consider how well you are progressing against the KSS when deciding the regularity and length of supervision whilst continuing to work within the supervision guidance. However, you will initially be provided with fortnightly supervision from your Line Manager which will be reduced after the first three months of the programme and monthly group reflective supervision with the ASYE Lead Assessor throughout the programme.

Additional support and guidance for you, as with other social workers, may be necessary if there are increasing complications with individual cases or if your work with service users becomes stressful or painful because of your own life experiences. This can be sought through discussions with your Line Manager and ASYE Lead Assessor.

Support



The ASYE is an assessed and supported year rather than developmental. The focus of the support will be to provide feedback and increase your confidence in your skills. This will be addressed in several ways:

- 3 formal RSPA reviews, at 3, 6 and 11.5 months and if determined as necessary at the 6 months review a further 9-month review can be held
- 8 skills development days exploring key areas of practice, work management and professional development and linked to the KSS
- Review of professional documentation
- Service user feedback
- Feedback from other professionals

Assessment

Assessment will be done by the ASYE Lead Assessor in conjunction with the line manager. Evidence should be produced throughout the year. The timeline below provides the dates when various evidence and work products should be submitted. Failure to produce the evidence in a timely manner will be referred to in the Assessor's final report.

You will be required to complete all the elements in order to pass the ASYE. **Failure to submit the completed portfolio of evidence on the agreed date will automatically result in a fail.** At the end of the year, the ASYE Lead Assessor will write the final report and make a recommendation to the internal ASYE moderation panel as to whether you should pass or fail the ASYE.

The assessment criteria will be achievement of the child and family KSS and the ASYE level PCF domains. Details of the assessment criteria are given later in this guide/handbook.

Direct Observation of Practice



An important part of the programme is the direct observations of practice. One should be undertaken by the three-month review, one by the six month review and one by the 11.5-month review. The observer will make notes during the observation.

At a suitable point afterwards, the observer will debrief you and explain the assessment decision. The observer will then write up the observation and this will be submitted with your portfolio.

The observation will be graded as a pass or fail. Where a fail is awarded the Assessor should discuss with you the reason for the decision and report it to the Principal Social Worker. Where the observation raises issues of fitness to practice then this will be dealt with using the procedure outlined in the programme handbook.

In such circumstances, one additional direct observation will be allowed and should be arranged within one month of the original observation. **If this also results in a fail grade, then the matter must be reported to the Principal Social Worker and the Chief Officer in Children's Services.** They will decide upon the action to be taken. This may result in action under the Council's probation or capability procedures.

Part 3: Final assessment, moderation and external assessment

Part 3 involves the moderation of your work and the ASYE Lead Assessor's recommendation. There are three levels of moderation:

Final Internal Moderation. The panel will consider your final portfolio and the recommendation of your Assessor. It is the Panel's decision whether you pass, fail or defer depending on the evidence provided in your portfolio. Where the Panel is satisfied that the candidate has passed, the Principal Social Worker will sign off your work and Department for Education will be informed. If a portfolio is deferred, the NQSW will be asked to make any amendments to the portfolio so that it meets requirements and re-submit to the moderation panel.

Regional Moderation. A sample of portfolios will be considered by a Regional Panel involving a partnership between Birmingham City Council, Dudley MBC, Sandwell Council, Walsall MBC and the University of Birmingham. This panel considers issues of parity across the region but cannot overturn the decision of the internal moderation panel above. Where the regional moderation panel identifies issues of quality, they will make recommendation to the Dudley internal panel for future action. National moderation will be undertaken by Skills for Care.

Submitting your portfolio

You will be provided with guidance on compiling and submitting your portfolio by the ASYE Lead Assessor. You will also be given a submission date. You will need to ensure that you submit your portfolio on the given date. **No extensions will be granted unless there are exceptional circumstances and prior agreement.** Should you fail the ASYE, your employment contract will be terminated with Dudley.

It is your responsibility to ensure that your portfolio is:

- Complete – all required documents are included including signatures where required
- Accurate – consistent with the expectations of the KSS, PCF
- Valid – based on evidence that reflects the breadth of your work throughout the year
- Robust- based on evidence that is checked and consistent and leads to a defensible judgement
- Sufficient – based on sufficiently broad and varied range of evidence

- Fully anonymised to protect the confidentiality of children, young people, parents, carers and professionals

7. DOCUMENTATION AND SUBMISSIONS



Documentation

An adapted version of the Skills for Care paperwork for Children and Families ASYE will be used. This will be made available to you and this is the documentation that should be used. You will be guided where to find this documentation by the ASYE Lead Assessor.

Formal submissions

It is expected that formal submissions of documents will be on the deadlines agreed at the RSPA meeting. Extensions to agreed submission dates must be requested using the form included in this pack. Extensions will only be granted in exceptional circumstances and must be approved by the Principal Social Worker.

Prior to the initial support and assessment agreement meeting the following documents should be submitted to the ASYE Lead Assessor during the induction period

- Critical Reflection Log (CRL) 1 (0 – 3 months)
- Professional Development Plan (PDP) 1 (0 - 3 months)
- Initial KSS Self-Assessment

Prior to your three month review the following documents should be submitted to the ASYE Lead Assessor at least 1 week prior to the meeting

- Record of shadowing experiences
- PDP 2 (3 – 6 months)
- Initial CPD activity record
- Fully completed direct observation of practice
- One set of parent, carer or child or young person feedback
- One set of professional colleague feedback

Prior to your Six month review the following documents should be submitted to the ASYE Lead Assessor at least 1 week prior to the meeting

- CRL 2
- PDP 3 (3 – 6 months)
- Fully completed direct observation of practice
- One set of parent, carer or child or young person feedback
- One set of professional colleague feedback
- Assessment of professional documentation 1

Prior to the final 11.5 month review the following document should be submitted

- PDP 4 (post-ASYE)
- Fully completed direct observation of practice
- One set of parent, carer or child or young person feedback
- One set of professional colleague feedback
- Assessment of professional documentation 2
- The final KSS self-assessment
- Record of study days taken
- Completed CPD record

Document retention

Portfolios will be retained for a period of at three years of the end of the ASYE.

8. ASYE SKILLS DEVELOPMENT DAYS

There will be 8 workshops and as an ASYE social worker you will be expected to attend as mandatory training. The skills development days are linked to the KSS and are intended to support you in demonstrating progressive development over the course of the ASYE, so that you will have met the requirements by the end of the programme.

You will also have 12 study days which will be taken one day per month between November to August and two days in September to support final portfolio development. Study days **cannot** be banked and must be taken monthly to support study and portfolio building throughout the programme. Any missed study days not taken will therefore be lost.

9. MODERATION PANEL

The moderation panel's purpose is to provide quality assure the assessment process. To do this it will ensure that the NQSW's portfolio of evidence is:



- Complete – all required documentation has been completed and included in the portfolio
- Authentic – be the worker's own work
- Valid – evidenced against the child and family KSS and ASYE level PCF domains
- Robust and reliable – consistently demonstrating that the expectations of the child and family KSS have been progressively met over the 12-month period

It will ensure that the assessment decision is sound, fair and consistent. The panel will either confirm or disagree with the ASYE Lead Assessor's decision and inform the Principal Social Worker and the Chief Officer in Children Services.

Membership

The panel should ideally consist of four people:

- 1 ASYE Team Manager
- 2 Advanced Practitioners
- 1 Service Manager

Meetings



The panel will meet in month 12 of the ASYE for the final internal moderation panel and a record of moderation decisions will be made.

Concerns

At times, there may be an issue with the NQSW's progress, conduct, performance professional capability or practice ability. This should be raised by the line manager or ASYE Lead Assessor with the NQSW at the earliest opportunity so that the NQSW is able to address these issues via an action plan, which will clearly state the issue of concern and actions to address. The action plan will be implemented with clear timescales for the NQSW to have addressed and improved in the identified area of concern and the action plan will be reviewed within a set timescale, usually one month from the date of the action plan. This will also include an indication of any additional support that will be provided to the NQSW to enable them to address the issues raised. This can include but is not limited to

- Failing to submit work without agreeing an extension

- Not submitting work consistently on time
- Cancellation of meetings on a frequent basis thus disrupting the level of support being given
- Frequent lack of attendance at skill's development and group reflective supervision sessions
- Failure to carry out development activities in preparation of a formal session
- Not submitting work in the prescribed way

Any issues relating to conduct, performance or practice ability (this can also be addressed by the Line Manager separately via probationary or performance management processes, depending on which stage of the programme the NQSW is at).

10. APPEALS

It is recognised that there may be times when NQSWs may wish to challenge assessment decisions, including direct observations of practice. All NQSWs will have a right to appeal against any assessment decision made, including the final moderation decision. In the first instance the worker should discuss the assessment with the ASYE Lead Assessor. In most instances it can be expected that the NQSW will understand the assessment and what they must do to improve their results next time.

However, there may be times when a worker wishes to appeal against an assessment decision. To do this the NQSW must complete the form at appendix 1 of this guide. Appeals must be submitted within 10 working days of receiving the assessment decision. Where an assessed piece of work has been deemed to have failed, the work will be marked by another Assessor.

If the second Assessor agrees with the assessment decision, the worker will be informed. Where the worker is still unhappy with the decision, they will be able to ask for a third overview of the assessed piece of work from the Principal Social Worker. If the assignment or assessed piece of work has already been double marked already as part of the normal assessment processes, the appeal will automatically be to a third marker. This third marker's decision will be final, and no further appeals will be allowed.

Terms and conditions

The Council reserves the right to vary the method of delivery of the programme and in some instances the syllabus may be altered or updated. In extreme circumstances the Council may have to discontinue your programme or amalgamate units (for example because students leave the programme as a result of leaving their employment rendering it no longer viable). The modules and structure described are provided as an illustration and are subject to change.

11.MANAGING YOUR TIME

As you are making the transition from full-time student to autonomous practitioner you will be able to utilise the study skills that you developed on your pre-qualifying social work course. Further guidance will be given by the ASYE Lead Assessor or a member of the Centre for Professional Practice (CPP) team.



Attendance at the skill's development and group reflective supervision sessions will need to be prioritised. However, you will also need to allocate time for private study within your independent study days (reading, researching and writing analytical reflections, professional development activity/CPD). At the beginning of the programme you will need to think about the practical arrangements for including:

- Agreeing when study days will be taken with the line manager and ensuring this is diarised
- Planning direct observations well in advance of the submission date
- Taking responsibility for your own learning and continuous professional development
- Raising any issues that are preventing an NQSW from meeting the requirements of the programme, such as excessive caseloads or longer-term sickness absence.

Appendix 1: Notification of Intent to Appeal an Assessment Decision

Name of NQSW	
Date received assessment decision	

Grounds of appeal please specify the grounds of the appeal. Note appeals about observation assessment decisions can only be on the ground that the assessment procedures have not been properly carried out.

I confirm that I have discussed the assessment with my Assessor before submitting this appeal

Signed: _____ Date: _____

This form should be shared with the Principal Social Worker following discussion with the ASYE Lead Assessor and Line Manager

Appendix 2: ASYE Programme Timeline

Dudley Children's Services

ASYE Programme Timeline 2020 - 2021

<p>Induction Week 1 26/10/20 to 30/10/20</p>	<p>First five working days – Induction (Induction and mandatory e-learning; data protection; equality and diversity; freedom of information act; good governance and IT introduction to CCM. N.B this will not need to be completed by NQSWs who have undertaken the final placement in Dudley children's services). ASYE group supervision induction session 1: preparing KSS self-audit, critical reflection log and PDP 1 and CPD record 29/30 October 2020: Initial support and assessment meetings take place, informed by KSS self-audit, critical reflection log and PDP 1 and CPD record.</p>
<p>Induction Week 2 02/11/20 to 06/11/20</p>	<p>Engage in and contribute to the first Line Manager supervision session Commence work shadowing x 4 (assessment team, care management, looked after children and children with disability team) over 2 – 4 working days Shadow a MASE meeting, Achieving Permanency panel, Legal Gateway and Accessing Resources Panel</p>
<p>Month 1 November 2020</p>	<p>Engage in and contribute to supervision with team manager Complete reflective evaluation of work shadowing experiences CCM Training session, if required. 12/11/2020: ASYE group reflective supervision session 2: Preparation for direct observation 1: Direct work with children and young people 26/11/2020: NQSW Skills Development Day 1: Detailed introduction to the KSS, Dudley Thresholds and Practice Standards, KSS 9 The Role of Supervision Study day 1 Update CPD record</p>
<p>Month 2 December 2020</p>	<p>Engage in and contribute to fortnightly supervision with team manager 17/12/2021: ASYE group reflective supervision session 3: NQSW Professional Identity presentation preparation Plan and complete Direct Observation 1, Parent/Carer or Child/Young Person Feedback 1 and Professional Colleague Feedback 1</p>

	<p>Study Day 2</p> <p>Update CPD Record</p>
<p>Month 3</p> <p>January</p> <p>2021</p>	<p>Engage in and contribute to fortnightly supervision with team manager</p> <p>14/01/2021: ASYE group reflective supervision session 4: Professional Identity presentations</p> <p>28/01/2021: NQSW Skills Development Day 2: KSS 1 Relationships and Effective Direct Work/KSS 2 Communication</p> <p>W/B 25/01/2021: 3 Month Review meeting; submission of Direct Observation 1 & PDP 2 to assessor (1 week in advance of review meeting, w/b 18/01/2021).</p> <p>Study Day 3</p> <p>Update CPD Record</p>
<p>Month 4</p> <p>February</p> <p>2021</p>	<p>Engage in and contribute to monthly supervision with team manager</p> <p>11/02/2021: ASYE group reflective supervision session 5: TBC</p> <p>25/02/2021: NQSW Skills Development Day 3: KSS 3 Child Development/KSS 4: Adult Mental Health, Substance Misuse, Domestic Abuse, Physical Ill Health and Disability</p> <p>Study Day 4</p> <p>Update CPD record</p>
<p>Month 5</p> <p>March 2021</p>	<p>Engage in and contribute to monthly supervision with team manager</p> <p>18/03/2021: ASYE group reflective supervision session 6: Professional recording assessment preparation</p> <p>01/04/2021: NQSW Skills Development Day 4: KSS 5: Abuse and Neglect of Children</p> <p>Plan and complete Direct observation 2, Parent/Carer or Child/Young Person Feedback and Professional Colleague Feedback 2</p> <p>Study day 5</p> <p>Update CPD Record</p>
<p>Month 6</p> <p>April 2021</p>	<p>Engage in and contribute to monthly supervision with team manager</p> <p>22/04/2021: ASYE group reflective supervision session 7: TBC</p> <p>29/04/2021: NQSW Skills Development Day 5: KSS 6 Child and Family Assessment/7 Analysis, decision-making, planning and review</p> <p>Submit CRL 2, 1 x Assessment of Professional Documentation (1 x assessment, 1 x care plan, 1 x case note and 1 x chronology, Direct Observation, Parent/Carer or Child/Young Person Feedback and Professional Colleague Feedback 2</p>

	<p>W/B 26/04/2021: 6 Month Review meeting: Submit documents to assessor one week in advance of meeting (W/B 19/04/2021)</p> <p>Study day 6</p> <p>Update CPD record</p>
<p>Month 7 May 2021</p>	<p>Engage in and contribute to monthly supervision with team manager</p> <p>13/05/2021: ASYE group reflective supervision session 8: TBC</p> <p>27/05/2021: NQSW Skills Development Day 6: KSS 8: The law and family and youth justice systems</p> <p>Study Day 7</p> <p>Update CPD record</p>
<p>Month 8 June 2021</p>	<p>Engage in and contribute to monthly supervision with team manager</p> <p>17/06/2021: ASYE group reflective supervision session 9: TBC</p> <p>29/06/2021: NQSW Skills Development Day 7: KSS 10 Organisational context Study day 8</p> <p>Update CPD record</p>
<p>Month 9 July 2020</p>	<p>Engage in and contribute to monthly supervision with team manager</p> <p>15/07/2021: ASYE group supervision session 10: TBC</p> <p>29/07/2021: NQSW Skills Development Day: Future career development and the NAAS</p> <p>Study day 9</p> <p>Update CPD record</p>
<p>Month 10 August 2021</p>	<p>Engage in and contribute to monthly supervision with team manager</p> <p>12/08/2021: ASYE group reflective supervision session 11: compiling the portfolio</p> <p>Complete final critical reflection log and PDP 4, Plan and complete Direct observation 3, Parent/Carer or Child/Young Person Feedback and Professional Colleague Feedback 3</p> <p>Study day 10</p> <p>Update CPD record</p>
<p>Month 11 September 2021</p>	<p>Engage in and contribute to monthly supervision with Team manager</p> <p>09/09/2021: ASYE group reflective supervision session 12: programme review and evaluation</p> <p>W/B 13/09/2021 Final progress report meetings completed by ASYE Assessor, TM and NQSW, pass or fail recommendation agreed.</p> <p>27/09/2021 Submit completed portfolio to ASYE Assessor in preparation for moderation.</p> <p>Study day 11 & 12</p>

	Final update to CPD record
Month 12 October 2020	Engage in and contribute to monthly supervision with Team manager 11/10/2021 Internal moderation panel to meet to confirm pass or fail, NQSW and TM notified of outcome. 12/10/2021 , HR and Head of Service notified of ASYE outcomes 29/10/2021 NQSW ASYE Fixed Term Contract Expires, NQSW becomes permanent employee if ASYE successfully completed.



Appendix 3: ASYE Induction Plan 20 – 21

Monday (26/10/20)	Tuesday (27/10/20)	Wednesday (28/10/20)	Thursday (29/10/20)	Friday (30/10/20)
<p>9:30 – 11.00 Introduction to Dudley's ASYE programme and portfolio</p> <p>Ruth Kernerne</p>	<p>9:30 – 10:30 Restorative Practice & Problem Solving Circles Scenarios</p> <p>Christy Jordan</p>	<p>9am – 12pm With individual teams/team induction</p>	<p>Initial Support and Assessment Meetings – NQSW Manager to attend</p>	<p>Initial Support and Assessment Meetings – NQSW Manager to attend</p>
<p>11.00 – 11:15 Comfort Break</p>	<p>10:30 – 10:45 Comfort Break</p>	<p>10 – 10.30 Research in Practice launch webinar and Registration</p>		
<p>11:30 – 12:30 Introduction to the Post-qualifying KSS & ASYE PCF level Outcomes</p> <p>Ruth Kernerne</p>	<p>10:45 – 12.00 Direct Work Toolkit Workshop</p> <p>Christy Jordan</p>			
<p>12:30-13:30 Lunch</p>	<p>12.00-13.00 Lunch</p>	<p>12.00 – 13.00 Lunch</p>		
<p>13:30 – 14:30 Introduction to the ASYE Cont'd Previous NQSWs Talk on Hints and Tips for Successfully Completing the ASYE</p> <p>Ruth Kernerne</p>	<p>13:00 – 14:30pm Introduction to the Role of the Local Authority Designated Officer Yvonne Nelson Brown</p>	<p>13.00 – 16.00 With team/Social Workers to collect their ID Badges</p> <p>LCS Training for those who need it in the afternoon</p>		
<p>14:30 – 15.45 Comfort Break</p>	<p>14:30pm – 14:45pm Comfort Break</p>	<p>Completion of Mandatory E-Learning Modules</p>		
<p>14:45- 16.00 The Initial ASYE Documents: Ruth Kernerne</p>	<p>14:45 – 16.00 Introduction to Independent Reviews and the Role of the Independent Reviewing Officer</p>			
<p>16.00 Finish</p>	<p>16.00 Finish</p>	<p>16.00 Finish</p>		

Appendix 4: ASYE Skills Development Days 20 – 21

Date	Topic
Day 1 24/11/2020	AM Session: Introduction to the KSS, Dudley Thresholds, Practice Standards PM Session: KSS 9 The Role of Supervision
Day 2 28/01/2021	AM Session: KSS 1: Relationships and Effective Direct Work PM Session: KSS 2: Communication
Day 3 25/02/2021	AM Session: KSS 3: Child Development PM Session: KSS 4: Adult Mental Ill Health, Substance Misuse, Domestic Abuse, Physical Ill health and Disability
Day 4 01/04/2021	Whole Day Session: KSS 5: Abuse and Neglect of Children AM Session – Child Abuse and Neglect PM Session – CCE, CSE and the NRM
Day 5 29/04/2021	AM Session: KSS 6: Child and Family Assessment PM Session: KSS 7: Analysis, Decision-making, planning and review
Day 6 27/05/2021	Whole Day Session: KSS 8: The Law and Family and Youth Justice Systems SWET Analysis, PLO/Pre-Proceedings/Giving Evidence in Court
Day 7 01/07/2021 (AM only)	KSS 10: Organisational Context: Maintaining Social Work England Registration and CPD/Understanding and Evidencing the ASYE Holistic Assessment Outcomes.
Day 8 29/07/2021 (AM only)	Future Career Development and the NAAS

Appendix 5: ASYE Cohort 5 (20 - 21) NQSW Group Reflective Supervision Timetable

	Date	Topic
1.	26/10/2020 14.45 – 16.00	Introductory session: Completing the initial ASYE documents
2.	11/11/2020 10.00 – 12.00	Preparing for Direct Observation of Practice: Direct Work with children and young people
3.	17/12/2020 10.00 – 12.00	Planning for presentation: Professional Identity as a Newly Qualified Social Worker
4.	14/01/2020 10.00 – 13.00	NQSW Professional Identity Presentations To panel ASWP/Manager/SW
5.	11/02/2021 10.00 – 12.00	Developing emotional and professional resilience
6.	18/03/2021 10.00 – 12.00	Professional documentation assessment preparation
7.	22/04/2021 10.00 – 12.00	Reflective theories refresher
8.	13/05/2021 10.00 – 12.00	Preparing for Direct Observation: Child in Need/Child Safeguarding
9.	17/06/2021 10.00 – 12.00	Introduction to the CPP case file auditing process
10.	15/07/2021 10.00 – 12.00	Completing the final KSS self-reflection
11.	12/08/2021 10.00 – 12.00	Topic: Compiling the portfolio

12.	09/09/2021 10.00 – 12.00	ASYE Programme Evaluation



Appendix 6: Useful Documents

1. The Post-qualifying Standard for Child and Family Practitioners (2018)



Post-qualifying_standard-KSS_for_child

2. Dudley Knowledge and Skills Statement Handbook



Dudley Knowledge and Skills Statement

3. Dudley Supervision Policy



Supervision Policy
June 2020.pdf

4. Dudley Practice Standards



Social Work
Practice Standards.p

5. Dudley Threshold Guidance and Framework



Dudley Threshold
Guidance and Framk