**The Assessed and Supported Year in Employment in Children’s Services**

**Beginning the ASYE - Support and Assessment Agreement**

| **Name of NQSW:** |  |
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| **SWE Registration Number:** | SW |
| **Employer:** | Bradford MDC – Children’s Services. |
| **Name of Line Manager/Supervisor:** |  |
| **Name of Assessor**  (if different from Line Manager) |  |
| **Name of ASYE Programme Co-ordinator**  (if appropriate) |  |
| **Name and role of others present at the support and assessment meeting:** |  |
| **Date of Support and Assessment Agreement Meeting:** |  |
| **Date ASYE commenced:** |  |
| **Date set for three month review:** |  |
| **Date set for six month review:** |  |
| **Date set for nine month review:** |  |
| **Date for final review:** |  |
| **Date of the internal moderation panel when the final assessment outcome will be confirmed** (if applicable) |  |
| **NQSW background and context:**  (informed by the final report and PDP plan) |  |

**1. Supervision**

| **Supervision will be provided by** |  |
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| **Supervision sessions will be as follows: Refer to the** [**Standards for Employers of Social Workers in England**](https://www.local.gov.uk/our-support/workforce-and-hr-support/social-workers/social-worker-standards/standards-employers) **for guidance** | |
| **Duration of supervision sessions:** | A minimum of 1½ hours |
| **First six weeks of employment** | Weekly |
| **Week seven – six month review** | Fortnightly |
| **Following six month review** | Monthly |
| **Supervision agenda**  The ASYE assessors and supervisors toolkit provides additional support and guidance [www.skillsforcare.org.uk/asyetoolkit](http://www.skillsforcare.org.uk/asyetoolkit) | Health and Wellbeing – including work life balance and how they are looking after themselves.  PCF/KSS/SWE  Cases  Critical Reflective Log  Direct Observations  Portfolio  Training/Development  Feedback – strengths demonstrated and areas of development.  Equality and Diversity.  AOB. |
| **Supervision agreement** |  |

**2. Workload management**

| **How will workload be agreed and  allocated?** | The NQSW will be allocated a work load that meets service priorities and also provides opportunity to learn and develop skills and professional capability across the PCF/KSS. The Manager will allow a 10% reduction in case load to provide for the development activity for the period of the assessed year. This will be 12 months for a full-time NQSW and pro-rata for part-time employees. |
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**3. Protected development time**

| **10% of the NQSW’s time should be set aside for undertaking development activities (10% equates to 0.5 days per week or 2 days per month)** | ASYE development workshops will take place 1 day per month. Please see outline in ASYE Handbook for further examples of activities that can take place in the NQSWs development time. |
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**4. Requirements and responsibilities**

| **The NQSW is required to** | The NQSW will continuously gather and organise examples of evidence that support their developing capability. This evidence will be regularly presented for reflective discussion to their Line Manager/Assessor at supervision.  Evidence might be generated through case notes and case work products (e.g. assessments and other reports) if supported with some critical reflection. Other evidence may be in the form of critical incident records, learning logs, direct observations or feedback from service users and colleagues.  The reviews at 3, 6 and 9 months will be points where the NQSW will present their portfolio to the Team Manager/Assessor so they can summarise progress made in the assessor report.  Three specific direct observations (one in each of the first three quarters) will happen throughout the ASYE, two of which must involve the Team Manager/Assessor as observer. One might involve the assistance of a Practice Educator (suitably prepared for the task). All will directly involve practice with service users and create opportunities to demonstrate dimensions from the KSS/PCF |
| --- | --- |
| **The Assessor is required to**  The ASYE assessors and supervisors toolkit provides additional support and guidance.  [www.skillsforcare.org.uk/asyetoolkit](http://www.skillsforcare.org.uk/asyetoolkit) | Provide opportunities and support to ensure satisfactory progression, including;   * Roles & Responsibilities * Holistic Assessment * Recording Progressive Assessment * Supporting Supervision and Assessment * Continuing Professional Development and leadership * Professional Supervisory Relationship |
| **If different, the Line Manager/**  **Supervisor is required to** | Provide appropriate level of case work to meet PCF, KSS and HCPC |
| **The ASYE Programme Co-ordinator is required to** | Register the ASYE with Skills for Care via the online portal |

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

| **How will ASYE reviews and assessment be linked to employer’s probation and appraisal processes?** | Bradford Council will make the decisions about success or failure in the ASYE. We would like to ensure that the judgements and processes for assessing the NQSWs work are;  **Accurate:** consistent with the expectations of the KSS/PCF and a genuine reflection of the NQSWs performance  **Valid**: based on evidence reflecting the breadth of the NQSWs work throughout the programme  **Robust**: judgements and processes are consistent across our organisation and judgements and processes are reliable and defensible if scrutinised or challenged.  The ASYE co-ordinator will monitor the progress of the candidates, and can be approached for additional advice if the assessor has any significant concerns that the NQSW may not be on target to successfully pass the programme.  If at the 3/6 month review there are significant concerns that a NQSW may not be on target to successfully pass the programme, additional advice may be sought from the ASYE Co-ordinator and HR Officers to identify steps to achieve the required learning objectives. This must be closely monitored and considered at the 9 month review meeting.  If there remain significant concerns that the NQSW is still not on target to pass at the 9 month review point, advice must be sought from the PSW, Senior Managers and HR Officers, and capability procedures applied ([link](http://intranet.bradford.gov.uk/docs/Documents/Performance%20Management%20(Capability)%20Procedure.pdf) here). |
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| **What are the contractual implications of failure to complete, or failure of, the ASYE year?** | Employment Contract will not be extended or converted into a permanent contract. HCPC (or appropriate registering body) may be alerted. |
| **What are the employers’ internal and external quality assurance arrangements?** |  |

| **How will the employer and NQSW deal with any disagreements over decisions?** | As required by the Bradford Council Employee Complaints Procedure, in the first instance the NQSW and Team Manager/Assessor must make efforts to find resolution to any concerns or disagreements about the implementation of the ASYE Programme.  If resolution is not found, either party can seek mediation from a 2nd Tier Manager.  If resolution is still not found, an independent Manager can be appointed to investigate the concern and find solutions. |
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| **How is successful completion of ASYE recognised by the employer?** | A certificate will be requested from Skills for Care. |

**6. Additional considerations**

| **Have any reasonable adjustments been agreed to the arrangements due to the NQSW having a medical condition, disability, or specific learning need?** |  |
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| **Have any other factors been identified that may affect the progress of the NQSW?** |  |

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

| **Taking into account the NQSW’s previous experience and Part 1 of their CRL, what areas should the NQSW address in their initial PDP?** |  |
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| **Have you discussed the expectations** **of the critical reflection log?** |  |
| **Deadlines agreed for submission of the NQSW’s critical reflection log, in advance of the review meetings** | |
| **Three month review** |  |
| **Six month review** |  |
| **Final review** |  |

**Declarations and signatures**

| **NQSW name** |  | |
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| 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 have completed the support and assessment agreement and will support the NQSW to undertake the ASYE. | | |
| **Signature** | |  |
| **Date** | |  |

| **NQSWs Line Manager** | If applicable | |
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| I have read the support and assessment agreement and will support the NQSW and the assessor with their role. I will provide supporting documents for the review meetings to inform the holistic assessment. | | |
| **Signature** | |  |
| **Date** | |  |

| **ASYE Co-ordinator name** | If appropriate |
| --- | --- |
| I have read the support and assessment agreement and will support the assessor and NQSW in fulfilling it. I will provide supporting documents for the review meetings to inform the holistic assessment. | |
| **Signature** |  |
| **Date** |  |