

Wiltshire Council Human Resources

Assessed and Supported Year in Employment Policy and procedure

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

This policy and procedure sets out the process that applies to newly qualified social workers (NQSWs) undertaking their Assessed and Supported Year in Employment (ASYE) programme.

The ASYE programme for NQSWs is a 12 month programme that must be successfully completed for an NQSW to practise as a qualified social worker at Wiltshire Council. If the NQSW is a new entrant to local government service the ASYE programme is a 12-month probationary period. If the NQSW has successfully completed a local government probationary period and has continuous local authority service the NQSW will not be subject to another probationary period but must still complete the ASYE programme successfully to practise as a social worker.

The ASYE programme is an employer led programme to support NQSWs to consolidate learning and confidence to practise as a qualified social worker. Wiltshire Council has adopted the national system for all social workers and has its own internal moderation and monitoring panel. Therefore, any guidance documents provided as links from within this guidance document itself which refer only to NQSWs social workers working in Adult Care should be taken to refer also to NQSWs social workers working in Children's Services and vice versa.

Holistic assessment is the principle that is used to assess a NQSW's performance during the ASYE against the domains of the professional capabilities framework (PCF) and either the knowledge and skills statement for child and family social work or the knowledge and skills statements for social workers in adult services and the standards of proficiency (SOPS) .

Internal moderation and monitoring is a key element of a national system of quality assurance, incorporated within the <http://www.skillsforcare.org.uk/Learning-development/The-ASYE-adults/The-Assessed-and-Supported-Year-in-Employment-Adults.aspx>

Go straight to the section:

- **Who does it apply to?**
- **When does it apply?**
- **When does it not apply?**
- **What are the main points?**
- **Reviews**
- **Documents for the programme**
- **Key functions and purpose of ASYE programme**
- **Formal reviews**
- **Unsatisfactory progress/serious concerns**
- **Assessment framework**
- **Monitoring and moderation panel**
- **Extensions/Breaks to the 12 month ASYE programme**
- **Successful completion**
- **Roles and responsibilities**
- **Frequently asked questions**
- **Definitions & Links**
- **Equal opportunities**
- **Data protection**
- **Legislation**
- **Advice and guidance**
- **Further information**

Who does it apply to?

This policy applies to all Wiltshire Council employees, unless a separate contractual policy applies to a transferred employee to whom separate TUPE terms and conditions of employment apply. This policy does not apply to teaching and non-teaching staff employed in maintained schools or academies.

The ASYE programme is mandatory for NQSWs, both those working part time and full time within Wiltshire Council. This policy applies to all newly qualified and registered social workers undertaking their first year of professional practise from date of registration with the Health & Care Professions Council (HCPC)/Social Work England. The ASYE programme is designed to enable NQSWs develop their professional competence and confidence alongside their skills, knowledge and capability and to make the transition from formal study to practice.

When does it apply?

This policy applies to all NQSWs at Wiltshire Council who are registered with the Health & Care Professional Council (HCPC) for the ASYE in adult's

services after April 2015 and after 1st July 2015 in children and family services. The NQSW will have less than one year's post qualification experience as a social worker and have not completed the ASYE with another organisation.

If the NQSW has started an ASYE programme elsewhere but not completed the ASYE programme within two years of starting it this situation will need to be discussed with the potential manager and the ASYE Co-ordinator.

When does it not apply?

The policy will not apply to social workers who have successfully completed an ASYE programme either with Wiltshire Council or another employer or to qualified social workers who have successfully completed an alternative NQSW programme prior to September 2012 or any social worker who qualified before 2012.

If the NQSW has failed an ASYE programme with another authority the NQSW is not eligible to be considered as a NQSW with Wiltshire Council or work as a Qualified Social Worker for Wiltshire Council.

What are the main points?

Reviews:

1. Under the ASYE programme there will be a number of formal reviews but also the ASYE assessor / line manager will carry out supervisions and one to one meetings on a regular basis between the formal reviews. This is to review progress and identify any training needs or issues promptly.
2. The ASYE assessor / line manager will provide weekly supervision for the first six weeks of the ASYE programme, fortnightly supervisions from week 7 to six months service and monthly thereafter. For these supervisions, each service area will need to use their own supervision policy and any portfolio documentation to record the NQSWs development which is different from the formal reviews paperwork for the ASYE programme.
3. The formal reviews are at 4 weeks, 3 months, 6 months and 11 months with an additional 9-month review as an option.
4. The formal review and portfolio documentation for the ASYE programme for each service area is on grow [Saba: ASYE programme](#)
5. If there are serious concerns or unsatisfactory progress with a NQSW's development it is not necessary to wait for a formal review assessment

before action can be taken. See section on unsatisfactory progress/serious concerns.

Documents for the programme

6. There are a number of tools and documents which are part of the ASYE programme. These need to be signed and dated at the review points by the NQSW, the ASYE assessor and the line manager. The link to the documents is:

[Saba: ASYE programme](#)

Adults Services documents

7. There is a Critical Reflection Log (CRL) where the NQSW provides evidence of professional development alongside comments from the ASYE assessors on the direct observation of practice. This includes:
 - Part 1: beginning the ASYE, with the record of dates for supervision, study days and training days for the ASYE year
 - Part 2: reflection on learning in the first three months, with the direct observation of practice and the professional development plan, feedback resources
 - Part 3: reflection on learning, three to six months, with the direct observation of practice and the professional development plan, feedback resources
 - Part 4: reflection on learning, six to twelve months, with the direct observation of practice and the professional development plan, feedback resources
 - Professional development plan; end of ASYE
 - Professional documentation
 - Optional 9-month review template and professional development plan
8. There is a record of support and progressive assessment (ROSPA) which needs to be completed by the ASYE assessor. This includes:
 - Part 1: beginning the ASYE – support and assessment agreement which covers supervision, workload management, protected development time, requirements and responsibilities, assessment, reviews and quality assurance, additional considerations, records of discussions regarding expectations of NQSWs
 - Part 2: the first three months review
 - Part 3: three to six-month review
 - Part 4: six to twelve-month final review and recommendation
 - Optional nine-month review

9. Childrens Services documents

10. These documents include the following:

- Learning agreement
- NQSW assessment tool for the 3, 6 and 12 month reviews
- Professional development plan (PDP)
- ASYE assessment reports for 3, 6, 12 months with an optional 9 month review report
- Service user feedback x 3
- Professional feedback x 3
- Direct observation x 3

Key functions and purpose of the ASYE Programme

11. The ASYE programme will run for a period of 12 months and will commence from the date you are registered with the HCPC / Social Work England as a NQSW.
12. It is not possible to complete the programme before the 12 months period has elapsed.
13. Reviews and assessments of knowledge, skills and performance will take place throughout the ASYE year and will be measured against the professional capabilities framework (PCF) and the knowledge and skills statements (KSS) for the contracted service area.
14. If the NQSW is new to local government service and is failing the ASYE programme at any point, the appropriate action will be taken in line with this policy as necessary. If the NQSW has continuous local government service and has already successfully completed a local authority probationary period and they are failing the ASYE programme the appropriate conduct policy i.e. [Disciplinary policy and procedure](#) or [Improving work performance policy and procedure](#) will be followed.
15. The line manager will be responsible for setting objectives and performance standards in accordance with the requirements of the ASYE programme and will participate in reviews of progress against these.
16. The ASYE co-ordinator will provide support and will also participate in the formal reviews where required.
17. If the NQSW fails the ASYE programme there will not be an opportunity to retake the ASYE either with Wiltshire Council or with another employer at a later stage. See section on [unsatisfactory progress/serious concerns](#).

18. If the NQSW joins Wiltshire Council part way through completing an ASYE with another employer, the line manager in conjunction with the ASYE co-ordinator will consider the evidence presented for the ASYE assessment, including any statements from the previous employer about progress and the standards achieved, and this will be considered along with the service and against the KSS. Consideration will be given to any remaining elements that need to be completed for the NQSW to successfully complete the ASYE programme. The timescale for completion of the remainder of the ASYE programme will consider the period already completed and the total time will not be less than one year.
19. If the NQSW leaves the employment of Wiltshire Council part way through completing the ASYE programme, the council will, on request from the new employer to the ASYE co-ordinator, provide details of the NQSW's ASYE progress and assessments completed to date.
20. This process should be read in conjunction with the [ASYE flowchart](#) which highlights the key meeting points.
21. All reports and portfolio documents for the ASYE programme are stored on the ASYE portal as this is a secure and electronic system which has restricted access to the NQSW, ASYE assessor / line manager and the panel members.
22. The ASYE programme consists of reviews, reflections, development plans, feedback and direct observations of practice evidence

Formal Review Meetings

23. **Within the first month:** (refer to [documents](#) for the programme)
 - At the start of the ASYE programme and before the fourth week, the assessor / line manager and the ASYE co-ordinator will meet with the NQSW to complete the learning agreement.
 - The ASYE co-ordinator will advise on all appropriate documents, templates and set submission dates for portfolio documentation to be completed during the ASYE year.
 - The NQSW will be set up on the ASYE portal system and directed to the GROW site for the tools and resources for the ASYE programme.
 - An agreement of regular supervision and formal review dates with a qualified social worker throughout the ASYE programme will be set up. This will usually be with the ASYE assessor and / or line manager.

- An induction plan which identifies the learning and development and supports the NQSW continual professional development plan (CPD) will be provided.
 - Protected time will be available, equal to one half day every two weeks or one day per month, for the NQSW to support personal development and is specifically for reflection and writing up CPD. Responsibility for ensuring that this happens is jointly shared between the NQSW and the ASYE assessor. If any problems are encountered the manager and the ASYE co-ordinator needs to be informed. If necessary for part time staff, line managers may adjust the timescales for the interim reviews and final assessment so they occur at appropriate points. Part time staff will still be subject to a 12 month ASYE review.
 - Workload over the course of the ASYE should be 10% less than that expected of an experienced social worker in the same role. This will be weighted over the course of the year by factors such as case complexity, risk and the NQSW growing in proficiency in the role. Part time workers will have a case load which is reduced according to the hours they work.
 - If the NQSW is struggling to complete the ASYE paperwork as a result of their caseload, the manager and the ASYE Co-ordinator need to be informed.
24. **Formal Review Meeting: 3-month Review** (refer to [documents](#) for the programme)
- The ASYE assessor / line manager will meet no later than three months from the start date to review and record progress to date on the ASYE programme. The standards set out in the PCF and KSS for each service area and the progress against these will be discussed, and the professional development plan (PDP) will also be reviewed. By this stage there will have been the opportunity for the NQSW's practice to be directly observed and feedback on this will be included as part of the review meeting.
 - The NQSW needs to have all of the 3 month portfolio documentation completed for the service area they are contracted to.
 - The ASYE assessor / line manager will complete the ASYE 12 week assessment report with a record of the discussions that have taken place. All documents to be agreed and signed off by the NQSW to be uploaded on to the ASYE portal system.

- If unsatisfactory progress has been achieved, the gaps of knowledge and skills need to be identified using the PCF, KSS and the supportive action plan tool to record the discussions and detail actions that may need to be put in place such as additional training, extra support and possible reasonable adjustments. Agreed timeframes need to be identified and recorded with monthly supervision. See section on unsatisfactory progress/serious concerns.
25. **Formal Review Meeting: 6-month Review.** (refer to [documents](#) for the programme)
- At the 6-month stage, a further review meeting will be held with the ASYE assessor / line manager to review progress to date on the ASYE programme. Progress against the standards set out in the PCF and KSS for the NQSW service area will be discussed and the NQSW's professional development plan (PDP) will also be reviewed. By this stage there will have been the opportunity for their practice to be directly observed and feedback on this will be included as part of the review meeting.
 - The NQSW needs to have all of the 6 month portfolio documentation completed for the service area they are contracted to.
 - The ASYE assessor / line manager will complete the ASYE assessment report with a record of the discussions that have taken place. All documents to be agreed and signed off by the NQSW and uploaded on the ASYE portal system.
 - If unsatisfactory progress has been achieved, the gaps of KSS need to be identified using the PCF and using the supportive action plan tool to record the discussions and detail actions that may need to be put in place such as additional training, extra support and possible reasonable adjustments. Agreed timeframes need to be identified and recorded with monthly supervisions. See section on unsatisfactory progress/serious concerns.
26. **Optional formal Review Meeting: 9-month Meeting.** (refer to [documents](#) for the programme)
- If there are concerns about performance being satisfactory a 9-month review may be carried out. This will be where there have been developmental concerns, unsatisfactory progress or where there have been support issues within the teams or with the ASYE assessors / line manager that have been raised at an earlier point. Additional areas for development and support will have been provided and detailed on the supportive action plan tool to support the discussions.

- All documents need to be agreed and signed off by the NQSW and uploaded on the ASYE portal system.
 - See section on [unsatisfactory](#) progress/serious concerns.
27. **Final review and assessment meeting: 11-month Meeting for suitability as a social worker** (refer to the [ASYE programme documents](#) for the programme)
- At this stage, the assessor will meet with the NQSW to ensure everything is on track and consider all the evidence gathered and reviews completed to date and will make a judgement of pass or fail in line with the relevant assessment criteria of the ASYE programme.
 - The NQSW will ensure all the relevant portfolio documents for the assessment are available for the ASYE assessor / line manager.
 - A date will be set for the final review and assessment decision to meet with the ASYE assessor to complete the final assessment review, referring to holistic assessment outcomes, PCF and the KSS relevant to the service.
 - The agreed date for submission of the ASYE portfolio documents should be identified to upload onto the ASYE portal at least two weeks prior to the final review to enable the ASYE assessor/line manager to complete the 12-month final review and assessment.
 - All portfolio documents need to be uploaded on to the ASYE portal system.
28. **Unsatisfactory progress/Serious concerns**
- Where the performance is not meeting the required standards or there are serious concerns about the performance the assessor will liaise with your line manager, the ASYE co-ordinator, the internal moderation and monitoring panel and the HR advisory team.
 - It is not necessary to wait for a formal review or until the end of the ASYE year for action to be taken to bring to the NQSWs attention that they are not meeting the required standards and that the consequences of not reaching the required standards could lead to the NQSW failing the ASYE programme and/or being dismissed. Action to improve performance or requesting the NQSW to attend a formal review meeting can be taken at any time during the NQSWs probationary period providing the formal reviews have taken place; additional reviews have been put in place; any agreed extra training and support measures have been put in place and it has been

explained to the NQSW what they need to do to turn their performance around.

- The ASYE assessor/line manager will need:
 - to clarify concerns with the NQSW to identify any support required
 - to clarify the possible consequences of not achieving the required standards (i.e. failure to successfully complete the ASYE)
 - discuss if any reasonable adjustments are required
 - to have transparent conversations with the NQSW and the moderation and monitoring panel.
 - to seek advice from an HR advisor.
 - put a support action plan in place with set dates for interim review meetings, to review progress.
- The areas of concerns need to be recorded by the ASYE assessor/line manager within the reports and on the NQSW professional development plan (PDP) using the benchmark statement of the PCF and the KSS and using the supportive action plan tool to have clear objectives and recorded timeframes on when the objectives need to be met.
- Additional supervisions will be required to review the progress of the NQSW using the supportive action plan as a tool to record progress.
- If appropriate, an optional direct observation of practice may be organised during the review of the supportive action plan to monitor progression.
- Through supervision and assessment reviews, the ASYE co-ordinator will inform the internal moderation and monitoring panel of progress and any concerns about performance and practice.
- If the above measures have been put in place and no improvements are made and the NQSW does not have previous local authority continuous service they will be invited to attend a formal review meeting with a nominated head of service to consider their options. An HR case adviser will be invited to attend this meeting and the NQSW will have the right to be accompanied by a work colleague who is an employee of Wiltshire Council or a trade union representative (certified by their union as being competent to accompany an employee). See guidance on the right to be accompanied | HR Direct

- After the formal review meeting the NQSW will be informed verbally of the outcome of the meeting which could be that their employment is terminated. The outcome will also be confirmed in writing.
- If the NQSW is to have their employment terminated this will be confirmed in writing and they will be given one week's notice.
- For a NQSW with no previous continuous local authority service the ASYE programme is a probationary period and there is no right of appeal against the decision to dismiss under the ASYE policy
- If the NQSW has previous continuous service with the council or another local authority and becomes an NQSW they still need to successfully complete the one year ASYE programme to obtain a position as a social worker. However, if they have previous continuous local authority service and have already successfully completed a local authority probationary period they will not be subject to another probationary period. Any concerns with their performance or behaviour will be dealt with using the council's Disciplinary policy and procedure or Improving work performance policy.
- In the case of serious concerns, it may be decided to move straight to a formal review meeting.
- Serious concerns include, but are not limited to:
 - gross misconduct
 - failure to comply with the PCF which sets out consistent expectation of social workers at every stage in their career - <https://www.basw.co.uk/pcf/>
 - failure to comply with the standards of proficiency for social workers (SOPS) which sets the standards of proficiency for social workers in England and sets out what a social worker should know, understand and be able to do - <http://www.hpc-uk.org/aboutregistration/standards/standardsofproficiency/>
 - failure meeting the relevant KSS for the service area knowledge and skills statement for child and family social work or the knowledge and skills statements for social workers in adult services
- Termination of employment under the ASYE programme due to performance issues will automatically result in a failure to pass the ASYE programme.
- In the case of a NQSW being dismissed on medical grounds they would be withdrawn from the ASYE programme. The manager or the

Principal Social Worker (PSW) would need to contact the HCPC/Social Work England for advice regarding fitness to practise.

- In the case of an NQSW failing the ASYE programme, employers, managers and the PSW will need to consider appropriate options on a case-by-case basis. If concerns are raised about the NQSW's fitness to practise, the manager or the PSW should contact the HCPC. For further information about the HCPC Fitness to Practice process http://www.hpc-uk.org/assets/documents/10001FC8TheFTPprocess_cfw.pdf

29. **The Assessment Frameworks**

- Assessment during the ASYE programme for the NQSW will be against holistic assessment outcomes mapped against criteria outlined in the PCF and the KSS for each service area.
- The PCF is designed to develop social workers throughout each stage of their career, in conjunction with the HCPC, Standards of Proficiency (SOP) for Social Workers, which is a requirement for the registration of social workers. These standards are available on the [HCPC's website](#). The PCF should be used in conjunction with the KSS for the contracted service, [knowledge and skills statement for child and family social work](#) or the [knowledge and skills statements for social workers in adult services](#)
- Evidence for assessment will be obtained from a variety of sources and will include direct observations, critical reflection logs, self-assessments, supervision records, case records, reports written and feedback from, colleagues, other professionals and customers/service users. Refer to [collecting feedback](#).

30. **Internal Monitoring and Moderation Panel**

- The internal monitoring and moderation panel meets every 4 to 6 weeks.
- The panel comprises a principal social worker from the service area, the ASYE Co-ordinator and the OD Consultant. For the Children's Service Panel two operational managers are also invited to attend.
- The panel meet to review progress against the standards, including undertaking a review of all the evidence of progress during the previous 12 months, any concerns with support, a discussion of extensions and confirming the assessment decision.

The purpose of the monitoring and moderation panel is:

- To confirm the assessment outcome through scrutiny of the NQSW's progress.
- To confirm whether the NQSW has reached the standards required for social workers in England and whether the NQSW has or has not passed their ASYE year.
- To arrange a review of the outcomes of the panel with the NQSW's manager and with the NQSW separately, and then together, to explain their decisions if they do not agree.
- To agree what action should be taken if the internal moderators do not agree with the ASYE assessor's judgement or deem that there is not sufficient evidence to support the assessor's decision. In relation to the NQSW, this may take the form of:
 - A request for more evidence.
 - A reassessment with a view to bringing the assessment up to the expected standard.
 - A request that a second ASYE assessor reassesses the evidence and makes an assessment decision on behalf of the organisation.
- To agree an extension to the probationary period in extenuating circumstances e.g. sickness, maternity absence or parental leave, etc.
- To ensure the assessment decision has been scrutinised through an agreed process and is in line with nationally agreed standards.
- To act if there are concerns that the NQSW has not been assessed correctly in line with the expected standards.
- To take an overview of the quality and consistency of assessment decisions and give feedback to assessors and the organisation, to promote high standards and the continuous development of the ASYE process.
- To ensure all assessment decisions are made in line with the KSS for the service are contracted and are underpinned by the PCF so they can be recognised nationally.
- To provide samples, materials and evidence to the partnership moderation and monitoring process and external moderation and monitoring process, contributing to these processes as required.
- To receive and act on feedback from the partnership and the external moderation and monitoring process.

- To confirm the outcome(s) of their decisions in writing to the NQSW within two weeks, with a copy to the ASYE assessor/line manager.
31. Further information about the internal monitoring and moderation panel can be found [here](#). The guidance provided is the same for both adults and children's services.
32. **Extensions/break to the 12 month ASYE programme**
- If the NQSW is absent from work for a prolonged basis period (for example due to ill health, maternity or parental leave) or reasonable adjustments have not been resolved resulting in the NQSW not being able to demonstrate achievement of the necessary standards within the set timescales, their line manager and the ASYE co-ordinator may consider extending/pausing the ASYE period and/or to defer the final assessment.
 - This decision needs to be agreed with the internal moderation panel. The moderation and monitoring panel will also review the NQSW's progress and be involved in any decisions. Any deferment or extension will also be discussed with the NQSW. On return to work the NQSW will still need to successfully complete the ASYE programme before their employment as a social worker with Wiltshire Council can be confirmed.
 - The ASYE will not be extended beyond 12 months if the NQSW should consistently fail to meet the requirements of the ASYE assessment standards. Any concerns regarding performance will instead be addressed in supervision and the formal review process with support provided through a supportive action plan. If development is not achieved following the implementation of the "unsatisfactory process" then a decision to fail may be reached and employment may also be terminated using the ASYE policy.
 - It may be appropriate for a NQSW to have a supportive break from the ASYE programme for an agreed time. This needs to be agreed with the manager, PSW, HR advisor and the ASYE co-ordinator. On return to the ASYE programme a meeting needs to be arranged with the ASYE assessor, manager, ASYE co-ordinator to agree recommencement of the ASYE programme.
33. **Successful completion of the ASYE Programme**
- If the decision of the internal monitoring and moderation panel is that the NQSW has successfully completed the ASYE programme this will be confirmed by the panel. Formal feedback will be provided to the NQSW, the ASYE assessor and the service.

- The manager will need to complete a change form to inform HR of successful completion which will be the end of the probationary period.

34. Roles and responsibilities

Employee responsibilities - NQSW

- To take full responsibility for undertaking self-directed learning. This means that they own their learning and are expected to take responsibility for it.
- To fully participate in the ASYE process including undertaking identified learning and development opportunities and participating in the formal review and assessment processes.
- To understand the performance requirements as set out in the KSS and PCF at ASYE level.
- [Health and Care Professions Council \(HCPC\) registration](#) requires all social workers to be responsible for their professional development. A NQSW will therefore be expected to 'own' their development and raise any queries, questions or concerns about their own progress with their manager in a timely fashion. Should they not receive a satisfactory answer, they may raise their concerns with their manager's manager.
- A NQSW must evidence their developing professionalism through the tools and the relevant documents.
- They need to upload onto the ASYE portal system for the ASYE assessor/line manager at the agreed review points.
- Demonstration of [critically reflective practise](#) is central to completing the critical reflection log. To achieve this, they must gather and make use of [feedback from colleagues and people in need of care and support](#).
- They will be required to develop professional knowledge and practice within a theoretical and research evidence based framework.
- The NQSW is required to attend the Honest, Open & Transparent (HOT) topic sessions which are provided.
- The NQSW must attend all parts of a planned induction, including structured programmes of learning

ASYE assessor responsibilities

- The ASYE assessor will usually be the NQSW line manager/supervisor.
- To contribute to an initial meeting with the NQSW to establish a clear learning agreement.

- Take responsibility for completing the holistic assessment, evidencing progress against assessment criteria and conducting supervisions.
- Meet with the NQSW when they commence the ASYE and at regular intervals to review progress.
- Formally review progress and complete the assessment documents at 3, 6, 9 (if appropriate) and 11 (final assessment) months and the optional review at nine months (if required).
- To write any supportive plans if required and to arrange reviews accordingly.
- Provide support by:
 - Ensuring protected caseload
 - Addressing development needs
 - Talking about the management of workload
 - Providing reflective supervision and conducting reviews
 - Providing evidence at reviews, progressive feedback and holistic assessment of a pass or fail in line with the assessment criteria.

Line managers responsibilities

- When recruiting a NQSW, to notify the ASYE co-ordinator once a start date has been agreed so that a full induction and ASYE programme can be planned to include formal and informal review dates
- To manage the ASYE, allocating appropriate workload for the NQSW to ensure the requirements of the ASYE programme are met. Where the line manager is not a qualified social worker to allocate a professional supervisor who is a qualified social worker.
- To provide appropriate support to the NQSW throughout the ASYE process, responding to any questions or concerns the NQSW may have about their own progress.
- To be familiar with performance requirements as set out in the KSS and the PCF at ASYE level.
- To conduct the formal reviews of the NQSW's progress during the ASYE programme and to take the lead in the 3, 6, 9 (if appropriate) 11 and 12-month review meetings, with support from the ASYE co-ordinator.
- To provide appropriate information to the internal moderation and monitoring panels as required.
- To complete the appropriate assessment review paperwork as necessary.
- To implement a supportive action plan and to inform the ASYE co-ordinator and HR for advice and support if required.

ASYE co-ordinator responsibilities

- To inform line managers about the council's ASYE programme in line with national guidelines.
- To facilitate the initial meeting with the NQSW and the ASYE assessor to establish a clear learning agreement.
- To quality assure programme requirements are adhered to and be familiar with performance requirements as set out in the KSS and the PCF at ASYE level.
- When requested to participate in the formal review meetings throughout the ASYE (e.g. where NQSW is not meeting requirements or the line manager is new).
- To ensure the support and assessment arrangements identified in the record of support and progressive assessment and feedback is given to the internal moderation and monitoring panel to follow up recommendations.
- To attend and advise, as appropriate, at the internal monitoring and moderation panel.
- To liaise as appropriate with the principal social workers, assessors, NQSW and managers when problems have arisen.
- Organise and manage ASYE support groups, ASYE assessors training, HOT topics with the PSW.
- To attend the regional moderation and business meetings to support the quality assurance process.
- To support the national moderation process.
- To undertake the admin tasks for the grants funds awarded.

Principal Social Worker responsibilities (PSW)

- Responsible for overseeing and confirming assessment decisions of the ASYE assessment process. Elements of this work can be delegated to an appropriate service representative.
- Ensures the council has a process for allocating, developing and supporting a sufficient number of ASYE assessors.
- Develops mechanisms for supporting and developing assessors and managing those who are not able to meet these standards.
- Supports the ASYE coordinator where required in ensuring reviews of the NQSW are completed to agreed timescales and their progress is monitored to ensure that their work is presented in a timely way to the internal moderation and monitoring panel.
- Be a member of the monitoring and moderation panel to consider progress of NQSWs and recommendations regarding assessment decisions.
- Provide additional support to an ASYE assessor/line manager and/or NQSW, where identified.
- Support the management of the ASYE support groups with the ASYE Co-ordinator.

Monitoring and moderation panel members' responsibilities

- Meet regularly as a panel to review the progress of all NQSW's.
- To moderate recommendations regarding assessment at the end of ASYE programme for the NQSW.
- Consider agenda and reports prepared/provided by the assessors and managers and act where necessary.

HR responsibilities

- To advise and support the management where unsatisfactory progress has been identified.
- To manage all aspects related to HR for the NQSW.

Frequently asked questions

- **I am a NQSW. Do I have to complete the ASYE in order to be able to register or re-register with the Health and Care Professions Council (HCPC)/Social Work England?**

In order to undertake an ASYE you must be registered with the HCPC/Social Work England. You will be able to register as a social worker following successful completion of a recognised social work degree. And, in order to practise as a social worker, you need to be registered with the HCPC/Social Work England.

- **Do all NQSWs have to complete the ASYE?**

Yes, provided that the NQSW registers for the ASYE programme within two years of successfully completing a recognised social work degree programme and qualified since June 2012.

- **I have just been appointed to a qualified social worker post but before that have been working in an unqualified care role and it is over two years since I graduated. Would I still be expected to undertake the ASYE?**

The council considers ASYE success as evidence of a new social worker's ability to apply their learning and skills in practice and therefore it is generally expected that you would be required to complete an ASYE. As part of the appointment process the line manager and ASYE co-ordinator (if appropriate) will be able to discuss your skills and experience with you to determine whether completing an ASYE is applicable in your situation. It may be necessary for the council to refer to national guidelines in place regarding post-qualification timescales to determine whether the ASYE is required.

- **I qualified more than 2 years ago but have not undertaken any professional practice as I have been on maternity leave. Will I be expected to undertake the ASYE?**

As above, the council considers ASYE success as evidence of a new social worker's ability to apply their learning and skills in practice. As part of the appointment process the line manager and the ASYE co-ordinator (if appropriate) will be able to discuss your skills and experience with you to determine whether completing an ASYE is applicable in your situation. The council will refer to national guidelines in place regarding post-qualification timescales to determine whether the ASYE is required. If you qualified before 2012 you are not able to participate in the ASYE programme.

- **Is there a difference in the ASYE programme for NQSWs in children's and adult's services?**

This policy will apply to NQSWs across both service areas. All NQSWs, regardless of the service in which they are employed to work, will be required to complete the ASYE programme. Your line manager and/or the ASYE Co-ordinator will be able to provide details of the ASYE in place within your service and the support you can expect to receive. All documentation for both services is available on grow.

- **I was a NQSW when I started with the council in 2011. Am I required to complete an ASYE now?**

If you have already completed an Induction with the council and have been confirmed in post you will not be required to undertake an ASYE. The requirement for NQSWs to complete an ASYE was introduced from September 2012.

- **How many capabilities will I need to demonstrate to successfully 'pass' the ASYE?**

You will be required to meet the knowledge and skills statements of the adults or children's Health and Care Professions Council (HCPC)/Social Work England standards of proficiency and provide evidence of capability across all nine domains of the Professional Capabilities Framework (PCF) at ASYE level and that you have satisfied the minimum standard in each domain.

- **Will I receive an increment if I successfully pass the ASYE?**

No – there is no entitlement to any form of incremental progression on successful completion of the ASYE programme. You will remain on your same grade and incremental point.

Definitions/Links

NQSW – Newly Qualified Social Worker – The social worker who has completed their studies but who has yet to undertake their first year of professional practice

ASYE – Assessed and Supported Year of Employment – A programme to support and assess NQSWs in their first year of practice.

HCPC – Health and Care Professions Council - The HCPC is the professional regulator for many health and care professions, including social workers. Social workers practicing in England must be registered with the HCPC to hold the protected title of ‘social worker’ and to practise as such. Further information is available from the HCPC - <http://www.hcpc-uk.co.uk/>

Holistic assessment - Holistic assessment is the principle that will be used to assess a NQSW’s performance during the ASYE against the Knowledge and Skills Statements and the domains of the Professional Capabilities Framework. NQSWs will need to demonstrate integration of their knowledge and capabilities across these different domains. Further information is available on the Skills for Care - <https://www.skillsforcare.org.uk/Documents/Learning-and-development/ASYE-adults/Assessors-and-supervisors-toolkit/Holistic-Assessment.pdf>

Knowledge and Skills Statements - This is the national framework for the assessment for newly qualified social workers at the end of their first year in practice.

Adults:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/411957/KSS.pdf

Children’s:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/708704/Post-qualifying_standard-KSS_for_child_and_family_practitioners.pdf

PCF – Professional Capabilities Framework

<https://www.basw.co.uk/professional-development/professional-capabilities-framework-pcf>

Skills for Care – A useful resource for NQSWs and Assessors Support

Social Work England – will become the regulator for social workers in England from 2019

BASW – British Association of Social Workers - [BASW](https://www.basw.co.uk/)
<https://www.basw.co.uk/>

PSW – Principal Social Worker

HR – Human Resources

Equal Opportunities

This policy has been Equality Impact Assessed ([link to EIA for policy](#)) to identify opportunities to promote equality and mitigate any negative or adverse impacts on groups.

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the guidance on equal opportunities in ([link to equal opps guidance](#))

Legislation

Note any specific pieces of legislation relied on

This policy has been reviewed by an external legal organisation to ensure compliance with (the above legislation and) our statutory duties.

Data protection (privacy notice)

Wiltshire Council processes personal data collected during all stages of this policy and procedure in accordance with its data protection policy as required by GDPR. Data collected is held securely and is only disclosed to and accessed by individuals for the purpose of completing the disciplinary process and procedure.

Inappropriate access or disclosure of employee data constitutes a data breach and must be reported in accordance with the Council's data protection policy. Any such breaches may result in an investigation which could lead to action under the disciplinary procedure. The full privacy notice can be read here. (add in link)

Advice and guidance

If you require help in accessing or understanding this policy [[or completing any of the associated forms](#)] you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

See [guidance for managers – giving advice on policies](#).

Further information

There are a number of related policies and procedures that you should be aware of including:

There is also a **toolkit** including manager guidance and supporting documents to use when following this policy and procedure.

For further information please speak to your supervisor, manager, service director or contact your HR case adviser.

Policy author	HR Policy and Reward Team – (Initials)
Policy implemented	DD-MM-YYYY
Policy last updated	DD-MM-YYYY