**Assessed and Supported Year in Employment (ASYE)**

**Support and assessment agreement**

**To be completed by the ASYE assessor**

**Part 1: Beginning the ASYE**

**1. Support and assessment agreement**

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| **Name of newly qualified social worker (NQSW)** |  |
| **Social Work England registration number** |  |
| **Service (children’s or adults)** |  |
| **Full-time/part-time (note – this may affect total length of ASYE and review dates)** |  |
| **Name of line manager/supervisor** |  |
| **Name of ASYE assessor****(if different from line manager)** |  |
| **Is the ASYE assessor an independent assessor?** |  |
| **Name of ASYE programme co-ordinator (if appropriate)** |  |
| **Name and role of others present at this meeting** |  |

**2. Inclusion**

The ASYE seeks to foster a diverse learning community of social workers that welcomes all, inclusive of gender, nationality, race, sexual identity, ability, experience, background, and those who may feel excluded by societal 'norms’, in a safe and respectful place.

The next section asks for information that will help us to best understand the NQSW’s needs so that we can make the programme as inclusive and accessible as possible for them.

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| **NQSW background and context****Enter background details to provide information about the experience the NQSW brings to this setting and the context of the setting including:*** Social work student and placement experience
* Previous social care experience
* Outcome of the initial professional development meeting (refer back to template 1: PDP)
* The nature of the employment setting
* Any organisational circumstances that may affect the ASYE year
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| **Further information that will support the accessibility of the programme for the NQSW**Often unwittingly, we can create difficulties and barriers that may have a negative impact on an NQSW’s ASYE experience and entitlement to a fair, accurate assessment. By better understanding the NQSW, their needs and preferred ways of working, we can ensure that they have the best opportunity for success. |  |

**3. Expectations: key dates and deadlines**

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| **Date ASYE commenced** |  |
| **Length of probation period** |  |
| **Date of support and assessment agreement meeting** |  |
| **Date of initial professional development meeting (prior to this support and assessment agreement meeting)** |  |
| **Date set for the three-month foundational review** |  |
| **Deadline for submission of documentation for the three-month foundational review** |  |
| **Date set for the six-month review** |  |
| **Deadline for submission of documentation for the six-month review** |  |
| **Date set for nine-month progressive development meeting**  |  |
| **Date set for the final review and assessment including recommendation of final assessment decision** |  |
| **Deadline for submission of documentation for the final review** |  |
| **Deadline for submission of the completed ASYE portfolio** |  |
| **Date of the internal moderation panel (when the final assessment outcome will be confirmed)** |  |

**4. Supervision**

This supervision section can be pre-populated with the organisation’s ASYE supervision information

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| **Supervision will be provided by:**Note: if the person providing case supervision is different from the person providing critical/reflective supervision then please identify both names and the type of supervision they provide |  |
| **Name of backup supervisor (if the allocated supervisor is off sick or absent/unavailable)** |  |
| **Any additional support available to the NQSW (e.g. buddy, group supervision, action learning sets)** |  |

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| **Supervision session will be as follows (refer to the ‘Standards for Employers of Social Workers in England’ for guidance)** |
| **Duration** | Formal supervision will be for a minimum duration of 1½ hours. In addition, the NQSW will be able to access informal supervision as/when required. |
| **First six weeks of ASYE (include supervision dates)** | Formal supervision will be weekly during this period of the programme. Additionally, informal supervision should be available as/when required.If the ASYE assessor is not available for any short period of time (which prevents supervision) then it is the responsibility of the NQSW to raise the issue with their team manager/line manager and the ASYE co-ordinator. Alternative arrangements should then be made, ensuring the supervision is delivered by an experienced social work colleague. |
| **Week seven – six-month review** | Formal supervision will be at least fortnightly during this period of the programme. Additionally, informal supervision should be available as/when required.If the ASYE assessor is not available for any short period of time (which prevents supervision) then it is the responsibility of the NQSW to raise the issue with their team manager/line manager and the ASYE co-ordinator. Alternative arrangements should then be made, ensuring the supervision is delivered by an experienced social work colleague. |
| **Six-month review to end of ASYE** | Formal supervision will be at least monthly during this period of the programme. Additionally, informal supervision should be available as/when required.If the ASYE assessor is not available for any short period of time (which prevents supervision) then it is the responsibility of the NQSW to raise the issue with their team manager/line manager and the ASYE co-ordinator. Alternative arrangements should then be made, ensuring the supervision is delivered by an experienced social work colleague. |
| **Supervision will include**If different people are providing case management supervision and supervision with a focus on critical reflection, then separate the supervision agenda accordingly. | The supervision agenda will include: * Review of caseload and workload allocation.
* Reflection and critical analysis of practice.
* Professional development needs.
* Reflection on feedback received from people who draw on care and support, and from professionals.
* ASYE assessment, including monitoring of the NQSW’s progress against the PQS (KSS), PCF and the provision of developmental feedback.
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**5. Workload management (protected caseload)**

Expectations of workload management may be pre-populated in line with the employer’s workload allocation policy (as it relates to their ASYE programme).

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| **How will workload be agreed, allocated and monitored?** | * The NQSW’s caseload (in terms of numbers and complexity) will be protected in accordance with the requirements of the ASYE programme.
* The cases/work will be allocated by **(state name here).**
* The workload will be reviewed and monitored (including in terms of its’ relevance to supporting ASYE progressive development) in supervision meetings.
* The NQSW should feel able to discuss any concerns they have about their workload in supervision (e.g. complexity, too much work or not enough work). Please state the process for managing any workload concerns.
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**6. Protected development time**

Expectations of protected development time may be pre-populated in line with the employer’s ASYE programme.

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| **10% of the NQSW’s time should be set aside for undertaking learning and development activities** **(this equates to 0.5 day per week or 2 days per month).** | * 10% of the NQSW’s working time will be allocated to protected development time.
* The NQSW will take protected development time at the frequency of **(state the arrangement).**
* This time is to be recorded in the NQSW’s electronic calendar.
* The protected development time is for the purposes of:
	+ Attending training specifically organised for NQSWs by the ASYE programme development lead.
	+ Undertaking research and self-directed learning to support written ASYE development activities.
	+ Attending action learning sets, ASYE workshops etc.
* It is not for the purpose of attending core training which relates to the NQSWs role in the team
* The ASYE assessor will monitor the management of this protected time.
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**7. Requirements and responsibilities**

Requirements and responsibilities may be pre-populated in line with the employer’s ASYE programme:

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| **The NQSW is required to:** | * Identify their learning objectives and be pro-active in securing opportunities to meet these.
* Complete the evidence of progression and submit it to the ASYE assessor in advance of formal reviews and engage in reviews of their ASYE programme.
* Raise any concerns about the working of the ASYE support arrangements with their ASYE assessor, unless the concern relates to the assessor (in these instances concerns should be raised with the team manager and/or ASYE co-ordinator)
* The NQSW’s voice is very important in the national development of the ASYE programme. Please provide feedback to your ASYE co-ordinator about the quality of your ASYE experience.
* Timely submit all documents to their ASYE Assessor for their next review
* Timely submit their portfolio of evidence to the ASYE co-ordinator by the agreed submission date (for later consideration by the internal moderation panel).
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| **The ASYE assessor is required to:** | * Provide details of the selection of all allocated cases (numbers and complexity) – bearing in mind the NQSW’s development needs.
* Provide regular supervision with a focus on critical reflection and to facilitate the development of the NQSW’s critical thinking skills.
* Support the NQSW to engage in continuous critical reflection and learning about the quality of their professional recording and implement change as a result.
* Support the NQSW to engage in continuous critical reflection and learning about the quality of their professional practice and demonstrate that their recording is of the standard required by the organisation.
* Provide regular developmental feedback to the NQSW.
* Advocate that the NQSW receives their protected development time and monitoring the management of this time.
* Support the NQSW to be released to attend ASYE related training events, workshops, action learning sets, group supervision etc. that are specific to the ASYE programme plus other relevant training appropriate to the NQSW’s learning and development needs.
* Evaluate the NQSW’s evidence of progression and assess the NQSW’s development against the PQS (KSS) and PCF.
* Undertake regular reviews as required by the programme and complete the relevant part of the record of support and progressive assessment (RSPA).
* Undertake and provide observer feedback reports on at least two of the (minimum three) direct observations – unless there is a clear rationale why this is not achievable.
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| **If different, the line manager/supervisor is required to:** | * Ensure that the NQSW receives an induction and is supported in their integration into the team.
* Oversee the management of NQSW’s workload.
* Liaise with the ASYE assessor about the workload and selection of cases for allocation to the NQSW so that it meets the programme’s guidance on a reduction in workload (10%).
* Contribute to the progressive assessment of the NQSW.
* Support the NQSW in attending training events, workshops, action learning sets, group supervision specific to the ASYE programme
* Support the NQSW in attending other relevant training appropriate to their learning and development needs.
* Ensure that the support arrangements of the ASYE programme are delivered, particularly the arrangements of supervision, a reduced caseload and protected development time.
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| **The ASYE programme co-ordinator (if applicable) is required to:** | * Co-ordinate the delivery of the ASYE programme.
* Manage the Skills for Care ASYE portal
* Provide NQSWs and their assessor with support and advice as/when required, particularly in the event of difficulties.
* Provide the supporting documentation for the ASYE process.
* Provide guidance materials for NQSWs and their ASYE assessor (this may include an ASYE handbook).
* Co-ordinate training and workshops for NQSWs and ASYE assessors.
* Manage the ASYE quality assurance process.
* Provide links to senior managers (including the principal social worker)
* Provide links to wider organisational policies and procedures, including HR.
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**8. Assessment, review, and quality assurance**

This section may be pre-populated to address questions in line with the employer’s ASYE programme.

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| **How will ASYE reviews and assessment be linked to employer’s probation and appraisal processes?** | Social workers on the ASYE programme are also subject to the [probationary process](https://intranet.manchester.gov.uk/Interact/Pages/Content/Document.aspx?id=3447&utm_source=interact&utm_medium=general_search&utm_term=probation). See MCC’s intranet for full details of the probationary process. |
| **What are the contractual implications of failure to complete, or failure of,** **the ASYE year?** | The relevant management capability procedures would be invoked which could result in alternative employment being found within MCC, or possible dismissal, in certain circumstances. |
| **What arrangement does the employer use internally or externally to quality assure the assessment of the NQSW and the ASYE portfolio (e.g. in Teaching Partnerships etc.)?** | Inclusion in local external moderation panel (Greater Manchester) and regular internal moderation panel, attended by Principal Social Worker, ASYE coordinator and Practice Supervisors. |
| **How will disagreements between the employer and NQSW be dealt with?** | Informal resolution should be attempted first, via supervision. If no resolution can be found then the NQSW should follow MCC’s [employee dispute resolution policy](https://intranet.manchester.gov.uk/Interact/Pages/Content/Document.aspx?id=6198&SearchId=1715379&utm_source=interact&utm_medium=general_search&utm_term=employee+dispute). If the matter is ASYE-related, the ASYE coordinator should be contacted as soon as possible. |
| **Is successful completion of the ASYE specifically recognised by the employer and, if so, in what form (e.g. award ceremony, employer ASYE certificate, career progression or other activity/process)** | Invitation to annual ASYE celebration, progression from the bottom of grade 7 in recognition of progression from level 1 SW to level 2 SW.  |

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

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| **Considering the NQSW’s current context and previous experience (as identified at the initial professional development meeting), has the NQSW addressed these areas in their initial ASYE professional development plan (PDP)?**  | Yes or No If No give details |
| **Have you discussed the roles and responsibilities of the different people involved in assessing or supporting the NQSW’s ASYE?** | Yes or No If No give details |
| **Is the NQSW clear about their own responsibilities and have you discussed the expectations of the NQSW’s evidence of progression (e.g. critical reflection log)?** | Yes or No If No give details |

**Section 10: Declarations and signatures**

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

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

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| **Line manager name (if applicable)** |  |
| I have read the support and assessment agreement and will support the assessor with their role and provide any supporting documents for the review meetings to inform the progressive assessment. |
| **Signature** |  |
| **Date** |  |

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| **ASYE co-ordinator (if applicable)** |  |
| I have read the support and assessment agreement and will support the assessor with their role. I will provide supporting documents for the review meetings to inform the progressive assessment. |
| **Signature** |  |
| **Date** |  |