






Submitting your ASYE portfolio

Please follow these steps to submit your portfolio;

1. Organise your portfolio into 5 folders and email them as a ZIP folder (see image below).
2. Please note it is not mandatory to include your KSS Self-assessments in your portfolio however you can if you wish to.
3. Complete the document checklist and declaration form and submit this along with your portfolio.
4. Email your portfolio, document checklist and declaration form to the ASYE Lead Ruqiyah Kulsoom however if unavailable please email adultsocialworkconsultants@manchester.gov.uk.
5. Once we receive your portfolio you will be notified of the date your portfolio will be reviewed at the ASYE Panel.
6. Once your portfolio has been reviewed at panel the ASYE Lead will inform you of the outcome and provide written feedback to the NQSW and ASYE Assessor.
7. If you want to appeal the outcome then please notify the ASYE Lead who will provide further details on how to complete this.

Example of portfolio

<input type="checkbox"/> Name	Type	Compressed size
 ASYE - Part 1 (Introduction)	File folder	
 ASYE Part 2 (0-3 months)	File folder	
 ASYE Part 3 (3-6 months)	File folder	
 ASYE Part 4 (6-9 Months)	File folder	
 ASYE Part 5 (6-12 months)	File folder	