**Pre April 2024 Portfolio Checklist and Declaration**

Before submitting your portfolio, please ensure you and your ASYE assessor go through this checklist to ensure all documents are included in your portfolio. You must both sign the declaration at the end and submit this document alongside your portfolio.

|  |  |
| --- | --- |
| Document | Check |
|  | |
| **Part 1: Beginning of ASYE** |  |
|  |  |
| 1.Heading page |  |
| 1-SAA – Support and assessment agreement |  |
| 1-PDP – Professional development plan initial first three months |  |
| 1-CS – Confidentiality statement |  |
|  | |
| **Part 2: 0-3 Months, foundation review** |  |
|  |  |
| 2-HP – Heading page |  |
| 2-DO – Direct observation one template |  |
| 2-SI – NQSW supporting info |  |
| 2-PDP – Professional development plan three to six months |  |
| 2-RSPA – Foundational review at three months |  |
| 2-SU – Citizen feedback template |  |
| 2-OP – Feedback from other professionals template |  |
| 2-VPD – Verification of professional documentation viewed to date |  |
|  | |
| **Part 3: 3-6 Months, interim review and assessment** |  |
|  |  |
| 3-HP – Heading page |  |
| 3-VPD-verification of professional documentation |  |
| 3-CR – Critical reflection log zero to six months |  |
| 3-DO – Direct observation two template |  |
| 3-PDP – Professional development plan for 6-9 months |  |
| 3-RSPA 1 Interim review |  |
| 3-SU – Citizen feedback template |  |
| 3-OP – Feedback from Other Professionals Template |  |
|  |  |
| **Part 4: 9 Months, progressive development review** |  |
| 4-HP Heading page |  |
| 4-PDM – Progressive development meeting |  |
| 4-PDP – Professional development plan |  |
|  |  |
| **Part 5: 6-12 Months, final review and assessment** |  |
|  |  |
| 5. Heading page |  |
| 5. Critical reflection log six to twelve months |  |
| 5. Direct observation three |  |
| 5. Feedback from other professionals |  |
| 5. PDP – Professional development plan for post ASYE |  |
| 5. RSPA Final review |  |
| 5. Citizen feedback |  |
| 5. VPD Verification of professional documentation |  |

**Declaration from NQSW regarding portfolio**

I confirm I have checked the contents of my portfolio as noted above and I have submitted my portfolio in the correct format as directed on the APPP website. I understand my portfolio will be returned to me if there are any documents missing or if the portfolio is not in the correct format and this may result in a delay to my portfolio being reviewed at panel.

**Name of NQSW:**

**Signed: Date:**

**Declaration from ASYE Assessor regarding Knowledge Skills Statement (KSS) and Professional Capabilities Framework (PCF)**

I confirm I have assessed the NQSW in relation to the KSS and PCF and I have included reference to how this has been achieved throughout the portfolio documentation.

**Name of ASYE assessor:**

**Signed: Date:**