**From April 2024 Onward: 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.

|  |  |
| --- | --- |
| **Portfolio Documents** | **Checklist**  |
| **Part 1 Beginning ASYE NQSW** |
| 1.Confidentiality Statement  |  |
| 1.Head Page  |  |
| 1.SAA- Support and assessment agreement |  |
| 1.Initial professional development meeting |  |
| 1.Professional development plan 0-three months |  |
| **Part 2: 0-3 Months, foundation review** |
| 2. Heading page |  |
| 2. NQSW supporting information for the first three months foundational review  |  |
| 2. Direct observation one  |  |
| 2. Feedback from other professionals  |  |
| 2. Professional development plan three to six months |  |
| 2. RSPA foundational review at three months |  |
| 2. Verification of professional documentation viewed to date |  |
| 2. Citizen Feedback  |  |
| **Part 3: 3-6 Months, interim review and assessment** |
| 3. Heading page |  |
| 3. Critical reflection zero to six months |  |
| 3. Direct observation two  |  |
| 3. Feedback from other professionals |  |
| 3. Professional development plan six to twelve months |  |
| 3. RSPA three to six months interim assessment at six months |  |
| 3. Verification of professional documentation viewed to date |  |
| 3. Citizen Feedback  |  |
| **Part 4: 9 Months, progressive development review** |
| 4. Heading page |  |
| 4. Progressive development meeting |  |
| 4. Professional development plan nine to twelve months |  |
| **Part 5: 6-12 Months, final review and assessment** |
| 5. Heading page |  |
| 5. Critical reflection six to twelve months |  |
| 5. Direct observation three |  |
| 5. Feedback from other professionals  |  |
| 5. Professional development plan for post-ASYE |  |
| 5. Verification of professional documentation viewed to date |  |
| 5. NQSW supporting information for 12-months review |  |
| 5. RSPA six to 12 months final review including recommendation of assessment decision |  |
| 5. Presentation feedback sheet for observers **(if applicable)**  |  |
| 5. Citizen Feedback |  |

**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:**