

Children first and at the heart of all we do

DUDLEY'S ASSESSED AND SUPPORTED YEAR OF EMPLOYMENT (ASYE) PROGRAMME HANDBOOK



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1. INTRODUCTIONS

A Message from Dudley's Centre for Professional Practice

Congratulations on achieving your Social Work qualification - we are really pleased to welcome you as a Newly Qualified Social Worker (NQSW) to the Assessed and Supported Year of Employment (ASYE) Programme here in Dudley.



The ASYE is a 12 month employment-based programme of support and assessment, designed to consolidate the learning of Newly Qualified Social Workers and develop professional capability, while being assessed against the Social Work Post Qualifying Standards (previously known as the Knowledge and Skills Statements).

The Handbook provides an overview of the structure of the programme, including the changes to the ASYE Framework, and the requirements and expectations of the ASYE scheme in its delivery to you. You will see a focus upon quality, not quantity. Your voice as a newly qualified Social Worker will be central to the programme, and you will find lots of opportunities to provide feedback about your experience. You will also see clearly defined standards in relation to professional development and support within the organisation.

Please take the time to read this Handbook, and do feel free to raise any questions you may have with your ASYE Assessor from Dudley's Centre for Professional Practice (CPP).

In Dudley, we are committed to offering you the best learning and development opportunities we possibly can. We want to support your progression, and we want to ensure we have the right conditions in place to enable your professional expertise to flourish. We look forward to working with you, and we hope you enjoy your period of learning with us.

Dudley's Centre for Professional Practice

A Message from Dudley Children's Services Director, Catherine Driscoll



I am really pleased to say just a few words about this Handbook. All newly qualified professional staff need a helping hand and tools that help them undertake their role more effectively – and social work is no exception. This handbook is one of those tools designed to help you.

The Assessed and Supported Year in Employment (ASYE) is designed to help newly qualified social workers develop their skills, knowledge and capability, and strengthen their professional confidence. It provides them with access to regular and focused support during their first year of employment in social work. Sitting alongside this the handbook is designed to help you achieve your developmental goals so please take advantage of the support, assistance and programmed activity available as it will help you to be even more effective in your role!

All the best over the coming 12 months.

Best wishes

Catherine Driscoll, Director of Children's Services

A Message from the Head of Safeguarding, Practice, and Quality Assurance, and Principal Social Worker, Nicola Hale



As Principal Social Worker in Dudley, I am really pleased to welcome you in undertaking your Assessed and Supported first year in employment.

I know the Centre for Professional Practice work hard to provide you with all the information, guidance and support that you need as you take your first steps in the Social Work profession, and I am sure the handbook will be a valuable additional tool to use. I will look forward to meeting you and hearing updates about your experiences of the programme. Wishing you all the best for this important year.

Nicola Hale, Principal Social Worker

2. AIMS AND OBJECTIVES

The overall aim of the ASYE programme is to support NQSWs to make the transition from being a Social Worker Student to being a practising Social Worker, so they can:

- Practice as a Social Worker in line with the Social Work Post Qualifying Standards and Professional Capabilities Framework (ASYE Level).
- Work as a team member and employee of Dudley Metropolitan Borough Council.

By the end of the Year, NQSWs should be able to:

- Carry out a self-assessment of their learning needs against the Social Work Post Qualifying Standards.
- Produce a record of continuing professional development, driven by their Professional Development Plan.
- Evidence progressive development of professional capability through three Direct Observations, three pieces of feedback from people in need of care and support, three pieces of feedback from other professionals, three examples of written reports, and written/oral reflections at the six and twelve month stages.
- Demonstrate they have met the Social Work Post Qualifying Standards, and practice according to these standards when working with people in need of care and support.
- Demonstrate their ability to function independently as a practising Child and Family Social Worker, in line with the Professional Capabilities Framework (ASYE Level).

The ASYE is a supported and assessed year, meaning performance will be assessed. It is anticipated the NQSW will produce work of a progressively higher quality as work is built up incrementally over the year.

The assessment process will be robust, feedback will be developmental, and the moderation process will ensure consistent application of a fair standard, based upon each NQSW demonstrating they have met the Social Work Post Qualifying Standards by the end of the programme.

3. THE ASYE FRAMEWORK

The ASYE for NQSWs was implemented in 2012, replacing all previous NQSW programmes. Skills for Care is responsible for the operational management of the ASYE on behalf of the Department for Education. The Department for Education continue to fund the delivery of the programme.

In 2022, the ASYE Framework was developed and refreshed to embed four underpinning principles;

- The voice of the NQSW is at the centre of the programme.
- The ASYE Framework supports a 'whole profession' approach to NQSW development, streamlining the process to ensure consistency in assessment and support across organisations.
- Employers are responsible for their programme.
- The ASYE is fully inclusive and promotes anti -racist practice.

There are three key elements to the refreshed ASYE Framework:

- Professional development and support (regular supervision and protected development time - the fundamental bedrock to social work practice).
- Evidence and assessment (holistic assessment based on the Professional Capabilities Framework and Social Work Post Qualifying Standards, evidencing progressive development of professional capability).
- A holistic approach to quality assurance (programme delivery based on a cycle of quality assurance and continued improvement; local/regional/national consistency using sector-approved evaluation criteria and stretch criteria to benchmark quality).

The Social Work Post Qualifying Standards sets out the knowledge and skills a Child and Family Social Worker should be able to demonstrate in the following areas:

1. Relationships and effective direct work;
2. Communication;
3. Child development;
4. Adult mental ill health, substance misuse, domestic abuse, physical ill health and disability;
5. Abuse and neglect of children;
6. Child and family assessment;
7. Analysis, decision-making, planning and review;
8. The law and the family and youth justice systems;
9. The role of supervision;
10. Organisational context.

4. ROLES AND RESPONSIBILITIES

There will be a number of people who will work together to deliver and support the ASYE Programme. Here is an outline of their roles and respective responsibilities:

The Principal Social Worker

- Address any issues raised around the delivery of the ASYE Programme.
- Monitor and manage appeals and extensions, and liaise with the Director of Children's Services when necessary.

The ASYE Co-ordinator

- Manage the Skills for Care ASYE portal.
- Co-ordinate the delivery of the ASYE programme.
- Provide NQSWs and their Assessors 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 Assessors, including the ASYE Handbook.
- Co-ordinate training and workshops for NQSWs and ASYE Assessors.
- Manage the ASYE quality assurance process, including issuing regular surveys to the NQSWs to gain their voices about their experiences, the 360 Degree Tool, and dates for the Skills for Care NQSW / Assessor Online Forums.
- Arrange links to Senior Managers (including the Principal Social Worker).
- Provide links to wider organisational policies and procedures, including HR.

The ASYE Assessor

- Provide details of the selection of all allocated children's cases (numbers and complexity) – bearing in mind the NQSW's development needs.
- Provide regular supervision with a focus on critical reflection, 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 their recording is of the standard required by the organisation.
- Provide regular developmental feedback to the NQSW.
- Advocate 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 Social Work Post Qualifying Standards and Professional Capabilities Framework.
- 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.

The Line Manager

- Ensure 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 children's cases for allocation to the NQSW, so that it meets the programme's guidance on a reduction in workload (90% of an experienced Social Worker).
- 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.

5. PROGRAMME STRUCTURE

Dudley's Employment Policy

All NQSWs employed by Dudley will be issued a twelve month, fixed term ASYE contract of employment upon their registration with Social Work England. Should the NQSW's Social Work England registration take place after the programme has started, then they will receive an Intensive Family Support Worker contract at the same salary until they begin their ASYE contract.

Upon successful completion of the programme, NQSWs will receive the ASYE National Certificate and be issued a Social Worker contract, becoming a permanent member of Dudley's workforce.

Equality Arrangements and Reasonable Adjustments

The NQSW has responsibility for notifying the ASYE Assessor and Line Manager of any additional learning, health or support needs that they know of at the start of the programme, so that the appropriate adjustments can be made.

Prior to appointment

The NQSW's status as a Newly Qualified Social Worker will have been confirmed during the final stages of the selection process. The following will also have been identified:

- The start date;
- The NQSW's allocated ASYE Assessor;
- The NQSW's team and service area;
- The NQSW's Line Manager;
- The Induction date and programme;
- The date the NQSW should complete the Initial Professional Development Plan with the ASYE Assessor;
- The date the NQSW should complete the Support and Assessment Agreement with the ASYE Assessor and Line Manager.

On commencing the programme, the NQSW will have a two week Induction. They will be provided with an ASYE pack, which will include this Handbook, and a Direct Work Tool Bag to support them with their practice.

Programme Structure

The ASYE programme is in five parts:

- Part one: Initial Development Plan and Support and Progressive Assessment Meeting
- Part two: 0 – 3 Month Initial Foundation Review
- Part three: 3 – 6 Month Review
- Part four: 9 Month Record of Progressive Development Meeting
- Part five: Final Review

Initial Professional Development Meeting

The ASYE programme will commence with the NQSW's Initial Professional Development Meeting taking place in the first week of the Induction period. This is a one on one meeting between the NQSW and the ASYE Assessor, where the NQSW will write their first Professional Development Plan (PDP), identifying their learning objectives for the first three months of the ASYE Programme.

The Professional Development Plan will inform the Support and Assessment Agreement Meeting, which will take place in the second week of the Induction period, between the NQSW, the ASYE Assessor, and the Line Manager.

The Professional Development Plan covers the NQSW's previous experience as a Student Social worker and relevant roles elsewhere. The NQSW should consult their final Professional Development Plan from their pre-qualifying course to help them to self-assess against the Post Qualifying Standards, using the Post Qualifying Standards Self-Assessment Tool.

Support and Assessment Agreement Meeting

The NQSW's Support and Assessment Agreement Meeting will take place with the ASYE Assessor and Line Manager in the second week of the Induction period. This is where the NQSW, ASYE Assessor, and Line Manager sign the Support and Assessment Agreement.

The Support and Assessment Agreement covers:

- Details about the NQSW's background, including their placement experience and previous social care experience.
- The outcome of the Initial Professional Development Meeting.
- Information about the NQSW's needs and preferred ways of working that will support their accessibility of the programme.
- Expectations in terms of key dates, such as the review meetings, and deadlines for the submission of portfolio items.
- Arrangements for supervision.

- Workload management.
- Arrangements for protected development time.
- Requirements and responsibilities.
- Arrangements, processes and standards in relation to assessment, review, and quality assurance.

Further guidance can be found on the Skills for Care Website: [Professional Development Plan and Learning Agreement](#).

Review Meetings

Once the Support and Assessment Agreement has been completed, the following reviews will take place:

- 0 – 3 Month Initial Foundation Review
- 3 – 6 Month Review
- 9 Month Record of Progressive Development Meeting (a one on one meeting between the NQSW and the ASYE Assessor to check the NQSW is on track, with an optional Action Plan if needed)
- Final Review

The reviews will formulate the basis of the record of progressive assessment over the course of the ASYE. The Professional Development Plan will be updated at each review – the Professional Development Plan is central to the process and thread throughout the programme.

6. WORKLOAD, SUPERVISION, SUPPORT, AND ASSESSMENT

Workload

To evidence progressive development of professional capability, the NQSW will practice as a Newly Qualified Social Worker in a core, front line Social Work Team. Their workload will be protected, and they will develop their skills and knowledge within a context of increasing responsibility and complexity of interventions over the course of the year.

The ASYE programme requires that a NQSW has a reduced workload allocation equivalent to 90% of an experienced Social Worker, weighted over the course of the year in terms of complexity, risk, and growing proficiency.

In Dudley, we have made the decision to specify what the workload allocation should be. All parties need to agree on the workload allocation, and these decisions need to be made based on clear evidence the NQSW has demonstrated they are ready to undertake child protection work against the Social Work Post Qualifying Standards.

Stage of Programme	Workload Allocation	Complexity
0 – 3 months	6 children	No Child Protection work in the Safeguarding or Children in Care Service
3 – 6 months	9 children	Joint working opportunities, including Child Protection work in the Safeguarding or Children in Care Service
6 – 9 months	12 children	Child Protection work in the Safeguarding or Children in Care Service, comprising no more than one third of the NQSW's caseload
9 – 12 months	16 children	Child Protection work in the Safeguarding or Children in Care Service, comprising no more than one half of the NQSW's caseload

The resulting 10% reduction in workload will be allocated to protected development time, equating to 0.5 days per week or 2 days per month, set aside for study time and undertaking learning and development activities, based on the identified needs of the NQSW. Protected development time cannot be banked and should be taken monthly to support study and portfolio building throughout the programme - any missed study days will therefore be lost.

The arrangements for workload allocation will be agreed at the Support and Assessment Agreement Meeting, monitored through Supervision, and reviewed in subsequent Review Meetings.

Supervision

The NQSW will receive supervision by a registered, qualified Social Worker, for a minimum duration of 1.5 hours, alongside access to informal supervision as / when required.

Supervision is traditionally provided in a one on one session. In Dudley, supervision is delivered using a range of methods, including group supervision, Solution Circles, and Action Learning Sets. Supervision will include the opportunity for reflection and critical analysis of practice, alongside workload management and personal development in line with the Standards for Employers of Social Workers in England. Dudley's Supervision Policy is attached to this Handbook for further guidance (Appendix 4 – Useful Documents).

In the Support and Assessment Agreement Meeting, the methods of supervision can be clarified, including the responsibilities of the Line Manager, the ASYE Assessor, and the back-up Supervisor, if the Line Manager is not available.

You will have regular supervision within specific timescales, dependent upon the stage of the programme, as shown in the table below:

Stage of Programme	Supervision Timescale
1 – 6 weeks	Weekly
7 weeks – 6 months	Fortnightly
7 months – 12 months	Monthly

Support

The ASYE Assessor and Line Manager will play a key role in supporting the NQSW through the ASYE. They will be responsible for ensuring there is a blend of learning and development activities for the NQSW's continued professional development, and regular, structured opportunities for reflection and critical analysis of practice.

Support will be offered in the following ways:

- Initial Development Plan and Support Assessment Agreement Meeting.
- 0 – 3 Month Initial Foundation Review.
- 3 – 6 Month Review.
- 9 Month Record of Progressive Development Meeting.
- Final Review.
- The ASYE Learning and Development Programme covering key areas of practice, linked to the Social Work Post Qualifying Standards.
- Review of professional documentation.
- Feedback from people in need of care and support.
- Feedback from other professionals.

The ASYE Learning and Development Programme

In Dudley, we have developed a set ASYE Learning and Development Programme for our NQSWs to access. The learning programme has been developed using the Social Work Post Qualifying Standards, and is intended to support NQSWs to evidence their progressive development over the course of the ASYE. Attendance is mandatory, and the ASYE Assessor will be tracking progress during review meetings and group supervision. Dudley has also the offer of two Practice Weeks a year, and a Masterclass Programme – a planned series of mini lectures and interactive workshops linked to key areas of practice, such as writing Impact Chronologies, and completing Cultural Genograms.

Assessment

Assessment will be undertaken by the ASYE Assessor, in conjunction with the Line Manager.

The timeline in Section 7 (Portfolio Items and Submissions) sets out the dates when all portfolio items should be submitted. If the portfolio items are not submitted in a timely manner, there will be gaps in the NQSW's core evidence, and this will impact on their assessment and will be referred to in the Final Report.

At the end of the year, the ASYE Assessor will write the Final Report and make a recommendation to the internal ASYE Moderation Panel as to whether the ASYE has been passed or failed. The assessment criteria will be based upon the NQSW's ability to demonstrate they have met the Social Work Post Qualifying Standards and the Professional Capability Framework (ASYE Level).

The NQSW should complete all of the portfolio items in order to pass the ASYE. If they do not submit the completed portfolio of evidence on the agreed date, this will automatically result in a Fail.

Direct Observations of Practice

There will be a minimum of three Direct Observations of Practice undertaken by a registered Social Worker, at approximately three monthly intervals over the course of the ASYE. This will enable a clear assessment of progressive development.

- The first and final observation will be undertaken by the ASYE Assessor.
- The second observation will be undertaken by the Line Manager.
- A minimum of one observation must be face-to-face, the others can be face-to-face or virtual.
- A minimum of one observation must involve the NQSW undertaking direct work with people in need of care and support.

The Direct Observation should be planned in advance and key learning points from this can be linked to the NQSW's Professional Development Plan.

There are seven parts to the Direct Observation:

- Background to the observation.
- Planning the intervention (completed by the NQSW).
- Critical reflection on practice during the observation (completed by the NQSW after the observation).
- Holistic assessment of the NQSW's capability demonstrated in the direct observation of practice (linked to the Social Work Post Qualifying Standards and Professional Capabilities Framework when appropriate – completed by the observer).
- NQSW feedback on the observer's report.
- NQSW identification of learning needs (in conjunction with the observer, completed by the NQSW after reading the observer's holistic assessment).
- Optional feedback from person/people who draw on care and support (or their carers).
- Signatures

Please read the Skills for Care Guidance for further information:- [undertaking direct observations](#).

7. PORTFOLIO ITEMS AND SUBMISSIONS

The formal submissions of portfolio items will be on the set dates agreed at the Support and Assessment Agreement Meeting. Any extensions will need to be requested, however extensions will only be granted in exceptional circumstances, and will need to be approved by the Principal Social Worker.

Portfolio Items Timeline

Induction Week 1 - Initial Professional Development Meeting

The following documents should be completed at the meeting:

- Post Qualifying Standards Self-Assessment Tool
- Initial Professional Development Meeting minutes
- Professional Development Plan

Induction Week 2 - Support and Assessment Agreement Meeting

The following documents should be completed at the meeting:

- Heading Page
- Confidentiality Statement
- Support and Assessment Agreement
- Professional Development Plan – First Three Months

0 – 3 Month Initial Foundation Review

The following documents should be submitted to the ASYE Assessor at least **five working days** prior to the meeting:

- Heading Page
- NQSW Supporting Information for the First 3 Month Foundation Review Part 1
- Direct Observation One Template
- Verification of Professional Documentation
- Feedback From Other Professionals Template
- Evidence of Feedback

The following documents should be completed at the meeting:

- Record of Support and Progressive Assessment (RSPA) Foundational Review at 3 Months

3 - 6 Month Review

The following documents should be submitted to the ASYE Assessor at least **five working days** prior to the meeting:

- Heading Page
- Critical Reflection Log Template (2000 words – guide)
- Professional Development Plan 6 – 12 Months
- Direct Observation Template
- Verification of Professional Documentation
- Feedback From Other Professionals Template
- Evidence of Feedback

The following documents should be completed at the meeting:

- RSPA 6 Months Template

9 Month Record of Progressive Development

The following documents should be submitted to the ASYE Assessor at least **five working days** prior to the meeting:

- Heading Page
- Professional Development Plan (9 Month to end of ASYE)

The following documents should be completed at the meeting:

- Progressive Development Meeting

Final Review

The following documents should be submitted to the ASYE Assessor at least five working days prior to the meeting:

- Heading Page
- Critical Reflection Log for final review (2000 words (guide) or oral presentation)
- Post Qualifying Standards Self-Assessment Tool
- Professional Development Plan for Post ASYE
- Direct Observation 3 Template
- Verification of Professional Documentation to date
- Feedback From Other Professionals Template
- Evidence of Feedback

The following documents should be completed at the meeting:

- RSPA 6 – 12 Months (Final Review – Assessment Decision)

For further guidance in relation to the final critical reflection, please see the Skills for Guidance:- [Critical Reflection and Assessment](#)

Document retention

Portfolios will be retained for a period of 3 years of the end of the ASYE.

8. FINAL ASSESSMENT, MODERATION AND EXTERNAL ASSESSMENT

Final Assessment

The NQSW will be provided with guidance on compiling and submitting their portfolios by the ASYE Assessor.

It is the NQSW's responsibility to ensure the portfolio is:

- **Complete** – all required documents are included, including signatures where required.
- **Accurate** – consistent with the expectations of the Social Work Post Qualifying Standards / Professional Capabilities Framework (ASYE Level).
- **Valid** – based on evidence that reflects the breadth of work throughout the year.
- **Robust** - based on evidence that is checked, consistent, and leads to a defensible judgement.
- **Sufficient** – based on sufficiently broad and varied range of evidence.
- **Fully anonymised** - to protect the confidentiality of children, young people, parents, carers and professionals.

The NQSW should submit the completed portfolio on the given date. No extensions will be granted, unless there are exceptional circumstances and prior agreement. Should the portfolio not be submitted by the given date, the NQSW will not be issued a permanent Social Work contract, and their employment in Dudley will end.

Moderation

The purpose of moderation is to quality assure the assessment process. After the NQSW portfolios have been submitted, there will need to be moderation to ensure the portfolios of evidence are:

- **Complete** – all required documentation has been completed and included in the portfolio.
- **Authentic** – be the worker's own work.
- **Robust and reliable** – consistently demonstrating the Social Work Post Qualifying Standards have been progressively met over the 12 month period.
- **Valid** – evidenced against the Professional Capabilities Framework (ASYE Level).

There are three levels of moderation:

Internal Moderation – The Internal Moderation Panel will meet in month 12 of the ASYE. Membership consists of the CPP Service Manager, the ASYE Co-ordinator, the ASYE Assessors, and Team Managers / Service Managers in core Social Work teams with the relevant Practice Education qualification.

The Internal Moderation Panel will consider the NQSW's final portfolio and the recommendation of the ASYE Assessor. They will either confirm or disagree with the decision - it is the Panel's decision whether the NQSW passes, fails or defers, depending on the evidence provided in the portfolio. A record of moderation decisions will be made.

Where the Panel is satisfied the NQSW has passed, the Principal Social Worker will sign off the work and inform the Department for Education.

If a portfolio is deferred, the NQSW will be asked to make the amendments needed so the relevant requirements are met, and re-submit to the Internal Moderation Panel.

Regional Moderation - A sample of portfolios will be considered by a Regional Panel involving partnership between Birmingham Children's Trust, Dudley Metropolitan Borough Council, Sandwell Children's Trust, Walsall Metropolitan Borough Council, and the University of Birmingham. This Panel considers issues of parity across the region, but cannot overturn the decision of the Internal Moderation Panel. Where the Regional Moderation Panel identifies issues of quality, they will make recommendations to the Dudley Internal Panel for future action.

National moderation – National Moderation will be undertaken by Skills for Care.

9. CONCERNS

At times, there may be concerns relating to a NQSW's performance, progress, conduct, professional capability, or practice ability. This should be raised by the Line Manager or the ASYE Assessor at the earliest opportunity, so that the NQSW is aware of the concerns and can be supported to improve in the areas identified via an Action Plan.

Concerns can include but are not limited to:-

- Non-submission of work without prior agreement.
- Not submitting work on time consistently.
- Not submitting work in the prescribed way.
- Cancellation of meetings on a frequent basis, thus disrupting the level of support being given.
- Frequent lack of attendance at the ASYE Learning and Development Programme and group supervision.
- Failure to carry out development activities in preparation of a formal session.

Following the Action Plan, should it be viewed the NQSW has not made sufficient progress and the concerns continue, then the ASYE Assessor will work with the Line Manager to follow formal HR probationary / performance management processes, which could result in termination of the NQSW's contract.

The process for raising concerns is as follows:

Concern	Timescale
Line Manager identifies concerns and shares information with the ASYE Assessor	Within 1 working day of the concerns being identified and considered.
ASYE Assessor identifies concerns and shares concerns with the Line Manager	Within 1 working day of the concerns being identified and considered.
The ASYE Assessor informs the ASYE Co-ordinator, setting out each of the concerns specifically in writing.	Within 1 working day of the concerns being shared.
The ASYE Co-ordinator informs the CPP Service Manager and Principal Social Worker, discussing possible options, including the Action Plan / HR processes.	Within 1 working day of the concerns being shared.
If, after discussion with the ASYE Co-ordinator, an Action Plan is viewed appropriate, then the ASYE Assessor will liaise with the Line Manager and convene a meeting with the NQSW to progress the Action Plan.	Within 10 working days of discussion and agreement from the ASYE Co-ordinator.

10. APPEALS

It is recognised there may be times when NQSWs may wish to challenge assessment decisions, including Direct Observations of Practice. All NQSWs will have a right to appeal against any assessment decision made, including the final moderation decision.

In the first instance, the NQSW should discuss the assessment decision with the ASYE Assessor. In most instances, it can be expected the NQSW will understand the assessment and what they should do to improve the outcomes next time. However, there may be times when an NQSW wishes to appeal.

The process is as follows:

- The NQSW should complete the Notification of Intent to Appeal form at Appendix 3 of this Handbook.
- The NQSW should submit the Appeal to the ASYE Co-ordinator within 10 working days of receiving the assessment decision.
- Where an assessed piece of work has been deemed to have failed, the work will be marked by the ASYE Co-ordinator.
- If the ASYE Co-ordinator agrees with the assessment decision, the NQSW will be informed. Where the NQSW is still unhappy with the decision, they will be able to ask for a third overview of the assessed piece of work from the Principal Social Worker.
- The Principal Social Worker's decision will be final, and no further appeals will be allowed.

Terms and conditions

The Council reserves the right to vary the method of delivery of the programme and in some instances the content may be altered or updated. In extreme circumstances, the Council may have to discontinue your programme or amalgamate units (for example because NQSWs leave the programme as a result of leaving their employment rendering it no longer viable). The modules and structure described are provided as an illustration and are subject to change.

APPENDIX 1: ASYE INDUCTION

31st October 2022 • Ward House, Himley, Dudley, DY3 4DF

09:00 – 09:30	Arrival and drinks
09:30 – 10:00	Welcome and Introductions by the Director of Children's Services, Catherine Driscoll
10:00 – 12:30	CPP Children's Services Induction
12:30 – 13:30	Lunch
13:30 – 16:30	CPP - Introduction to the ASYE Programme, ASYE Handbook and ASYE Portfolio

1st November 2022 • Ward House, Himley, Dudley, DY3 4DF

09:30 – 11:00	Collection of ID Badges, laptops, work phones
11:00 – 12:00	Registration on PHEW, booking onto ASYE Learning and Development Programme/Practice Week
12:00 – 13:00	Lunch
13:00 – 15:00	Mike Hayward, CPP Service Manager, Dudley's Practice Framework and Restorative Practice
15:00 – 16:00	Welcome and Introductions by the Principal Social Worker, Nicola Hale

2nd November 2022 • Ward House, Himley, Dudley, DY3 4DF

09:30 – 16:30	Corporate E Learning - Liquid Logic Training
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3rd November 2022 • Corbyn Road, Dudley, DY1 2JZ

Meet the Social Work Teams

Initial Professional Development Meetings with ASYE Assessors

4th November 2022 • Corbyn Road, Dudley, DY1 2JZ

Meet the Social Work Teams

Initial Professional Development Meetings with ASYE Assessors

Week 2

7th November 2022 • Ward House, Himley, Dudley, DY3 4DF

09:30 – 10:30 Michelle O Meara, Wellbeing Service
11:00 – 12:00 Daniele Brennan, Equality, Diversity and Inclusion
12:00 – 13:00 Lunch
13:00 – 16:30 CPP - Capturing the Child's Journey

8th November 2022 • Ward House, Himley, Dudley, DY3 4DF

09:30 – 16:00 CPP - ASYE Masterclass Programme

9th November 2022 • Corbyn Road , Dudley, DY1 2JZ

09:30 – 16:30 Support and Assessment Agreement Meetings with Line Managers and ASYE Assessors

10th November 2022 • Corbyn Road , Dudley, DY1 2JZ

09:30 – 16:30 Support and Assessment Agreement Meetings with Line Managers and ASYE Assessors

11th November 2022 • Ward House Himley, Dudley, DY3 4DF

09:30 – 16:30 Assessment and Analysis Training

APPENDIX 2: ASYE LEARNING AND DEVELOPMENT PROGRAMME

Post Qualifying Standards	Learning and Development Activity
Relationships and effective direct work	Hear My Story, Hear My Voice Enhancing Confidence in Direct Work with Children and the Creation of Good Quality Life Story Books
Communication	Restorative Practice Affective Statements and Restorative Dialogue – Masterclass
Child development	Adverse Childhood Experiences and Trauma Informed Practice Training
Adult mental ill health, substance misuse, domestic abuse, physical ill health, and disability	Responding to Domestic Abuse for Frontline Practitioners Working with Families: Understanding the Impact of Domestic Abuse on Children Awareness of Domestic Abuse Perpetrator Behaviour
Abuse and neglect of children	Graded Care Profile 2 Promoting Positive Pathways for Young People who have Exhibited Harmful Sexual Behaviour
Child and family assessment	Assessment and Analysis Family Group Conference – Masterclass Impact Chronology – Masterclass Cultural Genograms - Masterclass Assessing the Protective Skills of Mothers, Partners, and Carers
Analysis, decision-making, planning and review	SMART and Effective Care Planning Permanency Planning
The law and the family and youth justice systems	Analytical Court Report Writing and Recording Court Familiarisation and Evidence Giving
The role of supervision	Bespoke ASYE Workshop
Organisational context	Bespoke ASYE Workshop

APPENDIX 3: NOTIFICATION OF INTENT TO APPEAL AN ASSESSMENT DECISION

Name of NQSW	
Name of Line Manager	
Name of ASYE Assessor	
Date assessment decision received	

Grounds of appeal – please specify the grounds of the appeal. Note appeals about Direct Observation assessment decisions can only be on the ground that the assessment procedures have not been properly carried out.

I confirm that I have discussed the assessment with my ASYE Assessor before submitting this appeal

Signed: _____

Date: _____

This form should be shared with the ASYE Co-ordinator within 10 working days of receiving the assessment decision.

APPENDIX 4: USEFUL DOCUMENTS

- 1. The Social Work Post Qualifying Standards**
- 2. Professional Capability Standards (ASYE Level)**
- 3. Dudley's Restorative Strengths-Based Framework**
- 4. Dudley's Supervision Policy**
- 5. Skills for Care - New ASYE Framework**