

<p>Title: ASSESSED AND SUPPORTED YEAR IN EMPLOYMENT (ASYE)</p> <p>Directorate: Community</p> <p>Responsible for review: Acting Principal Social Work (SW education lead)</p> <p>Ratified by: Care and Clinical Policies Group</p> <p>Applicability: Newly Qualified Social Workers</p>	<p>Ref No: 1827 Version 3</p> <p>Classification: Policy</p> <p>Due for Review: 10-08-2020 Document Control</p>
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Contents

1.	Purpose	Page1
2.	Introduction	Page 1
3.	Roles and Responsibilities	Page 2
4.	Main Body of the document	Page 3
5.	Training and supervision	Page 4
6.	Monitoring and Auditing	Page 4
7.	References	Page 4
8.	Equality and Diversity	Page 4
9.	Further Information	Page 4
10.	Appendices	Page 6

1) Purpose

1.1 This policy aims to:

- Define the purpose of the ASYE.
- Outline main aspects of the program.
- Identify responsibilities of those involved in the program
- Outline procedures for pass/defer/non completion of program

2) Introduction

An Assessed and Supported Year in Employment (ASYE) for Newly Qualified Social Workers (NQSWs) was recommended by the Social Work Task Force in their final report. In January 2012 the Social Work Reform Board (SWRB) confirmed that the ASYE would begin in September 2012 and would succeed the existing Newly Qualified Social Worker Programmes. The SWRB approved proposals for ASYE implementation. In April 2015 Skills for Care (at the bequest of the College of Social Work/TCSW) introduced a standardised assessment framework nationally.

Statement/Objective

The aim of the ASYE is to ensure that NQSWs receive consistent support in their first year of employment so that they are able to become confident, competent professionals. ASYE builds strongly on the previous NQSW programmes and will look at the concept of delivering a single programme across children's and adults' services.

The ASYE will be implemented alongside other SWRB reforms, such as the Professional Capabilities framework, Standards for Employers and Supervision Framework.

In April 2015 the programme was amended to include the knowledge skills statement for adults (TCSW), and a standard assessment portfolio across the whole of England and Wales.

ASYE outcomes

The ASYE will be carried out in the employment context and is a measure of professional capability. Torbay and South Devon NHS Foundation Trust (TSDFT) will therefore be responsible and accountable for their assessment decisions and the outcomes.

3) Roles & Responsibilities

The ASYE will be completed in the employment context and is a measure of professional capability. Employers will therefore be responsible and accountable for their assessment decisions and the outcomes.

Some NQSWs are managed by staff who are not qualified registered Social Workers. However, professional supervision and final assessment must be carried out by a qualified, registered Social Worker.

When a NQSW starts in post the appointing officer, will contact the Social Work training lead to give the details of the newly appointed staff member.

The Social Work training lead will e-mail the "portfolio pack" prepared for the NQSW, and the persons who will undertake the ASYE assessor role and the ASYE coordinator will be identified. (The portfolio pack will include this policy and all the relevant appendices.)

After this there will be an initial discussion (either by e-mail or in person) with the NQSW and the ASYE coordinator to look at the programme.

There will then be a learning agreement meeting arranged by the NQSW, at which supervision arrangements and assessment roles will be identified and recorded appropriately. The 3, 6, (potentially 9 months) and 12 month review dates will also be identified and recorded. The 9 month meeting is only to be held if any problems arise in the second half of the year (in line with national guidance).

4) **Main body of the document**

Under the principles of holistic assessment, formative assessment will be undertaken during the ASYE and evidence included for final assessment.

The formative assessments will include-Supervision notes, Interim reviews which will be carried out at 3, 6, (9) and 12 months and other documentation (referred to later) then leading to a final assessment decision around the 12 month stage (when the final portfolio is submitted by the NQSW). This is in line with the current NQSW programme that has run successfully for three years within TSDFT.

There will also be critical reflections reviewed at every quarterly meeting. Also there will be three direct observations of practice to be undertaken. It is recommended that the ASYE assessor will undertake two of these observations and the ASYE coordinator will undertake the final observation.

At the end of the programme and when the NQSW has completed their portfolio a moderation process will be arranged by the ASYE coordinator .The moderation process will include-the Assistant Director of Social Care, and a contracted (freelance) Social Work Practice Educator/PE (who is assessing the validity of the final recommendation made by the ASYE assessor).

The ASYE assessor makes a recommendation of whether the ASYE in their opinion is working at the level required. The portfolio is then submitted to the freelance PE who will then verify the pass recommendation, or look to defer the portfolio. IF a defer is suggested by the freelance PE (using a clear action plan of what needs to be worked upon) then the NQSW will have up to 4 weeks to re-submit .This defer is a one off process and cannot be suggested again. After re-submission IF the NQSW still has not been recommended for a pass the Associate director then can decide to agree with this decision OR overturn the decision and agree the ASYE has completed the year.

If NQSW's do not complete this programme as they have not proven to have the successful attainment of skills to practice as a qualified Social worker a decision will be made to look to continue employment as a band 5 worker OR their employment will be subject to HR capabilities procedures.

5) Training

All ASYE assessors will look to attend the locality 2 day supervision training within a 12 month period of supporting NQSW's, if they have not already done so.

It is possible that this training will be completed after a NQSW has started in their job.

NQSW's will be allowed half a day per week (pro-rated for part time workers) to attend ASYE training and for study and reflection time.

There will be training days organised by the Social Work Training lead, currently in conjunction with Devon County Council.

6) Monitoring, Auditing, Reviewing & Evaluation

A regional moderation partnership will oversee this review from their experiences of any NQSW's in difficulties in the preceding year and any learning from the scheme.

Auditing will be undertaken by the Associate director and the SW Training lead will maintain a database of all NQSW's.

7) References

Skills for Care (who oversee the national program)

<http://www.skillsforcare.org.uk/Learning-development/The-ASYE-adults/The-Assessed-and-Supported-Year-in-Employment-Adults.aspx>

8) Equality and Diversity

Challenging of injustice is an integral aspect of Social Work and will be looked at as a constant theme throughout the ASYE. If Social Workers are appointed as BME staff they can access the regional group that is being developed. Staff with any additional learning needs or disabilities will be identified and supported accordingly.

9) Further information;

All the documentation that is incorporated in the final portfolio is available on icon.

There is a regional partnership of Social Work organisations (e.g. local authorities /trusts) that incorporates Plymouth, Cornwall, Devon and TSDHFT. This group meets every 3 months to

quality assure the overall ASYE process's. This is a requirement of the funding we receive from Skills for Care.

10) Appendices

10.1 [NQSW Portfolio contents sheet.](#)

10.2 [Process on completion of programme \(including re-banding\)](#)

Existing policies

10.3 Supervision policy- Overarching Principles Policy ([Ref: 0221](#))

Available from:

https://icon.torbayandsouthdevon.nhs.uk/corp_doc_mgmt/Clinical%20Effectiveness/G0221.pdf

10.4 Induction information document

Available from:

<https://icon.torbayandsouthdevon.nhs.uk/areas/social-work/Pages/useful-info.aspx>

10.5 Improving performance policy (HR36)

Available from:

[http://documents.torbayandsouthdevon.nhs.uk/TSDFT/Improving%20Performance%20Policy%20\(H17\).pdf?web=1](http://documents.torbayandsouthdevon.nhs.uk/TSDFT/Improving%20Performance%20Policy%20(H17).pdf?web=1)

10.6 Social care supervision policy ([Ref: 1642](#))

Available from:

https://icon.torbayandsouthdevon.nhs.uk/corp_doc_mgmt/Clinical%20Effectiveness/G1642.pdf

NQSW (Adult Social Care) Scheme.

Contents for Portfolio. (Appendix 1)

<u>Name of document</u>	<u>When to be completed by</u>
10.1 Pre critical reflection	Prior to learning agreement (PLA) meeting
10.2 Learning agreement	by NQSW within 2 weeks after meeting
10.3 Personal development plan	by NQSW within 2 weeks after PLA
10.15 Professional verification form	by ASYE assessor PRIOR TO 3 month meeting
10.4 3 month review	completed by ASYE coordinator within 2 weeks of meeting
10.7 Initial critical reflection	by NQSW at least 5 working days prior to 3 month review
10.8 Personal development plan (3-6 months)	by NQSW within 2 weeks after 3 month review
10.10 Critical reflection 2	by NQSW at least 5 working days prior to 6 month review
10.15 Professional verification form	by ASYE assessor PRIOR TO 6 month meeting
10.5 6 month review	completed by ASYE coordinator within 2 weeks of meeting
10.9 Personal Development Plan (6-9 months)	by NQSW within 2 weeks after 6 month review
10.11 Critical reflection	by NQSW at least 5 working days prior to final review
10.15 Professional verification form	by ASYE assessor PRIOR TO Final meeting
10.6 Final review meeting	completed by ASYE coordinator within 2 weeks of meeting
10.12 Final development plan	completed by ASYE within 2 weeks of meeting
<u>Also to include in final portfolio</u>	
10.13 Direct Observation Paperwork	3 observations (2 by assessor 1 by ASYE coordinator)
10.14 Professional and SU/Carer feedback	3 pieces of each not necessary on a formal document, make sure at reviews it is done NOT necessary on a form
10.15 Verification of Professional evidence	

Completion of ASYE

Final meeting around 2 weeks before the NQSW completes their ASYE.

ASYE coordinator needs to complete holistic assessment.

NQSW compiles all evidence for final report.

Date set at that meeting for submission of portfolio.

Portfolio Submitted to ASYE coordinator by month 12

Portfolio forwarded onto freelance PE and then formally signed off by Assistant Director of Adult Social Care.

The ASYE coordinator will oversee this process ideally within a two week period.

The process of the NQSW completing the ASYE year is finished when the portfolio is formally signed off and completed by the Assistant director of Adult Social Care.

If appropriate job banding is reviewed when the ASYE is completed.

Delay in ASYE completing portfolio. A written request must be made by NQSW to the ASYE coordinator to seek an extension beyond month 12.

Upon successful completion of the ASYE the ASYE Pay progression policy comes into effect. .

Document Control Information

This is a controlled document and should not be altered in any way without the express permission of the author or their representative.

Please note this document is only valid from the date approved below, and checks should be made that it is the most up to date version available.

If printed, this document is only valid for the day of printing.

Ref No:	1827		
Document title:	Assessed and Supported year in Employment 9ASYE)		
Purpose of document:	This policy aims to: <ul style="list-style-type: none"> · Define the purpose of the ASYE. · Outline main aspects of the program. · Identify responsibilities of those involved in the program · Outline procedures for pass/defer/non completion of program 		
Date of issue:	10 August 2017	Next review date:	10 August 2020
Version:	3	Last review date:	
Author:	Acting Principal Social Work (SW education lead)		
Directorate:	Community		
Equality Impact:	The guidance contained in this document is intended to be inclusive for all patients within the clinical group specified, regardless of age, disability, gender, gender identity, sexual orientation, race and ethnicity & religion or belief		
Committee(s) approving the document:	Care and Clinical Policies Group		
Date approved:	19 July 2017		
Links or overlaps with other policies:	All TSDFT Trust Strategies, policies and procedure documents		

	<i>Please select</i>	
	Yes	No
Have you considered using Equality Impact Assessment?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Does this document have implications regarding the Care Act? <i>If yes please state:</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this document have training implications? <i>If yes please state:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Through a grant received for people on this scheme, specialist training will be offered (but will be funded via this grant money).		
Does this document have financial implications? <i>If yes please state:</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is this document a direct replacement for another? <i>If yes please state which documents are being replaced:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pre-existing policy being updated		

Document Amendment History

Date	Version no.	Amendment summary	Ratified by:
28 February 2014	1	Review to include moderation panel pro-forma	
1 May 2015	2	Change to assessment paperwork, but structure remains the same	
10 August 2017	3	Revised	Care and Clinical Policies Group
20 February 2018	3	Review date extended from 2 years to 3 years	

The Mental Capacity Act 2005

The Mental Capacity Act provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they lack capacity in the future. It sets out who can take decisions, in which situations, and how they should go about this. It covers a wide range of decision making from health and welfare decisions to finance and property decisions

Enshrined in the Mental Capacity Act is the principle that people must be assumed to have capacity unless it is established that they do not. This is an important aspect of law that all health and social care practitioners must implement when proposing to undertake any act in connection with care and treatment that requires consent. In circumstances where there is an element of doubt about a person's ability to make a decision due to 'an impairment of or disturbance in the functioning of the mind or brain' the practitioner must implement the Mental Capacity Act.

The legal framework provided by the Mental Capacity Act 2005 is supported by a Code of Practice, which provides guidance and information about how the Act works in practice. The Code of Practice has statutory force which means that health and social care practitioners have a legal duty to have regard to it when working with or caring for adults who may lack capacity to make decisions for themselves.

“The Act is intended to assist and support people who may lack capacity and to discourage anyone who is involved in caring for someone who lacks capacity from being overly restrictive or controlling. It aims to balance an individual's right to make decisions for themselves with their right to be protected from harm if they lack the capacity to make decisions to protect themselves”. (3)

All Trust workers can access the Code of Practice, Mental Capacity Act 2005 Policy, Mental Capacity Act 2005 Practice Guidance, information booklets and all assessment, checklists and Independent Mental Capacity Advocate referral forms on iCare

http://icare/Operations/mental_capacity_act/Pages/default.aspx

Infection Control

All staff will have access to Infection Control Policies and comply with the standards within them in the work place. All staff will attend Infection Control Training annually as part of their mandatory training programme.

Quality Impact Assessment (QIA)

<i>Please select</i>	
Who may be affected by this document?	Patient / Service Users <input checked="" type="checkbox"/> Visitors / Relatives <input type="checkbox"/>
	General Public <input type="checkbox"/> Voluntary / Community Groups <input type="checkbox"/>
	Trade Unions <input type="checkbox"/> GPs <input type="checkbox"/>
	NHS Organisations <input type="checkbox"/> Police <input type="checkbox"/>
	Councils <input type="checkbox"/> Carers <input type="checkbox"/>
	Staff <input checked="" type="checkbox"/> Other Statutory Agencies <input type="checkbox"/>
	Others (<i>please state</i>):

Does this document require a service redesign, or substantial amendments to an existing process? No	<input type="checkbox"/>
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If you answer yes to this question, please complete a full Quality Impact Assessment.

Are there concerns that the document could adversely impact on people and aspects of the Trust under one of the nine strands of diversity?	Age <input type="checkbox"/>	Disability <input type="checkbox"/>
	Gender re-assignment <input type="checkbox"/>	Marriage and Civil Partnership <input type="checkbox"/>
	Pregnancy and maternity <input type="checkbox"/>	Race, including nationality and ethnicity <input type="checkbox"/>
	Religion or Belief <input type="checkbox"/>	Sex <input type="checkbox"/>
	Sexual orientation <input type="checkbox"/>	No

If you answer yes to any of these strands, please complete a full Quality Impact Assessment.

If applicable, what action has been taken to mitigate any concerns?	
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Who have you consulted with in the creation of this document? <i>Note - It may not be sufficient to just speak to other health & social care professionals.</i>	Patients / Service Users <input type="checkbox"/>	Visitors / Relatives <input type="checkbox"/>
	General Public <input type="checkbox"/>	Voluntary / Community Groups <input type="checkbox"/>
	Trade Unions <input type="checkbox"/>	GPs <input type="checkbox"/>
	NHS Organisations <input type="checkbox"/>	Police <input type="checkbox"/>
	Councils <input type="checkbox"/>	Carers <input type="checkbox"/>
	Staff <input checked="" type="checkbox"/>	Other Statutory Agencies <input checked="" type="checkbox"/>
	Details (<i>please state</i>):	Steering group of different levels of Social Work staff, and then discussed at SW leads meeting. As well as colleagues from other local authorities (e.g. Devon/Plymouth) and attendance at regional information days.

Rapid (E)quality Impact Assessment (EqIA) (for use when writing policies)

Policy Title (and number)	Assessed and Supported Year in employment (ASYE) Ref No: 1827	Version and Date	Version 3 10/04/2017
Policy Author	(Principal Social Worker)		
An (e)quality impact assessment is a process designed to ensure that policies do not discriminate or disadvantage people whilst advancing equality. Consider the nature and extent of the impact, not the number of people affected.			
Who may be affected by this document?			
Patients/ Service Users <input type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Other, please state... <input type="checkbox"/>	
Could the policy treat people from protected groups less favorably than the general population? <i>PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below</i>			
Age	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Gender Reassignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Race	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Disability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Gender	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pregnancy/Maternity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sexual Orientation			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Religion/Belief (non)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Marriage/ Civil Partnership			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is it likely that the policy could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers ¹ ; travellers ² ; homeless ³ ; convictions; social isolation ⁴ ; refugees)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide details for each protected group where you have indicated 'Yes'.			
VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion			
Is inclusive language ⁵ used throughout?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are the services outlined in the policy fully accessible ⁶ ?			Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Does the policy encourage individualised and person-centred care?			Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Could there be an adverse impact on an individual's independence or autonomy ⁷ ?			Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
EXTERNAL FACTORS			
Is the policy a result of national legislation which cannot be modified in any way?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)			
Updating existing policy, to include a process around deferment.			
Who was consulted when drafting this policy?			
Patients/ Service Users <input type="checkbox"/>	Trade Unions <input type="checkbox"/>	Protected Groups (including Trust Equality Groups) <input type="checkbox"/>	
Staff <input checked="" type="checkbox"/>	General Public <input type="checkbox"/>	Other, please state... <input type="checkbox"/> Other social work trusts/local authorities who use this ASYE process <input checked="" type="checkbox"/>	
What were the recommendations/suggestions?			
To allow anyone not passing scheme at first submission an opportunity to re-submit, and that final decision would be made by Associate director for adult social care.			
Does this document require a service redesign or substantial amendments to an existing process? <i>PLEASE NOTE: 'Yes' may trigger a full EIA, please refer to the equality leads below</i>			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
ACTION PLAN: Please list all actions identified to address any impacts			
Action	Person responsible	Completion date	
AUTHORISATION:			
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them			
Name of person completing the form	Principal Social Worker	Signature	
Validated by (line manager)		Signature	