



**Public – To be published on the Trust external website**

# **Title: Assessed and Supported Year in Employment for newly qualified Social Workers (ASYE) procedure**

**Ref: CLIN-0031-002-v2**

**Status: Approved**

**Document type: Procedure.**

**Overarching Policy: Preceptorship Policy**

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## 1 Introduction

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- This procedure supports Tees, Esk and Wear Valleys NHS Foundation Trust (the trust/TEWV) to co-create a great experience for all patients, carers, and families from its diverse population by ensuring that newly qualified social workers (NQSW) receive the 12-month employer led and employment-based programme of support and assessment.
- This procedure supports the trust to co-create a great experience for our colleagues by offering the programme which lasts one year and supports the retention of social workers in their progression and continued development throughout their social work career.
- This procedure supports the trust to co-create a great experience for our colleagues by supporting newly qualified social workers to deliver positive outcomes for children, young people, families, and adults who draw on care and support from TEWV.

This procedure supports [Our Journey To Change \(OJTC\)](#) as set out in Trust preceptorship policy.

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## 2 Purpose

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Since 2012, the social work reform board advised that all NQSW's are required to complete an assessed year in employment (ASYE). The Department of Health and Social Care have not made it mandatory for ASYE to be completed but they have made it an expectation, as has the Chief Social Worker, that all NQSW's should undertake the ASYE. Since September 2022 both children and families NQSW's and adults NQSW's follow the same ASYE programme to support a whole profession approach to the development of NQSW's. The ASYE is a twelve-month, employer-led programme of support and assessment against the [KSS.pdf \(publishing.service.gov.uk\)](#) [Post-qualifying standard: knowledge and skills statement for child and family practitioners \(publishing.service.gov.uk\)](#)

Following this procedure will help the Trust to:

- Provide a supportive framework to develop confident and competent social workers to support the recovery and wellbeing of individuals and their carers, which is the core aim of the services we provide.
- The Assessed and Supported Year in Employment ASYE is assessed against the Professional Capability Framework (PCF) for Newly Qualified Social Workers (NQSW's) Post Qualifying Standards for adults and Post Qualifying Standards for children and families (PQS, previously KSS) for social workers in adult's services. In addition, the ASYE aids the development of national consistency in what a social worker should know and be able to do by the end of their first year in employment. Participation in the ASYE supports newly qualified social workers to consolidate their degree learning, develop capability and strengthen their professional confidence in an employment environment.

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### 3 Who this procedure applies to

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Newly qualified social workers employed by TEWV.

### 4 Related documents

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This procedure describes what you need to do to implement the process associated with the preceptorship Policy and Skills for Care ASYE programme.

This procedure also refers to:

- TEWV ASYE Forms [MASTER COPY OF DOCUMENTS](#)
- TEWV Appraisal [TEWVision | TEWV Intranet](#)
- TEWV [Probationary Period Procedure](#)

### 5 Procedure – Expectations of ASYE, Line Manager and ASYE assessor/ mentor

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TEWV expect NQSWs to start the ASYE as soon as they are employed and registered as social workers. Throughout the year, there are regular reviews, which take place at 3-month, 6-months, and 9-months before the final review. There is also a programme of reflective and peer support workshops during the year. NQSW must be in post and a registered social worker to start their ASYE.

Any social worker who completed their degree after 2012 is expected to have completed their ASYE within two years of qualifying and they then have two years to complete if part time / if they require a break, for example, for sickness, new parent, or other absence. There are circumstances when a social worker can start their ASYE after two years of qualification if TEWV as an employer are satisfied that the social worker still meets the standards of a qualifying worker, and their knowledge is current.

Each NQSW will have a line manager who provides case management and accountability for the NQSWs work. They will also be assigned an assessor who is a registered social worker, providing reflective supervision, mentoring, and learning, and makes the progressive assessment decision to support them through their ASYE year. In addition, an ASYE co-ordinator is responsible for the delivery of the ASYE scheme and is available to provide advice, support, and co-ordination of the programme. Within the Trust, the ASYE co-ordinator is the Professional Head of Social Work.

During employment, all employees should follow all relevant Trust policies, procedures, policy, and local guidance in addition to the requirements detailed within their contract of employment.

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NQSW's will be registered on the Skills for Care ASYE portal.

NQSW's transferring from other organisations whilst undertaking their ASYE with less than 6-months left on their portfolio to complete, will be expected to complete a full six months of the portfolio in order to pass.

## 5.1 Support for NQSW's

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### 5.1.1 Study days

NQSWs who are taking the Think Ahead fast track social work training route are entitled to 0.5 days per week to complete their dissertation during the 12-month period. An additional 0.5 days should be taken by all ASYE's. This should be used for activities such as writing the critical reflection log, developing portfolios, and spending time with another team/ services.

### 5.1.2 Workload and agreement

This is in addition to the 10% workload reduction. It is expected that a NQSW would have a workload equivalent of 90% of what is expected of a clinician in the same role in their second and third year of employment, weighted over the course of the year by aspects such as case complexity, risk and growing proficiency. There may be other arrangements required for different routes, and these will be written into the agreement at the start of the placement.

The 10% workload reduction ensures that the NQSW has time to attend agreed learning and developmental activities and the reflective peer support workshops. This can be provided in a variety of ways e.g. half day a week, one day a fortnight or two days per month.

This agreement will be recorded on the relevant ASYE paperwork at the start of the programme.

### 5.1.3 Supervision

Regular structured and reflective supervision: Skills for Care guidance states that supervision should take place at least weekly for the first six weeks of employment and from week 7 fortnightly until the 6-month review. Supervision will take place on at least a monthly basis for the next six months. ASYE supervision sessions must be recorded in the relevant place on the trust intranet.

This is the minimum requirement and may vary according to needs, but these standards must be adhered to and reflected in the ASYE documentation. Should the ASYE assessor not be the team manager the differences and frequency between the two sets of supervision need to be clearly stated in the relevant ASYE documentation and probationary period paperwork.

The social work supervision process provides guidance on the correct supervision template to use along with the feedback form from those who use our services.

#### **5.1.4 Peer Workshops/ profession specific CPD events/ training**

All NQSW will be required to attend reflective peer workshops and other relevant profession specific training facilitated by the ASYE assessors and social work leadership team. The purpose of the workshops is to provide additional support to NQSWs/ social work students and to give them the opportunity to critically reflect on their practice in a peer group environment.

#### **5.1.5 Additional support**

NQSWs should inform their line manager if they require any support due to a medical condition, disability, or long-term condition. This should be done prior to commencing ASYE to allow time for consideration of an occupational health referral and any associated reasonable adjustments to be put in place. Any additional needs that arise during the ASYE must be shared with their mentor as soon as is practically possible. The plan for support should be clearly documented in the relevant ASYE documentation.

#### **5.1.6 Support for line managers/ clinical leads**

Line Managers and NQSW's are invited to a question and answers session on ASYE which takes place in August each year. The ASYE assessor also arranges regular meetings between the NQSW, line manager and ASYE mentor.

#### **5.1.7 Social Work with adults experiencing complex needs**



NICE guidance [NG216] Social Work with adults experiencing complex needs to be considered where appropriate.

## **6 Assessment process**

### **6.1 Holistic assessment**

The assessment process is not a competence or 'tick box' exercise but rather a holistic assessment process used to meet the requirements of the Post Qualifying Standards (PQS) Knowledge and Skills Statements for social workers (KSS) in both adult services and children and families' services and Professional Capability Framework (PCF). To facilitate assessment, Skills for Care have

mapped the PCF and the KSS statement together as holistic assessment outcomes and guidance on this and on the ASYE can be found at: [Newly qualified social worker \(ASYE level\) | BASW](#)

## 6.2 Portfolio requirement

TEWV is using the documentation developed by Skills for Care. Each NQSW is provided with a link for their own ASYE portfolio on teams and the internal social work feedback from those who use our services template.

All documentation must be anonymised and completed within the expected timelines in line with the expectations set out by Skills for Care.



**Please note that the ASYE process cannot be extended beyond 12-months and can only be paused in exceptional circumstances which includes new parent leave, serious long-term illness, bereavement, neurodiverse needs, and disability needs with the agreement of the line manager, ASYE assessor and ASYE coordinator.**

### 6.2.1 Submission of portfolio

All documentation must be completed within the agreed timescales in preparation for internal and external moderation panels taking place. Dates for submission will be sent to all NQSW's at the start of their ASYE year.

Please note that the ASYE process cannot be extended beyond 12-months and can only be paused in exceptional circumstances with the agreement of the line manager, ASYE assessor and ASYE coordinator (appendix 3).

### 6.2.2 Timescales

TEWV ASYE is required to meet the internal, regional, and national moderation requirements that are specified by Skills for Care. In order to meet these requirements, it is the responsibility of both the NQSW and their supervisors to adhere to the timescales.

## 7 Moderation

The internal and external moderation processes are a key part of the ASYE framework. As is the national quality assurance panel which is there to support the national consistency of NQSWs' experience across the ASYE programme.

The moderation panel delegates usually include at least TEWV Social Workers from the leadership team.

## 7.1 Purposes of moderation processes

To ensure that:

- there is national consistency in the professional practice demonstrated by social workers when they have been in employment for twelve months.
- there is national consistency in the support, assessment and outcomes experienced by NQSWs.
- feedback is provided to ASYE co-ordinators/their organisations on the themes and issues relating to the consistency of their NQSWs' experience.
- the feedback is collated with other quality assurance evidence in the process of developing the organisation's annual action plan for continuous development.

Internal and external (partnership) moderation provides an important means by which this is achieved.

## 7.2 Internal moderation

TEWV takes responsibility for NQSW's completing the ASYE programme. The assessor recommends an outcome of pass or fail, and TEWV decides whether to confirm this recommendation through their internal moderation processes. This takes place at 3, 6 and 12 months using the Skills for Care Internal assessment moderation template.

Internal moderation is a central element of the quality assurance process. It also provides the opportunity for TEWV to:

- review and ensure consistency in the assessors' practice.
- review NQSW feedback of their experience of the programme, which will also help to inform its development (The Skills for Care 360 questionnaire is sent out to NQSW's each October).

Before a portfolio is submitted to an internal moderation panel, anonymisation and confidentiality should be undertaken in accordance TEWV's guidance on anonymisation and checked by the ASYE mentor.

The final portfolio is submitted for moderation after the assessor and line manager have confirmed it is completed. The final portfolio will be signed off as completed by the Chief AHP/ associated therapies lead and Professional Head of Social Work which can be held as and when required.

The employer is responsible for the decision about success or failure of the ASYE. The only assessment outcomes employers are allowed to consider are:

- Pass

- Fail
- Paused

An NQSW must successfully complete each review stage in order to progress to the next review stage. The names of the NQSWs who successfully pass the ASYE will be submitted to the Skills for Care.

### 7.2.1 Failure of the ASYE

Where a Fail outcome is recommended and recorded at an Internal Moderation Panel this will be referred to the relevant directorate senior management team and HR processes may be initiated.

For newly qualified social workers, the decision about whether the probationary period has been successful will be on successful completion of the ASYE portfolio which has been signed off by the Chief AHP/ SW Lead and Professional Head of Social Work in agreement with the ASYE mentor and line manager.

The NQSW has the right to appeal against a decision that an assessor has made. However, before deciding to appeal, it is important that the NQSW is able to discuss the decision with the ASYE Assessor and line manager so that they are clear as to why a certain decision was reached and the usual trust processes followed.

### 7.2.2 Pausing the ASYE process

The Skills for Care rules on 'pausing' clearly state that it is only in certain extenuating circumstances that an NQSW can be deferred from the ASYE. Examples of extenuating circumstances include:

- New parent leave
- Serious long-term illness
- Bereavement
- Neurodiverse needs
- Disability needs

In these cases, assessment can be deferred for an agreed period of time with the relevant documentation completed by the ASYE assessor, line manager and ASYE coordinator (**appendix 3**). Appropriate medical certificates must be produced in appropriate cases. Unless there are extenuating circumstances, the ASYE cannot be extended. Agreement for the pause of assessment must be verified by the Professional Head of Social Work. Where a candidate's assessment has been deferred, work already completed and assessed by the Assessor can be carried forward.

## 7.3 External moderation

External moderation supports national consistency. It also generates feedback/quality assurance evidence for participating organisations that they can use in the development of their annual action plan for the continuous development of their programme.

### 7.3.1 Adults services

There is a requirement in adult services that all ASYE programmes are a member of an external moderation partnership, which undertake the moderation of internal panel decisions of partnership organisations. TEWV is a member of Tees Valley Social Work Partnership. Child and family services but applies to NQSW's across the trust.

## 7.4 National quality assurance panel

The purpose of the national quality assurance panel (NQAP) is to support the national consistency of NQSWs' experience across the ASYE programme's core dimensions of support, assessment, and outcome.

It aims to achieve this through three objectives:

- To scrutinise and review ASYE assessment decisions from employers and partnerships throughout England in order to promote consistency.
- Undertaking random sampling, from sets of evidence for moderation with feedback provided. The feedback will be part of the organisation's quality assurance evidence for developing their [action plan for the continuous development of their programme](#).
- Provide an annual set of key messages, based on the panel's moderation to promote the development of national consistency.

## 8 Definitions

Term	Definition
NQSW	<ul style="list-style-type: none"> <li>• Newly qualified social worker</li> </ul>
ASYE	<ul style="list-style-type: none"> <li>• Assessed and supported Year in Employment</li> </ul>
PCF	<ul style="list-style-type: none"> <li>• Professional Capability Framework</li> </ul>
PQS	<ul style="list-style-type: none"> <li>• Post Qualifying Standards for children and families (PQS, previously KSS) for social workers in adult's services.</li> </ul>

## 9 How this procedure will be implemented

- The Professional Head of Social Work. Deputy Professional Head will disseminate this procedure to all relevant Trust employees and line managers.

### 9.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
NQSW	Ongoing support from ASYE mentor	1-year	Ongoing
ASYE Mentor	Attendance at PE peer support meetings and relevant training offered by Skills for Care	As and when required	Ongoing

## 10 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented, and monitored; (this will usually be via the relevant Governance Group).
1	Skills for Care Quality Assurance standards	Frequency = Yearly Method = 360 audit tool Responsible = Professional Head of Social Work	Through AHP and Associated Head Governance and Assurance meeting

## 11 References

- Skills for Care [ASYE \(skillsforcare.org.uk\)](https://www.skillsforcare.org.uk)

- Social Work with Adults experiencing complex needs [Overview](#) | [Social work with adults experiencing complex needs](#) | [Guidance](#) | [NICE](#)

## 12 Document control (external)

To be recorded on the policy register by Policy Coordinator

Required information type	Information
Date of approval	10 February 2025
Next review date	10 February 2028
This document replaces	CLIN-0031-002-v1 Assessed and Supported Year in Employment (ASYE) Procedure
This document was approved by	AHP and associated professional heads leadership group
This document was approved	10 February 2025
This document was ratified by	n/a
This document was ratified	n/a
An equality analysis was completed on this policy on	27 November 2024
Document type	Public
FOI Clause (Private documents only)	n/a

### Change record.

Version	Date	Amendment details	Status
2	10 Feb 2025	5.1.4 Changes to expectations re professional development 6.2 Changes regarding portfolio and access to this 7.2.2 New documentation to complete when 'pausing' ASYE	Approved

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## Appendix 1 - Equality Impact Assessment Screening Form

Please note: The [Equality Impact Assessment Policy](#) and [Equality Impact Assessment Guidance](#) can be found on the policy pages of the intranet

<b>Section 1</b>	<b>Scope</b>
<b>Name of service area/directorate/department</b>	Social Work -trustwide
<b>Title</b>	Assessed and Supported Year in Employment for newly qualified Social Workers (ASYE) procedure
<b>Type</b>	Procedure
<b>Geographical area covered</b>	Trustwide
<b>Aims and objectives</b>	Provide a supportive framework to develop confident and competent social workers to support the recovery and wellbeing of individuals and their carers, which is the core aim of the services we provide.
<b>Start date of Equality Analysis Screening</b>	01 July 2024
<b>End date of Equality Analysis Screening</b>	27 November 2024

Section 2	Impacts
<p><b>Who does the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project, or Business plan benefit?</b></p>	<p>Newly qualified social workers/ those who use our services</p>
<p><b>Will the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project, or Business plan impact negatively on any of the protected characteristic groups? Are there any Human Rights implications?</b></p>	<ul style="list-style-type: none"> <li>• <b>Race</b> (including Gypsy and Traveller) <b>NO</b></li> <li>• <b>Disability</b> (includes physical, learning, mental health, sensory and medical disabilities) <b>NO</b></li> <li>• <b>Sex</b> (Men and women) <b>NO</b></li> <li>• <b>Gender reassignment</b> (Transgender and gender identity) <b>NO</b></li> <li>• <b>Sexual Orientation</b> (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) <b>NO</b></li> <li>• <b>Age</b> (includes, young people, older people – people of all ages) <b>NO</b></li> <li>• <b>Religion or Belief</b> (includes faith groups, atheism, and philosophical beliefs) <b>NO</b></li> <li>• <b>Pregnancy and Maternity</b> (includes pregnancy, women / people who are breastfeeding, women / people accessing perinatal services, women / people on maternity leave) <b>NO</b></li> <li>• <b>Marriage and Civil Partnership</b> (includes opposite and same sex couples who are married or civil partners) <b>NO</b></li> <li>• <b>Armed Forces</b> (includes serving armed forces personnel, reservists, veterans, and their families) <b>NO</b></li> <li>• <b>Human Rights Implications</b> <b>NO</b> (<a href="#">Human Rights - easy read</a>)</li> </ul>
<p><b>Describe any negative impacts / Human Rights Implications</b></p>	<p>None</p>
<p><b>Describe any positive impacts / Human Rights Implications</b></p>	<p>Ensures that social workers have the skills and knowledge to effectively support those who use our services.</p>

Section 3	Research and involvement
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	<ul style="list-style-type: none"> <li>Skills for Care <a href="https://www.skillsforcare.org.uk">ASYE (skillsforcare.org.uk)</a></li> <li>TEWV ASYE Forms <a href="#">MASTER COPY OF DOCUMENTS</a></li> <li>TEWV Appraisal <a href="#">TEWVision   TEWV Intranet</a></li> <li>TEWV Probationary Period Procedure <a href="https://www.tewv.nhs.uk/download.cfm">download.cfm (tewv.nhs.uk)</a></li> </ul>
Have you engaged or consulted with service users, carers, staff, and other stakeholders including people from the protected groups?	Yes
If you answered Yes above, describe the engagement and involvement that has taken place	Consultation with social workers
If you answered No above, describe future plans that you may have to engage and involve people from different groups	

Section 4	Training needs
As part of this equality impact assessment have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	ASYE mentors must have PE 2 qualification
Describe any training needs for patients	N/A
Describe any training needs for contractors or other outside agencies	N/A

**Check the information you have provided and ensure additional evidence can be provided if asked.**

## Appendix 2 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

Title of document being reviewed:	Yes / No / Not applicable	Comments
<b>1. Title</b>	YES	
Is the title clear and unambiguous?	YES	
Is it clear whether the document is a guideline, policy, protocol or standard?	YES	
<b>2. Rationale</b>		
Are reasons for development of the document stated?	YES	
<b>3. Development Process</b>		
Are people involved in the development identified?	YES	
Has relevant expertise has been sought/used?	YES	
Is there evidence of consultation with stakeholders and users?	YES	
Have any related documents or documents that are impacted by this change been identified and updated?	YES	
<b>4. Content</b>		
Is the objective of the document clear?	YES	
Is the target population clear and unambiguous?	YES	
Are the intended outcomes described?	YES	
Are the statements clear and unambiguous?	YES	
<b>5. Evidence Base</b>		
Is the type of evidence to support the document identified explicitly?	YES	
Are key references cited?	YES	
Are supporting documents referenced?	YES	

<b>6. Training</b>		
Have training needs been considered?	YES	
Are training needs included in the document?	YES	
<b>7. Implementation and monitoring</b>		
Does the document identify how it will be implemented and monitored?	YES	
<b>8. Equality analysis</b>		
Has an equality analysis been completed for the document?	YES	
Have Equality and Diversity reviewed and approved the equality analysis?	YES	
<b>9. Approval</b>		
Does the document identify which committee/group will approve it?	YES	
<b>10. Publication</b>		
Has the policy been reviewed for harm?	YES	
Does the document identify whether it is private or public?	YES	
If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	n/a	
<b>11. Accessibility</b> ( <a href="#">See intranet accessibility page for more information</a> )		
Have you run the Microsoft Word Accessibility Checker? (Under the review tab, 'check accessibility.' You must remove all errors)	YES	
Do all pictures and tables have meaningful alternative text?	YES	
Do all hyperlinks have a meaningful description? (do not use something generic like 'click here')	YES	

## Appendix 3 – Document to evidence discussion re Pause

*Skills for Care advise that there are only exceptional circumstances in which the ASYE year can be extended through a professional 'pause'. The reason why and the agreed action plan should be recorded on this form. It must be noted that the ASYE year may not be extended for capability reasons.*

<b>Name NQSW</b>	
<b>SWE number</b>	
<b>Date started ASYE</b>	
<b>Submission date agreed</b>	
<b>Reason for extension request</b>	
<b>Length of extension request</b>	
<b>Further information in support of this request requested</b>	
<b>Action Plan for the extension (what is the plan for the additional time?)</b>	
<b>Assessor signature/ date</b>	
<b>NQSW signature/date</b>	
<b>Line manager signature</b>	

To be completed by Professional Head of Social Work

<b>Date received.</b>	
<b>Pause approved/ not approved.</b>	
<b>Name of approver.</b>	