|  |
| --- |
| ASYE Portfolio Contents |
| Tasks | **Completed by** | **Date completed** | **Signatures** |
| 1. The Critical Reflection Log

*Evidencing the learning journey travelled by the NQSW, meeting the domains of the Professional Capabilities Framework (PCF) and Knowledge and skills statement for Child and Family Social Work (KSS).* *These reflections should demonstrate:* * *Assessment of risk*
* *Decision making*
* *Reflection of learning*
 | **NQSW** |  |  |
| 1. Professional Development Plans (PDP) within the CRL

*Evidencing progress across the PDP, using reflections to support the implementation of learning in to practice.*Supported by a CPD Log and a minimum of 6 CPD reflections. *(These can be supported by the reflective tool templates found on the H Drive.)*  | **NQSW** |  |  |
| Record of Support and Progressive Assessment*Evidencing the NQSW’s progress across all areas of the KSS & PCF through a progressive assessment of their practice by the Line Manager.* | **Line Manager/Assessor** |  |  |
| Three month review*Evidencing progression towards the KSS & PCF* | **Line manager and practice educator/advanced practitioner**  |  |  |
| Six month review*Completion of probation or action planning* | **Line manager and practice educator/advanced practitioner**  |  |  |
| Final Report*Evidencing competence across the KSS & PCF.* | **Line manager and/or practice educator/advanced practitioner** |  |  |
| 1. Supervision Records

Minimum of two examples: One evidencing reflections on performance of the NSW, offering developmental guidance and structured feedback. One evidencing reflective supervision of cases linking directly to practice. | **Line manager and/or practice educator/advanced practitioner** |  |  |
| 1. Service User Feedback

*Evidencing how the NQSW planned, gathered and reflected on Service User Feedback and the implications this has for practice.* (Minimum of 2) | **NQSW completion of questionnaire and critical evaluation of undertaking this** |  |  |
| 1. Three direct observations

*One informal observation within the first 3 months.**One formal observation carried out by the Line Manager/Assessor within 6 months.**One formal observation carried out by ASYE Advanced Practitioner during the ASYE year.* | **One before 3 month review, One by line manager up to 6 month review. One by a practice educator/advanced practitioner.** |  |  |
| Observations of practice/witness testimony (Min of 2)*Supported by a reflection from the NQSW focusing on transfer of learning to practice linked to the PCF and KSS.* | **Other professionals who have observed NQSWs practice** |  |  |
| Peer Review Feedback(Minimum of 2):* Case presentation to NQSW learning set
* Presentation to team of research or training

*Evidencing professional leadership, pride in practice and an ability to influence service delivery and design.* | **NQSW reflection on learning and feedback from peers or from social work colleagues.** |  |  |