



**East London**  
NHS Foundation Trust



**NHS**  
East London  
NHS Foundation Trust  
Social Work Learning  
& Development Hub

# Pan-London Assessed and Supported Year in Employment (ASYE)

## Induction Handbook





# Foreword

I am very pleased to welcome newly qualified social workers to ELFT. The Pan-London NHS Trusts ASYE programme is the first to be developed and delivered collaboratively by NHS Trusts across London. We are delighted that you have chosen to be part of this new and innovative programme and hope that during your time here, you will be able to grow professionally, gain new skills and experience, participate in the development of the Trust and contribute to improving the health of local people.

As a Trust, our vision is to deliver the highest quality mental health and community care to our communities. Our core values are respect, care and inclusiveness and these apply to our service users, carers and to each other as colleagues. The Pan-London ASYE programme is part of our ongoing commitment to recognise, support and develop social workers in ELFT who are a valued part of our workforce, and enable them to strengthen the skills and core values intrinsic to social work.



**Paul Calaminus**  
Chief Executive Officer  
ELFT



# Contents

<b>Part 1 - How to use this handbook.....</b>	<b>2</b>
<b>Part 2 - The ASYE.....</b>	<b>3</b>
How it works	
PCF & KSS	
Roles & Responsibilities	
<b>Part 3 - The Assessment.....</b>	<b>8</b>
Paperwork Overview	
Reviews	
Portfolio Checklist	
Roadmap	
Outcomes	
Moderation	
<b>Part 4 - Support .....</b>	<b>17</b>
NQSW Support	
ASYE Assessor Support	
<b>Part 5 - Training Programme.....</b>	<b>20</b>
<b>Appendix 1 - Storing the Portfolio.....</b>	<b>27</b>
<b>Appendix 2 - Useful Contacts/Resources.....</b>	<b>30</b>



# Part 1 - How to use this handbook

The handbook has been developed to support NQSWs, ASYE assessors, team managers and all those involved in the ASYE Programme, and it is intended to be a tool to ensure all elements of the programme are highlighted and mapped against each stage of the ASYE. It will explain the following:

- The ASYE framework
- How the ASYE is assessed
- The roles and responsibilities of the NQSW, ASYE Assessor and line manager
- The schedules, expectations, and support for NQSWs and Assessors
- ASYE portfolio requirements/evidence checklist
- The ASYE outcomes

## ASYE Language

Term	
ASYE	Assessed and supported year in employment
NQSW	Newly qualified social worker (undertaking their ASYE)
PDP	Professional development plan
RoSPA	Record of support and progressive assessment (assessor)
PCF	Professional capabilities framework
KSS	Knowledge and skills statement (adults or children and families)



# Part 2 - The ASYE

## How it Works

For NQSWs, there is a national framework in place known as the Assessed and Supported Year in Employment (ASYE).

The aim of the ASYE is to ensure that NQSWs receive consistent support in their first year of employment, preparing them with the necessary confidence, knowledge and professional identity to become competent social work professionals. All NQSWs are expected to be appropriately inducted, supervised, trained, and supported throughout their ASYE in order that they develop and excel in their role.

The ASYE was one of the 15 recommendations made by the Social Work Task Force in 2009. The ASYE was implemented in 2012 for all NQSWs across all sectors and services including statutory, voluntary and private. In ELFT completion of the ASYE is mandatory and the majority of employers are going to expect social workers to have successfully completed an ASYE before being considered for employment.

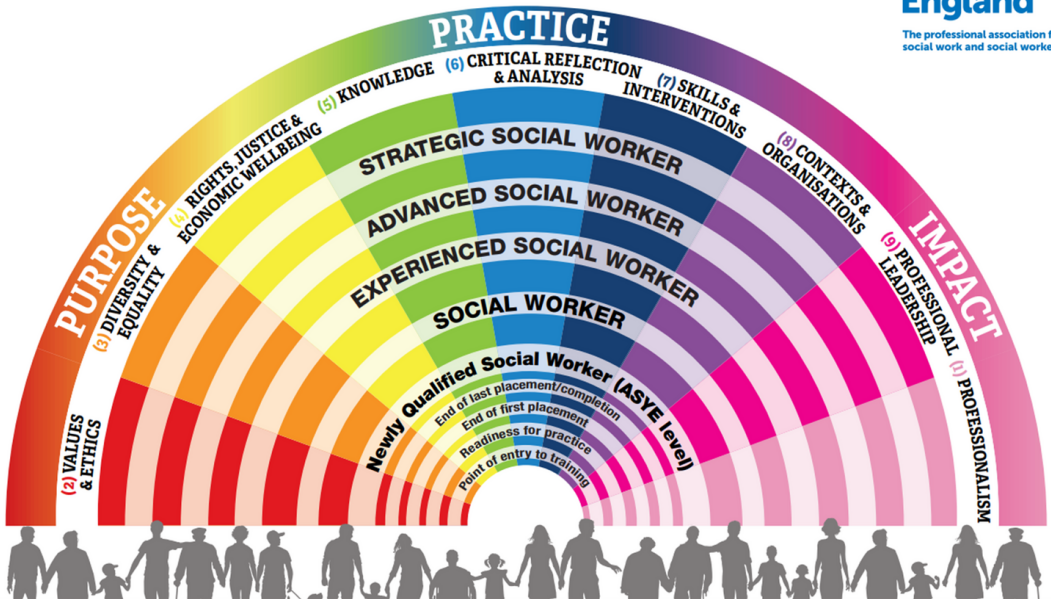
The ASYE is a twelve-month, employer-led programme of support and assessment against the Knowledge and Skills Statement (KSS) for social workers in adult or CAMHS services. Participation in the ASYE supports NQSWs to consolidate their degree, learning and develop capability and strengthen their professional confidence in an employment environment.



# PCF & KSS

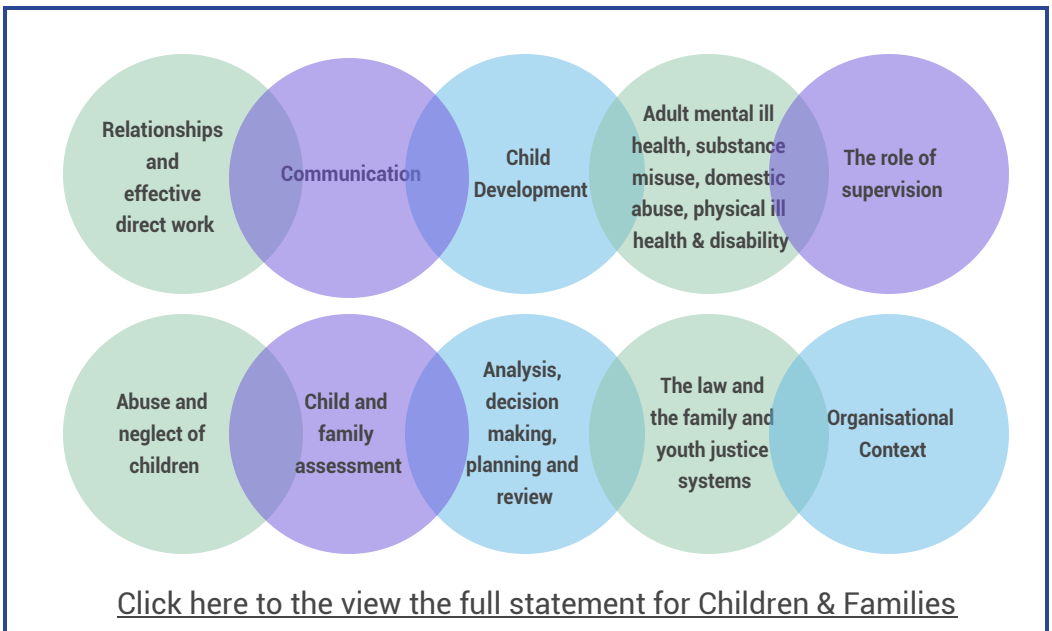
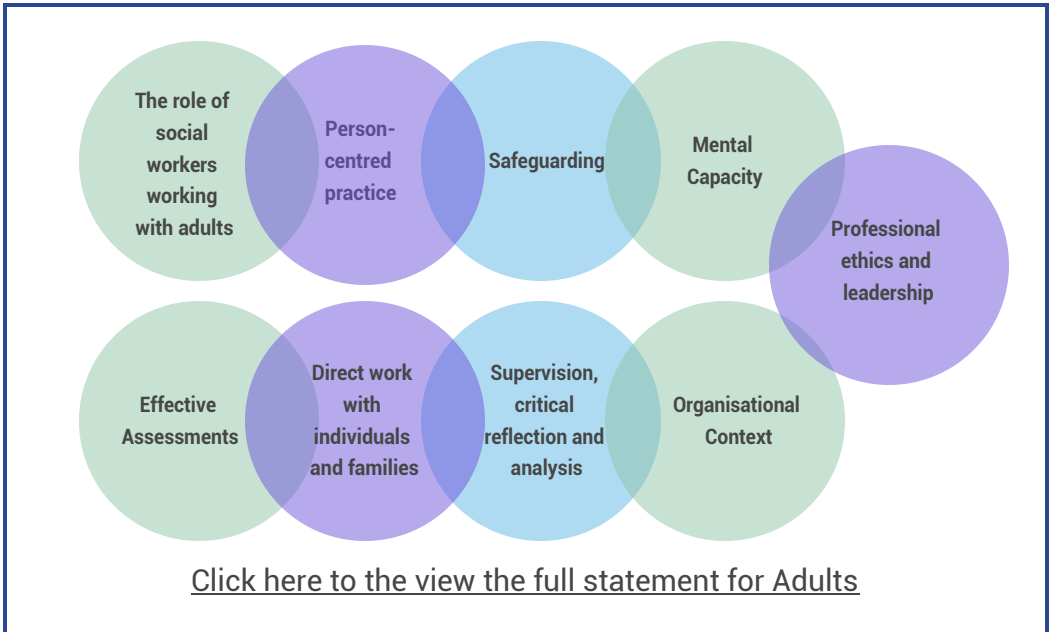
The Professional Capabilities Framework (PCF) describes knowledge and capabilities for each career stage of a social workers' development, including the ASYE level. The PCF is available from The British Association of Social Workers (BASW).

## Professional Capabilities Framework





**The Knowledge and Skills Statement (KSS)** sets out what a social worker should know and be able to do by the end of their ASYE.





# Roles & Responsibilities

## NQSW

- To undertake ASYE and participate fully in the review/assessment and supervision process.
- To demonstrate and evidence their progressive professional development throughout their first year in practice.
- To develop professional knowledge and practice within a theoretical and evidence-based framework.
- To work as a member of the team under the direction of the team manager.
- To collate all necessary evidence as part of the assessment process.
- To attend all monthly reflective practice sessions.
- To attend all sessions in the mandatory training programme.

## ASYE Assessor

- Ensure the support and assessment arrangements identified are in place for the NQSW.
- Undertake professional assessment of the NQSW's capability against the PCF and KSS.
- Record the assessment of the NQSW's progress.
- Provide a professional recommendation (i.e. pass or fail) which can be used for internal moderation and the final assessment decision.
- Take account of their own continuing professional development and address their practice in these areas.





## Line Manager

- To ensure the NQSW receives their entitlement on ASYE, including a 90% caseload and 10% development time.
- Discuss the NQSW's caseload with the ASYE Assessor, but have responsibility for work allocation.
- To facilitate and/or participate in any additional support that is required for a NQSW failing to make satisfactory progress.
- To liaise with the Social Work Learning and Development Team as required

## Social Work L&D Team

- To provide quality assurance of the ASYE assessment process by supporting all parties involved.
- To attend assessment/review meetings with the NQSW, Assessor and/or Team Manager as and when appropriate.
- To provide inductions for NQSWs, Assessors and Team Managers; to provide training for ASYE Assessors; to facilitate reflective practice groups and training sessions.
- To attend any review meetings when there are concerns with regards to a NQSW's progress on the ASYE.



## Part 3 - The Assessment

The NQSW will be assessed by an ASYE Assessor, who will be an experienced and qualified social worker. The NQSW will be assessed against the KSS and PCF by using a holistic and strengths based approach. The ASYE Assessor will use supervision sessions, direct observations, critical reflective pieces, personal development plans, service user and professional feedback and professional documentation to inform their holistic assessment.

At the end of the ASYE, the ASYE Assessor makes a professional recommendation about the final assessment decision. The responsibility for deciding whether a NQSW has passed their ASYE lies with the employer of the NQSW. Those who pass will be able to get a certificate from Skills for Care endorsing their pass. The ASYE portfolios are moderated both internally and externally to ensure quality and consistency.

### What is the ASYE Assessor looking for?

- That the NQSW has consistently demonstrated proficient practice across a wide range of tasks and roles
- Confident application of the law (e.g. Care Act, MCA)
- Person-centred and strengths based practice
- Progressive development of skills
- Development and confident application of knowledge relevant to the service setting
- Working within organisational requirements
- Increased ability to work autonomously
- Reflect and evaluate



# Paperwork Overview

The NQSW and ASYE Assessor will be required to complete a portfolio across the 12 months, and will consist of the following:

## **Record of Support and Assessment Agreement**

To be completed at the beginning of the ASYE programme to outline the frequency of supervisions and clarify the assessment process. To then be completed at three, six, nine and twelve-month reviews. The ASYE Assessor is responsible for overseeing the assessment process and completing the agreement/reviews.

## **Critical Reflective Pieces**

The critical reflective piece shows the ability of the NQSW to reflect on and learn from their practice. It demonstrates that they can make reasoned professional judgments, which reflect on the progressive nature of the assessment process. The NQSW will be required to complete two written pieces - one at 6 months and the other at 12 months.

## **Direct Observations**

There is a requirement that three Direct Observations should take place across the year, at least two of which should be undertaken by the ASYE Assessor. The NQSW should have the opportunity to reflect and comment on the observer's report as this will provide information/evidence of their progressive development.

## **Feedback from other Professionals**

There is an expectation that three reports of professional feedback should be sought across the year, they should be from different professionals and professional disciplines for each feedback report.

## **Feedback from Service Users or Carers**

There is no format/document for this feedback and it's important to find out from your service user or carer how they would like to provide their feedback. It may be a telephone call with your ASYE Assessor/line manager/service user rep; a written note; an e-mail etc. NQSWs should obtain three pieces of this feedback across the year.

## **Professional Documentation**

The NQSW should provide their ASYE Assessor with three forms of professional documentation across the 12 months. Documentation can include: a number of different reports, case-notes and pieces of direct work with individuals/families to demonstrate development and meeting the KSS and PCF.

## **Professional Development Plans (PDP)**

The PDP should be completed at the beginning of the ASYE and reviewed at three, six, nine and twelve months. The PDP identifies training needs and links the plan to the PCF and KSS. It is the joint responsibility of the ASYE Assessor and the NQSW to ensure that the PDP is completed and reviewed. The ASYE Assessor is required to ensure that learning is being undertaken and being applied to daily practice. The NQSW should remember to revisit their PDP's and update what the impact on their practice was.



# Reviews

Following the support and assessment agreement, the NQSW's progress is reviewed at three, six, nine and twelve months. The review should refer to evidence provided by the NQSW (direct observations, feedback, critical reflective pieces etc) and cross-referenced against the PCF and KSS. The best reviews convey a 'picture' of the individual NQSW and their practice.

The NQSW should ensure their portfolio evidence has been completed prior to the review. If documentation has not been completed then this may delay the review.

The ASYE Coordinator must attend the six and twelve month reviews, and these will be arranged by the Social Work L&D Team. The NQSW should ensure their line manager is also invited to these reviews. The NQSW should arrange their three and nine month reviews directly with their ASYE Assessor.



# Portfolio Checklist

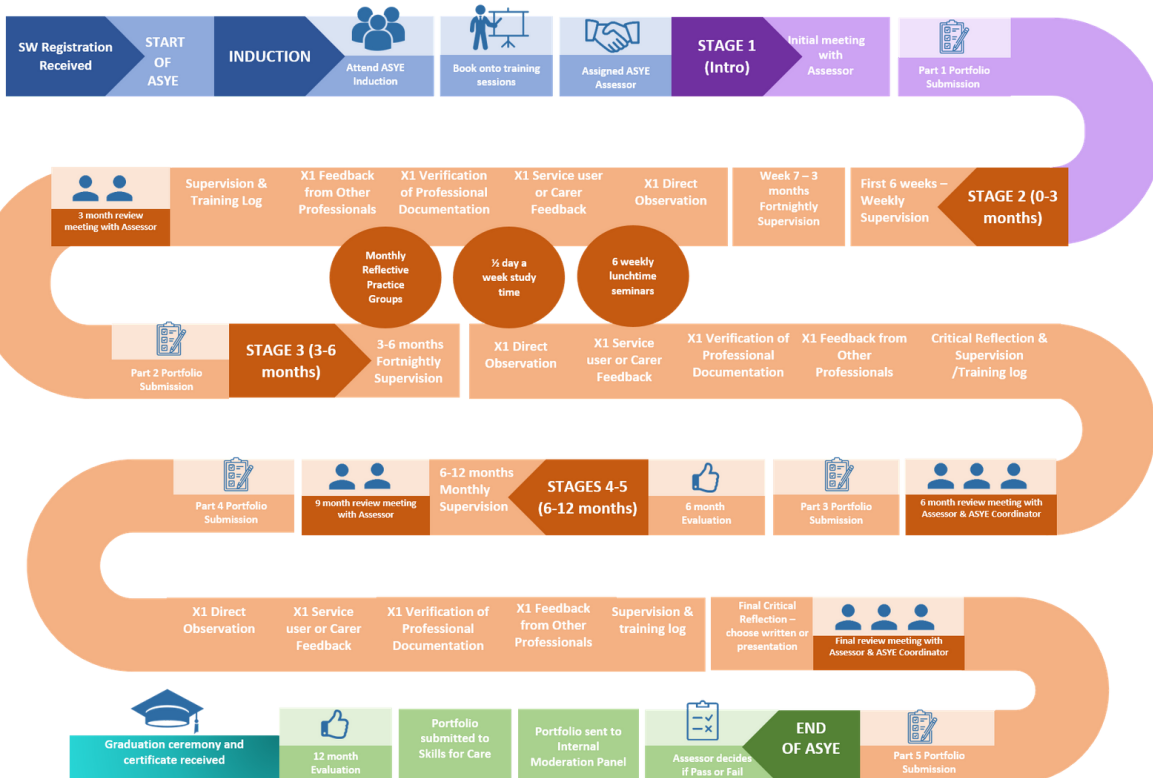
Every NQSW and ASYE Assessor will have a copy of the below portfolio checklist, which details documents required for each stage, who is responsible and when documents should be completed by.

Stage of ASYE	Document	Responsible	Due
Introduction	Initial professional development meeting	ASYE Assessor	2 weeks after meeting
	PQS	NQSW	2 weeks after meeting
	Support and assessment agreement	ASYE Assessor	2 weeks after meeting
	PDP (0-3 months)	NQSW	2 weeks after meeting
0-3 months	0-3 month initial foundation review	ASYE Assessor	2 weeks after review
	Supporting information (0-3 months)	NQSW	3 days before review
	Direct observation 1	NQSW and ASYE Assessor	3 days before review
	Feedback from other professionals 1	NQSW and professional	3 days before review
	Verification of professional documentation 1	ASYE Assessor	3 days before review
	Service user feedback 1	NQSW	3 days before review
	Professional development plan (3-6 months)	NQSW	2 weeks after review
3-6 months	3-6 month review	ASYE Assessor	2 weeks after review
	Critical reflection log (0-6 months)	NQSW	3 days before review
	Direct observation 2	NQSW and ASYE Assessor	3 days before review
	Feedback from other professionals 2	NQSW and professional	3 days before review
	Verification of professional documentation 2	ASYE Assessor	3 days before review
	Service user feedback 2	NQSW	3 days before review
Professional development plan (6-9 months)	NQSW	2 weeks after review	
9 months	9-month record of progressive development meeting	NQSW and ASYE Assessor	2 weeks after review
	Professional development plan (9-12 months)	NQSW	2 weeks after review
6-12 months	Final review (6-12 months)	ASYE Assessor	2 weeks after review
	Final critical reflection (6-12 months)	NQSW	3 days before review
	Direct observation 3	NQSW and ASYE Assessor	3 days before review
	Feedback from other professionals 3	NQSW and professional	3 days before review
	Verification of professional documentation 3	ASYE Assessor	3 days before review
	Service user feedback 3	NQSW	3 days before review
Professional development plan (Post ASYE)	NQSW	2 weeks after review	



# Roadmap

Below is a roadmap that has been designed by the Social Work Learning & Development Team as a visual guide to the ASYE timeline, for NQSWs, assessors and line managers. [Click here to download](#)



# Outcomes

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

- Pass
- Fail
- Deferred

An NQSW must successfully complete each review stage in order to progress to the next review stage.

## Successful Completion of ASYE

The names of the NQSWs who successfully pass the ASYE will be submitted to the relevant accrediting agency, Skills for Care. A 'graduation' event will be facilitated by the Social Work Learning and Development Team to celebrate successful completion of the ASYE.

## Failure of the ASYE

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





NQSWs can then make an appeal by writing to the Learning and Development Lead for Social Work to have the assessment reviewed. The Learning and Development Lead may decide to have the evidence checked by another Assessor. The Learning and Development Lead may also check the evidence to be satisfied that the Assessor's judgement was correct.

If the NQSW remains dissatisfied with the decisions taken, they can then complete the 'Appeals' form and send it to the Learning and Development Lead and an appeals panel will be heard within 28 days.

## Deferral

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

- Maternity leave
- Serious long-term illness
- Bereavement

In these cases, assessment can be deferred for an agreed period of time. Appropriate medical certificates must be produced in appropriate cases.

Unless there are extenuating circumstances, the ASYE cannot be extended. Agreement for the extension of assessment must be verified by the Director for Social Work. Where a candidate's assessment has been deferred, work already completed and assessed by the Assessor can be carried forward.



# Moderation

An internal moderation panel will be held at six and twelve months of the ASYE.

The panel is chaired by the Learning and Development Lead for Social Work and attended by the ASYE Co-ordinator, ASYE Administrator and a Social Care Lead.

Before attending the panel, all documentation is sent to the panel for consideration. Each portfolio will be read and moderated by a qualified social worker. Feedback is provided to both the ASYE Assessor and NQSW on the completion of the reports.

An external moderation panel is also held to ensure consistency across the ASYE programme. External moderation panels are held twice a year to quality assure the programme and are chaired by the Director for Social Work. Panel members include the Social Work Learning and Development Lead, the Pan London NHS Trust Social Work and Social Care Leads, Skills for Care representative and a representative from the Royal Holloway University of London.

The internal and External moderation panels cannot overturn an ASYE assessor's decision.



# Part 4 - Support

## NQSW Support

The following support is provided to NQSW's on the Pan-London programme:



### Protected Development Time

NQSWs are entitled to 1/2 day a week study time throughout the 12 months. This time will be used for training, supervision, reflective practice groups, review meetings and completing the portfolio.



### Reduced Workload

There is workload relief of 10% but caseload numbers will vary between NQSWs, depending on complexity and teams. Cases may also be allocated specifically to support learning and development. This needs to be agreed with the line manager.



### Supervision

Supervisions between the NQSW and ASYE Assessor should be provided at the following frequency:

First 6 weeks: Weekly


Week 7 - 6 months: Fortnightly

6 - 12 months - Monthly

**Remember:** supervision sessions should be recorded in the supervision log, and in the event that supervision did not take place, this should be evidenced as to why (annual leave, sickness etc.)



## Monthly Reflective Practice Groups



These one-hour monthly sessions will be facilitated by an experienced social worker and provide a space for critical reflection about practice.

NQSWs will be allocated to a group at the start of the ASYE and calendar invites sent out. ELFT groups are held in person and external Trust groups will be online via Microsoft Teams.

There will be a presentation rota attached to the calendar invites, and each month someone from the group should come prepared to present a case they are working on. NQSWs should ensure they check the presentation rota to see what month they are presenting. If for any reason the NQSW is unable to present, it is their responsibility to swap with another group member and inform the Social Work L&D Team of the change.

Attendance is mandatory - if an NQSW is unable to attend a particular session, they should inform the facilitator and Social Work L&D Team as soon as possible.



## Mandatory Training Programme

NQSWs will be provided with a list of mandatory training which must be completed within the 12-month ASYE programme. Failure to complete/attend training may result in failure of the ASYE.



# ASYE Assessor Support

ASYE Assessors will be provided with the following training, support and development opportunities:



## ASYE Assessor Training

1.5 hours ASYE Assessor training, delivered online by the ASYE Coordinator.



## Support Sessions

6 weekly online support sessions with fellow ASYE Assessors, facilitated by an external provider.



## Development Opportunities

Opportunities to facilitate reflective practice groups and deliver training.



## Part 5 - Training Programme

The following training is mandatory for NQSWs on the 12-month ASYE programme. Failure to complete/attend training may result in failure of the ASYE. The programme has a mental health focus and NQSWs will have a choice of at least two dates for each session across the 12 months.

### Code of Conduct:

It is expected that NQSWs adhere to the following conditions when attending training:

- Log into the training promptly at the start time. Anyone attempting to join late (after 10 minutes) is at risk of not being admitted into the session.
- You must stay for the full session in order to be recorded as having completed the training.
- You should be fully engaged with the training, with cameras on wherever possible.
- If you can no longer attend a session, you should contact the Social Work L&D Team as soon as possible, so your space can be allocated to someone else and you can be booked onto the next available session.

To book onto the training, scan the QR code or follow this link





## Care Act 2014

**Provider:** Michael Mandelstam  
**Length:** 3 hours  
**Delivery:** Microsoft Teams

### Feedback

*“Very, very useful and this would enable me to put into practice when referring to social services.”*

*“Michael is calm and knowledgeable. It was interactive and the size of the group meant I felt comfortable to speak up/ask questions. It was great.”*

This training provides an overview of the Care Act, considering, in particular, its application to mental health. Key points covered include well-being, referral, screening, assessment, strength-based approach, eligibility, provision of services, reviews, personal budgets, ordinary residence and advocacy. The session includes discussion and questions throughout, as well as case studies/group work on legal and ombudsman cases. Overall, the session aims to relate law to everyday practice – and to give practitioners greater confidence in both understanding and applying the Care Act for the benefit of users of services.

## MCA in Practice

**Provider:** Edge  
**Length:** 1 day  
**Delivery:** Zoom

### Feedback

*“Great trainer, one of the best trainings I’ve had. A lot of examples and constant engagement.”*

*“By far the best legislative training I have attended. Really good training and would recommend to all.”*

This one day course enables those working in adult mental health services to maximise their skills in implementing the MCA confidently and apply this to everyday practice. Following completion of the course, delegates will be able to:

- Understand the key requirements of a robust assessment of mental capacity
- Explain the best interests checklist and how to record this
- Demonstrate how to complete an appropriate Best Interests assessment
- Illustrate different examples of restraint in care plans



## Mental Health Act

**Provider:** Shaun Last (ELFT)  
**Length:** 3 hours  
**Delivery:** Microsoft Teams

### Feedback

*Feedback TBA*

This half day session will provide an overview of the Mental Health Act. The session aims to provide:

- A brief overview of the MHA in terms of the principles
- Overview of the key professions in the Act - AMHP, R/C, s.12, SOAD
- Key sections for NQSWs - s.2, s.3, s.136
- An overview of s.17 leave and CTO - responsibilities when staff have service users subject to CTO
- Brief overview of s.117 aftercare duties and responsibilities when patients are being discharged from the ward
- Going forward - MHA reforms and implications for SW teams
- Interface with MHA and MCA

## Introduction to Mental Health Conditions

**Provider:** Edge  
**Length:** 3 hours  
**Delivery:** Zoom

### Feedback

*"A great introduction to this training - perfect overview and amount of material."*

*"Really informative, easy to follow and knowledgeable trainer."*

This half-day course aims to give NQSWs an increased knowledge and understanding of mental health and psychiatry. This course focuses on how mental disorders might present, how psychiatrists identify and diagnose and approaches to treatment and recovery. By the end of the course participants will have more understanding of:

- What is mental health
- Psychiatric symptoms
- Major classifications of mental illness and how the same symptoms can occur in different disorders
- How mental illness can present
- Approaches to treatment and recovery
- The role of psychiatrists





## Key Issues in Personality Disorders

**Provider:** Aisha Walker & Amy Maguire  
(ELFT)

**Length:** 3 hours

**Delivery:** Microsoft Teams

### Feedback

*"Really well presented training - very informative and interactive."*

*"It was interactive, the trainer was approachable with vast knowledge."*

This half-day course aims to provide participants with a working knowledge of the diagnosis and symptoms of personality disorder, with an emphasis on the most common presentations. By the end of the course participants will be:

- Familiar with underlying factors that frequently present in people with a diagnosis of personality disorder and how this affects their ability to manage relationships
- Able to explain diagnostic categories and symptoms of personality disorder
- Clear about the role of maladaptive coping strategies
- Equipped with some strategies for working with people with personality disorder and managing professional well-being in the process.

## Experts by Experience

**Provider:** People Participation Team (ELFT)

**Length:** 2 hours

**Delivery:** Microsoft Teams

### Feedback

*"The insight from both the carer and service user perspective has really made me reflect on how I can improve my practice."*

*"It was interesting to hear real and honest stories from service users. Their own perspectives and gave true advice on what they see as good/bad practice."*

This session is co-produced with the ELFT People Participation Team. Two people with lived experience reflect on their experiences of being assessed by mental health professionals. The session aims to:

- Provide participants with a service user perspective of social work
- To enable discussions between NQSWs and service users on best practice
- Promote and develop relationship and rapport building



## Risks, Benefits & Decision Making

**Provider:** Edge  
**Length:** 1 day  
**Delivery:** Zoom

### Feedback

*"The full training was very useful. It touched upon areas to reflect on whilst working with risk."*

*"Great training, just the right pace, very knowledgeable trainer, highly enjoyable."*

This course aims to provide NQSWs with the practical skills in assessing and managing risks specific to mental health. Examining one theoretical approach staff will understand the benefits from risk taking as well as possible harms. They will develop their understanding of the importance of information sharing, collaborative working, recording and reviewing risk plans. By the end of the course participants will be:

- Familiar with a strengths based approach to risk assessment and risk management
- Confident in their knowledge in common risk presentations in mental health and how to recognise and respond
- Able to understand how legal frameworks apply to risk decisions
- Competent in their recording skills with reference to local systems

## Cultural Sensitivity

**Provider:** Alix Walton (Royal Holloway University)  
**Length:** 3 hours  
**Delivery:** Zoom

### Feedback

*"Facilitator allowed us to discuss with other participants in break-out rooms, to share our thoughts and think critically."*

*"Great session, really, really useful with some practical hints and tips as well."*

This session will provide an opportunity for participants to explore different aspects of culture and how our own culture informs and shapes our understanding and approach to others.

Participants will discuss aspects of culture which are most relevant to their practice in mental health services and strategies for culturally sensitive social work. By the end of the session participants will have:

- Identified elements which make up culture and considered how these evolve over time and by context
- Explored aspects of their own culture
- Used case studies to explore strategies for culturally sensitive practice



## Record Keeping & Report Writing

**Provider:** Belinda Oates (Huntersjoy)

**Length:** 3 hours

**Delivery:** Microsoft Teams

### Feedback

*"Good examples to use for thinking about how to structure our case notes after a home visit."*

*"Report writing tips and recommendations, and support with case recording structure."*

This course will provide best practice guidance on recording case notes and social work interventions.

Following this course, participants will be able to:

- Understand what a good record looks like.
- Consider how to ensure records reflect person centred practice including the adults voice to the record.
- Understand the legal framework to share written records
- Consider summarising skills – including key points in records
- Develop skills to write effectively; evidential requirements when writing reports
- Reflect on the good recording principles

## Safeguarding Adults Level 3

NQSWs should complete Safeguarding Adults Level 3 training during their ASYE.

**ELFT Staff** - Please book via the ELFT Learning Academy

**External Trusts** - Contact your internal Safeguarding Team

## Safeguarding Children Level 3

NQSWs should complete Safeguarding Children Level 3 training during their ASYE.

**ELFT Staff** - Please book via the ELFT Learning Academy

**External Trusts** - Contact your internal Safeguarding Team



## Optional Workshops

### Resilience & Wellbeing

**Provider:** Shade Olutobi (ELFT)

**Length:** 3 hours

**Delivery:** Zoom

#### Feedback

*"Most of the training was useful as it has provided me with extra ideas on how to look after my wellbeing and to build resilience when working with clients."*

*"It was good to recap on some of the basics that we need to be doing to look after our wellbeing"*

This is an interactive workshop to help participants reflect on their wellbeing and how they can build resilience. The session will also offer space for rest and relationship building. The workshop is an optional session as part of the ASYE training programme, and will heavily rely on audience participation. The workshop aims to

allow participants to:

- Have some time to reflect away from day-to-day work
- Have an opportunity to connect with fellow newly qualified social workers
- Consider ways to support wellbeing, build resilience and avoid burnout and stress
- To reflect on resilience as it relates to wellbeing
- Agree actions you will take to support your and each other's wellbeing and resilience

### Social Circumstances Reports

**Provider:** Ken James (ELFT)

**Length:** 1 hour

**Delivery:** Microsoft Teams

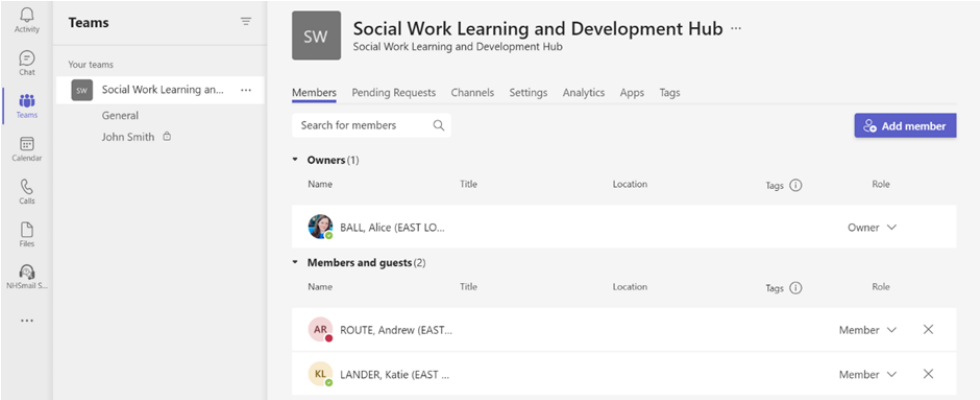
This one hour workshop is facilitated by Ken James, Deputy Head of Forensic Social Work in ELFT. The workshop aims to provide an overview of best practice when completing social circumstances reports.

# Appendix 1 - Storing the Portfolio

The NQSW's portfolio will be stored on the Social Work L&D Team on Microsoft Teams. The Team also contains useful information/resources. The NQSW and ASYE Assessor will be added to the Team and sent an invitation email.

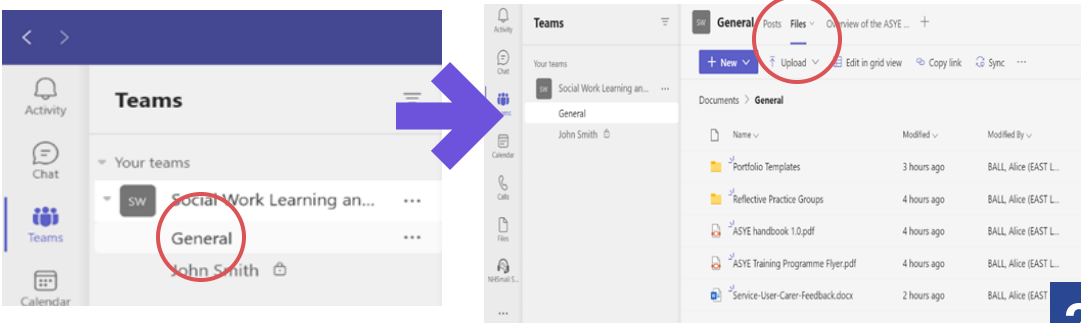
## Main Team Page

The team's main page shows you the current members:



## General Channel

To view ASYE information and resources, click on 'General' followed by 'Files'



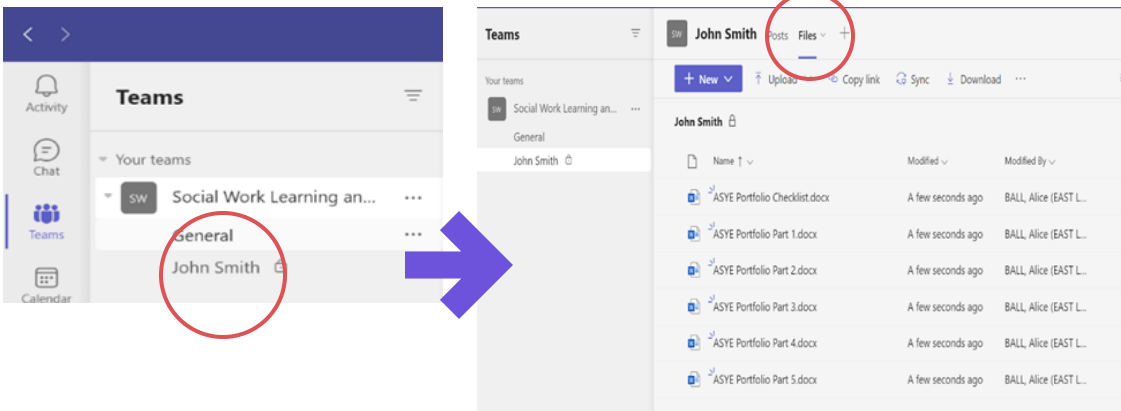
## Your Personal Channel

Every NQSW will have their own private channel, which will store the portfolio. The people who will be able to access the channel:

- NQSW
- ASYE Assessor
- ASYE Coordinator
- ASYE Administrator

To view your channel, click on your name. Then click 'files' to view your portfolio.

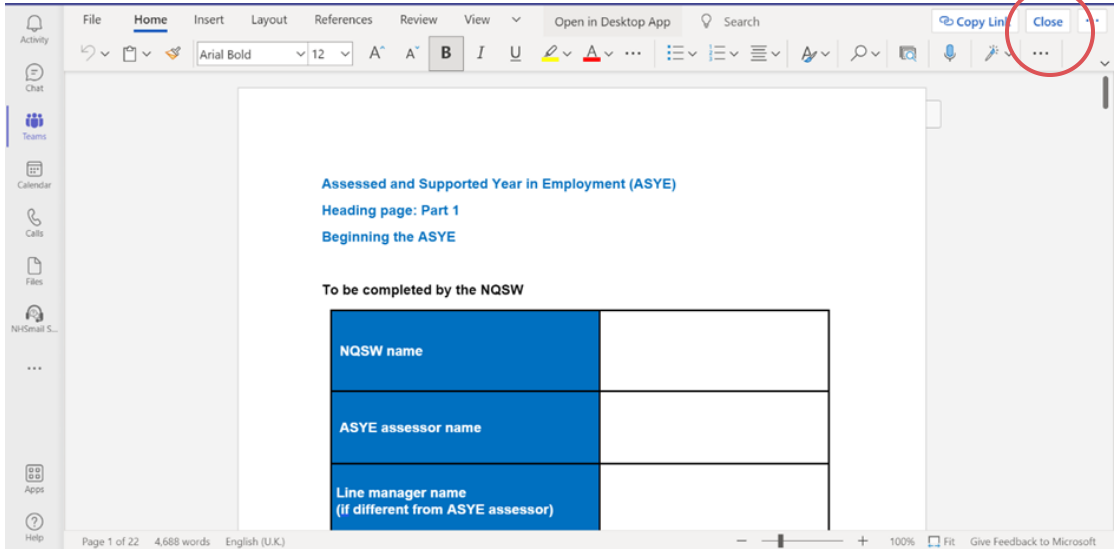
Your portfolio will be broken down into five parts, and there will be a checklist so you can keep track of when documents are due.



The image shows two screenshots of the Microsoft Teams interface. The left screenshot shows the 'Social Work Learning and Development Hub' team channel. The 'John Smith' channel is circled in red, with a blue arrow pointing to the right. The right screenshot shows the 'John Smith' personal channel. The 'Files' tab is circled in red, and a list of portfolio documents is displayed below.

Name	Modified	Modified By
ASYE Portfolio Checklist.docx	A few seconds ago	BALL, Alice (EAST L...
ASYE Portfolio Part 1.docx	A few seconds ago	BALL, Alice (EAST L...
ASYE Portfolio Part 2.docx	A few seconds ago	BALL, Alice (EAST L...
ASYE Portfolio Part 3.docx	A few seconds ago	BALL, Alice (EAST L...
ASYE Portfolio Part 4.docx	A few seconds ago	BALL, Alice (EAST L...
ASYE Portfolio Part 5.docx	A few seconds ago	BALL, Alice (EAST L...

You and your assessor should write directly in the portfolio templates within MS Teams, to avoid different document versions being emailed. Click on the document you would like to edit and you can immediately start typing within the document.



The screenshot shows a Microsoft Word document with the following content:

**Assessed and Supported Year in Employment (ASYE)**  
**Heading page: Part 1**  
**Beginning the ASYE**

**To be completed by the NQSW**

<b>NQSW name</b>	
<b>ASYE assessor name</b>	
<b>Line manager name (if different from ASYE assessor)</b>	

The 'Close' button in the top right corner of the document window is circled in red.

Once finished, click 'Close' and all changes will automatically be saved.

Multiple people can edit the same document at one time.



## Appendix 2 - Useful Contacts/Resources



**East London**  
NHS Foundation Trust

Social Work Learning & Development  
Team

[elft.socialwork@nhs.net](mailto:elft.socialwork@nhs.net)

Social Work Learning & Development  
Project Lead

Katie Lander

[katie.lander2@nhs.net](mailto:katie.lander2@nhs.net)

Social Work Learning & Development  
Administrator

Alice Ball

[alice.ball5@nhs.net](mailto:alice.ball5@nhs.net)



**South London  
and Maudsley**  
NHS Foundation Trust

Director of Social Care

Carla Fourie

[carla.fourie@slam.nhs.uk](mailto:carla.fourie@slam.nhs.uk)

Associate Director for Social Care

Stephen Jusu

[Stephen.Jusu@slam.nhs.uk](mailto:Stephen.Jusu@slam.nhs.uk)



**West London**  
NHS Trust

Head of Social Work and Social Care

Karen Cook

[Karen.Cook@westlondon.nhs.uk](mailto:Karen.Cook@westlondon.nhs.uk)

### Useful Websites

[Skills for Care - Overview of ASYE](#)

[SCIE](#)