**ASYE Portfolio Checklist April 2024**

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| **IMPORTANT: Please ensure that all names and distinguishing facts relating to practice and the individuals and/or carers involved have been changed to preserve confidentiality.**  **Any case information, either personal or professional, has been treated with the utmost care and respect for the rights of individuals, carers and colleagues to dignity and confidentiality.** | |
| **ASYE Portfolio should include the following:** |  |
| **Part 1 Beginning the ASYE** |  |
| Heading page  To be completed by NQSW |  |
| Confidentiality Statement  To be completed by NQSW |  |
| Initial Professional Development Meeting  To be completed by your Assessor/Line Manager |  |
| KSS Self-Assessment Tool  To be completed by NQSW |  |
| Support and Assessment Agreement  To be completed by your Assessor/Line Manager |  |
| Initial Professional Development plan – first 3 months  To be completed by NQSW |  |
| **Part 2 First Three Months, Foundation Review** |  |
| Heading Page  To be completed by NQSW |  |
| Supporting Information for the 3-month foundational review  To be completed by NQSW |  |
| Professional Development Plan 3-6 months  To be completed by NQSW |  |
| Direct Observation One Template  To be completed by NQSW & Assessor |  |
| Verification of Professional Documentation (work Products) Viewed to Date  To be completed by NQSW & Assessor |  |
| Feedback from other Professionals  To be completed by NQSW & Professional Observer |  |
| Evidence of Feedback from People in Need of Care & Support or Carers  To be completed by NQSW & Assessor/Line Manager |  |
| Reflections on Feedback from People in Need of Care & Support or Carers  To be completed by NQSW |  |
| RSPA Foundation Review at 3 months  To be completed by your Assessor/Line Manager |  |
| Part 3 Three to Six Months, Interim Review and Assessment |  |
| Heading Page  To be completed by NQSW |  |
| Critical Reflection 0-6 months  To be completed by NQSW |  |
| KSS Self-Assessment Tool  To be completed by NQSW |  |
| Professional Development Plan for 6-9 months  To be completed by NQSW |  |
| Direct Observation Two Template  To be completed by NQSW & Assessor/Line Manager |  |
| Verification of Professional Documentation (work product) Viewed to Date  To be completed by NQSW & Assessor/Line Manager |  |
| Feedback from other Professionals  To be completed by NQSW & Professional Observer |  |
| Evidence of Feedback from People in Need of Care & Support or Carers  To be completed by NQSW & Assessor/Line Manager |  |
| Reflections on Feedback from People in Need of Care & Support or Carers  To be completed by NQSW |  |
| RSPA 3-6 months Interim Assessment at 6 Months  To be completed by your Assessor/Line Manager |  |
| Part 4 Nine Months, Progressive Development Meeting |  |
| Heading Page  To be completed by NQSW |  |
| Progressive Development Meeting  To be completed by NQSW & Assessor/Line Manager |  |
| Professional Development Plan 9 month to End of ASYE  To be completed by NQSW |  |
| Part 5 Six to Twelve Months, Final Review & Assessment |  |
| Heading Page  To be completed by NQSW |  |
| Critical Reflection 6-12 Months  To be completed by NQSW |  |
| KSS Self-Assessment Tool  To be completed by NQSW |  |
| Professional Development Plan for Post ASYE  To be completed by NQSW |  |
| Direct Observation Three Template  To be completed by NQSW & Assessor/Line Manager |  |
| Verification of Professional Documentation (work product) Viewed to Date  To be completed by NQSW & Assessor/Line Manager |  |
| Feedback from other Professionals  To be completed by NQSW & Professional Observer |  |
| Evidence of Feedback from People in Need of Care & Support or Carers  To be completed by NQSW & Assessor/Line Manager |  |
| Reflections on Feedback from People in Need of Care & Support or Carers  To be completed by NQSW |  |
| Supporting Information for the 12-month final review (**Presentation only**)  To be completed by NQSW |  |
| RSPA 6-12 months Final Review Including Recommendation of Assessment Decision  To be completed by Assessor/Line Manager |  |