**ASYE Portfolio Checklist April 2024**

|  |
| --- |
| **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 pageTo 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 ToolTo be completed by NQSW |  |
| Support and Assessment AgreementTo 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 TemplateTo be completed by NQSW & Assessor |  |
| Verification of Professional Documentation (work Products) Viewed to DateTo 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 CarersTo 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 monthsTo be completed by NQSW |  |
| Direct Observation Two TemplateTo be completed by NQSW & Assessor/Line Manager |  |
| Verification of Professional Documentation (work product) Viewed to DateTo be completed by NQSW & Assessor/Line Manager |  |
| Feedback from other ProfessionalsTo be completed by NQSW & Professional Observer |  |
| Evidence of Feedback from People in Need of Care & Support or CarersTo be completed by NQSW & Assessor/Line Manager |  |
| Reflections on Feedback from People in Need of Care & Support or CarersTo be completed by NQSW |  |
| RSPA 3-6 months Interim Assessment at 6 MonthsTo be completed by your Assessor/Line Manager |  |
| Part 4 Nine Months, Progressive Development Meeting |  |
| Heading PageTo be completed by NQSW |  |
| Progressive Development Meeting To be completed by NQSW & Assessor/Line Manager  |  |
| Professional Development Plan 9 month to End of ASYETo be completed by NQSW |  |
| Part 5 Six to Twelve Months, Final Review & Assessment  |  |
| Heading PageTo 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 ASYETo be completed by NQSW |  |
| Direct Observation Three TemplateTo be completed by NQSW & Assessor/Line Manager |  |
| Verification of Professional Documentation (work product) Viewed to DateTo be completed by NQSW & Assessor/Line Manager |  |
| Feedback from other ProfessionalsTo be completed by NQSW & Professional Observer |  |
| Evidence of Feedback from People in Need of Care & Support or CarersTo be completed by NQSW & Assessor/Line Manager |  |
| Reflections on Feedback from People in Need of Care & Support or CarersTo 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 |  |