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| 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.** |  |  |