

Frequently asked questions

The Assessed and supported year in employment

What is ASYE?

The ASYE is designed to help all Social Work England (SWE) registered newly qualified social workers (NQSWs) develop their skills, knowledge and professional confidence. It provides them with access to regular support during their first year of employment. The ASYE is open to all NQSWs in local authorities and in the private and voluntary sectors. Assessment of the ASYE is based on the Knowledge and Skills for Child and Family Social Work and the PCF for social work.

Where can I obtain further information about the ASYE programme?

All the information about the ASYE programme can be found on the [Skills for Care website](#).

What funding support is available for ASYE in child and family services?

Skills for Care, on behalf of the Department for Education, gives employers of child and family social workers £2,000 for each newly qualified social worker they support through ASYE. To meet the funding requirements your NQSW will need to have an initial assessment against the [Knowledge and Skills for Social Workers for Child and Family social work \(2014\)](#). This assessment will identify their learning needs for the year and will inform the professional development plan.

When and how do I apply for funding?

The Assessed and Supported Year in Employment (ASYE) portal is open for employers to register their cohort 9 (2020/21) newly qualified social workers (NQSWs) until 31 March 2021. NQSWs must have started the ASYE from 1 April 2020 to be eligible for funding. The portal can be accessed [via our website](#) and [guidance](#) is available on how to use the portal.

When is the payment made?

The payment will be made in 2 milestones. The first milestone is paid upon successful registration of each NQSW. You can register NQSWs at any time throughout the year, however all NQSWs must be registered on the portal by 31 March 2021 to be eligible for funding for 2020/2021. The second milestone will be paid upon notifying Skills for Care that the NQSW has completed the ASYE.

How do I notify Skills for Care that an NQSW has completed the ASYE?

Employers are able to access their previous applications made with the Department for Education on the Skills for Care ASYE portal. Employers should update the ASYE portal to notify Skills for Care that an NQSW has completed the ASYE. Guidance on updating the portal can be found [here](#). If you are not able to access your previous applications, please email childandfamilyasye@skillsforcare.org.uk.

How do I claim certificates?

Once you have notified Skills for Care that an NQSW has completed the ASYE, a completion certificate will be issued to the employer. Skills for Care will use the information that has been entered on to the portal to create the certificate, so please ensure that any data you enter is accurate.

How will the certificates be sent?

Certificates will be sent to employers via Adobe Sign, a quick and simple way of electronically signing for documents. You will receive an email from Skills for Care requesting you to sign a document on Adobe Sign. You only need to click on the email to be taken to the document, and yellow arrows will show you where to complete the required information. You do not have to download Adobe Sign to any of your systems or computers. Once you have completed and signed the document, follow the red arrow and click on the final 'sign document' box. You will not be able to download a copy of the document until you have signed. You will receive another email that contains the fully signed document and certificates for you to download and keep. If you are unable to use this system please contact: contracts.unit@skillsforcare.org.uk.

Can we claim certificates for NQSWs who have never been registered on the portal?

We are unable to issue certificates for NQSWs who have never been registered on the Skills for Care portal.

If we employ NQSWs at different times throughout the year when do we apply and register them?

It is important that you apply and register these NQSWs as soon as possible to enable them to be added to the registration system and release your milestone payment. NQSWs employed during the year can then be added to the registration system.

Can the ASYE funding be used to support assessors as well as the NQSWs?

Yes, the funding can be used in whatever way the employer feels is most useful to support the ASYE process. Examples of the ways in which the funding is utilised focus around the provision of training for NQSWs and assessors and the purchase of resources to support the programme. A significant number of organisations use the funding to contribute to the costs of paying assessors and coordinators in various roles.

We have recently employed a newly qualified social worker on a six-month contract and would like some guidance on registering them onto ASYE, given the possibility that their contract will end before they are able to complete the programme?

NQSWs on temporary contracts are still eligible to participate in the ASYE. An NQSW does not have to start their ASYE again if they move to a different employer during their ASYE year. A new employer should decide on the sufficiency of evidence NQSWs present for the ASYE assessment, including any statements from previous employment about how the NQSW has progressed and the standard achieved. A new employer would need to contact us so that we could transfer the NQSW on the Portal; the new employer would then be eligible to claim any funding that is remaining for that social worker.

How is the funding of £2,000 per ASYE candidate distributed?

The £2,000 per candidate is paid as follows:

- f f* Payment 1 – Initial payment of £1,000 will be made when the ASYE Co-ordinator certifies that an NQSW has an ASYE learning agreement in place.
- f f* Payment 2 – A final payment of £1000 will be made when the ASYE Co-ordinator certifies that the NQSW final assessment has taken place (regardless of success or failure).

What are the requirements of the grant funding?

The requirements include expectations of support and assessment against the KSS.

What are the support requirements?

The Standards for employers link lay down requirements that employers should put in place to support the NQSW throughout the year. These include access to regular reflective supervision, a protected case load and time for professional development.

If my post is not a named social worker can I still undertake the ASYE?

The requirements for the ASYE are that the candidate is qualified and registered as a social worker and is working in a role that include work of a sufficient level and kind to meet the expectations of the Knowledge and Skills for Child and Family Social Work and all nine domains of the Professional Capabilities Framework (PCF) at ASYE level. As you are not in a social worker role, your employer will need to decide whether your role provides enough opportunities for you to be able to evidence the capability statements.

If I stay in this post (and am not allowed to undertake the ASYE) then move on to a 'social worker' post, is there a time limit the ASYE needs to complete post qualifying?

This programme is for Newly Qualified Social Workers. As a base line we would expect that NQSW's are registered on an ASYE programme within 2 years of qualifying. Where this is not the case the employer will need to demonstrate how the NQSW has kept their skills up to date within the time that has lapsed or why they were not able to do so for e.g. maternity leave or a career break and decide whether the ASYE is still an appropriate learning tool for them at this point in their career.

As a PVI sector organisation that employs social workers how can I register to become a provider of the ASYE

In order to register to become an ASYE provider you need to contact Socialworkreform.sg@education.gsi.gov.uk and a member of the team will take you through the process.

How should the ASYE be assessed?

Employers can choose any assessment process that will demonstrate that the NQSW has met the requirements of the Knowledge and Skills statement.

The Government response to the consultation on the statement of knowledge and skills for child and family social work makes it clear that the PCF is an overarching standards framework intended to be applicable to all social workers in whatever role or setting, while the knowledge and skills set out in the published statement are specific to child and family social work.

For the purposes of assessment therefore both knowledge and skills statement and the PCF can be used together. The PCF demands progressive holistic assessment over the year. The Department for Education is not prescribing how assessment against the knowledge and skills statement and the PCF should take place. Any method and range of evidence, including the current assessment process outlined by [Skills for Care](#) can be used

Who can carry out the assessment?

The assessment must be undertaken by an experienced, registered social worker. Ideally they should also meet practice development educator standards.

Who is responsible for the assessment outcome?

The employer is responsible for deciding whether the NQSW has met the standards. Good practice suggests that at the end of the ASYE the assessor completes a final assessment report for the NQSW and makes a recommendation about the outcome. This is then scrutinised and confirmed by an internal moderation process. Guidance on internal moderation processes can be found [here](#).

How can you quality assure the final assessment?

In making a decision the assessment should be judged against whether it is:

- f f* Accurate - Consistent with the expectations of the Knowledge and Skills Statement (and the PCF ASYE capabilities if used).
- f f* Valid - Based on evidence that reflects the breadth of the NQSW's work throughout the year and their progression.
- f f* Robust - Based on evidence that is checked and consistent and leads to a defensible judgement.
- f f* Sufficient - Based on a sufficiently broad and varied range of different types of evidence.

What will be the consequence of an NQSW failing the ASYE?

The ongoing review of an NQSW's development should enable employers to spot concerns at an early stage and to take appropriate action. In the case of an NQSW failing the ASYE, employers will need to consider appropriate options on a case-by- case basis.

If the employer has concerns about the NQSW's fitness to practice, they should contact the SWE. For further information about the SWE Fitness to Practice process

http://www.hpc-uk.org/assets/documents/10001FC8TheFTPprocess_cfw.pdf

How long will it take to complete the ASYE?

For most full-time employees it will take 12 months to complete the ASYE.

How can NQSWs who work part-time or go on a leave of absence complete their ASYE in 12 months?

The 12-month timescale for completion is an indication of the time it will normally take an NQSW to complete their ASYE, for part time workers the time required should be increased on a pro rata basis. Employers may also agree to defer the assessment of NQSWs in cases such as maternity leave or long-term sickness.

Can the ASYE be extended for longer than a year?

For a social worker in full time work there are only exceptional circumstances in which the year can be extended - as above for sickness, maternity, leave of absence etc, or where the appropriate level of support has not been made available. In the latter case the ASYE process should be suspended for a prescribed and limited time to allow for the support arrangements to be put in place. The suspension the reason why and the action plan should be recorded. The year may not be extended for capability reasons.

Can an experienced NQSW complete the ASYE in less than a year?

No, the ASYE runs for a year whatever the level of capability of the NQSW. The NQSW needs to demonstrate progressive development over this period of time.

Are there different arrangements and timescales for students on the employment-based route? E.g. employees who are supported via their organisation to complete their social work qualification, such as Frontline or Step Up to Social Work

No. the ASYE is a year of progressive development and not just assessment. All newly qualified social workers, whatever their background or level of experience, should be offered a single ASYE programme and expected to demonstrate professional development across the year. Completion of the record of support and progressive assessment and the critical reflection log, evidences this process.