



Assessed and Supported Year in Employment (ASYE) Toolkit

- ◆ The ASYE Toolkit supports the newly qualified social worker to excel in their role and meet the necessary requirements to continue to practice as a qualified worker
- ◆ The '*ASYE Toolkit Package*' is purchased at a minimum of **FIVE**, 1 ½ hour sessions, available as group sessions for a minimum of eight people and maximum of fifteen people
- ◆ There is **ONE** compulsory session followed by **TWO** chosen group sessions on relevant topics in adult care and a group choice of **TWO** Professional Capability (PCF) interactive sessions
- ◆ Please note that where there are multiple option sessions in a PCF area only **ONE** session can be chosen
- ◆ Individual group 1 ½ hour workshop sessions can be purchased on request and are delivered to a minimum of eight and maximum of fifteen people

Compulsory Introductory Session

1. An overview of key documents including:
 - ◆ '*Knowledge and Skills Statement (KSS) in Adults*'
 - ◆ '*Professional Capabilities Framework (PCF) for Social Work in England Guidance using the 2018 Refreshed PCF*' (British Association of Social Work)
 - ◆ '*PEPS Refresh*' British Association of Social Workers
 - ◆ *North East Social Work Alliance (NESWA) Self Appraisal*
 - ◆ *Social Work England's 'Professional Standards'*
2. Direct Observation Self-Assessment Tool- a template to help an ASYE social worker improve their practice and prepare for assessed direct observations
3. Reflective Supervision Analogy- a tool to help an ASYE social workers journey in supervision
4. Service User and Professional Feedback Forms:
 - ◆ Professional Feedback Form- tailored to evidence the Performance Capability Framework by professionals who have observed an ASYE social workers practice
 - ◆ Service User/Carer Feedback Form- a standard form to gain feedback
 - ◆ Service User Questionnaire- an in-depth questionnaire to gain more comprehensive feedback from a service user

- ◆ Carer Feedback Questionnaire- an in-depth questionnaire to gain more comprehensive feedback from a carer
- ◆ Feedback Form Designed for People with a Learning Disability- an easy read form with use of pictures

Adult Care Topic Sessions

1. **Mental Capacity**- a practical interactive briefing on the Mental Capacity Act aimed to help ASYE social workers understand how the Act is applied to social work situations
2. **A Practical Approach to Assessing Mental Capacity**- an interactive session with tips and tools on how to assess mental capacity with confidence
3. **Continuing Healthcare (CHC)**- an overview of CHC with real life case studies to support practice in this area of social work practice
4. **The Care Act**- an overview of the Care Act including exploration of a strength based approach, with use of the *'five-quadrant model'* and practical application of the Care Act, to improve social work assessment skills
5. **Safeguarding Adults**- an overview of safeguarding adults offering an opportunity to address any fears and concerns ASYE social workers may have in this area of practice. Also, the use of real life case examples to improve confidence, generate thoughtful discussion and encourage safe practice
6. **Social Work and Social Media**- an interactive discussion session to examine guidance on the use of social media and explore best practice considering professional boundaries
7. **Lasting Powers of Attorney (LPA) and Court of Protection**- an interactive practical session to improve/refresh knowledge in this area of social care with use of practical examples

If purchasing the **'ASYE Toolkit Package'** please make a group choice of **TWO** Adult Care Topic sessions



Professional Capability Framework (PCF) Tools:

1. Professionalism

Session A

- ◆ Social work boundaries grid- a tool to explore acceptable professional standards of practice
- ◆ Professional boundaries group discussion- an exercise to analyse professional boundaries in social work using real life case examples to generate thoughtful discussion and encourage safe practice

OR

Session B

- ◆ The importance of customer care- a discussion exercise to promote high standards in customer care including the professional use of telephone and emails in practice
- ◆ Conduct hearings- an opportunity for ASYE social workers to examine and discuss real life conduct hearings
- ◆ Quiz to assess professional boundaries- a quiz to enable ASYE social workers to consider and discuss acceptable professional standards of practice

2. Values and Ethics

Session A

- ◆ An A to Z of values exercise- a discussion of values and the application of social work values to practice with consideration of Social Work England Professional Standards
- ◆ Values personal experience exercise- an exercise to demonstrate the importance of empathising with others to promote good social work practice
- ◆ Value base exercise- a tool to analyse how personal values may influence a professional opinion

OR

Session B

- ◆ Dignity in care learning tool- an application of the dignity challenge in practice and consideration of the 'Crabbit Old Woman' poem to promote good social work practice in particular relation to dignity and respect
- ◆ Values personal experience exercise- an exercise to demonstrate the importance of empathising with others to promote good social work practice

3. Diversity and Equality

- ◆ Identity work exercise- a tool to examine a service users identity, beliefs and unique qualities
- ◆ Diversity learning tool- an exercise to help a ASYE social worker examine diversity in practice
- ◆ Recognising difference and power implications- a tool to recognise factors which can impact power in society, promoting anti-oppressive practice



4. Rights, Justice and Economic Well-Being

- ◆ Advocacy learning tool- an exercise to encourage thoughtful discussion of advocacy in practice
- ◆ Advocacy and human rights exercise- an exploration of advocacy in practice and examination of whistleblowing considering real life practice examples to promote safe good practice

5. Knowledge

Session A

- ◆ Knowledge learning tool- an exercise to compare a range of social work theories to practice

OR

Session B

- ◆ Strength based approach- a discussion of a strength based approach, with use of the '*five-quadrant model*' and practical application of the Care Act, to improve social work assessment skills in line with this legislation

6. Critical Reflection and Analysis

Session A

Critical analysis learning tool 1- a session to discuss, apply and analyse a range of reflection models to practice including:

- ◆ '*Driscoll's model of reflection*'
- ◆ '*Share model*'- Maclean, Finch and Tadam (2018)
- ◆ '*Gibb's reflective cycle model*'
- ◆ '*The three-stage theory framework*'- the application of Pat Collingwood's '*Three Stage Theory Framework*' to help ASYE social workers relate theory to practice in a pictorial way

OR

Session B

Critical analysis learning tool 2- a session to discuss, apply and analyse a range of reflective tools/templates to practice including:

- ◆ Reflective discussion template- a tool to record in depth case reflection
- ◆ Critical analysis of practice tool- a tool to enable ASYE social workers to engage in critical thinking about their social work practice
- ◆ Assessment reflection tool- a tool to help ASYE social workers dissect a social work case and structure their understanding into key areas



7. Intervention and Skills

- ◆ Social work skills learning tool- an exercise to analyse and discuss social work skills
- ◆ Social work skills self-assessment- an in depth social work skills assessment tool to help ASYE social workers map their progress over time
- ◆ A number of real life case studies with questions to help ASYE social workers understand how to use their skills in practice

8. Contexts and Organisations

Session A

- ◆ Contexts and organisations learning tool- an exercise to examine some organisational issues in practice including funding and complaints
- ◆ Good recording exercise- an exercise to promote good recording in social work practice including a quick reference guide

OR

Session B

- ◆ Working nine to five learning tool- a workshop to support ASYE social workers to learn how to prioritise and manage their time and workload effectively

OR

Session C

- ◆ Lone working- an exercise to raise awareness about the risks of lone working in social work practice and exploring how these can be minimised, to improve personal safety and the safety of other colleagues

OR

Session D

- ◆ Critical analysis of multi-agency working- an exercise to examine the strengths and limitations of multi-agency working in practice
- ◆ A number of real life case studies with questions to help ASYE social workers consider how they could effectively work in a multi-agency way in practice

OR

Session E

- ◆ Managing professional conflict exercise- an exercise to help student social workers to manage professional conflict with confidence
- ◆ A number of real life case studies with questions to help student social workers consider how they could effectively work in a multi-agency way in practice

9. Professional Leadership

- ◆ Professional leadership learning tool- an exercise to help ASYE social workers identify and demonstrate how they have acted in a lead role



10. Safeguarding Adults

- ◆ Safeguarding Adults- an overview of safeguarding and an opportunity to address any fears and concerns ASYE social workers may have in this area of practice
- ◆ 'Safeguarding Adults NHS England North'- a discussion of a key document designed and produced by NHS England North Designated Professionals for Safeguarding Adults
- ◆ Safeguarding Adult case studies- a number of real life case studies with questions to improve confidence and generate thoughtful discussion and encourage safe practice

- ◆ If purchasing the '*ASYE Toolkit Package*' please make a group choice of **TWO** PCF sessions
- ◆ Please note that where there are multiple option sessions in a PCF area only **ONE** of these sessions can be chosen as part of the toolkit package

