

Completing the critical reflection log

Supporting guidance

The Assessed and Supported Year in Employment in adult services.

NQSW name	
Assessor name	
Start date of the ASYE	
Employing organisation	
Address of team where NQSW is based	
Service user group	

Completing the critical reflection log: Supporting guidance

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Contents

Purpose of the critical reflection log

Part 1: Beginning the ASYE

Identification of learning and development needs at the start of the ASYE to inform the discussion at the support and assessment meeting; planning for the holistic assessment process and the professional development plan (PDP).

Part 2: First three months

Development of critically reflective practice; identification of progress and continuing development needs; planning for the three month assessment review.

Part 3: Three - six months

Progressive development of critically reflective practice; recording in critical reflection log (CRL) and planning for the six month assessment review.

Part 4: Six - twelve months

Working towards the end of the ASYE-consolidation of learning throughout the ASYE, recording in CRL and planning for continued professional development.

Purpose of the critical reflection log

The critical reflection log (CRL) is one of the two sets of templates that are linked together to support the NQSW and the assessor in evidencing the requirements of the ASYE. These requirements represent the minimum expectations of the Chief Social Worker as laid out in the Knowledge and Skills Statement (Adults) 2015.

These templates have been developed by a group of employers who have consulted widely across the sector. They have been developed with the intention that they support progressive development and assessment, streamlining previous documentation and taking a step forward by focusing the assessment on the development of critical reflection.

Responsibility for complying with the assessment process and for the completion of the CRL rests with the NQSW.

Responsibility for the overview and completion of the record of support and progressive assessment (RSPA) lies with the assessor.

The purpose of the CRL is to enable the NQSW to demonstrate their progressive development against the Knowledge and Skills Statement (Adults) 2015 (KSS), and the professional capabilities framework (PCF) it forms the basis of the assessor's judgment of the NQSW's capability to meet the holistic assessment outcomes.

Completing the critical reflection log

The templates contained within the CRL are available as separate evidence templates and can be downloaded as [a zip file](#) on our website, www.skillsforcare.org.uk/asyedocuments. Electronic completion of the templates will support internal and external moderation processes. The expectation is that the NQSW will work on the critical reflection log throughout the ASYE and they are designed to be presented to the assessor in advance of:

- the support and assessment agreement meeting, at the start of ASYE
- the assessment review meetings at three, six and twelve months

The evidence that the NQSW is required to produce for the ASYE is outlined in the KSS. This includes:

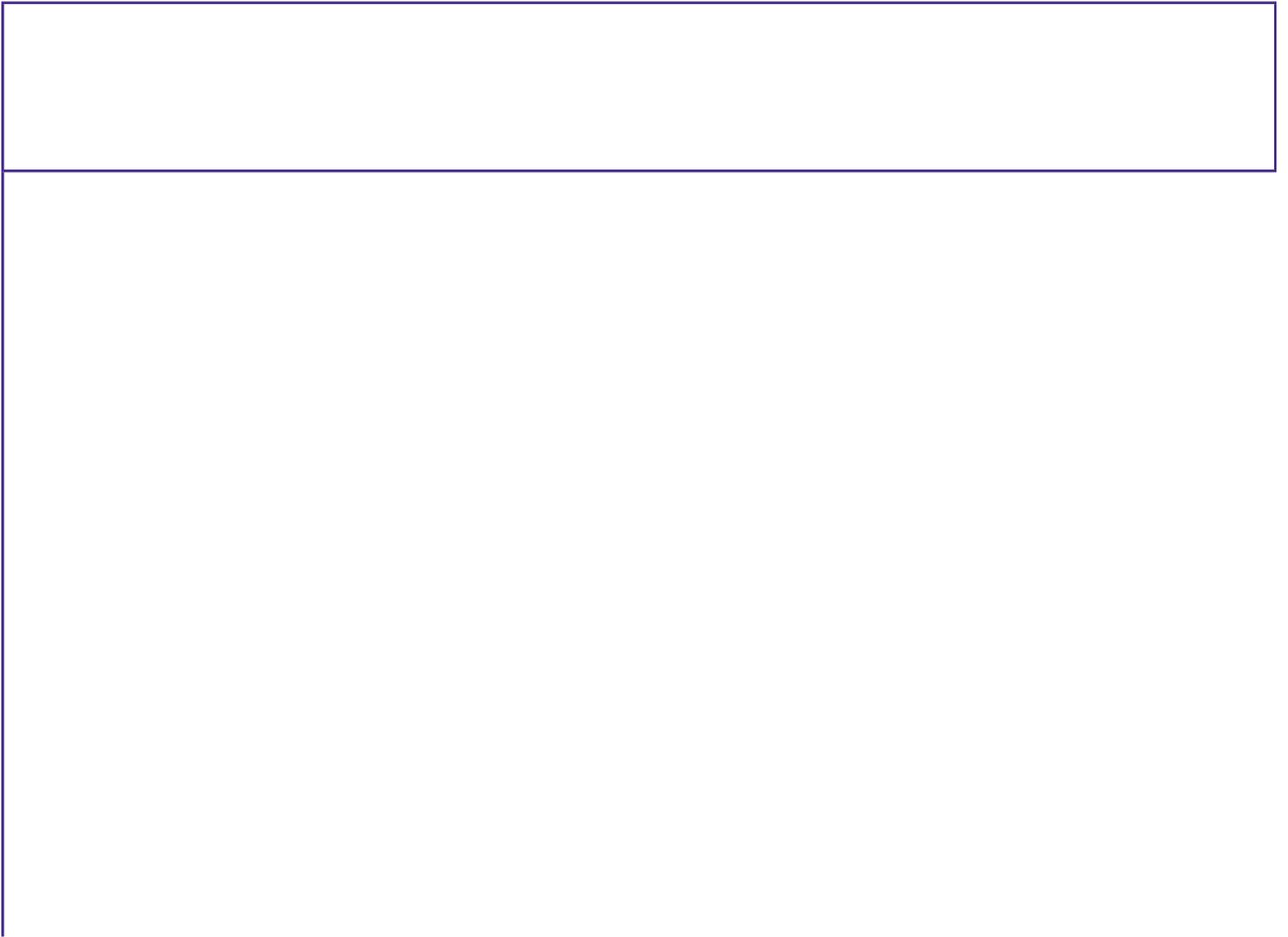
- three formal direct observations undertaken by a registered social worker (at least two of these to be completed by the assessor)
- at least three pieces of feedback over the course of the year from people who need care and support, or from their carers
- at least three pieces of feedback over the course of the year from other professionals
- a written piece of work demonstrating the ability of the employee to reflect on and learn from practice: it should show how the employee has used critical reflection on their practice to improve their professional skills and demonstrate reasoned judgment relating to a practice decision
- the assessment of at least three examples of written reports and records including a report written for an external decision making process and a set of case recordings.

The ASYE evidence checklist will help the NQSW to identify the practice evidence needs to be submitted at each review point.

Consider your learning needs for the next three months and over the course of the year.

Think about:

1. Learning needs identified on your qualifying programme.



Evidence template number 2: PDP

Professional development plan three - six months

To address areas noted by assessor in the three month review as well as areas identified in this document

Period covered					
Three to six months - provide dates					
Learning objective	How will you meet the objective? Development activity or action planned.	How does this link to the assessment outcomes for the ASYE?	How will you know if the objective is met? Intended outcomes for practice and people in need of care and support.	Timescales? Date for completion and/or review.	What was the impact on your practice?
New learning objectives will have been identified through undertaking the critical reflection activity in part 2. Continue to refer to the Professional Capabilities Framework and Knowledge and Skills Statement (Adults) 2015, for the detail.					This column should be completed in readiness for the interim review at six months. It will form part of the evidence for your completion of 3: CRL

NQSW completes box three after the observation.

3. Reflections on the observed practice

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NQSW completes box four after reading the observer's report.

4. Critical reflection and professional development

Bearing in mind the KSS capability level and the PCF have you identified any specific areas for further development? How do you intend to address these? What support do you need?

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NQSW signature	
Date	

Part 2: Observer completes after the direct observation

5. Holistic assessment of the candidate's capability demonstrated in the direct observation of practice (up to 500 words)

Observer completes after the direct observation

Action plan following the direct observation (if applicable)

Have areas of development/learning needs been identified that should be addressed in the NQSW's PDP? What action needs to be taken to address these? Are there any other outstanding issues?

More detailed reference to the nine domains of the PDF will be helpful particularly where learning needs have been identified.
This information should feed into the three, six and twelve month assessment reviews and, where appropriate, recorded in the RSPA.

Feedback from people in need of care and support (if applicable)

Seeking feedback from the person in need of care and support in this situation should have been considered in the CRL.
The NQSW will need to show evidence of planning for how this is managed appropriately using their knowledge of or/and relationship with the person in need of care and support wherever possible to ensure that this is comfortable for all concerned. This should be discussed in advance with the observer. (Adapted from 'assessing practice at qualifying level for social work using the Professional Capabilities Framework, The College of Social Work)
In all cases the person in need of care and support or their carer must be asked if they are willing to be part of the process.
If they agree, it is the responsibility of the observer and the NQSW to ensure that they are given the opportunity to comment on the NQSW's capabilities, and to be offered feedback about the NQSW and assessor's own assessment. It is important that in all circumstances the NQSW considers the issues of consent and mental capacity.
More information about gathering feedback from people who need care and support following direct observations of practice can be found on our website, please refer to tool six under www.skillsforcare.org.uk/gatheringfeedback.

Observer's signature	
Date	

Professional documentation (work products)

The assessor will be responsible for signing off the professional documentation. The primary documentation will not be presented for internal or

Evidence template number 2: PD Professional documentation

Assessor verification of the progressive development and quality of examples of work products produced through the year.

Evidence template number 2: OP Feedback from other professionals

This can be used by professional colleagues who provide observations of day-to-day practice. These observations may be undertaken by non- social work professionals and practitioners and can cover a range of settings, for example, multi-professional team meetings, case conferences or joint visits.

Professional colleague to complete following the observation of practice.

NQSW	
Name and role of observer	
Date and setting of observation	

<p>Based on your observation of the NQSW's practice: did the NQSW achieve the desired outcomes for the intervention? what strengths were identified? can you make any suggestion about areas for further development which could be included in the NQSW's professional development planning?</p>

Observer's signature	
Date	

NQSW to complete after receiving feedback from other professionals.

Reflections on practice

Critical reflection and professional development bearing in mind the Knowledge and Skills Statement (Adults) 2015, capability level and the PCF have you identified any specific areas for further development? How do you intend to address these? What support do you need?

NQSW's signature

Date

Taking into account all your learning to date, reflect critically on how you have progressed in your development as a professional over the last three months and consider your development areas for the forthcoming three months. (Suggested word limit 1,750 words)

You may find it useful to consider:

The issues and challenges that you have faced in your professional decision-making so far and the ways in which you have addressed these.

Reflect on the ways in which your practice has been influenced as a result and identify the evidence that supports this.

The theory, legislation, local and national policies and procedures, research and evidence that has helped you to develop your thinking and inform your decision making.

The application of the identified piece of legislation and how this has influenced your practice.

The most encouraging or challenging, piece of feedback (formal or informal) that you have received. Consider why you think this is the case, and the ways in which it has influenced your practice. Identify the evidence that supports this.

In reflecting on your on-going learning needs it may be helpful to consider:

Identification of the application of another piece of legislation.

Development needs in relation to knowledge theory and methods.

Updating your plan for collecting feedback from people in need of care and support and other professionals.

Identification of suitable practice situations for direct observation.

Further development of skills in recording and report writing.

Evidence template number 3: PDP

Professional development plan six - twelve months

To address areas noted by assessor at the six month review as well as areas identified in this document.

Period covered					
Six to twelve months - provide dates					
Learning objective	How will you meet the objective? Development activity or action planned.	How does this link to the assessment outcomes for the ASYE?	How will you know if the objective is met? Intended outcomes for practice and people in need of care and support.	Timescales? Date for completion and/or review.	What was the impact on your practice?
New learning objectives will have been identified through undertaking the critical reflection activity in part 3. Continue to refer to the PCF and the Knowledge and Skills Statement (Adults) 2015 for the detail.					This column should be completed in readiness for the interim review at 12 months. It will form part of the evidence for your completion of 3: CRL

Evidence template number 3: DO

Direct observation template

Three direct observations to be completed by a registered social worker (at least two of these to be completed by the assessor). These should be planned in advance to enable the NQSW to evidence progressive development in their professional practice over the course of the ASYE.

Name of NQSW	
Name and role of observer	
Date and setting of observation	

Part 1: NQSW completes boxes on and two before observation

1. Brief background to observed contact between yourself and those in need of care and support.
2. Planning for intervention
<p>The NQSW and observer should plan the direct observation and agree objectives based on the intervention and the identified areas for development detailed in the critical reflection log and the PDP.</p> <p>The NQSW and observer should agree and clarify the role of the observer during the intervention - how will they be introduced and under what circumstances, if any, will they intervene.</p> <p>The NQSW and observer should agree what happens after the observation—how and when will feedback be given, what reports/documents need to be completed by the NQSW and observer and by when.</p> <p>The NQSW should have the opportunity to reflect and comment on the observer's report (box five). This will provide information and evidence of their progressive development for the critical reflection log.</p>

NQSW completes box three after the observation.

Part 2: Observer completes after the direct observation

5. Holistic assessment of the candidate's capability demonstrated in the direct observation of practice (up to 500 words)

Action plan following the direct observation (if applicable)

Have areas of development/learning needs been identified that should be addressed in the NQSW's PDP? What action needs to be taken to address these? Are there any other outstanding issues?

~~NQSW's 11 issues? This information should be in 4F0700 three, six and twelve month assessment re issue 0 1 1 3440057030032004500564004800032 T50y othC4F0047000B004C0049000300440053004B~~

Professional documentation (work products)

The assessor will be responsible for signing off the professional documentation. The primary documentation will not be presented for internal or external moderation panels.

Objectives

- To support the NQSW in continuing to develop high standards of professional recording.
- To provide a framework for the NQSW to demonstrate high standards of professional recording over their ASYE programme.
- To ensure the NQSW can demonstrate high standards of professional recording across a variety of requirements and contexts (e.g. assessment, analysis, recording for other settings such as court).
- To ensure, through supervision and other means, that the NQSW engages in continuous critical reflection and learning about the quality of their professional recording and implements changes as a result.
- To incorporate professional recording into the main review points for the ASYE programme (e.g. three months, six months and final assessment).
- To provide a mechanism for professional documentation to be 'signed off' by the assessor on behalf of the ASYE programme.

Assessment criteria

In 'signing off' the documentation produced by the NQSW, the assessor confirms:

1. They have viewed a representative sample of the NQSW's work products
2. The NQSW has demonstrated progress (across the year) in their capabilities for each element below:
 - Reflecting critically about their professional recording, learning from it and implementing change.
 - Meeting agency recording standards for;
 - formats/tools used
 - timescales in completing recording.
 - Recording defensible professional decisions which;
 - distinguish between opinion and fact
 - draw on and tests multiple hypotheses, including contradictory opinions held by different professionals
 - make informed use of intuition
 - build an effective argument/justification with evidence.
 - Understanding and applying appropriate legal frameworks.
 - Integrating and communicating the perspective of those in need of care and support in all aspects of recording, building on their feedback where appropriate.
 - Producing recording that communicates effectively with a range of audiences, including other professionals and court.
 - Producing recording that is;
 - clear, concise, and purposeful
 - accurate, using correct spelling, punctuation and sentence structure.

Evidence template number 3: PD

Professional documentation

Assessor verification of the progressive development and quality of examples of work products produced through the year.

Evidence template number 3: OP

Feedback from other professionals

This can be used by professional colleagues who provide observations of day-to-day practice. These observations may be undertaken by non- social work professionals and practitioners and can cover a range of settings, for example, multi-professional team meetings, case conferences or joint visits.

Professional colleague to complete following the observation of practice.

NQSW	
Name and role of observer	
Date and setting of observation	

Based on your observation of the NQSW's practice:

Did the NQSW achieve the desired outcomes for the intervention?

What strengths were identified?

Can you make any suggestion about areas for further development which could be included in the NQSW's professional development planning?

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Observer's signature	
Date	

NQSW to complete after receiving feedback from other professionals.

Reflections on practice

Critical reflection and professional development bearing in mind the Knowledge and Skills Statement (Adults) 2015, capability level and the PCF have you identified any specific areas for further development? How do you intend to address these? What support do you need?

NQSW's signature

Date

Evidence template number 3A:CRL - the assessor/employer will decide whether or not a review should take place at nine months

Taking into account all your learning to date, reflect critically on how you have progressed in your development as a professional over the last three months and consider your development areas for the forthcoming three months. (Suggested word limit 1,750 words)

Evidence template number 4: CRL

Critical reflection log part 4: six to twelve months (the end of the ASYE)

In completing your log you should draw on your part 3 of your reflective log, your most recent PDP, discussions in supervision and your practice evidence.

The log plus practice evidence, including professional documentation, including professional documentation, feedback from other professionals and from people in need of care and support, undertaken and received in this period, to be submitted.

Supervision log
Record dates when you have received supervision in the previous three months of the ASYE and with whom
Protected development time log
Record dates and times when you have received protected development time in the previous three months of the ASYE
In the first three months of the ASYE have there been any issues associated with the support arrangements identified in the support and assessment agreement?
Yes / No
If yes, please explain what efforts you have made to resolve these issues and the outcome

Critically reflect on how you have progressed in professional decision making over the

In what ways has your professional development over the course of the ASYE impacted on your professional skills, practice and the outcomes for people in need of care and support? (Suggested word limit 1,000 words)

Base your reflection on all aspects of your practice and learning over the ASYE, including the feedback you have received at each stage of the year.

Demonstrate the ways in which you have used critical reflection on your practice to improve your professional skills.

Summarise your account by highlighting the ways in which your overall professional development reflects the holistic assessment outcomes.

Looking forward how will you ensure your continuing professional development as a social worker?

Consider the ways in which you will:

address any development areas in your PDP at the end of the ASYE.

continue to develop your professional decision – making.

continue to seek and learn from feedback to inform your professional development as a social worker.

Evidence template number 4: DO

Direct observation template

Three direct observations to be completed by a registered social worker (at least two of these to be completed by the assessor). These should be planned in advance to enable the NQSW to evidence progressive development in their professional practice over the course of the ASYE.

Name of NQSW	
Name and role of observer	
Date and setting of observation	

Part 1: NQSW completes boxes on and two before observation

1. Brief background to observed contact between yourself and those in need of care and support.
2. Planning for intervention

NQSW completes box three after the observation.

3. Reflections on the observed practice

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NQSW completes box four after reading the observer's report.

4. Critical reflection and professional development

Bearing in mind the Knowledge and Skills Statement (Adults) 2015 capability level and the Professional Capabilities Framework have you identified any specific areas for further development? How do you intend to address these? What support do you need?

--

NQSW signature	
Date	

Part 2: Observer completes after the direct observation

5. Holistic assessment of the candidate's capability demonstrated in the direct observation of practice (up to 500 words)

Action plan following the direct observation (if applicable)

Have areas of development/learning needs been identified that should be addressed in the NQSW's PDP? What action needs to be taken to address these? Are there any other outstanding issues?

Professional documentation (work products)

The assessor will be responsible for signing off the professional documentation. The primary documentation will not be presented for internal or external moderation panels.

Objectives

- To support the NQSW in continuing to develop high standards of professional recording.
- To provide a framework for the NQSW to demonstrate high standards of professional recording over their ASYE programme.
- To ensure the NQSW can demonstrate high standards of professional recording across a variety of requirements and contexts (e.g. assessment, analysis, recording for other settings such as court).
- To ensure, through supervision and other means, that the NQSW engages in continuous critical reflection and learning about the quality of their professional recording and implements changes as a result.
- To incorporate professional recording into the main review points for the ASYE programme (e.g. three months, six months and final assessment).
- To provide a mechanism for professional documentation to be 'signed off' by the assessor on behalf of the ASYE programme.

Assessment criteria

In 'signing off' the documentation produced by the NQSW, the assessor confirms:

1. They have viewed a representative sample of the NQSW's work products
2. The NQSW has demonstrated progress (across the year) in their capabilities for each element below:
 - reflecting critically about their professional recording, learning from it and implementing change.
 - meeting agency recording standards for;
 - formats/tools used
 - timescales in completing recording.
 - Recording defensible professional decisions which;
 - distinguish between opinion and fact
 - draw on and tests multiple hypotheses, including contradictory opinions held by different professionals
 - make informed use of intuition
 - build an effective argument/justification with evidence.
 - Understanding and applying appropriate legal frameworks.
 - Integrating and communicating the perspective of those in need of care and support in all aspects of recording, building on their feedback where appropriate.
 - Producing recording that communicates effectively with a range of audiences, including other professionals and court.
 - Producing recording that is;
 - clear, concise, and purposeful
 - accurate, using correct spelling, punctuation and sentence structure.

Evidence template number 4: PD

Professional documentation

Assessor verification of the progressive development and quality of examples of work products produced through the year.

Final assessment	Description of professional documentation	Areas for development
A minimum of one piece of evidence should be supplied		
Pass/Fail		

Guidance note

The final assessment of the NQSW should incorporate a minimum of three examples of written reports which must include:

- a report written for an external decision making processes, which demonstrates reasoned judgment in a legal context
 - a set of case recordings, this may include an internal report or service user assessment e.g. child protection case conference, statutory review report, service user assessment
- don't include real examples of professional documentation in the CRL.

NQSW to complete after receiving feedback from other professionals.

Reflections on practice

Critical reflection and professional development bearing in mind the Knowledge and Skills Statement (Adults) 2015, capability level and the PCF have you identified any specific areas for further development? How do you intend to address these? What support do you need?

NQSW's signature

Date