**AYE Audit Submission Form**

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| **Name:** |  |
| **NISCC Registration Number (SCR):** |  |
| **Employing Organisation:** |  |
| **Date AYE Completed:** |  |

**Summary of Work Role**

**Please provide a short summary of your AYE post and work role** (maximum 250 words). If you have held more than one post, provide dates of employment and briefly outline each of the roles.

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**Training and Development**

**Please provide a summary of your training and development days**, with brief analysis of learning that you have undertaken during the AYE. A minimum of ten training and development days (75hrs) must have been completed during the AYE.

**Please note: Training dates must be provided.**

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| **Date** | **Training** | **Hrs** | **Brief Analysis of learning** |
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**TOTAL:**

**Post AYE Journey**

Please comment on your post AYE journey:

Have you remained in the post where you completed your AYE? Do you intend to move post? This information helps us understand early career pathways and will not impact on the audit outcome.

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**Personal Declaration**

**I confirm that during the AYE, I have** (please tick all that apply):

🞎 Provided the employer with my Summary of Learning

🞎 Completed an induction to SCC Standards

🞎 Provided the employer/s with evidence that enabled them to assess whether I met each of the six social work key roles

🞎 Received fortnightly and then monthly supervision from a qualified social worker

If you have not completed any of the above, please provide further information:

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**Complete your AYE Audit Submission**

Once you have completed this form, please email to [mandy.cowden@niscc.hscni.net](mailto:mandy.cowden@niscc.hscni.net) along with the following:

* **A copy of your Personal Development Plan** (PDP). This should have been completed during the first month of the AYE and have been updated, as required. It should identify learning and development needs and a plan to meet these.
* A copy of the **two reflective summaries** that were submitted to the professional supervisor at the mid and final appraisal points. These must be a minimum of 750 words each.

**In total you should have 3 documents to include with this AYE Audit form.**

**If you have any queries regarding this AYE audit or need to request a deferral, please email:** [mandy.cowden@niscc.hscni.net](mailto:mandy.cowden@niscc.hscni.net)

***Thank you for your participation in this audit***