

Assessed Year in Employment (AYE)

Frequently Asked Questions

Assessed Year in Employment

Frequently Asked Questions



The policy Circular HSS (OSS) AYE 3/2010, and the Social Care Council Revised Guidance for Registrants and their Employers (May 2014 V1) explain the policy and operation of the AYE. Both documents are available from the Social Care Council website: [www.Social Care Council.info](http://www.SocialCareCouncil.info). The revised policy and Guidance applies from May 2014. Any registrant who commenced the AYE before that date will not be subject to the revised policy and guidance but much of the information below will still apply.

If you still have a question after reading these documents the following information may help. Any AYE forms referred to below are published in the Revised Guidance and available from www.niscc.info

How do I know if a post is suitable for the AYE?

When can I start my AYE?

What do I need to do when I have gained employment that facilitates AYE requirements?

How long will it take to complete the AYE if I am working part time?

Can I finish the AYE in less than a year if I work overtime and do not take holidays?

What should I do if my line manager is not a registered social worker?

What evidence do I have to send to Social Care Council to demonstrate I have completed the AYE?

Who would sign off my completion form if I have had multiple employers?

I am unable to complete my AYE within the year, what do I need to do to inform Social Care Council?



If I have graduated in England, Scotland or Wales but want to work as a social worker in Northern Ireland, what do I need to do?

Can I use previous employment to add to my AYE if I have been working as a social worker in another UK country following my degree and have just moved to Northern Ireland?

What happens if I go to another country outside the UK after completion of my degree? Can I do my AYE in that other country?

What is classed as a development day?

Can agency/temporary work contribute to my AYE?

Can I do the AYE through bank work?

If I am employed by an agency, who should sign off my Certificate of Completion?

How do I know if a post is suitable for the AYE?

Social work posts are available across a varied range of statutory and third sector employers. A number of posts are also offered through agency temporary positions. In order to be considered a suitable post the following criteria must be satisfied;

- The post must require a **social work** qualification in the **essential or at least the desirable criteria**.
- The post must provide a range of practice opportunities sufficiently challenging for you to be able to extend and consolidate your knowledge and skills gained on the Degree in Social Work and to practice the six key roles (NOS 2011).
- The employer must agree to facilitate the AYE. While most employers will provide the additional resources to support AYE not all do. Check support for AYE at interview stage.
- There must be professional supervision available from a qualified social worker in line with Departmental Policy for AYE.

When can I start my AYE?

You cannot start AYE until;

You have been registered on the Social Work Part of the Register. This cannot happen until the Social Care Council has received the Degree pass lists from the university **and** an application from you to register on the Social Work Part of the Register;

The graduate makes an application as a Newly Qualified Social Worker (NQSW). Once the registration fee is paid and if there are no fitness to practice issues, registration is automatically granted and creates an AYE condition with an AYE end date a year after registration date. AYE condition is linked to employment.

See below for details on how to register, update employment details and add start via the online Registration Portal.

What do I need to do when I have gained employment that facilitates AYE requirements?

It is very important that you inform us when you start employment AND update us of any change of employer.

- To amend your employment details, log into your Social Care Council Online account and click on **My Details**. You will see a link for **Update Employment Details**. Click on the link and provide the AYE employment start details. This generates a new end date for AYE condition a year after employment start date.
- If you need to add any new or additional employments, please use the Add Employment button at the bottom of the page.
- If you no longer work for an Organisation listed please select I'm No Longer In This Post.
- If your work address has changed but you are with the same employer, then please select the Update Address button.
- If your job title has changed but you are with the same employer, please select I'm No Longer In This Post to end the record, and then Add Employment to create a new record with your new Job Title.
- If you need more information or assistance with registration, updating your employment details and adding your start date, email registration@niscc.hscni.net

How long will it take to complete the AYE if I am working part-time?

The AYE lasts a minimum of a full calendar year, which is based on full time hours (37.5 hours a week, 7.5 hours a day). If you are working part time, it will take you longer than a calendar year to complete the AYE. You will need

to calculate what your shortfall was over the first year to establish how much longer the AYE will take you to complete; if working half a week it will take two years to complete.

Can I finish the AYE in less than a year if I work overtime and do not take holidays?

No. The AYE condition on your registration lasts for a minimum of a full calendar year.

What should I do if my line manager is not a registered social worker?

The AYE policy states that you must be supervised by a registered, qualified social worker. If your line manager is not a registered social worker your employer will need to make arrangements for you to receive professional supervision in addition to your line management supervision.

What evidence do I have to send to Social Care Council to demonstrate I have completed the AYE?

You should send us a Certificate of Completion (Form AYE 1) signed by your Line Manager and your Employer's Designated Signatory at least two weeks before your completion date. We do not ask you for any other evidence; however you should retain your AYE evidence in case your file is audited by the Social Care Council.

Please ask your supervisor for details of the internal procedure for AYE sign off in your organisation, as these will differ from organisation to organisation.

Who would sign off my completion form if I have had multiple employers?

Your final employer signs off your AYE Completion. However each new employer during your AYE should be provided with a fully completed

Attachment to Reference (AYE 4) so that experience and competencies gained during previous periods of employment can be evaluated.

I am unable to complete my AYE within the year, what do I need to do to inform Social Care Council?

If you are in employment and you have started your AYE, you should send us a signed Application for an Extension to the AYE (Form AYE 2) which we will then consider.

If you are not working in a position which facilitates AYE requirements, please contact Social Care Council so that your AYE end date can be amended.

Where AYE is not completed due to issues of competency please refer to the more detailed AYE Guidance Document.

If I have graduated in England, Scotland or Wales but want to work as a social worker in Northern Ireland, what do I need to do?

You need to submit an application to Social Care Council to register on the Social Work Part of the Register. If you graduated with a social work degree within the last year or you have not worked in a social work post for one year since graduation you will be registered with a condition that you complete the AYE.

Can I use previous employment to add to my AYE if I have been working as a social worker in another part of the UK or another country following my degree and have just moved to Northern Ireland?

If you have been working as a social worker for more than a year (full-time) in another part of the UK or another country you will not have to undertake the AYE but you will need to provide Social Care Council with a signed declaration by yourself and your employer that you have:

1. Worked as a social worker for a full calendar year

2. Received supervision from a qualified social worker
3. Provided Social Care Council with any change in circumstances

You must complete Undertaking AYE Practise outside Northern Ireland (Form AYE6) for the above purpose.

If you have worked for **less than a year** you will have to undertake the AYE. You should bring information to your Northern Ireland employer outlining your experience to date. You can use the form Attachment to Reference for staff changing employer or team within the AYE (Form AYE 4) for this purpose. It is up to your new employer to assess how much of your previous experience can count towards the AYE.

What happens if I go to another country outside the UK after completion of my degree? Can I do my AYE in that other country?

The AYE only applies in Northern Ireland so if you go abroad, or to the Republic of Ireland, to work you do not have to be on the Social Care Council Register and will not have to do the AYE. If you return to Northern Ireland to work within a year then you will have to register with Social Care Council and an AYE condition will be placed on your registration. See also the question above.

What is classed as a development day?

A development day is the equivalent of 7.5 hours spent on learning and development activities such as induction, training, support groups, webinars, reading and research.

Can agency/temporary work contribute to my AYE?

For work experience to contribute you must engage in sustained, direct work with service users. This will be assessed by the employer as to whether the quality of the work experience is sufficient to contribute to the AYE. The post must meet the Social Care Council minimum requirements outlined in question 1. At the end of each period of employment it is

important that you have the Reference for Staff Changing Employer (Form AYE 4) completed. You can then give this to the next employer. This will enable them to help you build on your practice experience.

Can I do the AYE through bank work?

Bank work may be considered as suitable employment only when the registrant can demonstrate sustained practice in a bank post and where there is the required level of supervision from a professional social worker in accordance with the AYE standards. You must confirm with your employer that your bank hours meet the standards for a suitable AYE post.

If I am employed by an agency, who should sign off my Certificate of Completion?

Your form should be signed off by the organisation you are placed in. Your supervising social worker should sign the Supervising Social Worker section and the Employer Signatory section should be signed by a senior manager who has been designated by their organisation.

Social Care Council 7th Floor
Millennium House 25 Great Victoria
Street
Belfast
BT2 7AQ
Email: registration@niscc.hscni.net

Northern Ireland

Social

Care

Council