**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 summary of your 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** |
|  |  |  |  |
|  | 2 |  |  |
|  | 3 |  |  |
|  | 4 |  |  |
|  | 5 |  |  |
|  | 6 |  |  |
|  | 7 |  |  |
|  | 8 |  |  |
|  | 9 |  |  |
|  | 10 |  |  |

**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 an explanation:

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**Complete your AYE Audit Submission**

Once you have completed this form, please email it to [alexis.dickson@niscc.hscni](mailto:alexis.dickson@niscc.hscni) 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 :** [alexis.dickson@niscc.hscni.net](mailto:alexis.dickson@niscc.hscni.net)

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