

**Attachment to Reference –  
for Staff Changing Employer or Team Within the AYE**  
(Form Ref AYE4)

This form should be used if you are supplying a reference for an employee when they are transferring employment during the period of their Assessed Year in Employment. The form should be signed by the employer and the registrant.

**Registrant name as appears on NISCC Register:**

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**Registration number:** .....

**Employing organisation:** .....

.....

.....

**Date Registrant commenced employment with this employer:**

.....

**Date employment ended:** .....

**Please state the number of days of direct practice completed (a day is 7.5 hours. Do not include training/development time, or time absent from work because of leave or sickness).**

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**Please outline the practice undertaken by the registrant during this period of employment:**

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Please summarise the registrants' progress during this period of employment:

Key Roles	Progress	Evidence	Signed off as competent Yes/No	Gaps in experience
<b>1.</b> <b>Maintain professional accountability</b>				
<b>2.</b> <b>Practice professional social work</b>				
<b>3.</b> <b>Promote engagement and participation</b>				

<b>4. Assess needs, risks and circumstances</b>				
<b>5. Plan for person centred outcomes</b>				
<b>6. Take actions to achieve change</b>				

**Training/development days/activities completed since appointment with this employer:**

Please list the Title and Date that the training was undertaken within this period of employment. Briefly outline the content of the training.

Title	Date	Content

**Training/development needs identified:**.....  
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**Supervising social workers name (Please print):**.....

**Supervising social workers signature:**.....

**Designation:**.....

**Tel No:**.....

**Email:**.....

**Registrants Name (Please print):**.....

**Registrants signature:**.....

**Tel No:**.....

**Email:**.....