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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Post:** |  | **Date:** |  |
| **Annual leave:** |  | **Sick leave:** |  | **Compassionate leave:** |  |
| **Agenda prepared:** |  | **Training days:** |  | **Family leave:** |  |

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| **Section 1 – Wellbeing and Learning Development**  Supervision is about monitoring and promoting continuing professional development (CPD). This could include career development, advice and time to explore professional development opportunities such as further qualifications, maintaining your CPD portfolio and professional registration requirements. Supervision is an essential element in supporting individuals to maintain their wellbeing and resilience. | |
| **Wellbeing and Resilience**  How are you? Are there any team, work related or personal issues you wish to discuss? | |
| **Learning and Development including mandatory training: (**[**Click here**](https://lincolnshire.learningpool.com/totara/dashboard/index.php?id=19) **for full must do requirements).** | **Self-directed CPD days:** |
| **CPD activity:**  What learning events or activities have you completed that will count towards your registration (you may wish to explore this further in section 3). |
| **Actions**  What do we need to do? Is any specific support needed? Who will do it, and when by? | |

**Section 2- Critical Reflection**

Reflective practice is key to enabling individuals to have a safe space to slow down and think about their work experiences. Supervision should challenge practitioners to reflect critically on their cases and should foster an inquisitive approach to their work, and how they may learn from their experiences as well as celebrate good practice. This may include reference to theory, legislation and guidance. This section can be utilised in conjunction with the Quality Practice Assurance Reviews (each practitioner needs to undertake 2 QPARs each year). This section can be used as evidence towards CPD portfolios or meeting professional registration requirements.

**If a Quality Practice Assurance Review has been completed in this supervision session, please confirm below in the tick box and move onto section 3.**

\**Please ensure any actions within QPAR reviews are followed up and recorded in supervision sessions until resolved*. **QPAR completed: Yes  No**

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| **Description**  A brief overview of the event, activity or case you are reflecting on **(you can include any links to the Quality Practice Assurance Standards).** | | |
| **What were you thinking and feeling?**  How did you feel before, during and after the event? Did this help or hinder? | **What worked?**  What did you do that worked, what skills did you use? | **What could have gone better?**  What didn’t go to plan and why do you think that was? |
| **What you have learnt from the experience?**  What theories, models, legislation, QPAS or literature helped inform your practice? Why do you think things went well, or didn’t work? Would a different approach have resulted in a different outcome? | | |
| **Action Plan**  What actions will you take as a result of your involvement? What will you do to strengthen your skills or how will you capitalise on the things that went well in the future? This may include specific learning you should undertake or ways of sharing good practice or experiences with colleagues. | | |

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| **Section 3 – Case and Workload Management**  This element of supervision provides mutual organisational accountability between the employer and the employee on behalf of the public. It is a tool for monitoring the quantity and the quality of the work being done. It involves the evaluation of the job and the organisational effectiveness of the employee. The line manager/supervisor is required to record key elements of discussions during the supervision session. This may include the staff members’ conduct and competence. | | |
| **Specific case discussions**  Are there any **specific** case issues to discuss? This will include giving appropriate time to review actions from the previous supervision, discussion of complex cases and cases involving safeguarding concerns, risk management issues or where additional support and guidance is needed. | | |
| **Case Discussion**  Who, when and details. | **Actions**  What do we need to do? Who will do it, and when by? | **Case note recording**  If any specific decisions are needed following case discussions who will record these and when? |
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| **Line Management and Individual Accountability**  Updates on organisational issues, team targets or new ways of doing things. This could include reviewing any learning and development needs from Quality Practice Assurance Reviews, conduct, competence, absence management, quality of work and identification of learning requirements. You could also discuss progress on identifying or meeting Appraisal Objectives and highlighting any feedback, achievements and compliments received. | | |
| **Actions**  What do we need to do, who will do it, and when by? | | |
| **Any other business:** | | |
| **Has this supervision session covered all items in the agenda?** | | |

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| **Duration of supervision:** |  | **Date and time of next supervision:** | |  |
| **Supervisee signature:** |  | | **Date:** |  |
| **Supervisor signature:** |  | | **Date:** |  |

## APPRAISAL RECORD

## Key objectives including learning and development goals:

| **Key objectives (include link to corporate plan)**  **and development goals** | **Linked behaviour or competence** | **Progress made or outcome**  **(met or not met)** | **Agreed adjustments and additional support**  **(if required)** |
| --- | --- | --- | --- |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |

## Summary of achievements and reflections since last annual review:

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| --- |
| **Appraisee:** |
| **Appraiser:** |

**End of year assessment date:**

**End of year overall assessment of expected outcomes: (met or not met)**

**Signed (Appraiser): Signed (Appraisee):**