

|  |
| --- |
| Step by Step 2020 registration |
|  |

# Strengthening the skills of Victorian assessors

Step by Step Victorian 2020 foster care assessment tool can only be used by registered assessors.

## Benefits of the registration process

* Step by Step registration is provided to an individual, not an organisation.
* The registered individual can use the *Step by Step* tools in any foster care agency.
  + There is no end date on a *Step by Step* registration.

## Step by Step registration pathways

There are two pathways to register as a Step by Step user, which require the assessor to demonstrate that they can conduct and document an assessment.

### Pathway A - for experienced assessors

Assessors registering though Pathway A must demonstrate assessment skills by:

* submitting two de-identified assessment reports that they have written, either fully or substantially using Step by Step (2006) or Aboriginal Assessment tool 2010, to the Association of Children’s Welfare Agencies (ACWA) for review and
* complete an online *Step by Step* familiarisation training to complete the registration.

### Pathway B - for new or inexperienced assessors

To complete the registration process through Pathway B prospective assessors must:

* complete a self-paced distance module, “Implementing trauma informed practice in Out of Home Care”. Assessment tasks in this module may take up to 4-5 days to complete if the participant has no background knowledge in this area.
* attend a three-day workshop “Out of Home Care Assessment Skills”, which also equips participants to use all the tools in the Step by Step Victoria range and
* submit one de-identified carer assessment report using the new tool within 6 months of attending the three-day workshop.

Pathway B candidates can use the new *Step by Step* templates to provide the de-identified assessment report as final evidence of their competency but are not able to sign off as a registered *Step by Step* user until this is complete.

For more information about registering please contact the Association of Children’s Welfare Agencies at [louise@acwa.asn.au](mailto:louise@acwa.asn.au).