

Guidance for using the Skills for Care 360 degree evaluation tool

for ASYE programme co-ordinators



Overview on using the ASYE programme 360 degree evaluation tool

1

- Register to use the 360 degree tool at www.regulatedprofessionalworkforce.co.uk (see 'how to' guide below)

2

- Ask your IT department to whitelist the 'no-reply@regulatedprofessionalworkforce360.co.uk' e-mail addresss, so that invitations with the link to complete the online questionnaire don't get stuck in your organisational firewall

3

- Before adding evaluator details to the tool please e-mail them directly, informing them that they will be receiving an invitation to complete the questionnaire and suggesting a date by which you would like them to complete it (see suggested e-mail below)

4

- Go to your **Learning Account** tab and enter the e-mail addresses of anyone who you would like to complete the evaluation questionnaire. It's also important for you as co-ordinator to complete the questionnaire using the 'self-survey' button.

5

- Regularly check your **Learning Account** to see how many questionnaires have been completed. From here you can also resend the invitation to those who have not yet started/finished the questionnaire

6

- Download your collated report with feedback on your ASYE process

If your organisation has already completed a 360 evaluation and would like to complete a new evaluation for a year on year comparison, please contact regulatedworkforce@skillsforcare.org.uk

Getting the most out of the ASYE programme 360 degree tool

We have noticed that questionnaire completion rates on the 360 degree tool are much higher when a direct e-mail is sent to stakeholders ahead of the system generated e-mail.

This e-mail should inform stakeholders:

- That your organisation is taking part in an evaluation process and that the e-mail is not spam and shouldn't be ignored
- Their feedback is valuable and confidential
- The timeframe in which you would like the questionnaire to be completed

A suggested e-mail is:

Dear {name},

We are participating in a 360 degree feedback survey about the ASYE process using a Skills for Care online tool - www.regulatedprofessionalworkforce360.co.uk and have requested your input.

You will shortly receive an e-mail from no-reply@regulatedprofessionalworkforce360.co.uk with an individual link to the questionnaire. If you do not receive this e-mail please check your spam filter in the first instance, then if necessary please contact regulatedworkforce@skillsforcare.org.uk who will resend the e-mail to you.

Please complete the questionnaire within 2 weeks.

Taking the time to reflect upon the way our ASYE programme is functioning will help to provide us with a balanced overview of what is working well, what should be done to make elements of the programme better and how to respond to developmental areas. Your views on this are much appreciated.

If you have any questions please contact regulatedworkforce@skillsforcare.org.uk

First steps – registering to use the 360 degree tool at www.regulatedprofessionalworkforce360.co.uk

1. Click on the **'register here'** link within the **'For ASYE programme co-ordinators'** on the right hand side of the page.

The screenshot shows the homepage of the 360 degree tool. The header features the 360 degree logo and the text "Supporting the development of the Regulated Professional Workforce" and "skillsforcare". A navigation bar includes "Home", "Register", "Guidance document", and "FAQs". Below the navigation bar is a photograph of two women in an office setting. A highlighted box on the right side of the page contains the following text: "For ASYE programme co-ordinators. Please register here to gain access to the tool if you are the co-ordinator of your ASYE programme. Taking the time to reflect upon the way the ASYE programme in your organisation is functioning then comparing this with the perceptions of your stakeholders will provide a balanced".

2. Complete the registration form and press the **Register** button when finished.
3. Once you have registered you will automatically be directed to your **'Learning Account'**. Here you will be able to select either the **ASYE Child and Family' survey** or the **'ASYE Adults survey'**

Completing your questionnaire and adding evaluator details for feedback

1. Using the **Self survey** button, you can see the questionnaire and complete it with your own ratings.
2. Using the **Survey Management** button you can access the page where you can add stakeholder details

Welcome - Skills for Care | Learning Account | Log Out

360 degree Supporting the development of the Regulated Professional Workforce skillsforcare

Home Register

Home
Welcome Skills for Care

Listed below are the programmes that you are enrolled on. Depending on the progress of the programme you may be able to access different surveys and reports. Please click on 'Overview' to access each programme.

Enrolment Date	Programme	Cohort	Survey	Completion Status	Options
13/09/2021	ASYE Adults	Cohort 1	ASYE Adults	Not Started	Self - Survey Survey Management
13/09/2021	ASYE Child and Family v3	Cohort 2	ASYE Child and Family v3.1	Not Started	Self - Survey Survey Management

If you change your mind about a rating, you can re-enter it using the **'clear answer'** button.

If you feel you are unable to provide a rating, you can use the **'unknown'** button

Home Register

ASYE:
Skills for Care - ASYE Child and Family
Welcome Skills for Care

Survey key

1 = Significant development needed 2 = Development need 3 = Working well 4 = Strength
5 = Exceptional strength

Please answer "unknown" if you strongly feel that you are unable to provide a rating.

Please assess yourself on the following:

The NQSW experience is central to the ASYE

Q1: Feedback is proactively sought by employers through mechanisms such as the 360-degree evaluation tool to ensure NQSWs are active participants rather than passive recipients in their ASYE
(required)

1	2	3	4	5
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reset answer unknown

How to add evaluator details

Via the [survey management button](#) on the initial page, you can access the area where you can enter stakeholder information and send out requests asking them to complete a questionnaire for you.

Reminder: in order to get a high a response to the questionnaire as possible, we strongly suggest that, before adding evaluator details you e-mail them directly first to inform them of your organisation's participation in the ASYE 360 degree survey (see suggested e-mail above)

Evaluators are stakeholders such as newly qualified social workers (NQSWS), principal social workers (PSWs) and assessors who may well have valuable insights and information to feed back on the ASYE process.

ASYE
Welcome Skills for Care

Programme: ASYE
Cohort: Cohort 1
Survey: ASYE Child and Family

Your opinion

You have not completed your ratings for ASYE Child and Family. Please use this link to complete your answers.

Survey

Reports

Overview report of your rating

Your report is not yet available - please ensure you have completed your responses and at least **5** evaluators have complete their responses.
Your status: **Not Started**
Your completed evaluators: **0/0**

Evaluators

You can manage your evaluators that will complete your 360 degree responses. Use the blank boxes at the bottom of the table to enter a minimum of 7 and a maximum of 30 evaluators.

All fields must be specified. After saving your evaluators, you will be given the option to send an invitation to them.

Your Evaluators						
Name	Email	Type	Language	Status	Invitation Sent	Options
New Evaluator		<input type="text" value="New Evaluator"/>				
Email		<input type="text" value="Email"/>				
Relationship		<input type="text" value="NQSW"/>				
Language		<input type="text" value="English"/>				
Send Invite		<input checked="" type="checkbox"/>				

Save

You should aim to request feedback from a minimum of 7 and up to a maximum of 120 evaluators. To enter evaluator details please click on each line as below and don't forget to save as you go.


To prevent e-mails to evaluators being blocked by your organisational spam filters, please make sure that the 'no-reply@regulatedprofessionalworkforce360.co.uk' e-mail address is whitelisted with your IT department.

Once a minimum number of evaluators have completed the questionnaire you can generate a report which will give you tangible data to inform your internal quality assurance process.

Keeping track and generating your 360 report

Using your **Learning Account** you can:

- Generate your 360 report (when the minimum number of evaluators have completed a questionnaire and the self-survey has been completed)
- Keep track of who your evaluators are
- See whether they have started/completed their evaluation.
- Resend invitations to complete the questionnaire

ASYE
 Welcome Skills for Care

Programme: ASYE
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Survey: ASYE Child and Family

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Your Evaluators						
Name	Email	Type	Language	Status	Invitation Sent	Options
Helena Reeves	helena.reeves@skillsforcare.org.uk	Supervisor	English	Not Started	17/10/2018 12:58	Remove Send Invite
Jenny B	jennybramma@hotmail.com	NQSW	English	Completed	19/10/2018 11:37	
Karyn2	karyn.wight@skillsforcare.org.uk	NQSW	English	Completed	23/10/2018 09:27	
Leonie Brown	Leonie.Brown@skillsforcare.org.uk	NQSW	English	Completed	17/10/2018 13:00	
Natalie Spinks	natalie.spinks@skillsforcare.org.uk	Other	English	Not Started	19/10/2018 11:42	Remove Send Invite
Serena Lunn	serena.lunn@skillsforcare.org.uk	Manager	English	Completed	17/10/2018 12:58	
	Mhairi.Murdoch@skillsforcare.org.uk	NQSW	English	Completed	17/10/2018 13:01	

Please note that each time another evaluator completes their evaluation their input will be collated into your report and you will need to download another copy.

If you have any questions or need any assistance, please contact

regulatedworkforce@skillsforcare.org.uk

Frequently asked Questions

What does the Child and Family ASYE 360 degree tool do?

The Child and Family ASYE 360 degree tool is an efficient way of taking the 'pulse' of your ASYE programme. By completing an online questionnaire, stakeholders can provide feedback, and may well have valuable insights, into how well the programme is running. The report which is then generated gives you tangible data which can inform your internal quality assurance process.

How long does the process take?

Registration on the 360 degree tool only takes a few minutes. After that it depends on how many evaluators you would like to invite to complete the survey as you will need to input their e-mail addresses. On average, based on 20 evaluators, this stage of the process normally takes less than 10 minutes.

Completing the survey itself will then take each evaluator approximately 30 minutes. It will also take the co-ordinator approximately 30 minutes.

Is the 360 evaluation tool mandatory or can we use our own evaluation?

The 360 tool is not mandatory at the present time. However, we are slowly introducing it, as submitting evidence of a cycle of quality assurance and continuous improvement will become a mandatory part of the Child and Family ASYE programme, and the Skills for Care 360 evaluation tool meets all the requirements for this.

We do therefore encourage employers to use the Skills for Care format where this is possible.

What is an evaluator?

An evaluator can be any stakeholder in your Child and Family ASYE process e.g. NQSWs, Assessors, Principal Social workers, line managers etc

How many evaluators can I ask for feedback?

Under one account you can list up to 60 evaluators, however this may be adjusted if you would like to increase this number.

We are a small organisation – do I need to have a minimum number of evaluators to use the 360 degree tool?

Normally you would need to have a minimum of 5 evaluators plus a co-ordinator. However please contact us if you would like to use the tool but do not have 5 suitable evaluators as we will be able to facilitate this.

How much work is involved for me as the co-ordinator?

It will take the co-ordinator approximately 45 minutes to 1 hour to register on the system, add evaluator details and complete the questionnaire. After that, it's just a case of keeping track and then downloading the report when it becomes available.

How do I know if evaluators are completing the questionnaire?

Once you have input evaluator details into the tool, the system tracks their progress and they are assigned 1 of 3 possible statuses – 'Not started', 'Started', or 'Completed'. You can view this via your online account. You can also very easily re-send the questionnaire if necessary, with just a click of a button.

What happens once the questionnaires have been completed?

Once the minimum number of questionnaires have been completed the system will automatically generate a collated feedback report which you can download. Each time an additional evaluator completes a questionnaire this report will be updated, and you can then download the most recent version

Can my organisation complete a 360 degree evaluation more than once?

Yes. We recommend completing a yearly evaluation so you can monitor changes in stakeholder perceptions of your ASYE programme. If you have already completed one evaluation cycle and would like to undertake another, please contact regulatedworkforce@skillsforcare.org.uk