

# 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.regulatedprofessionalworkforce360.co.uk](http://www.regulatedprofessionalworkforce360.co.uk) (see 'how to' guide below) and click on **Your Account** at the top of the page once you have logged in

2

- 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)

3

- Go to your **Your Account** tab and from **Survey Management** 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.

4

- Regularly check progress via the **Survey Management** button 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

5

- 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](mailto:regulatedworkforce@skillsforcare.org.uk)

## Registering to use the ASYE programme 360 degree tool

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

**360 degree** Supporting the development of the Regulated Professional Workforce skillsforcare

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**What is 360 degree feedback?**

**For participants on Skills for Care leadership programmes**

Participants on the principal social workers leadership development programme and nurse leaders programme please [register here](#) to gain access to your 360 questionnaire.

**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

- Complete the registration form and select either the **'ASYE Child and Family survey or the 'ASYE Adults survey'**  
Please use your full organisation name as the account name when you register – rather than your name or an abbreviation
- Once you have registered you will automatically be directed to **'Your Account'**. From here you can either
  - Use the **Self survey** button to complete the questionnaire as the account holder
  - Use the **Survey Management** button you can access the page where you can add stakeholder details

**Once you have completed the 'self-survey' that button will no longer be visible. And please note that you need to complete the 'self-survey' before you can download the report.**



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## Home

Welcome Anthea Tinsley

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 'Evaluators' to access each programme.

Enrolment Date	Programme	Cohort	Survey	Self Survey	Options
24/04/2024	Professional Leadership Development Programme - Occupational Therapy	Cheshire and Merseyside	OT Leadership	Not Started	<a href="#">Self - Survey</a> <a href="#">Survey Management</a>
20/11/2023	Professional Leadership Development Programme - Occupational Therapy - Aspirant Leadership	Cohort 3	OT Aspirant Leadership	Not Started	<a href="#">Self - Survey</a> <a href="#">Survey Management</a>
20/11/2023	Developing nurse leaders in social care - registered nurse professional leadership development programme	York	Nurse Leaders	Not Started	<a href="#">Self - Survey</a> <a href="#">Survey Management</a>
30/01/2023	Principal Social Worker Professional Leadership Development Programme	Cohort 9	Principal Social Worker	Not Started	<a href="#">Self - Survey</a> <a href="#">Survey Management</a>
08/09/2021	ASYE Child and Family v3	Questionnaire V2 2021	ASYE Child and Family v3.1	Completed	<a href="#">Survey Management</a>

## Getting the most out of the ASYE programme 360 degree tool

We've 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:

1. That your organisation is taking part in an evaluation process and that the e-mail is not spam and shouldn't be ignored
2. Their feedback is valuable and confidential
3. 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](http://www.regulatedprofessionalworkforce360.co.uk) and have requested your input.

You will shortly receive an e-mail from

[no-reply@regulatedprofessionalworkforce360.co.uk](mailto:no-reply@regulatedprofessionalworkforce360.co.uk) with your individual link to the questionnaire. If you do not receive this e-mail, please check your spam filter in the first instance and then please come back to me if you definitely haven't received it, and I'll resend it.

**Please complete the questionnaire within 2 weeks. It takes approximately 10 minutes to do so, and your feedback is very important.**

**Please note that you do not need to register for an account to complete the questionnaire – simply click on the link in the email which will take you straight to the questions. Each organisation should only have one registered account holder on the 360 degree tool.**

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.

### Self-Survey – example:

ASYE Child and Family v3:  
Anthea Tinsley - ASYE Child and Family v3.1  
Welcome Anthea Tinsley

**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

**Q2: NQSWs - along with other stakeholders (i.e. ASYE supervisors/assessors, and people who need care and support and their carers, this includes children and young people) are able to make a meaningful contribution to ASYE quality assurance and continuous improvement**  
(required)

1	2	3	4	5
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reset answer unknown



## Adding evaluator details e.g. NQSWs, Assessors etc

Via the [survey management button](#), you can access the area where you can enter stakeholder information and send out requests asking them to complete a questionnaire for you. NB The system will automatically send an email to evaluators once you have entered their details.

**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		New Evaluator				
Email						
Relationship		NQSW				
Language		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.

## Keeping track and generating your 360 report

To get the most out of your 360 account, please actively manage it i.e. go into the survey management page regularly to see how many people have completed the questionnaire, and to resend the email to those who haven't

From the **Survey Management** page 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 and see whether they have started/completed their evaluation.
- Resend invitations to complete the questionnaire to evaluators

**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**  
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### 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
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	

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.

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](mailto: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 10 to 15 minutes. It will also take the co-ordinator approximately 10 to 15 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 120 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 20 minutes to 30 minutes 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 can 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](mailto:regulatedworkforce@skillsforcare.org.uk)