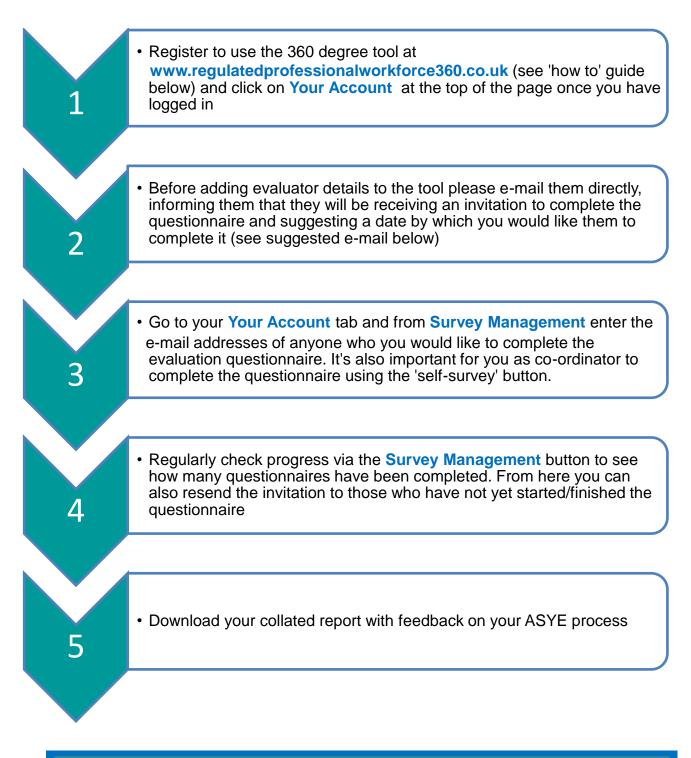


Guidance for using the Skills for Care 360 degree evaluation tool

for ASYE programme co-ordinators



Overview on using the ASYE programme 360 degree evaluation tool



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

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.

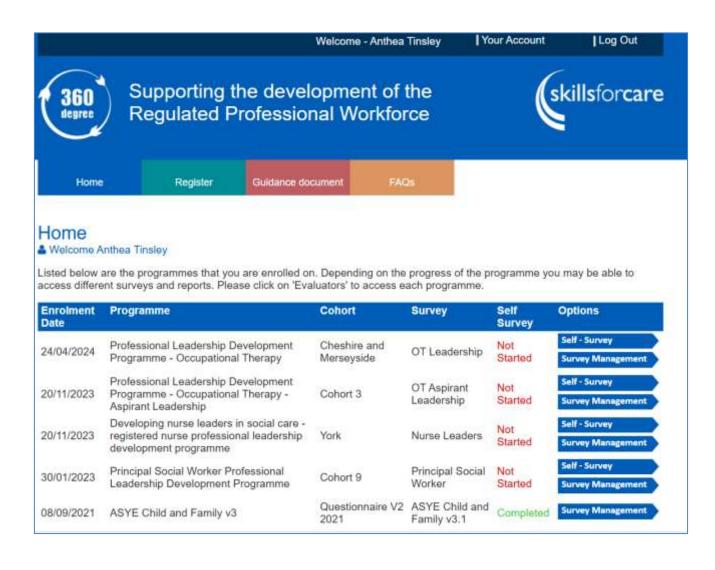


 Complete the registration form and select either the 'ASYE Child and Family' survey or the 'ASYE Adults survey'

<u>Please use your full organisation name as the account name when you register –</u> <u>rather than your name or an abbreviation</u>

- Once you have registered you will automatically be directed to 'Your Account'. From here you can either
 - a. Use the Self survey button to complete the questionnaire as the account holder
 - **b.** 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.



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:

- 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

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

<u>no-reply@regulatedprofessionalworkforce360.co.uk</u> 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:

	d Family v3:			
	- ASYE Child	and Family v3.1		
Survey key				
1 = Significant develo 5 = Exceptional stre		Development need 3 = W	orking well 4 = 5	Strength
Please answer "unkno	own" if you strongly	feel that you are unable to	provide a rating.	
Please assess yoursel	f on the following:			
10030 033033 yourson	i on the following.			
The NOSW experie	ence is central to th	e ASYE		
The NQSW experi	ence is central to th	e ASYE		
Q1: Feedback is pro	actively sought by	employers through mecl		
Q1: Feedback is pro evaluation tool to en	actively sought by			
Q1: Feedback is pro evaluation tool to en	actively sought by	employers through mecl		
21: Feedback is pro evaluation tool to en	actively sought by	y employers through mecl active participants rather		
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Q1: Feedback is pro evaluation tool to en required 1 Q2: NQSWs - along v care and support an	actively sought by sure NQSWs are a 2 with other stakeho d their carers, this	y employers through mech active participants rather reset answer unknown olders (i.e. ASYE supervises includes children and yo	4 ors/assessors, a oung people) are	s s and people who need able to make a
21: Feedback is pro evaluation tool to en required 1 22: NQSWs - along to care and support an meaningful contribu	actively sought by sure NQSWs are a 2 with other stakeho d their carers, this	y employers through mech active participants rather reset answer unknown olders (i.e. ASYE supervises includes children and yo	4 ors/assessors, a oung people) are	s and people who need able to make a

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 email 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.

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Your	opinion					
You have	not complete	d your rating	s for ASYE Child an	d Family. Please	use this link to complete your	arowers.
Survey						
Repor	rts					
Over	view report of	of your ratio	ia.			
	is: Not Started plated evalual ators					
			at will complete you im of 30 evaluators.	r 360 degree resp	onses. Use the blank boxes a	at the bottom of the table to
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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

Programme: ASYE Cohort: Cohort 1 Survey: ASYE Child and Family					
Your opinion					
You have not completed your ratings for ASYE Child a	nd Family. F	Nease use	this link to c	complete your ans	owors.
Survey					
Reports					
Overview report of your rating					
		ree respons	es. Use the	blank boxes al the	a bottom of the table to
Four completed evaluators: 010 Evaluators You can manage your evaluators that will complete y	rs.				
You can manage your evaluators that will complete y enter a minimum of 7 and a maximum of 30 evaluato	rs.				

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

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