

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 (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

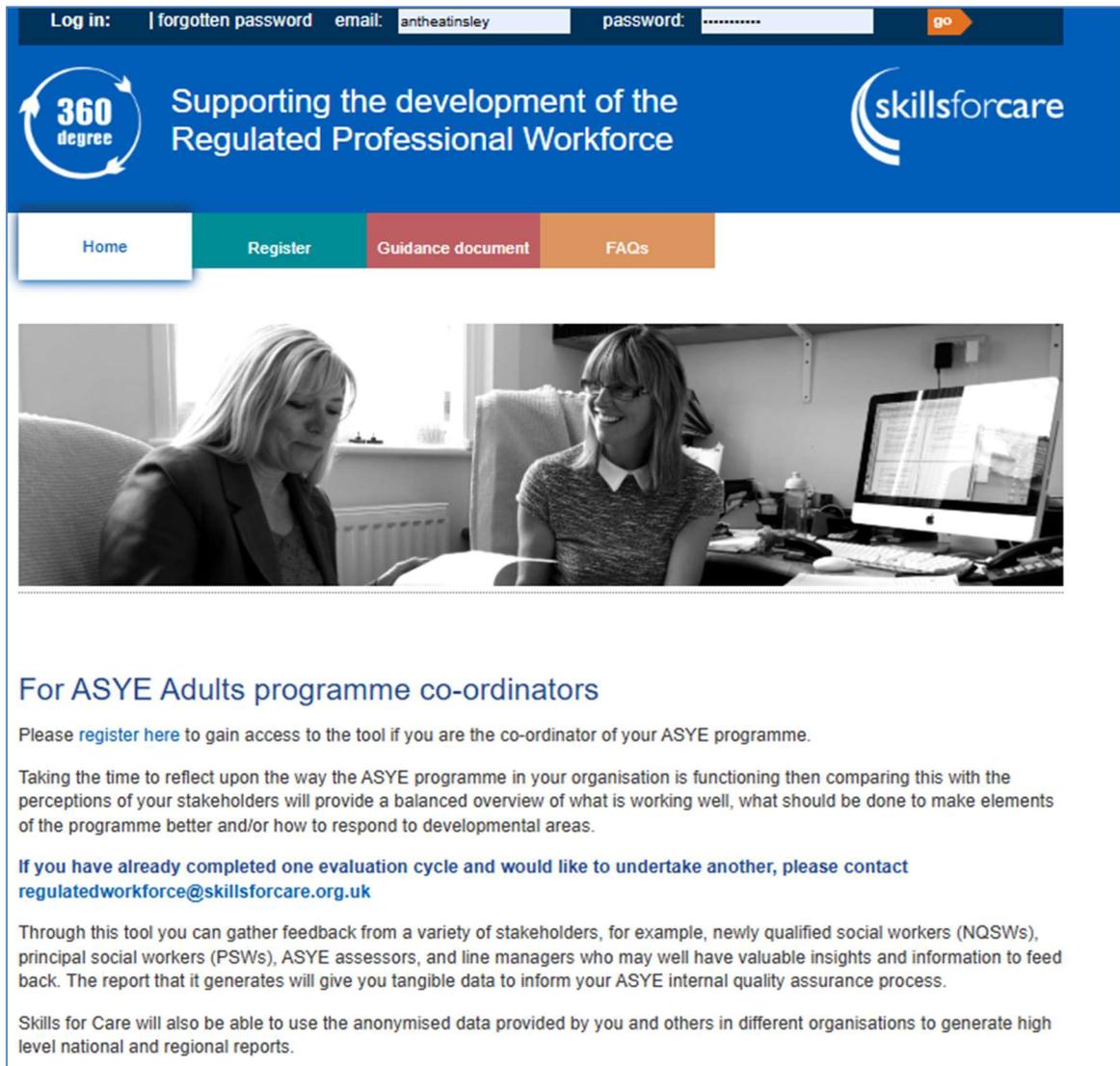
5

- Download your collated report with feedback on your ASYE process

If your organisation has already completed a 360 degree 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.



The screenshot shows the Skills for Care website interface. At the top, there is a login section with fields for 'email' (containing 'antheatinsley') and 'password', and a 'go' button. Below this is a blue header with the '360 degree' logo on the left, the text 'Supporting the development of the Regulated Professional Workforce' in the center, and the 'skillsforcare' logo on the right. A navigation menu below the header includes 'Home', 'Register', 'Guidance document', and 'FAQs'. The main content area features a photograph of two women in an office setting. Below the photo, the heading 'For ASYE Adults programme co-ordinators' is displayed. The text below the heading provides instructions on how to register, the purpose of the tool, and contact information for further assistance.

Log in: | forgotten password email: password:

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

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For ASYE Adults 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 overview of what is working well, what should be done to make elements of the programme better and/or how to respond to developmental areas.

If you have already completed one evaluation cycle and would like to undertake another, please contact regulatedworkforce@skillsforcare.org.uk

Through this tool you can gather feedback from a variety of stakeholders, for example, newly qualified social workers (NQSWs), principal social workers (PSWs), ASYE assessors, and line managers who may well have valuable insights and information to feed back. The report that it generates will give you tangible data to inform your ASYE internal quality assurance process.

Skills for Care will also be able to use the anonymised data provided by you and others in different organisations to generate high level national and regional reports.

Complete the registration form and select '[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

- 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.

Welcome - SFC TEST | [Your Account](#) | [Log Out](#)

Supporting the development of the
Regulated Professional Workforce

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Home

 Welcome SFC TEST

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
14/07/2023	ASYE Adults V2	Questionnaire V2 2021	ASYE Adults v2	Not Started	Self - Survey Survey Management

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 and have requested your input.

You will shortly receive an e-mail from 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.

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

Self-Survey – example:

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				
<small>(required)</small>				
1	2	3	4	5
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				
<small>(required)</small>				
1	2	3	4	5
reset answer		unknown		
Q3: NQSW wellbeing is prioritised from the beginning of the ASYE and NQSWs are made aware of the support structures available to them within the organisation from the outset of their ASYE and how to access this support, such as buddying and peer support networks				
<small>(required)</small>				
1	2	3	4	5
reset answer		unknown		
Q4: Equality, diversity and inclusion is central to the ASYE programme, ensuring that all NQSWs are offered an ASYE experience which is tailored to their individual needs, including cultural and learning needs				
<small>(required)</small>				
1	2	3	4	5
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 Adults V2

Welcome SFC TEST

Programme: ASYE Adults V2
Cohort: Questionnaire V2 2021
Survey: ASYE Adults v2

Your opinion

You have not completed your ratings for ASYE Adults v2. 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 **1** evaluators have completed 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 120 evaluators.

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

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.

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.

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 Adults V2

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Programme: ASYE Adults V2
Cohort: Questionnaire V2 2021
Survey: ASYE Adults v2

Your opinion

You have not completed your ratings for ASYE Adults v2. 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 1 evaluators have completed 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
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.

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

regulatedworkforce@skillsforcare.org.uk

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.

Frequently asked Questions

What does the Adults ASYE 360 degree tool do?

The Adults 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 degree evaluation tool isn't mandatory at the present time. However, we have introduced it as part of the documentation we ask you to submit if we meet with you for an ASYE Quality Assurance visit. 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 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 the account holder. 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 account holder?

It will take account holder 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 of how many evaluators have completed the questionnaire, 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