

Adults Assessed and Supported Year in Employment (ASYE) employer portal guidance 2020-21

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This guide has been created to assist you in applying for an Adults ASYE grant, registering your details on the Skills for Care ASYE portal and uploading details of NQSWs.

It's very important that you keep the information provided on the portal up to date. The information provided is passed on to the Department of Health and Social Care (DHSC) and could influence the continuation of funding for ASYE in the future, as well as providing collated information for the sector on completion rates.

Please note: for the purposes of this guidance some screen shots have been taken from the 2019-20 applications. However, this guidance refers to 2020-21 registrations.

Register or log in to the ASYE portal

To access the Skills for Care portal, first of all you'll need to access our website at <http://www.skillsforcare.org.uk/Home.aspx> and select 'Log in' from the top right hand corner of the page:

You'll then be presented with the following options:

If you're an existing Skills for Care portal account holder then select 'Log in'. After successfully entering your username (email address) and password you will be directed to the Skills for Care portal homepage.

If you have never previously registered on the Skills for Care portal, then select Register. You will then be presented with the following registration page:

Registration

Welcome to Skills for Care

Thank you for your interest in Skills for Care. To register and join the Skills for Care portal where you will have access to all our initiatives, please start by creating your user account and providing your postal address details.



- When adding your address details, please ensure this is your postal address – this is the address that we will post any of our correspondence out to.

Email*	<input type="text"/>	Areas of interest	<input type="checkbox"/> Apprenticeships
Title	Please select <input type="text"/>	<input type="checkbox"/> Careers in social care	<input type="checkbox"/> Carers support
First name*	<input type="text"/>	<input type="checkbox"/> Commissioning	<input type="checkbox"/> Community skills development
Last name*	<input type="text"/>	<input type="checkbox"/> Employing your own care & support	<input type="checkbox"/> Induction (Care Certificate)
Phone number*	<input type="text"/>	<input type="checkbox"/> Integration	<input type="checkbox"/> Leadership & management
Mobile	<input type="text"/>	<input type="checkbox"/> Learning & development/ training	<input type="checkbox"/> Social work (including ASYE)
Job title*	<input type="text"/>	<input type="checkbox"/> Recruitment & retention	<input type="checkbox"/> Regulation, legislation & policy
Job role*	Please select <input type="text"/>	<input type="checkbox"/> Research, evidence & impact	<input type="checkbox"/> Workforce intelligence, information & analysis
Postcode*	<input type="text"/>	<input type="checkbox"/> Workforce strategy & planning	
Organisation name*	<input type="text"/>	Subscription preferences	<input type="checkbox"/> eNews
Address line 1*	<input type="text"/>	<input type="checkbox"/> Care magazine	<input type="checkbox"/> Social work briefing
Address line 2	<input type="text"/>	<input type="checkbox"/> Workforce intelligence briefing	<input type="checkbox"/> Newsletter for individual employers and those who support them
City*	<input type="text"/>	Please tick the box if you do not want to be contacted by	<input type="checkbox"/> Email
County	<input type="text"/>		<input type="checkbox"/> Phone
Country*	United Kingdom <input type="text"/>		<input type="checkbox"/> Post
Organisation type*	Please select <input type="text"/>	Password*	<input type="text"/>
		<i>Must contain a capital letter, some lower case letters, at least one number and ensure it is at least 6 characters long</i>	
		Confirm password*	<input type="text"/>
		<input type="checkbox"/> I accept the Skills for Care terms and conditions	
		<input type="button" value="Register"/>	

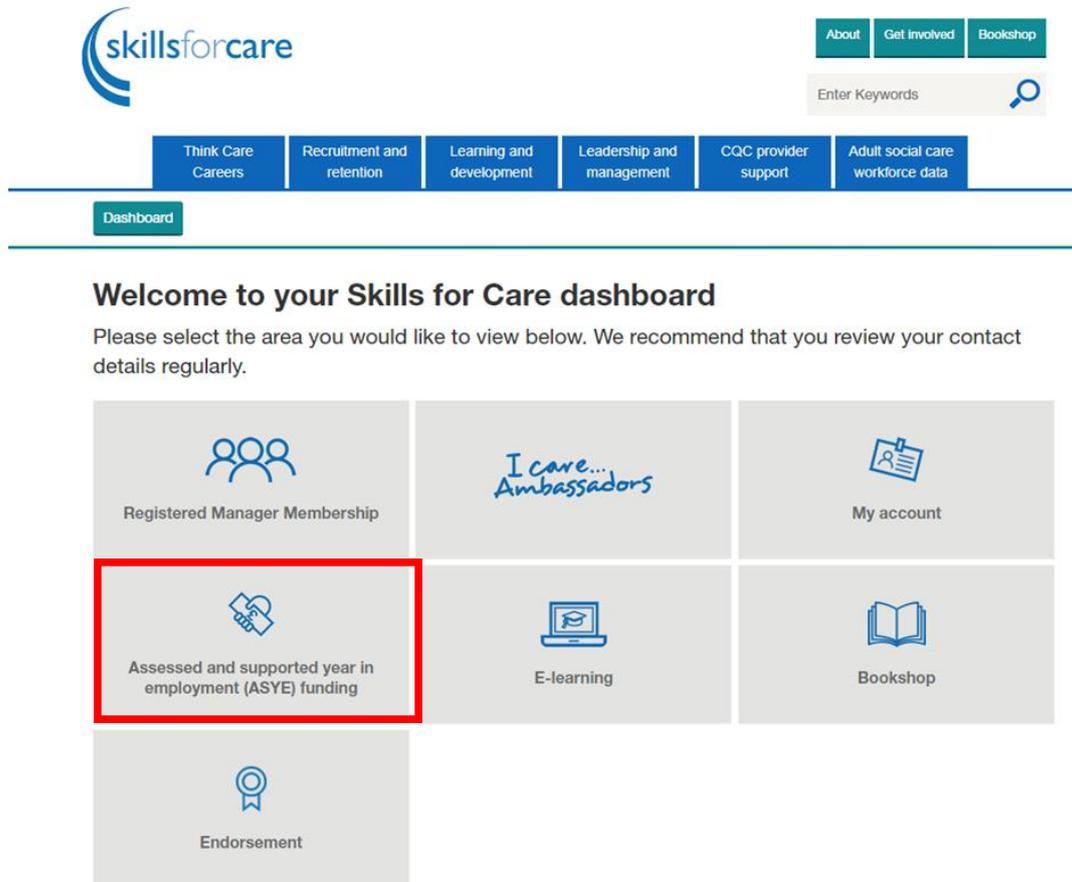
You'll need to complete all mandatory fields (those with a * next to them) and then select any areas of interest, selection preferences and preferred contact details before reading the Skills for Care terms and conditions and then ticking the box which confirms that you accept them.

Recommended areas of interest and subscription preferences for ASYE

Primary contacts:

Social work (including ASYE), eNews, social work briefing (important funding information is shared through the social work briefing throughout the year)

Once you've registered and can log in, you will then be presented with the Skills for Care portal homepage. This will show you the tiles which each relate to a particular Skills for Care offering. The tile you are interested in for the purposes of applying for your funding programme is **Assessed and Supported Year in Employment (ASYE) funding**:



Simply click on the tile which will then navigate you to your ASYE homepage:



The Assessed and Supported Year in Employment (ASYE) is designed to help newly qualified social workers (NQSWs) to develop their skills, knowledge and capacity and strengthen their professional confidence. It provides them with regular and focussed support during their first year of employment.

Here, employers can apply for funding to support their newly qualified social workers through the ASYE.

Please click on one of the buttons to proceed.



Click on **ASYE adults**.

Starting a new application for ASYE funding 2020-21

Once you've registered and logged in, you will need to start an application for ASYE funding 2020/21. You'll need to provide details about the organisation, primary contact and director, and you will then be able to register your NQSWs. You should only make one application on behalf of your organisation in any one year, after that you can register all your NQSW's on this application.

Click on **Apply**

Welcome to the Skills for Care ASYE Portal

The Assessed and Supported Year in Employment (ASYE) is designed to help newly qualified social workers (NQSWs) working in adults services to develop their skills, knowledge and capacity and strengthen their professional confidence. It provides them with access to regular and focussed support during their first year of employment.

Here, employers can apply for funding to support their newly qualified social workers through the ASYE.

If you have a question about the funding or your application please email adultsASYE@skillsforcare.org.uk

Please click one of the following links to proceed:

Apply Start a new application for funding. Apply »	My Applications Access your current and previous year's applications to update NQSW status details. My Applications »
--	---

Click on **Start Application**

Available Funding Programmes

The Assessed & Supported Year in Employment (ASYE) for social workers in adult services 2019/20

Here, employers can apply for funding to support their newly qualified social workers through the ASYE.

If you have a question about the funding or your application please email adultsASYE@skillsforcare.org.uk

Deadline for submitting your application: 31 January 2020 23:59:59

Start Application

© 2019 - Skills for Care ASYE Portal

Funding application home page

Please make sure you read the instructions shown on the portal before starting your application.

GRW-1043-9EA6478D Application Home Primary Contact Director NQSWs Documents Submit

The Assessed & Supported Year in Employment (ASYE) for social workers in adult services 2019/20

Application Home - GRW-1043-9EA6478D (Application Started)

Completing the Application Form

Please read these instructions before starting your application.

Application Sections

The application form is split in to tabs - each section is on a different tab. You can get to each section by clicking on the tabs shown at the top of the page.

It does not matter the order in which you complete the sections - although you will not be able to submit your application until all required sections have been completed.

Completing Sections

At the foot of each section, the Save button allows you to save the details entered so far. Once enough details have been completed, the section will be highlighted above in green. Otherwise you will have to return to finish completing the details before you can submit your application.

Submitting your Application

The Application can only be submitted once all sections have been completed, and Submit will also be highlighted above in green.

The application consists of five sections:

1. Primary contact – **We recommend that you complete this section first – if there are issues with your application, it will be easier for us to find your application and assist/resolve quicker**
2. Director
3. NQSWs
4. Documents
5. Submit

Please note that **all sections must be fully completed** otherwise **you will not be able to submit your application** and it will not be processed. Once a section is complete, the tab at the top of the page will turn green. Please see below, none of the tabs are green, which means the application has not been started yet.

GRW-1043-9EA6478D Application Home Primary Contact Director NQSWs Documents Submit

Section 1: primary contact

This should be the organisation's day to day lead contact for the ASYE and must be the contact listed on the pre-registration application. All correspondence regarding the application including the ASYE grant award letter will be sent to this person via the email address supplied.

Please note: This lead contact **CANNOT be an NQSW** being registered for ASYE.

If the primary contact changes during the ASYE, please contact adultsASYE@skillsforcare.org.uk to ensure the details are updated on the portal. This is especially important as the payment of grant money may be delayed if the primary contact details are not kept updated.

Please note that all fields are mandatory and therefore all details must be filled in, in order to complete this section.

skillsforcare Home Apply My Applications Skills for Care Dashboard Hello Endorsement Tester !Log off

GRW-1043-9EA6478D Application Home Primary Contact Director NQSWs Documents Submit

The Assessed & Supported Year in Employment (ASYE) for social workers in adult services 2019/20

Primary Contact - GRW-1043-9EA6478D (Application Started)

The person who is completing this section will be managing the communications with Skills for Care. If you wish to change any details in this section after submission please contact Skills for Care. **Save** **Next Section**

If you have edited any information please ensure you have clicked Save before moving onto the next section.

Name

The primary contact cannot be the NQSW you are registering

Title -- Please select an option --

First Name

Surname

Contact Details

Please note that changing this email address will NOT change your log in username.

E-mail

Postcode

Address

Town / City

Skills for Care Area -- Please select an option --

Telephone

Mobile

Save **Next Section**

For Skills for Care area please click on the drop-down menu. Guidance can be found [here](#).

Section 2: director

This section should be completed with the director and organisation details. If the primary contact is also the director, select 'yes' from the dropdown menu at the top of the page.

If the director changes during the course of the ASYE, please contact adultsASYE@skillsforcare.org.uk to ensure the details are updated on the portal.

Please note that all fields are mandatory and all details must be filled in in order to complete this section.

The Assessed & Supported Year in Employment (ASYE) for social workers in adult services 2019/20

Director - GRW-1043-9EA6478D (Application Started)

Please complete contact details for the director and the organisation.

Save

Next Section

If you have edited any information please ensure you have clicked Save before moving onto the next section.

If you wish to change any details in this section after submission please contact Skills for Care.

Director Contact Details

Director is ultimately responsible for utilising the funding and will be the contact that we will use in the event of the primary contact not being available

Is the Director the Primary Contact?	-- Please select an option --
Director Name	
Director Role	-- Please select an option --
E-mail	
Telephone	
Mobile	

Principal Social Worker or Senior Lead Social Worker Contact Details

Principal Social Worker role includes ensuring good quality social work practice and may have oversight and delegated responsibility for ASYE

Name	
E-mail	
Telephone	
Mobile	

Organisation Contact Details

Please provide your company's company name in full (no abbreviations)

Organisation Name	
Postcode	
Address	
Town / City	

Confirmation of Moderation Arrangements

All organisations claiming funding must have internal and external moderation processes in place.

Name of the external partnership	
----------------------------------	--

Save

Next Section

Please give the full organisation name without any abbreviations, as this information will be used in your grant award letter.

Employers wishing to claim ASYE funding must have internal moderation processes in place and be part of an external moderation partnership. Please give the name of the external moderation partnership which you are a member of.

Section 3: NQSWs

GRW-1043-9EA6478D Application Home Primary Contact Director NQSWs Documents Submit

The Assessed & Supported Year in Employment (ASYE) for social workers in adult services
2019/20

NQSWs - GRW-1043-9EA6478D (Application Started)

Please add NQSWs using the 'Add an NQSW' button below. Each time you add an NQSW a summary of their registration will appear on this page. From here you will be able to update details for whoever is responsible for the reflective supervision and holistic assessment of the NQSW and record the details of an NQSW's 6 and 12 month review.

Please note: once an application is submitted you can add new NQSWs to it via this section until **30 January 2020 23:59:59**

 [Add an NQSW](#) [Next Section](#)

The **Add an NQSW** function allows individual NQSWs to be added to the application. Once an NQSW's details have been entered a summary of their details will appear on the main NQSW page (shown above). You can add the details of as many NQSWs as you wish during a session, or you can come back and add more NQSWs at a later date. **Please note that all NQSWs must be added to the portal by 31 January 2021. You can also add more NQSWs after an application has been submitted.**

Once you've clicked on Add an NQSW the following screen will appear. **Please note, before you enter the NQSW's details you should ensure you have all of this information ready as it is not possible to part complete this page and return to it. If you leave this page without saving you will lose all of the information you have entered.** If you have missed any information, a message will appear in red at the section to alert you to complete the field you have missed.

Adding a NQSW

Please remember to save any information you have added or edited at the bottom of the page. Once an NQSW's details are saved you will be able to edit the supervisor and assessor details at any time, and record details of an NQSW's 6 and 12 month review.

Save

If you have edited any information please ensure you have clicked Save before moving on to the next section.

Name

Forename of NQSW	<input type="text"/>
Surname of NQSW	<input type="text"/>

NQSW Details

Gender of the NQSW	-- Please select an option --
NQSW age group	-- Please select an option --
What is the NQSW's nationality?	-- Please select an option --
What best describes the NQSW's ethnic group?	-- Please select an option --
Qualification of NQSW	-- Please select an option --
University	<input type="text"/>
Date of qualification	<input type="text"/>
If the NQSW did not complete their professional qualification within the last two years how has the organisation checked that they have maintained their knowledge and skills?	-- Please select an option --



For the question “If the NQSW did not complete their professional qualification within the last two years how has the organisation checked that they have maintained their knowledge and skills?” you must select N/A if this does not apply to your NQSW, **otherwise the details will not save.**

Please refer to the [SWE register](#) to check SWE numbers.

SWE registration number	<input type="text"/>
Start date in current role	<input type="text"/>
Start date of ASYE	<input type="text"/>
Projected completion date of the ASYE	<input type="text"/>
Date of Support and Assessment Agreement	<input type="text"/>
Type of employment contract	-- Please select an option --
Work email address of NQSW	<input type="text"/>
Main type of service provided: Please select a key service relevant to the individual NQSW	-- Please select an option --
Please select the age range of people who are supported by the individual NQSW	<input type="checkbox"/> 18 - 25 <input type="checkbox"/> Adults 25 - 65 <input type="checkbox"/> 65 plus
Please select the key group of people supported by the NQSW	<input type="checkbox"/> Adults detained under the Mental Health Act <input type="checkbox"/> Adults who misuse alcohol or drugs <input type="checkbox"/> Adults with an eating disorder <input type="checkbox"/> Adults with autistic spectrum disorder <input type="checkbox"/> Adults recovering from brain or physical injury <input type="checkbox"/> Adults with dementia <input type="checkbox"/> Adults with learning disabilities <input type="checkbox"/> Adults with mental disorders or infirmities excluding learning disability or dementia <input type="checkbox"/> Adults with physical disabilities <input type="checkbox"/> Adults with sensory impairments <input type="checkbox"/> Adults with refugee status <input type="checkbox"/> Adults who have offended <input type="checkbox"/> Adults who are experiencing domestic abuse <input type="checkbox"/> Adults who are homeless <input type="checkbox"/> Adults with other needs not specified above

In response to 'Main type of service provided', please select a key service relevant to the individual NQSW. For the age range and the key group of people supported by the NQSW, you'll be able to select more than one option.

Supervision and Assessment

Is reflective supervision and holistic assessment provided by line manager?	No
If no who provides reflective supervision and holistic assessment?	-- Please select an option --
Name of person providing reflective supervision and holistic assessment	<input type="text"/>
SWE number of person providing reflective supervision and holistic assessment	<input type="text"/>
Email address of person providing reflective supervision and holistic assessment	<input type="text"/>
Qualification of assessor	<input type="text"/>
KSS Practice Supervisor?	-- Please select an option --

If the person who provides the reflective supervision and holistic assessment changes at any time during the ASYE year please email adultsASYE@skillsforcare.org.uk to update these details. **It's very important that you keep this updated.**

All fields **before** the 6 and 12 month review sections are mandatory and must be completed in order for you to submit your application. **If you try to save the page and there are details missing, you will be unable to save and an alert will flag up to let you know that there is information missing.**

Amending or updating an NQSW's details

Once an NQSW has been added to the application you can access their details via the main NQSW page and update their 6 and 12 month reviews at any time. You must tell us if the end date has changed for whatever reason, or if an NQSW has left. You can do this at the 6 month review or 12 month assessment stage and should also email AdultsASYE@skillsforcare.org.uk to notify us. Please note that updating your NQSW's details and recording their progress throughout the ASYE programme is a fundamental part of your grant agreement with us.

From the Home tab, click on the grant reference number to go back into your application:



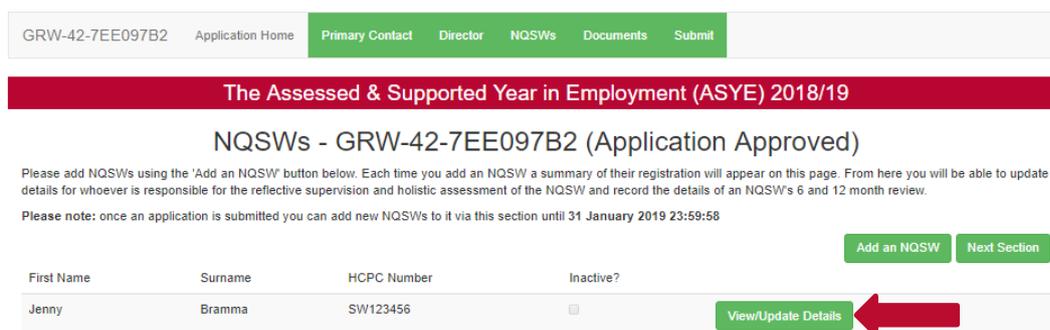
My Applications

You can use this page to find all of your applications, including ones that you are half-way through.

If and when your application for a grant has been accepted, we may ask you for more details. Once you have logged in, you can find your application here in order to provide us with those details.

Grant Reference	Funding Programme	Applicant	Application Status	Actions
 GRW-42-6390726F	The Assessed & Supported Year in Employment (ASYE) 2018/19		Application Started	Send Email Delete Application

Then click on 'view/update details' of the NQSW you wish to view:



GRW-42-7EE097B2 [Application Home](#) [Primary Contact](#) [Director](#) [NQSWs](#) [Documents](#) [Submit](#)

The Assessed & Supported Year in Employment (ASYE) 2018/19

NQSWs - GRW-42-7EE097B2 (Application Approved)

Please add NQSWs using the 'Add an NQSW' button below. Each time you add an NQSW a summary of their registration will appear on this page. From here you will be able to update details for whoever is responsible for the reflective supervision and holistic assessment of the NQSW and record the details of an NQSW's 6 and 12 month review.

Please note: once an application is submitted you can add new NQSWs to it via this section until 31 January 2019 23:59:58

[Add an NQSW](#) [Next Section](#)

First Name	Surname	HCPC Number	Inactive?	
Jenny	Brama	SW123456	<input type="checkbox"/>	View/Update Details 

6 month review section:

Six Month Review

Please confirm the NQSW's employment status at the 6 month point	-- Please select an option --
Has the length of the NQSW's employment contract changed?	-- Please select an option --
If the NQSW will not complete the original projected end date please update this to the new expected end date	
Please give the reason for any deferral of the original projected end date	-- Please select an option --
Has the 6 month review taken place?	-- Please select an option --

12 month review section:

Twelve Month Review

Please confirm the assessment decision made in relation to the NQSW's completed ASYE year	-- Please select an option --
Please confirm the NQSW's employment status	-- Please select an option --
Has the length of the NQSW's employment contract changed?	-- Please select an option --
If the NQSW will not complete the original projected end date please update this to the new expected end date	
Please give the reason for any deferral of the original projected end date	-- Please select an option --
Completion date of ASYE	

Save

Please note:

It's very important that you complete all data fields. This information is passed on to the Department of Health and Social Care (DHSC) and could influence the continuation of funding for ASYE in the future, as well as providing collated information for the sector on completion rates.

Employers are required to complete the 12 month review section in order to claim their certificate for each NQSW. Employers must add the date of completion for their NQSWs, which is the date that will appear on the certificate.

If the NQSW has left your employment, or social work, then this information needs to be provided on the registration portal at the appropriate registration point, either the 6 month review or 12 month assessment, in order that we can also capture this information. We require that you also notify us of this change by emailing adultsASYE@skillsforcare.org.uk so that we can make the NQSW inactive on the portal and claim back any funding if necessary.

Section 4: documents

Employers can use the documents section to upload supporting evidence for the ASYE such as:

- records of support and progressive assessment and critical reflection logs – or alternative KSS compliant documentation
- internal moderation reports
- partnership moderation reports

It's important that the type of document and the NQSW it relates to are clearly stated in the short description box.

The Assessed & Supported Year in Employment (ASYE) for social workers in adult services 2019/20

Documents - GRW-1043-9EA6478D (Application Started)

Please upload any documents that will support your application. The Short Description box should be used to let us know the nature of the document.

If you have no electronic documents to upload, please click the No documents button to indicate that you have completed this section.

We have produced a privacy policy relating to the Assessed and Supported Year in Employment (ASYE) portal and how employer and newly qualified social worker (NQSW) data is used throughout the ASYE process. The privacy policy should be read by all employers wishing to apply for ASYE funding and shared with NQSWs to confirm that they are happy for their data to be used in the application.

The policy for adults ASYE can be found [here](#). If you have any questions regarding this, please email adultsASYE@skillsforcare.org.uk

Upload a Document

In order to ensure national consistency, employers are randomly selected to provide evidence as part of the Skills for Care national moderation panel. Employers are therefore required to upload evidence at each stage of the assessment process as indicated in the [Evidence Checklist](#) for each NQSW registered. Skills for Care will notify you if your NQSW has been selected for the national moderation panel.

The short description box should be used to let us know which stage of the assessment process the evidence documents relate to i.e. Part 1 – beginning the ASYE; Part 2 - First 3 months; Part 3 – 3-6 months; Part 4 – 6-12 months and to confirm that all the required evidence has been uploaded. If you have no documents to upload at this time, please click the No Documents button to indicate that you have completed this section, and return to upload documents when they are available.

A short description of the document

If you have no documents to upload when initially completing your application, please click 'No documents' to complete the section. **You must either upload a document or click 'No documents' in order to submit your application for approval.**

It's not mandatory to upload documents, however it's very important that you keep the information and evidence provided on the portal up to date.

This is necessary so that we can:

- keep track of individual NQSW's progress through the ASYE
- ensure that funding is appropriately and accurately allocated to employers
- facilitate the national moderation process
- provide data about the take up of the ASYE across adult services for the benefit of employers, the Chief Social Worker and the Department of Health and Social Care

Section 5: submit

Your application must be submitted by midnight on 31 January 2021.

Applications can only be submitted once all other sections have been completed. You'll be able to see if a section has been completed as the tab across the top will have changed to green:

The Assessed & Supported Year in Employment (ASYE) for social workers in adult services 2019/20

Submit - GRW-1043-9EA6478D (Application Started)

Declaration

I declare that the information provided in this grant application is correct. I understand that if it is not, appropriate action may be taken which may lead to criminal sanctions being applied. I declare that I have read and understood the terms of submitting an application. I also understand that compliance with the moderation process as outlined in the [KSS for social workers in adults services 2015](#) is a requirement for funding.

Deadline for submitting your application: 31 January 2020 00:00:00

Submit Application

© 2019 - Skills for Care ASYE Portal

You must ensure you formally submit the application by clicking on 'Submit Application'. Only clicking the 'Submit' tab **will not mean your application is submitted.**

Once you've submitted your application, the application status will change to 'Application submitted'. You'll be able to see this in the 'My Applications' section which you can access by clicking 'My Applications' from the blue menu bar at the top of the screen:

My Applications

You can use this page to find all of your applications, including ones that you are half-way through.

If and when your application for a grant has been accepted, we may ask you for more details. Once you have logged in, you can find your application here in order to provide us with those details.

Grant Reference	Funding Programme	Applicant	Application Status	Actions
GRW-1043-9EA6478D	The Assessed & Supported Year in Employment (ASYE) for social workers in adult services 2019/20	Miss Helena Reeves	Application Submitted	Send Email

Once an application is submitted it can viewed at any point by logging into the ASYE portal.

When an application has been approved for funding by Skills for Care, the status will change to 'Application Approved': **You can add further NQSWs after submitting your application.**

Adults ASYE team recommends: To trigger your Milestone 1 payment (calculated based on your pre-registration figure), complete all the tabs and add at least one NQSW to the portal as soon as possible and submit your application. You can still add all the NQSWs you want to register throughout the year as and when they start following submission.

My Applications

You can use this page to find all of your applications, including ones that you are half-way through.

If and when your application for a grant has been accepted, we may ask you for more details. Once you have logged in, you can find your application here in order to provide us with those details.

Grant Reference	Funding Programme	Applicant	Application Status	Actions
GRW-42-7EE097B2	The Assessed & Supported Year in Employment (ASYE) 2018/19	Miss Jennifer Brama	Application Approved	Send Email

Further help and advice:

- additional information on the ASYE is available [here](#).
- if you've any further queries please contact the ASYE team via: adultsASYE@skillsforcare.org.uk