



Adults Assessed and Supported Year in Employment (ASYE) employer portal guidance 2024/2025

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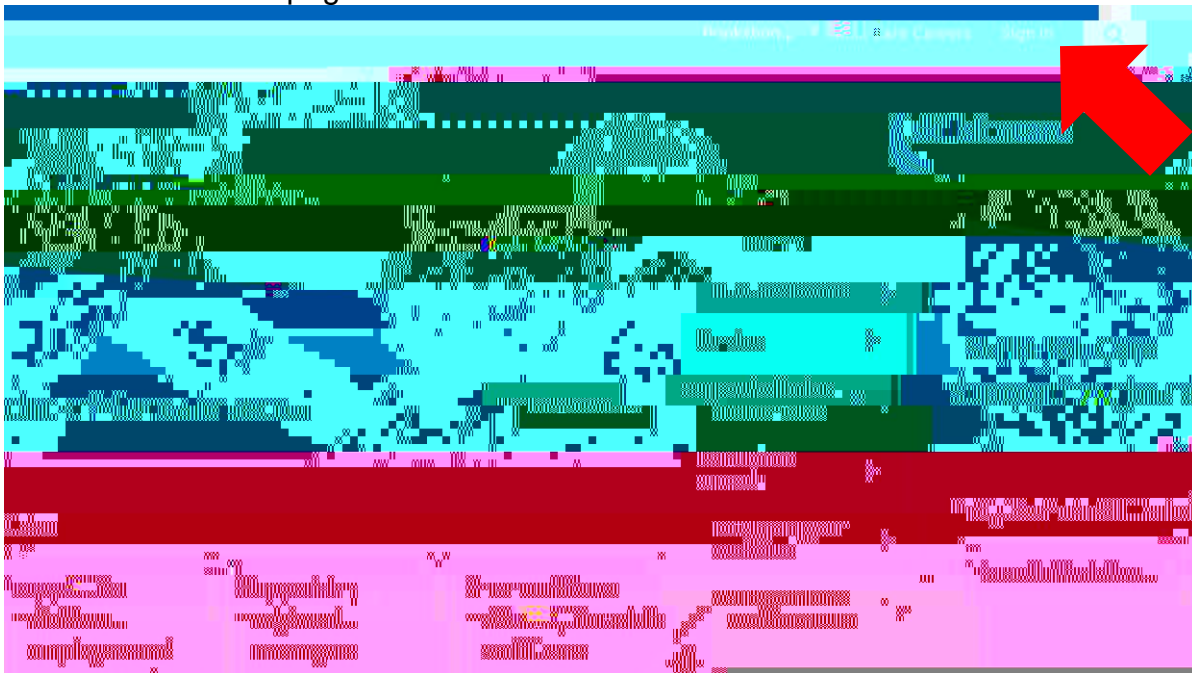
This guide has been created to assist you in applying for an Adults ASYE grant, registering your details on the Skills for Care ASYE portal and uploading details of NQSWs.

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 previous funding year applications. However, this guidance refers to 2024/2025 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 'Sign in' from the top right hand corner of the page:



You'll then be presented with the following options:

Log in

Select an account to log in to

Skills for Care

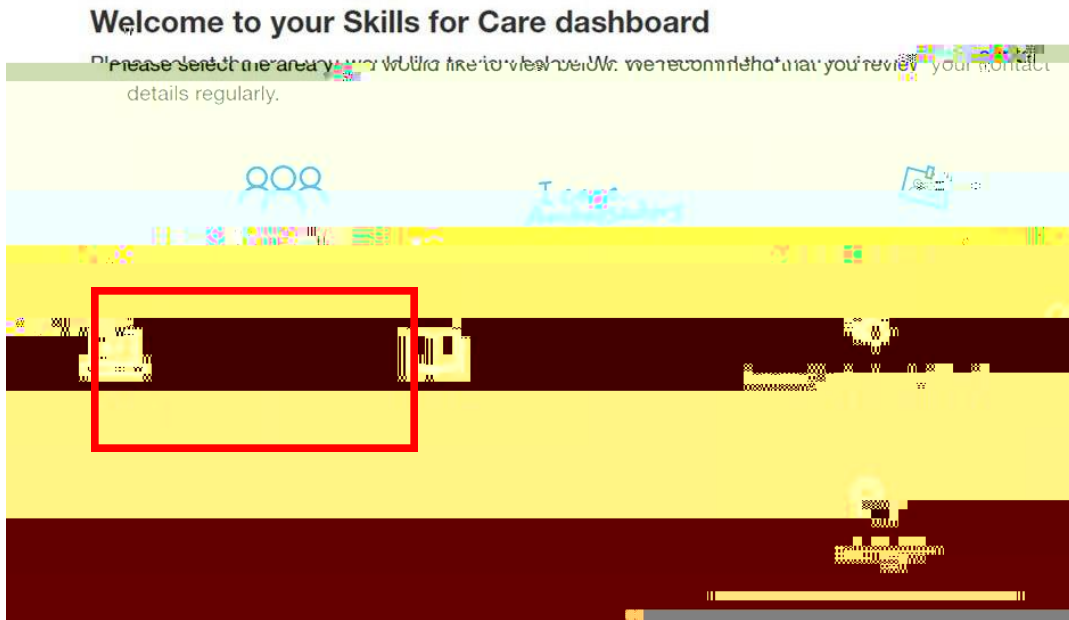
ASC-WDS Account

Skills for Care

Email

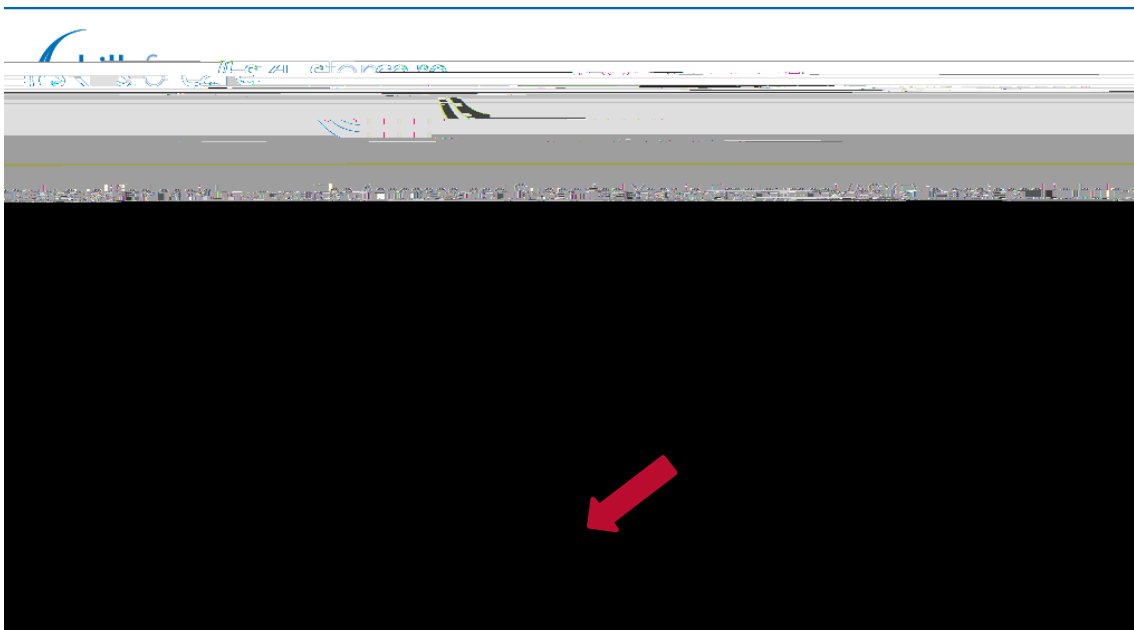
Skills for Care account

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:

Click on **ASYE adults**.

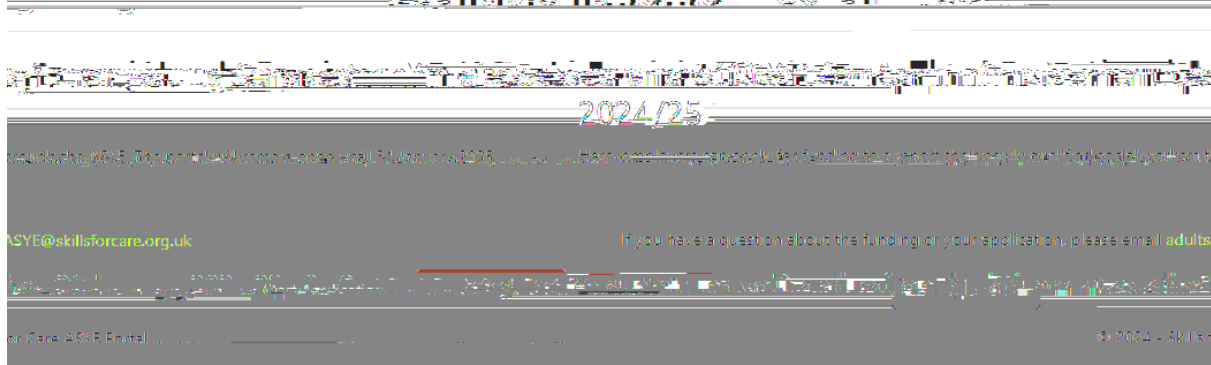


Starting a new application for ASYE funding 2023/24

Once you've registered and logged in, you will need to start an application for ASYE funding 2023/24. 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 NQSu can



Available Funding Programmes

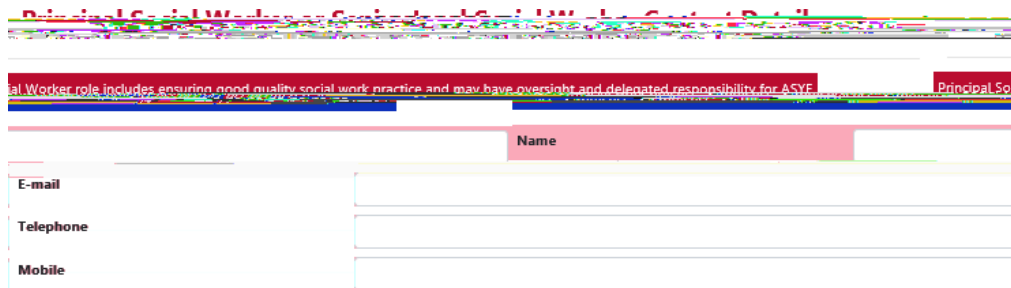
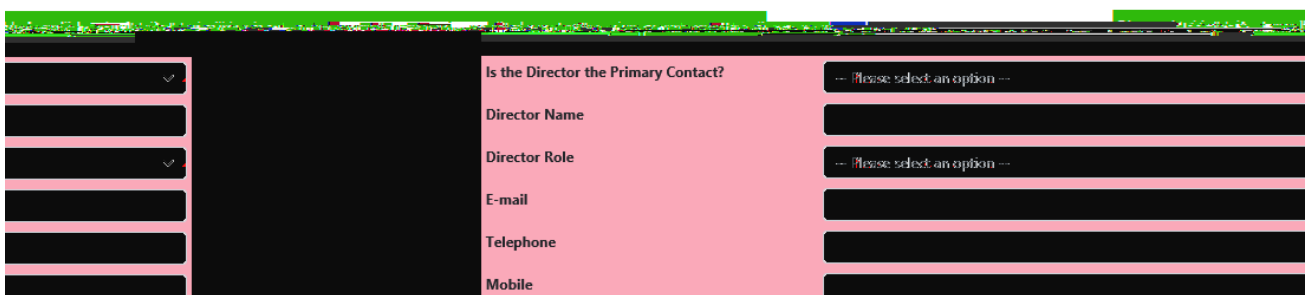


If the primary contact changes during the ASYE, please contact adultsASYE@skillsforcare.org.uk to ensure the details are updated on the portal. This is especially im

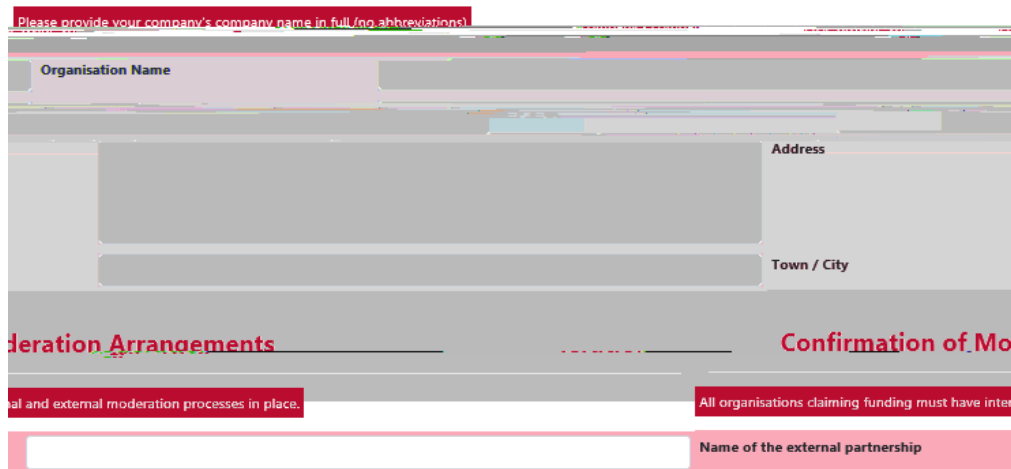
Please note that all fields are mandatory and all details must be filled in in order to complete this section.



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

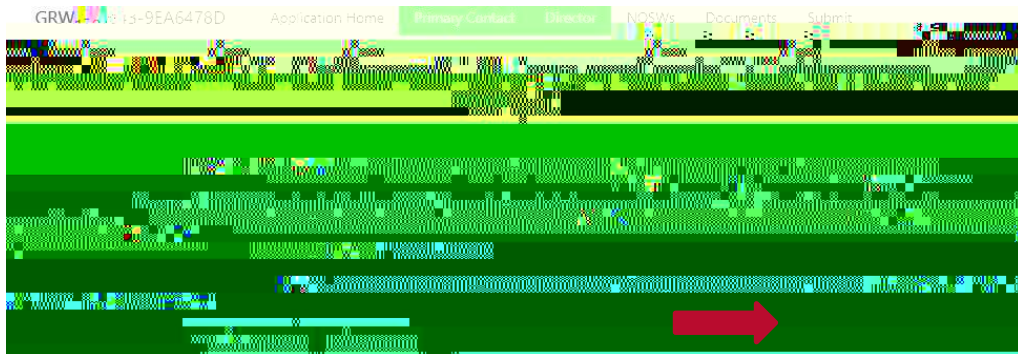


Organisation Contact Details



Save Next Section

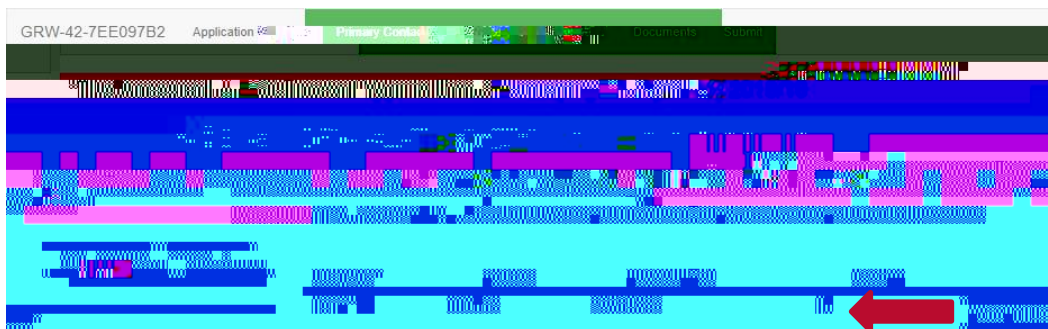
Please give the full organisation



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



12 month review section:

Twelve Month Review

Please confirm the assessment decision made in...

Please confirm the NQSW's employment status -- Please select an option --

Use the length of the NQSW's employment period -- Please select an option --

-- Please select an option --

-- Please select an option --

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.

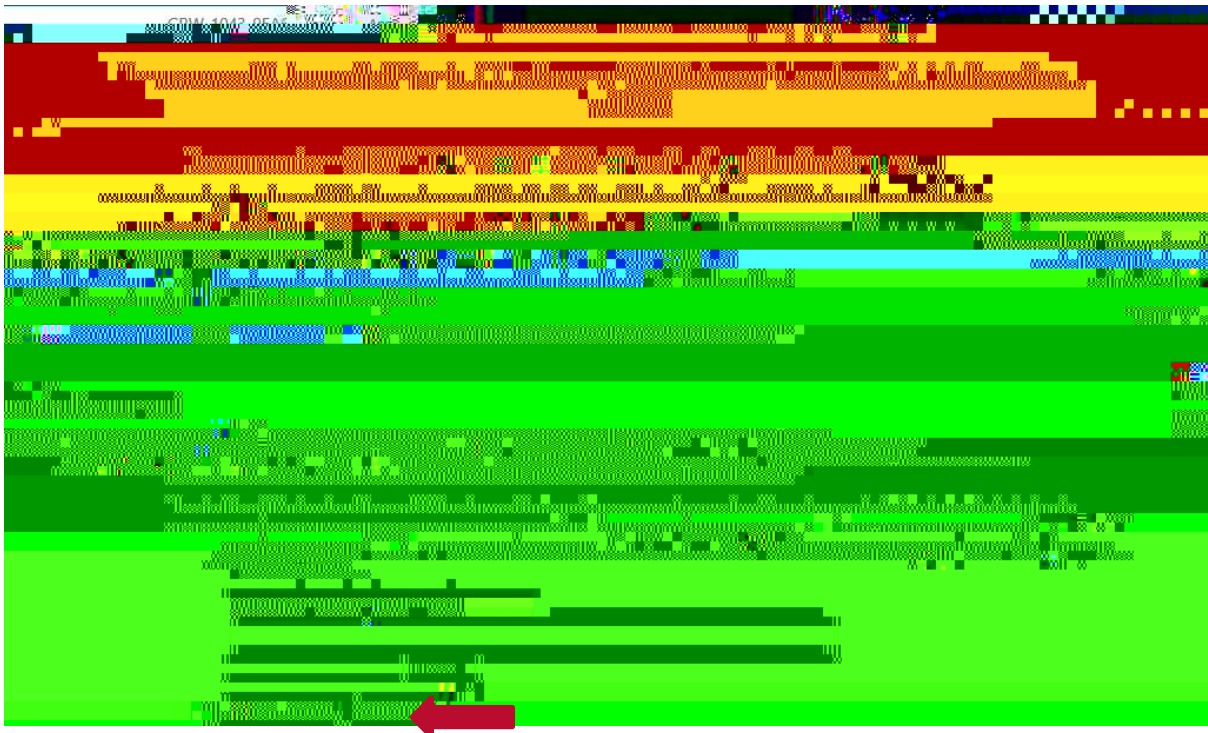
Employers are required to complete the 12 month review section in order to claim their certificate for each NQSW. Employers must add the date of completion for their NQSWs, which is the date that will appear on the certificate.

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

All employers will be expected to upload an [action plan for continuous development](#) to the documents section on the portal in order for their application to be accepted. Employers can also use the

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



You must upload a document in order to submit your application for approval.

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 2024.

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:

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

