

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

Contents (please click on a heading below to be taken to that section):

register or log in to the ASYE Portal start a new application for ASYE funding application sections: primary contact director NQSWs amending/updating an NQSW's details documents submit further help and advice

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 <u>http://www.skillsforcare.org.uk/Home.aspx</u> and select 'Sign in' from the top right hand corner of the page:



You'll then be presented with the following options:



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:

	1 (at ~ 1722 #25)		 
	A		
ortogenetic field and stations of the	and <mark>erstenansseren</mark>	r Russenfiszetta ez	Sign near search an

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

<u>מוואלי א</u> מלילמי	tori'	ŵ ''' (		<u>។ ស្រុកទាំក</u> ្រស្
orted Year in Employment (ASYE)	is designed to <b>see</b>	newly qualified social	ial workers	<mark>≕</mark> ″⊜d and Su
or on the ment with access to regu				protessionancontidence.
				3
tolluun		in is is a straight of the second		

# Available Funding Programmerus:

neg, eta den juño (j. 76), en renteral contra en ego en el 16, cano en 2015, com e	e oor staar een een weerde een weerde de ref <u>erenteer een terreter</u> op <del>de</del> gegeleerte fan de stad op stad op staar Gebe
\⊈YF@skillsforcare.org.uk	If you have a question about the funding or your application, please email $adula \bar{u}$
	e <del>na ana ana ana ana</del> setip. Ta' p <u>a asa ana</u>
er Care 4528 Restal	6¥ 2024 - SRHX 6

If the primary contact changes during the ASYE, please contact <u>adultsASYE@skillsforcare.org.uk</u> 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.

(st	Ilsforcare Home A	only My Applications - Skills for Carr	e Dashbaasi	Halla-Endorsement Tester Ha	
- C					
	DAY 1042 OF 1643	in the state of the second stat	and the second south the	and the second secon	and the second second second second
				-	
and Merceria	Constant and the second second	LACYO Compile	den in de Marania		the Assessed & Guerra
unan man ji uw					
					<ul> <li>Constant for the state of the s</li></ul>
Next Section		Pierse con	upleis: contact details for the director an	e theorganisation.	Save
		Kogu boo	enclosed sum information planare coverage s	we have a series of sector in the sector in the sector in the sector in the sector is	
If you wis	to change any detail	s in this section after submission pleas	se contact Skills for Care.		
	· · · · · · · · · · · · · · · · · · ·				
-		1997 - 19			
desisenti k <del>esina</del> t	a Martinia antista a tar		Salarado Sina don member milana		The second s
	~	ls t	the Director the Primary Contact?		
		Dir	rector Name		
			ector Name		
	~ .	Dir	rector Role	Plezse select an option	
		E-n	mail		
		E-I			
		Tel	lephone		
		Ma	obile		
		Mo	Jolie		

Deletion I Constant and Const

ial Worker role includes ensuring good quality social u	ork practice and may bave oversight and delegated responsib	ility for ASYE
	Name	
E-mail		
Telephone		
Mobile		

#### **Organisation Contact Details**

Please provide your company's company name in full.(no.abbreviations)		
Organisation Name		
		Address
		Town / City
deration_Arrangements		Confir <u>mat</u> ion of Mod
al and external moderation processes in place.		All organisations claiming funding must have interr
		Name of the external partnership
	Save Next Section	

Please give the full organisation



P 💑 👷 :fer to the Style register to check SWE humbers.		
SWE registration number		
		-
2010 B		
	E4 <b></b> 3)	
	<ul> <li>A support of the second se second second sec</li></ul>	
≇9 ∰ lents HestriAct s cono onoruga		
na de servición disprotein Francisco no contra de la contra de mentía		-cuits recolle III‰duits with c ⊡ Adu <mark>n</mark> ⊆ LuiW
learning disabilities		🗆 Adults wi
mental discut and a second	100 1	

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

	× • •	INO
Pléasé select an option		
		Constraint proper light out Plane public des
	SWE number of person providing reflective supervision and bolistic assessment	
	Email address of person providing reflective supervision and holistic assessment	
n e e e e e e e e e e e e e e e e e e e	· · · · · · · · · · · · · · · · · · ·	and the state of the second second second
ant a state the state of the state	rakor kor oʻzati dan oʻgʻya talinik k	- 200 - 200

If the person who provides the reflective supervision and holistic assessment changes at any time during the ASYE year please email <u>adultsASYE@skillsforcare.org.uk</u> to update these details. **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

GRW-42-7EE097B2 Application	Primary Conta		Documents Sub	mit	
	-				
		KILLINNESn <sup>a</sup> sundsn			
wa # 2 at					
					*****
	U.				
	·				
<sup>0</sup>					

#### 12 month review section:

**Twelve Month Review** 

Please confirm the assessmen	t decision made in		IIRH4	ងនិងនេះdecifsh ឲ្យដីជាំ
	•	Please confirm the NQSW's employment status	Please select an option	I
		- Hon the longth of the NO SVIIe spectrum option deadership	select an option	· · · · · · · · · · · · · · · · · · ·
in de line de partie manté. Nationalista de la composition de la co				i de la state de la completion la seconda de la completion de
any dalarah oli the originali	Please select an option		Ŧ	Please give the reason for: projected and date
				Completion date of ASYE
			_	-

#### 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 <u>action plan for continuous development</u> 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.

witw
n ( ) ( antes antes en la gran ( antes en la gran (

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