The Self Assessed Skills Audit Tool

(SASAT-CoRE)
Individual questionnaire user guide

This skills audit was originally developed as part of the National CAMHS Workforce Programme. The original authors have further developed the tool in partnership with ChiMat to take into account the importance of Outcomes measurement and the indicative skills to respond to evidence based guidance.

Contents

The Self Assessed Skills Audit Tool (SASAT- CoRE)

Foreword

The importance of ensuring that organisations have the right workforce with the right skills and knowledge to deliver effective services is recognised by all and a key ingredient in building an effective workforce (NHS Plan)

Planning and Developing the NHS Education (2010) identifies that planning and developing the workforce as the bedrock in the providing the high quality affordable care that people rightly expect. In considering the many regional Workforce, Education Commissioning Strategies two key factors are referred to as critical in ensuring the workforce is confident, supported, affordable and competent:

- Long term workforce planning and the development
- Embedding of a learning culture

This SASAT- CoRE has been developed to help address these factors by gathering self-assessed information (not objectively measured) that will help inform workforce planning and develop a learning organisation

Completion of the SASAT-CoRE represents an important starting point to gathering key information to support ongoing organisational development by mapping the current skills and knowledge that staff have and use, and supporting the identification of any gaps in current and future education and learning provision.

Intended Outcomes of the SASAT- CoRE

- To determine whether the organisation can meet its indentified goals and provide a framework for organisational development.
- To enable a targeted analysis of learning and development needs and allow for a more systematic and targeted approach to training
- To Identify self assessed skills and knowledge within the organisation and provide an understanding of existing gaps and the skills required.
- To support and inform a learning and development strategy for all staff: (*Working Towards a Fully Qualified Workforce: NHS 2008; A High Quality Workforce: NHS Next Stage Review; NHS 2008).*
- To provide Information that supports dynamic succession planning and targeted recruitment.
- To support quality and productivity agenda.

Barry Nixon
Email: barry.nixon@cmecic.org

Implementation of the SASAT-CoRE

The questionnaire allows you to identity your current skill and level, Identify interests and confidence levels and highlights your training needs.

When completing the questionnaire remember:
- *it is not a competition*
- *everyone in the team does not need the same skills*
- *some skills are useful to have in several people, whereas others may need only one person to make them available*
- *skills can be gained through a qualification, experience or a combination of both*
- *the matrix can highlight missing or depleted skills in the team, and can be used to plan best use of the training budget available*
- *It is a starting point for discussion, not an end in itself*

The tool can be used at the following levels:
- **Individual level** - the SASAT-CoRE supports the production of an individual self assessed profile (Part 3) and a knowledge and skills analysis and matrix (Part 4). The information gathered will provide a baseline for an annual re-audit and a training needs analysis (TNA) that will inform individual's appraisal/ development reviews/PDP.
- **Team level** – the SASAT-CoRE enables each individual team member to contribute to a team profile and knowledge and skills analysis and matrix. The information gathered will assist in understanding team member's roles; functions and skill sets, identify training needs and support succession planning.
- **Service level** – the SASAT-CoRE enables the collation of team profiles to create service profiles. The service profiles will assist in the production of a training needs analysis, mapping presenting clinical need with skill sets, identifying current and potential gaps and planning future service development/design as part of the workforce planning cycle.

It is recognised that training and learning needs change with time so a recurrent self-assessment is required. The Tool may also need to be adapted to meet the needs of your particular team.

Components of the SASAT-CoRE
- **SASAT-CoRE** - User guide for the tool
- **SASAT-CoRE questionnaire** –Microsoft Excel workbook

SASAT-CoRE questionnaire
Introduction
Individual questionnaire completion notes
Part 1
Personal details
Part 2
Self assessment questionnaire
Check
Part 3
Individual profile
Part 4
Individual knowledge and skills analysis and matrix

Notes

The SASAT-CoRE questionnaire

Using the tool
- Save the extracted Excel SASAT-CoRE questionnaire to your computer.

- Open the Excel document entitled 'SASAT-CoRE questionnaire' to begin completing your questionnaire

- Ensure you have enabled your macros in Excel. To do so in Excel 2003 go to tools/ macros/security and you will be presented with this box:
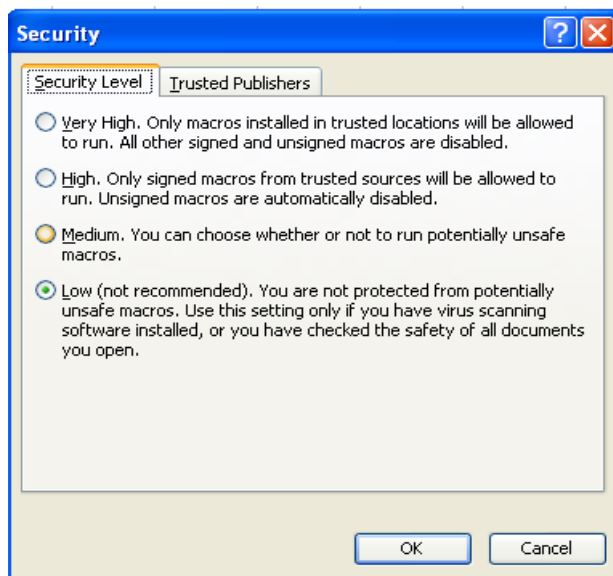
- Click low or medium and 'OK'.

In Excel 2007 you will be prompted with a Security Warning.

- Click on the 'Options' button

- Click 'Enable the content' and 'OK'.

Introduction

The questionnaire should open in the introduction tab. If you have not already read this introduction, please familiarize yourself before commencing the assessments.

At the bottom of the text you will find buttons linking through to the relevant parts of the tool.

- Click on the 'view notes' button

Self Assessment Skills Audit Tool

View notes	Start Self Assessment

A copy of the scoring guidance can be found in Appendix 1.

Part 1 – Personal Details

Completing the 'Excel SASAT-CoRE questionnaire'

- Click on the 'Start Self Assessment' button

- Enter your name and details in the yellow boxes.

Part 1 – Personal Details

Name of Person :

Email address :

Profession :

Role :

Length of time in service :   0 years   00 months

		Fte	Length of time in team :
Name of team(s) you work in :	1	1.00	years months
	2		years months
	3		years months
		1.00	0 00

Gender:

Age :   I do not wish to state my age

Please note you can not have an FTE greater than 1 and the total 'Length of time in team' can not exceed the 'Length of time in service'.

- Click on the 'Go to the questionnaire' button.

Go to the questionnaire

Part 2 - Self assessment questionnaire

- Next complete all the questions by entering 'Y' in appropriate yellow boxes and completing the use of skills (0-3) and level of training (0-7).

- Hover over the 'Level of training' box and the 'Use of skill' box or refer to notes to ensure the correct level is allocated.

- If you want to delete all of the answers on your questionnaire click on the 'Delete all' button.

Delete all

Check my responses

Part 2 – Self assessment questionnaire for

Component/ Skill	Activity	Interested	Confident	Skilled	None	Level of training	Use of skill
Anxiety	Non specific approach						
Anxiety	Behaviour therapy						
Anxiety	CBT group						
Anxiety	CBT individual						
ADHD	Non specific approach						
ADHD	Behaviour therapy						

- Click on the 'Check my responses' button to see if you have missed any questions.

Please review the following components/ skills before continuing:

statement	Component/ Skill ▼	Activity ▼
I have not entered anything for	ADHD	Non specific approach
		Parent training Group
		Parent training -Individual/couple
		Prescribing
	Anxiety	CBT group
		CBT individual
		Non specific approach

- You can go back to the questions if necessary by clicking on the 'Go back to questionnaire' button.

Go back to the questionnaire

- Once you are happy click the 'Go to my profile' button to view the individual profile.

Go to my profile

Part 3 – Individual profile

The self assessment individual profile demonstrates the self assessed skill level indicated in columns 3-6 of the questionnaire. It will indicate what you are confident in, interested in and so on.

- This document can be printed.

Statement	Component/ Skill	Activity	Use of Skill score	Training score	Training Rating	Use of Skill Rating
I feel confident in the following	Autism and Asperger's	Intensive behavioural training - Group	3	7	High	High
		Intensive behavioural training - Individual	3	7	High	High
		Non specific approach	3	7	High	High
I feel interested and confident in the following	ADHD	Non specific approach	2	7	High	Medium
		Parent training Group	2	7	High	Medium
		Parent training - Individual/couple	2	7	High	Medium
		Prescribing	2	7	High	Medium
I feel interested in the following	Anxiety	CBT group	1	7	High	Low
		CBT individual	1	7	High	Low
		Non specific approach	1	7	High	Low

- You may also wish to copy and paste your self assessment profile results into the following RAG colour coded table

Current skill level	RAG
I feel Interested, confident and skilled in the following	🟩
I feel Confident and skilled in the following	🟩
I feel Interested and skilled in the following	🟩
I feel Skilled in the following	🟩
I feel Interested and confident in the following	🟧
I feel Confident in the following	🟧
I feel Interested in the following	🟥
I have indicated None for the following	🟥

Part 4 – SASAT-CoRE Individual Knowledge and skills analysis and matrix

Analysis

The self assessment knowledge and skills matrix demonstrates level of training and current use of skills for each component.

- By clicking on the 'View analysis' button you will be taken to your skills and training analysis where there is a comparison of your skills and training.

View Analysis

Depending upon the value selected to represent your level of training and use of skill it is categorized into 'Low' 'Medium' and' 'High'.

- These documents can be printed.

skills leve ▼	training leve ▼	skill and activity	▼
Low	Low	ADHD-Non specific approach	
		ADHD-Parent training Group	
		ADHD-Parent training -Individual/couple	
		ADHD-Prescribing	
		Anxiety-CBT group	
		Anxiety-CBT individual	
		Anxiety-Non specific approach	
		Assessment-Developmental	
		Assessment-Holistic	
		Assessment-Psychometric	
		Assessment-Undertaking clinical risk assessment	

Matrix

The results in the analysis can also be transferred into the Individual knowledge and skills matrix using the format indicated below. Level of training and use of skill scores will be rated high medium or low as follows.

Please note: where no skill or training level is entered it is assumed you have no skill or training in this activity.

Level of training rating		Use of skill rating	
Low	0 No training received 1 Self directed study 2 In house training 3 Day course	Low	1 Never/rarely
Medium	4 Certificate or equivalent level 5 Diploma or equivalent level	Medium	2 Occasionally
High	6 Degree 7 Masters level or above	High	3 Frequently

efficiency	Training need	Potential inefficiency	training	Use of skill	training	Use of skill	Skill rating
High/low	2	-2	high	low	3	1	3=high
High/medium	1	-1	high	medium	3	2	2=medium
high/high	0	0	high	high	3	3	1=low
Medium/low	1	-1	medium	low	2	1	
Medium/medium	0	0	medium	medium	2	2	
Medium/high	-1	1	medium	high	2	3	
Low/low	0	0	low	low	1	1	
Low/medium	-1	1	low	medium	1	2	
low/high	-2	2	low	high	1	3	

Level of training		High 3	Medium 2	Low 1
	Low *0 No training received* *1- 3 In house training / self directed study / day course*	**2 training need**	**0**	**0**
	Medium *4 Certificate or equiv. level* *5 Diploma or equiv. level*	**1 training need**	**0**	**0**
	High *6 Degree* *7 Masters level or above*	**0**	**1 potential inefficiency**	**-2 potential inefficiency**
Potential inefficiency			Use of skill frequency	

- You may go back to your individual profile from here by clicking on 'Go to my profile'

  Go to my profile

- You have now completed the SASAT-CoRE questionnaire, click on 'Back to introduction'

  Back to introduction

!!! Don't forget to save your self assessment questionnaire with your name or your identifying code!!!

References

Department of Health (2008) *NHS Plan*

Department of Health (2008) *A High Quality Workforce: NHS Next Stage Review*

Department of Health (2010) *Planning and Developing the NHS Education*

Department of Health (2008) *Working Towards a Fully Qualified Workforce: NHS*

Appendix 1

SASAT-CoRE Questionnaire completion guidance – Please print this page

To complete the questionnaire consider each component and enter your results using the rating system below: *It is really important to support the production of your final individual profile that for each of the components in part 2 'Self assessment questionnaire' you place a cross in at least one of the columns (3-6) and for your individual knowledge and skills matrix that you place a number in both columns 7 and 8.*

Example of completed self assessment questionnaire

1	2	3	4	5	6	7	8
Component		Interested	Confident	Skilled	None	Level of Training (0-7)	Use of Skill (1-3)
Anxiety	Non specific approach	y		y		3	3
	Behaviour therapy	y	y	y		5	3
	CBT group				y	1	1
	CBT individual	y	y			2	2
ADHD	Non specific approach			y		2	1
	Parent Training Group	y	y	y		6	3
	Parent training – individual/couple	y	y	y		6	3

Current skill level (columns 3-5)
Please identity with a 'Y' if you feel Interested, confident, skilled in relation to the identified component *(please place a 'Y' in all the boxes which apply)*

None (column 6)
This column is to be used if you **do not** feel interested, confident, skilled in relation to the components. You **cannot** place a 'Y' in any other column if you select column 6.

Training received (column 7)
Please enter a number that reflects the level of training/academic level and credits you have received using the following code:
> *0 No training received*
> *1 self directed study*
> *2 In house training*
> *3 Day course*
> *4 Certificate or equiv. level*
> *5 Diploma or equiv. level*
> *6 Degree*
> *7 Masters Level or above*

Use of skills (Column 8)
Please enter a number that reflects the frequency with which you use the skills identified using the following code:
> *1 Never/rarely*
> *2 Occasionally*
> *3 Frequently*

Please note: where no skill or training level is entered it is assumed you have no skill or training in this activity