

Appendix 1: Staff Survey

Gathering feedback from staff

The organisational capabilities of the Continuous Learning Framework have indicators which describe how each capability can be evidenced in practice across four stages of progression: engaged, established, accomplished and exemplary, as well as indicators which outline what the social service worker should experience as a result. Gathering feedback from staff is therefore an essential part of the audit process.

Using the survey

A staff survey template can be viewed at the following link:

<http://www.surveymonkey.com/s/6JMXKV7>

To use the survey either:

- Print out and distribute to staff for completion, and analyse manually

OR

- Sign up for an online survey tool, such as www.surveymonkey.com. If you have a “Professional” (ie subscription) account to survey monkey, we can transfer the survey questions directly into your account. Please email CLF.enquiries@sssc.uk.com for more information

OR

- Integrate the staff survey questions into an existing staff questionnaire

Remember to give staff a clear deadline for completion of the survey (and a reminder before it closes). It is also a good idea to make sure that everyone knows why you are undertaking this survey, how you will be using their feedback, and how you plan to communicate the outcomes of the project.

Using your results

Each organisational capability audit has a section called “**Staff Perceptions**”. Use the information gathered through the staff survey to complete these indicator questions.