



# **Practice Assessment Record and Evaluation (PARE) Guide for Social Work Programmes**

Developed for the use of Social Work students, academic staff and external partners.

Last updated 10/02/20

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## **Section 1 - An introduction to PARE**

The online Practice Assessment Record and Evaluation (PARE) system has been developed by the team at University of Chester. As a Health Education England North West (HEENW) initiative, it is being increasingly utilised by North West Universities for pre-registration healthcare degree courses as the system of choice for practice placement evaluation and for practice assessment documents (PAD). This guidance booklet will offer some advice on accessing and completing the document, but it is your responsibility to make yourself familiar with the document. It is also your responsibility to ensure that all required sections are completed correctly.

The University of Manchester uses PARE for the MA Social Work programme. PARE uses the same practice assessment documentation as the previously used paper portfolios.

PARE is easy to use and supports all involved in practice learning. Students, University Academic Advisors and Practice Educators/Onsite Supervisors all contribute to the document over the course of the placement.

You should be aware that due to the online nature of the document, several different people can access it: University Placements Administration (who upload student details and assign placements within PARE), University Module Leaders/Practice Learning Team (can access documents for students across all Social Work programmes), University Academic Advisors (can only access documents they have been assigned to) and Practice Educators / Onsite Supervisors (can only access documents for students they have been assigned to).

The University, the placement settings and the PARE system are subject to a data-sharing agreement that formalises the confidentiality and use of any information in your document and nothing in it will be used for any other purpose than that which it is intended.

## Section 2 - Getting Started

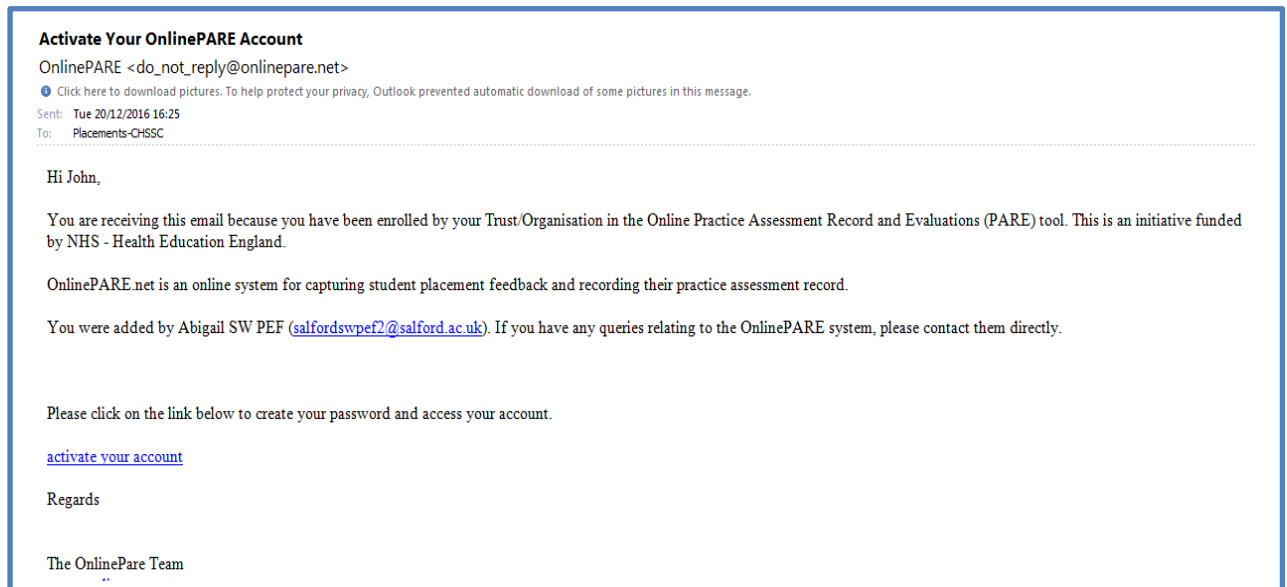
### *I have not received my activation link to PARE. Where is it?*

We do not add your details to the system until your placement is confirmed with us. Please see above for more details around this.

**Tip:** Check your junk mail as activation emails are often sent there. The email comes from '[do\\_not\\_reply@onlinepare.net](mailto:do_not_reply@onlinepare.net)' rather than a University email address, so many email accounts think it is spam.

If you are still having trouble, contact [online.pare@manchester.ac.uk](mailto:online.pare@manchester.ac.uk) and we will re-issue the activation email.

This is what the email will look like -



**Students - *What password do I use to log in to PARE - is it my university or Blackboard password?***

When you have received your activation link, you will be prompted to create a new password for PARE. You can use the same password as your university or Blackboard account or create a new one.

This is what to expect when you log into PARE for the first time as a student -

The screenshot shows the PARE Account Verification page. At the top, there's a blue header with the PARE logo and navigation links (HOME, NEWS, HELP, CONTACT US). Below the header, the page is titled 'Account Verification'. The main content area is divided into three sections:

- Verify Account Details:** This section contains input fields for 'First Name \*' (filled with 'Doe'), 'Last Name \*' (filled with 'Jane'), 'Email \*' (redacted), and 'Mobile Phone' (optional).
- Create Password:** This section includes a note: 'Your password must be at least 8 characters long, contain at least 1 number and 1 letter'. It has two input fields: 'Password \*' and 'Confirm Password \*'.
- Terms & Conditions:** This section has a heading 'Terms and Conditions, and Disclaimer' and a scrollable text box containing the following text: 'By using the Practice Assessment Record and Evaluation tool (PARE) you agree to be legally bound by these terms, which shall take effect immediately on your first use of the HENW supported tool. If you do not agree to be legally bound by all the following terms please do not access and/or use the PARE tool.' Below the text box is a checkbox labeled 'I have read and agree to the terms and conditions'.

A green button labeled 'Confirm Details' is located at the bottom right of the form.

**PE / Onsite Supervisor - *What mentor status should I select (Stage 1, Stage 2 or Sign Off) when activating my account? Do I need to set a mentorship expiry date?***

Completing this information is optional.

If you are a qualified Practice Educator and have completed the relevant training, you can select either Stage 1 or Stage 2 depending on the level you have achieved.

If they are not a qualified Practice Educator, you should select 'Sign Off'.

You can set an expiry date for when you would like your account to close. This is optional and can be left blank so your account stays open indefinitely.

This is what you can expect to see when activating your account –

Practice Assessment Record & Evaluation

## Account Verification

Account Verification

Verify Account Details >>

### Verify Account Details

First Name \*

Last Name \*

Email \*

Mentor Status

Mentorship Expiry:

Mobile Phone

### Create Password

Your password must be at least 8 characters long, contain at least 1 number and 1 letter

Password \*

Confirm Password \*

### Terms & Conditions

Please review the following terms and conditions

**Terms and Conditions, and Disclaimer**

By using the Practice Assessment Record and Evaluation tool (PARE) you agree to be legally bound by these terms, which shall take effect immediately on your first use of the HENW supported tool. If you do not agree to be legally bound by all the following terms please do not access and/or use the PARE tool.

☐ I have read and agree to the terms and conditions

Confirm Details

*I have been trying to log on to PARE but my verification code has expired. Please can you issue me a new code? It does not recognise my password.*

The verification code expires if you have already activated your account. Once you do this you no longer need the activation link - hence the expiry.

You can either login using the PARE website or reset your password

- [onlinepare.net/login.php](https://onlinepare.net/login.php)
- [onlinepare.net/forgot-password.php](https://onlinepare.net/forgot-password.php)

*How can I access the website after activating my account?*

Log in using this website <https://onlinepare.net>

Once logged in you will see your portfolio. It may be useful to save the PARE website link to favourites on your web browser.

## Section 3 - During placement

*How do I open my portfolio?*

Once logged in, you need to select the portfolio as shown below

The screenshot displays the PARE dashboard interface. At the top, there is a navigation bar with the PARE logo and links for DASHBOARD, PAR, EVALUATION, NEWS, HELP, and CONTACT US. The main content area is divided into several sections:

- My Profile:** Displays the user's name (UoM Social Work Test Student), email (50916434110@onlinepare.net), and a 'View Profile' button.
- OnlinePARE Newsletter:** Promotes the March 2019 Newsletter with a 'View/Download' button.
- PAR Documents:** Shows two document cards for 'Social Work (MA) Year 1 - First ...' and 'Social Work (MA) Year 2 - Final ...'. Each card includes a 'Placement 1' dropdown menu set to 'PARE Hospital - Test Ward' and a 'Download/View PDF' link.
- Practice Record of Attendance:** A section for tracking attendance at the 'PARE Hospital - Test Ward'. It shows the start date (4th Feb 2020), end date (18th Feb 2020), and total hours (0.0). A 'View Timesheet' button is available.
- Placement Details:** A note stating that if placement details are incorrect, users should contact the University of Manchester placement office.
- My Placements:** A section with a 'View My Placements' button.



## How do I navigate the system?

**PARE**  
Practice Assessment  
Record & Evaluation

DASHBOARD PAR EVALUATION NEWS HELP CONTACT US

Social Work (MA) Year 1 - First Placement [Social Work \(MA\) Year ... » Cover Page](#)

Student: **UoM Social Work Test Student** | University: **Demo**  
Download/View PDF Document Settings

Level of Study:

Student ID No: orig\_id:295023

Cohort: test

Student: UoM Social Work Test Student

Academic Advisor: Test HEI  
he134g5@onlinepare.net

Practice Link Tutor: Not Assigned

**MANCHESTER**  
1824  
The University of Manchester

Social Work (MA) Year 1 - First Placement

Page 1

[Next >>](#)

You can jump to specific pages via the contents button or work through page-by-page by clicking the next button.

**PARE**  
Practice Assessment  
Record & Evaluation

DASHBOARD PAR EVALUATION NEWS HELP CONTACT US

Social Work (MA) Year 1 - First Placement [Social Work \(MA\) Year ... » Contents](#)

Student: **UoM Social Work Test Student** | University: **Demo**  
First Placement | [📄](#)

Contents

| Page | Preview | Title   | Signatures |                  |                      |                           |
|------|---------|---|------------|------------------|----------------------|---------------------------|
|      |         |   | Student    | OSS/<br>Observer | Practice<br>Educator | Practice<br>Link<br>Tutor |
| 1    |         | Cover Page  |            |                  |                      |                           |
| 2    |         | Contents  |            |                  |                      |                           |
| 3    |         | Placement Student Declaration                                 | ✗          |                  |                      |                           |
| 4    |         | Statement of Confidentiality                                  | ✗          |                  | ✗                    |                           |
| 5    |         | Learning Agreement Meeting - Personnel Details                |            |                  |                      |                           |
| 6    |         | Learning Agreement Meeting - Placement Learning Opportunities |            |                  |                      |                           |
| 7    |         | Learning Agreement Meeting - Needs of the Student             |            |                  |                      |                           |
| 8    |         | Learning Agreement Meeting - Practical Arrangements           |            |                  |                      |                           |
| 9    |         | Learning Agreement Meeting - Arrangements For Induction       |            |                  |                      |                           |
| 10   |         | Learning Agreement Meeting - Supervision and Placement Dates  | ✗          | ✗                | ✗                    | ✗                         |
| 11   |         | Interim Placement Assessment Report - Section 1               |            |                  |                      |                           |
| 12   |         | Interim Placement Assessment Report - Section 2               |            |                  |                      |                           |
| 13   |         | Interim Placement Assessment Report - Section 3               | ✗          | ✗                | ✗                    | ✗                         |
| 14   |         | Direct Observation Report 1 - Section 1                       | ✗          |                  |                      |                           |

The contents page allows you to clearly identify the section you require. It also alerts you to sections of the portfolio that require completion via crosses and ticks in the signature columns.

### ***Can I print off the forms to use in my meetings?***

Yes, there is a print button on the top, right of each page. You can also save the PDF version of each form from this button

Social Work (Step Up) Year 2 - Final Placement

Social Work (Step Up) ... » Interim Placement Asse...

Student: David Jones - de

Print or download page in PDF format. Your browser must have pop-ups enabled.

Interim Placement Assessment Report - Section 3

Final Placement | History

Page Locked | **Unlock Page**

To be completed at the Interim Review Meeting

**3.1 Has the Tutor Seen**

|                                  |                      |
|----------------------------------|----------------------|
| Direct Observation               | <input type="text"/> |
| Sample Entry of Reflective Diary | <input type="text"/> |
| Sample Supervision Notes         | <input type="text"/> |

Help  
Contents  
Discussion  
Timesheet  
Other Documents

### ***Students - I am completing my learning agreement form on the computer during the meeting. Can anyone else sign the document whilst I am logged in?***

Other people can sign forms whilst the student is logged in. In the signatures box, click on the green pen next to 'unsigned'. This will bring a pop-up box that asks for the OSS/PE's email address and password. The system will verify they have an account in the online system and allow them to sign.

If they are not already in the system, the person's name and telephone number can be entered instead.

### ***Why am I no longer able to amend a form I have been working on?***

It is most likely the form has been signed by someone else which locks the form. You can undo this by clicking 'unlock' on the top right of the signatures page for that form. This will remove the signatures and you should be able to amend the form again.

This process can be completed by anyone.

If your problem persists, contact [online.pare@manchester.ac.uk](mailto:online.pare@manchester.ac.uk)

**Tip: Do not sign off a form until everyone agrees it is complete**

Student: David Jones - demo | University: University of Salford

Interim Placement Assessment Report - Section 3

Final Placement | History

Page Locked [Unlock Page](#)

To be completed at the Interim Review Meeting

**3.1 Has the Tutor Seen**

|                                  |                      |
|----------------------------------|----------------------|
| Direct Observation               | <input type="text"/> |
| Sample Entry of Reflective Diary | <input type="text"/> |
| Sample Supervision Notes         | <input type="text"/> |

**3.2 Progress Report**

Help Contents Discussion Timesheet Other Documents

### How do I know when a page has been unsigned?

In the top right of each page, there is a book icon – this is the history log. When you click the icon it shows you a log of any updates to that particular page of the portfolio. Everything which has been saved and any signatures that are added / removed will be shown in a timeline.

PARE Practice Assessment Record & Evaluation

DASHBOARD ASSESSMENTS USERS REPORTS HELP CONTACT US

Social Work Final Placement

Student: David Jones - demo | University of Salford

Placement Student Declaration

By submitting this portfolio I declare that:

- This work is my own
- The work of others used in its completion has been duly acknowledged
- Experimental or investigative results have not been falsified
- I have read and understood the University Policy on the Conduct of Assessed Work (Academic Misconduct).

It is the student's responsibility to be aware of this policy and procedure

Final Placement | History

Help Contents Discussion Timesheet

### Why can I not see my full name when I sign a document, but I can see everyone else's?

This is the same for everybody. All other parties can see your name displayed once documents have been signed off.

Unfortunately, there is currently no facility to add your personal signature.

***What happens if the Practice Educator or Onsite Supervisor changes during a placement?***

If this changes, please email [online.pare@manchester.ac.uk](mailto:online.pare@manchester.ac.uk)

Please provide the full name and email address of the new PE/OSS. We will link them to the student's document.

***What happens if someone other than the Practice Educator completes a direct observation?***

We can add them to the student's portfolio temporarily. Please contact [online.pare@manchester.ac.uk](mailto:online.pare@manchester.ac.uk) to request this, providing their full name and email address.

***What is the 'discussion' tab for?***

This is where all those involved in the placement can contact each other, keeping conversations within the system.

***Can I upload documents to PARE?***

You can – the upload button is made clear where this is possible.

***Students - My PE/OSS has not got access to the portfolio yet and I have started placement. What do I do?***

Contact [online.pare@manchester.ac.uk](mailto:online.pare@manchester.ac.uk) and let us know the full name and email address of the person missing from your portfolio. We use the information provided by you to upload people to the system, so please make sure the information you give us is accurate to prevent delays – the wrong email address means no access to your portfolio!

## Section 4 – Timesheet

### Student - *How do I use the timesheet?*

This is what the timesheet looks like. The day types should be used as follows

- Practice = Placement day
- Planned leave = Skills day, study day or any agreed leave from placement
- Absent = Did not attend placement
- Sick = Illness
- Recall day

**Tip:** You can also use the notes feature to provide further detail or explain patterns of work

Placement DetailsHistory | Settings

Student name: David Jones - demo

Cohort: Placement demo

University: University of Salford

Module No:

Placement: Social Work Agency

Date: 18/01/2019 → 31/08/2019

Total days on placement: 1

Download timesheet as PDF

Information:

Should you attend a spoke placement, please record your hours in this timesheet. Select **P (Practice)** as the day type and add a note to the week including the day(s) you were on the spoke placement.

Day Types:

P (Practice), PL (Planned Leave), A (Absent), S (Sick)

1

Week Commencing: 14/01/2019

Total Days: 1

Day Type

Start

End

Hours

| Mon   | Tues | Wed | Thur | Fri | Sat | Sun |
|-------|------|-----|------|-----|-----|-----|
| P     |      |     |      |     |     |     |
| 9:00  |      |     |      |     |     |     |
| 16:30 |      |     |      |     |     |     |
| 7.00  |      |     |      |     |     |     |

Practice Educator Signature:

Unsigned

Date Signed:

Unsigned

Add/Edit Note

Add Week

Discard

Save

**Students - *Why has the timesheet not logged my hours properly?***

Ensure you have entered start and end times correctly and that you have manually selected the 'total hours' box. If a calculation of your total hours does not appear, this will not be recorded as a day worked.

***Tip: Remember to take off your lunch break***

**Students - *Can I keep a record of my timesheet for my personal use?***

The timesheet can be downloaded as a PDF from the 'Placement Details' box at the top of the webpage.

**Students - *Why can my Practice Educator not sign off my timesheet at the bottom of the page?***

Check they have signed off each individual week and that you have completed 70 or 100 full days on placement.

Contact [online.pare@manchester.ac.uk](mailto:online.pare@manchester.ac.uk) if the problem persists.

**Student - *Can Onsite Supervisors sign off my timesheet instead of PEs?***

Yes your Onsite Supervisor can sign off your timesheet, as well as your Practice Educator. The PE signature is the only one that is labelled because the timesheet is ultimately the PE's responsibility.

## Section 5 - After placement

### Student - *What happens to my portfolio at the end of my placement?*

When your portfolio is complete, it will lock down 2 weeks after your cohort end date (31<sup>st</sup> August) so that no further changes can be made. If your portfolio remains incomplete, it will still lockdown automatically after 6 weeks.

If you do need to make changes after your end date, try to do this in the 6-week window before lockdown.

If you need to make a change after this time, contact [online.pare@manchester.ac.uk](mailto:online.pare@manchester.ac.uk)

### Student - *Can I get a copy of my portfolio?*

Yes, you can download your full portfolio from the front page when your portfolio has locked down and is read-only. You can also download/print each form whilst on placement.

You can also contact [online.pare@manchester.ac.uk](mailto:online.pare@manchester.ac.uk) and ask us to send you a copy.

Social Work      Year 2 - Final Placement      Social Work      » Cover Page

Student: David Jones - demo | University: [Download/View PDF] [Document Settings]

Personal Tutor: [dropdown] [Save]

Student name: David Jones - demo

Student ID: 12345

Cohort: P2SU 1819

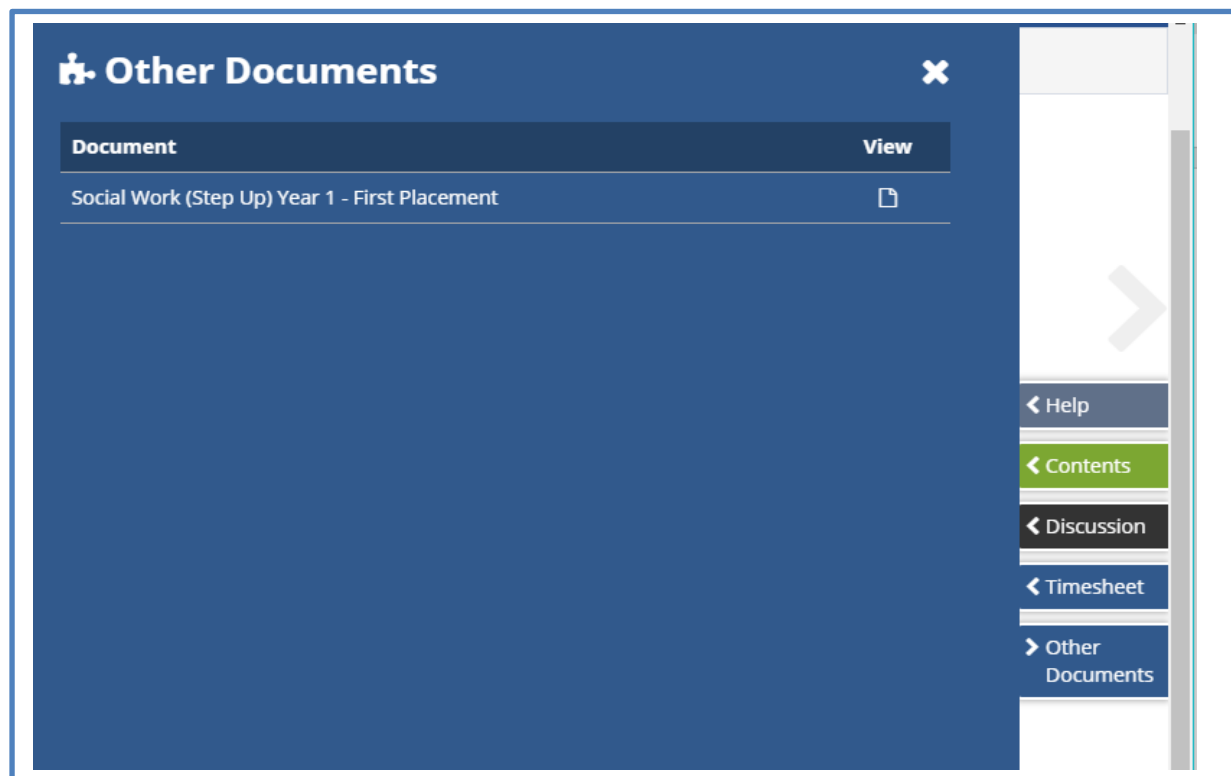
**MANCHESTER**  
1824  
The University of Manchester

**Practice Learning:  
Final Placement Portfolio**

**Students – *How does the placement setting for my final placement see my Practice Educator report from my first placement?***

The Placements Team will download a PDF of your PE report from your first placement and send this to the relevant contacts at your prospective placement.

Once your placement is confirmed and your final placement has been set up on PARE, those involved in your final placement will have access to your first placement portfolio in full. This can be accessed via the 'Other Documents' button as shown below.





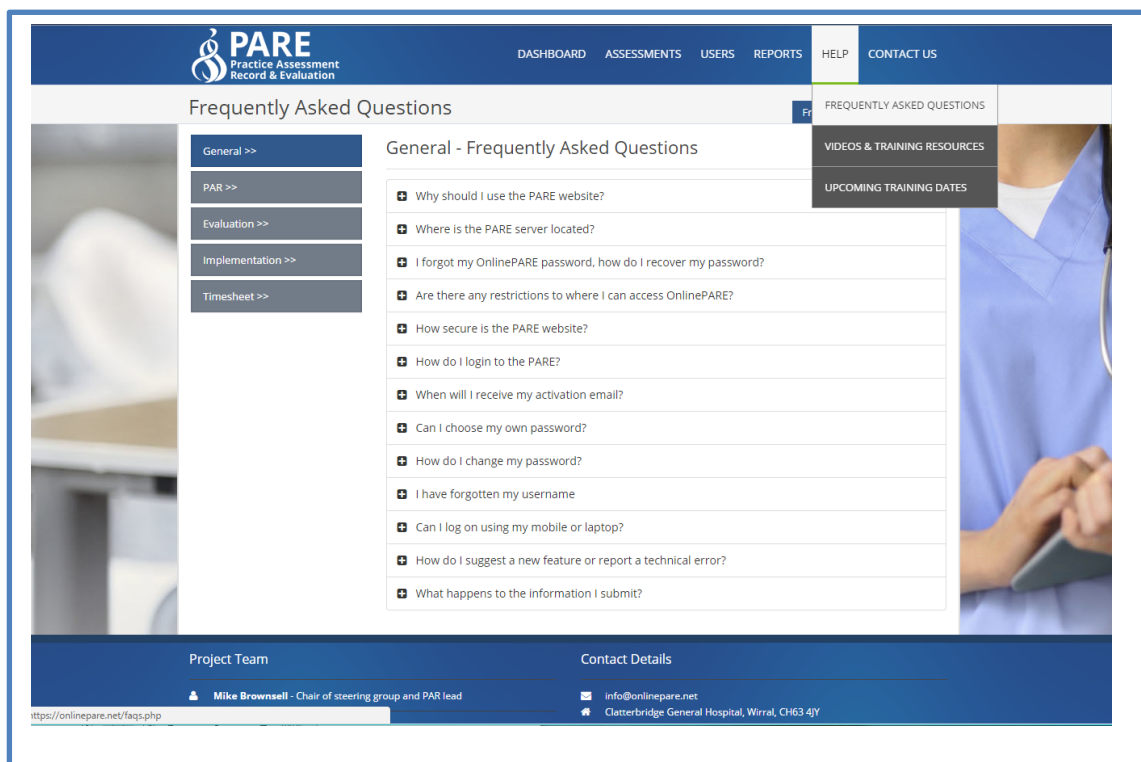
## Section 6 - Support available to you

### PARE Online – Training

Further training materials can be accessed through PARE. The training demo videos and a list of frequently asked questions can be accessed through the 'help' tab at the top right of the homepage screen or using the links below -

Demo videos - <http://demo.onlinepare.net/training-resources.php>

FAQ - <http://demo.onlinepare.net/faqs.php>



The PARE team cannot advise on assessment matters or student specific issues. This should be addressed via the usual support networks – peers, colleagues, Practice Educator, university).

Although every effort has been made to ensure that organisations are aware of PARE and the [www.onlinepare.net](http://www.onlinepare.net) domain name, some sites may still need to 'whitelist' the site in order to prevent your browser from blocking what your organisation security protocols might consider to be a third party site. If you have some concerns about this, please contact your IT department and the Online PARE helpline for further advice.