



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

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

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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 -

**Activate Your OnlinePARE Account**  
OnlinePARE <[do\\_not\\_reply@onlinepare.net](mailto:do_not_reply@onlinepare.net)>  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.  
Sent: Tue 20/12/2016 16:25  
To: Placements-CHSSC

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Hi John,

You are receiving this email because you have been enrolled by your Trust/Organisation in the Online Practice Assessment Record and Evaluations (PARE) tool. This is an initiative funded by NHS - Health Education England.

OnlinePARE.net is an online system for capturing student placement feedback and recording their practice assessment record.

You were added by Abigail SW PEF ([salfordswpef2@salford.ac.uk](mailto:salfordswpef2@salford.ac.uk)). If you have any queries relating to the OnlinePARE system, please contact them directly.

Please click on the link below to create your password and access your account.

[activate your account](#)

Regards

The OnlinePare Team  
..

**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 -

**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?***

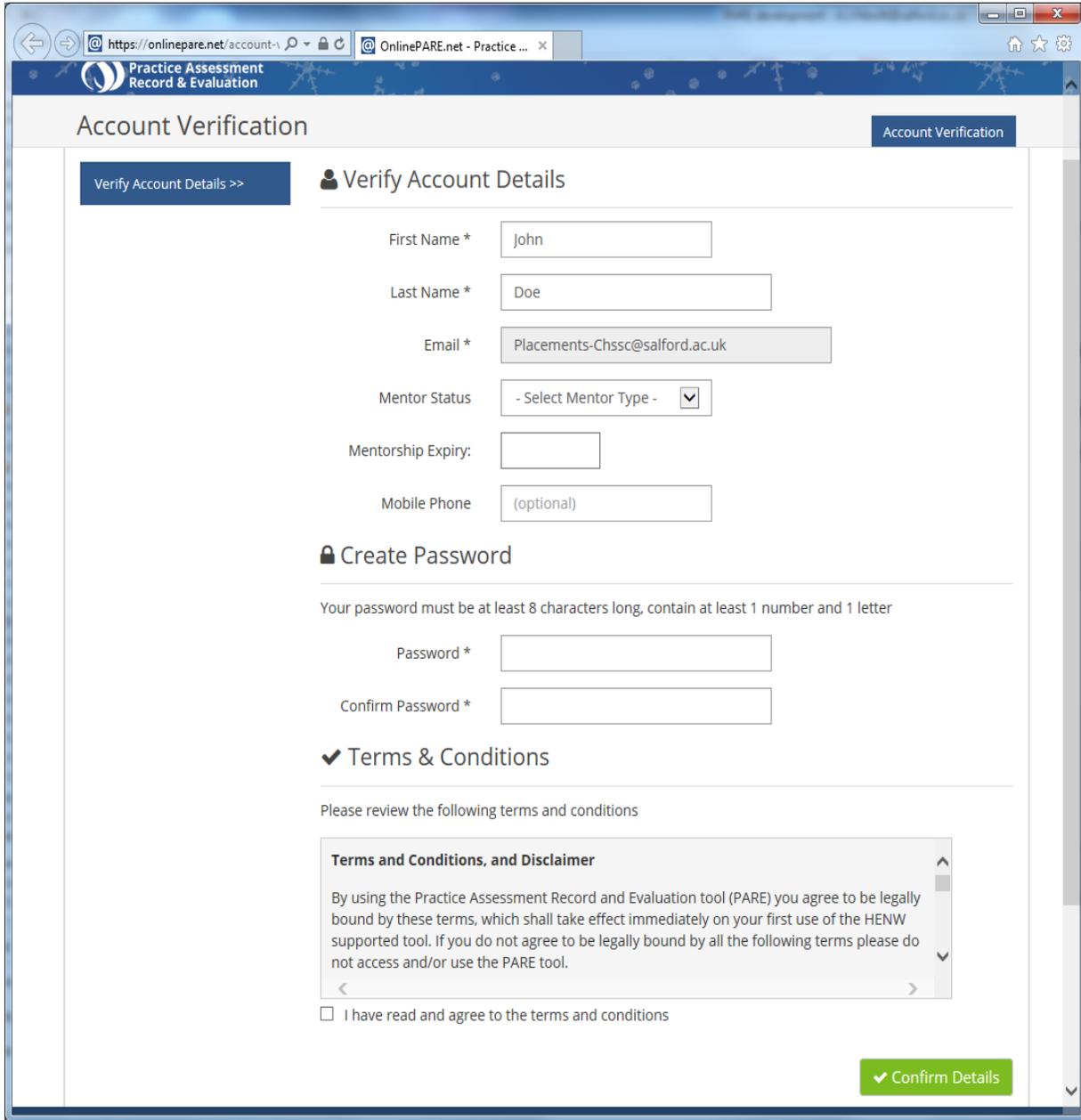
Completing this information is optional.

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 –



***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

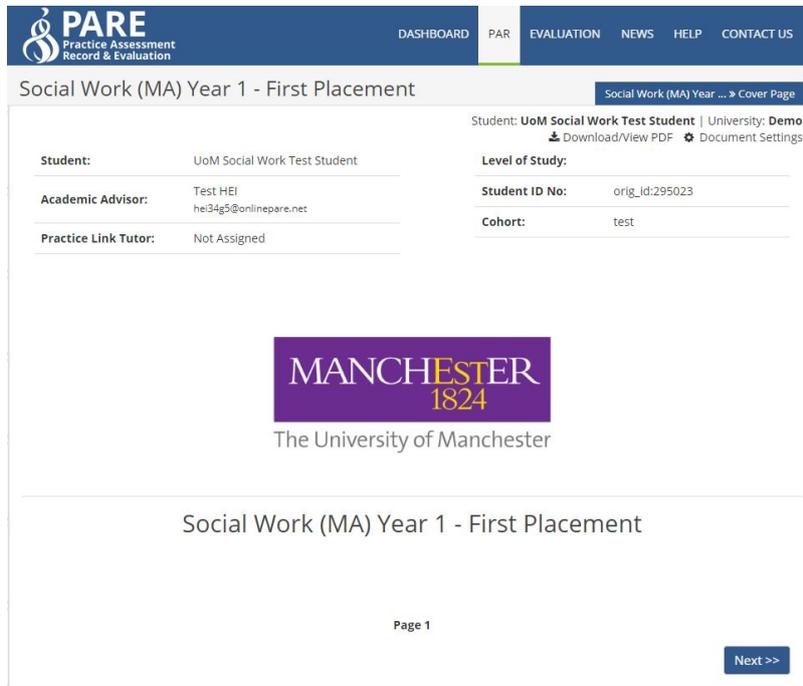
***How do I open my portfolio?***

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 menu items: DASHBOARD, PAR, EVALUATION, NEWS, HELP, and CONTACT US. The main content area is titled 'Dashboard' and contains several sections:

- My Profile:** Shows the user's name as 'UoM Social Work Test Student' and email as '50916434110@onlinepare.net'. A 'View Profile' button is present.
- OnlinePARE Newsletter:** Promotes the 'March 2019 Newsletter' with a 'View/Download' button.
- PAR Documents:** Displays two documents: 'Social Work (MA) Year 1 - First ...' and 'Social Work (MA) Year 2 - Final ...'. Each document has a 'Placement 1' dropdown set to 'PARE Hospital - Test Ward' and a 'Download/View PDF' link.
- Practice Record of Attendance:** Shows the current placement as 'PARE Hospital - Test Ward'. It lists the start date as '4th Feb 2020', the end date as '18th Feb 2020', and 'Total Hours' as '0.0'. A 'View Timesheet' button is available.
- Placement Details:** A note stating: 'If any of your placement details are incorrect, please contact the University of Manchester placement office'.
- My Placements:** 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](#)

**Student:** UoM Social Work Test Student  
**Academic Advisor:** Test HEI  
 hei34g5@onlinepare.net  
**Practice Link Tutor:** Not Assigned

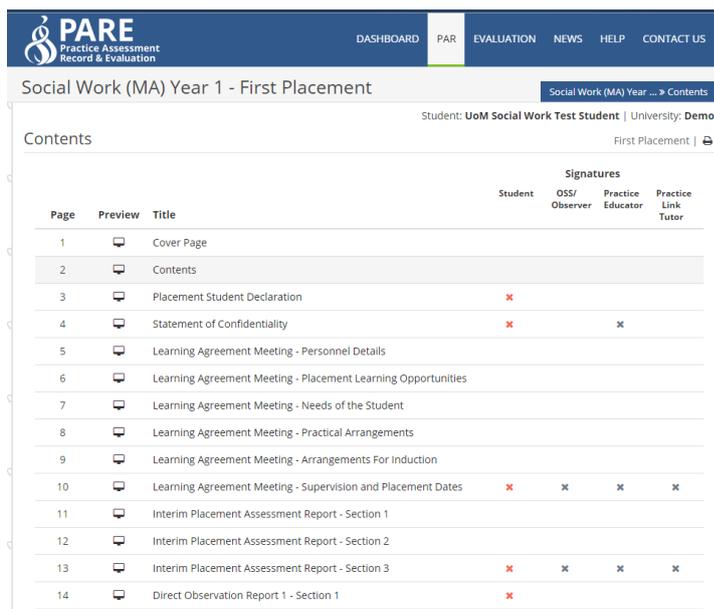
**Level of Study:**  
**Student ID No:** orig\_id:295023  
**Cohort:** test

  
 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 | [🔒](#)

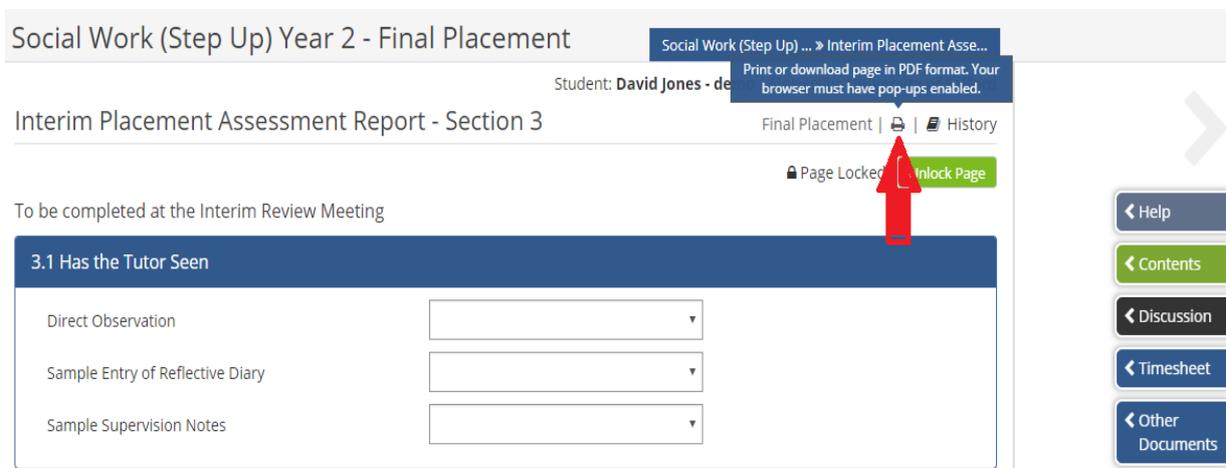
Contents

Page	Preview	Title	Signatures			
			Student	OSS/ Observer	Practice Educator	Practice Link Tutor
1		Cover Page				
2		Contents				
3		Placement Student Declaration	x			
4		Statement of Confidentiality	x		x	
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	x	x	x	x
11		Interim Placement Assessment Report - Section 1				
12		Interim Placement Assessment Report - Section 2				
13		Interim Placement Assessment Report - Section 3	x	x	x	x
14		Direct Observation Report 1 - Section 1	x			

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



**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**

**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.

**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 Details History | Settings

<b>Student name:</b> David Jones - demo	<b>Cohort:</b> Placement demo
<b>University:</b> University of Salford	<b>Module No:</b>
<b>Placement:</b> Social Work Agency	<b>Date:</b> 18/01/2019 → 31/08/2019
<b>Total days on placement:</b> 1	<a href="#">Download timesheet as PDF</a>

**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 \(Sick\)](#)

		Mon	Tues	Wed	Thur	Fri	Sat	Sun
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>1</b>  <b>Week Commencing:</b>            14/01/2019         </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>Total Days:</b> 1         </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Day Type</b>            P         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Start</b>            9:00         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>End</b>            16:30         </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>Hours</b>            7.00         </div>	P						

**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.

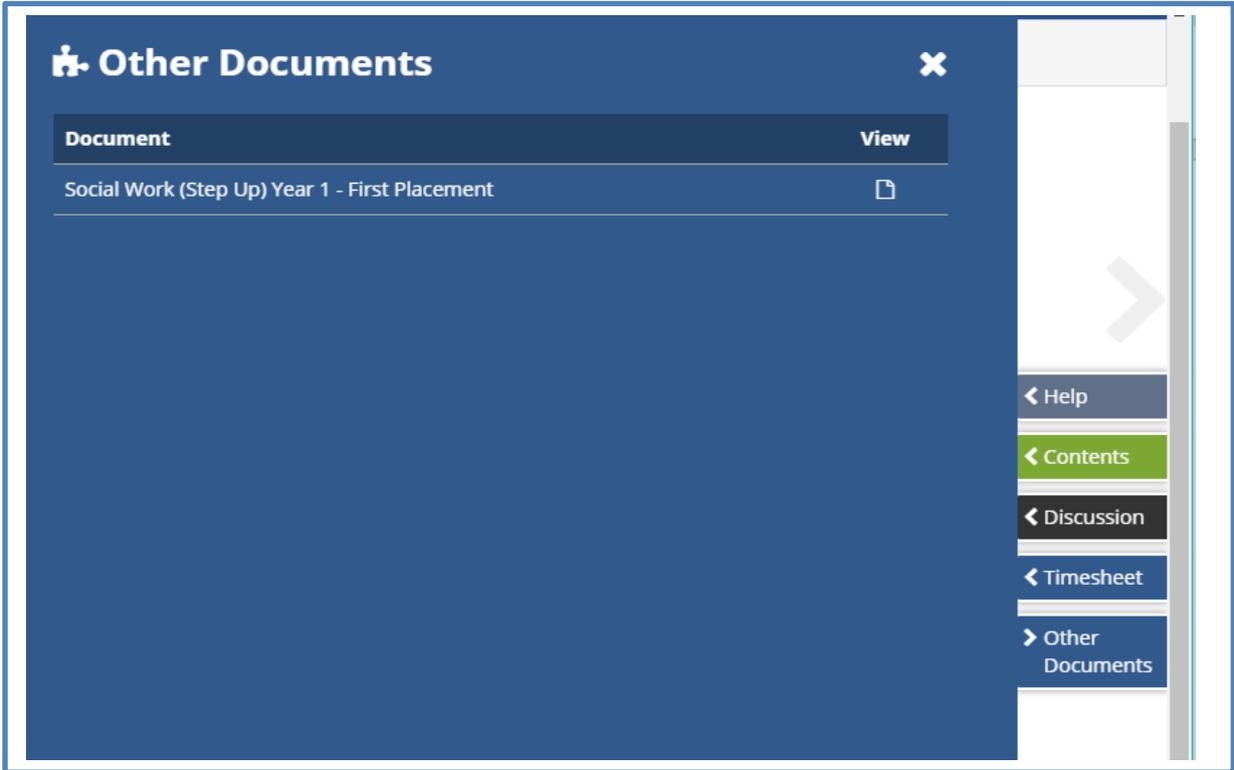
You can also contact [online.pare@manchester.ac.uk](mailto:online.pare@manchester.ac.uk) and ask us to send you a copy.

Screenshot of the University of Manchester Practice Learning: Final Placement Portfolio interface. The page shows a student profile for David Jones - demo, with fields for Student name, Student ID (12345), and Cohort (P2SU 1819). A red arrow points to the Student ID field. The page also features the University of Manchester logo and the text '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 screenshot shows the PARE website interface. At the top, there is a navigation bar with the PARE logo (Practice Assessment Record & Evaluation) and menu items: DASHBOARD, ASSESSMENTS, USERS, REPORTS, HELP, and CONTACT US. Below the navigation bar, the page title is 'Frequently Asked Questions'. On the left side, there is a sidebar with a 'General >>' button and other category buttons: PAR >>, Evaluation >>, Implementation >>, and Timesheet >>. The main content area is titled 'General - Frequently Asked Questions' and contains a list of questions, each with a plus icon to its left. The questions are: 'Why should I use the PARE website?', 'Where is the PARE server located?', 'I forgot my OnlinePARE password, how do I recover my password?', 'Are there any restrictions to where I can access OnlinePARE?', 'How secure is the PARE website?', 'How do I login to the PARE?', 'When will I receive my activation email?', 'Can I choose my own password?', 'How do I change my password?', 'I have forgotten my username', 'Can I log on using my mobile or laptop?', 'How do I suggest a new feature or report a technical error?', and 'What happens to the information I submit?'. On the right side of the page, there is a vertical menu with three items: 'FREQUENTLY ASKED QUESTIONS', 'VIDEOS & TRAINING RESOURCES', and 'UPCOMING TRAINING DATES'. At the bottom of the page, there is a footer with 'Project Team' and 'Contact Details' sections. The Project Team section lists 'Mike Brownell - Chair of steering group and PAR lead'. The Contact Details section lists 'info@onlinepare.net' and 'Clatterbridge General Hospital, Wirral, CH63 4JY'. A URL 'https://onlinepare.net/faqs.php' is visible in the bottom left corner.

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.