



Guide to the submission of programme information
for the Commissioning Toolkit of Parenting Programmes



The parenting academy is committed to realising its vision that all parents who need it should be able to access high quality support from trained practitioners capable of helping them to raise their children to be happy, healthy, safe, ready to learn and to make a positive contribution to the community, and to achieve economic wellbeing.

The Commissioning Toolkit has been developed to reflect this vision and was launched by the parenting academy in December 2008. Developers are invited to submit information relating to their programmes using the **Programme Submission Form** which has been designed to reflect the criteria outlined in the parenting academy's **Parenting Programme Evaluation Tool (PPET)**. For more background information on the development of the PPET and the Toolkit database please read the supporting information on the website parentingacademy.org

The programme evaluation process

- Step 1: Programme developers complete the Programme Submission Form to describe their programme in detail, and complete a self-evaluation of the quality of their programme with reference to the criteria set by the PPET. Self-evaluated quality ratings will be published alongside information about the programmes on the Commissioning Toolkit.
- Step 2: Three parenting academy staff will evaluate the quality of the programme/approach using any programme materials, resources and supporting documentation provided by the programme developer. They will conduct their evaluations independently and a consensus rating is reached at a panel meeting which is attended by all staff evaluating the programmes. All staff have received extensive training before commencing the evaluations of programmes or approaches to ensure their proficiency in completing the task.

Resources which programme developers may need to complete the form

- Any programme/approach materials – practitioner manual or instructions, parent handouts, training manuals. **However, please note: do not send any materials to the parenting academy until requested.**
- Outcome evaluation information – raw data, reports, published articles.
- A copy of the PPET and a copy of these instructions at hand.

Submitting programme information – what you need to know

- The submission form expands the overarching question for each element to enable programme developers to describe their programme accurately. This information will then be used to populate the Toolkit database, assist programme developers to self-evaluate accurately the quality of their programme, and inform the parenting academy's evaluation of the self-evaluated quality ratings.
- The PPET enables the evaluation of programmes/approaches for working with parents. Training programmes for practitioners need to relate directly to a particular parenting programme or approach if they are to be included on the Toolkit at this stage. (The parenting academy is considering how best to collate and disseminate information about practitioner training courses which are unrelated to specific programmes).
- The PPET and the submission form may require some programme developers to reflect on their programme/approach in new ways. It is hoped that the completion of the submission form will support the further development of programmes and approaches that are yet to benefit from larger scale development and evaluation support.
- When evaluating the self-evaluated quality ratings, the programme evaluation team will consider the extent to which the programme achieves the stated outcomes for parents and their children, using the information and evidence supplied. Programme developers need to be robust and self-critical in their own evaluation as they complete their submissions to ensure consistency of responses across categories. This will increase the likelihood of a match between self-evaluated and Academy evaluated quality ratings.
- The intent of each element is described at the beginning of each of the relevant sections of the form. The element categories and descriptors are comprehensive, based on knowledge derived from international standards of best practice and from a number of in-depth locally conducted review articles. Some descriptive information will also be necessary and can be submitted in the free-text boxes provided.

Guidance on using the Programme Submission Form

Creating a user account

In order to submit a programme to the Toolkit you need to create a user account for yourself (or a group developer account on behalf of your organisation if there is joint authorship of programmes and more than one person is likely to need to access programme submissions). Once you have registered you will be able to access your account, view and edit details of programme submissions you have already created and send communications to the parenting academy's programme evaluation team.

Individual registration

To register as an individual user, highlight **individual developer registration** and click **proceed** after checking the **terms and conditions box**. You will then be asked to complete a form which includes some mandatory fields. Once you have saved the form you will receive an automatic email (to the address you specified in the work email box) informing you of your username and password which you can then use to login to your account.

If you wish to change the password supplied to a more meaningful one you can do so easily by clicking and completing the **change password** form.

Group registration

If you wish to set up a **group developer** account so that other people in your organisation can submit and edit forms relating to your programme(s) one member of the organisation needs to create a group account and set themselves up as the account's administrator. You can then login as **administrator** and add or delete other organisational users via the **manage users** function.

Creating a new programme

To bring up a blank submission form click on the **new programme** option and enter the programme title. Clicking on **create** takes you to the first screen of the form.

Editing an existing programme

If you have already registered you will see any previously created programme submission forms in your account and their status(es) – clicking on the programme title will open the form for that programme. It is only possible to edit details in programmes which have not yet been submitted to the parenting academy.

Form format

The online form is organised with an **initial programme details** screen with four main sections (reflecting the PPET Elements) with sub-sections underneath which you can see in the left-hand menu.

It is advisable to move through the form in a linear fashion, completing each section in the order it appears and using the **previous** and **next** buttons at the end of each screen. You can come back to a section and edit/change an entry later if you need to, although the form will not let you move on if you have not completed the mandatory sections.

Saving the form

The form will automatically be saved as you are progressing through it, however, there is also a **save now** option at the top right of each screen. Once your form has been saved – and not yet completed and submitted – you will be able to re-open and complete it by clicking on the programme title in your account listing of existing programmes.

Checking and submitting your completed form

Once submitted to the parenting academy the form becomes read-only and cannot be amended. It is important that one you have completed all the sections you use the **export to PDF** facility on the final screen to download a copy of your form to your PC and check your responses to the questions.

Please note that printing the PDF will produce a long document of around 25 pages.

Once you are satisfied with the content of your completed form, click **submit form** using the button at the end of the form. The programme(s) listing in your user account will show the date you originally created your submission form and the date which it was submitted to the parenting academy.

Receipt of your submission will generate an automatic email response.

When the parenting academy is ready to begin the evaluation process for your programme(s) you will be contacted and asked to submit programme materials and any relevant outcome evaluations.

Please be aware that it may be some time before your programme is evaluated by the parenting academy.

Helpful tips

The submission form provides several different options to facilitate quick and simple completion.

Further explanations and helpful tips open in a pop-up window when you click on the green question mark button.

Please note that once a tooltip is opened for reading you need to ensure that you have closed it (using the red cross in the top right of the box) before moving on.

If you do not close the window subsequent tooltips will not pop up.

Terms or phrases in blue have been defined in the glossary.

Moving your mouse over these highlighted terms brings up a text box containing the glossary definition. The full glossary can also be viewed using the link in the left-hand menu.

There are some sections of the form which require **mandatory** completion, for example, the **name of the programme/approach** in the programme details screen.

For some questions or sections, you will be required to select a response from a drop-down menu.

Selecting an option from a drop-down menu

Drop-down fields are indicated by a box adjacent to the question headed:

Please Select

To select an item from the drop-down listing. Click on the arrow on the right-hand side of the box to open and then use your mouse to highlight and click on your choice.

Please note, that with the drop-down boxes only one option can be selected

Selecting a bulleted option

For example:

1ai) What are the characteristics of PARENTS that participate in the programme/approach?

The programme/approach is considered suitable for any parent (with any child characteristics) (i.e. there are no restrictions on the types of parents that can participate in the programme/approach).

To select the bullet, locate your cursor over the bullet using your computer mouse and click. A green dot will appear in the bullet. If you tick a bullet and then wish to cancel your choice repeating the action will remove the tick.

With some questions it is possible to tick multiple choices and with others the form will allow only one selection to be ticked.

The **ratings** section at the end of the form requires a choice to be made from a bulleted list offering five options from 4-0.

Only **ONE** bullet may be selected for each of the ratings questions.

Type in a short “free text” response.

For these questions, you will be able to enter information in an empty textbox adjacent to a question. The text you enter is subject to a **word limit** which is indicated next to the box. In most cases this is either 10 or 20 words although the programme summary text (see below) can be longer.

However, please note that the free text boxes will allow you to carry on typing – if you have exceeded the word limit a message will appear when you try to move to the next screen and you will need to amend the amount you have written.

Use several of the above options. In some cases, you will be required to check a box and then select from a drop-down field. Please follow the applicable instructions above.

Creation of programme abstract

A programme abstract will be created in the Toolkit database by combining information contained in the submission form and in the **additional information** section after Element 4.

The programme abstract will appear at the top of the record for a programme when this information is subsequently displayed on the Toolkit. The parenting academy reserves the right to amend information supplied in the Additional Information field (see Terms and Conditions).

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