ISBL Self-Assessment Tool Guide and Frequently Asked Questions (FAQs)

About the ISBL self-assessment tool

1.   What is the purpose of the ISBL self-assessment tool?

The purpose of the self-assessment is to consider your experience across the various discipline areas of the ISBL Professional Standards. This can be used for diagnostic and accreditation purposes, as well as for performance management and to identify potential professional development needs. The report is personal to yourself and will not be used by ISBL or any other party to form judgements.

2.   How does the ISBL self-assessment work?

The self-assessment is a diagnostic tool that allows you to assess your current experiences in relation to the tasks and responsibilities set out within the ISBL Professional Standards. The self-assessment is split into the six discipline areas, with Operational Leadership being the core discipline (and therefore mandatory). If you have not done so already, please view our Standards on the ISBL website or else create an account and download a PDF copy by clicking here.

On completion of the self-assessment, you will be provided with a report that summarises where you are currently in relation to each discipline area, identifies your overall practitioner level, and can be used to assess your progress on an annual basis.

Completing the ISBL self-assessment

3.   How do I access the ISBL self-assessment tool?

Only members are given access to the self-assessment tool. Firstly, visit the ISBL webpage: www.isbl.org.uk/self-assessment-and-accreditation and request access to the self-assessment tool by completing the online form. You should be sent an access link to the tool via email within 7 days of request.

Once you have clicked on the self-assessment link in your email, you will be taken to the 'Personal Details' introductory page. Once you have read the introductory information, then complete your personal details and select 'Next>'.

On pressing 'Next>', you will be taken to the Operational Leadership section; however, at this point, you will also automatically receive an email containing a Unique Access Link (UAL):
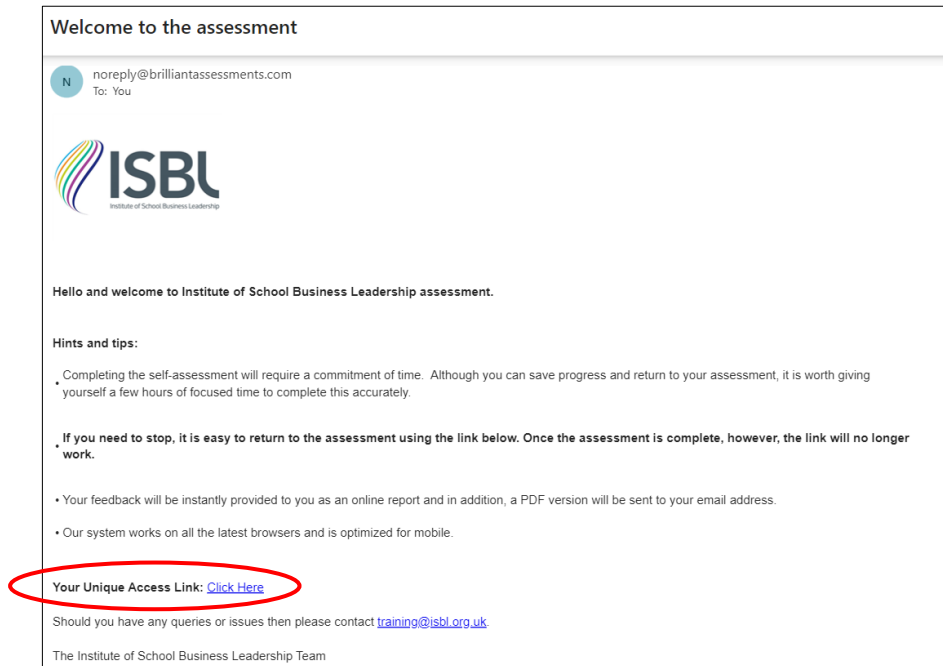
You can use this link to return to your self-assessment at any point (other than once you have finished the assessment – see question 11 below).

### 4. What if I don't receive my Unique Access Link (UAL) by email?

Usually, a welcome email will be sent within 10 minutes of you submitting your personal details. If you haven't received this email within an hour, carry out the following steps:

1. Check that your email address has been correctly entered on the personal details page. If not, then update and press 'Next>' again at the bottom of this page.

2. Check your email junk/spam folder to check that it hasn't been moved there (bear in mind that the email comes from 'Brilliant Assessment', not ISBL).

3. You may want to try an alternative email address to see if this works.

4. If it still hasn't been received, email accreditation@isbl.org.uk, and we will request this to be resent or investigate this further for you.

5. How do I complete the self-assessment questions?

Start by completing the Operational Leadership section that opens initially as this is mandatory and must be completed in full.

The responses for each self-assessment question are taken directly from the professional standards and ordered from the first option being at Foundation practitioner level to the final option being at Strategic practitioner level, as shown below:
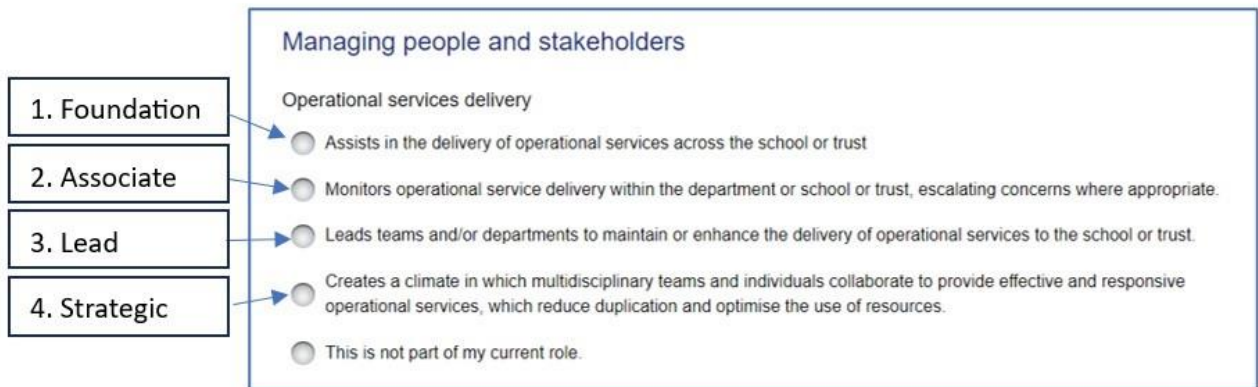
As you complete each diagnostic, please select the option that you believe best represents your current level of experience or responsibility. Once you complete each section, simply click 'Next>' at the bottom of each page to navigate to the next section or else you can use the navigation menu in the top left to move to specific discipline areas.
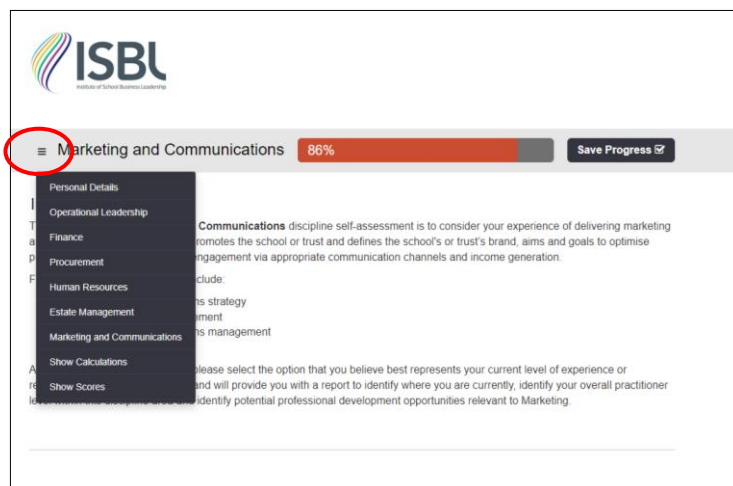
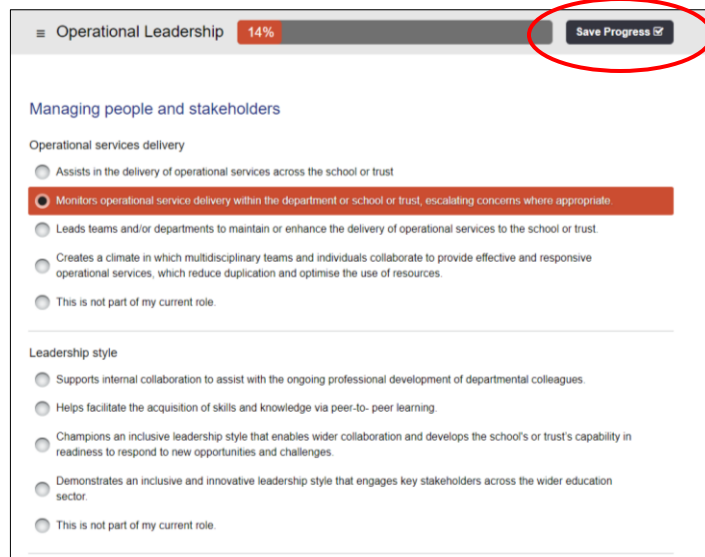**6.   Do I have to complete all the sections of the self-assessment?**

No, the only section of the self-assessment that is mandatory is Operational Leadership since this is a core discipline area and central to all of those involved in school or trust operations.

Although we would encourage practitioners to complete all sections, we appreciate that not all will be relevant for all job roles. For example, an HR director may only be responsible for the Human Resources function and therefore Operational Leadership and Human Resources may be the only two sections completed. However, it is always worth considering whether experiences can be built up in any other areas for future professional development (for example, you may want to increase your knowledge around Estate Management).

Please be aware that if you do not complete all sections of the self-assessment, there will be blank sections in your final report (see question 17 below to resolve this).

7.   Can I save my progress and return to the self-assessment at a later point?

Yes, you can save your progress at any point during the completion of the self-assessment by clicking the 'Save Progress' button as below:

Once you have pressed save, you can close the browser down and return to your self-assessment at a later point by clicking the UAL in your welcome email.

Important note: Do not press 'Finish>' on the final page until you have fully completed the self-assessment as once you click this, you cannot return to your response.

8.   How is the self-assessment calculated?

Points per question are allocated and average scores calculated on the following basis:

Practitioner level	Score per question	Maximum average score
Foundation	1 point	1.48
Associate	2 points	2.48
Lead	3 points	3.48
Strategic	4 points	4.00
Not currently undertaking	Does not count in scoring	Does not count in scoring

Full details on how the scores are calculated and practitioner levels allocated are detailed in the 'Personal Details' section of the self-assessment tool as well as on page 2 of the final report.

9. Do I need to include supporting information?

No, the opportunity to detail supporting information at the end of each section is purely optional. You may want to complete this if you wish to add further context, evidence or information that would be especially useful as part of performance management processes.

10. How do I submit my self-assessment?

Once you have answered all the relevant questions, you will need to progress to the final page – 'Marketing and Communications' (even if you do not complete this section) and press 'Finish>' at the bottom. However, please read the response to question 11 before you do this.

11. Once I submit my response, can I return to amend it?

No, once you press 'Finish>', you are sent a PDF report and cannot return to your response. It is therefore important to make sure that all relevant sections have been answered and that you have completed the self-assessment as accurately as possible before you submit your response.

If, however, you have made a mistake or need to revise an answer, you can email accreditation@isbl.org.uk, and we can reissue your response for completion. At this point, you will receive another welcome email containing a UAL and can return to your previously completed assessment.

12. How do I access my self-assessment report?

Once you press 'Finish>', you will be taken to a final page that allows you to 'view your report', and this will then download. Please note that this may take a few minutes to complete and download. Your report will save directly on to your computer; however, if for whatever reason your report does not download and does not appear in your downloads file, then email accreditation@isbl.org.uk.

The self-assessment report

13. What if my details do not display properly on the front page?

If your personal details are not pulling through on to the front page correctly, please email accreditation@isbl.org.uk and explain the issue.

**14. Why does the date on the front page sometimes display as tomorrow's date?**

Unfortunately, due to formatting issues, the date on the front page occasionally displays as the following rather than the current date. This cannot be amended; we have had to structure the date in this way so that it doesn't display in an American format.

15. What do the scores mean?

You are given an average score across each of the discipline areas and overall. The score shown is your average points score (based on the scores detailed in question 8 above). Specific feedback is given based on the average points score and the practitioner level.
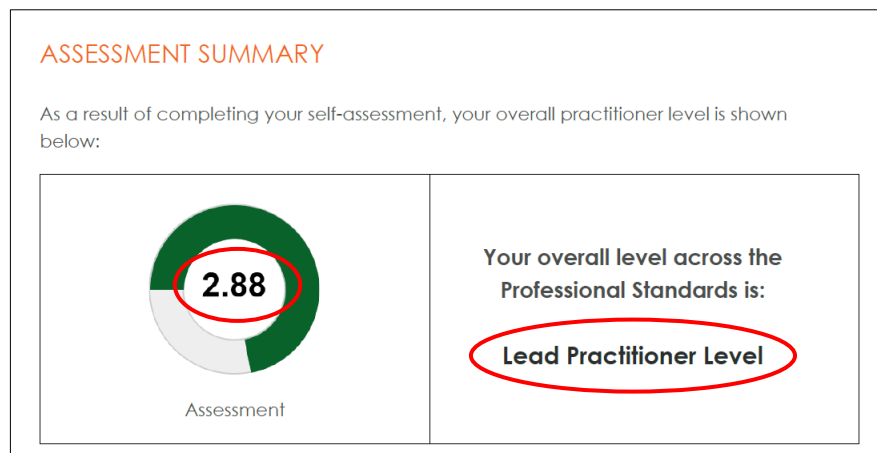
Average points achieved across each of the discipline areas are also displayed as a spider graph, allowing you to assess your relevant strengths and potential developmental areas in a simplistic visual format:
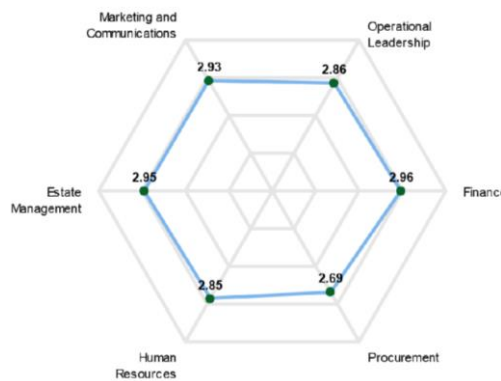
If several scores are not displayed on your spider graph, then please contact us.

16. What if I think there has been a miscalculation?

If you think that your level across the Professional Standards or any of the sections has been calculated incorrectly, then you can contact us to investigate. However, please make sure that you read the scoring guide on page 2 of your report to ensure that you fully understand how the scoring works (a similar explanation is also given at the beginning of the self-assessment tool).

If you still feel that a section has not been calculated correctly, then please email accreditation@isbl.org.uk and explain the issue.

17. Can I remove incomplete sections from my final report?

If you have not completed all six sections of the self-assessment, then blank pages will display in your report. Unfortunately, we cannot stop this from being produced in your final report; however, there are steps below that you can take to remove the blank pages from your final report:

1. Make a note of the page numbers that you wish to display.

2. In your PDF report, select print (or the printer image).

3. In 'Printer', select 'Adobe PDF', and in the pages section, enter the numbers of the pages that you wish to display as shown below.

4. Press 'Print', save your file, and a new PDF will open with the selected pages included.
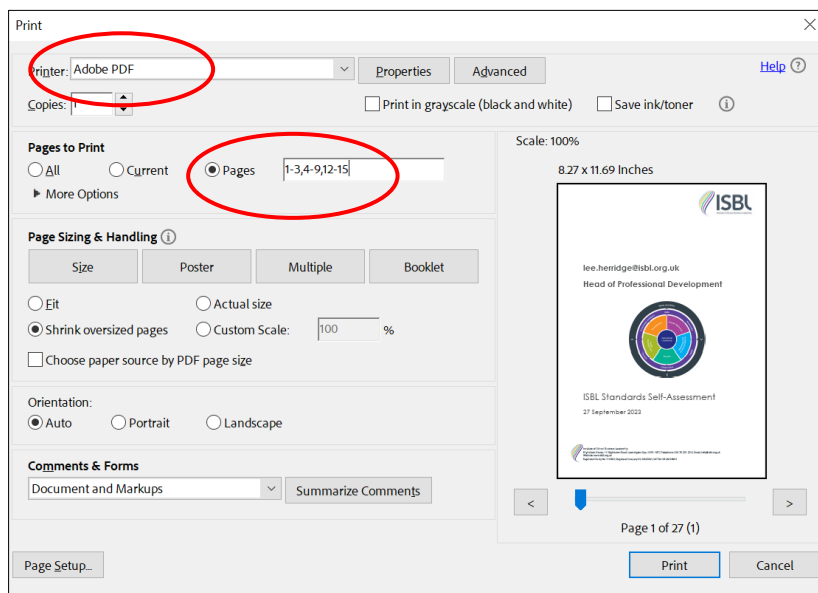
18. How are my areas for development identified on the final page of the report?

The areas for development section of the report pulls through all sections of the assessment where you have scored below your overall average score. For example, if you have scored 'Lead practitioner level' overall, then any sections where you have answered at Associate or Foundation level will display.

If no areas for development are displayed, then this is likely due to the fact that none of the answers given were below the average score. Also, be aware that any answers that you do not complete or answer as 'this is not part of my current role' will not pull through to the areas for development page either. If any sections pull through that shouldn't or fail to pull through, please email accreditation@isbl.org.uk, and we can investigate this.

19. How can I use my report as part of a performance management process?

Your self-assessment report is a really important tool that you can use to support performance management processes, either for your own appraisal or with any members of staff who you may line manage.

As an ISBL member, you can download the following resources to aid you with your performance management process:
- Performance management template and guide
- Personal development plan

Both documents are accessible from the following link: https://www.isbl.org.uk/employer-guidance-and-resources.

The most important part of any performance management process is the professional conversation that occurs between the line manager and the staff member. The self-assessment report should therefore be used as the basis for this conversation to occur, and the supporting documentation can be used to aid this in a structured manner to allow you to set specific targets and priorities and identify professional development needs.

20. How can I use my report to apply for formal accreditation?

If you are an **individual member** of ISBL you can apply for formal accreditation against the identified practitioner level. In order to do this, you will need to provide three pieces of evidence:

1. Self-assessment report that verifies your practitioner level claim
2. An employer declaration signed by your line manager to confirm their agreement with your practitioner level claim
3. Proof of your relevant qualifications to meet the required practitioner level standard.

Full information on the accreditation process can be found by visiting: www.isbl.org.uk/practitioner-level-accreditation