

Case Study Template

All social care employers can greatly benefit from learning what others are doing to address workforce development needs. Our case studies offer insight into how employers respond to common recurring issues, and new challenges within adult social care.

Skills for Care developed this template for employers wishing to share examples of their own work. Whilst we cannot promise that all information provided will be used to create case studies for inclusion on our Learn from Others website, we want to encourage adult social care employers to submit information about their work.

Where we are able to use the information provided to be included on our website, we will contact you before doing so to ensure that you are approve any changes that are made.

|  |  |
| --- | --- |
| **Company Name** | **ADD HERE**  ***Please Note:***   * *Include above the name of your adult social care company (or companies if more than one organisation delivered the workforce development activity). If you are an individual employer or personal assistant, simply state your name.* * *Please note that we are not looking for case studies directly from learning providers.* |
| **Project Name** | **ADD HERE**  ***Please Note:***   * *Include a short (one sentence) summary of the workforce development activity or project name.* |
| **Quotes** | **ADD HERE**  ***Please Note:***   * *Including quotes from people involved in delivering the workforce development, those undertaking the learning or in receipt of the care itself can be beneficial.* ***Please try to include a minimum of 2 quotes.*** * *If including quotes, please include full name and job description. Ensure you have their approval to include the quote.* * *If you wish to include quotes from training participants of users of service but cannot provide their name, please highlight anonymous (e.g. Anonymous, Training Course Participant, Homecare Worker)* |

|  |  |
| --- | --- |
| **Photos** | **PLEASE ATTACH PHOTOS WHEN SUBMITTING**  ***Please Note:***   * *If possible, please provide one or more photos from activities related to this case study.* * *Any photos should be no less than 1MB, free to use and please ensure you have permission from everyone included.* * *Skills for Care is only able to include professionally produced photos. If these are not available, we can produce the case study without photos.* |

|  |  |
| --- | --- |
| **Background** | **ADD HERE**  ***Please Note:***   * *Please include 2 to 3 paragraphs providing some brief background history of your organisation. Consider mentioning when it was established, what type of care does it specialise in, how many people you employ, where are you located.* * *Please also highlight the care need that led you to undertaking the workforce development activity.* |

|  |  |
| --- | --- |
| **What we wanted to achieve** | **ADD HERE**  ***Please Note:***   * *Please include below 2 to 3 paragraphs to explain what you wanted to achieve from undertaking this workforce development activity.* * *Please state the original aims that resulted in you in commencing this work and what benefits did you expect it to deliver to your staff and people who use the service.* |

|  |  |
| --- | --- |
| **What we did** | **ADD HERE**  ***Please Note:***   * *Please include below 3 to 4 paragraphs to explain what was undertaken as part of this work* * *Remember that those reading the case study will not know the steps you took unless they are included. Clearly explaining the process will greatly help others attempting the same.* |

|  |  |
| --- | --- |
| **What we achieved** | **ADD HERE**  ***Please Note:***   * *Please include in the box below 2 to 3 paragraphs to explain the outputs and outcomes from this work, including what changed.* * *Please explain the difference that was made to staff, people who use your service, other organisations in your community etc.* |

|  |  |
| --- | --- |
| **What we learnt** | **ADD HERE**  ***Please Note:***   * *Please include below 3 to 4 paragraphs to explain what you learnt from undertaking this work that you think would be useful for other care organisations to know.* * *This may include some of the challenges you experienced, how they were overcome and what you would you do differently next time.* * *It will equally be useful to highlight what was the most effective approach and why.* |

|  |  |
| --- | --- |
| **Project Lead Name and Job Title** | **ADD HERE**  ***Please Note:***   * *Please include the name and job title of the person within the organisation who was responsible for the project.* |
| **Project Lead e-mail Address (optional)** | **ADD HERE**  ***Please Note:***   * *If possible, please include the e-mail address – this can be helpful to other care organisations wishing to know more about the work and what it achieved.* |
| **Company Website Address** | **ADD HERE**  ***Please Note:***   * *Please include a website address so those reading the case study can find out more about your organisation.* |

**Before Submitting**

Before submitting your Case Study, please read through it again and revise if any of the following apply

1. Please ensure that the case study could be clearly understood from those of your organisation
2. Please remove any acronyms, abbreviations or internal terminology that others would not understand
3. If you have Marketing / Communications staff in the organisation, please ask them to revise the document before submitting

Once you are happy with the case study, please e-mail to following address:  
[info@skillsforcare.org.uk](mailto:info@skillsforcare.org.uk)