

DEVELOPMENT OF A HEALTH AND WELLBEING ASSESSMENT

A widely used screening tool designed to identify short-term changes in mental health, particularly focusing on your general well-being and psychological distress.

09/09/2024

Introduction to the Health and Wellbeing Assessment

The Health and Wellbeing Assessment is a crucial tool designed to provide insights into the mental health status of apprentices. This self-administered questionnaire, consisting of 11 questions, aims to capture recent experiences and feelings related to mental health, offering a snapshot of the current psychological state of the apprentice.

How Does it Work?

- **Simple and Quick:** The Health and Wellbeing Assessment is straightforward and typically takes about 5-10 minutes to complete.
- **Self-Reported:** Apprentices answer questions based on personal experiences over the past few weeks.
- **Scoring:** Each question has four possible responses, ranging from "Not at all" to "Much more than usual." Responses help identify any distress or difficulties the apprentice might be experiencing.

Why is it Useful?

- **Early Detection:** The Health and Wellbeing Assessment helps identify potential mental health issues early, allowing for timely support or intervention.
- **Self-Awareness:** It encourages self-reflection, helping apprentices become more aware of their mental health and well-being.
- **Supportive Environment:** Participation contributes to creating a supportive environment where mental health is prioritized and addressed.

Confidentiality

All responses are confidential and should be used solely to provide appropriate support and resources.

Next Steps

Upon completion of the questionnaire, responses should be reviewed to discuss any necessary follow-up actions or resources that may be beneficial. If the Health and Wellbeing Assessment highlights significant risk, it should be communicated to the Designated Safeguarding Lead, and the learner should be added to the safeguarding register. Additionally, activity or actions should be added to the Additional Learning Support Plan to mitigate mental well-being issues or crises.

Timing of Completion - When to use this tool

This tool can be used at any time in the learner journey, with an introduction to the tool at Induction / Orientation prior to first formal progress review. Completion of the tool should be used at Induction / orientation as part of the explanation as to what the tool is and how as a provider you use it (see below). The Health and Wellbeing Assessment can be repeated as and when the learner, line manager or training provider coach/ tutor feels that a comparison would be useful to support identification or change of the learner's mental wellbeing in the workplace.

See Annex 1- Questionnaire content for your use

Tools and or apps that can be used to produce the Health and Wellbeing Assessment

The tool itself can be produced using the content in this toolkit in a number of ways that enable accessibility to the learner, line manager and coach/tutor. For example, in a Word document that is then emailed back to the tutor /coach or safeguarding inbox/ direct to safeguarding at the provider or setting up the tool using an app for surveys or form filling such as survey monkey or JotForm.

Follow up with the learner

The follow-up on the results of the Health and Wellbeing Assessment should be completed within two weeks of the learner completing the assessment. This discussion should take place during the learner's planning meeting (after induction/enrolment) and/or at the learner's formal progress review.

If the scores indicate high levels of psychological stress, a discussion should occur to address these concerns. The coach or tutor should:

- Explore ways to reduce psychological stress i.e. health and wellbeing workshops or support.
- Consider referring the learner to the safeguarding team for further referral.
- Inform the learner about available workplace support.
- Discuss any current support the learner is already receiving.

Annex 1: Questionnaire content for your use

Instructions

What is This Questionnaire?

This Health and Wellbeing Questionnaire is a tool designed to help us understand your current mental health and well-being. By completing it, you provide valuable insights into your recent experiences and feelings, which allows us to offer the appropriate support and resources you might need. Our goal is to ensure that your time as an apprentice is both productive and fulfilling, and addressing mental health is a crucial part of that journey.

Why Are We Asking You to Complete It?

We ask you to complete this questionnaire because your mental health is important to us. By identifying any potential issues early, we can work together to address them, ensuring you have the best possible experience. The Health and Wellbeing Assessment is part of our commitment to creating a supportive environment where you feel valued and understood. Your participation helps us tailor our support to meet your individual needs, contributing to your overall success and well-being.

How Does it Work?

Simple and Quick: This questionnaire is straightforward and quick to complete, usually taking about 5-10 minutes.

Self-Reported: You will answer questions based on your personal experiences over the past few weeks.

Scoring: Each question has four possible responses, ranging from "Not at all" to "Much more than usual." Your responses will help us understand any distress or difficulties you might be experiencing.

Why is it Useful?

Early Detection: The Health and Wellbeing Assessment helps in identifying potential mental health issues early, allowing for timely support or intervention.

Self-Awareness: It encourages self-reflection, helping you become more aware of your mental health and well-being.

Supportive Environment: By participating in the Health and Wellbeing Assessment, you contribute to creating a supportive environment where mental health is prioritized and addressed.

Confidentiality

Your responses are confidential and will be used solely to provide you with appropriate support and resources. We are committed to ensuring your privacy and will handle all information with the utmost care.

Next Steps

Once you have completed the questionnaire, we will review your responses and discuss any necessary follow-up actions or resources that may be beneficial to you.

Thank you for your participation. Your well-being is important to us, and we are here to support you in any way we can.

The first choice (the leftmost answer) is equivalent to 0, while the last choice (the rightmost answer) is equivalent to 3.

- 0 - Not at all
- 1 - No more than usual
- 2 - Rather more than usual
- 3 - Much more than usual

The maximum score is 33. There are no specific score ranges to refer to, but the higher the apprentice / learners score is, the more likely it is that they are experiencing psychological distress and that its severity is high.

Scoring Example

The best thing to do is to always refer to the apprentice / learners' answers. If their answers contribute to a high score, let's say 30, then they are likely experiencing a severe level of psychological distress, which is a cause for concern.

Recommend the apprentice / learner for further evaluation

Remember that this is not a diagnostic tool, so even if the scores indicate their [psychological distress](#) level is high, the best approach is to recommend them for further evaluation to properly assess their possible mental wellbeing with an initial referral to your safeguarding lead.

Mental health support is available for apprentices specifically through a variety of organisations including:

Able Futures, The Mix, YoungMinds, Kooth, Childline (under 19 years old), Mental Health UK, NHS Better Health: Every Mind matters, PAPYRUS (Specifically young suicide prevention), Maximus, Samaritans,

Health and Wellbeing Assessment for NHS Apprentices

Please answer the following questions based on your experiences over the past few weeks. For each question, select the option that best describes how you have been feeling.

1. Have you been able to concentrate on what you're doing?
 - Better than usual
 - Same as usual
 - Less than usual
 - Much less than usual

2. Have you felt capable of making decisions about things?

- More so than usual
- Same as usual
- Less so than usual
- Much less capable

3. Have you felt that you are playing a useful part in your work?

- More so than usual
- Same as usual
- Less so than usual
- Much less than usual

4. Have you felt constantly under strain?

- Not at all
- No more than usual
- Rather more than usual
- Much more than usual

5. Have you felt you couldn't overcome your difficulties?

- Not at all
- No more than usual
- Rather more than usual
- Much more than usual

6. Have you been able to enjoy your day-to-day activities?

- More so than usual
- Same as usual
- Less so than usual
- Much less than usual

7. Have you been feeling unhappy and depressed?

- Not at all
- No more than usual
- Rather more than usual
- Much more than usual

8. Have you lost much sleep over worry?

- Not at all
- No more than usual
- Rather more than usual
- Much more than usual

9. Have you felt that you are a person of worth?

- More so than usual
- Same as usual
- Less so than usual
- Much less than usual

10. Have you been able to face up to your problems?

- More so than usual
- Same as usual
- Less so than usual
- Much less than usual

11. Have you been feeling reasonably happy, all things considered?

- More so than usual
- Same as usual
- Less so than usual
- Much less than usual

Admin use only - Instructions for Scoring:

Each question is scored on a scale from 0 to 3, with higher scores indicating greater distress.

Sum the scores to get a total score, which can be used to assess the overall wellbeing of the individual.

Interpretation of Scores:

0-11: Low distress

12-23: Moderate distress

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