

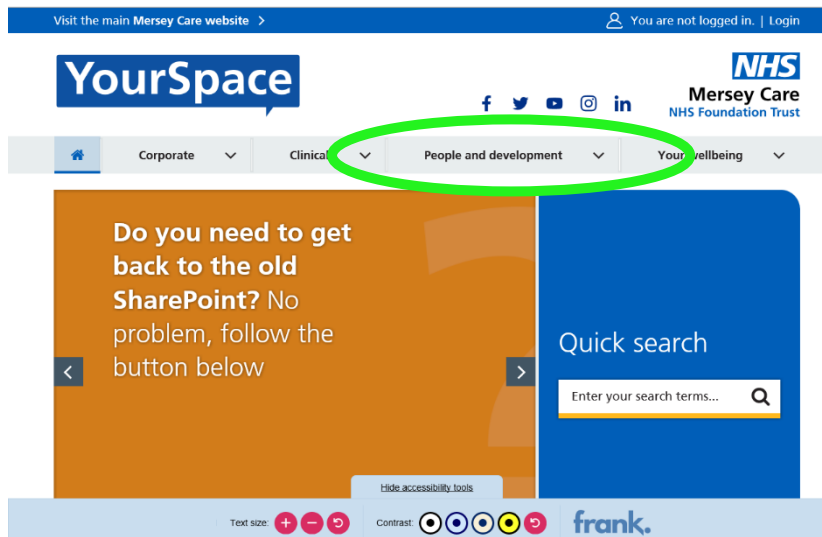


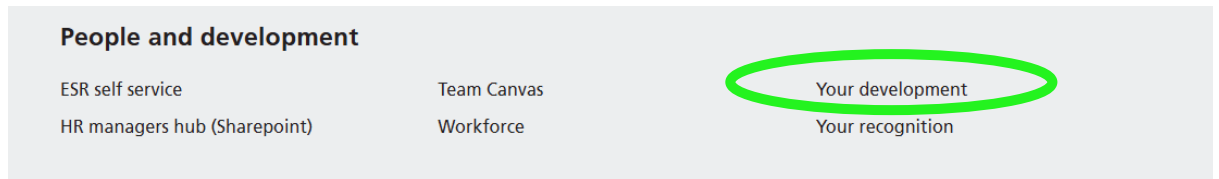
PACE 365 Guidance Document

This document will help guide you through the PACE 365 system, screen by screen. Contact PaceandSupervision@merseycare.nhs.uk for further assistance.

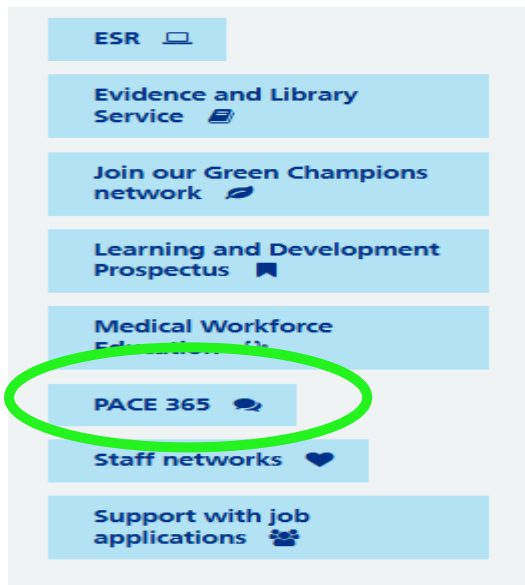
1. You should have Microsoft Office 365 operating on your laptop or PC.
2. Click on Edge icon which may be found on your desktop, task bar at the bottom of your screen or this can be searched for under programs - The icon looks like this 
3. When the Edge page loads on your screen. You will need to click onto the home icon  at the top of your screen. This will take you to the Mersey care YourSpace homepage. Click onto the 'People and Development' tab



4. Click 'Your Development' from the list below



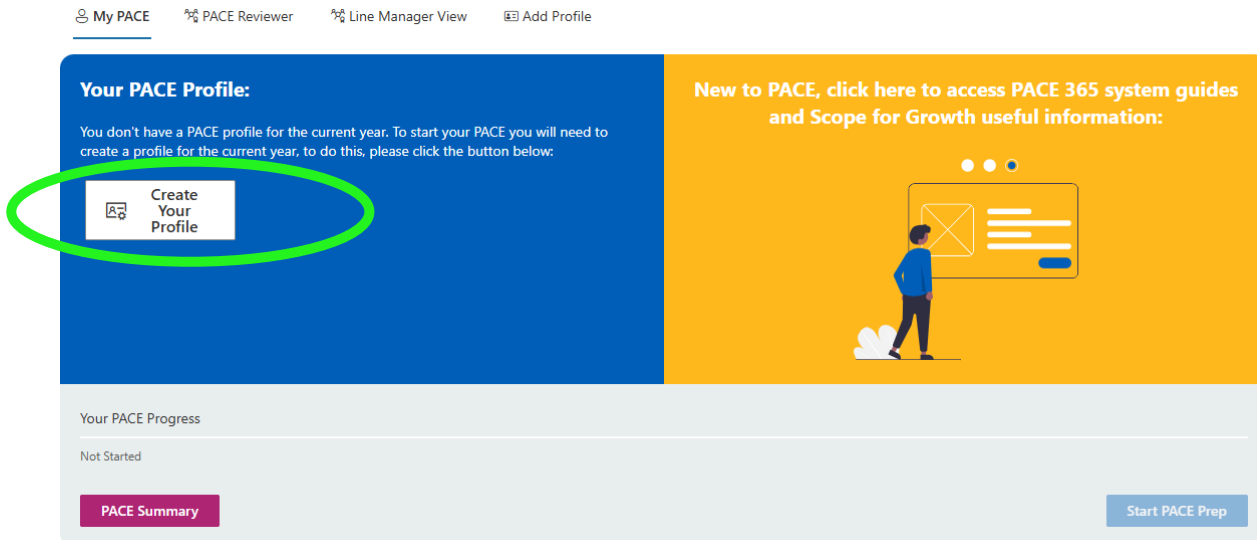
5. Click on 'PACE 365' within the quick links to open the PACE home page.



6. Then select 'Access PACE 365' to access your profile.



- To start the pace 365 process, you need to create your profile and complete all fields. Select create your profile.



- On the create profile page, you will need to make sure all the information is correct. See image below.

Create PACE Profile ✕

Employee Number

Job Title

Team

Band

ⓘ Please ensure that you select the correct line manager, supervisor and reviewer. You can type in their first name and surname and then verify the correct account by checking their job title, or alternatively you can search for them with their email address

Line Manager

Supervisor

Reviewer

PACE Scheduled Date

Date

9. **Your employee number** should be auto populated, if not it can be found on your pay slip on ESR on the top left-hand side.

Your job title is correct

To search for you team, start typing your team’s name and a list of teams will appear, simply click the correct team and that will automatically update that field, alternatively you can enter your team’s cost centre code to bring up your team. When you populate the team; **your division** will automatically appear.

To search for your **Line Manager, Supervisor and Reviewer**, start typing in the first name and a list of names will appear, simply click the right person and that will automatically update that field (don’t forget to check the job title, as this is important you don’t select the wrong person)

10. New for 2025 is a Notes section for you to add any notes you want to remember for you PACE appraisal. This information can be added to this box:

Notes

Please add any notes you want to remember for your PACE Appraisal.

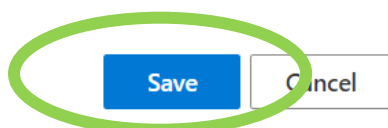
Complete the question bout neurodiversity

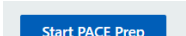
At Mersey Care we are taking steps to provide a more supportive and inclusive environment for all employees. To gain a better understanding of people's needs and to plan and provide support. We want to gather information about neurodiversity within the workforce. **Your participation is voluntary and confidential and will not be shared at an individual level. This information will not be available to your line manager.**

Which of these do you feel apply to you even if you have not had a formal diagnosis. Please select all that apply, you can select more than one.

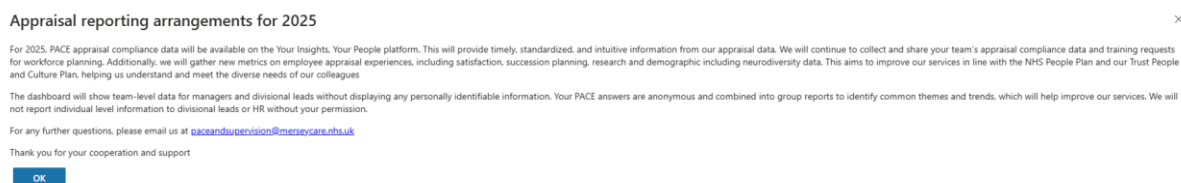
- ADHD
- Autistic
- Dyslexic
- Dyscalculic
- Dyspraxic
- Other
- None
- Prefer not to say

11. Once all information has been completed the save button will turn blue, click and your profile is now ready.



12. By clicking save, this activates your profile and the 'Start your PACE Prep' button will now change to  Click start PACE Prep.

13. Please read the update about the changes to the team level reporting data.



14. The first section of PACE 365 is the **Preparation Questions & Values**, which consists of 10 questions in total. To complete each question, enter your answer into the free text box, or select the response that reflects your answer.

The PACE appraisal framework is designed to assist your two-way discussion, allowing you to share your impact, successes and challenges. Your thoughts and ideas are important to the Trust. Based on feedback, we have streamlined the system by reducing the CARES values assessment and removing some sections. To prepare for your appraisal, complete the preparation questions page below. The Leadership Assessment framework in the next section should be completed by Band 7 and above colleagues, it is optional for those below Band 7. If you completed it last year, your data will be transferred across for you to update. NHS England will be launching a new framework for 2026.

ⓘ The answers given in your PACE are reported anonymously. For reporting, your responses are combined into group reports helping us to understand common themes and trends in the Trust. However, your responses in the free text boxes will be reported as written (with no editing), so please do not include personally identifiable information in these if you wish to remain anonymous.

Prep Questions

1. Thinking about the past year and your overall experience, what two achievements are you most proud of?

2. Thinking about the past year, what challenges did you face, how did you overcome them, and could any improvements be made? If you are new to the team, what first impressions have you had?

3. Do you feel your job description reflects your current role?

The system will move through each page, it won't allow you to move on until all the 10 questions are completed.

If there are any problems in moving onto the next screen, ensure you have answered all the questions.

When the questions are completed, a green tick will appear in the top corner of the question. Please make sure you also select the tabs when answering the questions.

1. Thinking about the past year and your overall experience, what two achievements are you most proud of?

Hi

15. The Scope for Growth Talent Tool continues to be included within the pace preparation questions. You can choose which ambition category you belong in and which position within the ambition category. If you would like some help, there is a guide you can click on in guidance section or video to watch.

Enthusiasm
Demonstrate our passion and pride for what we do and how we do it.

6. Last year we used an optional Scope for Growth career conversations in your PACE. This year we are using the Scope for Growth model to help guide your future career plans. Choose from the positions below to identify your current place on the model. If you are unsure you can click on guide using the button below to help you. There is no right or wrong position it is completely up to you.

[SFG Framework Guidance](#)

Ambition Category
Stretch and Complexity

Roles
Agile Performer

I have significant impact across multiple areas of expertise across the organisation, services

16. When all 10 questions have been answered, you will have the opportunity to score yourself on the sliding scale for each of the trusts CARES Values. Simply drag the icon to the score you wish to use.

Continuous Improvement
Committed to making improvements to our services for the benefit of all.

Values Scoring and Comments:

[Behaviours Framework](#)

Innovation, improvement and celebration
○ ————— 0

Service excellence and quality
○ ————— 0

17. You have the option to select the behaviours framework for each value. Please click 'behaviours framework and the value will appear.

18. This year we have incorporated a 'Highlighted Value' for all colleagues to complete.

Highlighted Value

For this year, we are promoting the value of **Accountability** ✔

Can you share any examples when you have been committed to your role and have achieved, team, services organisational goals? (The accountability behaviours framework is available above)

hi

Thinking about your values scores is there a value or behaviours you would like to develop further? ✔

hi

19. Once this section is complete you can review your thank you's that you have received and sent, then click the continue button. If the continue button remains greyed out it means a question has not been completed. If you hover over the continue button it will advise which question has not been completed.

Your Recognition

Thanks Sent
Thanks Received

Back
Continue

NB: This information will be saved. If you close page and come back later to amend any of the questions. A green tick will appear to show the questions you have amended.

20. The next page will bring up the Leadership Assessment page, and this is mandatory for all colleagues in a band 7 and above role, and optional for all other bands.

PACE
Leadership Assessment

Preparation Progress

Leadership Assessment

What is it?

The Mersey Care Leadership Competency Framework/Charter sets out the competencies that we expect all our leaders to be working towards. They capture the essentials of what it means to be a leader at Mersey Care. The framework explains how each set of competencies aligns to CQC requirements and also our 2023 - 2024 Strategic Goals. It can be used to highlight areas of development and areas where performance is outstanding.

Who is it for?

The Leadership Assessment is **mandatory for Band 7 or above** but optional for all other bands.

How to use it?

Simply score yourself against each one of the descriptors. When scoring yourself, think about examples of how you have achieved the behaviours. Managers can give additional comments prior to, or during, the joint review.

The Leadership Assessment is mandatory for Band 7 or above but optional for all other bands. Therefore, if you would like to complete the Leadership Assessment click the button below complete the preparation section of the Leadership Assessment, if you don't please click the Complete Preparation button at the bottom of the page.

Start Leadership Assessment


21. To commence the assessment simply click **Start Leadership Assessment**, complete all six questions by adding text into the box to evidence your knowledge, skills, and experience. You should also score yourself along the rating scale.


Compassionate Leadership


CQC Well - Led Domain. The capacity and capability to deliver high-quality, sustainable care in an intentionally inclusive & safe culture and climate.

Mersey Care Strategic Priorities:

- Restorative Just and Learning Culture
- Zero acceptance of racism, discriminatory and unacceptable behaviours
- Zero Restrictive Practice
- Mersey Care People & Culture Plan

Organisational CARES Values, Emotional Intelligence, knowledge and understanding of the impact of own behaviour on others. 2 

Empathic to understand the challenges experienced by others and take action to resolve issues by working side by side in a restorative, just and learning way. 2 

Create a supportive and psychologically safe culture that enables people to speak up and thrive as well as forming trusting relationships. 2 

Comments 

test

22. If you are band 7 and above and you have completed the assessment and you are happy with the content, select complete preparation

Complete Preparation

23. If the leadership assessment is not applicable to you are happy with the content, select complete preparation

Complete Preparation

24. If you are happy with the content and do not wish to make any changes, click submit. (Once you have clicked submit you will not be able to make any changes)


Submit

Submit Later

25. If you are not happy with the content and wish to make changes later, click submit later. (This section can be amended as many times as possible prior to your joint review meeting if you have clicked submit later)

Sign-Off

You have reached the end of your PACE preparation, would you like to submit this to your Reviewer?

 You cannot make changes to scores and comments once submitted.

Please note, once you have submitted your prep, a notification email will go to your reviewer to say you have completed your PACE 365 Preparation.


Once submitted your pace reviewer will be able to review your preparation on PACE 365.

26. Once you are ready to start your joint review with your pace reviewer (this can be face to face or via Microsoft Teams) please log onto your PC or laptop, go to your PACE 365 page, and select Start Joint Review.

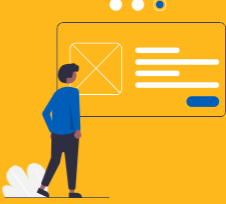
[My PACE](#) [PACE Reviewer](#) [Line Manager View](#) [Add Profile](#)

Your PACE Profile:

Your Name: Laura Watson
Job Title: Assistant Learning & Development Facilitator
Division: Trust Wide Support Services
Team: Learning and Development
Payscale (Bands 1-9): Band 4
Line Manager: Jennifer Chapman
Reviewer: Jennifer Chapman
Supervisor: Jennifer Chapman
Scheduled Date: 19/05/2025

 [Edit Profile](#)

New to PACE, click here to access PACE 365 system guides and Scope for Growth useful information:



Your PACE Progress

Preparation Complete - Ready for Joint Review

[PACE Summary](#) [Start Joint Review](#)

27. The first page of the joint review is to discuss your **preparation questions** with your reviewer. Please note these cannot be amended during your review.

On this page you will be able to review your answers to the preparation questions plus the scores and comments made by yourself against your values. You should discuss the scores and comments, record any key points of your discussion and what you both believe should be the next steps based upon your conversation.

Preparation Questions

Prep Questions

1. Thinking about the past year and your overall experience, what two achievements are you most proud of? Hi

2. Thinking about the past year, what challenges did you face, how did you overcome them, and could any improvements be made? If you are new to the team, what first impressions have you had? No

3. Do you feel your job description reflects your current role? No fd

28. The next part is to review the **values section** together. You can update the score using the sliding scale.

Values

Values Score	Description
1	Did not meet the requirements of the behaviour's framework for this value, significant areas for development.
2	Able to describe/demonstrate some examples of this value but development areas identified (may be a new starter to a role).
3	Able to describe/demonstrate examples of this value and is competent in this area.
4	Able to describe/demonstrate additional examples of this value and is competent in this area.
5	Able to fully evidence this value and meet all the elements of the behaviour's framework.

Continuous Improvement

Committed to making improvements to our services for the benefit of all.

Values Scoring and Comments:

 Behaviours Framework

Innovation, improvement and celebration

Employee Score: 2

Update Score if required



Service excellence and quality

Employee Score: 2

Update Score if required



29. Once you are happy with all the discussion that has taken place you can then select continue.

Back

Continue

30. The next section is about **Feedback** and is the opportunity for you and your manager to have a safe, open, and positive discussion about how you have worked over the year. The contributions and differences you have made and what you have learnt. It doesn't just have to be about praise it can be describing how you overcame challenges or difficulties. You can also give your reviewer some feedback on how they have supported you within your role. You and your reviewer can complete each section, and then select continue.

PACE
Feedback

Joint Review Progress

Feedback

Feedback is a chance for you and your reviewer to discuss, highlight and record the overall contribution you have made in your role, to the team and to the services we provide. It is also a great way to develop and learn from each other. Being honest, discussing how difficulties have been overcome, learning when things didn't go well. If you are new to the service share ideas, ask for help say how things are going, discuss your contributions for the future.

Reviewees Feedback

test

Reviewers Feedback

test

Back

Continue

31. This next section is **Last Years Objectives** (this section will auto populate if you completed PACE 365 last year in the 2024 window. If you completed paper pace, you could manually add them.

PACE
Last Years Objectives

Joint Review Progress

Last Years Objectives

If you used PACE Lite for your appraisal in 2021, your objectives from only last year will appear on this page. You and your reviewer should discuss and score the achievement of these objectives. To score each objective, click on the pad and pencil under the Action column. The edit section will appear which includes a scoring matrix for guidance. Edit and save each objective. If you had more objectives, or used the Mid Mersey Division PDR last year, you can add your objectives into PACE 365 manually by clicking on the bar. If you are new to Mersey Care you don't need to complete this section.

Add Last Year Objective Manually

Actions	Trust Aim	Personal Objective	Joint Score	Joint Comments
	Our Services	Continue to support colleagues with their training compliance to enable the Trust to meet the KPI target of 95% for Mandatory and 90% for Role Specific Training		
	Our Resources	Manage prospectus changes and liaise with the SharePoint team to make developments/enhancements to the system		

Back

Continue

32. To manually add them click on 'Add last years objective manually' Complete the fields and select save to add each objective separately.

Add Last Year Objective ×


Trust Aim

Personal Objective

Save

Cancel

33. If you did complete PACE 365 last year. Your 2024 objectives will pull through and you will be able to score yourself for the achievement of each objective. Discuss and

agree the score using the matrix, score your objective, simply click 

Edit Objective ×

Trust Aim

Our People

Personal Objective

Support induction processes including those for divisional inductions

Joint Score

Joint Comments

Save

Cancel

Scoring Matrix:

- 1 = Did not meet requirement for objective, significant areas for improvement
- 2 = Met the majority of the objective but development issues identified (may be a new starter to a role)
- 3 = Met the objective and is competent in this area
- 4 = Met objective and is performing well in the area
- 5 = Met objective and is high performing

With agreement from your manager/reviewer, that you don't have any objectives to add for last year, you can skip this section.

Remember to save each objective once you have edited it. Select continue to move to the next section.

Back

Continue

34. This year's objectives section is made up of three parts. The six key objectives, Team Objectives, and your Objectives. Read through Trust Objectives shown below.

Our Trust Objectives 2023 - 2028

So, we can deliver our trust vision 'to lead the way in perfect, whole person care that helps people of all ages live healthier lives' we have six Trust objectives. You can discuss these in your PACE conversation and think about how your objectives link to these.

Clinical and operational excellence	Deliver outstanding services which are stronger and more effective, providing a consistent and reliable response wherever people access them.	Highly engaged and supported staff	Attract and retain the best people in a highly competitive labour market through an inclusive culture which supports wellbeing and engagement.
Whole person	Use our unique blend of all-age services to become more preventative with a focus on people's total health and wellbeing needs.	Redesign to improve value	Increase value for our service users, patients, customers, and taxpayers by aligning our services with those of other providers, reducing waste and increasing capacity.
Technology and data transforming care	Use data and technology to make our services more targeted, effective and personalised, giving people greater control of their health and extending the reach of our specialist teams.	Realise the benefits of research and innovation	Establish a world-class research and innovation environment which improves mental health and wellbeing and shortens the time it takes for effective innovations to reach those patients who would benefit the most.

Add your **team priorities** from your team canvas or your **teams' objectives**. Some teams are going through service changes and may not have them. If you don't have them, you can ask your manager to provide them.

My Team's Priorities for this year

Enter your team canvas objectives here.

35. Agree and add **your individual objectives** for the forthcoming year by clicking on Add New Objectives. You will see for the 2024 window you have been given a trust objective to support the trusts anti racist perfect care goal.

+ Add New Personal Objective

36. Add your individual objectives for the forthcoming year by selecting each Trust aim. Then add in your personal objective. Save each one at a time. See diagram below.

37. The trust aims and objectives you select relate to your individual job, you may use all four or you may not. As long as you can link them to the aims that are closest to your

role.

Add New Objective



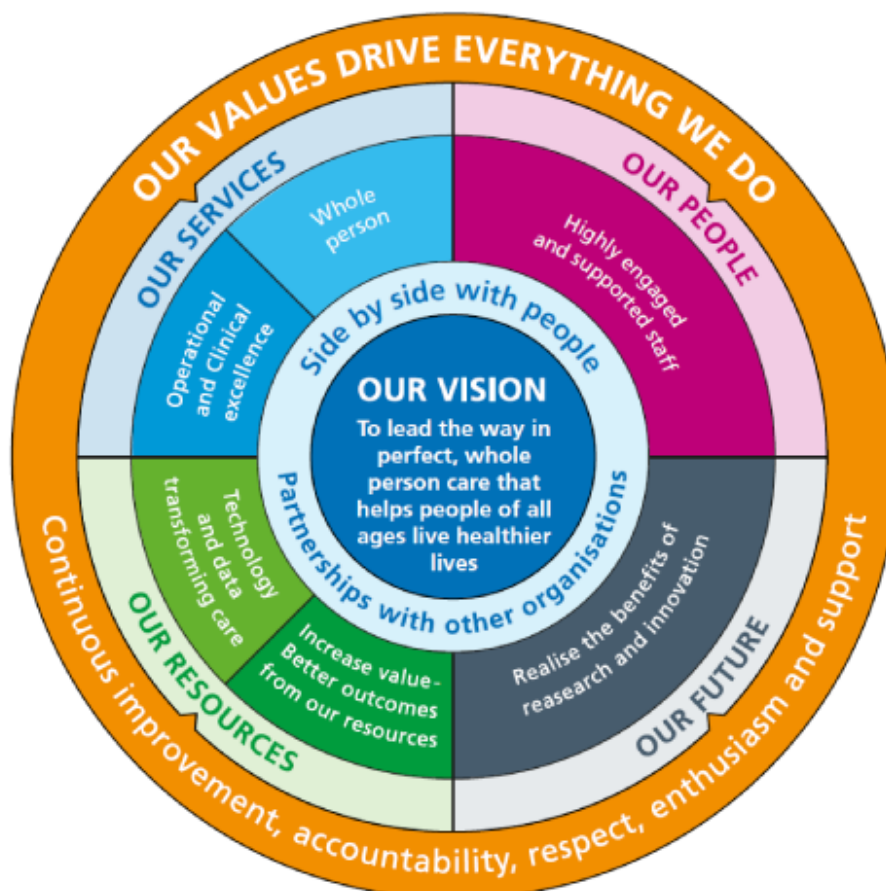
Select Trust Aim

Type your SMART Personal Objective in the box below

The Trust has refreshed its 5-year Strategic Framework. You can find more information about this on YourSpace - [Our vision, strategy and values](#). Below is the current version of our Strategic Wheel and by aligning your objectives to this, you can see how you are supporting our vision no matter which service you work in.

Save

Cancel




Discussing and agreeing your personal objectives is an important part of PACE because it sets out what is expected of you in the year ahead. Agreement with team members can vary from team to team and a colleague's experience, if you are new to appraisal, you may prefer your manager to lead on writing your objectives. If you are an experienced member of the team, you may like to write your own and share them in the PACE discussion. It is important for the reviewee and reviewer to agree the final objectives.

38. Once you have added all your objectives click on continue.

Add Your New Personal Objectives

Discuss and agree your personal objectives with your reviewer for the next 12 months and add them below. Colleagues would usually have between 4-6 objectives set each year.

[+ Add New Personal Objective](#)

Actions	Trust Aim	Personal Objective
	Our People	As a colleague – I commit to taking action to work towards being intentionally anti racist

[Back](#) [Continue](#)

39. In your preparation stage, you have completed question 6 relating to Scope for Growth and choose which ambition category and position which you think you are currently in. In the joint discussion you can discuss this with your reviewer and also where you would like to be in the future. You can now choose to change your category or to leave it. This will depend on you career aspirations and your development plan.

PACE

Scope For Growth Talent Tool

Joint Review Progress

Scope for Growth

You can plan your future career pathway using the Scope For Growth model. You can reflect upon where you see yourself now within your current role, and where you would like to see yourself in the future. The conversation will also enable you to plan the development knowledge, skills, experience you will need to reach your desired career pathway.

SFG Framework Guidance

Current Position on the Scope For Growth Model

In the preparation stage of your pace you positioned yourself on the SFG framework with the ambition category of: **Stretch and Complexity**
You then selected the role of: **Agile Performer**
You also selected the career option of: **I aspire to progress in a leadership role**

You can discuss this further with your reviewer, think about other information to support your position, experience in role, knowledge and skills, your job performance, feedback from others, your career. If you are planning to retire and are not returning, you will still need to complete this section by choosing where you feel you currently fit on the model.

Future Position on the Scope For Growth Model

Use the section below think about where you would like to be in the future

Ambition Category

Roles

Once you have selected your future position, on the Scope for Growth Talent Tool, A suggested development plan will appear. You can then click continue

Proven Professional
I am developing my current area of expertise or new or the role or my role has significantly changed
Proactively build external networks in new fields and levels
Ongoing supervision feedback from manager, leader re work performance and behaviours to achieve the responsibilities for the role
Agree a set of objectives in PACE which develop higher level skill set and develop professional knowledge capabilities and insight
Gain professional qualifications or apprenticeship
Coaching and mentoring others
Develop impact and influence skills with more senior stakeholder groups
Opportunities for 'Acting up' conversations about future career opportunities. Where do you want to be in 1-2, or 3-5 years?
Ongoing Health and Well-being discussions, are there any barriers holding you back?

Back

Continue

40. Your **Learning and Development Plan (LDP)** is there to support you to organise your development within Mersey Care. This function includes more information about how you can develop in the Trust. Your LDP is unique to you and should be driven by you.

41. Your work objectives are also visible on this page so if you need any development in those areas, it can help you.

PACE

My Learning and Development Plan

Joint Review Progress

Learning and Development Plan

The Trust's aim is to support all our colleagues, to be their very best and to reach their full potential. Your learning and development plan is your chance to identify and agree your development areas with your reviewer. Review the information below and create and manage your own plan by adding the activities. You might also wish to share any knowledge within your team if you feel it would make a difference and save time.

Your Objectives:

Trust Aim

Personal Objective

Our People

As a colleague – I commit to taking action to work towards being intentionally anti racist

Your Training:

Pending

In Progress / Completed

+ Add Training

42. If you want to add any new training, click on the Add Training button as shown below.

43. A range of development headings will appear, Workplace Development, Apprenticeships, Internal Classroom/Virtual Training, Internal Digital IT Training, Management & Leadership and External Training.

44. Read through each section of the learning and development opportunities and where relevant for you and agreed by your pace reviewer. Click on Add. Once you have finished click on submit and your LDP will be updated.

Add Training

Workplace Development

Shadowing or observing a more experienced colleague. Having some protected time for directed reading or evidenced based research via our library services. Undertaking audits or surveys. Being actively involved in a project, leading on a project. Are there any service improvements to be made in your team. Sharing clinical scenarios and case studies in your team. Could you share your knowledge through team meetings, supervision, 1:1's and develop your presentation skills. Attending meetings, you wouldn't normally attend. Visiting similar services or services you link in with to learn about their processes. Develop your MCF knowledge, consider joining a staff network or maybe activities to improve your NHS system knowledge. Become a workplace champion e.g. well-being. Spend some time thinking about your own self-development e.g. personal skills, knowledge and abilities, or self-improvement including your physical, mental, and emotional well-being. Look into the anti-racism resources.

Apprenticeships

Apprenticeships are a way of developing key knowledge skills and competencies in staff teams. Individuals can use apprenticeship pathways to develop their careers. The apprenticeships listed in this document are not an exhaustive list. Apprenticeship programmes are available for the majority of occupational groups from level 2 to level 7. You should be in a relevant role and have full support of your manager. There are no age restrictions. Candidates wanting to access pathways level 4 or above need to provide evidence of Level 2 or equivalent Maths and English. Email apprenticeships@merseycare.nhs.uk to find out more.

+ Add

Internal Classroom/Virtual Training

The Trust offers a range of learning and development opportunities. This can include instructor-led and taught content designed to lead to skills and behaviour changes. Click [here](#) to see what's on offer in the Prospectus.

+ Add

Internal Digital IT Training

A variety of digital learning solutions are available via the portal such as Microsoft Office 365, Outlook 365, Word 365, Powerpoint 365 and Excel 365. As well as general IT upskilling, specific clinical systems training and wider Mersey Care systems training including, EMS, RIO EPMA, Employee Online, SBS, Roster. A number of guidance documents have been produced by IM accessible [here](#)

Management & Leadership

The Trust offers a series of courses which includes supporting your first management role through to transitioning into leadership positions. For more information, review section 3 of the [Prospectus](#). There is a new leadership skills assessment which must be completed in advance of applying leadership and management programmes, please contact: leadership@merseycare.nhs.uk

External Training

External Training includes any learning taken place outside of Mersey Care. This includes training courses, programmes, university courses/ modules, conferences either free of charge or at a cost to the organisation. Funding for external training is dependent upon budgets that are provided by NHS England. These funding arrangements are reviewed and updated each year. This funding can be used on relevant continuing professional development courses. Colleagues can apply, if they meet the criteria and are supported by their manager and service. For more information click [here](#)

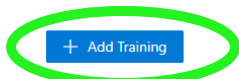
+ Add

No courses selected.


The Trust expects you to have achieved 100% completion of the mandatory and role specific mandated training required for your role in line with the policy HR 28.

Your Training:

Pending In Progress / Completed



Delete/Edit	Type of Learning	Category	Skill	Status
	Workplace Development		Projects	Pending
	Apprenticeship	Building Maintenance	Painter and Decorator	Pending
	Management & Leadership		Mentoring	Pending
	Internal Digital IT Training		Microsoft Office 365 Training	Pending

45. To edit a status of any of the training, please click the edit  and amend the status of the training

Other

+ Add

ⓘ No courses selected.

ⓘ The Trust expects you to have achieved 100% completion of the mandatory and role specific mandated training required for your role in line with the policy HR 28.

Submit Cancel

Edit PDP Record ✕

Status

Pending ▾

- Booked on
- Completed
- Currently studying
- Looking into further detail
- No Longer Required
- Pending**
- Planned for another year
- Ready to start

Finally save and continue

46. To complete the final page of PACE 365, tick the below checklist, then select complete joint sign off.

PACE
Complete PACE

Joint Review Progress

Sign off PACE

To complete your PACE review, your Objectives and Learning & Development Plan, tick the boxes. Finally, add any thoughts you have had about your appraisal this year to the Final Comments section.

Your Objectives:

Trust Aim	Personal Objective
Our People	As a colleague – I commit to taking action to work towards being intentionally anti racist

Learning and Development Plan:

Type of Learning	Category	Skill	Status
External Training	Classroom Training	Dyslexia Training	Pending
Workplace Development		Shadowing	Pending
Apprenticeship	IT & Data	Data Analyst	Pending
Apprenticeship	Functional Skills	English Functional Skills	Pending
Apprenticeship	Functional Skills	English Functional Skills	Pending
Apprenticeship	Functional Skills	Maths Functional Skills	Pending

To finalise your PACE please tick the boxes below and then select joint sign off.

I, the user, agree with the information recorded within this PACE review

I, the reviewer, agree with the information recorded within this PACE review

Back

Complete Joint Sign Off

47. You will then have the opportunity to fully complete the feedback without your pace reviewer. Simply click continue to complete

Sign-Off

You have signed off your PACE. Do you want to complete PACE and continue to the evaluation?

i You can come back and complete the evaluation at another time, but it will need to be done in order for your PACE to be recorded as complete

Continue

Complete later

Cancel

You **must** select an appropriate Star.

To complete your PACE let us know what your thoughts of your PACE experience this year and the system.

Please provide feedback on your appraisal by answering the following questions:
Rating options: ☆ very dissatisfied, ☆☆ little dissatisfied, ☆☆☆ Neither satisfied or dissatisfied, ☆☆☆☆ satisfied, ☆☆☆☆☆ very satisfied

Did you enjoy your appraisal this year?

☆☆☆☆☆

It left me feeling that my work is valued by my organisation?

☆☆☆☆☆

It helped me to improve how I do my job

☆☆☆☆☆

It helped me agree clear objectives for my work

☆☆☆☆☆

48. In order to improve the system, we ask colleagues to complete a short System Evaluation on how you felt the system and review went.

System Evaluation

Your feedback is valuable and will help to improve the system for 2026 and ensure it meets your needs. Please answer each question as honestly and thoroughly as possible. If you have any additional comments or suggestions, please feel free to share them in the additional free text boxes. Thank you for taking part and looking forward to your feedback.

How easy did you find the PACE 2025 system?

Very Easy Easy Neutral Difficult Very Difficult

We have changed some of the preparation questions and reduced the size of values assessment and removed sections of the system. What did you think of these changes?

Very Useful Useful Neutral Not Useful

What did you think of the Leadership Assessment?

Extremely Useful Useful Somewhat Useful Moderately Useful Not Useful Not Relevant to my role Did not complete

What did you think of the Feedback section?

Very Useful Useful Neutral Not Useful

As part of the joint review, you had the chance to discuss and agree your position on the Scope for Growth Framework and the relevant development options. How did you find this?

Very Useful Useful Neutral Not Useful

We have updated the Learning Development Plan Page. How did you find this?

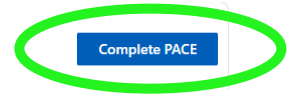
Very Useful Useful Neutral Not Useful

Are there any improvements that you would like to see in future versions of the system?

Yes No Partly

49. Once you have completed the Evaluation and Completion, please click on Complete PACE.

Back



50. You and your reviewer will receive an email confirmation that you have completed your PACE 365.

Thank you for taking the time to read this guide. If you require any further support, there are PACE 365 training sessions available via the Mersey Care Learning and Development online prospects [L&D Prospectus](#) under section 3 or if you encounter any problems email paceandsupervision@merseycare.nhs.uk