

SESAP Quick Start Guide

Navigating your Self Evaluation and Associated Areas for Improvement

This document will provide guidance on how to:

- **Complete your Self-Evaluation**
- **Create associated Areas for Improvement (AFIs) and Tasks**
- **Manage Areas for Improvement (AFIs) and Tasks**
- **Close Areas for Improvement (AFIs) and Tasks**
- **Archive Areas for Improvement**

Guide last reviewed: 04/08/2026

Created by SESAP Support Team

Complete your Self-Evaluation

1. Open Self-Evaluations:

Single Action Plan Overview

AFIs and Task Progress

Provider	Title	Status	Owner	Responsible	Expect
Provider...	Provider entry	In Progress	Com...		
Provider...	Access Test 3	In Progress	Com...		
Provider...	mock test	In Progress	Provi...		26/06/2...
Provider...	Test SESAP 1	In Progress	Provi...		29/06/2...
Provider...	Thursday's Area for Improve...	In Progress	Provi...		26/06/2...
Provider...	test katie	In Progress	Provi...		28/06/2...
Provider...	another afi	In Progress	Com...		26/06/2...

2. Select your Self-Evaluation by clicking on the report name:

Active Self-Evaluations*

Provider	Report Name	Open Action	Total Actions/A...	Status
Provider 123	Provider 123 - Self Evaluation - 2026-06-19	7	7	Active

3. Review the Responses tab and add text to your topics:

- Use the downwards arrow to expand a topic
- Add applicable text to each topic
- Provide a RAG status for each topic
- Once you feel the topic is complete change the status to Done

Provider 123 - Self Evaluation - 2026-06-19 - Saved

Self-Evaluation

Active Status Reason 7 Open Actions/AFLs 7 Total Actions/AFLs

Responses Summary Related AFLs Related

Overview

Dashboards

Providers

Favourites

Notifications

Self-Evaluation

Self-Evaluations

Single Action Plan

Actions or AFL

SA Single Action Plan

Initial Assessment & Recruitment : How effective is your approach and methodology to appropriately match individuals to Modern Apprenticeship pathways, ensuring that prior learning and tailored support needs are met?

Status Done RAG status Amber

Describe what you do

example of 'describe what you do'

Evaluate what you do

example of 'evaluate what you do'

What do you want to enhance?

example of 'what do you want to enhance'

- Once the self-evaluation fields have been completed, including any relevant enhancement details, all RAG ratings updated and topics are marked as Done, you can submit your self-evaluation as complete.

Leadership and Quality Culture

Continuous Improvement in Delivery & Performance : How good is your performance and how good are you at monitoring and evaluating the effectiveness of your delivery of Modern Apprenticeships?

Status Done RAG status Green

Fair Work First : How effective are you at committing to Fair Work First Practices for all employees whether permanent, temporary, or sub-contractors involved in the delivery of this contract. This should include current and planned actions that show how you will embed these practices during the lifetime of this contract.

Status Done RAG status Green

Submit self evaluation as complete

Create associated Areas for Improvement and Tasks

- Having completed your Self-Evaluation, you should prioritise which areas for improvement will be created in your Single Action Plan (**you must do this for topics with a Red RAG Status**) by completing the title and description and then clicking save.

Provider 123 - Self Evaluation - 2026-06-19 - Saved

Self-Evaluation

Active 7 Open Actions/AFIs 7 Total Actions/AFIs

Responses Summary Related AFIs Related

Evaluate what you do

What do you want to enhance?

Areas for Improvement

Add Area for Improvement

Submit self evaluation as complete

- To amend your AFIs click the related AFIs tab to locate your recently created AFI and click on the title:

Provider 123 - Self Evaluation - 2026-06-19 - Saved

Self-Evaluation

Active 7 Open Actions/AFIs 7 Total Actions/AFIs

Responses Summary **Related AFIs** Related

Actions or AFIs

Provider	Owner Ty...	Created On	Modified	Category	RAG	Title	Description
Provider	Provider	06/07/2026 16:55	06/07/2026...	AFI		15013 test	15013 test

- Update your mandatory fields of Expected Impact and Expected Completion Date. Note: While the Approach and Evidence boxes are not mandatory fields for quality actions/AFIs, providers may use to record their progress notes or comments.

Action Details Tasks Related ▾

Action Details

Provider * Provider 123 x 🔍

Category * AFI ▾

Title * 15013 test

Description * 15013 test

Expected Completion Date * M/d/yyyy 
Ⓢ Expected Completion Date: Required fields must be filled in.

Expected Impact * ---
Ⓢ Expected Impact: Required fields must be filled in.

Actual Completion Date M/d/yyyy 

Actual Impact ---

People and Connections

Approach

Normal ⌵ **B** *I* U    *Ix*

Evidence

Normal ⌵ **B** *I* U    *Ix*

|

- Complete the mandatory fields to briefly outline the Task and ensure it is 'Assigned to' a SESAP user using the magnifying glass before clicking save and close.

Providers

Favourites

Notifications

Self-Evaluation

Self-Evaluations

Single Action Plan

Actions or AFI

Tasks

Owner * Provider 123 x 🔍

Linked Self-Evaluation Report  

Responsible Person 1 --- 🔍

Responsible Person 2 --- 🔍

Responsible Person 3 --- 🔍

Responsible SIA --- 🔍

Manage Areas for Improvement and Tasks

9. You can edit an (existing) AFI by opening tasks, and clicking on the title to open the AFI:

The screenshot shows a sidebar on the left with a red box around the 'Actions or AFI' link. The main area displays a table titled 'Active Actions or AFI' with columns: Provider, Owner Type, Created, Modified On, Category, RAG, and Title. The first row's title, 'test for owner 1...', is highlighted with a red box.

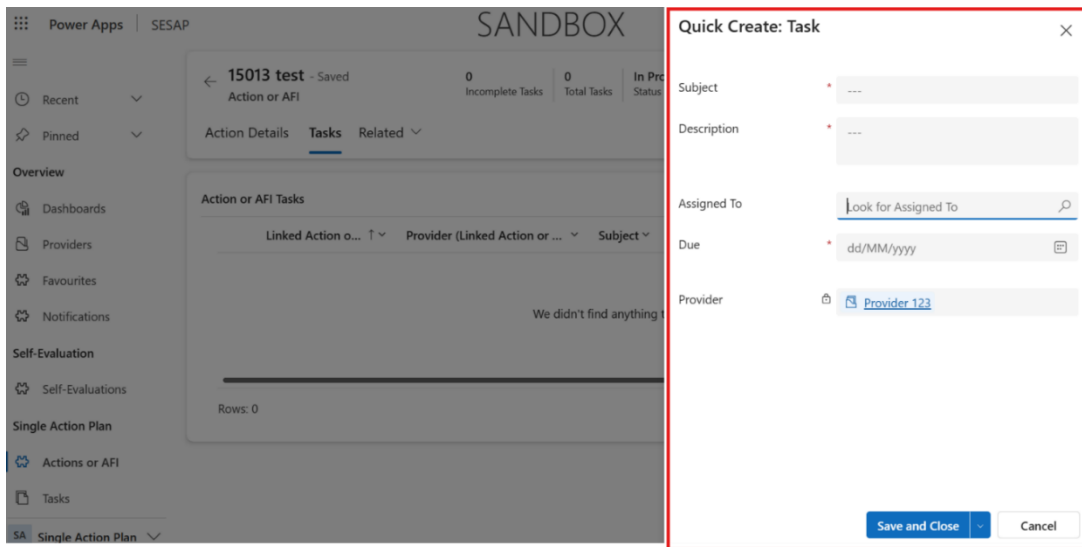
Provider	Owner Type	Created...	Modified On	Category	RAG	Title
Provider 1...	NTP Oper...	7/24/2026 ...	8/7/2026 8:2...	AFI		test for owner 1...
Provider 1...	Compliance	7/23/2026 ...	8/6/2026 1:5...	Breach	Amber	Test 230726
Provider 1...	Provider	7/17/2026 ...	7/31/2026 3:...	AFI		test for auto fill...
Provider 1...	Provider	7/16/2026 ...	7/31/2026 3:...	AFI		1.5
Provider 1...	Compliance	7/16/2026 ...	7/16/2026 1:...	Breach	Red	1.5
Aberlour C...	NTP Oper...	7/8/2026 1...	8/7/2026 8:3...	AFI		15155 8 July (1)
Provider 1...	Provider	7/8/2026 8:...	7/8/2026 10:...	AFI		Test AFI
Provider 1...	Provider	7/6/2026 3:...	8/11/2026 10...	AFI		15013 test
Aberdeen...	Provider	7/6/2026 3:...	7/6/2026 3:4...	AFI		15013 - Interna...
Aberdeen...	Provider	7/6/2026 3:...	7/6/2026 3:3...	AFI		15013 - Interna...

10. If applicable, click on the tasks tab and add a new task:

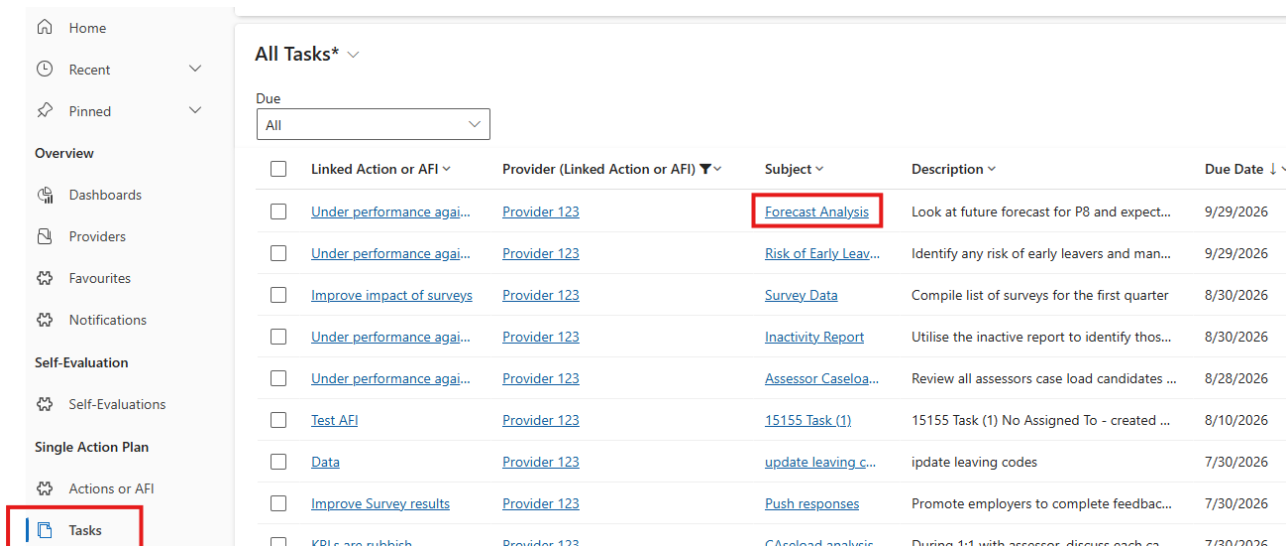
The screenshot shows the '15013 test' task details page. The 'Tasks' tab is selected. A red box highlights the 'New Task' button in the top right corner of the task list.

Linked Action o...	Provider (Linked Action or ...	Subject	Description	Due ...	Ownr
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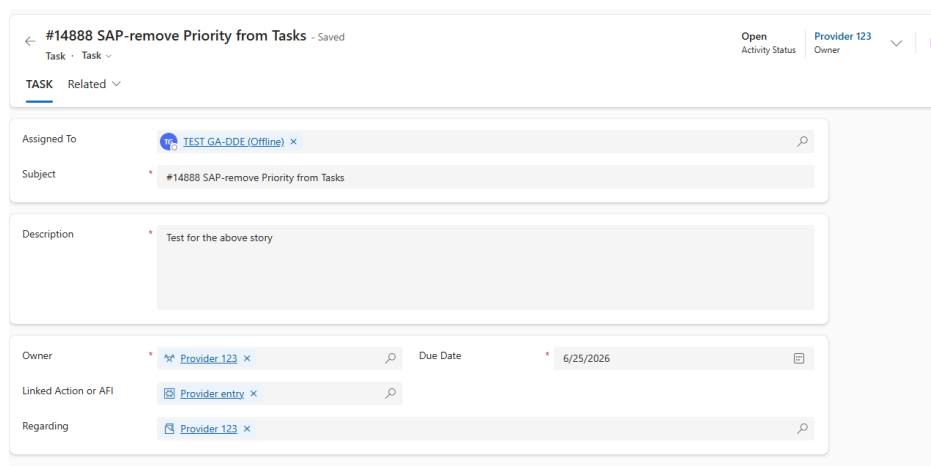
11. Complete mandatory fields for the task, and optionally the assigned to field then click save and close.



12. You can edit tasks by opening tasks, and clicking on the subject:



13. Edit your information and click save.



Close Areas for Improvement and Tasks

14. Once you have completed your task you can mark it as complete. Note: Tasks must be completed before the Area for Improvement should be marked as complete.

#14888 SAP-remove Priority from Tasks - Saved

Task · Task ▾

Open Activity Status Provider.123 Owner ▾ Save ✓ Mark Complete Save & Close ⋮

TASK Related ▾

Assigned To TEST GA-DDE (Offline) ×

Subject #14888 SAP-remove Priority from Tasks

Description Test for the above story

Owner Provider.123 × Due Date 6/25/2026

Linked Action or AFI Provider.entry ×

Regarding Provider.123 ×

15. If you have completed your Area for Improvement, add an Actual Completion Date and note the Actual Impact. Then change status reason to completed and save.

15013 test - Unsaved

Action or AFI · Internal - Information ▾

Action Details Tasks Related ▾

Action Details

Provider Provider.123 ×

Category AFI ▾

Title 15013 test

Description 15013 test

Expected Completion Date 7/9/2026

Expected Impact 4

Actual Completion Date M/d/yyyy

Actual Impact ---

0 Incomplete 0 Completed

Last updated: 8/4/2026 8:19 PM

Total Tasks 0

Last updated: 8/4/2026 8:19 PM

Status Reason Completed ▾

Not Started

In Progress

✓ Completed

Overdue

Save Save

Evidence

Normal B I U

Archive Areas for Improvement

16. You may wish to archive an Area for Improvement, which can be completed by changing the **Archive** dropdown to **Yes**.

Responsible Person 1

Responsible Person 2

Responsible Person 3

Responsible SIA

Archive

Archive Archived On

System Information ☒ Yes

Created On 7/24/2026 1:59 PM

17. To review archived or removed Areas for Improvement use the dropdown below to change to Inactive Actions.

Home Recent Pinned Overview Dashboards Providers Favourites Notifications Self-Evaluation Self-Evaluations Single Action Plan **Actions or AFI**

Active Actions or AFI

☒ Active Actions or AFI Default
☐ Inactive Actions or AFI
☐ Manage and share views

	Created...	Modified On	Category	RAG
☒ Provider 1... Provider	7/16/2026 ...	8/11/2026 10...	AFI	
☐ Provider 1... Compliance	7/16/2026 ...	8/6/2026 1:5...	Breach	Amber
☐ Aberlour C... NTP Oper...	7/8/2026 1...	8/7/2026 8:3...	AFI	
☐ Provider 1... Provider	7/8/2026 8:...	7/8/2026 10:...	AFI	
☐ Provider 1... Provider	7/6/2026 3:...	8/11/2026 10...	AFI	
☐ Aberdeen... Provider	7/6/2026 3:...	7/6/2026 3:4...	AFI	
☐ Aberdeen... Provider	7/6/2026 3:...	7/6/2026 3:3...	AFI	

Note: If you have created an AFI or Task in error, please contact SESAP.Support@sds.co.uk who can remove this for you.