

Quality Practice Checklists

15. Evaluation

This list comes from a full set that was originally printed in 'A Guide to Effective Practice for Mentoring Young People', 2007, Office for Youth, Department of Planning & Community Development'

Key Points

Evaluation:

- Involves both efficiency and effectiveness measures
- Is linked to program goals and information requirements of funding bodies, community partners, sponsors, etc
- Is inclusive, involving feedback from mentors, mentees, staff volunteers and other key stakeholders
- Is integrated into program operations, management and governance
- Contributes to continuous program improvement
- Is critical to supporting future funding submissions
- Should involve training and tools needed by program staff for data collection, analysis and reporting

Checklist

- Program forms related to applications, screening, matching, training and closure
- Procedures for collecting, handling (confidentiality), analysis and reporting
- Training and tools for staff collecting and reporting on data
- An appropriate computer based system for storing, analysing and reporting on program outcomes
- Process for involving stakeholders
- Sufficient budget and time allocation