

# ESF PROJECT EVALUATION

## Guidance Notes for Providers

### 1 INTRODUCTION

- 1.1 In response to the requirements to the ESF Co-Financing arrangements the LSCKM is launching a standardised **Evaluation System** on 17th November 2004.

*Evaluation is critical to assessing the success and impact of projects.*

- 1.2 It is envisaged that all projects will produce a minimum of two evaluation reports - one interim report and one final report.
- 1.3 The interim report is due within 2 months of the end of the first twelve months of activity. The final report is due prior to project closedown and usually on completion of delivery.
- 1.4 The following notes are intended to support providers in writing their reports.

### 2 THE TEMPLATE

- 2.1 The Evaluation template has been designed to ensure consistency and clarity in reporting. It specifies the scope of the report by main headings, under which there is an indication of the level of detail required.
- 2.2 Providers should comment against all relevant sections of the template.
- 2.3 The template is available on the LSC website at [www.lsc.gov.uk/kentandmedway](http://www.lsc.gov.uk/kentandmedway)

### 3 KEY

- 3.1 The following symbols are used on the template:

? symbol – this indicates a question to be answered by the provider evaluator  
! symbol – this indicates explanatory notes/tips provided

### 4 TEMPLATE SECTIONS

#### 4.1 Introduction (max 200 words)

- 4.1.1 Set the scene for the report. Give a brief overview of the provider organisation and the main aims of the project.

## 4.2 Section 1: Beneficiary Profiles

- 4.2.1 It is expected that providers will have specific aims and values to promote equality for all. This should demonstrate that the provider and employers understand and meet their statutory obligations and be reflected in the provider's work.
- 4.2.2 The LSC wishes to see that specific action has been taken to promote training to people from groups in the community that are currently under-represented on training programmes.
- 4.2.3 The provider should demonstrate action taken to address participation in learning from under-represented groups and target setting to close equality gaps in participation and achievement.
- 4.2.4 The proportion of trainees from specific groups, such as minority ethnic communities, can be compared with the proportion of persons from these groups in the local population.
- 4.2.5 Data to help with this can be accessed at **Appendix 1 – The LSC Evaluation Data Report**, or obtained from ward statistics held by council planning offices and compared with learner postcode locations.

## 4.3 Section 2: Project Delivery

- 4.3.1 Comment on the achievement against profile of Outputs, Outcomes and Milestones.
- 4.3.2 Compare the proportion of learners who complete or leave the programme early with the proportion who achieve their learning aims.
- 4.3.3 Discuss briefly what worked well, providing examples of best practice wherever possible.
- 4.3.4 Identify reasons for any under-achievement of objectives and targets and steps that may have been taken, or will be taken, to improve the outcomes.

## 4.4 Section 3: Effectiveness of the Project

- 4.4.1 Drawing on your experiences in managing the project, please provide a narrative commentary under each of the sub-section headings in Section 3.
- 4.4.2 The sub-regions of Kent and Medway are made up as follows:

<b>Area</b>	<b>Local Authority Districts</b>
East Kent Triangle	Canterbury, Dover and Thanet
Mid & South Kent Corridor	Ashford, Maidstone and Shepway
Thames Gateway	Dartford, Gravesham, Swale & Medway UA
West Kent	Sevenoaks, Tonbridge & Malling, and Tunbridge Wells

- 4.4.3 Further comparative data can be obtained from the LSC national website at:  
<http://benchmarkingdata.lsc.gov.uk/index.cfm>  
and  
[www.lsc.gov.uk/National/Partners/Data/Statistics](http://www.lsc.gov.uk/National/Partners/Data/Statistics)

4.4.5 Soft outcomes relate to outcomes from training, support or guidance interventions that, unlike hard outcomes such as qualifications or jobs, cannot be measured directly or tangibly. Soft outcomes may include achievements relating to:

- interpersonal skills, for example, social skills and coping with authority
- organisational skills, such as personal organisation and the ability to order and prioritise
- analytical skills, such as the ability to exercise judgement, managing time or problem solving, and
- personal skills, for example, insight, motivation, confidence, reliability and health awareness.

Distance travelled refers to the progress that a beneficiary makes towards employability or harder outcomes, as a result of the project intervention.

4.4.6 Accurate data maintained on learner retention and achievement rates can be related to unit and overall costs of the project to establish 'value for money'.

4.4.7 An ongoing and rigorous self-assessment process will identify the strengths and weaknesses of the project, together with the potential for improvement and development.

#### **4.5 Section 4: Ways of Working with the LSCKM**

4.5.1 In order to improve and develop our service to you, we welcome your comments on your experience of working with the LSCKM in respect of contracting processes, data management, contract management, advice, guidance and support.

### **5 CONCLUSIONS AND RECOMMENDATIONS**

5.1 Provide a brief overall summary of the strengths and weaknesses of the project, the effectiveness and successes and/or issues of concern.

5.2 Provide a summary of proposed actions to maintain and develop strengths and address areas of weakness.

5.3 Providers are recommended to utilise their self-assessment process and refer to their Self Assessment Report and Development Plan.

### **6 APPROVAL OF THE DRAFT REPORT AND SUBMISSION OF FINAL REPORT**

6.1 The draft report should be submitted on or before the due date, and will be reviewed by your Contract Manager.

6.2 Feedback on the report will be given by the Contract Manager and amendments agreed.

6.3 Providers will be required to produce a Final Report, taking account of agreed amendments. The provider representative who signed the original contract and the Project Manager must sign off the report. The LSCKM Head of Strategic Funding and your Contract Manager will also sign off the Final Report.