

ESF PROJECT EVALUATION
INTERIM/FINAL

Provider/Organisation

Project Title/Measure Number

Author's Name (usually the provider project manager)

Report to:

Learning & Skills Council for Kent and Medway

Date

Provider Contact Details:

Contact Name, Provider, Address
Telephone, E-mail



EUROPEAN UNION
European Social Fund



Leading learning and skills

Contents

Page No.

Introduction

Main Report

Section 1 Beneficiary Profiles

Section 2 Project Delivery

Section 3 Effectiveness of the project

Section 4 Relationship with the LSCKM

Section 5 Cross Cutting Themes

Conclusions

Recommendations

Appendices

Appendix 1 Data Summary

Introduction

Setting the scene for the project, a brief overview of the provider organisation, the main aims of the project. (Maximum 200 words).

SECTION 1: BENEFICIARY PROFILES Refer to Annex 1 – Beneficiary Profiles <i>Recruitment, Retention and Achievement</i> ? Do the beneficiary profiles match the contract targets for the following criteria? If not, why not and what actions are being taken to address the issues? ! Comment on the recruitment, retention and achievement of learners of ethnic minority and/or with a disability in comparison to other learners.
1.1 Age
1.2 Gender
1.3 Ethnicity
1.4 Disability
1.5 Entry criteria/qualifications (if applicable)
1.6 Employment/training status
SECTION 2: PROJECT DELIVERY ? Did the project meet profiled activity in the following areas: outputs, outcomes and milestones? ! Comment on what worked well and if not, why not and what actions are being taken to address the issues.
2.1 Outputs
2.2 Outcomes
2.3 Milestones

SECTION 3: EFFECTIVENESS OF THE PROJECT

3.1 Geographical areas of delivery

- ? *What are the benefits/issues of delivery within the contracted geographical area(s)?*
- ! *Comment on the ease of beneficiary access to the project and coverage.*
- ! *Comment on the benefits of the project to the geographical area(s)/sub-regions(s) of delivery, with reference to the LSCKM published Labour Market Assessments.*

3.2 Beneficiary progressions – hard outcomes

- ! *Detail the percentage of beneficiaries who have progressed to further/higher education, employment with training or employment utilising skills gained through the project.*

3.3 Beneficiary progressions – soft outcomes

- ! *Comment on the distance travelled by learners in respect of confidence, motivation, self-development, etc. Refer to learner progression reviews, tutor records, feedback from learners and partner organisations, e.g. Connexions.*

3.4 Success stories

- ! *This may include beneficiary achievement 'against all the odds', progressions of particular note, evidence of widening participation and social inclusion.*

3.5 Value for money

- ? *Has the project achieved the profiled targets within budget?*
- ? *Is the project achieving more with the same financial input?*
- ! *Comment on the retention, achievement and progression rates of beneficiaries in relation to the unit and overall costs of the project.*

3.6 Overview of benefits gained/opportunities lost

- ! *Identify those benefits (different from project outputs), which have impacted upon the beneficiary and the wider project aims. Discuss areas of potential opportunity and reasons for non-participation.*

<p>3.7 Effectiveness of partnerships</p> <p>! <i>Discuss the advantages and issues relating to partnership working. Include the effectiveness of the Steering Group.</i></p>
<p>3.8 Areas for development</p> <p>! <i>Referring to your self-assessment report (SAR), identify areas of the project that require development and give a brief overview of how these areas are to be addressed.</i></p>
<p>3.9 Lessons learned</p> <p>! <i>These may relate to areas of project management, operational activity or added value benefits.</i></p> <p><i>(Please note that for the purposes of sharing best practice and learning from past experiences, LSCKM are likely to publish comments on a non-attributable basis.)</i></p>
<p>3.10 Project impact and sustainability</p> <p>? <i>What is the longer-term effect of the project on promoting learning and employability within Kent & Medway and the possibility of continuing benefits after the project has ended?</i></p> <p>? <i>How can the project continue after ESF funding ceases?</i></p> <p>? <i>Would the project have commenced, or run on a reduced scale, without ESF funding?</i></p>
<p>3.11 Innovation within delivery</p> <p>! <i>Please give examples of engagement strategies and methods of delivery that you feel are particularly innovative, resulting in improved retention, achievement and social inclusion.</i></p>
<p>SECTION 4: WAYS OF WORKING WITH THE LSCKM</p> <p><i>Please comment on your experience of working with the LSCKM for each of the following criteria.</i></p> <p>NB This section is needed only with the Interim Evaluation Report</p>
<p>4.1 Tendering and Contracting (including pre-contract negotiation)</p>

<p>4.2 Using LSC Management Information Systems (including ILR/SR, CMR and ESF 2000)</p>
<p>4.3 Provider Financial Assurance (PFA) monitoring and support</p>
<p>4.4 Training and support provided by the LSCKM during tendering and delivery</p>
<p>4.5 The LSCKM contract monitoring process and the relationship with your Contract Manager</p>
<p>4.6 The LSCKM Contract Management handover process</p>
<p>4.7 Re-profiling of the project (if applicable)</p>
<p>4.8 Do you have any training needs that would assist you in improved ESF project management?</p>
<p>4.9 How does ESF Co-Financing compare to other ESF funding cost methods under direct bidding? <i>(If you have experience of previous ESF methods of funding.)</i></p>
<p>4.10 State Aids (if applicable). <i>How are you meeting your commitments under the State Aids rules?</i></p>

SECTION 5: CROSS CUTTING THEMES

5.1 Sustainable Development

Looking back on the statements made in your tender about a) opportunities to allow everyone to fulfil their potential and b) environmental enhancement and protection through project delivery, please comment on how far your project has carried out these aims

5.2 Information and Communication Technologies

Looking back on the statements made in your tender about a) use of ICT in delivery and b) how ICT is used by your project staff, please comment on how far your project has carried out these aims

Conclusions

A brief summary of the strengths and weaknesses of the project. Comments the provider may wish to include regarding the effectiveness/success of the project and/or issues to be resolved or requiring action.

Recommendations

Recommended actions/development plans to maintain strengths and eliminate/minimise the impact of weaknesses.

Please note: The Conclusions and Recommendations can refer to the provider Quality Assurance System and the provider ESF Self Assessment Report and Development Plan.

Nb This form is also available as an excel spreadsheet

LSC SE PROJECT CLOSURE - Completers

LEARNER OUTCOMES; These are outcomes from training, support or guidance, which, unlike hard outcomes such as qualifications and jobs, cannot be measured directly. Soft outcomes may include achievements relating to those listed below. Please identify no more than 3 soft outcomes which are of primary importance in your project:

Other Outcomes - Soft Outcome		Male	Female	Total
Interpersonal Skills	Social Skills			
	Coping With Authority			
Organisational Skills	Personal Organisation			
	The ability to put tasks in order and prioritise			
Analytical Skills	Being able to exercise judgement			
	Managing Time			
	Problem Solving			
Personal Skills	Insight			
	Motivation			
	Confidence			
	Reliability			
	Health Awareness			
			Total learners	

Provider Representative		LSC Representative	
Provider Signature		LSC Signature	
Date		Date	

Providers should note that they need to retain audit evidence of soft outcomes