**Evaluation example**

*This is a working evaluation approach used by Radio Regen in evaluating a course: 'Community Radio Production and skills for employability'. Includes evaluator's notes on experience and practicality of collecting evidence by each means.*

**Evaluation Tools**
1. Basic biographical data form
2. Attendance Register
3. Self-completion questionnaire/interview
4. Audio diaries / vox pops/ photographic evidence
5. Focus group
6. Case studies
7. Follow up/ progression info

| Tool | When? | Evidence gathered | Evaluator's Comments/ Notes |
|---|---|---|---|
| Biographical Data | Beginning or before the course | Age Gender Status Ethnicity | Easy to collect, complete and analyse |
| Attendance register | Ongoing | Numbers attending | |
| Self completion questionnaire | At beginning for baseline data – preferably before the course begins.<br><br>At end for progression data | Evidence about core/ transferable skills, work skills and personal skills/ well being participants developed | Wasn't possible to meet participants before the course began so did this on the first day. Felt a little awkward – needed to present it more clearly as a self awareness tool (like you do in magazines) rather than as a diagnostic tool. Think some participants completed it 'to look good' rather than answering truthfully |
| Audio diaries/ vox pops/ photographic evidence – can be uploaded onto the blog | Ongoing/ throughout | Evidence about participants experiences and what's 'special' about radio training and employability | Most effective means to do this was using a blog. Was surprised how keen people were to comment and post on a blog I set up. Participants very keen to take their own photos and to interview each other and talk about the course. This became part of the |

| | | | content of the course as they 'vox popped' each other about their experiences. |
|---|---|---|---|
| Case studies | Ongoing/ throughout | Evidence about participants progress and experiences whilst on the course – include data from initial interviews with participants and follow up work | Again the blog was useful for collecting participants' experiences and responses to the course. Otherwise it was difficult to collect evidence for case studies as taught the course. Asking a volunteer to work alongside you as you deliver the course to collect this kind of evidence could be useful. |
| Tutor diary/ blog | Ongoing/ throughout | Evidence about tutor and participant experiences as progress through the course (with photos and quotes from learners embedded) | Blog |
| Focus group | At end of the course | Evidence about participants experiences on the course plus progression routes etc | Focus on completing a radio production made it hard to find time for focus group. However I did work with a volunteer to interview each participant individually about their experiences and what they hope to do next. |
| Follow up work | After the course ends | Evidence about what happens to individual participants – do they pursue 'radio' or other volunteering, work or training opportunities? | Difficulty of keeping in touch once the course has finished, despite the blog etc – maybe more success if I become friends on facebook! |

**1. Basic biographical data**

**2. Questionnaire (baseline information)**
**Soft outcomes (including employability skills)**

**Core skills for work**
1. I am confident about talking in front of others
Strongly disagree      disagree      neutral agree      strongly agree

2. I am a good listener
Strongly disagree      disagree      neutral agree      strongly agree

3. I find it hard to answer questions and say what I want to say
Strongly disagree      disagree      neutral agree      strongly agree

4. I am confident about using a computer for word processing
Strongly disagree      disagree      neutral agree      strongly agree

5. I find it difficult to find the information I need on the Internet
Strongly disagree      disagree      neutral agree      strongly agree

6. I am confident about using technology to help me with my work.
Strongly disagree      disagree      neutral agree      strongly agree

7. I am usually good at working with other people
Strongly disagree      disagree      neutral agree      strongly agree

8. I am confident about talking in groups
Strongly disagree      disagree      neutral agree      strongly agree

9. I panic when a problem arises
Strongly disagree      disagree      neutral agree      strongly agree

10. I am good at solving problems
Strongly disagree      disagree      neutral agree      strongly agree

11. I am good at time planning and prioritizing
Strongly disagree      disagree      neutral agree      strongly agree

12. I find it difficult to make decisions and work independently
Strongly disagree      disagree      neutral agree      strongly agree

13. Once I start something I usually finish it
Strongly disagree      disagree      neutral agree      strongly agree


**Personal Skills / Well-being**
1. I make a real effort to do those things that matter to me
Strongly disagree      disagree      neutral      agree      strongly agree

2. I do my best and if I make a mistake I try again
Strongly disagree      disagree      neutral      agree      strongly agree

3. I am willing to take on responsibility

Strongly disagree     disagree     neutral     agree     strongly agree

4. I feel good about myself
Strongly disagree     disagree     neutral     agree     strongly agree

5. I usually get on well with people
Strongly disagree     disagree     neutral     agree     strongly agree

6. I care about my appearance
Strongly disagree     disagree     neutral     agree     strongly agree

7. I am reliable and turn up to appointments on time
Strongly disagree     disagree     neutral     agree     strongly agree

8. I am well organised
Strongly disagree     disagree     neutral     agree     strongly agree

9. I have a lot of energy
Strongly disagree     disagree     neutral     agree     strongly agree

10. I generally think clearly
Strongly disagree     disagree     neutral     agree     strongly agree

11. I am interested in getting involved in new things
Strongly disagree     disagree     neutral     agree     strongly agree

12. I am good at solving problems
Strongly disagree     disagree     neutral     agree     strongly agree

13. What is the main thing that prevents you from getting a job?


14. How confident do you feel at the moment about overcoming this?
Not confident at all     A bit confident Neutral     Confident     Very confident

[15. Do you have any other training needs – e.g. need any help with writing, reading, maths? (this should go in the personal information section)]

**Other evaluation and monitoring (ongoing)**
**Tutor diary/ journal/ blog** – recording individual activities/ reflections/ thoughts, audio recording activities as they progress, taking photographs of activities, plus video footage (including vox pops at the beginning of the course – or they could video each other). NB: issue of informed consent and confidentiality is massive here, and will need to be dealt with (letter of consent necessary).

**Case study development** – methods as above, plus way of recording events, experiences, attitudes etc of individual participants as they go through the course

**Participants** – encourage them to comment on the blog, also end of each day each participant takes an audio recorder and asks another participant 3 questions from this list (or others they feel might be important):
What have you most enjoyed today?
What have you learnt today?
How has today helped you?

**Focus group** – at end of the course, evaluation/ focus group with course participants about their experiences on the course

**Follow up** – follow up work (perhaps through employment advisors, but also personal contact with participants) finding out what they go on to do in terms of employment, training or volunteering.