



Vital Skills in Befriending Monitoring & Evaluation

Assignment

Those wishing to gain the credit rating for the “monitoring and evaluation” element of the Vital Skills in Befriending Certificate will be required to successfully complete the following assignment.

Time commitment assigned to this assignment is 40 hours

Credit rated at SCQF level 9, 4 credits

Participants will be required to evidence their learning in this section by outlining an evaluation process for their project.

It should demonstrate a knowledge, understanding and practical application of the learning outcomes outlined in the “monitoring and evaluation” element of Vital Skills in Befriending Certificate.

This will include sections which:

- Explore the functions of monitoring and evaluation. In this section you should include:
 - ... Explanation of the functions of monitoring
 - ... Explanation of the functions of evaluation
 - ... Outline when & how each is used within your befriending service
- Describe outcomes and outputs. In this section you should:
 - ... Explain what outcomes are and define the expected outcomes of your service.
 - ... Explain what outputs are and define which outputs your service employs to achieve each of your outcomes

This section should explain those outputs that are general within the project e.g. recruit volunteers, match volunteers with clients and those outputs which relate directly to specific outcomes e.g. encourage the befriender to take part in activities outside of their home by mapping all local leisure & community facilities
- Indicators
 - ... explain why indicators are used & describe the indicators that you are going to use for each of the outcomes at your project
- Baselines. This section should include:
 - ... evidence of understanding of a range of ways of collecting baseline information from a number of different sources i.e. clients, referrers, carers (a minimum of 5 examples should be detailed)
 - ... Examples & explanations for the use of the tools that your project has selected to gather baseline information
- Qualitative & quantitative evidencing. This section should include:
 - ... Define qualitative and quantitative evidence
 - ... Give 5 examples of how evidence is collected; this should include both qualitative and quantitative evidence
 - ... Show 5 examples of how evidence can be presented this should include examples of both qualitative and quantitative evidence
 - ... outline a protocol demonstrating the times when evidence is gathered at your project