

*Education and Training Inspectorate*

# **Information to be completed**

**for inspections in youth organisations**

***BASIC INFORMATION SHEET***

This information to inform the discussion at the joint planning day.

|  |  |
| --- | --- |
| Name of organisation: |  |
| Address:Telephone number: E-mail address: |  |
| Name of Youth Worker and contactdetails: |  |
| Name of Senior Youth Officer |  |
| Chair of Management Committee (if applicable) |  |
| Details of funding from the Departmentof Education and other funders (e.g. amount of funding for special initiatives; please attach additional sheets if necessary): |  |

**Data capture**

Statistical data capture form for youth inspections 2023/24

Youth organisation

Date of information submitted: \_\_\_\_\_\_\_\_\_\_

**Table 1: Total Membership** (complete where applicable)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Age group** | **4-8** | **9-13** | **14-18** | **19-21** | **22-25** | **Outreach/****Detached**  | **Total** |
|  | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |  |
| 2020/21 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2021/22 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2022/23 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Current |  |  |  |  |  |  |  |  |  |  |  |  |  |

Table 2: Length of membership in youth organisation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Age group** | **4-8** | **9-13** | **14-18** | **19-21** | **22-25** | **Outreach/****Detached**  | **Total** |
|  | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |  |
| Young people registered for the first time in 2023/24 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Young people registered for two years |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Young people registered for three years |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Young people registered for four years |  |  |  |  |  |  |  |  |  |  |  |  |  |

Table 3: Leadership training (please detail all training courses provided for young people and youth workers in the organisation in the last two years)

|  |  |  |  |
| --- | --- | --- | --- |
| Title and date of courseincluding accreditation details (awarding body /number of credits) | Number of youngpeople enrolled | Number of youth workers enrolled | Percentage enrolled completing successfully |
|  |  |  |  |

Table 4: Current strategic partnerships (schools, community, other stakeholders)

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Programme title | Benefits for young people | Contact details |
|  |  |  |  |

Table 5: Names and qualifications of all staff

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Qualifications** | **Present job and duties** | **Type of post (ft, pt, vol)** | **Length of time in post** | **Training undertaken during past 2 years \*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

\*include safeguarding training with dates

Table 6: Names and roles of management committee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Experience** | **Length of time in post** | **Training undertaken during past 2 years \*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*not including paid workers