



The Education and Training Inspectorate
Promoting Improvement

Providing inspection services for:

Department of Education
Department for the Economy
and other commissioning Departments

CUSTOMER
SERVICE
EXCELLENCE



Education and Training Inspectorate

**Information
to be completed
for inspections in youth organisations**

BASIC INFORMATION SHEET

Please return this pro-forma to Inspection Services Team at least one week before the inspection. (The pro-forma may also be emailed to eti@education-ni.gov.uk)

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

Please attach:

- a) development /action plans, evaluation reports;
- b) details of the programmed activities for the period of the inspection; and
- c) weekly work plans/forecast sheets for all youth workers for the period of the inspection.

Data capture

Statistical data capture form for youth inspections 2019-2020

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	
2016/17													
2017/18													
2018/19													
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 2019/20													
Young people registered for two years													
Young people registered for three years													
Young people registered for four years													

*not including paid workers

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 course including accreditation details (awarding body /number of credits)	Number of young people 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 *

*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 *