

**Evidence Collection Planning Template**

**Project ID: CLIF**

What difference do you aim to make as a result of your project? (individual outcomes)	What evidence will you look at in order to measure the change? (indicators)	How will you collect the evidence? (think about tools and methods, who will collect it and when)	How will you analyse the information you collect?
<b>For learners</b>			
<p>Health Physical</p> <p>Improved physical health and well-being (wider outcome 1)</p>	<p>Learners sense of feeling well – mentally and physically</p> <p>Physical activity undertaken by learners</p> <p>Learners stamina, flexibility and mobility</p>	<p>2 Semi-Structured group interviews ‘<i>conversation with cake</i>’, facilitated by the tutor after 2 sessions at interval points during the programme. To be recorded visually and in minutes. (ballet / drama)</p> <p>Fitness Questionnaires completed by regularly attending participants during the ‘<i>conversation with cake</i>’ sessions (ballet)</p> <p>Tutors to complete participant observation reports provided by ARC at intervals of 6-8 weeks of participation. (ballet, Arts)</p> <p>Family, Peers and Participants invited to attend a Silver Sofa session led by a Health Professional. To be recorded visually and in recorded minutes. (all sessions) To be held after a performance/exhibition event</p>	<p>Thematic analysis focus group evidence</p> <p>Collate responses on a scale. Present findings in chart form. Measure change in number and % of learners</p> <p>Collate data from observation reports on scale at beginning and intervals. Present findings in chart form. Measure change in number and % of learners at each interval</p> <p>Thematic analysis for focus group evidence</p>
<p>Social Relationships</p> <p>Increased positive relationships (wider outcome 2)</p>	<p>Learner support circle</p> <p>Learner social contact levels within and beyond the sessions</p> <p>Learners sense of social confidence</p>	<p>Steering Group to conduct face to face interview ‘<i>conversation with cake</i>’ with a group of participants invited from all sessions. Invited by ARC, facilitated by Steering Group. Catering provided. To be held after 20 weeks of activity.</p> <p>Family, Peers and Participants invited to attend a celebratory session led by a Health Professional. To be recorded visually and in recorded minutes. To coincide with exhibition/performance (all sessions)</p>	<p>Steering group will present findings in quotes</p> <p>Thematic analysis of focus group evidence</p> <p>Write up four case studies.</p>
<p>Increased self-esteem (objective 3)</p>	<p>Learners sense of self-worth and belief in their ability to achieve</p> <p>Learner progression and achievement</p>	<p>Steering group members to informally ‘<i>conversation with cake</i>’ speak with a group of participants after a performance/exhibition event. How many state they achieve a personal learning goal by performing/exhibiting?</p> <p>Tutors to complete participant observation reports provided by ARC at intervals of 6-8 weeks of participation. (creative writing, arts)</p>	<p>Steering group will present findings in quote format</p> <p>Informally record how many have achieved personal learner goal and look at statistics of each in %</p> <p>Collate reports and write up 4 case studies from the observation reports.</p>
<p>Better learning experience for participants (objective 4)</p>	<p>Regularity of attendance</p> <p>Learner experience</p>	<p>Regular attendance will be captured by Box Office system, Spektrix.</p> <p>Creative Learning Manager and a steering group member will visit new classes near the start of term to informally capture feedback from the group. A return visit at week 20 will take place.</p> <p>Survey monkey to attendees of 6+ attendees will identify that quality of activity is re-attendance // attended because of a marketing campaign // self-esteem // confidence // feeling well // social circle.</p>	<p>Report will be produced. Findings will be presented in written form.</p> <p>Feedback will be recorded and presented in a short comparative report after the final session.</p> <p>Collation of data, statistical report to be produced.</p>

<b>For the local community</b>			
More opportunity for older people to participate in and benefit from creative learning (objective 1)	Creative learning provision in Stockton	<p>A map of provision for people aged 50+ at the start of the programme will be created by Marketing Assistant as a baseline comparison.</p> <p>Number of sessions delivered at ARC at the start and end of the programme to be recorded by Marketing Assistant</p>	<p>A short written report will capture the scope of the provision changes throughout the project.</p> <p>Data will be collected and presented as numerical data. Measure in change of number will be recorded at start and end of project.</p>
More older people benefitting from staying physically and mentally active (objective 2)	<p>Number of older people participating in creative learning activity</p> <p>Regular attendance data</p> <p>Utilising support schemes</p>	<p>Attendance and regular attendance data will be recorded by the Box Office system, Spektrix.</p> <p>Number of learners existing at the start of the programme will be recorded and used as a baseline comparison, to be collated by Marketing Assistant.</p> <p>Box Office and KW to record how many people utilise Buddy // Volunteer scheme.</p> <p>Volunteers to collate data on how many would / would not have attended if they were not supported.</p> <p>Marketing feedback on how many potential users have seen the campaign</p>	<p>Data will be collated and presented in chart form and measure of change in numbers and % will be recorded.</p> <p>Marketing audience reach presented as a figure</p> <p>Marketing campaign – presented as a short summary (bullet point list)</p>
<b>For your own organisation</b>			
Sustainable programme (objective 5)	<p>Participation levels</p> <p>Provision levels</p> <p>Income generated</p>	<p>Creative Learning Manger will determine costs for the sessions to continue and assess a minimum number of people required to attend each session.</p> <p>Data captured through the Box Office system will capture regular attendance and current numbers of participants.</p> <p>Income reports will be generated by Creative Learning Manager to assess the overall income generated</p> <p>Number of regular creative arts learning sessions delivered in the following 12 months will be recorded by Marketing Assistant</p> <p>Number of learners attending creative arts learning activity in the following 12 months will be recorded by Box Office system, Spektrix</p>	<p>An Excel budget will be created to assess the sustainability of an on-going programme based on the income generated through the project.</p> <p>A short written report will be produced with the budget to assess next steps.</p> <p>Data will be collated and findings presented in a chart measuring the number of sessions and attendance over 12 months following the end of the programme.</p>