

Voluntary Moderation Visit Notification



Voluntary Organisation Funding Information

Voluntary Youth Organisation Name	
Funding Stream	
Funding ID	
Funding Title	
Organisation Council Area	

Moderation Contact Information

Voluntary Organisation Contact Name	
Voluntary Organisation Contact Email	
EA Youth Service Moderator Name	
EA Youth Service Moderator Email	

Moderation Visit Details

Date of Moderation Visit			
Start Time of Moderation			
Planned Duration of Moderation Visit	Hour(s)		Minutes
Moderation Area Theme			
Primary Focus of Moderation			
With Regard to:			
Safeguarding Focus of Moderation			

Evidence to Be Gathered or Viewed

Action Plans	<input type="checkbox"/>	Administrative Returns	<input type="checkbox"/>	Assessment of Need	<input type="checkbox"/>
Attendance Records	<input type="checkbox"/>	Evaluations of Activities	<input type="checkbox"/>	Evidence Files	<input type="checkbox"/>
Observation	<input type="checkbox"/>	Outreach Recordings	<input type="checkbox"/>	Partnership Agreements	<input type="checkbox"/>
Policies	<input type="checkbox"/>	Self-Evaluations	<input type="checkbox"/>	Session Plans	<input type="checkbox"/>
Staff Development Records	<input type="checkbox"/>	Staff Training Sessions	<input type="checkbox"/>	Target Monitor	<input type="checkbox"/>
Discussions with Management Committee	<input type="checkbox"/>	Discussion with Young People	<input type="checkbox"/>	Discussion with Youth Work Staff	<input type="checkbox"/>

Other Sources of Evidence not noted above:

Please note that Key Performance indicators will also be reviewed as part of this moderation visit. Organisations who do not accommodate moderation visits may result in funding being withheld or recovered by the Education Authority

Signed by Visiting EA Officer