MODERATION & MONITORING GUIDANCE

FOR EDUCATION AUTHORITY
FUNDED YOUTH ORGANISATIONS
AND CONTROLLED UNITS

ea Education Authority

Introduction

This document outlines the requirements and processes associated with Moderation and Monitoring and is applicable to:

- Local and Regional Voluntary Youth Organisations in receipt of EA Youth Service Funding, excluding Generic/Non-Targeted Funding.
- Controlled Youth Service units.

Moderation and Monitoring are compulsory processes which need to be accommodated. Organisations who do not accommodate these processes may have their funding withheld or withdrawn which may include recovery of funds.

The Moderation and Monitoring processes implemented across Education Authority Youth Service provision have been revised, based on feedback from and consultation with the sector, to ensure that these processes are improved and fulfil their functions more effectively.

The function of Moderation is to ensure that:

- Expected quality standards are achieved.
- Examples of effective practice are identified and shared.
- The need for support is identified and actioned appropriately. The Youth Work Sector continues to develop.
- Quality outcomes for Children and Young People are achieved.

The function of Monitoring is to ensure that:

- Outputs in an agreed plan are delivered and targets are achieved.
- Reporting to Education Authority and the Department is accurate and supported by evidence.
- Risks to delivery are identified and appropriate measures are put in place to assist.
- Assurances are provided to Education Authority in relation to governance and safeguarding.

Frequency of Visits

Moderation and Monitoring visits are carried out through separate visits. The frequency of visits for Voluntary Youth Organisations is dependent on the number of unique funding awards held under Local Area, Local Project, Regional Project, Regional Development and Regional Strategic funding.

All Voluntary Youth Organisations awarded through these funding streams will receive 1 Moderation visit and 1 Monitoring visit. There will be an additional Moderation visit scheduled for each additional funding award made, where applicable.

The schedule of visits for Controlled provision is aligned to Curriculum Delivery Agreements.

All visits are scheduled on an annual basis and the table below illustrates the schedule. Voluntary Youth Organisations in receipt of funding exceeding £30,000 per annum will receive a Financial Verification visit and all Controlled Units will receive a Financial Monitoring visit.

Awards Held	Moderation Visit	Monitoring Visit
1 Local Area Award	1	1
1 Regional Development Award and 1 Local Project Award	2	1
1 Local Area and 2 Local Project Awards	3	1
6 Local Project Awards	6	1
Controlled Unit aligned with a Curriculum Delivery Agreement	1	1

Moderation Framework

The revised Moderation Framework includes two areas for review; Direct Delivery and Capacity Building. These areas will have a clear focus, relevant to the work funded, and an assessment will be made in relation to the expected standards outlined within the framework.

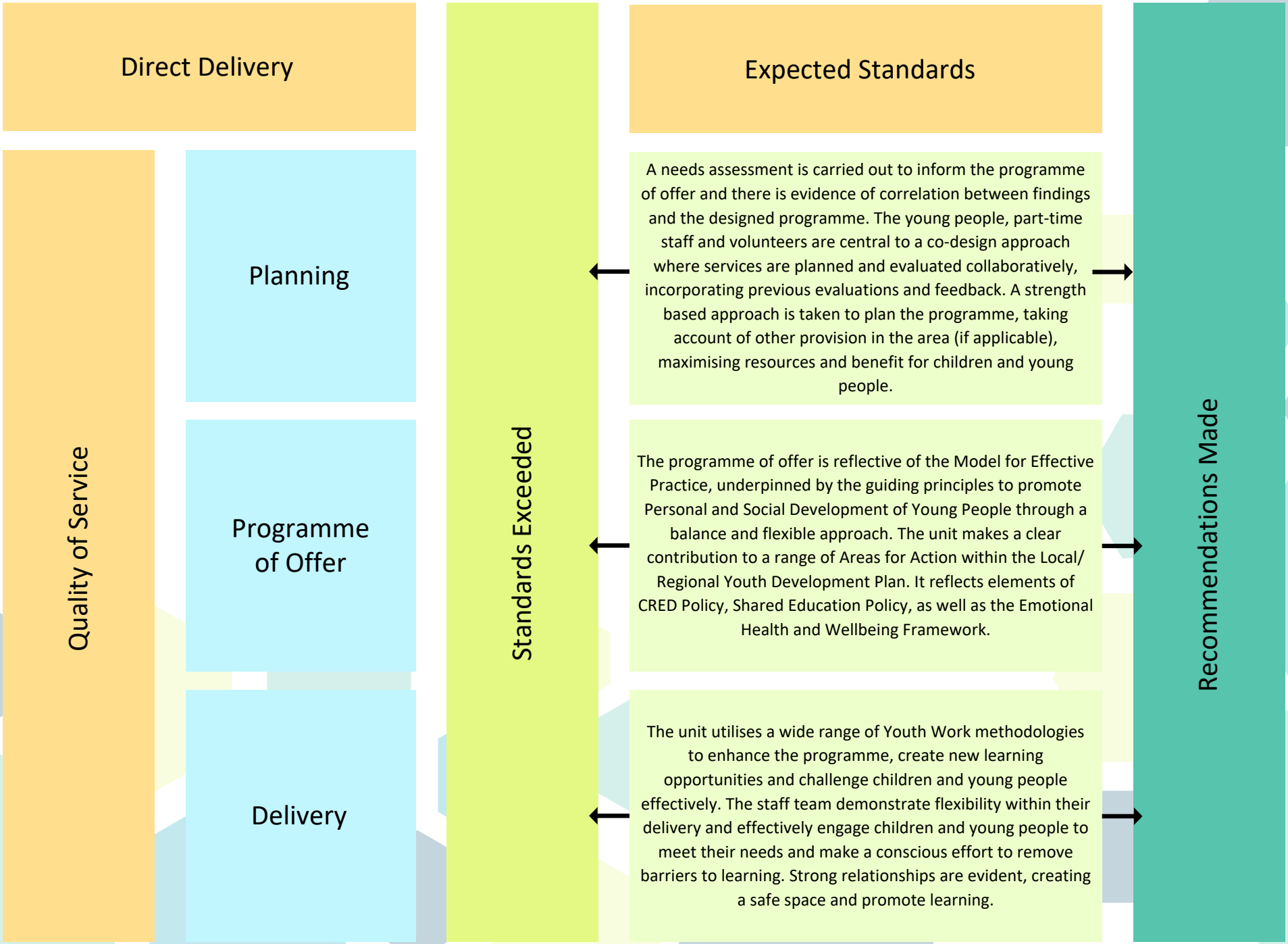
Direct Delivery moderations are applicable to all Education Authority funded services which involve the delivery of Youth Work directly with Children and Young People. This includes Local Area, Local Project, Regional Project, and Controlled units who deliver Youth Work directly with Children and Young people. This moderation may also be applicable to organisations in receipt of Regional Development funding if it involves delivery of Youth Work (for example, pilot programmes).

This theme of moderation will be split across two separate moderation visits, each with a different focus:

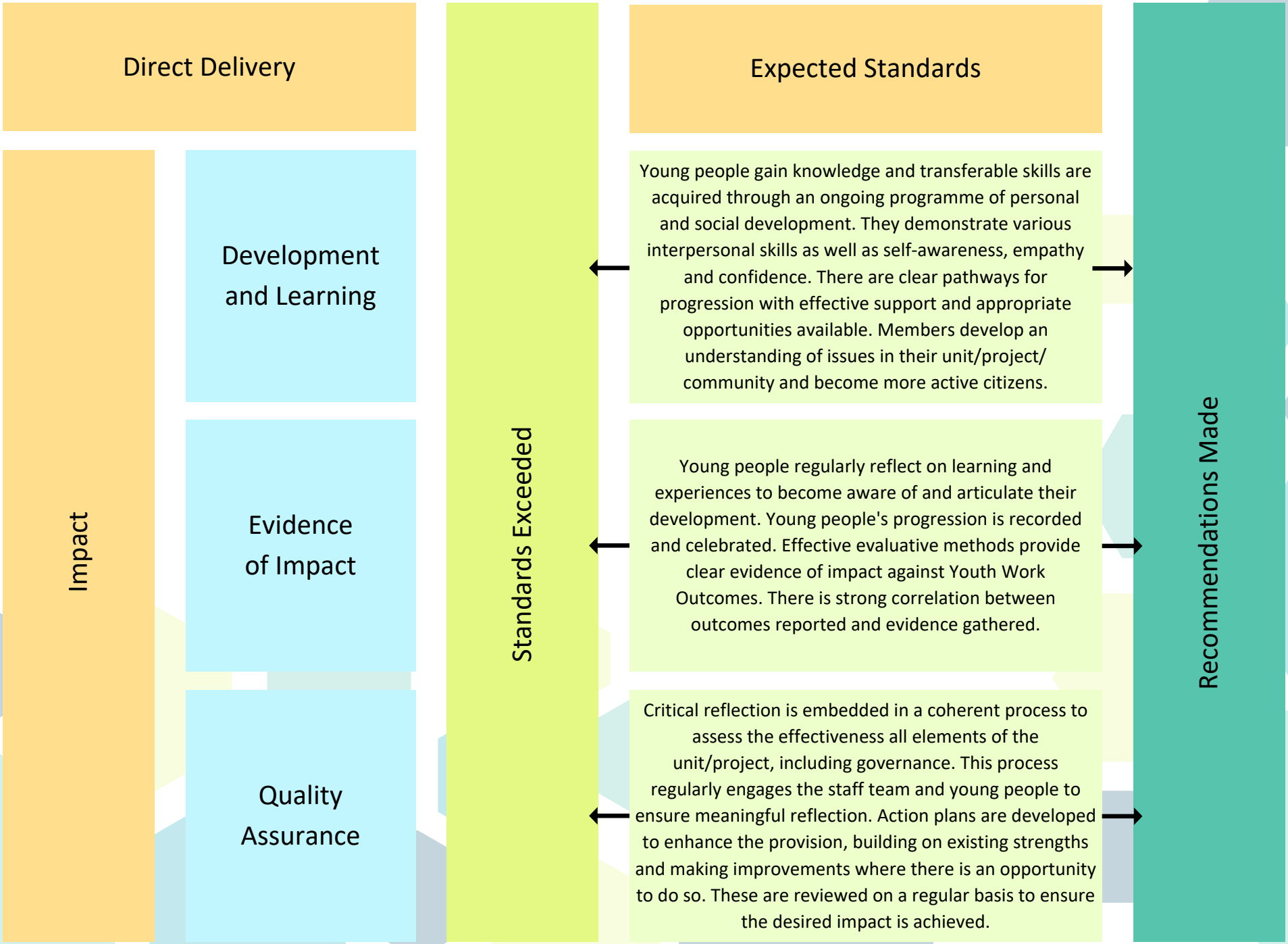
1. The quality of service provided to Children and Young People.

2. The impact of this provision on the lives of Children and Young People.

Direct Delivery - Quality of Service



Direct Delivery - Impact



Capacity Building

Capacity Building moderations are applicable to all Education Authority funded services which exist to develop the capacity of the Youth Work Sector. This includes:

1. Organisations in receipt of Regional Strategic funding to support Local Voluntary Youth Organisations in line with the funding award.

2. Organisations in receipt of Regional Development funding to develop and deliver thematic training, conduct research, develop models and strategies, create curriculum materials or facilitate participative processes across the sector.

3. Controlled Regional Curriculum and Support teams who exist to develop the capacity of Local Services and enhance the provision.

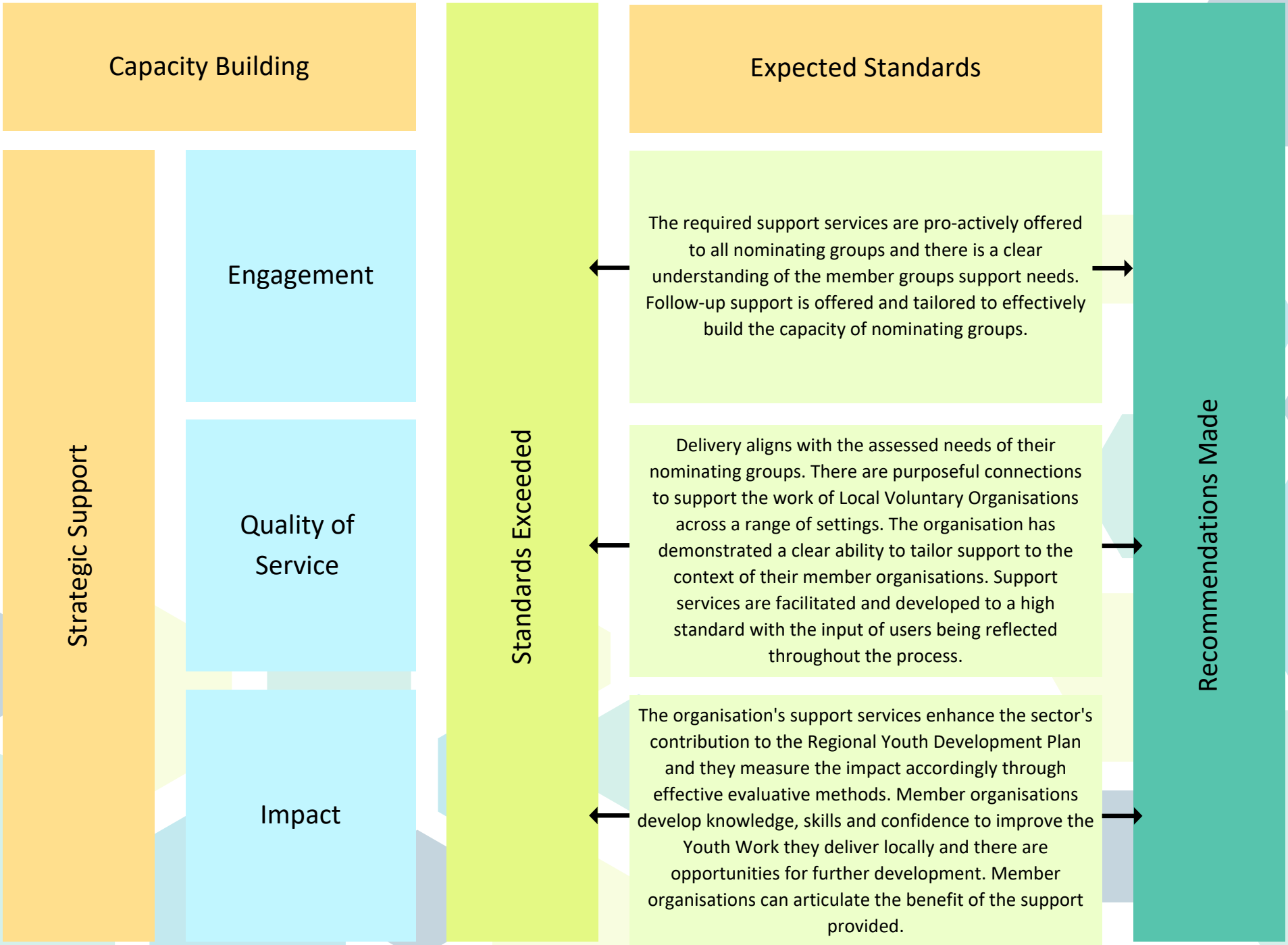
The framework acknowledges that support provided to the sector through EA Youth Service Funding is wide ranging and the expected standards are to be applied to the relevant context.

This theme of moderation differentiates between:

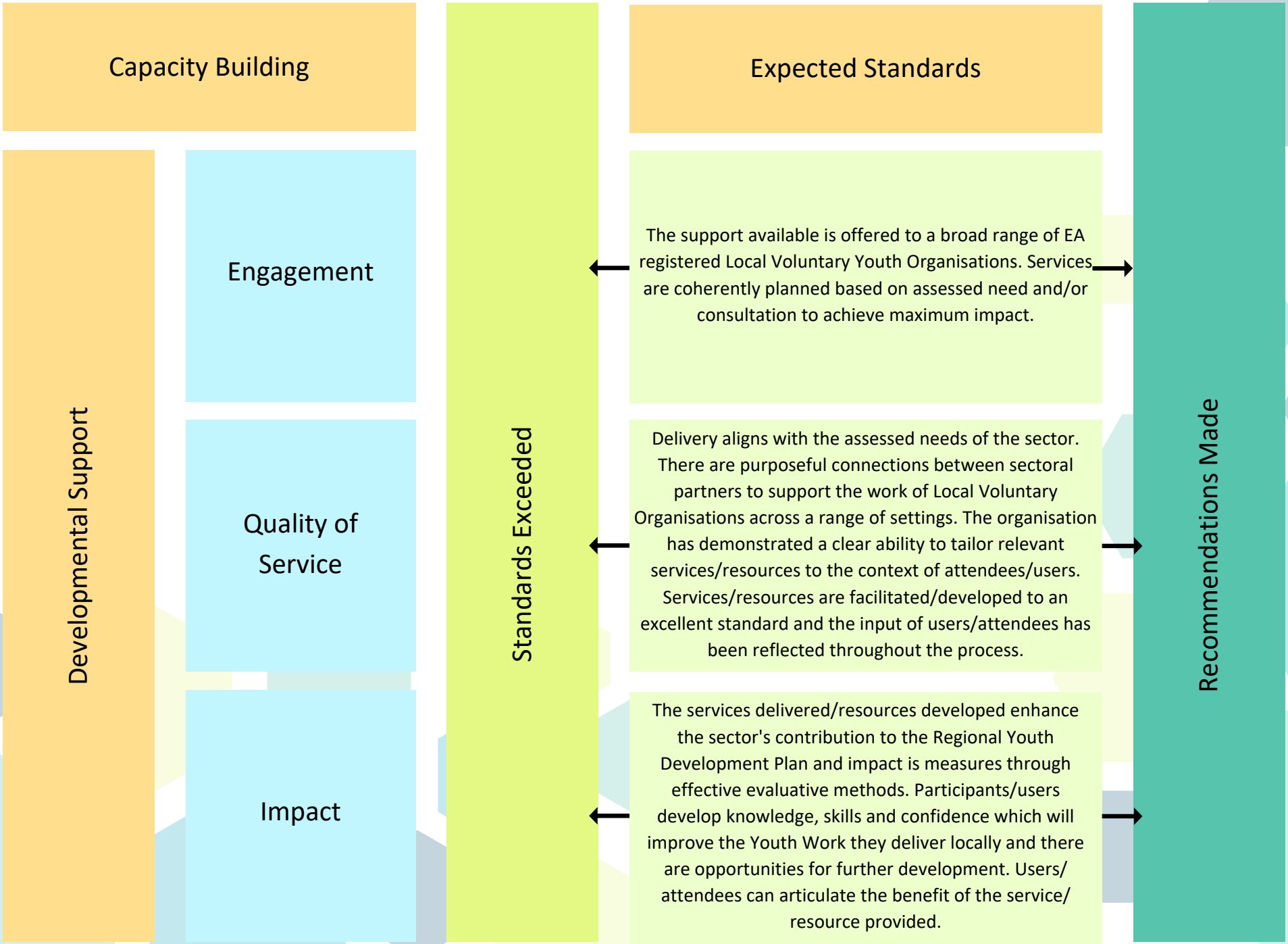
1. Strategic Support; where member organisations nominate any given Regional Strategic organisation to provide support. This is only applicable to Regional Strategic organisations.

2. Developmental Support; where an organisation is fulfilling a developmental function for the benefit of the wider sector.

Capacity Building - Strategic Support



Capacity Building - Developmental Support



Moderation Outcome

Each of the three assessment areas associated with the theme and focus of moderation are assessed in line with the "Expected Standards" as outlined in the Framework. The moderator will be required to clearly articulate and justify their assessment across the following grades:

1. Standards Met
2. Standards Exceeded
3. Recommendations Made

All units/organisations are expected to maintain "Standards Met" across all areas. Where recommendations are made, an action plan to address any issues will be developed with the organisation/unit. This support will be provided by the nominated Regional Voluntary Youth Organisation. If there is no Regional Voluntary Youth Organisation nominated, the assigned Funding Officer will fulfill this role. In the Statutory Sector, the line manager will lead this process.

Where standards are exceeded, examples will be highlighted for sharing with the wider Youth Work Sector through appropriate mechanisms, for example SHARED Events.

Monitoring

Monitoring visits are essential for all Controlled Units and organisations in receipt of Local Area, Local Project, Regional Project, Regional Development and/ or Regional Strategic Funding. These visits will be planned and facilitated on an annual basis. Each visit will include the following:

- KPI check against delivery requirements associated with the Funding Opportunity or Controlled Delivery Agreement
- Sample evidence which informed reporting to Education Authority
- Governance
- Budget Monitoring
- Safeguarding (In line with the latest ETI Safeguarding Proforma)
- Support received from Regional Organisations (Only applies to Local groups)

An assessment of each of the areas will be made with feedback provided at the end of the meeting. This will include the identification of risks and appropriate interventions, where appropriate. A summary report will then be provided within two weeks of the visit. When follow-up actions are required, the Education Authority will co-ordinate support to address issues raised.

Moderation and Monitoring Process Overview

Pre-visit contact to ensure the visit is planned appropriately and context is understood

Notification sent a minimum of 2 weeks in advance of the visit

Organisation/unit confirms date and time with the visiting officer

Visit facilitated on the agreed date and verbal feedback is provided

Visiting officer completes report

A copy of the report is sent to organisation/unit and relevant service lead

If issues have been identified, an additional moderation and/or monitoring visit may be arranged outside the normal frequency.

Moderation and Monitoring Process Overview

Statutory Unit

- Action Plan is developed and agreed with Line Manager.
- Implementation of the plan is regularly monitored, updated and supported through supervision.
- Formal review is conducted and the action plan can be marked complete when the desired impact has been achieved.
- Should it be determined that the required improvements cannot be achieved, separate processes will be initiated.

Improved Services

Funded Organisation with a nominated RVYO

- Action Plan is developed and agreed with RVYO.
- Support meetings are established to monitor, update and support the implementation of the plan.
- Formal review meeting with RVYO and Funding Officer is conducted.
- The action plan can be marked complete when the desired impact has been achieved.
- Should it be determined that the required improvements cannot be achieved, separate processes will be initiated.

Funded Organisation with no nominated RVYO

- Action Plan is developed and agreed with Funding Officer.
- Support meetings are established to monitor, update and support the implementation of the plan.
- Formal review meeting with the Funding Officer is conducted.
- The action plan can be marked complete when the desired impact has been achieved.
- Should it be determined that the required improvements cannot be achieved, separate processes will be initiated.

Moderation - Visiting Officer Process Overview

Consult the moderation and monitoring schedule, where you will find your allocated visits on the year, and plan your time accordingly

You will find the organisation information, funding awards held and associated documentation embedded within the schedule

Contact the organisation, via telephone in the first instance, to ensure the visit is planned appropriately and the context is understood

Populate and issue the notification form at least 2 weeks in advance of the visit, reflecting the agreed date and venue for the visit

Be adaptable, where possible, to accommodate rescheduling requests

Facilitate the visit as planned, with the focus of the visit aligned with the funding award

Prioritise time to engage with staff and young people and observe delivery to ensure your feedback is well-rounded

Provide verbal feedback, including an indicative assessment, before leaving the venue

Complete the online visit report and submit within 2 weeks of the visit

Be prepared to follow-up with the Funding Officer or Line Manager if required.

Monitoring - Visiting Officer Process Overview

Consult the moderation and monitoring schedule, where you will find your allocated visits on the year, and plan your time accordingly

You will find the organisation information, funding awards held and associated documentation embedded within the schedule

Contact the organisation, via telephone in the first instance, to ensure the visit is planned to be facilitated at a suitable time

Populate and issue the notification form at least 2 weeks in advance of the visit, reflecting the agreed date and venue for the visit

Be adaptable, where possible, to accommodate rescheduling requests

Facilitate the visit as planned, taking account of all work funded by EA

Use the reporting format to facilitate discussion and seeking evidence as required

Provide verbal feedback, including any follow-up actions required, before leaving the venue

Complete the online visit report and submit within 2 weeks of the visit

Be prepared to follow-up with the Funding Officer or Line Manager if required.