

Recorded and Accredited Outcomes Form

This form should be completed when a young person completes an accredited or a recorded outcome. A session leader / youth work should complete this form and have the young person sign it.

Name of Organization:							
Name of Young Person (please print)		First Name:			Surname:		
Age:		Under 13		13 - 19			
Name of Worker:							
Project start date:				Project end date:			
Accredited Outcomes achieved:							
Please check at least one of the following:							
ECM outcome Sphere of development	Be Healthy <input type="checkbox"/>	Stay Safe <input type="checkbox"/>	Enjoy & Achieve <input type="checkbox"/>	Make a positive contribution <input type="checkbox"/>	Achieve economic well-being <input type="checkbox"/>		
Recorded Outcomes achieved:							
Please check at least one of the following:							
ECM outcome Sphere of development	Be Healthy <input type="checkbox"/>	Stay Safe <input type="checkbox"/>	Enjoy & Achieve <input type="checkbox"/>	Make a positive contribution <input type="checkbox"/>	Achieve economic well-being <input type="checkbox"/>		
Evidence	Witness Testimony		Session planning		Session evaluation		
Video	Photographs	Case Notes	Recording	Survey			
Other							
Where is the evidence stored?	Please describe						
Signature Young Person			Signature Worker			Date	

If you have any questions about how to complete this form please see reverse side for guidance.

Guidance

1) What is a recorded outcome?

It is an activity in which a young person has developed a new skill, gained new insights, acquired new information or gained a better understanding of themselves or other people. We put emphasis on **recording outcomes** of this activity because it is helpful for young people to understand their own skills, talents, progress and achievements. It is also important for adults around them to recognize each young person's unique skills, talents, progress and achievements. **Evidence** of these new skills and insights is **required**. The following list of examples is not exhaustive; there are many other possible types of evidence and activities.

Paper based:

Action Plans, Note Books
Record Sheets, Written & Pictorial Reports, Notes from Meetings, Newspaper Cuttings, Statements from young people & others

Young People's

Personal Accounts:

Written Evidence of Quiz's
Recorded Sessions, session plans, Portfolios

Programme of Activities:

Attendance Records, Individual Plans, References, CV's, Emails, Competences, Risk Assessments, Flip Chart Work, Self & Peer Assessment, Documented Peer Research

Research & Information:

Written records of planning
Photo-copies of texts & emails

Expeditions & Residential:

Trips & Exchanges, debriefing
Voluntary Placements, Target & Goal Setting with young people

Audio/Visual Imagery:

Photographs, Videos/Film/DVD's/CD's/Tapes - Live & Edited Recordings, Vinyl's & Dub Play's, Work on CD's & Disks, Diagrams & Graphs produced by young people, Maps produced by young people
Creative Reviewing & Evaluation Techniques, Records of young people's achievements on video diaries, End of project celebration – Party, BBQ, Picnic, Sports Day, Exhibition, Presentation
Posters & Pictures produced by young people
Prizes, Scrapbooks

If you have any questions, please contact the **Youth Services Quality Assurance Team:**
Tel: 020 8356 7404

2) What is an accredited outcome?

To count as an accredited outcome a young person must have successfully completed one or more modules of a nationally recognised award or a local award which carries accredited status. The manager of your organization should have a list of possible accredited programmes available to each young person.

3) What is ECM?

Every **Child Matters** five outcomes are; *be healthy, stay safe; enjoy & achieve; make a positive contribution; achieve economic well-being*. Please see the following examples of developments within the ECM outcomes framework. The following examples are not exhaustive; there are many other possibilities.

What has the young person learned during their time attending this intervention?					
ECM development	Be Healthy	Stay Safe	Enjoy and achieve	Make a positive contribution	Achieve economic well-being
Personal	Controlled temper <input type="checkbox"/> Accepted criticism <input type="checkbox"/> Showed support for others Making new friends <input type="checkbox"/> Basic food hygiene <input type="checkbox"/>	Driving <input type="checkbox"/> First aid <input type="checkbox"/> Coping strategies <input type="checkbox"/> Developing assertiveness <input type="checkbox"/> Where to access help	Arts <input type="checkbox"/> Media <input type="checkbox"/> Drama <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/>	Show initiative <input type="checkbox"/> Help organise activities <input type="checkbox"/> Giving own opinion <input type="checkbox"/> Understanding the opinions of others <input type="checkbox"/>	Time keeping <input type="checkbox"/> Presentation skills <input type="checkbox"/> Planning & organising <input type="checkbox"/> Problem solving <input type="checkbox"/>
Social	Knowledge of Health care services and facilities <input type="checkbox"/>	Understand equal opportunities <input type="checkbox"/> Anti bullying <input type="checkbox"/> Young people & the law Consider consequences <input type="checkbox"/>	Teamwork <input type="checkbox"/> Better school attendance <input type="checkbox"/> Better grades <input type="checkbox"/> Knowledge of sports, arts facilities	Mentoring <input type="checkbox"/> Buddying <input type="checkbox"/> Volunteering <input type="checkbox"/>	Community regeneration <input type="checkbox"/> Community development <input type="checkbox"/>
Political	Understand health inequalities <input type="checkbox"/> Food - labelling, transport, GM <input type="checkbox"/>	Prejudice and discrimination <input type="checkbox"/> Report hate crimes <input type="checkbox"/>	Olympics <input type="checkbox"/> Funding issues <input type="checkbox"/> Rights and responsibilities <input type="checkbox"/>	Understand democracy Understand the Council Young people's rights <input type="checkbox"/> Youth led projects <input type="checkbox"/>	Fair trade <input type="checkbox"/> Global inequality <input type="checkbox"/> Understand NGOs <input type="checkbox"/>
Physical	Diet & exercise <input type="checkbox"/> Effects of alcohol and tobacco Other substance use <input type="checkbox"/> Sex and relationships <input type="checkbox"/>	Self defence <input type="checkbox"/> Personal safety <input type="checkbox"/> Skills for independent living <input type="checkbox"/>	Sports <input type="checkbox"/> Refereeing <input type="checkbox"/> Coaching <input type="checkbox"/> Outdoor pursuits <input type="checkbox"/>	Community gardening projects <input type="checkbox"/> Conservation <input type="checkbox"/>	Physical trade skills

