2015

Check List Manual

Guiding Cities

Context

Checklist Short description

Theoretical framework: Guiding Cites Model

Purpose: Promotion of organisations' and practitioners' awareness on their skills, efficiency and effectiveness in delivering CG services, regarding also Early School Leaving

Number of items (currently): 43

Duration of administration: approximately 15 minutes (untimed)

Preface before the completion of the checklist

Introduction

This checklist has been developed as part of the Guiding Cities project. Guiding Cities is an Erasmus + Strategic partnership with the objective of improving guidance services of municipalities and communities with benchmarking and strategic planning tools. The GCities tools aim to train and prepare communities to review the guidance activities undertaken by diverse actors and strategically plan and coordinate together the necessary actions in order to improve services and reduce early school leaving.

Why do the checklist?

The aim of the checklist is not to assess your skills and effectiveness in delivering Career Guidance services. It is a tool that will help you evaluate and strategically plan your organization's current guidance services.

The theoretical framework of the checklist is the Guiding Cites Model which was prepared in an earlier stage of the Guiding Cities project. With the completion of the questionnaire you will receive an interpretive feedback report.

This is a pilot administration. By completing the questionnaire you will contribute to an organized European effort to tackle early school leaving and to improve guidance services.

Instructions

Bellow you will see a number of questions concerning Career Guidance and early school leaving. Please read each statement carefully and select the answer that best describes your opinion. For each statement there are 5 possible responses:

1= Strongly Disagree

2= Disagree

3= Neutral

4= Agree

5= Strongly Agree

Remember you can choose only one answer for each statement. The checklist is untimed.

With completion of the questionnaire you will receive a feedback report.

Please take the time before you start to fill some of the following fields

You may choose more than one answer in each field

a. In which sector does your Organization belong to?

Public   Private   Both

◯   ◯   ◯

b. What is your organisation's area of implementation?

Local _   Regional_   National_   EU_

c. Which is the Target group of your Organization?

Children (up to 12)	Teen agers (13-17)	Young people (18-24)	Adults A (25-34)	Adults B (35 +)
◯	◯	◯	◯	◯

d. Relative to Early School Leaving, what types of services/actions does your organisation undertake?

Prevention _

Intervention _

Compensation _

e. How many practitioners work for your organization?

1-3   4-5   6-7   8-9   More

f. Your organization primarily operates in an area of:

more than 50.000 people ◯

10.000 – 50.000 people   ◯

2.000 – 10.000 people   ◯

up to 2.000 people ◯

Checklist

Governance and Coordination

1. Education and career guidance is a priority for your institution.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

2. There are mechanisms of internal coordination in your institution.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

3. Your institution cooperates with other organizations that also provide guidance.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

4. Your organizations' resources, both financial and personnel are in line with its goals and activities.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

5. When your institution plans and designs its services, it takes into account and adapts to the local context.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

Accessibility and awareness of services

6. Your institution's services are easily accessible and well known by your target group(s).

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

7. There is a specific procedure for the referral of cases that your institution does not serve (e.g. because of age, financial cost, specific needs, vulnerable social groups etc.).

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

8. Your organization has taken action to increase the awareness of your community and target group of the benefits and importance of education and career guidance.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

Methodologies of provision

9. Your institution takes into account the specific needs of each person in determining the method of guidance that will be used.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

10. Your services use diverse delivery methods (e.g. personal or group meetings, internet use, telephone use etc.).

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

11. Your institution implements life-long (progressive) interventions

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

12. Your organization's methodologies complement those of other guidance

organizations in your context, so that as a whole, the community provides a diversity of services.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

Measures to promote lifelong guidance and learning

13. Your organization has an approach that promotes lifelong guidance and learning.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

14. The interventions used by your institution aim to facilitate the transition from education to professional training or/and the job market.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

15. Your institution has services that are focused on preventing ESL in general.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

16. In case you identify people that are in danger of leaving school, you have a specific course of intervention.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

17. Your institution has actions to support the reintegration of an early school leaver in the school environment.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

1	2	3	4	5

Empowerment of choice and personal development

18. Your services promote users' self-knowledge (of their interest, skills, attitudes, etc.).

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

19. The actions/programmes applied by your institution aim to promote users' knowledge of study options and work prospects.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

20. Your institution offers support to people in the decision-making process.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

21. Your services contribute to users acquirement career management skills.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

22. Your organization provides services to other involved parties (for example, parents/families) that can directly support your target group.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

Competences and skills for practitioners

23. Your practitioners have the required competences and skills to provide your services.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

24. Your institution gives the opportunity for its practitioners to participate in lifelong training programmes or other activities that aim to promote their knowledge and skills.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

25. Your practitioners have received training on Early School Leaving.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

26. Your institution shares experience and exchanges best practices with other counsellors/practitioners.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

Common framework and quality standards – Evaluation of performance and effectiveness

27. Your organization has common criteria and standards for the delivery of its services.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

28. Your organization collects indicators to measure the quality of its services.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

29. Your institution plans the evaluation and measurement of the impact of its services.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

30. Your institution has a specific evaluation system of its services.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

31. Your institution follows-up with previous users of its services.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

32. The evaluation results of your services are used to improve future performance and effectiveness of services.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

Scoring

Each question is answered on a likert scale 1- 5.

1= Strongly Disagree

2= Disagree

3= Neutral

4= Agree

5= Strongly Agree

Scoring table

	Number of items	Scoring	Low	Average	High[1]
Governance and coordination	5	5-25			
Accessibility and awareness of services	3	3-15			
Methodologies of provision	4	4-20			
Measures to promote lifelong guidance	5	5-25			
Empowerment of choice	5	5-25			
Competences and skills for practitioners	4	4-20			
Common framework and quality standards and Evaluation of performance and effectiveness	6	6-30			

---

[1] We will make these numbers after the pilot, so as to get the norms
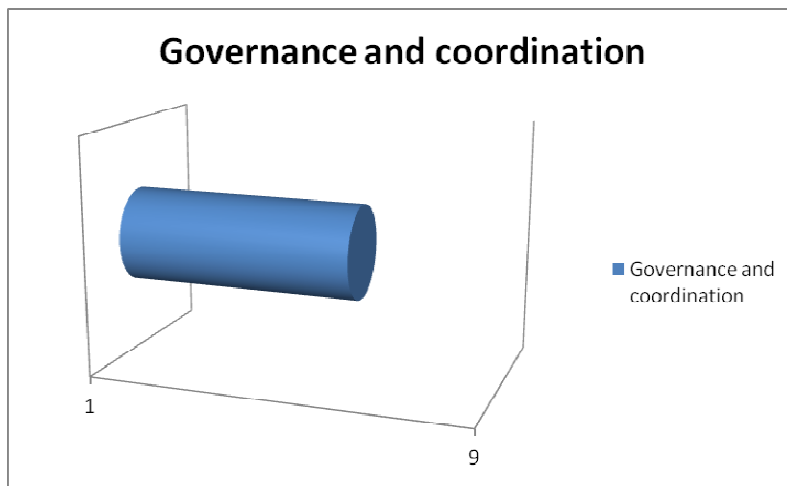
Sample of results (indicative)

The report will include all of the parameters regardless of the score acquired by the test taker (you can see an analytical sample in the appendix).

An example of one Parameter follows:

Governance and coordination

Graph of the parameter "Governance and coordination"

Your scoring in this parameter is average.

(In the pilot, there should be an indication in which paremeter the respondent answered a or 1 at any question).