

Learning Outside the Classroom Quality Badge Self Evaluation Form

There are three consistent strands which run throughout the Learning Outside the Classroom Quality Badge indicators. In order to achieve the badge your organisation will need to show that these strands are an integral part of your practice.

Strand A

Having an organisational ethos in which learning outside the classroom is understood and valued.

- Your organisation describes itself as a learning environment.
- Your organisation understands the methodology underpinning learning outside the classroom.
- Your organisation has an understanding of the needs of children and young people.
- Your learning programmes are valued and integral to the planning and development of the organisation.

Strand B

Having structures and processes to establish and maintain an effective partnership with users.

- Your organisation recognises that successful learning will be enhanced by working in partnership with the user.
- Your organisation understands that effective partnerships need to be developed prior to and continued after the learning experience (if appropriate).
- Your organisation communicates clearly with users throughout the learning experience.

Strand C

Having structures and processes to support and enable effective learning.

- Your organisation ensures that its staff members are competent.
- Your organisation offers an education programme that recognises the needs of different learners.
- Your organisation provides appropriate resources to meet the needs of all learners.
- Your organisation makes the best use of its site and/or location.
- Your organisation has processes in place to develop practice through evaluation and review. This should include the development of the educational programme, resources and staff and the review of policies.
- Your organisation has processes in place to manage risk effectively and shares these with users.

Through the self-evaluation process you will do this by:

- 1) Reading the SEF guidance to gain a clear understanding of each indicator;**
- 2) Providing an overview how your organisation meets the aims of the strands;**
- 3) Reviewing your practice and agreeing that you meet each indicator.**

This process will demonstrate that your organisation is committed to providing quality teaching and learning experiences.

SECTION 1 - STRANDS

Describe how your organisation meets the aims of Strand A (600 Characters, including spaces, maximum):

Describe how your organisation meets the aims of Strand B (600 Characters, including spaces, maximum):

Describe how your organisation meets the aims of Strand C (600 Characters, including spaces, maximum):

SECTION 2 – INDICATORS

Pre Experience Indicators

Strand	Indicator	
A/B/C	1	The provider has a process in place to assist users to plan the learning experience effectively. NB: Planning must involve communication in some form between the provider and the user.
B	a.	My organisation offers guidance and/or information on the roles and responsibilities of both the user and the provider i.e. who does what.
		AND/OR My organisation agrees roles and responsibilities of both the user and the provider i.e. who does what.
A/B	b.	My organisation captures learning objectives.
		AND/OR My organisation agrees learning objectives.
A/B/C	c.	My organisation offers a menu of activities, with a purpose for each activity, linked to learning objectives.
		AND/OR My organisation plans a tailored programme of work, with a purpose for each activity, linked to learning objectives.
A/B/C	d.	My organisation takes into account any equality, diversity and inclusion issues and needs.
B/C	e.	My organisation offers guidance and/or information to the user for assessing learner progress during the overall experience and how the experience will be evaluated.
		AND/OR My organisation agrees a process with the user for assessing learner progress during the overall experience and how the experience will be evaluated.

B	f.	My organisation offers guidance and/or resources/activities for preparation and follow-up to the visit. AND/OR	
		My organisation discusses with the user preparation and follow-up to the visit.	
B/C	2	The provider provides accurate information about its offer.	
B/C	a.	My organisation ensures that any promotional and/or written materials provide an accurate description of amenities, facilities and services provided and contact details.	
B	b.	My organisation has charging policies that state honestly the charges of the experience.	

During the Experience Indicators

Strand	Indicator	
A/B/C	3	The provider provides activities, experiences or resources which meet learner needs.
A/C	a.	My organisation offers a variety of activities delivered through a range of teaching and learning styles.
C	b.	Equipment and materials are suitable for tasks and/or activities, the age and ability of the learners, are current and in good working order.
C	c.	My organisation makes good use of its location.
B/C	d.	The amenities, facilities and services are as described in promotional and/or written materials.
A/C	e.	Educational and/or instructional staff members of my organisation are competent.
		OR
		My organisation does not have educational and/or instructional staff members.
C	f.	My organisation has a process in place for monitoring and evaluating the quality of the teaching/instruction of our educational and/or instructional staff members.
		OR
		My organisation does not have educational and/or instructional staff members.

Post Experience Indicators

Strand	Indicator	
B/C	4	The provider reviews the experience and acts upon feedback.
C	a.	My organisation evaluates its services.
B/C	b.	<p>My organisation gathers feedback from users (teachers and learners), including:</p> <ul style="list-style-type: none"> ○ whether what was agreed at the planning stage was delivered; ○ whether learning objectives have been met; and ○ whether value for money has been achieved.
C	c.	My organisation has a process in place to change practices as a result of review, evaluation and feedback.

Organisational Indicators

Strand	Indicator	
A/B/C	5	The provider meets the needs of users.
B	a.	My organisation communicates effectively with users.
C	b.	Essential written policies and procedures are reviewed, maintained and updated. This is undertaken on a regular basis and covers all venues and all activities.
A	c.	My organisation has an understanding of sustainability issues and the impact of activities and shares this with users.
A/C	d.	My organisation has a process in place to monitor the overall quality of provision across its site (or sites - if multiple sites) and makes changes where necessary.
B/C	6	The provider has safety management processes in place to manage risk effectively.
B/C	a.	My organisation has safety management procedures in place so that risks are identified and appropriately managed. These are shared with users.
C	b.	My organisation complies with all external regulation relating to it, e.g. Health & Safety at Work Act.
C	c.	My organisation has appropriate/agreed public liability insurance cover.
B/C	d.	My organisation has relevant safeguarding procedures in place, e.g. maintains Child Protection Standards and provides child secure venues.