



National Quality Standards For Volunteer-led Youth Groups

ANNUAL PLAN AND
PROGRESS REPORT

Completing the Annual Plan and Progress Report

This report is based on a model of *Plan, Do and Review*, a method used by many youth groups.

Plan (see Steps 1-3 on right)

What actions need to take place to develop our youth group?

Do (Step 4)

Carry out the required actions.

Review (Steps 5-6)

After the actions have been carried out, look back and record the progress achieved.

The box on the right explains these steps in greater detail.

Youth groups affiliated to national youth organisations should consult with the Regional Youth/Development Officer of their parent organisation when completing this document. Groups can also obtain information about the supports available to enable them to achieve the National Quality Standards for Volunteer-led Youth Groups.

Youth/Liaison Officers in Education and Training Boards (ETBs) will provide similar support and guidance to **youth groups that are not affiliated to a national youth organisation**.

Full **guidance notes** are available in the [Volunteer Group Leaders' Guide to National Quality Standards for Volunteer-led Youth Groups](#) booklet available on www.dcyu.ie (or simply click on link if you are using an electronic version of this form).

HOW TO COMPLETE THIS DOCUMENT

SECTION 1 of the Annual Plan and Progress Report is completed by the Group Leader in consultation with young people for the calendar year (January to December), following the steps outlined below:

Step 1: Complete the *Specific Statement of Purpose*

This is a short statement of: *what our youth group does, why it does it and who it is for*. Please give other basic details also about your group in this section where asked.

Step 2: Consider each of the three Core Principles and related Standards

For each standard, discuss and agree whether or not the *Indicators of Achievement* listed are in place. If they are in place, give examples on the form.

Step 3: Identify *Areas to be Developed*

If a standard or *Indicator of Achievement* is not in place (i.e. not being achieved), this should be noted on the form. *Areas for Development* should be identified, including what *actions* will be taken, *by whom* and *by when*.

Step 4: Carry out the required actions

Step 5: Review progress achieved during the year

Review the group's progress during the year in carrying out the identified actions and record this progress on the form. Any areas still to be progressed should be identified.

Step 6: Return the completed form to the ETB

Submit the completed Annual Plan and Progress Report to the ETB Youth/Liaison Officer each year. In the case of affiliated groups, the Regional Youth/Development Officer should first comment briefly on the position of standards and progress achieved by the group during the previous year.

SECTION 2 of the form is then completed by the ETB Youth/Liaison Officer, who notes and endorses the group's position in relation to each of the standards. The ETB Youth/Liaison Officer may do this in discussion with the group's leaders, the Regional Youth/Development Officer of a parent organisation and/or by way of a visit to the group or club.

SECTION 1 (to be completed by Group Leader) **ANNUAL PLAN AND PROGRESS REPORT**

1. Name of club/group:		2. Meeting place:	
3. Contact person:	Name	Position in group	
	Mobile	Landline	
	Email	Website	
	Address		

Specific Statement of Purpose

*In the box below, write a short statement of: **What** our youth group does, **why** it does it and **who** it is for.*

Details of your youth group

Does your Youth Group have/use the following: <i>(insert a ✓ in the relevant box after each)</i>	Attendance sheets for members?	Yes		No		Notes	
	Membership registration forms?	Yes		No		Notes	
	Parental/Guardian Consent Forms?	Yes		No		Notes	
	Medical Consent Forms?	Yes		No		Notes	
	Bank account (or Post Office/Credit Union)	Yes		No		Notes	

CORE PRINCIPLE 1

Young person-centred

Standard 1: Programmes, practices and people ensure and promote the voluntary participation, inclusion and voice of young people

Indicators of achievement	In your group, is this: (✓)		Example(s) of how this is in place in your youth group:	Areas to be Developed			Progress Achieved Record any progress in carrying out the identified actions	Office use only: Comments/ queries/points for discussion
	In place?	Not in place?		Actions	By whom	By when		
1. Young people are actively involved in the running of the group								
2. Young people are actively involved in the design and delivery of activities								
3. Young people are actively involved in the planning and evaluation of activities								
4. Activities are accessible and inclusive								

CORE PRINCIPLE 2

Safety and well-being

Standard 2: Programmes, practices and people ensure and promote the safety, support and well-being of young people

Indicators of achievement	In your group, is this: (✓)		Example(s) of how this is in place in your youth group:	Areas to be Developed			Progress Achieved Record any progress in carrying out the identified actions	Office use only: Comments/ queries/points for discussion
	In place?	Not in place?		Actions	By whom	By when		
1. Appropriate insurance cover in place								
2. Health and safety procedures in place								
3. Child Protection Policy and procedures in place								
Details on Child Protection policy and procedures:	Who is the Designated Liaison Person in relation to Child Protection in your group?							
	Number of adult leaders (over 18 years) in your group:	Number of young people (under 18 years) in your group:						
	Number of leaders who have been Garda vetted:							
	Do you have Child Protection reporting forms?							

CORE PRINCIPLE 3

Developmental/Educational

Standard 3: Programmes, practices and people ensure and promote the development, achievement and progression of young people

Indicators of achievement	In your group, is this: (✓)		Example(s) of how this is in place in your youth group:	Areas to be Developed			Progress Achieved Record any progress in carrying out the identified actions	Office use only: Comments/ queries/points for discussion
	In place?	Not in place?		Actions	By whom	By when		
1. Young people's needs and interests are recognised and responded to								
2. Young people's abilities and potential are developed								
3. Young people's participation and achievement are recognised								
4. Support and training is provided for volunteer leaders								

Who was involved/consulted in completing this Annual Plan and Progress Report?

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Signature of Group Leader:		Date:	
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SECTION 2: To be completed by regional youth/development officer (for groups affiliated to a national youth organisation)/ by ETB Youth/Liaison Officer (for non-affiliated groups):

Position in relation to Core Principle/Standard				Comment on position	Comment on progress achieved
Standard 1 <i>Young person-centred</i>	In place		Not in place		
Standard 2 <i>Safety and well-being</i>	In place		Not in place		
Standard 3 <i>Developmental/Educational</i>	In place		Not in place		

Name (please print):	
Position:	
Signature:	
Date:	

For completion by ETB Youth/Liaison Officer:

Name of ETB:							
Has this group been visited (as part of sampling)?				By whom	Position	Date	Signature
Yes		No					
Yes		No					

Notes	
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