

Study Support Quality Standard: Planning, Set Up and Delivery of Activities					
Aspects of Standard		Bronze	Silver	Gold	Possible Range of Evidence
9	Plan and deliver study support activities in response to needs	9b Establish key aims and objectives to match identified needs. Identify potential partners, location and resources according to need.	9s Plan and deliver activities linked to aims and objectives. Match the most appropriate partners, locations and resources to needs. Evidence should include health, safety and welfare requirements.	9g Review the effectiveness of the planning and delivery of activities and adapt accordingly.	9b , Aims and objectives. 9s , Study support activity plans. 9s , H&S, welfare documents. 9g , Reviews of activity plans. 10b , Audits of existing partners. 10s, 13s , Partnership agreements and minutes of partnership meetings. 10g , Feedback and evaluations from stakeholders. 10g, 11g , Minutes of review and development meetings. 10g, 11g , Minutes of SMT meetings. 10g, 12g , Evidence of young peoples' contribution to planning, delivery and review. 11b, 11s , Partnership newsletters. Notice boards, displays, images, sponsorships and commendations. 12b , Code of Conduct. 12b , Analysis of uptake. 12s , Training programmes. 12s , Images of environment. 12g , Evidence of dissemination of impact of study support. 13b , End of session reviews and feedback. 13s , Plenary sessions and amended programmes. 13g , Evidence of changes made in response to consultation with users. 13g , Programmes of activities showing response to need and flexibility over time.
10	Involve key stakeholders in planning and delivery	10b Identify relevant stakeholders for proposed study support activities. Stakeholders can include young people, parents, school staff and deliverers	10s Relevant stakeholders involved in the planning and delivery process.	10g Continued cycle of review and feedback from stakeholders to inform the planning and delivery process.	
11	Communicating and letting people know about the range of activities	11b Recognise the importance of publicising and promoting study support activities. Establish methods to do this.	11s Demonstrate the use of a wide range of strategies to communicate your activities to all stakeholders and a wider audience.	11g Keep the effectiveness of your communication strategies under constant review and adapt accordingly.	
12	Getting the approach right	12b Recognise the ethos and purpose of your study support activities.	12s Create the appropriate environment and quality approach to reflect the ethos. E.g. A welcoming environment and effective documentation.	12g Ensure the ethos and quality approach is embedded throughout your study support activities.	
13	Ongoing review and feedback to key stakeholders	13b Establish systems to support review and feedback during delivery.	13s Ensure a range of formal and informal systems are being used and relevant information is acted upon.	13g The effectiveness of the systems is reviewed regularly to inform future developments.	