|  |  |  |  |
| --- | --- | --- | --- |
| Document filename: | **GP IT Futures Evaluation Report Template v1-1** | | |
| Document Reference | **<insert>** | Status | [Status] |
| Owner | **<insert>** | Version | 0.1 |
| Author | **<insert>** | Version issue date | [Publish Date] |

How to use:

* This is a standard template that has been designed to help you create this document.
* Text within **<insert>** markers must be replaced by the appropriate text for your project. Amend the Status, Version, Version Date and Title fields as necessary. All other text should remain in the final document.
* We recommend that you use only the formatting styles that have been defined within this template.

**Please remember to delete this note from your final document.**

d

GP IT Futures Evaluation Report for <Capability/Supplier

Document management

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Reviewers**

This document must be reviewed by the following people:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewer name** | **Title / Responsibility** | **Date** | **Version** |
|  |  |  |  |
|  |  |  |  |

**Approved by**

This document must be approved by the following people:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date** | **Version** |
|  |  |  |  |  |
|  |  |  |  |  |

**Glossary of Terms**

|  |  |
| --- | --- |
| **Term / Abbreviation** | **What it stands for** |
|  |  |
|  |  |

**Document Control:**

The controlled copy of this document is maintained in the NHS Digital corporate network. Any copies of this document held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

**Contents**

[1 Purpose and Background 4](#_Toc2340328)

[2 Key Performance Indicators 4](#_Toc2340329)

[3 Training approach 4](#_Toc2340330)

[4 Evaluation approach 4](#_Toc2340331)

[5 Results 4](#_Toc2340332)

[5.1 Results/Outcomes for Reaction 4](#_Toc2340333)

[5.2 Results / outcomes for Knowledge 4](#_Toc2340334)

[5.3 Results/outcomes for Behaviour (impact of the learning in the workplace) 4](#_Toc2340335)

[6 Conclusions 5](#_Toc2340336)

[7 Recommendations & Action Plan 5](#_Toc2340337)

[8 Lessons learned 5](#_Toc2340338)

[9 Appendices 5](#_Toc2340339)

# Purpose and Background

<Explain the rationale and context of the training, making sure you include any links to business needs and the organisation’s objectives

Give a brief description of why this training was delivered. The training approach will be described in section 3 below. >

# Key Performance Indicators

<List the KPIs that were agreed at the beginning of the training programme. >

# Training approach

< Give a brief description of the training approach used to deliver this training.>

# Evaluation approach

<Describe which evaluation model and methods were used at each level and why. You may want to include information about who took part in the evaluation, the response rates and how you collected and analysed the data.

1. Reaction (level 1)
2. Knowledge (level 2)
3. Behaviour (level 3) >

# Results

<Please include the relevant sections below and indicate how the KPIs agreed at the beginning of the training programme have been met.>

## Results/Outcomes for Reaction

< Summarise your key findings. Include any significant comments and feedback from the learners. Add data and graphs from the level 1 evaluation.>

## Results / outcomes for Knowledge

<What were the findings from your competency assessments? Include any data (statistics or graphs). Summarise any barriers and enablers to learning. >

## Results/outcomes for Behaviour (impact of the learning in the workplace)

<This section will include information about the application of the system or capability in the workplace, collected from the learners themselves as well as their line managers. Include any data, graphs or statistics you collected about:

1. Responses from managers
2. Responses from learners
3. Feedback from the trainers

# Conclusions

<These are drawn from the evaluations, the lessons you have learned for undertaking the evaluation and its impact on the learners and local organisations.>

# Recommendations & Action Plan

<Your recommendations should identify what improvement should be made to the training: consider if any changes to the training approach, materials, delivery, trainer development and procedures are needed.

What are the next steps from this report: are there any actions that need to be implemented? If so how and when will they be implemented?>

# Lessons learned

<Include any lessons learned about the evaluation process and methodology you followed and how you would improve this for future evaluations. E.g. change the wording of questions, change the timing of workplace evaluations, change the approach for future, similar training programmes, etc. >

# Appendices