

Audit and Review Template

This template provides a starting point to audit and review the activities of the teams/departments you have chosen to liaise with about parental engagement. For suggested actions and activities, please see the individual team/department pages of the Interactive PDF and the Year Planner Template. The questions and ideas below are suggestions only, please edit this template so that it meets the needs of your own college setting.

Internal Audit

Name of team/department

Date of audit

Does this team have a parental engagement strategy?

e.g. review any written documents on parental engagement, procedures for contacting parents etc. and consider the impact of these on your planned work

For what reasons does this team currently engage with parents?

e.g. communication of team contact details, advertisement of team activities etc.

How does this team currently engage with parents and who is involved?

e.g. through online activities, informally at events etc. - plus which staff are responsible for which activities

What methods, tools or media are used for parental engagement by this team?

e.g. email newsletters, Facebook posts, infographics on the college website etc.

What are the current outcomes of parental engagement by this team?

e.g. direct responses from parents, increased use of services etc.

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Does this team track the results of its parental engagement? If so, how?

e.g. social media analytics, website use tracking, counting of email responses etc.

End-of-year review

Name of team/department

Date of audit

What actions or activities were taken with this team to help embed parental engagement into the wider careers provision over the course of the year?

e.g. dissemination of Careers Team survey to parents, advertising Careers Services etc.

What monitoring/evaluation of parental engagement was undertaken within this team?

e.g. social media analytics of any shared posts, counting email responses following advertisement of Careers Services etc.

What were the successes with parental engagement within this team?

e.g. any highlights or easy wins throughout the year, any feedback from colleagues etc.

What were the challenges with parental engagement within this team?

e.g. any difficulties with communication or follow-through, any unsuccessful activities etc.

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What learning points are you taking forwards with regards to this team?

e.g. how you overcame any challenges, what activities are worth persevering with etc.

Refer back to the initial audit for this team, what progress has been made and what would you like to do differently in the next academic year?

e.g. reflect on your progress: what changes worked well, what still needs improvement and what would you like to try moving forwards?

Based on the above answers, where are there potential opportunities for this team to help drive parental engagement in careers through their existing work?