

Connexions Resource Centre Assessment

When assessing your Connexions Resource Centre, you may wish to consider some, or all, of the following questions. The list is not exhaustive and other questions may occur to you while completing the task.

You may wish to put yourself in the shoes of a young person visiting the area for the first time, or may find time to consult with a small group of young people who can give their views or help you to design a guide to the facility for use by their peers.

If you wish to allocate a score for each element:

1. Very Poor 2. Poor 3. Adequate 4. Meets Basic Requirements 5. Exceeds Basic Requirements

Questions	Score 1- 5	Comment	Action, Timescale & Person Responsible
1. Area			
Is the Resource Centre large enough for the size of your institution?			
Is there enough space for group work?			
Is there space for browsing and private study?			
Is there direct access to private interviewing space for the Connexions Adviser?			
2. Furniture and fittings			
Are the furniture and fittings appropriate and in good repair?			
Are there formal and informal work areas – desks or tables for individual study or easy chairs/settees for reading information in comfort?			
Is the standard of decoration, lighting and ventilation good?			
3. Access			
Are Health and Safety requirements met?			
Do all students have equal access?			

Questions	Score 1- 5	Comment	Action, Timescale & Person Responsible
Can students access the Resource Centre during stated opening times?			
Are the opening times clearly advertised – not just by a notice outside, but publicised throughout the institution – through staff and pupil bulletins, included in prospectus information, parental newsletters etc?			
Is the Centre open to students of all age groups?			
Is there other publicity material displayed throughout the institution – could students design and produce posters?			
4. Contents			
Does the Centre contain basic information covering all aspects of a young person's information entitlements? (see Connexions Resource Centre Index for a list of the range of topics that should be covered)			
Is information in the Resource Centre date stamped?			
Are all materials the latest edition and not more than 2/3 years old?			
Are all posters on display up-to-date?			
Is there a notice board?			
Is the material appropriate to the age range and ability of the students?			
Does the material reflect the needs of all members of the institution including those with any learning difficulty or disability?			
Does any of the information and signage need to be presented in an alternative format – large print, Braille or in a community language?			

Questions	Score 1- 5	Comment	Action, Timescale & Person Responsible
Is all the material in good repair?			
5. Organisation			
Are all items correctly classified according to the Connexions Resource Centre Index?			
Is the library clearly labelled?			
Are reference materials, loan items and free handouts/leaflets clearly differentiated?			
6. Maintenance of Information			
Is there a planned maintenance system for the information?			
Is the system followed?			
Is there a designated person responsible for maintenance of the information?			
Is that person trained?			
Is clerical help available?			
What role do young people play in the maintenance of their Connexions Resource Centre?			
7. Young People's Introduction to the Resource Centre			
Are young people given a structured introduction to the Resource Centre?			
Are posters and handouts on how to find and use the resources available?			
Are young people involved in projects using the materials?			

Questions	Score 1- 5	Comment	Action, Timescale & Person Responsible
8. Links with other Departments			
Are subject teachers/tutors aware or resources relating to their subject areas?			
So other departments have displays using the materials in the Resource Centre?			
Do colleagues use the resources in their teaching?			
Is the Connexions Resource Centre in, or adjacent to the main school/college library?			
Are the materials in each library cross references and catalogued appropriately?			
<p>Are close contacts made between the 2 libraries?</p> <ul style="list-style-type: none"> • To avoid duplication of resources • To look for opportunities for cross-promotional work • To involve and utilise the professional skills of school/college library staff? 			
9. Role of ICT			
<p>What role does ICT play in the delivery of information?</p> <ul style="list-style-type: none"> • How many computers are there? • What access is there? • What software is held? 			
How is ICT integrated into the Careers Education and Guidance Programme?			
Is suitable training provided for pupils and staff?			
Are staff trained and available to support young people who use the Resource Centre during opening times?			

Questions	Score 1- 5	Comment	Action, Timescale & Person Responsible
10. Budget			
Is there a fixed budget for materials for the Resource Centre?			
11. Your Own Questions			