

Statistics

The new statistics forms all have “NYSIS” on them and these are available as an electronic version which can be kept on systems in order to replenish forms as necessary.

This information sheet outlines what each form is for (many will look similar to the old forms but all have changes e.g. different age groupings, ethnic origin categories etc. There are some new forms as well. Local Authority Staff are required to complete all forms. Voluntary organisations need not complete forms relating to their staffing information or the aims of their club/project. See the attached table for a summary of the forms.

There is also some supplementary information which will be supplied with the new pack of forms. This includes definitions of the categories of work, ethnic origin groupings, Connexions Principles and Curriculum Development Model information.

The forms are generic, but as we are trying to cover a large and diverse Service, this means that they may be categories on the forms which are irrelevant to you and you may want to adapt the forms to suit your needs. For example if you only ever do club work, you may wish to remove from your quarterly and annual report the rows which relate to project work, school work, advice/information work and detached/outreach work. Similarly you can add in rows to the monthly reports if you feel you need more rows or take rows out if you need less.

Some forms have been done as a spreadsheet so you can add in your own figures, total figures up and do your own charts etc. However this is entirely personal preference and if you do not feel comfortable with using Excel, you can just use the form as a form and add up by calculator etc.

Where workers are doing detached and outreach work, separate forms have been provided although their NYSIS number is the same eg there are two monthly reports NYSIS 7 – one for centre/project work, one for detached/outreach work.

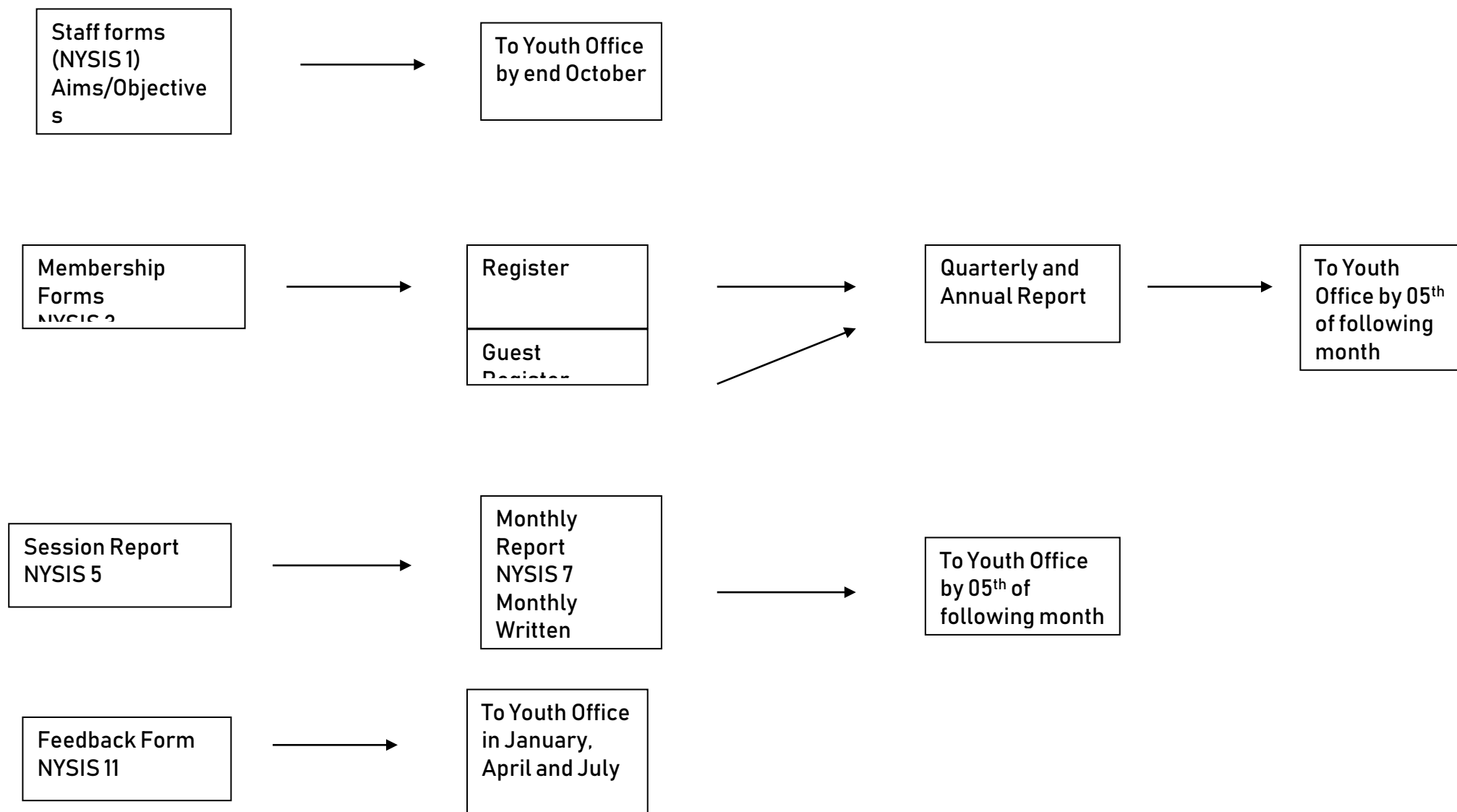
If you are unclear about any of the information or what is required, please do contact Philippa Bayless or Fiona Pryor at the Youth Office.

NYSIS OVERVIEW

Form	What is it?	Who completes it?	How often?	Return to Youth Office?
NYSIS 1	Staff Form	LA STAFF ONLY All Local Authority youth workers (F/T and P/T) and volunteers in Local Authority centres.	Once a year	Yes, by end of October '03
NYSIS 2	Aims and Objectives	LA STAFF ONLY	Once a year	Yes, by end of Oct '03
NYSIS 3	Membership form	LA STAFF ONLY All young people attending activities in centres and projects in Local Authority Clubs. Youth workers should check this form to see that adequate information is provided.	Once a year	No
NYSIS 3A	Rules	LA STAFF ONLY These should be seen by each young person joining a club or project.	Once a year	
NYSIS 4	Register	LA STAFF AND VOLUNTARY SECTOR The register should be backdated to April '03 for this year and every young person who has attended the club/project since April '03 should have their details recorded on this. This form could be used by voluntary organisations if they do not have an equivalent.	Ongoing throughout the year	No
NYSIS 4	Guest Register	LA STAFF ONLY This form should be completed for all non members who are involved in activities at a Local Authority centre/project. Once a young person has attended three times they should then become a member and their details can be removed from this form.	Ongoing throughout the year	No
NYSIS 5	Session Report	LA STAFF ONLY Senior Worker at the session should ensure this is completed.	Every session	No
NYSIS 6	Monthly Attendance Sheet	LA STAFF ONLY This form is a suggested way of LA clubs and projects monitoring their attendance by young people	Every session	No
NYSIS 7	Monthly Report	LA STAFF AND VOLUNTARY SECTOR	Every month	Yes, by 05 th of following month
NYSIS 8	Monthly Written Update	LA STAFF ONLY	Every month	Yes, by 05 th of following month
NYSIS 9	Quarterly Report	LA STAFF AND VOLUNTARY SECTOR	Every quarter	Yes, by 05 of following month
NYSIS 10	Annual Report	LA STAFF AND VOLUNTARY SECTOR	Every March	Yes, by 05 April '03
NYSIS 11	Feedback Form	LA STAFF ONLY	End of term	Yes

NYSIS OVERVIEW

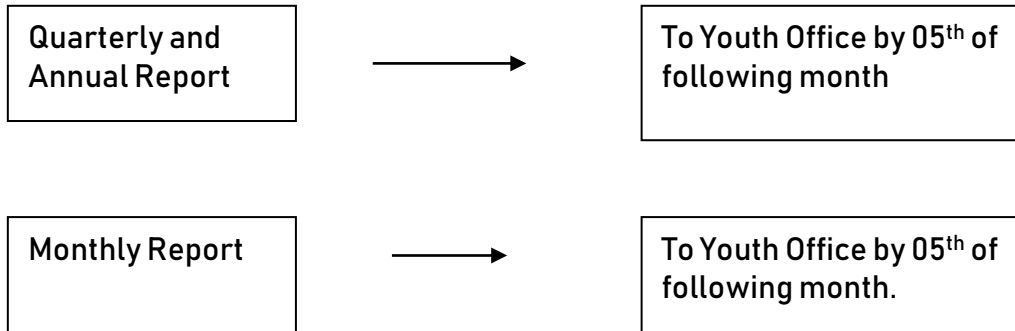
Local Authority Centres



NYSIS OVERVIEW



Voluntary Centres



NYSIS OVERVIEW