GOAL Monitoring Data

A. Client Demographics

VARIABLE LABEL	VARIABLE	QUESTION	ANSWER LABELS and VALUES	QUESTION ROUTE	STAGE	CODING	Comments/explanations
Wave	Wave in which the data was collected		Wave 1 (1); Wave 2 (2)	INPUT BY COUNSELLOR	Entrance	N/A	In cases where a client joined in Wave 1 please identify his/her entry data (rows) as Wave 1 and if any subsequent sessions took place in Wave 2 please identify the data collected (rows) as Wave 2.
AQ1	Client Unique ID	N/A	XX + X + 000	INPUT BY COUNSELLOR	Entrance	N/A	Please see the evaluation manual for details of how to create this unique ID
AQ2	Follow-up contact	In order to improve our services, we will conduct a short follow-up study in the future. May we contact you for this purpose?	YES (1) NO (0)	ASK ALL	Entrance	N/A	**Where a question is not asked** because it is not applicable to that client at that time point (for example, a question about career goals where the client is receiving educational guidance, or a question used to elicit exit data where the session is an initial [entrance] guidance session) then an answer value of **N/A should be recorded** in the data template. **Where data are missing** because a relevant question was not answered or was overlooked then an **answer value of 99** should be recorded in the data template.
AQ2a	Preferred method of contact	How is it best to contact you?	Phone (1) Email (2) Post (3) Other (please specify)_____ (text)	ASK IF "YES" TO AQ2	Entrance	N/A	Contact details
AQ3	Gender	N/A	MALE FEMALE	INPUT BY COUNSELLOR	Entrance	Unicode	
AQ4	Age	What year were you born in?	YYYY	ASK ALL	Entrance	N/A	
AQ5	Target group	To which target group(s) does the client belong?	Job-seeker/unemployed (1) Early School Leaver (2) Migrant/Refugee/Asylum seeker (3) Detainee (4) Over-50 (5) Employed (& low educated) (6)	INPUT BY COUNSELLOR	Entrance	Unicode	Please choose one main target group based on the programme or service type their are using
AQ6	Type of referring organisation	What type of organisation referred the client to this service?	Self-referral (1) (Un) employment services (2) Employer (3) Social (welfare) services (4) Educational institutions (e.g. schools, colleges) (5) Educational support services (incl., other adult education centres) (6) Human rights office (7) Integration/migration services (8) Agency for social inclusion (9) Trade union (10) Consultant agency (11) Youth services (12) Local governments (13) NGOs (14) Socio-cultural institutions (15) (National) prison institution (16) Rehabilitation institutions (17) Other (please specify)_____ (text)	INPUT BY COUNSELLOR	Entrance	Unicode	For this variable we have provided a coded list of responses that need to go into the reporting template. To minimise the burden on counsellors you can choose to collect these data in one of two different ways: **Option A** The coded responses are incorporated into your system as a drop down menu, with the counsellor selecting an answer from this list. **Option B** A counsellor writes down an open response that is later coded into the data template by a local evaluator using the precoded responses provided.
AQ7	Previously received guidance (as an adult)	Have you previously received any career/educational guidance during adulthood (but not as part of Higher Education)?	YES (1) NO (0) DK (9)	ASK ALL	Entrance	Unicode	
AQ8	Residence status	What is your residence status in this country?	National/citizen (1) EU national (2) Non-EU national with residence permit (3) Asylum seeker (4) Refugee (5) Other (Please specify)_____(text)	ASK ALL	Entrance	Unicode	
AQ9	Home language(s)	Which language(s) do you most commonly speak at home?	Open (text)	ASK ALL	Entrance	Open	

B. Client Education and Employment History

VARIABLE LABEL	VARIABLE	QUESTION	ANSWER VALUES	QUESTION ROUTE	STAGE	CODING	
BQ1	Highest education level	What is your highest level of education?	0 = Not completed primary education 1 = Primary education 2 = Lower secondary education 3 = General upper secondary education (gymnasium) 4 = Vocational education (upper secondary level) 5 = Post-secondary education, non-tertiary 6 = Tertiary education (bachelors, masters and doctoral degrees)	ASK ALL	Entrance	Unicode	Please refer to ISCED definitions of these levels.
BQ2	Current educational status	Are you currently engaged in any kind of education or learning?"	YES (1) NO (0)	ASK ALL	Each session	Unicode	Ask each session
BQ3	Working towards a qualification	Are you working towards a qualification?" (Y/N/DK)	YES (1) NO (0) DK (9)	ASK IF "YES" TO BQ2	Each session	Unicode	Ask each session

VARIABLE LABEL	VARIABLE	QUESTION	ANSWER VALUES	QUESTION ROUTE	STAGE	CODING	
BQ4	Current employment status	What is your current employment status?	Employed full-time (1) Employed part-time (2) Self-employed (3) Unemployed (4) Retired (5) Inactive (not retired and not actively looking for a job. E.g. full time student, stay at home parent) (6) Other (please write) _____ (text)	ASK ALL	Each session	Unicode	Ask each session. Please refer to the Labour Force Survey (LFS) definitions used in your country.

C. Client's Goals, Expectations and Barriers

VARIABLE LABEL	VARIABLE	QUESTION	ANSWER VALUES	QUESTION ROUTE	STAGE	CODING	
CQ1	Client reasons for seeking guidance	Why did you seek guidance?	1. To explore educational opportunities (0/1) 2. To validate existing competences/prior learning (0/1) 3. To find links between personal interest and occupational/educational opportunities (Interest assessment) (0/1) 4. To get assistance with learning technique/strategies (0/1) 5. To find financial resources for learning (0/1) 6. To get assistance with job seeking (0/1) 7. To get assistance with writing a CV (0/1) 8. To get information about different institutions and their roles (0/1) 9. Because of personal issues (0/1) 10. Other (please specify)_____(text)	ASK ALL	Entrance	Multicode	For this variable we have provided a coded list of responses that need to go into the reporting template. To minimise the burden on counsellors you can choose to collect these data in one of two different ways: **Option A** The coded responses are incorporated into your system as a drop down menu, with the counsellor selecting an answer from this list. **Option B** A counsellor writes down an open response that is later coded into the data template by a local evaluator using the precoded responses provided. Because this item is multicode (in contrast to e.g. AQ6), it will be necessary to **choose a binary 0/1 answer for each of the relevant values** in the Data Template.
CQ1a	Main reason for seeking guidance	From the reasons you have mentioned what was the main reason you seek guidance?	1. To explore educational opportunities (1) 2. To validate existing competences/prior learning (2) 3. To find links between personal interest and occupational/educational opportunities (Interest assessment) (3) 4. To get assistance with learning technique/strategies (4) 5. To find financial resources for learning (5) 6. To get assistance with job seeking (6) 7. To get assistance with writing a CV (7) 8. To get information about different institutions and their roles (8) 9. Because of personal issues (9) 10. Other (please specify)_____(text)	ASK ALL	Entrance	Unicode	
CQ2a	Self-efficacy (1)	These questions are to do with how you feel about your life so far. I'm going to read you two statements and I want you to tell me which of them is more true for you.	(1) I never really seem to get what I want out of life **OR** (2) I usually get what I want out of life	ASK ALL	Entrance	Unicode	
CQ2b	Self-efficacy (2)	I'm going to read you two more statements and I want you to tell me which of them is more true for you.	(1) I usually have a free choice and control over my life **OR** (2) Whatever I do has no real effect on what happens to me	ASK ALL	Entrance	Unicode	
CQ2c	Self-efficacy (3)	I'm going to read you two final statements and I want you to tell me which of them is more true for you.	(1) Usually I can run my life more or less as I want to **OR** (2) I usually find life's problems just too much for me	ASK ALL	Entrance	Unicode	
CQ3	Attitudes to learning	Now I am going to ask you a question about what you think about learning. Do you like learning new things?	1 = No, not really 2 = Yes, a bit 3 = Yes, a lot	ASK ALL	Entrance	Unicode	
CQ4	Learning objectives	Do you have specific learning goals?	1. Yes, I want to achieve a qualification of any sort (0/1) 2. Yes, I want to achieve a specific qualification (0/1) 3. Yes, I want to improve my skills in general (0/1) 4. Yes, I want to improve my skills in a specific area (0/1) 5. Yes, I need this training for my current job (0/1) 6. Yes, I need this learning to find a job (0/1) 7. No, I do not have any specific objectives (0/1)	ASK ONLY THOSE COMING FOR LEARNING GUIDANCE	Entrance	Multicode	Because this item is multicode, it will be necessary to **choose a binary 0/1 answer for each of the relevant values** in the Data Template.
CQ5	Career goals	Does your client have clear career goals?	Yes, the client has a specific job in mind (1) Yes, the client knows what industry/type of work he/she wants to do (2)	INPUT BY COUNSELLOR, FOR CLIENTS WHO HAVE COME FOR JOB GUIDANCE ONLY	Entrance	Unicode	

VARIABLE LABEL	VARIABLE	QUESTION	ANSWER VALUES	QUESTION ROUTE	STAGE	CODING	
CQ6	Barriers	What sort of things have stopped you improving your education or your career up till now?	1. Insufficient basic skills (e.g. cannot read or write, poor reading and/or writing skills) (0/1) 2. Limited proficiency in country's main language (0/1) 3. Lack of prerequisites (entrance requirements) (0/1) 4. Too busy at work (0/1) 5. Too busy taking care of family (0/1) 6. Cost of education or training was too expensive/Could not afford it (0/1) 7. Lack of information about courses (0/1) 8. No suitable courses available (0/1) 9. Courses offered at an inconvenient time/place (0/1) 10. Negative prior experience with schooling (0/1) 11. Learning disabilities (e.g. ADHD, dyslexia) (0/1) 12. Age (0/1) 13. Health problems (incl. mental and physical health) (0/1) 14. Lack of confidence (0/1) 15. Lack of motivation (0/1) 16. Lack of support from family (0/1) 17. Lack of support from employer (0/1) 18. Lack of transport or mobility (0/1) 19. Cultural or religious obstacles (e.g. not allowed to wear headscarf in some sectors or jobs) (0/1) 20. Criminal record in the past (0/1) 21. Other personal reasons (0/1) 22. Other (please specify)_____(text)	ASK ALL	Entrance	Multicode	For this variable we have provided a coded list of responses that need to go into the reporting template. To minimise the burden on counsellors you can choose to collect these data in one of two different ways: **Option A** The coded responses are incorporated into your system as a drop down menu, with the counsellor selecting an answer from this list. **Option B** A counsellor writes down an open response that is later coded into the data template by a local evaluator using the precoded responses provided. Because this item is multicode (in contrast to e.g. AQ6), it will be necessary to **choose a binary 0/1 answer for each of the relevant values** in the Data Template.
D. Session info							
VARIABLE LABEL	VARIABLE	QUESTION	ANSWER VALUES	QUESTION ROUTE	STAGE	CODING	
DQ1	Date of session	N/A	DD/MM/YYYY	INPUT BY COUNSELLOR	Each session	N/A	Ask each session
DQ2	Type of contact	N/A	Phone (1) Email (2) Text (3) Face-To-Face Individual (4) Face-To-Face Group (5) Other (please write)_____(text)	INPUT BY COUNSELLOR	Each session	Unicode	Ask each session
DQ3	Length of session	N/A	Time in minutes	INPUT BY COUNSELLOR	Each session	N/A	Ask each session
DQ4	Focus of session	What was the focus of this guidance session?	Jobs/employment (0/1) Learning/education/qualifications (0/1) Validation of prior learning (0/1) Other (0/1) Other (please specify) (text)	INPUT BY COUNSELLOR	Each session	Multicode	Ask each session
DQ5	Results of the session	N/A	1. Being informed about what can study and where (0/1) 2. Information on formal qualifications (0/1) 3. Information about formal education courses (0/1) 4. Information about non-formal learning (0/1) 5. Information on short time courses (0/1) 6. Information on retraining courses (0/1) 7. Development of a personal action plan (0/1) 8. Career plan / portfolio (0/1) 9. Interest inventory (0/1) 10. Given information on how to overcome barriers (0/1) 11. Given information on how to find financial resources for taking up a study course (0/1) 12. Help in preparing the documentation for validation of prior learning (VPL) (0/1) 13. Referral to other professionals/specialists (0/1) 14. Assessment of key competences (0/1) 15. Assessment of study skills/ study habits (0/1) 16. Other (please specify) _____ (text)	INPUT BY COUNSELLOR	Each session	Multicode	For this variable we have provided a coded list of responses that need to go into the reporting template. To minimise the burden on counsellors you can choose to collect these data in one of two different ways: **Option A** The coded responses are incorporated into your system as a drop down menu, with the counsellor selecting an answer from this list. **Option B** A counsellor writes down an open response that is later coded into the data template by a local evaluator using the precoded responses provided. Because this item is multicode (in contrast to e.g. AQ6), it will be necessary to **choose a binary 0/1 answer for each of the relevant values** in the Data Template.
DQ6	Completion of the planned guidance sessions	Has the client completed all the planned guidance sessions?	Yes (1) No (0) There was no specific number of sessions planned (2)	INPUT BY COUNSELLOR	Exit		For clients for whom only 1 session was planned/scheduled, please choose (1) Yes.
E. Exit Data							
VARIABLE LABEL	VARIABLE	QUESTION	ANSWER VALUES	QUESTION ROUTE	STAGE	CODING	

EQ2	**End reasons**	Why did the guidance end?	1. Not known (client never returned) (0/1) 2. Not known (client would not say) (0/1) 3. Started course (0/1) 4. Completed course (0/1) 5. Got job (0/1) 6. Completed planned number of sessions (0/1) 7. Not enough time due to family commitments (0/1) 8. Not enough time due to work commitments (0/1) 9. Lost contact (0/1) 10. Funding ran out (0/1) 11. Health problems (0/1) 12. Distance (0/1) 13. Travel too expensive (0/1) 14. Language skills too limited (0/1) 15. Problem with residence status (0/1) 16. Moved away (0/1) 17. Other (please write)_____(text)	ASK ALL	Exit	Multicode	**For clients for whom only 1 session was planned/scheduled, please choose (6) Yes.** For this variable we have provided a coded list of responses that need to go into the reporting template. To minimise the burden on counsellors you can choose to collect these data in one of two different ways: **Option A** The coded responses are incorporated into your system as a drop down menu, with the counsellor selecting an answer from this list. **Option B** A counsellor writes down an open response that is later coded into the data template by a local evaluator using the precoded responses provided. Because this item is multicode (in contrast to e.g. AQ6), it will be necessary to **choose a binary 0/1 answer for each of the relevant values** in the Data Template.
EQ3	**Client guidance objectives achieved**	Thinking back to why you came for the guidance, have you now taken the steps you hoped to?	Yes, fully (1) Yes, partially (2) No (0)	ASK ALL	Exit	Unicode	**For clients for whom only 1 session was planned/scheduled, please code (-9) for "not applicable".**
EQ4	**Barriers**	What would you say has prevented you from taking those steps?	1. Insufficient basic skills (e.g. cannot read or write, poor reading and/or writing skills) (0/1) 2. Limited proficiency in country's main language (0/1) 3. Could not meet entrance requirements for the course (0/1) 4. Too busy at work (0/1) 5. Too busy taking care of family (0/1) 6. Cost of education or training is too expensive/Cannot not afford it (0/1) 7. Insufficient information about courses (0/1) 8. No suitable courses available (0/1) 9. Courses offered at an inconvenient time/place (0/1) 10. Learning disabilities (e.g. ADHD, dyslexia) (0/1) Age (0/1) 11. Health problems (incl. mental and physical health) (0/1) 12. Lack of confidence (0/1) 13. Lack of motivation (0/1) 14. Lack of support from family (0/1) 15. Lack of support from employer (0/1) 16. Lack of transport or mobility (0/1) 17. Other personal reasons (0/1) 18. Other (please specify)_____(text)	ASK THOSE WHO CODE 2 OR 0 ("NO" or "YES, PARTIALLY") AT EQ3	Exit	Multicode	For this variable we have provided a coded list of responses that need to go into the reporting template. To minimise the burden on counsellors you can choose to collect these data in one of two different ways: **Option A** The coded responses are incorporated into your system as a drop down menu, with the counsellor selecting an answer from this list. **Option B** A counsellor writes down an open response that is later coded into the data template by a local evaluator using the precoded responses provided. Because this item is multicode (in contrast to e.g. AQ6), it will be necessary to **choose a binary 0/1 answer for each of the relevant values** in the Data Template.
EQ5	**Outcomes**	What did the client achieve/change over the duration of counselling?	1. No progress (0/1) 2. Improved confidence (0/1) 3. Improved job-specific skills (0/1) 4. Gained information about training/education opportunities (0/1) 5. Gained information about employment opportunities (0/1) 6. Entered education/training (0/1) 7. Entered employment (0/1) 8. Improved employment (0/1) 9. Other (please write)_____(text)	INPUT BY COUNSELLOR	Exit	Multicode	For this variable we have provided a coded list of responses that need to go into the reporting template. To minimise the burden on counsellors you can choose to collect these data in one of two different ways: **Option A** The coded responses are incorporated into your system as a drop down menu, with the counsellor selecting an answer from this list. **Option B** A counsellor writes down an open response that is later coded into the data template by a local evaluator using the precoded responses provided. Because this item is multicode (in contrast to e.g. AQ6), it will be necessary to **choose a binary 0/1 answer for each of the relevant values** in the Data
EQ6a	**Self-efficacy (1)**	These questions are to do with how you feel about your life so far. I'm going to read you two statements and I want you to tell me which of them is more true for you.	(1) I never really seem to get what I want out of life **OR** (2) I usually get what I want out of life	ASK ALL	Exit	Unicode	**For clients for whom only 1 session was planned/scheduled, please code (-9) for "not applicable".**
EQ6b	**Self-efficacy (2)**	I'm going to read you two more statements and I want you to tell me which of them is more true for you.	(1) I usually have a free choice and control over my life **OR** (2) Whatever I do has no real effect on what happens to me	ASK ALL	Exit	Unicode	**For clients for whom only 1 session was planned/scheduled, please code (-9) for "not applicable".**
EQ6c	**Self-efficacy (3)**	I'm going to read you two final statements and I want you to tell me which of them is more true for you.	(1) Usually I can run my life more or less as I want to **OR** (2) I usually find life's problems just too much for me	ASK ALL	Exit	Unicode	**For clients for whom only 1 session was planned/scheduled, please code (-9) for "not applicable".**
EQ7	**Attitudes to learning**	Now I am going to ask you a question about what you think about learning. Do you like learning new things?	1 = No, not really 2 = Yes, a bit 3 = Yes, a lot	ASK ALL	Exit	Unicode	**For clients for whom only 1 session was planned/scheduled, please code (-9) for "not applicable".**
EQ8	**Career goals**	Does your client have clear career goals?	Yes, the client has a specific job in mind (1) Yes, the client knows what industry/type of work he/she wants to do (2) No, the client do not have any specific job or career area in mind (0)	INPUT BY COUNSELLOR, FOR CLIENTS WHO HAVE COME FROM JOB GUIDANCE ONLY	Exit	Unicode	**For clients for whom only 1 session was planned/scheduled, please code (-9) for "not applicable".**

EQ9	Learning objectives	Do you have specific learning goals ?	1. Yes, I want to achieve a qualification (0/1) 2. Yes, I want to achieve a specific qualification (0/1) 3. Yes, I want to improve my skills in general (0/1) 4. Yes, I want to improve my skills in a specific area (0/1) 5. Yes, I need this training for my current job (0/1) 6. Yes, I need this learning to find a job (0/1) 7. No, I do not have any specific objectives (0/1)	ASK ONLY THOSE COMING FOR LEARNING GUIDANCE	Exit	Multicode	**For clients for whom only 1 session was planned/scheduled, please code (-9) for "not applicable".**