

## Appendix 5 Personal Best Assurance Template Part 2

The following questions are part of the Quality Assurance Template that will allow the PBNSG to monitor progress with the regional roll-out of Personal Best. These questions relate to the key processes identified in the Personal Best Regional Delivery Manual. Part 2 should be read in conjunction with Part 1 of the Template which will provide regional and national data from the ILR based on the ESF short record form.

1	Please state what Governance arrangements have been put in place to assure quality of the Personal Best process in your region.
2	Please state the stakeholders/partners involved in governing and delivering Personal Best in your region, including the names of providers, and any financial support received from these organisations.
3	Please state how the Personal Best Programme is being promoted and marketed in your region and how the use of the '2012 Be Inspired' brand is being used.
4	Please state which target markets for Personal Best are being addressed by your region's programme and provide numbers of participants against each category
5	Please state the source and amount of funding being applied to each of your Personal Best programmes.
6	Please state how the voluntary and community sector has been engaged with your Personal Best programmes.
7	Please state the Awarding Bodies associated with each of your Personal Best programmes
8	Please state how your region has engaged with national roll-out support being provided by SkillsActive and Job Centre Plus.
9	Please describe how your region has addressed any provider capacity issues and how the role of Personal Best Adviser has been addressed.
10	Please let us know of the key implementation issues you have encountered in delivering Personal Best and how your region would want the PBNSG to address them.
11	Please list the range of volunteering placements that are being sought for the PB participants