



Resource G – STAR self-review template

Introduction

Here are some suggested ways to identify future STAR activity and plan your annual programme. The methods you use will depend on the size of your school, the STAR funding you receive and the time you have available.

Reviewing your annual STAR programme

Examples of evaluation methods (what was done)	Evidence (how recorded)
Talked with students/teachers/providers to gather ideas for future courses/activities.	Take note of a list of suggestions adding to it through the year. Use as a source of information at committee/planning meetings. Access student Learning and Career Plan. Some coordinators keep a feedback and ideas book.
Asked providers, and other STAR coordinators for names of potential tutors/providers.	File material. Use as source of information at planning meetings.
Collected pamphlets available on the delivery of courses not currently offered.	
Collated feedback from learners (evaluation forms) to inform future learning needs.	Summarise suggestions from learners every term. Include in reports and use in annual planning process.
Linked to the goals set out in Ka Hikitia, realising Māori potential and Pasifika Education Plan. This could include how STAR can best work for these students, including: <ul style="list-style-type: none"> - courses they might want (what, where, when) - activities we could support 	Notes from discussions with learners.

- them to participate in networking with Māori teachers and the guidance team regarding the needs of these students.

Collaborated with other local STAR coordinators.

Notes from meetings with coordinators and providers, and outcomes and actions from meetings recorded.

Attended local STAR clusters and other relevant careers groups, such as CATE or agencies such as Careers Services and TEC.

Brief notes of discussions, including minutes of any meetings.

Held annual planning meeting with staff reviewing all information listed above to make decisions on use of STAR funding for next year.

Minutes from annual planning meeting, including action points.

Examples of current STAR activity and how it benefited students.

Survey stakeholders.

Providers, parents, local industries, the community, other teachers in the school, students and their projected needs (this can easily be linked to subject choice data collection, with a few simple added questions).