TOOL 02

MONITORING PROGRESS TOGETHER: BUILDING YOUR OWN TOOL

An adaptable template for developing a shared approach to monitoring progress.



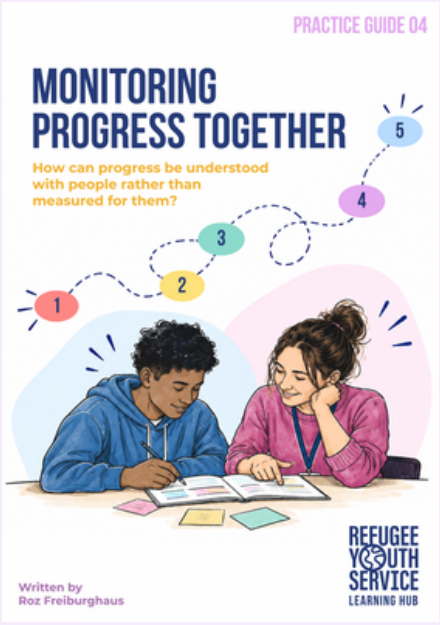
Companion to
Practice Guide 04

REFUGEE YOUTH SERVICE
LEARNING HUB

PART OF THE LEARNING HUB

This Tool is part of the Refugee Youth Service Learning Hub, which brings together Insights, Practice Guides and Tools built from ten years of working alongside displaced children and young people.

Our Tools draw on experiences from frontline practice. They help individuals and teams explore difficult questions, think through their responsibilities and make more considered decisions, particularly when there are no straightforward answers.



COMPANION READING · PRACTICE GUIDE 04

Monitoring Progress Together

We recommend reading Monitoring Progress Together before using this Tool. The Practice Guide explains how RYS developed and tested its approach to monitoring progress alongside children and young people, why conventional measures of success were often inadequate, and how the monitoring process itself can become a meaningful part of support.



ADAPTING AND USING THIS TEMPLATE

This adaptable template helps projects develop a shared approach to monitoring progress alongside the people they support. Areas of progress and descriptions can be agreed through group discussions, or developed from individual conversations and brought together into a common framework. Once agreed, the tool can be used consistently across the project to explore and record progress over time.

1 Choose your areas of progress

Decide which areas are most relevant to your project. Choose between three and six.



2 Define what progress looks like

For each area, describe what a score of 1–5 would look like in practice.



3 Use the tool

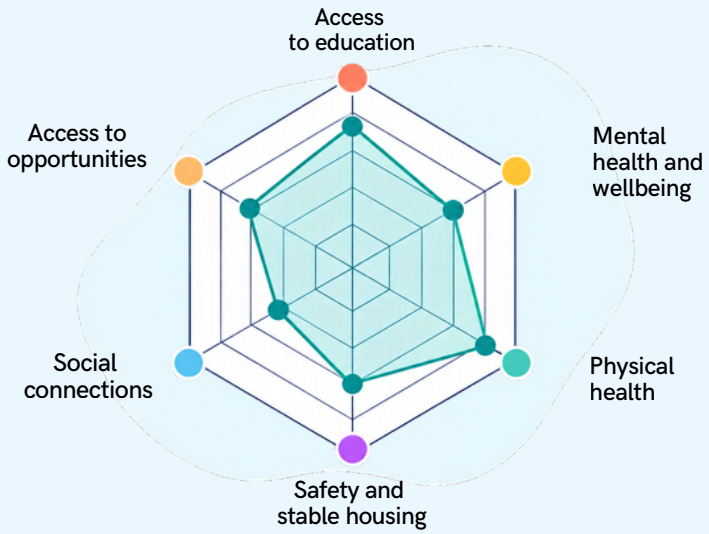
Once your areas and descriptions are agreed, use the tool with individuals or in a group setting.



4 Look at progress over time

Plot the scores on a simple chart to see progress over time. Identify areas for further support.





This chart shows an example using six areas of progress. Each point shows a score from 1 (lowest) to 5 (highest) in that area at a single point in time.

Repeating the exercise over time allows service users and practitioners to see how the shape changes, showing where progress has been made, where things have stayed the same or where difficulties have emerged.

CHOOSING YOUR AREAS OF PROGRESS

Identify between three and six areas of progress that reflect the goals, needs and priorities of the people using the tool. These might include wellbeing, health, education, relationships, independence or other areas relevant to your context.

1

2

3

4

5

6

Once agreed, the areas should remain consistent so progress can be compared over time. If the areas change, anyone already using the tool will need to start a new set of assessments, as their previous scores will no longer be directly comparable.



DEFINING WHAT PROGRESS LOOKS LIKE

For each area of progress, describe what each score (1–5) would look like in practice. Each score represents the person's situation in that area, rather than how much has changed since the last assessment. The descriptions should be specific to that area and meaningful to the people using the tool.

Area of progress	**1** Little or no progress	**2** Early progress	**3** Some progress	**4** Strong progress	**5** Significant progress
Example: Access to education *(Illustrative example)*	Not accessing education.	Exploring education options and beginning to engage.	Taking steps towards enrolment (e.g. attending taster sessions, completing applications).	Enrolled and attending education or training with some consistency.	Attending regularly and feeling positive about learning.
1 _____					
2 _____					
3 _____					

Area of progress	1 Little or no progress	2 Early progress	3 Some progress	4 Strong progress	5 Significant progress
4 _____					
5 _____					
6 _____					



THINGS TO KEEP IN MIND

- Use clear, specific and accessible language that makes sense to the people who will use the tool.
- Once the areas and descriptions have been agreed, use them consistently across the project, while remaining open to reviewing and improving the framework over time.



RECORDING PROGRESS TOGETHER

Now that the areas of progress have been defined and agreed, use this page to record a score for each area and the reasons behind it. Ideally, this should be completed together with the person whose progress is being monitored, although this may not always be possible. Where this is not possible, their perspective should still be actively sought and reflected in the assessment.

Name:

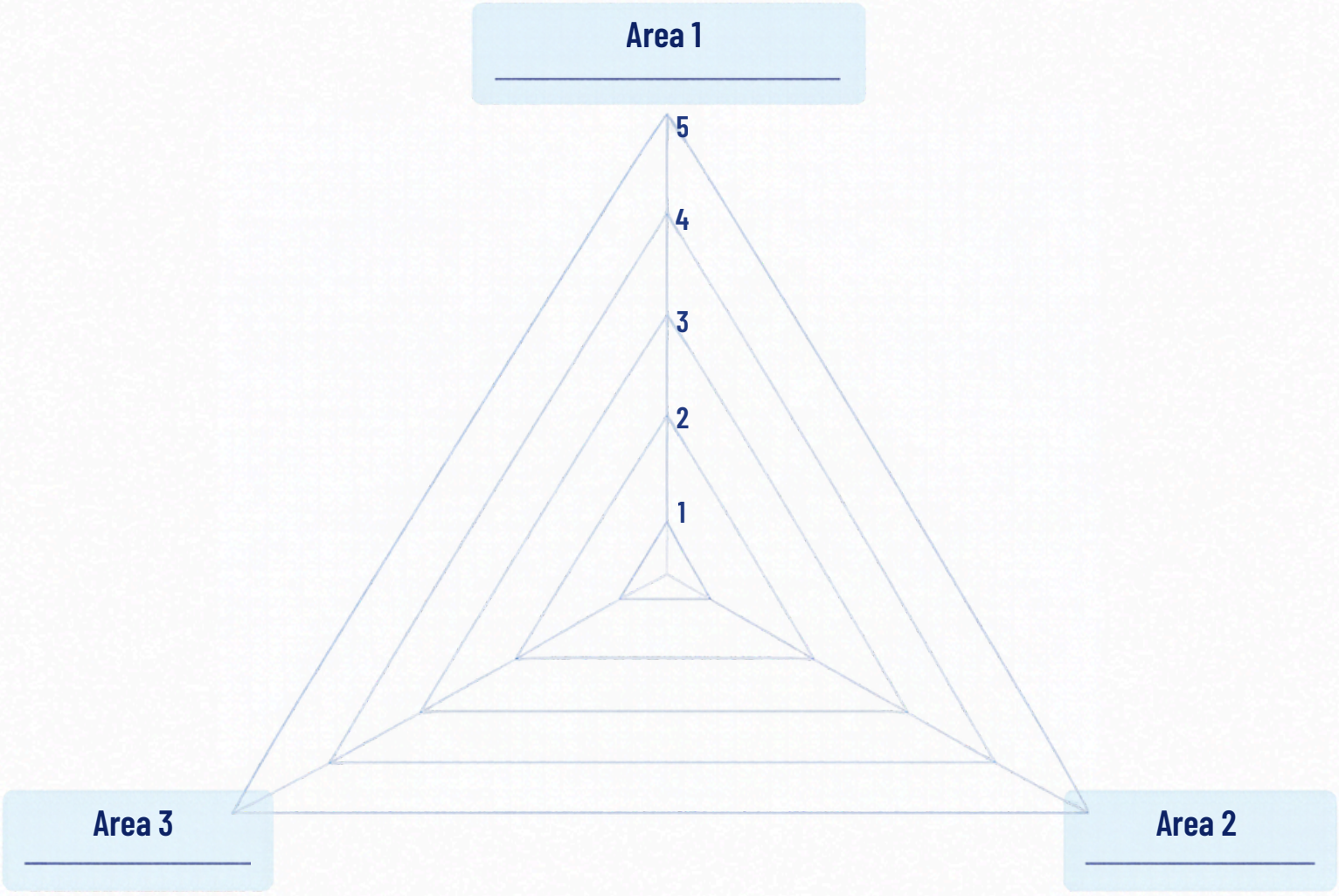
Date:

Area of progress	Score	Why was this score chosen?
1 _____		
2 _____		
3 _____		
4 _____		
5 _____		
6 _____		

YOUR PROGRESS CHART

Use this page if the project or work is measuring **three** defined areas of progress. Each ring represents a score from 1 to 5, moving outwards from the centre. Plot the scores from each review on the chart. Connect the points to see progress over time.

Name:



Review dates and colours

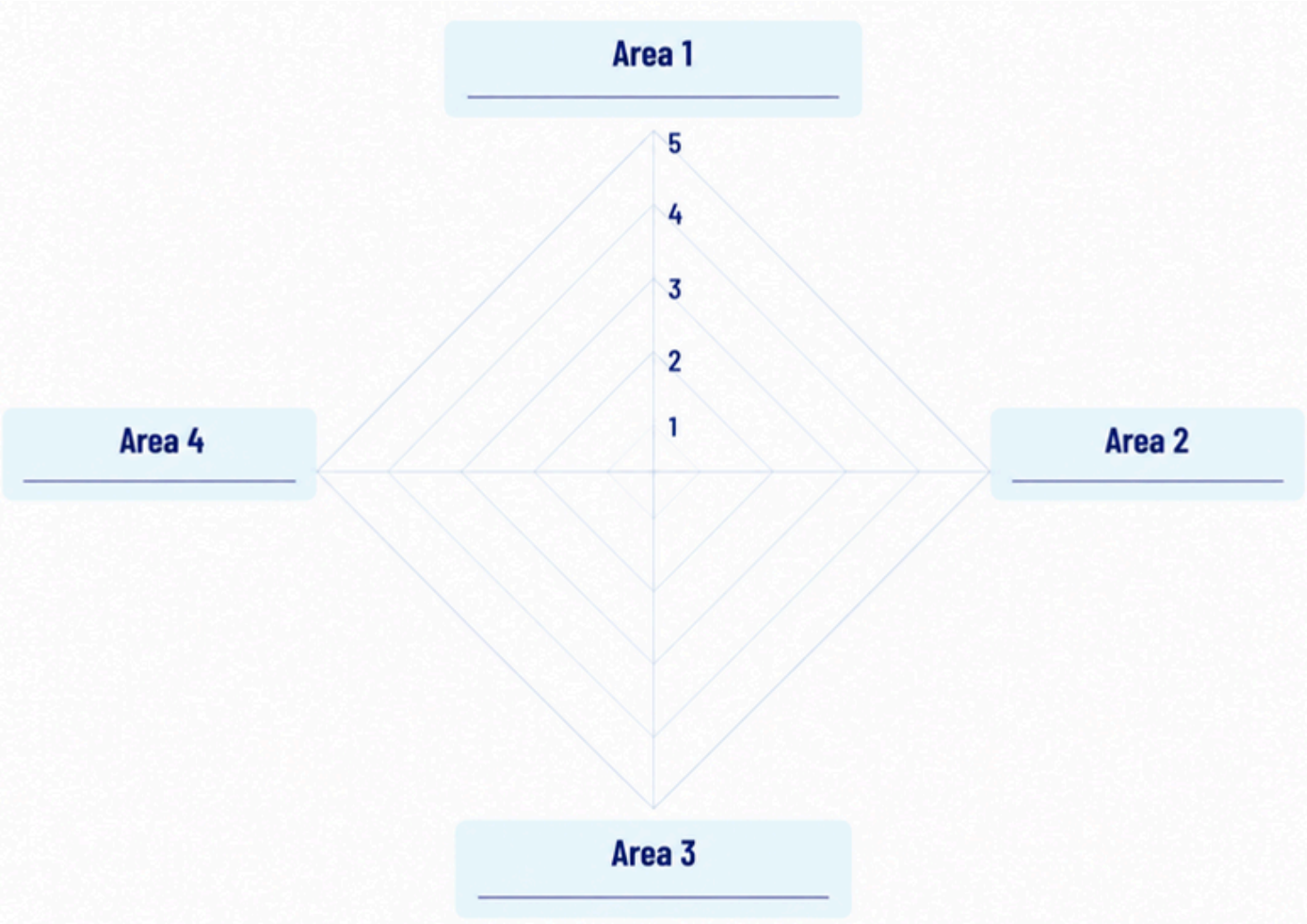
Use a different colour for each review to see how progress changes over time.

Review 1	Review 2	Review 3	Review 4	Review 5

YOUR PROGRESS CHART

Use this page if the project or work is measuring **four** defined areas of progress. Each ring represents a score from 1 to 5, moving outwards from the centre. Plot the scores from each review on the chart. Connect the points to see progress over time.

Name:



Review dates and colours

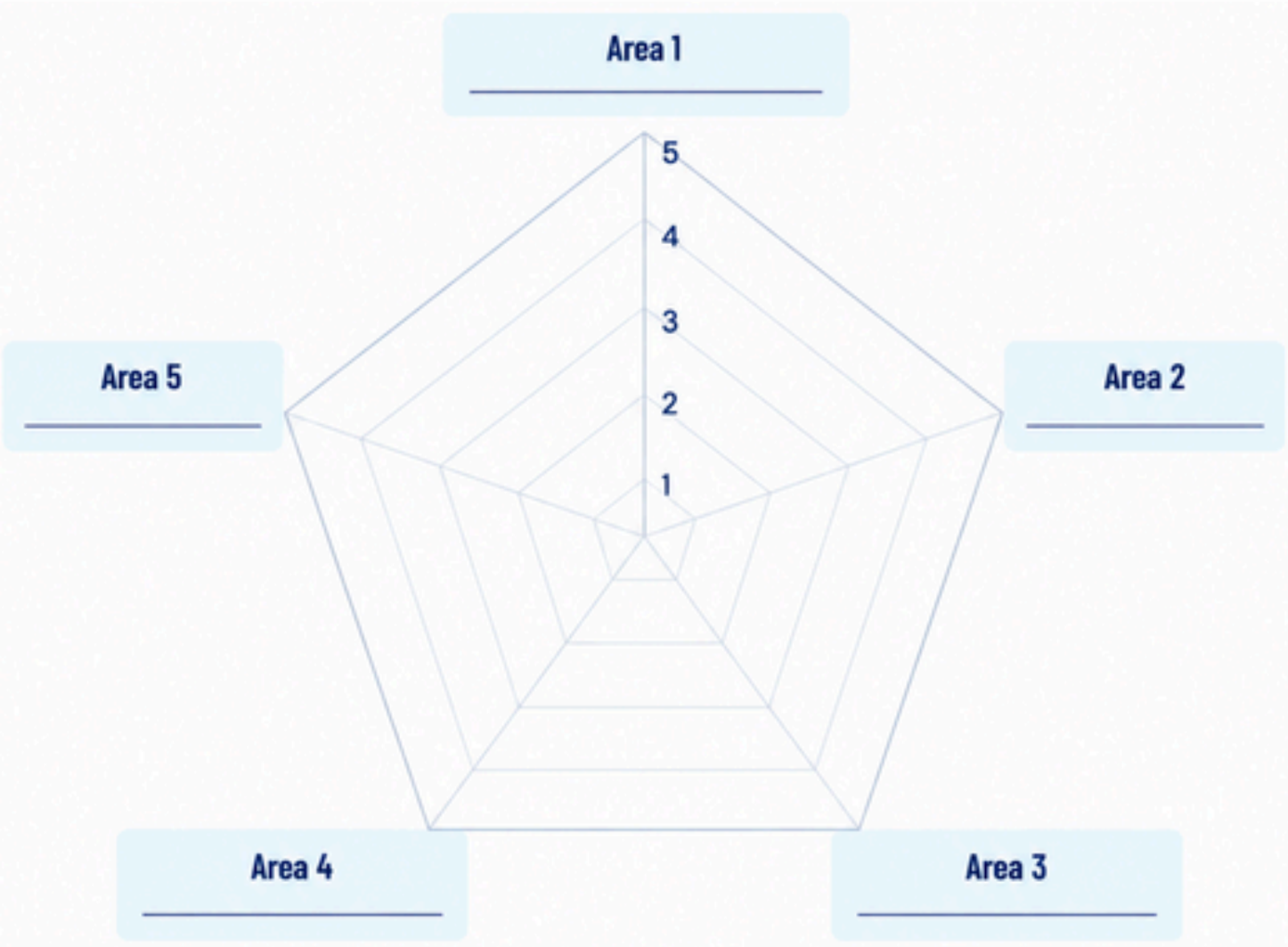
Use a different colour for each review to see how progress changes over time.

Review 1	Review 2	Review 3	Review 4	Review 5

YOUR PROGRESS CHART

Use this page if the project or work is measuring **five** defined areas of progress. Each ring represents a score from 1 to 5, moving outwards from the centre. Plot the scores from each review on the chart. Connect the points to see progress over time.

Name:



Review dates and colours

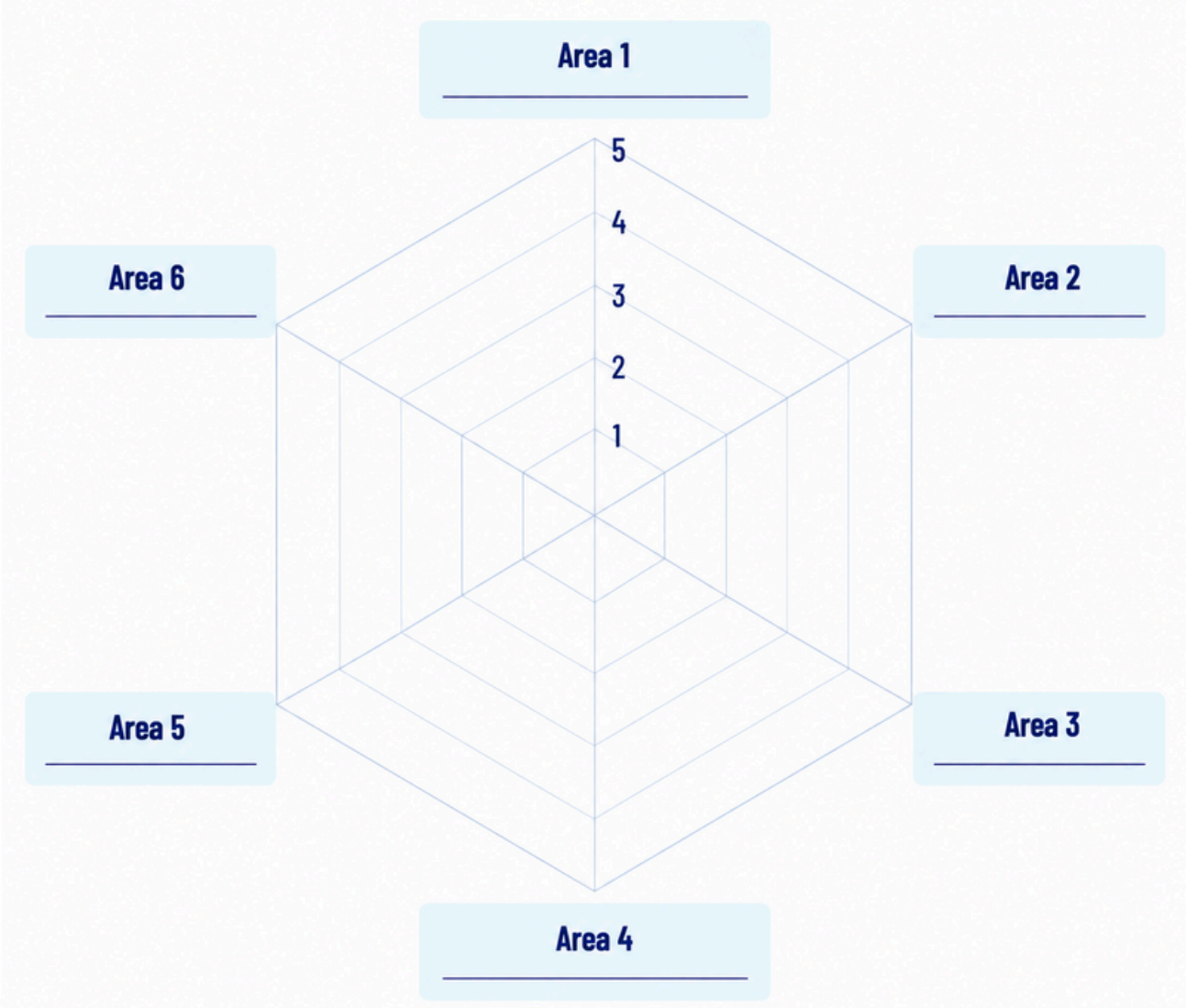
Use a different colour for each review to see how progress changes over time.

Review 1	Review 2	Review 3	Review 4	Review 5

YOUR PROGRESS CHART

Use this page if the project or work is measuring **six** defined areas of progress. Each ring represents a score from 1 to 5, moving outwards from the centre. Plot the scores from each review on the chart. Connect the points to see progress over time.

Name:



Review dates and colours

Use a different colour for each review to see how progress changes over time.

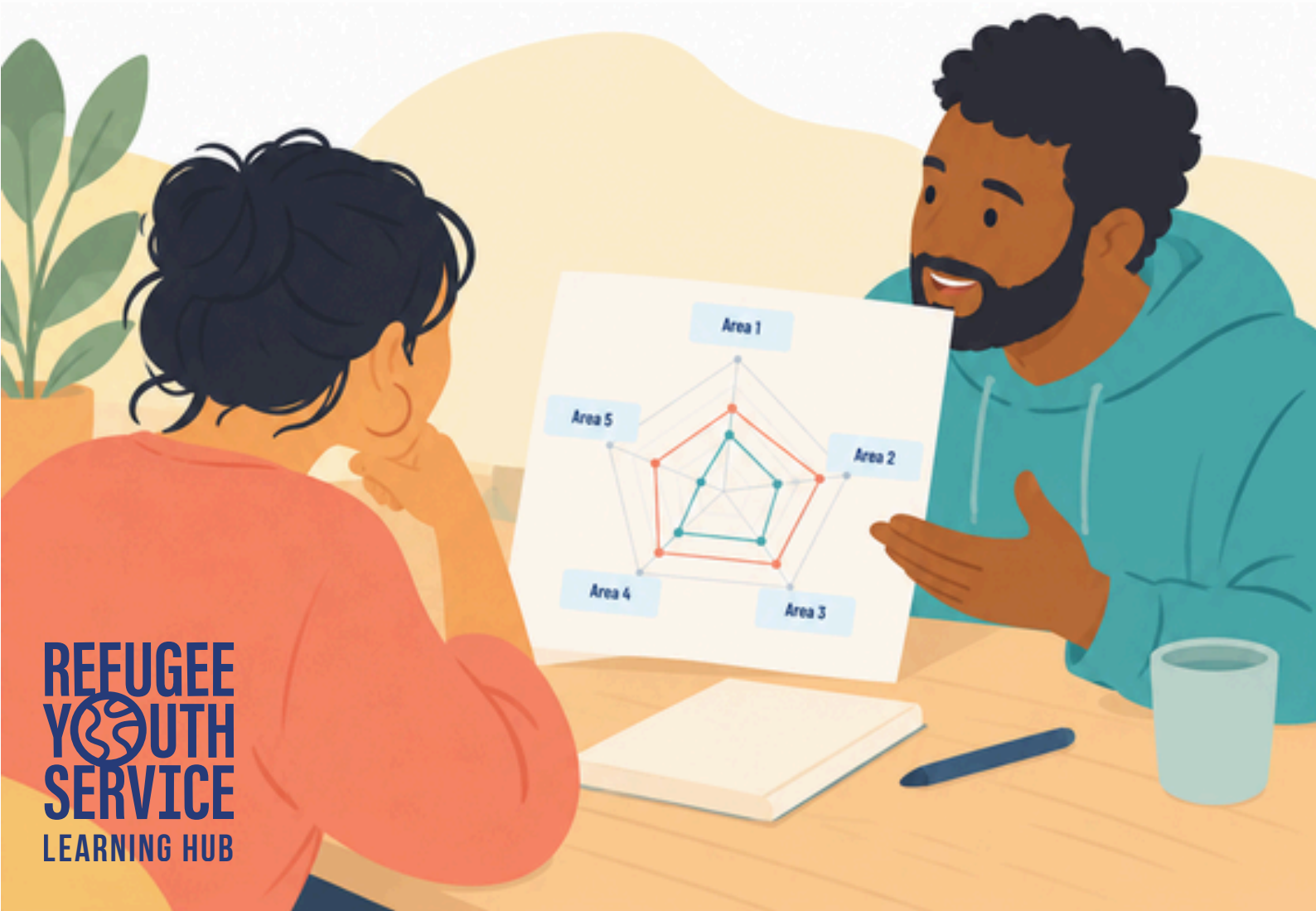
Review 1	Review 2	Review 3	Review 4	Review 5

THANK YOU FOR MAKING MONITORING MEANINGFUL

Monitoring progress should be more than recording scores or demonstrating outcomes. At its best, it creates opportunities for people to determine what progress means for them, reflect on and feel motivated by the progress they have made, and have a greater say in what happens next.

By taking the time to develop a shared approach to monitoring progress, the process itself can become a valuable part of the support we offer.

We hope this Tool provides a useful starting point. For further guidance, explore the accompanying Practice Guide, ***Monitoring Progress Together***, available through the Refugee Youth Service Learning Hub.



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