POLICY 12

Monitoring, Evaluation, Accountability and Learning

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Purpose and scope

TBGN tracks participation, learning and follow-through so funders and participants can see what the evidence supports.

Measures and methods

Document the expected path from outreach and enrolment to learning, demonstrated skills, referrals, interviews and longer-term outcomes where relevant. Track applications, admission, participation, completion and changes in skills. Where consent and resources allow, record follow-up outcomes at three and six months.

Define measures and denominators, remove duplicates and distinguish self-reported information from independently verified outcomes. Collect only necessary information and obtain opt-in consent for sensitive follow-up. Report in aggregate where possible.

Report and improve

Disclose limitations, attrition, unfavourable results and improvements. Match grant reporting to written requirements, retain supporting records and disclose material deviations or conflicts. Make causal claims only where evidence supports them.

AI and learning outcomes

Track completion, quality of output, verification accuracy, confidence, access and subsequent action separately. Use matched measures and valid follow-up before claiming that AI instruction improved career or enterprise outcomes.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.

Standards for AI-assisted work

Use approved tools for a defined learning or operational purpose. A person reviews AI-assisted work, checks substantive claims against reliable sources and decides what to use. Protect private information, disclose material AI use and provide an accessible alternative where needed. Record the purpose, tool and permissions, privacy checks, verification, incidents and follow-up.