

# The Culture and Sport Improvement Toolkit

## Assessment Guide for Self-Assessment Teams

Self-Assessment Teams can vary their approach to evaluating their organisation's strengths and areas for improvement against the Benchmark. The approach should become more sophisticated and challenging as people develop their experience and skills relating to Self-Assessment. The following steps are recommended for Self-Assessment Teams carrying out their first Self-Assessment.

1. Each Team member is issued with a copy of the Self-Assessment Record. One copy of the Record is used to record the consensus decisions (a projected electronic Record works well).
2. Each member of the Team reads the Criterion (i.e. 1.1 or 1.2 or 1.3, etc) and the Key Features. The Team Leader checks that there is a shared understanding of the Criterion and Key Features.
3. The Team discusses, agrees and documents (on the Self-Assessment Record) the organisation's approaches relating to the Criterion and evidence of these approaches.
4. Each Team member quickly rates each Key Feature using the following system:

### Level 1: *Poor*

There is little or no evidence that the Key Features are in place or that there is commitment to putting them in place.

### Level 2: *Fair*

There is evidence of concrete progress towards putting the Key Features in place

### Level 3: *Good*

There is evidence that the Key Features are systematically in place

### Level 4: *Excellent*

There is evidence that the Key Features are systematically in place and that they have had an impact on performance and results.

5. The Team members compare their ratings, discuss any disparities and agree consensus ratings for each Key Feature.
6. The Team discusses and agrees an overall rating for the Criterion by applying the 1 - 4 system to the Criterion definition.
7. The Team considers the agreed ratings, and discusses, agrees and documents key strengths and key areas for improvement for the Criterion (aiming to establish 2 - 4 of each). These are the achievements or requirements which make the greatest difference to the stakeholders.
8. The Team Leader ensures there is consensus agreement on strengths, areas for improvement and ratings
9. The Team moves on to the next Criterion and returns to paragraph 1.