# Writing an Evaluative Statement

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This purpose of this guide is to provide practical information for Self Assessment Report (SAR) Editors on how to:

| Prepare to write an evaluative statement | Develop a clear evaluative statement |
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The use of evaluative language enables the writers of self-assessment reports to present opinions, judgements and points of view in a clear concise manner. Evaluative language helps turn fact into key judgements.

Writing a realistic evaluative statement is not difficult if you adhere to these helpful guidelines set out below.

## Prepare

- Work with colleagues who are knowledgeable about the subject and look carefully at the key criteria you are being asked to evaluate yourself against.

- Always utilise reliable evidence to support your evaluation, such as; achievement data, learner numbers, stakeholder views, colleagues experience etc, etc.

- Making notes in bullet format will help you plan what you want to say and will crystallise your thinking.

  Organise your bullet notes into;

  ▶ Strengths
  ▶ Areas for improvement

  This will help you weigh up how effective you are.

- Avoid trying to cancel out areas for improvement with strengths and vice versa; one does not cancel out the other. You are simply looking to compare and well organised notes will help you develop a balanced view.

**Develop**

When writing an evaluative statement you are explaining why a strength, is a strength or an area for improvement needs improving. The judgement is best developed by:

1. Looking at all your notes for your subject and ask yourself, how well is this activity being done?

   *'All learners benefit from very well prepared programmes of vocationally relevant work experience'*

2. Then use the notes to help the reader understand your opinion

   *'There is a high level of employer engagement at the beginning of the programme, enabling optional units to be selected according to the employers business needs as well as the learners skills needs. 80% of learners undergoing work programmes in the past 12 months have secured permanent employment as a result of their programme'*

3. Asking yourself, so what, what impact is this having?

   *'These early discussions encourage all parties to select more challenging units that greatly enhancing learners' employment opportunities'*

4. Now putting it all together

   ***'All learners benefit from very well prepared programmes of vocationally relevant work experience'.*** *There is a high level of employer engagement at the beginning of the programme, enabling optional units to be selected according to the employers business needs as well as the learners skills needs. 80% of learners undergoing work programmes in the past 12 months have secured permanent employment as a result of their programme. These early discussions encourage all parties to select more challenging units that greatly enhancing learners' employment opportunities.*

   **Remember – Keep it clear and simple**