

## NHSGGC Community Cooking Course

### Evaluation Guidance notes

Pre and post evaluation questionnaires must be completed by all participants; pre questionnaires at the start of week 1 and post questionnaires at the end of the course on week 6.

The facilitators are responsible for:

- Ensuring questionnaires are complete
- Coding both the pre and post questionnaires
- Returning the completed, coded questionnaires

### Coding the Questionnaire

In order to evaluate the programme we need to establish if the programme has made any impact. In order to assess this, we need to code the pre and post questionnaire to each individual. This allows the evaluator to see if there have been any changes specific to the individual. Therefore it is important that the facilitators code the questionnaires so the pre and post questionnaire can be matched.

At the top left corner of questionnaire there is the space to complete the coding that looks like the following:

**ID.**     /

To complete the ID coding use the initials of the participant, followed by the date of the first session (using 6 figures), for example:

*If,        Name:                        Lizzy Hammond*

*Course start date:        03.11.2014*

***Then the ID coding will be:    ID. LH/031114***

Note: Facilitators need to code the pre and post questionnaires before they give them out to the correct individual to ensure that when they are returned, they can be matched.

### Returning the questionnaires

On completion of the course, the facilitators should return the completed questionnaires to their local Health Improvement contact who has arranged the course. The contact details can be found here. <http://www.nhsggc.org.uk/about-us/professional-support-sites/community-cooking-network/useful-contacts-and-websites/>