

Consultations:

- i) Consider the research/consultation question with other relevant people this will normally include children and young people if possible
- ii) Consider how the resulting information will be used in affecting change
- iii) Consider the sample frame in terms of age range, ability range, geographical area, numbers to be involved etc
- iv) Consider the timing of the project - it will always take longer than you think
- v) Consider likely participant support needs
- vi) Plan the methodology and media in consultation with some young people
- vii) Identify possible participants and work out consent issues
- viii) Finalise suitable media and support required to enable inclusion of all participants within the methodology
- ix) Plan timetable for project, arranging consultations and allowing for contingencies
- x) Carry out consultation as per methodology
- xi) Review results and analyse data
- xii) Develop discussion and conclusion from analysed data. Highlight any difficulties in the consultation process that may have influenced results.
- xiii) Plan report identifying examples of good practice, gaps/flaws in practice and recommendations from the evidence gained in the consultation.
- xiv) Consider layout of report, art work, use of other media.
- xv) Draft report and edit media, share with participants and partners
- xvi) Complete report