**Key Processes that Skills Projects Should Monitor**

**Recruitment**

* How many people applied to the project, and what were some basic demographic characteristics about them?
* Did a large number of people apply to the project who did not meet the eligibility criteria?
* Was the program oversubscribed? That is, were there more eligible people who wanted to participate than there were spaces?
* How many people were accepted into the project, and of those, how many showed up to training?

**Attendance and Completion**

* What was the overall attendance rate during the training program? Did the attendance vary by location? Did more vulnerable participants (girls, ethnic minorities, younger students, poorer students, students with children) have lower attendance?
* Among those who began the program, how many finished? Did more vulnerable participants (girls, younger students, poorer students, students with children) drop out at higher rates?
* Were the people who started the program the same as the ones that finished, or were dropouts replaced along the way?
* What was the attendance rate of teachers/ trainers? Were substitute teachers available when teachers did not show up? Was there high turnover of trainers?
* Which participants were with which trainers?

**Content**

* How many hours of training were delivered and over what duration? Were their disruptions in the training schedule?
* How many hours were spent on each type of skill (life, technical, business)?
* What was the content of the trainings?
* Which participants received which trainings?

**Post-Training**

* Which graduates are emloyed in wage work? Which are working in self-employment?
* When did graduates begin their jobs or business activities?
* What are the average weekly earnnings?
* What are the weekly work hours?
* Is their job/business performance satisfactory (based on established monitoring criteria such as punctuality, keeping business records, etc.)?