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| **Term** | **Examples** |
| **Inputs** are the resources you put **in** to make the work happen**Outputs** are the activities or services you put on for your users**Participants** or **Beneficiaries** are the people that you reach with your outputs**Outcomes** are the changes and differences that result fromyour activities (these could be short, medium or long-term, depending on your timescale)**Indicators** are what you use to measure whether outcomes have been achieved | Money, people, time, premises or equipment Classes, courses, events or one-to-one sessionsUsually the people who take part in the activity or use the service, such as adult learnersService users getting a job as a result of attending a job skills course;adult learners have made decisions about their next steps; increased health and wellbeingAchievement of qualifications; demonstration new skills; increased engagement of individuals in group activities |

**Read the following statements and see if you can tell which are outcomes. Can you say why they are outcomes and why others are not?**

1. As a result of coming on the course, all of the participants have moved onto further educational opportunities.
2. We have recruited 12 learners onto the course.
3. Learners receive guidance on what to do at the end of the course.
4. 8 people completed the course.
5. 8 people felt more confident to apply for work after completing the course.
6. We use volunteer tutors for our literacies courses.