

Annexure A**Data Extraction: Policy Review****A. General Information and Eligibility**

1. Date form completed		
2. Name of person extracting data		
3. Report title		
4. Publication type		
5. Type of document		
6. Publication reference		
7. Country of publication		
8. Province		
9. Policy description		
10. Decision	Include	
	Exclude	
11. Notes (include reasons for exclusion):		

*No continuation if excluded.

B. Context

Contextual variable	Description	Location in document
12. Date of publication		
13. Version number		
14. Prior version Review Date		
15. Current version review Date		
16. Policy motivation and rationale		
17. Policy history		
18. Acts which informed policy		
19. Target beneficiaries		
20. Any other contextual issues		

C. Policy Content

Factor	Description	Location in document
21. Classification of beneficiaries		
22. Beneficiary selection criteria		
23. Policy objectives and/or purpose		
24. Skills-mix of beneficiaries		
25. Conditions of the funding		
26. Duration of funding		
27. Budgetary implications		
28. Administration of scheme		
29. Beneficiary responsibilities		
30. Person/body responsible for admitting beneficiaries into scheme.		
31. Any other factors:		

D. Process Implementation

Process	Description	Location in document
32. Statutory conditions for validity of policy/contract		
33. Term of policy		
34. Trigger for review of policy		
35. Trigger for evaluation of policy		
36. Skills or service needs determination process		
37. Beneficiary selection process		
38. Contract renewal process		
39. Beneficiary monitoring processes		

40. Placement of beneficiaries into services after completion of studies		
41. Any other processes		

E. Actors Involved

Actors	Description	Location in document

F. Conclusion

Remark	Description	Location in document