



Hochschule für
Wirtschaft und Recht Berlin
Berlin School of Economics and Law


Education and Culture DG
Lifelong Learning Programme


Education, Audiovisual & Culture
Executive Agency

FINAL

EVALUATION PLAN QUADULTRAINERS

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HWR Berlin (Berlin School of Economics and Law) is the main responsible partner for the implementation of the evaluation of the Quadultrainers Project. The structure of the following evaluation plan aims to consider both the process and the results of the project, with the evaluation activities thus having a formative role as well as a summative function.

Whereas all partners are involved in the evaluation activities, the main task of HWR Berlin consist in developing the tools and guidelines for enacting the evaluation. The responsibilities for the reporting of evaluation results are shared between Scierter and HWR Berlin. The formative process results will be registered and presented by HWR Berlin; Scierter will be responsible for the presentation of all the summative project results.



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1. Evaluation Tools

The evaluation tools to be developed by HWR Berlin will reflect the mentioned double approach to evaluation. Three tools are foreseen to evaluate the process of the Quadultrainers project and another three tools are dedicated to evaluate its results.

1.1 Evaluation of process

The evaluation of the projects' progress is to control the implementation of the project activities according to its working plan; furthermore it intends to improve the effectiveness of the project management and the effectiveness of the partner meetings. In order to put these efforts into practice, HWR Berlin will provide the following instruments:

- a project scheme with the decisive milestones and deadlines for continuous control of the implementation of the Quadultrainers project (see Annex 1).
- a questionnaire addressing the quality of programme management for to increase its effectiveness (see Annex 2). The main items for to evaluate the programme management will include the
 - a. the implementation of the project plan
 - b. monitoring of the project
 - c. communication systems
 - d. quality assurance
 - e. suggestions for improvement.
- a questionnaire to evaluate the results and the effectiveness of the partner meetings (see Annex 3). Amongst others, the questionnaire for the assessment of the project meetings will address the following items:
 - a. Preparation of the meeting in advance
 - b. State of affairs in fulfilling the tasks
 - c. Adequate allocation of future tasks
 - d. Clear structures, information flow
 - e. Assessment of the results and output of the partners meeting

1.2 Evaluation of project results

The tools for the evaluation of the project results will address the main products of the project, the European Qualification Prototypes for Adult Trainers in VET including its assessment approach and the final activity for to validate this product, i.e. the piloting exercise.

- In order to evaluate the European Qualification Prototypes at an interim stage an evaluation guideline will be developed which will be applied the Advisory Board in its second meeting (see Annex 4). This evaluation will have a formative function and it will address mainly the following items:

- a. Applicability of the prototype in different settings
 - b. Coverage of the relevant areas in the qualification of an adult trainer
 - c. Assessment of the potential results to be achieved with the prototype
 - d. Suggestions/amendments by the Advisory Board to improve the existing prototype

- As a second tool for to assess the results of the Quadultrainers project, HWR Berlin will develop a guideline for evaluation which will be used in the discussion of experts that is to be held along the piloting exercise of the European Qualification Prototype in five countries (see Annex 5). The main items that are included in this guideline address the following issues:
 - a. National standards and the European Qualification framework being applied
 - b. Applicability of European standards in national contexts
 - c. Differences between big and small training providers
 - d. Differences between areas of training (initial/continuous VET, further education, sectoral training, adult education in general)
 - e. Interest in certification

- A third tool for the evaluation of the products of the Quadultrainers project will be produced towards the end of the project (see Annex 6). This tool will have mainly a summative function and support the final evaluation of the projects results. A questionnaire will be distributed to the members of the Advisory Board in order to assess the final versions of all products, i.e. in particular the
 - a. Competence framework
 - b. Heuristic/diagnostic compass
 - c. Competence profile for the Expert Adult Trainer (EAT)
 - d. Competence profile for the Adult Learning Professional (ASP)
 - e. Assessment Approach.

1.3 Criteria for the evaluation of project results

Although specific guidelines will be developed for the evaluation of the deliverables of the Quadultrainers project, some general overwhelming criteria for the evaluation of project results will be applied. These are listed in the following table and will be operationalised in more detail both in the guidelines for the evaluation of the European qualification prototype as well as in the guidelines for the evaluation of the piloting exercise.

1. Results reflect the current state of the art.
2. Results fit in with the tasks being described in the project plan. A change in setting of priorities is comprehensibly accounted for.
3. Results are presented in a well readable and comprehensible form.
4. Technical terms used in reports etc. are clearly defined, e.g. by means of a glossary.
5. Sources, literature, links etc. are quoted transparently.
6. The European Dimension is adequately taken into consideration, e.g. by a respective range of examples.

7. Existing tools and frameworks on European level and results from other European projects are included if serving the achievement of the project goal.
8. Deliverables has been sent to all partners for feedback before they are published and suggestions for improvement have been incorporated.
9. Deliverables within the project are related to each other in order to secure a suitable overall result.
10. Proposals for the application/implementation of project results have gone through a feasibility-check, e.g. by the means of enquiry of experts.

2. Evaluation activities

The milestones and deadlines for the implementation of the project and the control of compliance with the projects' plan are to be checked continuously in each meeting of the partners.

- The project scheme allowing to control the progress that has been made will be mailed to all project partners before each meeting and in due time before important deadlines. Checking the achievement of milestones and deadlines is a continuous topic on the agenda of the project meetings.
- In addition, before each partner meeting, the questionnaire addressing the quality of programme management will be distributed to all partners. HWR Berlin will collect the relevant data and present the results of the survey in the following partner meeting, where the discussion of the results amongst the partners should help to overcome detected deficits and to improve the effectiveness of partners' cooperation.
- Furthermore, an assessment of the project meetings through all partners will take place at the end of each meeting. By means of a standardized questionnaire, HWR Berlin will collect the relevant data at the end of each partners meeting. In order to arrive at immediate feedbacks, the collected data will be processed and distributed by HWR Berlin shortly after each meeting. In addition, HWR Berlin will give a short summary of the results in the following meeting in order to allow for discussion and agreement on proposals for improvement.

This tool is used to evaluate the project meetings in Rome 23/24 March 2009, Brussels 16/17 September 2009, Lisbon 27-28 January 2010, Berlin 28-29 June 2010 and for the final meeting in Amsterdam 19/20 October 2010.

Additionally, HWR Berlin will produce an overview report in which the results of the meetings evaluation will be compared in order to demonstrate how certain crucial issues for the project and the meetings management have developed - and hopefully improved over time as intended by the formative evaluation and the quality assurance activities.

- The guidelines for the Advisory Board to evaluate the European Qualification Prototypes at an interim stage will be distributed before the second meeting of the Board. As for the other meetings of the Advisory Board, the discussions in the meeting will be summarized by EBTN. Later on, the summary with the evaluation results will be given to the members of the Advisory Board for their approval. The suggestions for adaptation and improvement that are made by the Advisory Board will be taken into consideration by the partners who had been responsible for the development of the respective part of the prototype.
- The guidelines for the discussion of experts within the framework of piloting the European Qualification Prototype in 5 countries will be distributed by HWR Berlin beforehand to all partners who are involved in the piloting exercise. The minutes of the expert discussion are to be recorded by the partners in the piloting countries and then will be send to Scierter, the partner organisation being responsible for the analysis of the piloting exercise. HWR Berlin will draft a synthesis report on the quantitative data of the evaluation exercise.
- The questionnaire for evaluation of the final products of the Quadultrainers project will be distributed to the members of the Advisory Board in the final project meeting in Amsterdam.

Erwin Seyfried / Birgit Achterberg
HWR Berlin

ANNEXES

- Annex 1** **Quadultrainers task calendar**
- Annex 2** **Project management evaluation tool**
- Annex 3** **Partner meetings evaluation tool**
- Annex 4** **Guidelines for the evaluation of the European Qualification Prototypes** (to be used by the Advisory Board)
- Annex 5** **Guidelines for the evaluation of the piloting exercise of the European Qualification Prototypes in five countries** (to be used by the partners)
- Annex 6** **Questionnaire for the final evaluation of the products of the Quadultrainers project** (to be used by the Members of the Advisory Board)

ANNEX 1



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“Towards a European Qualification Prototype for Adults Trainers”

QUADULTRAINERS TASK CALENDAR

Partners:



NIBE
EBTN
SCIENTER
AIF
FA
HWR
IFB

scheduled



Plan
Framework
Dissemination
Meeting
Report

realized



delayed





ANNEX 2



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**Project Management Evaluation Tool
December 2009**

How do you assess the following aspects of the Quadultrainers project management?

	I strongly agree	I mostly agree	I partly agree	I don't agree
1. The project managers see to it that activities are performed in accordance with the project plan.				
2. The project managers take care of that deliverables are produced in due time.				
3. Monitoring refers to ongoing project activities.				
4. Monitoring refers to financial issues.				
5. Monitoring refers to meeting the deadlines of the project plan.				
6. Corrective actions are taken in case of deviation from the project plan.				
7. An effective communication system among the project partners has been established.				
8. Quality assurance is a regular issue of the project meetings.				
9. Project partners are involved in decisions appropriately.				
10. The project management works transparently.				
11. All in all I am satisfied with the project management.				

12. My suggestions for improvement:	
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ANNEX 3



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EVALUATION OF PARTNERS MEETING

Rome, 23rd/24th March 2009

How do you assess the following aspects of the partners meeting?

	I strongly agree	I mostly agree	I partly agree	I don't agree
1. The preparation in the run-up to the meeting was good.				
2. The period between the last and the current meeting was used according to the project schedule.				
3. The organisation of the workshop was good.				
4. Partners' contributions (e.g. presentations, draft papers) were relevant for the project.				
5. Relevant material (e.g. texts, articles, partners' contributions) were provided in due time.				
6. Project tasks were done as scheduled.				
7. The moderation was an appropriate guidance in terms of goal orientation.				
8. Tasks were allocated adequately to the partners.				
9. Discussions brought the project work forward.				
10. Administrative issues were handled in an effective way.				
11. I am satisfied with the process of the meeting.				

12. I am satisfied with the results of the meeting.				
13. My suggestions for improvement:				

ANNEX 4



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**GUIDELINES FOR THE EVALUATION OF
THE EUROPEAN QUALIFICATION PROTOTYPES**

These guidelines are for the members of the Advisory Board of the Quadultrainers-project and to be used during their meeting in Lisbon in January 2010. The guidelines are meant to evaluate the European Qualification Prototypes (EQP) that has been elaborated by the Quadultrainers project partners and is to ensure that the EQP-proposal matches the aims which are formulated in the project application.

1. Criteria for the evaluation of the EQP

In accordance with the project plan for Quadultrainers submitted to the EU, the EQP deliverable should meet the following criteria:

1. The rationale of the EQP is described clearly and comprehensibly.
2. The EQP contains a list of competences which covers the knowledge and skills required in the relevant areas of an adult trainer.
3. Competences are clearly defined by indicators of competence performance in order to assure the applicability and operationalisation of the competence prototype.
4. The qualification model describes comprehensively and exhaustively the qualification of adult trainers in the banking sector.
5. The EQP is designed as a metamodel that can be applied for other sectors' training.

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6. The EQF is applicable in clearly defined settings of training, such as
 - a. Full-time / part-time trainers / experts as trainers
 - b. Training institutions / training departments of enterprises (e.g. banks)
 - c. Initial vocational training / continuous training
 7. Assessment requirements are described clearly and applicably.
 8. The EQP contains methodological guidelines which
 - a. Ensure the adoption and usability of the prototype in as many countries across Europe as possible
 - b. Facilitate the transferability of the learning model in other learning environments.

2. Evaluation of the Quadultrainers competences and qualification framework

Within the Quadultrainers project a scheme has been developed visualizing the professional areas of adult trainers (see State-of-the-Art Report). It contains eight polarities organised around four axes:

- people - organisation
- methods – technology
- communication - content
- process – product

In the framework, developed by the Quadultrainers-project these dimensions should allow for the description and comparison of different individual competence units.

Taking the aims for the EQP into consideration the members of the Advisory Board are asked to address the following questions, when evaluating the product:

- Are these basic professional dimensions clearly defined?
- Do the definitions refer in sufficient detail to context, key activities, main tasks, core competencies, specialized competencies, knowledge, skills, attitudes and experience?
- Are the dimensions operationalised in a way that makes them compatible to the EQF and allows a classification for a specific EQF-level (here aspired: level 4)?

-
- Do the dimensions represent the professional areas of adult trainers completely and appropriately?
 - Are important dimensions missing?
 - Are one or more dimensions dispensable?
 - Are the dimensions adequate and relevant?
 - Is the concept of competence units appropriate?
 - Are competence units clearly defined for all the dimensions?
 - Is the competences and qualification framework suitable for the integration and localization of the competence units?
 - Is the degree of operationalisation adequate? How detailed should competences/skills be represented in the model?
 - Does the EQP include an assessment method with respect to the EQF-levels?
 - Are there criteria defining the achievement of the different EQF-levels?
 - Are the requirements for the Quadultrainers quality label defined which corresponds to EQF level 4?

3. Summarizing evaluation of the EQP by the members of the Advisory Board

The questions in the following section are to make a general assessment of the EQP and its overall usability:

- Does the EQP meet the requirements of the Quadultrainers project plan?
- If applicable: Where are deviations or deficits?
- How do you assess the potential results to be achieved with the EQP?
 - Acceptance in training institutions
 - Applicability in the banking sector
 - Applicability in other sectors
 - Contribution to a European-wide qualification standard
 - Compatibility with existing qualification frameworks
- Suggestions/amendments to improve the existing prototype
 - The following changes should be made:
 - Proposed supplements:
 - More detailed operationalisation is seen as necessary for:

“Towards a European Qualification Prototype for Adults Trainers”



Members of the Advisory Board

Tool for the Evaluation of the Final Products of the Quadultrainers Project

Amsterdam, October 2010

The following questionnaire is designed to support the final evaluation of the results of the QUADULTRAINERS project through the members of the Advisory Board.

For each model or tool which has been developed the evaluators are asked to assess the

- understandability
- applicability in the training sector
- compatibility with existing European frameworks and standards
- added value (compared with existing tools and models).

Please indicate with a cross in the respective column how you assess the degree of understandability etc. (-2 is the worst assessment, +2 is the best assessment). Below the standardized assessment you have the opportunity to give your qualitative comments. Please indicate here your appraisal and your suggestions.

1. How do you assess the **competence framework**?

	-2	-1	0	+1	+2	
not understandable						understandable
not adequate as regards content						adequate as regards content
not applicable						applicable
not compatible on European level						compatible on European level
no added value						important added value
Comment:						

2. How do you assess the **heuristic/diagnostic compass**?

	-2	-1	0	+1	+2	
not understandable						understandable
not adequate as regards content						adequate as regards content
not applicable						applicable
not compatible on European level						compatible on European level
no added value						important added value
Comment:						

3. How do you assess the **competence profile for the Expert Adult Trainer?**

	-2	-1	0	+1	+2	
not understandable						understandable
not adequate as regards content						adequate as regards content
not applicable						applicable
not compatible on European level						compatible on European level
no added value						important added value
Comment:						

4. How do you assess the **competence profile for the Adult Learning Professional?**

	-2	-1	0	+1	+2	
not understandable						understandable
not adequate as regards content						adequate as regards content
not applicable						applicable
not compatible on European level						compatible on European level
no added value						important added value
Comment:						

5. How do you assess the Quadultrainers **Assessment Approach**?

	-2	-1	0	+1	+2	
not understandable						understandable
not adequate as regards content						adequate as regards content
not applicable						applicable
not compatible on European level						compatible on European level
no added value						important added value
Comment:						

Thank you very much for your kind cooperation!