



EVALUATION PLAN

ERASMUS + ICT + LANGUAGES = GETTING SUCCESS

INTRODUCTION

Now that our Project is launched, it is necessary to plan an evaluation proposal in such a way that it allows us to value the achievement degree of the aims that we have marked in our application, its effect in the involved institutions and it is also necessary to re-direct, if it is necessary, the project the best possible way.

Given the importance the evaluation of processes has nowadays in the interest of their quality, we cannot but set out the most concrete, realistic, varied and deepest Evaluation Plan as possible. Likewise, the European Union establishes testing standards that have been incorporated into this Plan. Therefore, the aims, addresses and expected actions for the evaluation of this Association have been established. For further information concerning the developed evaluation activities and their results, you can consult the website of the project, evaluation section: <https://peda.net/valkeakoski/kehitt%C3%A4mishankkeet/taito-2016/cnsdlaadls/project-evaluation>

AIMS

The **general aims** this Evaluation Plan tries to reach are the following:

1. To identify at a very first moment the development areas concerning the project in the participating institutions;
2. To stipulate valuation moments and tools concerning the level of the project's development and generate information gathering fields that allow us to introduce the pertinent changes for a continuous improvement;
3. To determine the quality, applicability and repercussion of the activities developed in the Association;
4. To promote the evaluation culture among the participating institutions as an additional element in the development of the project;

ADDRESSES

The addresses of the different evaluation tools are the following:

- Participating institutions;
- Teachers of the educational centers



DEVELOPMENT OF THE EVALUATION PLAN

The steps of the development of the Evaluation Plan will be the following:

- Agreement about the evaluation methodology;
- Configuration of a calendar and timing of the process;
- Identification of the fields and dimensions to evaluate;
- Development of adjusted indicators for the fields and dimensions previously mentioned;
- To determine the evaluation tools taking into account the principle of diversity;
- Localization of the target agents;
- Application of tools, to obtain the results, to analyze them and obtain conclusions and proposals.

METHODOLOGY

- We are to use two focuses to evaluate our Project: one qualitative focus and based on the observation and the other one is quantitative based on the indicators (close and open items);
 - We are to try to incorporate the co-evaluation and auto-evaluation in the evaluation process;
 - We are to evaluate the processes, products and activities.
- The most extensive activities and products will have an own questionnaire that will be wider and adapted to the involved sectors (quantitative part composed of close questions and a qualitative part composed of open questions):
- Mobilities-Job Shadowing Period
 - Website
 - Exchange of experiences, documents and materials.

TIMING

TIMING	DATES	METHODOLOGY
Beginning of the project	September-2015	Initial brain-storming for the planning and organization of the project
At periodical meetings of the staff involved in the project	November-2015 April-2016 November -2016 April -2017	Information gathering concerning: -The general development of the project; -Coordination; -Strengths; - What can we improve?
Mid-term evaluation of the project	June - 2016	Final evaluation of the first year 2016 General Quantitative



		Evaluation of the areas and dimensions of the first year (with open questions for suggestions of improvement)
Final evaluation of the project	June - 2017	Final evaluation of the project June-2017. Quantitative Evaluation of the areas and dimensions (with open questions for suggestions of improvement).

FIELDS AND DIMENSIONS TO EVALUATE

The different fields and dimensions to be evaluated in our project are mentioned below. These fields are very linked to those aspects that have been prioritized in our project, since they have been considered to be basic aspects for its success.

A. MANAGEMENT OF THE ASSOCIATION

- A1. Planning, coordination and management of the project in every partner regions;
- A2. Participation, commitment and involvement level of the involved institutions of every region;
- A3. Coordination and communication level among the involved institutions of every region;
- A4. Management of the Budget of the association at every partner region;
- A.5 Coordination and communication among the two partner regions

B. DEVELOPMENT OF THE PROJECT

- B1. Achievement level of the proposed aims;
- B2. Adaptation level of the activities carried out;
- B3. Development level of the Dissemination Plan of the project;
- B4. Adaptation of the work distribution

C. GENERATED PRODUCTS

- C1. Their adaptation, applicability and use
- C2. Dissemination level of the products

D. IMPACT OF THE PROJECT

- D1. Profits earned in the participating institutions derived from the project
- D2. Effects of the results at a regional and European level

EVALUATION TOOLS

The use of different evaluation tools has been planned in such a way that we can get qualitative and quantitative information:

- Questionnaires;
- Discussion groups;



- In addition to the evaluation of the project, within the internal evaluation of the participating institutions, the project will be analyzed with specific indicators and according to the usual evaluation methodology of every institution.

INDICATORS OF FIELDS AND DIMENSIONS

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PARTNER REGION	
INSTITUTION	
EVALUATION DATE	<i>MID-TERM- FINAL OF THE PROJECT</i> <input type="checkbox"/> <input type="checkbox"/>

Make a cross "X" in the desired box. Evaluate from 1 to 5 the following aspects, where 1 corresponds to "little appropriate" and 5 "very appropriate" **The evaluation will be carried out according to the development of the Project in each region.**

A. MANAGEMENT OF THE ASSOCIATION

INDICATORS	Assessment				
	1	2	3	4	5
A1. PLANNING, COORDINATION AND MANAGEMENT OF THE PROJECT					
1. A previous and agreed general planning and timing of the project have been planned. This has been useful for the objectives of the Association.					
2. The strategies and coordination mechanisms established in our region among institutions and groups have been functional.					
3. The general management of the association meets the planned aspects in our project.					
A2. PARTICIPATION, COMMITMENT AND INVOLVEMENT LEVEL OF THE STAFF					
1. The commitment and involvement level of the staff has been appropriate.					
2. The roles developed by the coordinators of the institutions have been useful and appropriate for the suggested aims.					
A3. COORDINATION AND COMMUNICATION LEVEL AMONG THE PERSONNEL OF EACH INSTITUTION					

1. The coordination level among the personnel and working groups has been appropriate and useful for the development of the Project.					
2. The communication level of personnel and the working groups has been appropriate.					
3. The communication procedures and channels that have been used facilitated the communication among the different personnel and the working groups					
A4. MANAGEMENT OF THE BUDGET					
1. The budget has been managed in an efficient way by the coordinators, allowing the development of the expected actions.					
2. The management of the budget has been communicated in a clear and precise way to the participants.					
A.5 COORDINATION AND COMMUNICATION AMONG THE TWO PARTNER REGIONS					
1. The involvement and coordination level of both partner regions has been appropriate.					
2. The communication among the coordinators of both partner regions has been carried out regularly and efficiently.					
SUGGESTIONS FOR IMPROVEMENT					

B. DEVELOPMENT OF THE PROJECT

INDICATORS	Assessment				
	1	2	3	4	5
B1. ACHIEVEMENT LEVEL OF THE PROPOSED AIMS					
1. The planned aims in the first year have been operational and feasible.					
2. The goal to improve the ICT training of the staff of the institutions has been achieved.					
3. The Exchange of ideas and persons concerning ICT, handcrafts and foreign languages has been facilitated promoting innovation.					
4. Different materials and products have been generated or exchanged to facilitate the ICT, handcrafts and foreign languages development into the institutions.					
B2. ADAPTATION LEVEL OF THE ACTIVITIES CARRIED OUT					
1. The activities developed to date have been adjusted to the planned aspects and they have been appropriate and functional to respond the planned aims.					
2. The activities have been aimed to all the target groups.					
3. The Project meetings have been enough and operational.					
4. The mobilities -Job Shadowing Period- have encouraged the exchange of ideas and innovation.					
B3. DEVELOPMENT LEVEL OF THE DISSEMINATION PLAN OF THE PROJECT					
1. A plan has been defined for the dissemination of the Project.					
2. Every institution has spread the Project, its activities and results sufficiently within his/her own institution using different means and activities.					

B4. ADAPTATION OF THE WORK DISTRIBUTION					
1. The organization in working groups has facilitated the development of the activities of the project.					
2. The distribution of work among the personnel and working groups has been functional and appropriate.					
SUGGESTIONS FOR IMPROVEMENT					

C. GENERATED PRODUCTS					
INDICATORS	Assessment				
	1	2	3	4	5
C1. THEIR ADAPTATION, APPLICABILITY AND USE					
1. The developed products, in general, have responded to the expected needs in our project and have been useful for the institutions.					
2. The website offers clear and sufficient information concerning the project.					
C2. DISSEMINATION LEVEL OF THE PRODUCTS					
1. The website of the project allows the participants to have an easy and simple access to the different products of the project.					
2. Every partner has spread the developed products sufficiently within its institution using different means.					
SUGGESTIONS FOR IMPROVEMENT					

D. IMPACT OF THE PROJECT					
INDICATORS	Assessment				
	1	2	3	4	5
D1. PROFITS EARNED IN THE PARTICIPATING INSTITUTIONS DERIVED FROM THE PROJECT					
1. The project has generated a common interest in our staff to improve the quality of teaching on the topics worked.					
2. The students have increased their knowledge concerning the European reality and they have shared experiences with other students from another country.					
3. The participating teachers have had the opportunity to live, share and apply innovative ideas and projects linked to the topics of the project at a national level as well as a partner region level.					
4. A flow of ideas and persons among the different participating educational centers has been generated which has allowed staff to incorporate new ideas and projects in the teaching practice.					
D2. EFFECTS OF THE RESULTS AT A REGIONAL AND EUROPEAN LEVEL					
1. The European dimension has been strengthened in the participating institutions.					
2. The collaboration and Exchange relations have been strengthened					



among the participating educational centers.					
3. The collaboration relations have been increased among the educational centers.					
4. An exchange program of staff/students related to education has been developed (or It is going to be developed) among regions that will continue after the project.					
5. New working and exchange suggestions have been developed (or They are going to be developed) among institutions of the two regions after the carrying out of the project.					

SUGGESTIONS FOR IMPROVEMENT

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