RSTF Evaluation plan

project title

**Purpose of the evaluation plan**

An evaluation plan helps the Department to determine whether the project has met its intended objectives and has aligned to broader Fund objectives. The purpose of this Evaluation Plan is to provide applicants with a high-level overview of the process and requirements.

The Department intends to undertake an evaluation of all projects funded under the Regional and Specialist Training Fund.

The Department will work with applicants on data and information collection requirements throughout the project. The Department will lead and cover the costs of for the evaluation for this project.

To help the Department undertake this evaluation, this template is designed to identify the relevant data and information that will enable DJSIR to evaluate your project.

DJSIR will work with you to finalise the data collection requirements.

The evaluation complements, but does not replace, monitoring, reporting and contract management requirements of the Department for RSTF projects, including regular progress reporting.

**Acknowledgements**

The Evaluation Plan details the agreement between the Department and the applicant (funding amount and expected milestones and deliverables) and finalises the applicant’s agreement to collect data and information throughout the course of the project.

*By ticking the boxes below, the applicant confirms that they have read, understood and agree that:*

The Department will lead and conduct the evaluation of the project [ ]

The Department will cover all costs associated with the evaluation of the project [ ]

The applicant will work with the Department to identify relevant data and potential data sources [ ]

The applicant will provide data and information for the purposes of evaluation throughout the course of the project to the Department. [ ]

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# 1 Problem definition

Please provide a short summary that demonstrates the problem your project is seeking to address. Include 3-5 key data points from the [Victorian Skills Plan](https://www.vic.gov.au/victorian-skills-plan) and/or the Regional Skills and Demand Profiles to demonstrate the need for the project and key baseline measures for evaluation.

|  |
| --- |
| **Problem Definition**  |
|  |

# 2. Project objectives

The Department requires an in-depth understanding of the key objectives of your project. The Department will evaluate your project to determine whether your project has achieved these objectives. There should be no more than 6 objectives.

|  |  |
| --- | --- |
| **No.** | **Project Objectives** |
| 1 | *[EXAMPLE]* *Develop new material for a course to be delivered by training provider.* |
| 2 | *[EXAMPLE]* *Strengthen partnerships with workplaces and industries* |
| 3 |  |
| 4 |  |
| 5 |  |

Please outline relevant key evaluation questions specific to your project objectives, and include, definition of success, potential measures and intended data source (quantitative and qualitative).

Qualitative sources may include case studies or student testimonials or any other evidence that applicants identify as demonstrating how projects have achieved RSTF objectives.

**Table 1**

|  |
| --- |
| Project-specific objective |
| *[Example] Strengthen partnerships with workplaces and industries*  |
| Key evaluation question |
| *[Example] Were strong and effective partnerships developed with industry?* |
| Definition of success |
| *Training provider and industry have worked together effectively to deliver the project. There is potential for future collaboration to be undertaken between the training provider and industry.*  |
| **Measures may include (for instance):*** Number of partnerships developed through the project
* Number of new student commencements and enrolments

**Data sources may include (for instance):*** Dataset of student commencements, enrolments, and completions
* Case studies
 |

# 3. Fund-level outcome measures

To enable the Department to conduct an evaluation of the RSTF portfolio of projects, it is necessary to have consistency in some the measures being reported across projects. The Department will work with successful applicants to identify data requirements for these measures. Measures may include, for example:

* Number of industry-ready workers
* Number of partnerships/investments with local/regional businesses

Data sources may include:

* Graduate outcome surveys
* Case studies of partnerships with local/regional businesses

# 4. Evaluation report

The Department will liaise with you regarding data provision, timelines and seek your insights and feedback to develop the final evaluation report closer to completion of the project.