Workforce Training and Innovation Fund (WTIF) evaluation plan

Project Title

**Purpose of the evaluation plan**

An evaluation plan helps the Department of Job, skills, Industry and Regions (DJSIR) 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.

DJSIR will work with applicants on data and information collection requirements throughout the project.

To help the DJSIR 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 DJSIR for WTIF projects, including regular progress reporting.

**Acknowledgements**

The evaluation plan details the agreement between the DJSIR 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.

# **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.

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| **Problem Definition** |
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# **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.

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| **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 |  |
| 6 |  |

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 WTIF objectives.

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| Project-specific objective |
| *[Example] Develop innovative methods of training delivery* |
| Key evaluation question |
| *[Example] Were innovative training methods of delivery developed and adopted?* |
| Definition of success |
| *New model of delivering training using virtual reality has been successfully designed, implemented, and delivered to students.* |
| **Measures may include (for instance):**   * Number of new training models 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 WTIF 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.