

WSSF Evaluation Plan

Workforce Skills Set Fund

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Applicant Guidance

What is an evaluation?

An evaluation is an exercise undertaken to determine whether the intended outcomes of a program or project have been achieved. It does not replace ongoing monitoring and reporting throughout a program or project's lifecycle. The evaluation is a culmination of these activities.

How does an evaluation fit in WSSF?

In addition to monitoring and reporting obligations throughout a project's lifecycle, the Department requires each successful applicant to complete an evaluation of its project. This will help the Department to determine whether the project has met its intended objective.

While the evaluation will not need to be completed until the end of the project, the Evaluation Plan is required to be completed as part of the application process.

The Evaluation Plan shows the Department that the applicant has planned for the evaluation and related activities that will need to be undertaken throughout a project's lifecycle. For example, data may need to be collected during a project in order to support the evaluation.

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

Purpose of the evaluation plan

This Evaluation Plan is to be completed as part of your WSSF application. The Plan will help the Department to understand how you intend to evaluate your project.

Your Evaluation Plan will be assessed by the Department as part of your overall application.

How to complete this form

As part of your application, complete all sections of this template except section 3.3 Evaluation Report.

The Evaluation Report is to be completed at the end of your project and submitted as part of project finalisation documentation to the Department.

Text has been included to provide guidance on completing the plan. Please refer to this text before submitting your plan.

1. Project Evaluation

1.1 Project Objectives

The Department requires an in-depth understanding of the key objectives of your project. You 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	<i>[EXAMPLE] Develop new material for a course to be delivered by training provider.</i>
2	
3	
4	
5	
6	

1.2 Key Evaluation Questions

What are KEQs?

Key Evaluation Questions (KEQs) are questions designed to measure the outcomes of your project.

KEQs for WSSF projects

For WSSF projects, there are two sets of KEQs: standardised KEQs and project specific KEQs.

- Standardised KEQs have been developed by the Department and are intended to ensure that there is a level of consistency across all WSSF project evaluations.
- Project-specific KEQs must be developed by individual applicants to ensure that project-specific objectives are also measured by the evaluation process.

Standardised KEQs

The standardised KEQs prescribed by the Department are set out below. For each KEQ, describe what success would look like at the end of your project or the predicted answer at the end of your project.

Complete the table below.

Standardised KEQS	What would success look like?/ predicted answer
Have strong and effective partnerships been developed with industry?	<i>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.</i>



Are your project outcomes sustainable? Will they continue once WSSF funding ceases?	
Have workplaces and industry benefited from the project?	
Have students gained employment in the field of study?	
Has the program been delivered within its scope, budget and expected timeframe?	
Has the training and TAFE system been responsive to industry needs through the project?	
Were all contract milestones (including reporting obligations) met throughout the lifecycle of the project?	

PROJECT-SPECIFIC KEY EVALUATION QUESTIONS

In addition to the standardised KEQs, you must also develop KEQs that are directly relevant to your project’s objectives. These should be designed to ensure that all of your objectives (as set out in this Plan) are addressed in your evaluation.

Please list your project specific KEQs in the table below, identify the relevant project objective and describe what success would look like at the end of your project or the predicted answer at the end of your project.

Please complete the table below.

Relevant project objective	Project-Specific KEQS	What would success look like? (Predicted answer)
<i>Develop innovative methods of training delivery</i>	<i>Were innovative training methods of delivery developed and adopted?</i>	<i>New model of delivering training using virtual reality has been successfully designed, implemented and delivered to students.</i>

1.3 Indicators and Supporting Data

Indicators

In order to answer the KEQs and undertake the evaluation, you will need to identify “indicators” that will demonstrate the answer to the KEQs. For example, if a KEQ is “Were innovative training

methods of delivery developed and adopted?” an indicator may be “Number of courses that used innovative training method”. You may have more than one indicator for each KEQ.

For each indicator, you will need to identify and collect data. To support your findings, data must relate to your project.

Supporting Data

You will probably need to collect data throughout your project’s lifecycle, not just when the evaluation is being undertaken. It is important that data collection is built into your plan for your project. You may have more than one data source for each KEQ.

Examples of potential data sources include:

- Quantitative data (eg number of students enrolled in a course, number of mentors trained, number of work placements engaged etc.)
- Survey of industry or students about the project
- Case studies related to the project

Some general principles about data:

- The data must relate to your project
- The data source should be referenced in your revaluation report
- Data integrity should be upheld at all times
- Data collection should be timely

For each KEQ (standardised and project-specific) please identify the indicator(s) and data source(s) you will use to support your findings.

Please complete the table below.

KEQ	Indicator	Intended Data source
1. Have workplaces and industry benefited from the project?	Number of students enrolled in skill set who have found related employment.	Student survey undertaken on skill set completion.
	Number of industry mentorships arranged.	Student surveys undertaken throughout course.

2. Evaluation Budget

You must budget for an evaluation to be undertaken. As a general rule, approximately 5 to 10% of funding is allocated towards the cost of an evaluation.

The evaluation can be undertaken internally (where you have sufficient internal capability) or by an independent evaluator. If it is to be undertaken by an independent evaluator, this must be included in the budget. Please confirm whether the report will be prepared internally or by an independent evaluator. Complete the table below.

Budget	Funds Allocated
Budget for Evaluation	\$
Budget for Full Project	\$
Will an independent evaluator be engaged to undertake the evaluation?	Y/N

3. Communication of Findings

3.1 Communication of Findings with the Department

Upon completion of the evaluation, an evaluation report will be developed, including findings, and provided to the Department.

3.2 Communication of Findings to the Broader training and TAFE system and industry

A key objective of the WSSF program is to meet emerging industry needs, as well as specialist and regional needs for employment outcomes. Each successful applicant must identify areas of skill set development and delivery.

Please outline how you intend to communicate your findings (both to the training and TAFE system and industry). For example, you may wish to hold a workshop with relevant industry stakeholders to discuss the findings of your project or prepare a case study of your project that is shared publicly.

The Department may use your Evaluation Report in accordance with the terms and conditions of the contract signed by you and the Department.

Please outline your communications strategy below.

Activity	Target Audience
What type of activity is it e.g. presentation at a conference, article in a newsletter, case study on website, etc.	Define who your audience is.

3.3 Evaluation Report

The table below must be prepared and submitted to the Department at the **end of your project (not during your application process)**.

The Department requires your evaluation report to contain specific information. Each required reporting item listed in the table below must be included in your evaluation report. This will help ensure that you have addressed each Required Reporting item in your evaluation report. Other information can be included in the evaluation report as required.

Required reporting	Summary of reporting item	Report page number
Project objectives		
List of key evaluation questions (both standardised and project specific)		
How you went about your evaluation (including summary of data sources)		
Key findings for each standardised key evaluation questions		
Key findings for each project specific key evaluation questions.		