Evaluation Plan

(Template)

Evaluation Plan

### Overview

*Consider including:*

* *What does the course aim to achieve and the target audience*
* *Course structure including individual components and duration*
* *Number and time frames of offerings*
* *Purpose and use for the evaluation*

The Evaluation plan outlines:

* Program Logic Model
* Monitoring and Evaluation activities
* Monitoring and Evaluation timeframes
* Audience and Stakeholders

Appendix A contains the proposed data collection methods

*For e.g. Surveys & interviews*

### Program Logic Model

\*Please refer to the *APS Learning and Evaluation Handbook*, Task 2 *–* “***Clarify the object being evaluated*”**

|  |  |  |  |
| --- | --- | --- | --- |
| Inputs | Activities | Output | Outcomes |
|  |  |  |  |

### Evaluation activities

*\*Please refer to APS Learning and Evaluation Handbook, Task 4 – “****Develop and implement the monitoring plan”*** *and Task 5 – “****Develop and implement the evaluation plan”***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Key Evaluation Question (Criteria of Merit) | Summary of monitoring | Focus of evaluation | Method | Who is responsible and when |
| *1* | *How valuable are the formal and informal learning opportunities to the participants (Effectiveness)?* | *How did the participant perceptions of the formal learning opportunities compare against the specified target* | *Did participants find the informal learning opportunities provided by the course valuable?* | *Post-course survey*  | *APSC* |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

### Monitoring and Evaluation timeframes

|  |  |  |
| --- | --- | --- |
| Activity | Time | Notes |
| *Post-course survey* | *29 Aug 22* | *Survey sent by APSC* |
| *12 week post completion participant interviews* | *1 - 14 Aug 23* | *Participant feedback post program* |
| *Program Evaluation Report* | *31 Aug 23* |  |

### Audience and Stakeholders

* *Who are the key audience and stakeholders for this monitoring and evaluation activity?*

### Appendix A

#### Post-course surveys

*These are standard questions provided to participants post-course to gauge value and capability shift.*

#### End of program participant interview

1. *A key outcome of the XXX course is to help build your financial management capability. How has the course built your capability in these areas?*