

Beginners' Guide to Evaluation Introduction to Course

Introduction

- Developed to support HE Stem practitioners.
- Developed by the NCCPE, and the Beacons for Public Engagement
- Funded by National HE Stem programme

Training the Trainer Events

Events to support trainers to explore the resources, and how they might be used.

Trainers supported by online Ning site where they can download resources and upload content.



Licence

The resources are offered under a creative commons licence. You can use the resources for non commercial education purposes as long as you attribute them to us. You can adapt the resources, as long as you share the adapted resources with us (on our Ning site), and tell us how you intend to use them. The adapted resources should be issued with the same licence.

Course development

The course was developed:

- **Based on feedback from national survey**
- **To meet the needs of HE Stem practitioners to develop skills in evaluative practice**
- **Iteratively. Pilot sessions were run to inform course development**
- **Three full courses were run in March 2012 and evaluated. (Again this was done iteratively, with the evaluation of the first course used to inform the final course content and resources.**

Course advert

Always wondered whether the HE Stem outreach activities you are doing have any value? Want to improve your practice but don't know where to start? Fed up of feedback questionnaires but want to develop an evaluation plan that works for you? Look no further.

The National HE Stem programme have funded the NCCPE and the Beacons for Public Engagement to bring you an exciting new course: **Getting Started: A Beginner's Guide to Evaluation**

This one day course will encourage you to think about why evaluation is important and what it can tell you. The day will cover important questions including:

- Why Evaluate your STEM activity?

- How do you get started?

- How to engage your audiences in evaluation

- Creative ways to evaluate

- Where can you get help and support for your evaluation

This highly interactive course, with exercises and discussion, will enable you to develop a draft evaluation plan for your activity, and find out how to put it into practice.

Course structure

- **The course is organised around developing an evaluation plan for an HE Stem activity**
- **Participants are invited to bring an example of a project that they would like to develop an evaluation plan for**
- **The course is underpinned with a variety of examples of evaluation in practice**

Learning outcomes

Learning outcomes include:

- Developing an understanding of the value and importance of evaluating HE Stem outreach.
- Understanding the process of successful evaluation and collecting evidence of impact.
- Exploring the issues and challenges of evaluating HE Stem outreach.
- Continuing to develop personal and professional skills, for example communication, planning and critical reflection.
- Practical experience in developing an evaluation plan and using new, alternative approaches to evaluating public engagement.
- Understanding on the uses of evaluation including improving activities; sharing good practice and reporting
- Increased confidence in use of evaluation

Course outline

09:30 – 10.00	Participant registration
10:00 – 11.00	Networking and sharing
	Introduction to the programme
	1. Why evaluate your outreach activities?
	2. What are you aiming to do? - Evaluation Plan - Writing aims and SMART objectives
11:00 – 11:20	Break
11:20 – 12.20	What question do you want to ask?
	3. Devising your methodology
12:30 – 13:15	Lunch
13:15 – 14:15	4. Collecting your data
14:15 – 14:25	Break
14.25 – 15:30	5. Analysing your data
	6. Making use of your evaluation
15.30 -16.00	Plenary

Pre course preparation

Course participants will be asked to answer three questions on booking their place. This will help provide a baseline for use in the workshop itself.

What do you hope to get out of this workshop?

On a scale of 1-5 where 1 is not very confident and 5 is very confident - how confident do you feel to evaluate your current activities?

On a scale of 1-5 where 1 is no experience and 5 is very experienced – how experienced are you in evaluation?

These will be repeated at the start of the workshop and at the end. This will help us to

Ensure the workshop meets the needs of participants

Provide an example of taking a baseline

Provide an example of collecting data in order to inform development of activity (in this case the training course provided)

Top tips

- **It is a lot to cover – so keep it quick**
- **Manage expectations**
- **Benefit from the experience of the participants**
- **Use the evaluation suggestions for the course – as they help exemplify evaluation in practice**
- **Use evaluation plan example**
- **Use the Ning site**

Support for trainers

Project Ning site where you can access:

- **Powerpoint**
- **Participant handbook**
- **Trainer manual – with suggested timetable; housekeeping; detail of course content; additional resources and top tips**
- **Activities**
- **Handouts**
- **Support from other trainers**

<http://nccpetraining.ning.com/>

Accessing the Ning Site

- Log onto the address above and create an account
- This will automatically generate an email to the NCCPE who can then approve your application
- Once on the site you need to join the group relevant to the resources that you want to access. Choose the group tabs to access the groups available
- Any problems email nccpe.enquiries@uwe.ac.uk and we will be pleased to help.