

# Evaluation Masterclass

## Introduction to Course

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- 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
- To support staff and students who have undertaken evaluation of HE STEM outreach activity to make the best use of this in informing their own work and evidencing impact
- Iteratively. Pilot sessions were run to inform course development
- Three full courses were run in April 2012 and evaluated. (Again this was done iteratively, with the evaluation of the first course used to inform the final course content and resources.

# Objectives and Learning outcomes

Researchers have opportunity to:

- Share their experiences and learn from the experiences of others
- Reflect on the value and uses of evaluation
- Explore the many uses of evaluation, and how these might affect their own practice

Learning Outcomes include:

- Understanding of the value and importance of evaluating HE Stem outreach.
- Understanding the process of successful evaluation and collecting evidence of impact.
- Understanding on the uses of evaluation including improving activities; sharing good practice and reporting

Skills

- An ability to reflect on their own practice and the role of evaluation in facilitating this
- Understanding ways to evidence impact from outreach activity for different audiences
- Further develop personal and professional skills, for example communication, planning and critical reflection.
- Advance knowledge and capacity to conduct effective, robust evaluations

# Course outline

13.00	<b>Introduction to evaluation</b> Why evaluate? Key audiences for evaluation
13.30	<b>Making sure your evaluation is fit for purpose</b> The evaluation plan Things to consider: Types of evaluation; Triangulation; Sampling Outputs, outcome and impact/ Evidencing impact
14.30-14.40	<b>Coffee and tea</b>
11:20 – 12.20	<b>Making an impact with your evaluation</b> Self reflection: Improving your practice Reports: Dos and don'ts of reporting Making a case Beyond the report - sharing evaluation with the wider sector
12:30 – 13:15	<b>Summary of the day</b> Final Thoughts Evaluation

# Top tips

- It is a lot to cover – so keep it quick
- Benefit from the experience of the participants
- Clarify definitions – it really helps
- Ensure that participants understand this is a **Masterclass** - the course assumes an understanding of the basics of developing an evaluation plan
- Tailor the content – there are a variety of activities which can be selected based on the needs and interests of your participants
- 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](mailto:nccpe.enquiries@uwe.ac.uk) and we will be pleased to help.