



In-Tray Exercise

Reference: EoT-14

Correspondence from: 'C'

Addressed to: EoT StipTrainer (you)

Subject: Piloting Training

Thanks to government support, with the help of several international funding agencies, we can start to run IT foundation courses at several of our training centres. The advice we've been given is that we should offer a selection of 'modules', so that trainees can learn skills relevant to their needs.

At present we have received an excellent quantity of training materials from our funding agencies, and we've recruited a small team of competent IT specialists. The intention is for the team to develop modules, adapting the training material to meet the local situation. Hopefully, we'll have the first of the basic modules ready in two months. The advice we've been given is to run 'pilot' individual modules; to evaluate them and to revise the module, as required. It has also been implied that our funding agencies will carry out their own evaluation, which may influence future funding support.

Although we are excited by the prospect of finally being able to run IT courses, we are aware of the consequences of getting things wrong and wasting this opportunity. We would therefore appreciate your advice on how to set up a suitable EoT system.

Bearing in mind our reliance on funding support, we would also welcome your thoughts about what funding agencies are likely to be looking for when they do their own EoT.