

INTRODUCTION

We have previously considered using the EoT Matrix involving selecting cells suited to the requirements of stakeholders, taking into account resources available. Each cell in the matrix defines a *purpose* and at a particular *level*. For Stiptrain the ICDL proposal presents an opportunity to demonstrate its expertise in evaluation of training.

Fig.1, below, illustrates nominee trainees who already have some IT knowledge and skills and will learn more during the ICDL course. They will be expected to return to their job and continue to improve their performance. The learning curve represents a trainee's learning before and during the course, also their continuing learning and development on return to their job.

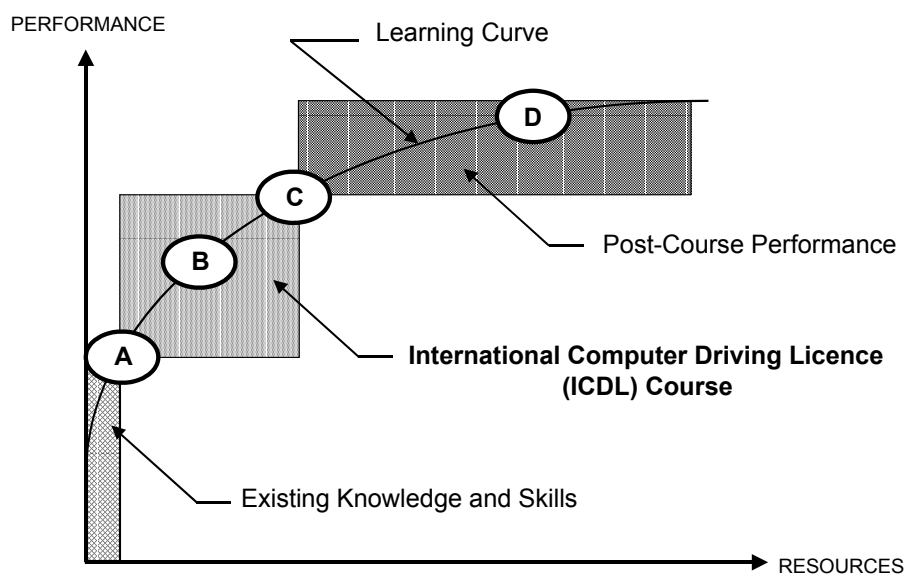


Fig.1

As it's unrealistic to expect EoT to be carried out in all aspects of the course, we have selected four areas where it might be focused:

- A. This is concerned with evaluating a trainee's existing knowledge and skills - in relation to their needs and course provision.
- B. Here, the focus of attention is on evaluation during the course - formative assessment techniques used to help the trainee learn.
- C. The focus is on completion of the course and the use of external validation measures.
- D. The concern here is with external validation - assessing the continuing development of a trainee after the course.

Process Briefing

You will have been nominated to consider EoT in relation to one of the four areas described above. To do this we suggest the following steps:

1. Identify key cells within the EoT Matrix that satisfies what you believe is the primary purpose of the evaluation. Identify other, subsidiary cells that may need to be included.
2. Based on step 1, carry out a *Stakeholder Analysis* (use only points 1 to 3) to identify who is directly involved or requires information from EoT activities. Clarify roles for stakeholders.
3. Be ready to present your responses to the process outlined above for your area of concern, using whatever aids you think appropriate, at the time agreed.