PDPEF

QUICK NOTES

CISV international

building global friendship

Educational Evaluation

These Quick Notes will familiarize you with the format of the PDPEF (Programme Director's Planning and Evaluation Form), the primary tool for programme evaluation. Educational evaluation is a quality assurance process, which allows us to 'see how well we are doing at what we say we do' within our programmes, and as an organization. To better understand CISV's approach to educational evaluation carefully review any or all of the following CISV resources:

- *Big Ed* (info file, T-02)
- *The Passport* (info file, T-03)
- *The Complete Notes to Educational Evaluation*
- *The Official Programme Guides*

What is the PDPEF?

The PDPEF is designed to help plan and evaluate CISV programmes.

Who uses the PDPEF?

It is to be used by programme directors, staff, leaders, junior staff, interchange junior and co-leaders as well as national and local Interchange coordinators (NIC/LIC). Staff and older participants are also encouraged to contribute to the PDPEF, and the planning and evaluation of the programme (see the *Complete Notes* or *Programme Guide* for ideas).

Who is responsible for submitting the PDPEF?

The programme director/NIC or LIC is responsible to ensure the PDPEF is used, completed and submitted online within 2 weeks after the end of the programme or host phase. For Interchange, a PDPEF must be completed for each hosting phase and it is the responsibility of the hosting NIC/LIC to complete and submit it within 2 weeks of the end of that phase.

How to use and complete the PDPEF

The PDPEF is to be used during all phases of your programme. The PDPEF sub-headings indicate the best time to fill in the requested information, titled "before, throughout or after". The PDPEF has 6 sections. Please review the form carefully, and complete the sections as you plan and evaluate your programme.

Please follow the instructions for each PDPEF section. As you access the form online, you can save content and print as needed. To access the PDPEF visit http://forms.cisv.org/pdpef/.

Section 1: Administration: Information for the International Office (IO)

This section requests administrative information about the programme, its staff, leaders and participants. It records all the necessary information for the programme that includes:

- myCISV pre-registration
- Address List
- Attendance information
- Issues
- Health, Legal and Insurance forms
- Arrival and departure information

There are sub-sections that must be completed **before**, **throughout** and **after** your programme.

Section 2: Education: Information for the International Educational Programme Committee, NA's, and International Training and Quality Assurance Committee

Section 2 is to be used at **ALL PHASES** of the programme as a tool to help staff, leaders, and sometimes delegates to plan and evaluate the educational content for your programme.

To assist with planning, the following sub-sections are to be discussed and recorded in the PDPEF **before** the programme begins:

2.1 Programme theme and use of the peace education content
2.2 The use of CISV's educational tools
2.3 Evidence to be collected (we want to know which activities you will plan to achieve the programme goals and indicators, and which information or evidence will you collect which demonstrates that the programme goals and indicators have been achieved). In other words:

- *What delegates will learn (goal)?*
- *How will they learn it (activity)? And,*
- *How you will know it has been learned (evidence)?*

Throughout the programme, the programme director, staff, leaders and junior leaders, and older participants can use sub- section 2.4, the Group Evaluation Form (GEF), and/or the Individual Evaluation Forms (IEF) to evaluate the progress of the programme goals and indicators. The IEF is an optional form which can be used throughout the programme by leaders,junior leaders or participants to keep track of their learning outcomes. They can then be used as a reference to complete section 2.4 at the end of the programme.

In sub-section 2.4, each programme must provide an evaluation for each delegate. *Our primary objective is to evaluate the programmes effectiveness. We are NOT evaluating the level of individual's achievement.* Therefore, the form will only allow two options, achieved or not achieved. Place a tick in the appropriate box when the indicator has been achieved (at any level). An empty box means "not achieved". If you are unsure if the indicator has been achieved please leave the box empty and this will be counted as "not achieved".

After the programme complete the other sub-sections which request information on any research conducted, issues on inclusion and the featured educational content area for the programme year.

For more about **"How to Evaluate"** learning goals please refer to the Complete Notes to Educational Evaluation or visit the Evaluation and Research webpage on Resources, just click here.

Section 3: Practical Arrangements: Information for International Educational Programme Committee and NAs

This section can be monitored informally **throughout** the programme. It includes information from staff, leader and participant feedback about the site, food, facilities and arrangements, transportation, etc.

Interchange's Section 3 is different from the other programmes, and will only be available for Interchange programmes. It will request information on the host families and Interchange partners.

Section 4: Recommendations and Risk Management: Information for IO, International Educational Programme Committee, NAs and the International Risk Manager.

After the programme is complete, please provide information about exceptional leaders, those who may have cause for concern, and health or other incidents that should be brought to the attention of the International Risk Manager.

Section 5: Community Activity and Partner Organisation (PO) Information: Information for IO, International Committees

This new section is to record valuable contributions to communities and the organisations with whom we partner. **After** the programme, please provide a brief summary of the community project and the contact information for the partner organisation (PO) or like minded organisation which was involved.

We respectfully request all programme directors, NIC's and LIC's to have the PO or LMO complete the **Partner Organisation Evaluation** within 2 weeks of the end of the project by sending the following link to your PO contact: http://bit.ly/hFaHhE

The International Committees will collect and process the PO evaluations

Section 6: Additional Comments: Information for IO, International Educational Programme Committee and Training and Quality Assurance Committee

This section is made available to add any other comments to the evaluation of the programme.

E-NOTES: PDPEF Online Access - How to find and use the online form

These notes are to help you find your PDPEF on SharePoint, enter and save data, and to submit your completed form.

Important 1: It is recommended that you save at regular intervals, around every 15 to 20 minutes while completing the form.

Important 2: MAC USERS ONLY. The best web browser to complete the PDPEF is Firefox. Safari and others have been found to have limitations when interacting with a Microsoft SharePoint. Mozilla Firefox version 4 is available as a free download from http://www.mozilla.com/en-US/firefox/new/ if you do not already have it installed.

Step 1: Finding your form

First of all you will need to:

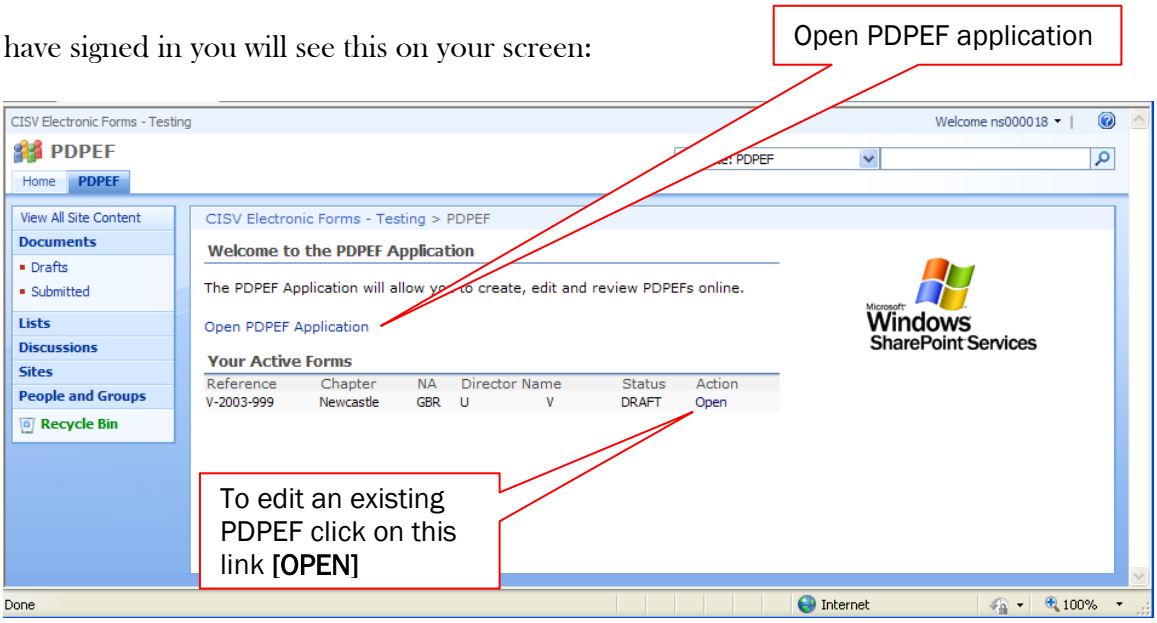
- Be registered on myCISV (http://www.cisv.org/mycisv).
- Please write down your myCISV username and password.
- Claim participation in your programme - indicating your correct role. *To access the online PDPEF you must have claimed participation in your programme as director, staff, international staff, NIC or LIC.*

When you have done this:

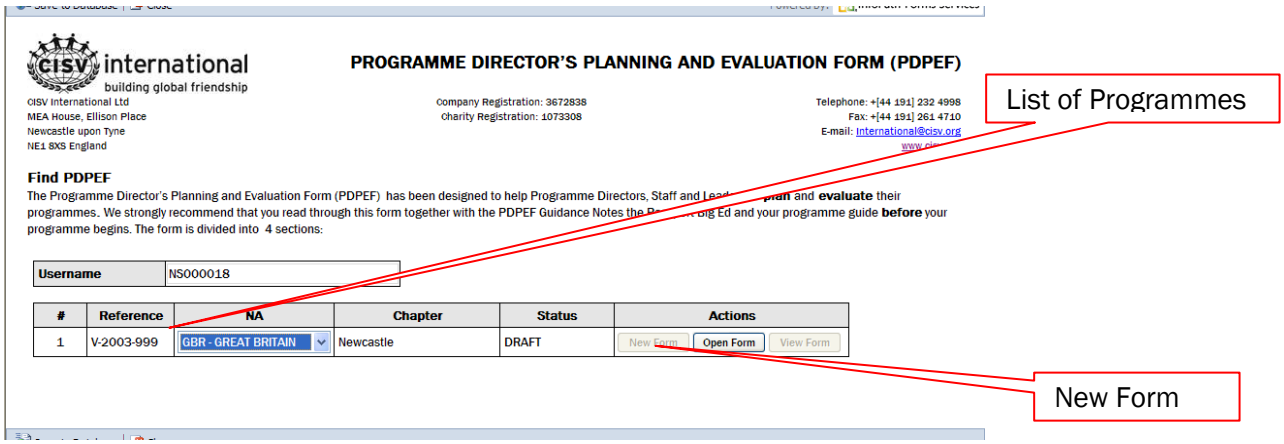
- Go to the following address http://forms.cisv.org/pdpef/default.aspx
- Then enter your myCISV username and password. It will look like this picture below
- Click on **Sign In**

Step 2: Creating a new PDPEF.

Once you have signed in you will see this on your screen:



- To open a new PDPEF click on the link **[Open PDPEF Application]**.
- If you are directing more than one programme in a year, you will see them listed as in the picture below:



- If you want to open an existing PDPEF click **[Open Form]**
- If you want to start a new PDPEF for a programme that has not yet started click **[New Form]**.

Step 3: Entering and saving information

Please also note that the form is designed to be used throughout out the programme. This is why some sections are marked **Before**, **Through out** and **After**. You can enter and save data, then close it and come back to it whenever suits you.

Section 1.1 and **1.2** will be completed automatically picking up the data from within myCISV so please ensure your details are up to date.

Before participants / Interchange partners arrive

1.1) Programme Details

Host National Association	GBR - GREAT BRITAIN
Host Chapter	North East
Programme Ref.	S-2014-999
Form Status	DRAFT

1.2) Programme Director / NIC or LIC Details

Given Name	
Surname	
National Association	
MyCISV username	

Section 1.3 will allow you to add a word document or spread sheet containing the address list of everyone participating in the programme. You need to provide an address list even when all participants have claimed participants on myCISV.

1.3) Address Information

	Yes /No
Has everyone in your Programme registered and claimed participation on MyCISV? *This includes all youth and adults in the Programme. If anyone has not claimed participation in your Programme, you must add their details manually to your address list.* *The address list must contain full name, date of birth, e-mail address, National Association and participation roles.*	
Attached address List *You can either e-mail the address list directly to the IO or attach it to this PDPEF* *If you choose to export the address list from MyCISV (an excel-sheet), ensure that the data is complete and correct. If it is not complete, please manually add the missing information before e-mailing or attaching it. Instructions available in MyCISV Help Notes - Programme Manager.* *Please do not exceed the file size 500kB.*	Click here to attach a file Add file

Section 1.4 Add each participant countries by hand by using the **[INSERT ROW]** button.

Add new country

1.4) Attendance Information

Please list the total number of participants per country (youth and adults) who attended the Programme, or Interchange Host Phase. Do not include Kitchen Staff.

#	CISV Country (NA/PA)	Participants	JCs Junior Leaders	Leaders (Co-) Leaders	Junior Staff	Staff	TOTAL
1	GBR - GREAT BRITAIN	0	0	0	0	0	0
	Total	0	0	0	0	0	0

Insert row

THIS INFORMATION IS VERY IMPORTANT. PLEASE DOUBLE CHECK THAT IT IS ACCURATE. ALSO ENSURE THAT YOUR ADDRESS LIST REFLECTS THESE NUMBERS.

All Sections Where a question uses a drop down box, move your mouse pointer to the dropdown symbol and scroll down the list until you find the correct country, option or answer to the question.

1.5) Issues

This section applies to all youth and adults: Participants, (Co-)Leaders, Staff, Junior Staff, JCs and Junior Leaders

Did anyone arrive later than the start date of the Programme or Interchange host phase?

If so, fill in their details, each late participant on a separate row. If this is a delegation gender does not apply.

#	CISV Country (NA/PA)	Chapter	Role	Gender M/F	Number of Days
			(select)		0

Inse

ALG - ALGERIA
ARG - ARGENTINA
AUS - AUSTRALIA
AUT - AUSTRIA
BLR - BELARUS
BEL - BELGIUM
BIH - BOSNIA AND HERZEGOVINA
BRA - BRAZIL
BUL - BULGARIA
CAN - CANADA

Was ar … e most recent Information with Invitations report from the IO?

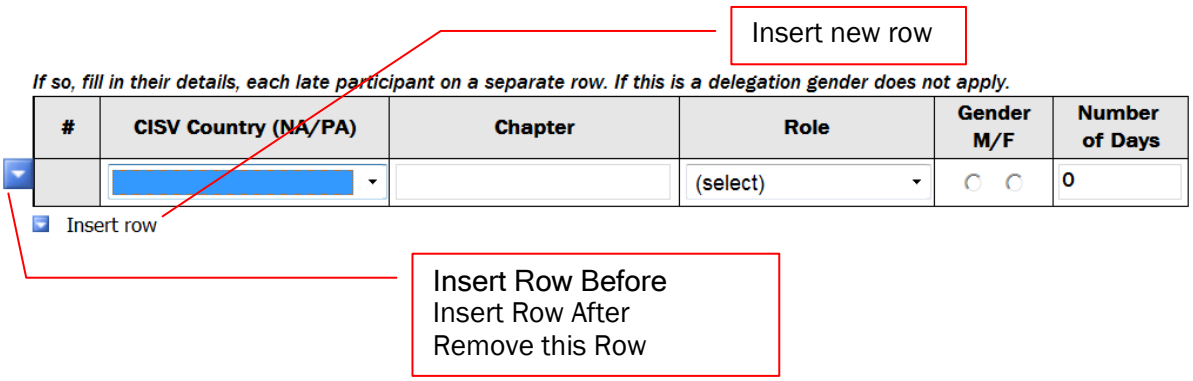
If so, fill … articipant on a separate row. If this is a delegation gender does not apply.

You can … ations report from your National Secretary or the IO.

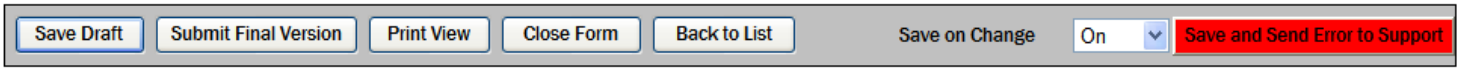
#	… hapter	Role	Gender M/F	Case
		(select)		(select)

Inse

If you want to add a new row or item click on **[INSERT ROW]** you can have multiple rows.



To save whilst completing the form, click on **[SAVE DRAFT]**. It is recommended that you save at regular intervals, around every 15 to 20 minutes while completing the form.



To close the PDPEF click on **[Close Form]**

For technical support, please contact pdpef@support.cisv.org. You can also click on **[SAVE AND SEND ERROR TO SUPPORT]**.

Step 4: Submitting your completed form

Once you have completed all sections of the PDPEF, you should submit the form to the International Office by clicking **[SUBMIT FINAL VERSION]**. This is how the programme administrators will know your PDPEF is now completed and ready for use in evaluation. You should submit your completed form within 2 weeks of the end of the programme.

Congratulations! You now know how to find, use, complete and submit your PDPEF.

Thank you and have a great programme!