



Name of evaluator: \_\_\_\_\_

**GRUNDTVIG WORKSHOPS**  
**COMMON EUROPEAN QUALITY ASSESSMENT FORM**  
**2013**

Workshop reference N°

<b>Name of Workshop organiser:</b>	
<b>Workshop title:</b>	

**Note on the points system:** Each criterion should be rated on the scale proposed. The ratings of the quality criteria result in a total number of points out of a maximum of 100. Each application is rated by 2 assessors (at least one of whom must be external to the NA) and the average of the marks will be used as the final marking for quality. Experts should use numbers with decimals (e.g. 4.2) when giving points for one or more of the items in the quality assessment form in order to avoid too many assessments with the same total number of points.

Please note that applications scoring less than 50 points in the quality assessment will not be selected for funding.

**Scale of evaluation:**

<i>Maximum score</i>	<i>Very good</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>
<b>5</b>	5	3-4	2	0-1
<b>10</b>	8-10	6-7	4-5	0-3

Question	Ref. in the application form	Max. points	Points given
<b>I – Quality and relevance of the Workshop</b>	-	<b>45</b>	
The objectives of the Workshop are relevant to the operational objectives of the Grundtvig programme  <i>Applications assessed as 2 or below on this criterion will be rejected</i>	4.3	5	
The Workshop's objectives are clear and realistic		5	
The methodology is appropriate to achieve the objectives. The pedagogical and didactical approach is clearly described		5	
The Workshop will raise the professional competences of adult literacy teachers and staff		5	
The Workshop will provide an added value in terms of skills development for teachers and staff working in the field of adult literacy education, access to information on teaching adults with literacy problems, new teaching and learning materials for adult literacy teachers/staff, exchange of know-how, transfer of best practice, widening perspectives to a European level, etc...)	4.4	10	
The Workshop should address teachers and staff working in the field of adult literacy education. The guidelines for selection of the participants are clear and appropriate	4.4	10	
The preparatory, recognition and follow-up measures related to the applicants are clearly described	4.4 & 4.8	5	
<b>II – Quality of the organisation of the project</b>	-	<b>25</b>	
The Workshop Organiser presents adequate qualifications to organise a European Workshop addressing teachers and staff in the field of adult literacy education	4.2	5	
The logistics of the Workshop are clear and appropriate (incl. travel, accommodation, and hosting of participants with special needs)	4.7 & 4.10	10	
The work programme is appropriate for organising a high quality Workshop within the time-frame envisaged	5.1	10	
<b>III – Impact and European added-value</b>	-	<b>15</b>	
The results envisaged are relevant and will have a demonstrable impact on the participants' teaching and the quality of adult literacy provision in their respective organisations	4.4 & 4.6	5	
The benefits of organising a <i>European</i> Grundtvig Workshop are clear and well defined	4.6	5	
Measures for dissemination and exploitation of the Workshop's results are clear and appropriate	4.9	5	
<b>IV – Quality of the communication plan</b>	-	<b>15</b>	
The communication plan for advertising and publicising the Workshop is well defined	4.5	5	
It should be efficient in recruiting participants	4.5	10	
<b>TOTAL POINTS FOR THE QUALITY ASSESSMENT</b>	-	<b>100</b>	

**OVERALL COMMENTS:**

*Please be as specific and clear as possible. In the case of less good quality applications, please explain points which you feel could be improved (these comments may be sent as feedback to unsuccessful applicants). Please complete this section in the language of the Project proposal, or in English.*

*I hereby declare to the best of my knowledge that I have no conflict of interest (including family, emotional life, political affinity, economic interest or any other shared interest) with the organisation(s) or any of the persons having submitted this grant application. Furthermore, I confirm that I will not communicate to any third party any information that may be disclosed to me in the context of my work as an evaluator.*

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Date

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Name and signature