Title	Evaluate an adult training course		
Level	6	Credits	15

Purpose	This unit standard is for people who are required to evaluate the attributes of adult training courses. It is relevant to adult educators and trainers, course designers, course co-ordinators, staff developers, managers of adult education and training organisations, managers of client organisations, adult education and training consultants, and professional associations.
	People credited with this unit standard are able to: research models of evaluation; plan an evaluation process for an adult training course using a selected model; collect and analyse data on an adult training course; and report on the results of the evaluation.

Classification	Adult Education and Training > Evaluation in Adult Education and Training

Available grade	Achieved

Guidance Information

1   Definitions
Evaluation is judging the worth or the value of course attributes to stakeholders. The course attributes may include combinations of the following: learning outcomes, course design, delivery, assessment and evaluation; support services (including course administration); learning environment; return on training investment; stakeholder satisfaction.
Learning session is defined as a learning or training event that can be part of a course, but has its own internal coherence in terms of outcomes and subject matter coverage, and is sufficiently discrete to be able to stand on its own.
Organisational requirements refer to the policies, procedures, and reporting requirements of the provider and/or client organisation.
Stakeholders refer to learners, provider, client organisation, funder, government agency, accrediting body.

2   Range
Evidence of evaluation of a complete course with a total duration of at least 20 hours of structured learning is required. A course is a series of learning sessions which have their own internal coherence and lead to an overall learning outcome, or a set of related learning outcomes.

3   All activities must comply with policies, procedures, and requirements of: the organisation(s) involved; ethical codes of relevant professional bodies; and relevant legislation, including the Privacy Act 2020 and the Copyright Act 1994.

4   Recommended prior skills and knowledge for this standard are covered in Unit 7094, *Design a course for adult education and training*; and Unit 20469, *Evaluate adult learning sessions*.

Outcomes and performance criteria

Outcome 1

Research models of evaluation.

Performance criteria

1.1   The features of evidence-based models of evaluation are contrasted and compared.

1.2   The appropriateness of at least two models for application to own environment is determined.

1.3   An appropriate model is selected and justified in terms of own environment.

Outcome 2

Plan an evaluation process for an adult training course using the selected model.

Performance criteria

2.1   The purposes of the evaluation are identified in terms of stakeholder requirements.

Range   evidence of two types of stakeholders is required.

2.2   Evaluation questions are constructed to generate the data that will achieve the purposes of the evaluation.

2.3   Qualitative and quantitative inquiry methods and information sources and design of evaluation tools are selected to enable valid and reliable data to be generated in an ethical manner.

Range   information sources must include – learners and evidence of two other information sources;
other information sources may include but are not limited to – client organisations, teaching staff, learning support staff, administrative staff and administrative data, professional associations;
tools may include but are not limited to – questionnaire, interview, focus group, observation;
evidence of two tools is required.

2.4 Scope and presentation of evaluation process is planned to meet the needs of stakeholders and enable the achievement of evaluation aims.

Range scope includes but is not limited to – timeline, budget and resource constraints, reporting procedure and format, information sources, relevant internal and external data, inquiry methodology, analysis process, ethical and cultural considerations, intended outcomes, review process.

Outcome 3

Collect and analyse data on an adult training course.

Performance criteria

3.1 Data is collected and recorded in accordance with the evaluation plan and organisational requirements.

3.2 Data is analysed in accordance with the evaluation plan and identified trends and patterns.

3.3 Conclusions are drawn in accordance with data analysis and are valid and justified.

Outcome 4

Report on the results of the evaluation.

Performance criteria

4.1 The presentation of results reflects the data and is appropriate for report recipients.

4.2 Limitations of the evaluation are specified with regard to validity and reliability.

Range limitations may include but are not limited to – access to information, sample size, data, data collection methods, data interpretation.

4.3 Evaluation results are compared with related internal and/or external data where available.

Range data may include but is not limited to – previous evaluation, internal and external benchmarks.

4.4 Evaluation conclusions are valid and justified in terms of the raw data, evaluation purposes, and results.

Range conclusions may include but are not limited to – recommendations, decisions, identification of issues.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 May 1996	31 December 2015
Review	2	25 May 2004	31 December 2015
Review	3	18 June 2010	31 December 2019
Rollover and Revision	4	20 March 2014	31 December 2019
Review	5	28 September 2017	31 December 2025
Rollover and Revision	6	27 October 2022	31 December 2025
Review	7	27 April 2023	31 December 2025

Consent and Moderation Requirements (CMR) reference	0045

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.