IN-WORK

Templates and tools for planning and evaluation

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What will you find in this document?

This document provides tools you are free to use and adapt to the needs of your projects.

You only need to reference the source:

In-Work Project (2023). Methodological guidelines for stakeholder engagement (D2.3). Inclusive Communities at Work (2022-1-IT02-KA220-HED-000087184). Retrieved from https://www.in-work-project.eu/

Enjoy the reading and enjoy the learning!

Templates and tools for planning and evaluation

Having access to the right resources and tools is instrumental in the successful implementation of WIL activities. In this section, we consider feedback surveys to collect feedback from students, educators, and organizational partners to gauge the effectiveness of WIL experiences and identify areas for improvement. Collecting feedback from various stakeholders involved in WIL programs provides valuable perspectives and insights. Without this feedback, it is impossible to detect areas for improvement and build lasting relationships over time.

Consider these approaches for gathering feedback:

- Student surveys. Administer surveys to students to capture their experiences, challenges, and suggestions for improvement during WIL activities.

- Educator and supervisor feedback. Seek feedback from educators and workplace supervisors regarding students' performance, engagement, and areas for growth.

- Organizational partner feedback. Solicit input from organizational partners to assess the alignment of WIL activities with industry needs and expectations. The educational institutions are in charge of collecting feedback from the business companies and NGOs where students engaged with the WIL activities

Questionnaire for students (example)

Thank you for agreeing to evaluate our WIL program. Your feedback will help us to improve the quality of our program and ensure that it meets participant needs.

Please answer the following questions based on your evaluation of your experience

1. How relevant do you feel the WIL activities are to your current or future career aspirations?

Not relevant	Somewhat relevant	Moderately relevant	Highly relevant	Extremely relevant
1.	2.	3.	4.	5.

2. To what extent do you feel that the WIL activities helped you acquire knowledge and skills that are relevant to help you enter the labour market?

Not relevant	Somewhat relevant	Moderately relevant	Highly relevant	Extremely relevant
1.	2.	3.	4.	5.

3. How well did the WIL activities align with your learning style and preferences?

Not at all well	Somewhat well	Moderately well	Very well	Extremely well
1.	2.	3.	4.	5.

4. To what extent did the WIL activities align with the stated learning outcomes and objectives?

Not at all	Somewhat	Moderately	Very	Completely
1.	2.	3.	4.	5.

5. How consistent were the WIL activities in terms of delivering the expected learning outcomes and objectives?

Not consistent	Somewhat consistent	Moderately consistent	Very consistent	Completely consistent
1.	2.	3.	4.	5.

6. How flexible and adaptable were the methods and tools used in the WIL activities to ensure equal access to your needs?

Not at all flexible and adaptable	Somewhat flexible and adaptable	Moderately flexible and adaptable	Very flexible and adaptable	Extremely flexible and adaptable
1.	2.	3.	4.	5.

7. How would you rate the effectiveness of pre-WIL training and orientation sessions in preparing you to address the specific challenges related to your disability?

Very Ineffective	Ineffective	Neutral	Effective	Very effective
1.	2.	3.	4.	5.

8. How satisfied were you with the overall WIL experience?

Very dissatisfied	Somewhat dissatisfied	Neutral	Somewhat satisfied	Very satisfied
1.	2.	3.	4.	5.

9. To what extent do you feel that the WIL activities helped you develop a deeper understanding and appreciation of diversity and inclusion in the workplace?

Not at all	Somewhat	Moderately	Very	Extremely
1.	2.	3.	4.	5.

10. How likely are you to recommend the WIL activities to others?

Very unlikely	Somewhat unlikely	Neutral	Somewhat likely	Very likely
1.	2.	3.	4.	5.

11. What aspects of WIL do you find particularly helpful or challenging? Please describe.

12. How could we improve WIL to better meet your needs and be more effective?

Thank you for taking the time to complete this questionnaire. Your feedback as an external evaluator is valuable to us, and we appreciate your input.

Questionnaire for teachers, staff and external organizations (example)

Thank you for agreeing to evaluate our WIL program. Your feedback will help us to improve the quality of our program and ensure that it meets participant needs.

Please answer the following questions based on your evaluation of your experience

1. How relevant do you feel the WIL activities are to students with special needs in their current or future career aspirations?

Not relevant	Somewhat relevant	Moderately relevant	Highly relevant	Extremely relevant
1.	2.	3.	4.	5.

2. To what extent do you feel that the WIL activities help students with special needs acquire knowledge and skills that are relevant to help them enter the labour market?

Not relevant	Somewhat relevant	Moderately relevant	Highly relevant	Extremely relevant
1.	2.	3.	4.	5.

3. How well does the WIL activities align with different learning style and preferences?

Not at all well	Somewhat well	Moderately well	Very well	Extremely well
1.	2.	3.	4.	5.

4. To what extent did the WIL align with the stated learning outcomes and objectives?

Not at all	Somewhat	Moderately	Very	Completely
1.	2.	3.	4.	5.

5. How consistent are WIL activities in terms of delivering the expected learning outcomes and objectives?

Not consistent	Somewhat consistent	Moderately consistent	Very consistent	Completely consistent
1.	2.	3.	4.	5.

6 How flexible and adaptable are the methods and tools used in the WIL activities to ensure equal access to students with special needs?

Not at all flexible and adaptable	Somewhat flexible and adaptable	Moderately flexible and adaptable	Very flexible and adaptable	Extremely flexible and adaptable
1.	2.	3.	4.	5.

7. How would you rate the collaboration and communication between educators and employers in implementing adaptations and support for students with special needs?

Very poor	Poor	Neutral	Good	Very good
1.	2.	3.	4.	5.

8. How satisfied are you with the overall WIL experience?

Very dissatisfied	Somewhat dissatisfied	Neutral	Somewhat satisfied	Very satisfied
1.	2.	3.	4.	5.

9. To what extent do you feel that the WIL help to develop a deeper understanding and appreciation of diversity and inclusion in your institution?

Not at all	Somewhat	Moderately	Very	Extremely
1.	2.	3.	4.	5.

10. How likely are you to recommend the WIL activities to others?

Very unlikely	Somewhat unlikely	Neutral	Somewhat likely	Very likely
1.	2.	3.	4.	5.

11. What aspects of WIL do you find particularly helpful or challenging? Please describe.

12. How could we improve WIL to better meet the needs of students with special needs and increase WIL effectiveness?

Thank you for taking the time to complete this questionnaire. Your feedback is valuable to us, and we appreciate your input.

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