

Quality Checklist
Intensive trainings
 COMPONENT 1 PROFESSIONAL DEVELOPMENT OF STAFF
 EDUCATION PROGRAMME

Application number:
Name of the Applicant:
Project title:

I. Quality assessment of the application

Notes on the scoring: Each criterion will be assessed according to the provided detailed scale. An application can be awarded a maximum of **110 points** - 100 points for quality assessment and additional 10 points for the bonus criterion. Applications that will be awarded at least **60 points** (60%) under quality assessment meet quality requirements and will be recommended for the award of funding.

Detailed scoring on a scale 0-10

10-8 points - the application refers to the topic under assessment to a very high degree

7-4 points the application refers to the topic under assessment to a high degree

3-1 points the application refers to the topic under assessment to a sufficient degree

0 points the application does not refer to the topic under assessment

Detailed scoring on a scale 0-5

5 points - the application refers to the topic under assessment to a very high degree

4-3 points - the application refers to the topic under assessment to a high degree

2-1 points - the application refers to the topic under assessment to a sufficient degree

0 points - the application does not refer to the topic under assessment

SCOPE OF ASSESSMENT	Points	
1. Purpose and justification of conducting training (0-30 points)	/30	
<i>Assessed elements:</i>		
1.1 The purpose of training is consistent with the objectives of the Education Programme.		/5
1.2 The purpose of training is clearly described and realistic.		/5
1.3 The project complies with the principle of equal opportunities and non-discrimination, including its accessibility for people with disabilities and the principle of equality between women and men.		/5
1.4 The project covers priority areas of the Education Programme.		/5
1.5 The justification for the selection of the thematic area of intensive training is included in the application form.		/5
1.6 The need to carry out training is justified from the point of view of individual participants, their organisations and other entities.		/5
NOTE - a project which is not consistent with the objectives of the Education Programme(1.1) or does not comply with the principle of equal opportunities and non-discrimination, including its accessibility for people with disabilities and the principle of equality between men and women (1.3) is rejected at this stage of quality assessment -- it receives 0 points and is not subject to further assessment.		

Comments:		
2. Quality of training methodology and programme (0-30 points)		
<i>Assessed elements:</i>		
2.1 The Applicant provided a detailed and realistic training programme.	/10	/30
2.2 The training methodology, length and type of activities are adjusted to training purpose and the needs of participants.	/10	
2.3 The number of participants and trainers is adequate for the proposed form of training.	/5	
2.4 The programme includes elements such as preparation to training and the assessment of participants' achievements.	/5	
Comments:		
3. Assessment of competences of trainers/experts offering training (0-10 points)		
<i>Assessed elements:</i>		
3.1 Relevance of described profile and competences of trainers/experts for training purposes.	/10	/10
Comments:		
4. Impact of the project (0-20 points)		
<i>Assessed elements:</i>		
4.1 Description of direct impact of training on its participants, including, among other things, raising competences, using acquired knowledge and competences at work (in activity).	/10	/20
4.2 Impact of the project on institutions participating in it.	/5	
4.3 Promotion and dissemination activities are planned for the project, including the possibility of free access to training materials under open licenses.	/5	
Comments:		

5. Risk management (0-10 points)		/10
<i>Assessed elements:</i>		
5.1 Methods of responding to challenges that can be faced during project implementation are described. Potential threats/ difficulties and appropriate remedial measures are defined.	/10	
Comments:		
Final QUALITY ASSESSMENT (0-100 points)		/100
6. Bonus criteria (0-10)		10
<i>Assessed elements:</i>		
6.1 The application describes and justifies the inclusion of the " child welfare education " thematic area in the scope of the training.	/10	
Comments:		
TOTAL POINTS (0-110 points)		/110
Recommendations concerning financial part: change in the number of participants, trainers, days of training.		
Summary (to be sent to the Applicant):		

II. Budget and schedule of training

Start date of training:		End date of training:	
Number of participants:	Number of trainers:	Number of training days:	

Budget category		Amount requested (EUR)	Amount recommended by the Operator (EUR)
1	Travel costs	[as in the application]	
2	Trainers' subsistence costs	[as in the application]	
3	Personnel costs	[as in the application]	
4	Organisational support	[as in the application]	
5	Additional costs relating to special needs	[as in the application]	
Total amount requested:		[Total as in the application]	[Total]
Comments:			

DECLARATION

Having been warned about criminal liability under Article 271 and 272 of Polish Penal Code, I hereby declare that:

- 1) I am not the Applicant and I have not prepared project documentation;
- 2) I have not been and I am not married to; I am not relative by blood or affinity in a straight line relationship, kinships or affinities in collateral line up to the second degree, and I am not bound on account of adoption, care or the supervision to the Applicant/partner(s), its legal representative or members of management or supervisory bodies of the Applicant/partner(s);
- 3) Within 3 years prior to the date of the publication of the Call for Proposals, I was not in employment relationship and I did not conclude any contracts of mandate with the Applicant; I was not a member of management or supervisory bodies of the Applicant's institution;
- 4) I remain in no legal or actual relationship with the Applicant that may present justified doubts as for my impartiality;
- 5) I undertake to maintain the confidentiality of information and documents revealed to me or created by me or prepared by me in the process of project assessment or as its result. I hereby agree that such information should only be used for the purpose of the assessment and should not be disclosed to any third party.

Should any such relationship be discovered, I undertake to inform about such fact in the form of a written request to exclude me from the formal assessment procedure without any delay.

Date

Signature of the assessor