

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	

<p>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.</p>		
<p>Comments:</p>		
<p>2. Quality of training methodology and programme (0-30 points)</p> <p><i>Assessed elements:</i></p>		
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	
<p>Comments:</p>		
<p>3. Assessment of competences of trainers/experts offering training (0-10 points)</p> <p><i>Assessed elements:</i></p>		
3.1 Relevance of described profile and competences of trainers/experts for training purposes.	/10	/10
<p>Comments:</p>		
<p>4. Impact of the project (0-20 points)</p> <p><i>Assessed elements:</i></p>		
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)		
<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	/10
Comments:		
Final QUALITY ASSESSMENT (0-100 points)		/100
6. Bonus criteria (0-10)		
<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	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	Participants' and trainers' travel	[as in the application]	
2	Trainers' subsistence costs	[as in the application]	
3	Trainers' remuneration	[as in the application]	
4	Organisational support	[as in the application]	
5	Additional costs - participants' special needs	[as in the application]	
Total amount requested:		[Total as in the application]	[Total]
Comments:			

DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

Informed about penal responsibility deriving from articles 271 and 272 of Penal code I hereby declare that:

1) there are no circumstances, referred to in article 24, para. 1 and 2 of Administration Procedure Code (O.J. 2020, pos. 256), which may cause my exclusion from the appraisal of this application and there are no circumstances which may undermine my impartiality with regard to the institution that submitted application that is subject to this assessment, in particular:

- I am not an applicant/ partner, I have not prepared application or I have not been involved in the project preparation at any stage;
- I am not related with applicant/ partner/ partners, its/ their legal substitutes, members of its/ their managing or supervising bodies by marriage or affinity till the second degree or I am not related with it/them by adoption, guardianship or care;
- I am not or I have not been a representative of the applicant/ partner/ partners or I am not related with a representative of an applicant/ partner/ partners by marriage or affinity till the second degree or I am not related with it/them by adoption, guardianship or care;
- I am not a subject of professional investigation, disciplinary or criminal procedure relating to this application;
- I am not related with applicant/ partner/ partners by professional subordination;

2) I hereby oblige myself to keep confidential any and all information or documents which I may be disclosed or receive or prepare in the course or as a result of the assessment. I agree that this Information should be used exclusively for the purposes of the assessment and not to disclose it to third parties.

If any of circumstances, referred to under point 1), appear, I oblige myself to inform the Programme Operator immediately.

Date

Signature of the expert