

SALTO UPDATE ►

SALTO-YOUTH is short for the Support for Advanced Learning and Training Opportunities for the YOUTH programme of the EC. Here each of the four SALTO centres provides an insight into the work- the 'horizontal tasks' they are responsible for.

SALTO France **Information and sharing good practice**

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One of the specific roles of the training resource centre "SALTO-YOUTH-INJEP" is to

- request,
- centralise,
- compile from bottom to the top,
- select and share

Good Practice that could support the quality of youth workers training sessions at the European level.

In fact, there is so much done all over Europe (and other geographical areas!) in the field of youth (particularly within the National Agencies network) that there is a real interest to co-operate in order to collect and catalogue existing youth-work **training materials**. The work of the different actors in the same field will be combined: "They should not always reinvent the wheel." Their "savoir-faire" will be gathered in one place in order to create a central "**common memory**".

It is important to **share transferable documents**, which means those that are understandable to all partners (mostly in English) and that are of high quality. For example: written documents (including reports and training tools), videos, CD-Roms and Internet sites, training exercises and Power Point presentations.

SALTO-YOUTH-INJEP has created an **information letter** to spread information on training materials collected. Many readers have agreed on the fact that this one page letter is clear and accessible. Sometimes the news-letter will be focussed on particular themes (eg Youth exchanges). If you want to receive this newsletter, please ask by sending a message to SALTO-YOUTH-INJEP: salto@injep.fr.

In order to reach these objectives, **the French SALTO-YOUTH centre (INJEP) is working in close co-operation with all National Agencies of the Youth programme**. The possibilities of an intensive co-operation with different **partners** is carried out and fully explored with the following:

the Council of Europe (CoE) –European Youth Centre- with the main resource centre in Strasbourg, within the partnership between European Community and CoE –Covenant- (as a member of

the editorial committees (T-kits and Coyote), the French SALTO-YOUTH centre (INJEP) is involved in the Covenant activities), the European Youth Forum, the

European commission (publication office), the INJEP library (in order to file the resources compiled) and, all the actors working in the field of youth and training in Europe.

A useful resource in training sessions should be **in accordance with the aims and objectives of the YOUTH programme**, it should have **clear objectives**, be **innovative**, **transferable** (in the field of youth in Europe, it is recommended to be in English), **dynamic and attractive**, of **good quality presentation**. Whenever these criteria are satisfied, then SALTO-YOUTH-INJEP will share the resource within its network.

SALTO Germany **Training plans and strategies**

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SALTO-YOUTH@JUGEND für Europa (SALTO-DE) aims to enhance the quality of the YOUTH National Agencies' (NAs') Training and Co-operation Plans (TCPs) and by this contributes to the European Training Strategy within the YOUTH Programme.

SALTO-DE organizes the TCP seminar, where the training officers of the NAs meet once a year to evaluate previous and develop future training and co-operation activities. To support this process, SALTO-DE focusses on the further development and implementation of a Guide for Evaluation as well as a Guide for Needs Analysis. SALTO-DE offers a platform for the NA staff to exchange realities and needs at national level and to develop activities supporting these needs at European level. NA staff are trained on the aims of both the TCP and the YOUTH Programme as well as on the Terms of Reference. In order to maximise the benefit of other existing offers, products and expertise, SALTO-DE closely co-operates with the different Resource Centres of the YOUTH Programme, the Partnership between EC and CoE, the Directorate for Youth and Sports of the Council of Europe (DYS) as well as European trainers and relevant beneficiaries of Action 5 large-scale projects. SALTO-DE contributes to increasing the visibility and recognition of national TCPs and training strategies as well as the European Training Strategy within youth work beyond the NA network and the YOUTH Programme actors. To facilitate the assessment of new and innovative activities, SALTO-DE tries to monitor national TCPs as well.



To support the implementation of the YOUTH Programme at national level, SALTO-DE co-ordinates the so-called NA network TCs. MONET (MOnitoring NETwork training), a group of NA representatives, shares its co-ordinating and monitoring tasks. Roughly 500 European youth workers a year participate in about 25 training courses led by ca. 20 European trainers in co-operation with the NAs. SALTO-DE guarantees the high quality standard of the TCs and increases efficiency, synergies and recognition of the training modules. The current TCs are: BiTriMulti (training for beginners in Action 1), SOHO (training for mentors of EVS projects), ToM (training for multipliers of the YOUTH Program) and ToT (training for trainers within the YOUTH Program). The trainers of the four different TCs meet once a year for the NA network TCs evaluation and development meeting organized by SALTO-DE. Empowering them to develop high quality activities helps to impart the objectives and priorities of the YOUTH Programme and the aims of the White Paper: a New Impetus for European Youth. SALTO-DE develops and implements certificates for the trainers and participants of the NA network TCs. SALTO-DE develops both a coherent evaluation and follow-up Strategy and tools for the NA network TCs as well. In addition, learning aids for existing network TCs are developed to allow transferability of the approved methods and concepts.

SALTO-DE tries to facilitate the information flow about approved Action 5 large-scale projects and results. These projects include a huge amount of useful offers, tools and human resources, which can be used by the NAs to implement the YOUTH Programme at national level.

SALTO-DE acts as administrator of www.salto-youth.net. The SALTO website provides useful information and tools supporting the NAs in implementing their national training strategies and by this helps to develop the quality of the TCPs and to increase visibility, transparency and recognition. The site also makes it possible for the other SALTO centres to publish their work results in an adequate way.

To increase the quality and to show the diversity of the TCP offers organized within the YOUTH Programme at national and European level, SALTO-DE maintains the European Training Calendar (www.salto-youth.net/training). It enables potential beneficiaries of the YOUTH Programme to find suitable training courses, which directly supports the national training strategies and the TCPs of the NAs. To increase the offers and the amount of visits, SALTO-DE continues to promote the Training Calendar and collects and edits offers by external training organizers.

Finally, SALTO-DE focusses on further linking with other relevant providers and websites to support the NAs in finding external offers to implement the national training strategies as well as to support the accreditation of YOUTH Programme training activities and support in the field of European training in the non-formal learning context. In particular, SALTO-DE focusses on closer co-operation and synergies with the Partnership between EC and CoE (www.training-youth.net), the European Commission and the NA network websites and other relevant websites of training organizers and providers (European Youth Forum, ERYICA etc).

SALTO UK - Evaluation

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One of SALTO UK's roles is evaluation. There are two aspects within this role, first, to evaluate SALTO training courses and second, to support evaluation of training courses in National Agencies. This article discusses briefly why evaluation is important for training courses and gives a 'taster' on how to do evaluation. It then outlines how SALTO evaluates its training courses and how in the future SALTO can help you complete this task.

So why is evaluation important?

- 1 To obtain feedback. To give trainers and course directors/coordinators the information necessary on how to improve the training course for the future. This will help to develop the quality of a training course.
- 2 To demonstrate the quality level of a training course through evidence provided in the data collected from the evaluation. This information can be used by stakeholders (key actors related to your training course) to decide the value of a training course and whether it will be funded in the future.

The rigour of the evaluation process will determine the value of information that you collect. Last minute evaluation will not arm you with the equipment needed to defend the importance of your training course nor will it help you improve it a following time thus repeating avoidable mistakes.

So how do I do an evaluation?

To complete a thorough evaluation you need to carefully consider what the important elements within your training course are, for example, participants, trainers/team, infrastructure and the programme (contents, methods and purpose). You also need to think what outcomes you hope to achieve, for example: development of participants learning (intercultural competencies, development of self awareness) or multiplication such as new projects. A look back at the aims, objectives and specifications of your training course will help you decide on these elements. It is equally important to think strategically on the elements that need to be evaluated, for example, what the relevant stakeholders (in particular those who hold the pot of money) will think are key to your training course. All these aspects are what you need to aim your evaluation towards.

What type of questions should I ask?

To understand this some examples are given;

In the case of participants you could ask; were the participants your intended target group. This could be in terms of gender balance, regional balance, participation of minority/disadvantaged youth, a age group, and experience level and able to speak the language of the training course.

In the case of infrastructure you could ask; were the facilities adequate for non-formal training/ enough training space/ enough informal space? Were there adequate IT facilities? Was there enough support for the trainers during the course? Once you have your key elements and questions then you need to choose your methods.

What method should I use?

Evaluation is not a method in itself but refers to what you do

with the data that you have collected. Systematic evaluation usually borrows methods from the social sciences. Below are a set of methods often used in evaluation that you could use:

- 1 The questionnaire;
 - a) using numbers
 - b) using open ended questions where participants can write down their own response.
- 2 Interviews; more in-depth feedback than questionnaires
- 3 Group discussions; participants can discuss in detail the training course and can bounce ideas off each other.
- 4 Observations; used mainly by external evaluators to understand in-depth process of the course.

How do I implement the method? How do I analyse the data I have collected?

The answer to these questions depends on the methods you have chosen. As mentioned at the beginning, this article is only a taster; however, there some further information can be downloaded from the SALTO web site and number of useful books are available.

How does SALTO do it?

At SALTO UK we are using two methods; questionnaires and interviews, to evaluate SALTO training courses. The questionnaires use questions that are both open ended (giving space for participants to generate their own response) and analysed by looking at themes within the responses and using numbers (quantitative) to produce statistics. The questionnaires were given to the participants before, straight after the training course 'hot evaluation' and a follow up questionnaire 3-6 months later. The pre questionnaire gives us information on participants' expectations before the course and their level of competence in the area. The post questionnaire gives us data on whether the course achieved their expectations and their learning development. The 3-6 month questionnaire gives us feedback on impact of the training course, how the participants have used the knowledge and skills developed in the training course. Once these questionnaires have been analysed in combination with the interview data it will be possible to evaluate the SALTO training courses.

The evaluation process will test the benefits of our current questionnaire from the value of the data gathered. It is ready for you to access on the SALTO website with guidelines on how to use it.

SALTO Belgium - Inclusion

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What about the young people that don't have (easy) access to the opportunities that are on offer in 'European youth land' nowadays? Both the Council of Europe and the European Commission want to open their programmes to ALL young people. Besides the regular traditional users, special attention is given to reach those who would never

even consider an international (educational) experience, due to the challenging situation they are in.

Youth work and youth projects can provide an alternative for socially excluded young people that don't get their share of opportunities in society. International youth projects can be an efficient tool on the pathway of young people in difficulty, towards their personal development and emancipation. Hence the focus on 'social inclusion' of 'young people with fewer opportunities'.

The T-Kit on Social Inclusion (online at www.training-youth.net by the end of 2003) includes a closer look at why initiatives don't reach so-called 'young people with fewer opportunities' and suggests different approaches and methods on how to increase their participation in youth work activities. SALTO-YOUTH adds to this effort by providing resources for the inclusion of young people with fewer opportunities in European youth projects. SALTO-YOUTH organised two training courses on the use of European Voluntary Service and Group Initiatives (YOUTH programme) in the work with this target group and in 2003 SALTO contributed actively to the year of persons with a disability with two TC Enable courses focussing on the integration of disabled young people in the YOUTH programme.

The reports detailing the course including methods and background texts are available on the SALTO website. This site also provides links to partners and resources in the field: www.salto-youth.net/inclusion/.

Trainers Online for Youth (TOY for short)

Why does a youth training organiser often work with the same trainers? Probably because the trainers in question are good but unfortunately also because the organisers sometimes don't know many other trainers. The TOY-database is a tool to find Trainers Online for Youth related courses: www.salto-youth.net/toy/.

Trainers with international experience in the youth field can register and fill out their profile online to be listed in this TOY-database. The TOY administrators will check some minimum quality criteria before the trainer profile goes online. These quality criteria will evolve during a first experimental period and tap into the conclusions of the Working Group on Quality in Training within the Partnership, but also your feedback is very welcome.

Training organisers on the other hand, can search the TOY-database on different criteria or keywords. The TOY-database makes it easier to find for example a female Russian trainer on disability who speaks Spanish (if such a trainer exists of course). It is up to the training organisers to contact the trainers, check their availability and references and negotiate about possible cooperation (tips for trainers contracts and fees are available online). The TOY database provides details on the educational and professional background of the trainers, which allows the training organiser to find the right match.

