A list of tools for acquiring and forecasting educational needs of adults

High Quality adult education

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"High quality of adult education – European exchange of experiences"

The project Partners are experienced in organising and implementing the trainings and courses for adults. They use various kinds of tools in order to identify and forecast non-vocational training needs of adults learners. Some of the partner institutions use tools which were developed and described in details. Some of them prefer to use methods such as: interviews, consultations, focus groups or to review the relevant materials/studies. Their educators have enough professional knowledge and experience in order to handle it.

Examples of tools to identify and forecast educational needs are presented below.

Institution	FOLKUNIVERSITETET, STIFTELSEN VID LUNDS UNIVERSITET
Tool:	**TEST FOR BASIC COMPUTER AND MEDIA LITERACY**
Description:	**Objectives:** to assess skills in using word processing software (MS Office) and Internet tools like browsers and search engines. **Target group:** Adults in preparation for a training programme or employment. Participants possess basic knowledge in computers and the Internet. The test can be assigned individually or in groups. **Time:** 60 minutes (introduction and preparation - 10 minutes, test phase – 45 minutes, conclusion - 5 minutes).
Remarks:	The test is unsuitable for individuals with no computer and/or Internet experience.

Institution	FOLKUNIVERSITETET, STIFTELSEN VID LUNDS UNIVERSITET
Tool:	**ICT test**
Description:	The **main purpose** is to assess skills in using word processing software (MS Office) and Internet tools like browsers and search engines in the scope of usability for the purpose of the participant's possibilities to manage their everyday tasks in an efficient way. The focus here is to be able to navigate through various job sites, to apply for jobs via the Internet, to use e-mail, to create and lay out usable CVs and to adapt those documents for suitability. The tests are also used to determine the educational needs of the participants, on a basic level to achieve tasks demanded. **Target group**: Adults **Time**: depending on the size and previous knowledge in ICT.

Institution	FOLKUNIVERSITETET, STIFTELSEN VID LUNDS UNIVERSITET
Tool:	**"CLOCK FACTORY"**
Description:	**Objectives**: To identify competencies and skills such as organization/planning, motivation, professionalism, conscientiousness, teamwork, flexibility. Enhance appreciation between playful exercises and the earnest nature of the assessment. **Target group**: Group of 4 to 6 people. **Time**: 5 days.
Remarks:	The tutors only have the role of observers and do not intervene within the given time frame. What they observe is how the groups work towards the goal, to produce clocks, and how the individuals interact in the groups and towards the given goal.

Institution	FOLKUNIVERSITETET, STIFTELSEN VID LUNDS UNIVERSITET
Tool:	**BIOGRAPHICAL PARTNER INTERVIEW**
Description:	**Objectives**: To review educational and work experiences, possibly a revaluation. The biographical partner interview is suitable for conducting biographical work with participants whose levels of education are various; as their scope of occupational activities and language proficiency can be. The findings should contain comprehensive information on quality and individual assessment of activities that can be used e.g. in a counselling or coaching session. **Target group**: Maximum 16 youths/adults in preparation for vocational training, qualification or other measures. **Time**: 150 minutes.
Remarks:	As the biographical work may touch on very personal and private matters, an intimate atmosphere is very important. Participants are therefore informed that personal information is not to be passed on to outsiders and the completed questionnaires are personal properties.

Institution	FOLKUNIVERSITETET, STIFTELSEN VID LUNDS UNIVERSITET
Tool:	**EXPERT-ASSISTED SELF-EVALUATION OF EDUCATIONAL AND WORK HISTORY**
Description:	**Objective**: • to gain awareness of quantifiable professional skills • to carry out vocation-related, demand-oriented research regarding a career or training goal • to match existing skills and potentials to job market needs • to document existing job skills

	• to learn the methodology for later development of one's portfolio independently **Target Group**: The expert-assisted self-evaluation can be done individually or in groups. **Time**: 8 to 12 hours divided into 4-hour blocks. The time needed can vary with the individual.
Remarks:	Minimum of 2 moderators for a group of 10 to 16 participants. The moderators possess high standards of technical and personal skills. They must have highly-developed counselling skills as well as in-depth knowledge of the job market and the vocational training system.

Institution	GALILEO.IT S.R.L.
Tool:	**QUESTIONNAIRE TO IDENTIFY TRAINING NEEDS**
Description:	**Objectives**: To specify the level of knowledge with a scale from 1 to 10 in which 10 corresponds to a knowledge perfectly fitting to their needs/expectations, from 7 to 9 a good knowledge that does not require immediate updates and training, 5 and 6 correspond to a knowledge that allows to carry out their duties, but would require updating / refinement and training, and from 1 to 4 an inadequate knowledge that requires updating / refinement and training. **Target Group**: Adults.
Remarks:	The questionnaire is used to identify training needs in various areas of personal development.

Institution	STOWARZYSZENIE "EBI ASSOCIATION"
Tool:	**ICT TEST**
Description:	**Objectives:** • to analyze the learner's level of ICT competences (depending on the areas of ICT which are interesting for learner, e.g. MS Word, Google docs, MS Excel, MS Outlook and Social Media, Power Point / Prezi), • to get to know learner's abilities and interests • to identify the areas in which the learner might require trainings • to plan the training in the most efficient way. The assessment might be organized as paper-based or computer-based tests. **Target group**: Adults. **Time**: Depending on areas of ICT which are assessed.

Institution	STOWARZYSZENIE "EBI ASSOCIATION"
Tool:	PERSONAL SKILLS ASSESSMENT FORM
Description:	**Objectives:** • to assess personal skills of the learners in area of communication skills, management/self-management skills, teamwork, artistic skills, social skills • to get to know the learners' motivation, attitudes and behaviour • to identify the areas in which the learner might require trainings **Target group**: Adults

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