



SPRING SCHOOL MONITORING AND EVALUATION



VENUE: ACCOLADES BOUTIQUE VENUE
72 Dale Road, President Park AH, MIDRAND
WEEK 1: 11 – 15 SEPTEMBER 2017
WEEK 2: 18 – 22 SEPTEMBER 2017
WEEK 3: 09 – 13 OCTOBER 2017

The Centre for Research on Evaluation, Science and Technology (CREST) is pleased to announce the programme for the Spring School for 2017. The short courses have been designed for those who are tasked with the design, management, implementation, commissioning, monitoring and evaluation of public programmes and interventions.

COURSES ARE ACCREDITED

CREST will offer the following **accredited** short courses in Monitoring and Evaluation during the Spring School:

1. An introduction to Public Sector Evaluation in South Africa
2. Logic Modelling and Theories of Change
3. Indicators
4. Data Analysis using EXCEL
5. Data Visualisation
6. An Introduction to ATLAS.ti v8 for Qualitative Data Analysis
7. Evaluation Design

Courses are accredited at NQF level 7 and participants can choose to receive either a certificate of attendance or competence (after successfully completing an assignment).

COURSES OFFERED OVER THREE WEEKS

The courses will take place over three weeks

11 – 15 September 2017

18 – 22 September 2017

09 – 13 October 2017

We have spread the courses over three weeks with a break in between to allow participants to choose courses in a way that minimises disruption to their work schedule.

PROGRAMME SCHEDULE

WEEK 1: 11 – 15 SEPTEMBER 2017

Date	Title of Course	Level	No. of days	Presenter
Monday 11 - Tuesday 12 September 2017	An introduction to public sector evaluation in South Africa	Beginners/Intermediate	2	M Leslie
Wednesday 13 - Friday 15 September 2017	Logic Modelling and Theories of Change OR	Beginners/Intermediate	3	L Wildschut
	Indicators	Beginners/Intermediate	3	J Mouton

WEEK 2: 18 – 22 SEPTEMBER 2017

Date	Title of course	Level	No. of days	Presenter
Monday 18 September – Wednesday 20 September 2017	Data analysis using EXCEL	Beginners/Intermediate	3	M Franklin
Thursday 21 September - Friday 22 September 2017	Data Visualization	Intermediate	2	R Pocock

WEEK 3: 09 – 13 OCTOBER 2017

Date	Title of course	Level	No. of days	Presenter
Monday 9 October- Tuesday 10 October 2017	Evaluation Design	Intermediate	2	J Mouton
Wednesday 11 October - Friday 13 October 2017	An Introduction to ATLAS.ti v8 for qualitative data analysis	Beginners/Intermediate	3	L Wildschut

Week 1: 11 – 15 September 2017

AN INTRODUCTION TO PUBLIC SECTOR EVALUATION IN SOUTH AFRICA:

Day 1 to 2 (11 – 12 September 2017)

Presenter: Mr Mike Leslie, PDG (Palmer Development Group)

This short course is aimed at public servants, emerging evaluators, consultants and recent graduates interested in learning how to conceptualise, plan and conduct evaluations in the public sector. The course will deliver a foundational understanding of the policies, good practices and role player relationships necessary to deliver a successful public sector evaluation. Through a series of interactive presentations, practical exercises and group work, participants will learn how concepts and processes common to public sector evaluations in South Africa are applied in practice. Drawing on examples of successful public sector evaluations, the course will prepare you to proactively address the challenges and embrace the opportunities of undertaking public sector evaluations of developmental interventions.

SHORT COURSE REQUIREMENTS

A Bachelor's degree

SHORT COURSE OUTCOMES

Participants who complete this short course will have a sound understanding of public sector evaluation-related policies, good practices and role-player relationships, which are critical for the achievement of successful public sector evaluations in South Africa. Participants will know the key challenges and opportunities in undertaking public sector evaluations and be equipped to proactively address these. Participants will be able to demonstrate a basic understanding of existing evaluation-related legislation and policy frameworks in South Africa as well as be familiar with the common processes, roles and structures for undertaking public sector evaluations in South Africa. Participants who complete this course will have an understanding of public sector evaluation standards and be able to explain how these are applied in practice.

A certificate of competence will be awarded upon completion of assessment.

REGISTRATION FEES

R5500.00 per participant for the 2 day short course

Course fees include refreshments

Participants are responsible for own travel and accommodation arrangements

REGISTRATION

All applicants must register online

Online registration link for 11 – 12 September 2017:

<http://apps.sun.ac.za/SCD/ApplicationForm.aspx?offeringid=318fefa8-6761-e711-80d8-0050568033a6>

LOGIC MODELLING AND THEORIES OF CHANGE:

Day 3 to 5 (13 – 15 September 2017)

Presenter: Dr Lauren Wildschut, CREST, Stellenbosch University

Evaluators and programme managers alike need to be able to develop logic models and theories of change. The course introduces participants to the various types of models used by donors and organisation alike to articulate programme theory and logic. The course is primarily practical in nature and will cover the following issues:

- The similarities and differences between logic models and log frames
- The nature of theories of change
- When we use logic models and when to develop theories of change

SHORT COURSE REQUIREMENTS

A Bachelor's degree

SHORT COURSE OUTCOMES

After completing the course participants should have an understanding of the following:

- Purpose of a logic model and theory of change
- Components of various models
- The features of an effective model
- The logic model's role in evaluation

A certificate of competence will be awarded upon completion of assessment.

REGISTRATION FEES

R7500.00 per participant for the 3 day short course

Course fees include refreshments

Participants are responsible for own travel and accommodation arrangements

REGISTRATION

All applicants must register online

Online registration link for 13 - 15 September 2017:

<http://apps.sun.ac.za/SCD/ApplicationForm.aspx?offeringid=10e360bd-4409-e711-99f0-0050568000ff>

OR

INDICATORS:

Day 3 to 5 (13 - 15 September 2017)

Presenter: Prof Johann Mouton, CREST, Stellenbosch University

Understanding what indicators are; the different types of indicators and the uses to which indicators are put, is essential for any evaluation professional. The course will address the issue by focussing on definitions and typologies of indicators, the different levels of indicators (programme, institutional and systemic levels). We will also discuss the construction of indicators and the distinction between performance, outcome and impact indicators. The course will also include discussions of examples of indicators and indicator frameworks.

SHORT COURSE REQUIREMENTS

A Bachelor's degree

SHORT COURSE OUTCOMES

At the end of the course the participant will have the skills and knowledge to:

- Understand what indicators are
- Understand the different typologies of indicators
- Understand how levels of measurement and types of indicators are related
- Understand the different uses of indicators
- Understand the differences between programme level indicators, Institutional level indicators and Systemic indicators

A certificate of competence will be awarded upon completion of assessment.

REGISTRATION FEES

R7500.00 per participant for the 3 day short course

Course fees include refreshments

Participants are responsible for own travel and accommodation arrangements

REGISTRATION

All applicants must register online

Online registration link for 13 – 15 September 2017:

<http://apps.sun.ac.za/SCD/ApplicationForm.aspx?offeringid=44c75ea3-b934-e711-80d5-0050568033a6>

Week 2: 18 - 22 September 2017

DATA ANALYSIS USING EXCEL:

Day 1 to 3 (18 - 20 September 2017)

Presenter: Ms Megan Franklin (M&ESURE, Research Evaluation)

The short course on basic quantitative data analysis with Excel shows you how to harness the power of MS Excel to make sense of your data and improve your data experience. The course offers participants an opportunity to actively engage with data in a meaningful way.

SHORT COURSE REQUIREMENTS

A Bachelor's degree

SHORT COURSE OUTCOMES

At the end of the course, the participant will be able to:

- Understand basic descriptive statistics
- Perform quality checks on data
- Perform basic quantitative data analysis
- Accurately interpret data to inform decision-making
- Present data in a visually effective way

A certificate of competence will be awarded upon completion of assessment.

REGISTRATION FEES

R7500.00 per participant for the 3 day short course

Course fees include refreshments

Participants are responsible for own travel and accommodation arrangements

REGISTRATION

All applicants must register online

Online registration link for 18 – 20 September 2017:

<http://apps.sun.ac.za/SCD/ApplicationForm.aspx?offeringid=bfd64bdf-3802-e711-80d2-0050568033a6>

DATA VISUALISATION:

Day 4 to 5 (21 – 22 September 2017)

Presenter: Ms Robin Pocock

The objective of this short course is to improve the competencies of Monitoring and Evaluation professionals and programme staff to communicate findings with stakeholders. Data visualisation is an effective way for communicating with multiple audiences and ensuring that the results are understood and utilised.

SHORT COURSE REQUIREMENTS

The short course is targeted at individuals with experience and/or a qualification in the field of Monitoring and Evaluation or programme staff who have to report on their programme. Participants need to have an undergraduate degree.

SHORT COURSE OUTCOMES

At the end of the course the participant will have the skills to communicate M&E findings via Charts, Dashboards and Infographics

ASSESSMENT

Teaching methods will be interactive and will include short presentations, demonstrations, practical tasks and plenary discussions. Participants will complete an assignment after the course in which they will need to create a dashboard or infographic for the Monitoring and Evaluation results provided. The participants will need to demonstrate best practices in creating visualisations and achieve at least 50% for the assignment in order to pass the course.

A certificate of competence will be awarded upon completion of assessment.

REGISTRATION FEES

R5500.00 per participant for the 2 day short course

Course fees include refreshments

Participants are responsible for own travel and accommodation arrangements

REGISTRATION

All applicants must register online

Online registration link for 21 - 22 September 2017:

<http://apps.sun.ac.za/SCD/ApplicationForm.aspx?offeringid=5df97eb5-43e8-e611-99f0-0050568000ff>

Week 3: 09 – 13 October 2017

EVALUATION DESIGN:

Day 1 to 2 (09 – 10 October 2017)

Presenter: Prof Johann Mouton, CREST, Stellenbosch University

This short course takes a systematic approach (with practical examples) of how to design an evaluation study. The contents include the following:

- The distinction between evaluation design and evaluation methodology;
- The basic principles of evaluation design;
- Distinguishing between unit of evaluation and units of observations;
- Classification of evaluation purpose;
- A typology of evaluation designs

SHORT COURSE REQUIREMENTS

A Bachelor's degree

SHORT COURSE OUTCOMES

The short course will introduce participants to specific design principles and methodological choices in process evaluation, programme monitoring, outcome evaluations and impact assessment. The practical work will focus on how to "translate" a Terms of Reference into a viable, appropriate and robust evaluation design.

A certificate of competence will be awarded upon completion of assessment.

REGISTRATION FEES

R5500.00 per participant for the 2 day short course

Course fees include refreshments

Participants are responsible for own travel and accommodation arrangements

REGISTRATION

All applicants must register online

Online registration link for 09 - 10 October 2017:

<http://apps.sun.ac.za/SCD/ApplicationForm.aspx?offeringid=0287d0c1-8d04-e711-99f0-0050568000ff>

AN INTRODUCTION TO ATLAS.ti v8 QUALITATIVE DATA ANALYSIS

Day 3 to 5 (11 – 13 October 2017)

Presenter: Dr Lauren Wildschut, CREST, Stellenbosch University

This is an introductory course on a software programme called ATLAS.ti. Participants will be introduced to the range of qualitative data analysis types and will be shown how this software programme can be utilised to assist with qualitative data analysis for evaluation. The course is very practical in nature and participants are able to utilise their own data or literature. The course will cover the following key elements:

General working procedure

- Terminology
- Introduction to coding
- Outputting results
- Hypertext linking
- Introduction to presenting QDA

The course has an applied focus and includes lectures, group exercises, student presentations and hands-on software application. It will be useful for evaluators who want to learn how to utilize a software programme to support their analysis of data such as interviews, open-ended questions in surveys, photos and videos.

SHORT COURSE REQUIREMENTS

This course assumes participants will be computer literate and have a keen interest in learning a software programme to support their evaluation practice.

SHORT COURSE OUTCOMES

By the end of the course, participants will be able to:

1. Describe the benefits and challenges of CAQDAS
2. Demonstrate an understanding of the key functions of ATLAS.ti
3. Be able to code and retrieve coded segments
4. Be aware of the various options for presenting QDA

REGISTRATION FEES

R7500.00 per participant for the 3 day short course

Course fees include refreshments

Participants are responsible for own travel and accommodation arrangements

REGISTRATION

All applicants must register online and must contact Rolene Langford for the link for this course

rlm@sun.ac.za

SHORT COURSE CANCELLATION POLICY

CREST may decide to postpone or cancel any short course because of the insufficient demand or any other reasonable grounds.

You will have no claim against CREST except for the repayment of any course fees that you have already paid.

You will be notified at least 21 days before the start of the course whether it will continue or not.

SHORT COURSE CANCELLATIONS

The following cancellations policy is applicable unless indicated otherwise in writing by CREST, Stellenbosch University:

- If you cancel your attendance less than seven days before the start of the course, a cancellation fee of 15% will be deducted from your course fees to pay for the costs that CREST has incurred in preparation for your attendance.
- If you cancel your attendance less than 24 hours before the start of the course, only 10% of your course fees will be repaid to you.
- The abovementioned deductions will also apply if your employer or another company or institution paid for your fees.

CONTACT DETAILS

SHORT COURSE COORDINATOR:

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