

Initiative Grant Project - Measurement and Evaluation Table - 2017 - 2018 Updated August 2017

PROJECT TITLE: [your program title here]
 ORGANIZATION: [your organization name]
 FUNDING YEAR: [2017/2018]

**** See DATA TOTALS below (Row 26) for full definitions ****

Type (AL, ELL etc.) Course ⁽¹⁾ Subject or Feel free to add rows as needed, ensuring all numbers are included in the grand totals below	# of hours of instruction in each course		# of times the course was delivered ⁽²⁾		Total hours of instruction ⁽³⁾ for each course subject		A # of adult learners registered ⁽⁴⁾		C # of learners who completed OR met their learning goals	B # of learners who demonstrated increased self-confidence	D # of learners who practiced using their new foundational skills	E # of learners who set new goals or expressed interest in further learning opportunities	F # of learners who registered/pursued further learning or post-secondary	5 # of learners who required transportation support to attend course	3 # of learners who could not register because the course was full																																																																																			
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(1) Course: A course is one structured learning opportunity, e.g. Intro to Computers or Level 1 Excel
 (2) This is the number of times the entire course was delivered in the grant term, not the number of days or segments within a course
 Example: If you ran a 3-day workshop during the reporting period, this number is "1"
 Example: if you ran a drop-in Literacy Learning Circle one night a week for 5 weeks in the reporting period, this number is "1"
 Example if you ran an ELL course twice a week for four weeks, three times during the reporting period, this number is "3"
 (3) Hours of Instruction: this is the # of hours a group of participants meets with the instructor/facilitator (does not include prep or set-up/pack-up time)
 Projected hours can be found in your funding application.
 (4) Learners registered: the number of adults enrolled and participating in each course, excluding drop-ins

Please do not change, add or delete rows below

[your program title here]
 [your organization name]

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DATA TOTALS (totals auto-filled from above)

0	Total # of course offerings
0	Total # of hours of instruction in the program (hours with learners only, does not include prep or set-up/pack-up)
0	PARTICIPANTS - Total # of adult learners registered in the learning opportunity (excluding drop-in)
0	COMPLETED - # of learners who completed the learning opportunity or who achieved their personal goal as identified in their learning plan
0	CONFIDENCE - # of learners who demonstrated increased confidence in their skills or abilities as a result of the learning opportunity
0	PRACTICED - # of learners who practiced using the foundational skills learned through participation in the learning opportunity
<i>The following measures are for Literacy and Foundational Learning programs only</i>	
0	EXPRESSED INTEREST - # of learners who set new goals or expressed an interest in participating in other learning opportunities
0	TRAVEL - # of learners who required transportation support to attend course
0	PURSUED LEARNING - # of learners who registered/pursued further learning, either within your organization or at another organization
0	HIGHER EDUCATION - # of learners who pursued / applied/enrolled to post-secondary education
0	GOAL SETTING -# of learners who set new goals
0	COULD NOT REGISTER - # of learners who could not register because the course was full

ADULT LEARNER REFERRALS (Literacy and Foundational Learning programs only)

1	REFERRED TO YOU - # of learners who were referred to your organization by other organizations
4	REFERRED TO OTHER - # of learners that your organization referred to other support organizations
7	HEARD BACK - # of learners who were referred out and reported back to your organization about the referral
2	FACING SOCIAL AND/ECONOMIC BARRIERS - # of adult learners who partied your programs that are facing social and/or economic barriers
6	RECEIVED VALUE - # of learners who reported receiving value from the organization to which they were referred

ADULT LEARNER DEMOGRAPHICS (Literacy and Foundational Learning programs only)

Below, learners registered in the program multiple times are counted just once. The totals in the yellow-shaded boxes should all be the same.
 ** You do not need to ask these questions if it might be uncomfortable for the learner. In these cases, choose 'Unknown' **

Learner Gender	
	# of Female Learners
	# of Male Learners
	# of Learners Identifying with Another Gender
	# of Learners who prefer not to Disclose Gender
	Unknown
0	Total (male + female)
Learner Age Group	
	0-17
	18-34
	35-54
	55+
	Unknown
0	Total (ages)
Previous Schooling (highest level achieved)	
	# of adults with no schooling
	# of adults with Grades 1-6
	# of adults with Grades 7-9
	# of adults with some High School or High School Diploma
	# of adults with some Post-secondary
	# of adults who are Post-secondary Graduates
	# of adults with Special Education
	# of adults with unknown education history
0	Total (schooling)
Learner Profile	
	# of First Nations / Métis / Inuit
	# of Permanent Residents
	# of Temporary Residents
	# of Refugees
	# of Syrian Refugees