

# **CREATING A NEW VISION FOR** **Non-Formal Education in YEU**



Youth  
for Exchange  
and Understanding

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## YOUTH FOR EXCHANGE AND UNDERSTANDING

1 **Youth for Exchange and Understanding (YEU)** is an International Non-Governmental Youth  
2 Organization established in 1986 and a member of the European Youth Forum in Brussels as  
3 an INGYO. YEU looks forward to increase tolerance and awareness between different  
4 countries, cultures and traditions and to promote a greater level of comprehension through  
5 the development of various youth activities. Furthermore, the main aim of YEU is to promote  
6 peace, understanding and co-operation between the young people of the world, in a spirit of  
7 respect for human rights. YEU is a non-profit making, interdenominational youth  
8 organization independent of all political affiliation, run by young people for young people by  
9 means of a democratic structure. YEU uses non-formal education methods to increase  
10 tolerance and awareness between young people from different countries, cultures and  
11 traditions. By using a Global Education dimension and Intercultural Learning activities we  
12 promote a greater level of comprehension and active citizenship through the development  
13 of quality youth exchanges, seminars, conventions, meetings, study visits, training courses,  
14 and the production of Non-Formal education resources. Visit our website for more details  
15 about YEU: [www.yeu-international.org](http://www.yeu-international.org)

### Use of this Document

17 This document provides an overview of the way of delivering NON-FORMAL EDUCATION  
18 activities such as youth exchanges, training courses, seminars, events etc. By assuring high  
19 quality, this document also gives an insight into the Youth for Exchange and Understanding  
20 methods of work. This document was created to be used while preparing, implementing and  
21 evaluating each activity organized by YEU International, Member Organizations of YEU or any  
22 other youth organization in order to increase the quality, efficiency and visibility of their  
23 events.

## Introduction

24 What does quality mean? What does it mean for you and your organization? What is a  
25 desirable outcome? What mechanisms are there to monitor the learning process of your  
26 participants?




27 The way the resources are allocated, managed and used; the way the project is planned,  
28 implemented and evaluated; and how the human, organizational and technical capacity are  
29 provided and used in all that matters related to the success of your activity. This document is  
30 dedicated for you, youth workers, activists, NGO's and individuals who want to organize a  
31 Non-Formal Education activity in the best possible way.

32 Youth for Exchange and Understanding international would like to share with you its best  
33 practices gathered during 27 years of work. This document might be used as a useful tool/  
34 guideline for assuring and improving the **Quality and Efficiency** of your activities. How are  
35 you going to use it is your choice, but we deeply encourage you to follow each step of this  
36 document and simply enjoy the guaranteed success of your project.

## Step by Step

37 Below, you will find several points, read them carefully with the team responsible for the project.  
38 Firstly, fill each point from the first and second part of the questionnaire. Remember it is important  
39 to go through all the points in each phase of the project: preparation, implementation and  
40 evaluation.

### 1. Description of your Non Formal Education Project

- 42 a) Title:  
43 b) Topic  
44  c) Dates:  
45  d) Location/ venue:  
46  e) Participants (*profile & number*):  
47 f) Organising partners:  
48 g) Level ( local, national, international):  
49 h) Timeline (*dates of planned activity/ies, including preparatory meetings*):

50 Which participant's needs will the activity address?

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51 Which needs of the local community will the activity address?

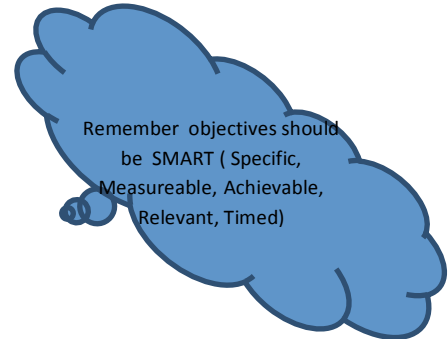
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52 Overall Aim of your activity:

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53 Specific Objectives of your activity:

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54 **2. Quality Indicators**

55 Youth for Exchange and Understanding International listed several points which are necessary to  
 56 assure high quality during the preparation, implementation and evaluation stages of your activities.  
 57 However, you are welcome to add your own specific sub-indicators for your own activity.

Quality Indicator 1	The needs of participants & society and the mission & values of your organization are translated into objectives
Description: <i>What concretely does this mean for YEU?</i>	This indicator assures that the project’s preparation is focused on the needs of the participants and the local society. The project is aligned with YEU’s mission and values.
<i>What concretely does this mean for your Organization?</i>	
Assessment procedure: <i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i>	<p><i>Sub- indicators</i></p> <ul style="list-style-type: none"> <li>- Define the needs of the participants and the society;</li> <li>- Define objectives of an activity and link them to the participant’s needs relating to your activity and society;</li> <li>- Design the program according to the information collected from the participants application forms;</li> <li>- Have a clear profile of participants;</li> <li>- The aim and the objectives of the project should be aligned with the mission and values of the organization.</li> </ul> <p><i>( Please feel free to add more indicators for your specific activity)</i></p>

Quality Indicator 2	The objectives of the event correspond with the priorities and objectives of the funding programme which support the event

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<p>Description: <i>What concretely does this mean for YEU?</i></p>	<p>This indicator assures that the activity corresponds to the priorities and objectives of the funding programme; and additionally include the session/ information/ workshop about funding programme.</p>
<p>What concretely does this mean for Your Organization?</p>	
<p>Assessment procedure:  <i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i></p>	<p><i>Sub-indicators</i></p> <ul style="list-style-type: none"> <li>-Priorities and Objectives of the funding the programme are well known by the organizer;</li> <li>- Priorities and Objectives of the funding programme are transmitted and promoted during the activity.</li> </ul> <p><i>( Please feel free to add more indicators for your specific activity)</i></p>

<p><b>Quality Indicator 3</b></p>	<p><b>The educational methodology is suitable/appropriate &amp; inclusive for the learning process to all the participants of the event</b></p>
<p>Description: <i>What concretely does this mean for a YEU project?</i></p>	<p>The methodology chosen allows the active participation of all participants and their implication in all stages of the process (preparation – have in consideration their expressed needs; implementation – they are actors in their learning process; evaluation – their assessment of the project is taken into consideration to improve further similar processes. Methodology allows the participants to reach the objectives of the project.</p>
<p><i>What concretely does this mean for Your Organization?</i></p>	
<p>Assessment procedure:  <i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i></p>	<p><i>Sub-indicators</i></p> <ul style="list-style-type: none"> <li>- Non-Formal Education methods are used;</li> <li>- The agenda/program enables facilitation in accordance with chosen methodology;</li> <li>- The program of the activity must be flexible in order to answer all the needs of participants;</li> <li>- The activities are prepared beforehand;</li> <li>- In case of a project such as a youth exchange, training course or seminar there must be regular evaluation which would help the organizer to improve the methods or the programme.</li> </ul> <p><i>(Please feel free to add more indicators for your specific activity)</i></p>

<p><b>Quality Indicator 4</b></p>	<p><b>Resources are used in a sustainable, cost effective, responsible and qualitative way</b></p>
<p>Description: <i>What concretely does this mean for YEU?</i></p>	<p>Human and material resources, as well as the space, contribute to the better achievement of the project's objectives. YEU is willing to reduce our environmental impact in youth organizations during the implementation of international and local youth projects in terms of resources and materials used before, during and after the event. <b>Eco-friendly Guideline</b> is spread and used during each stage of the event.</p>
<p><i>What concretely does this mean for Your Organization?</i></p>	
<p>Assessment procedure: <i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i></p>	<p><i>Sub-indicators</i></p> <ul style="list-style-type: none"> <li>- The Eco-friendly Guideline is disseminated throughout the organizers before the activity;</li> <li>- Rules about being sustainable are created by organizers before the activity starts. The organizers of the activity are responsible for disseminating those rules throughout everyone involved in the activity (organizer, trainers, participants, etc);</li> <li>- Rules are respected;</li> <li>- In terms of resources and materials used before, during and after the event, its implementation pursues the following simple objectives:             <ul style="list-style-type: none"> <li>- Reducing the consumption of water and energy;</li> <li>- Decreasing the waste of paper (for example by using both sides of paper);</li> <li>- Minimize the production of waste</li> <li>- Raising the awareness of the participants, organizers and trainers/facilitators regarding environmental issues.</li> </ul> </li> </ul> <p><i>(Please feel free to add more indicators for your specific activity)</i></p>
<p><b>Quality Indicator 5</b></p>	<p><b>Educators (trainers, volunteers, facilitators, etc.) have the necessary knowledge, skills, attitude and experience on the main theme of the project</b></p>

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<p>Description:</p> <p><i>What concretely does this mean for YEU?</i></p>	<p>Educators are prepared to lead and provide expertise on the main theme of the project. They have the necessary knowledge, skills and qualities to facilitate the whole work process and will use NFE methods and techniques to ensure the learning process and transfer of knowledge within the YEU network.</p>
<p><i>What concretely does this mean for Your Organization?</i></p>	
<p>Assessment procedure:</p> <p><i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i></p>	<p><i>Sub-indicators</i></p> <ul style="list-style-type: none"> <li>- The educators involved in the implementation of the project know and follow the criteria of QA;</li> <li>- The educators minimize the overall impact of the activities on the environment;</li> <li>- The educators have decent knowledge in participative methodologies;</li> <li>- There is teamwork during the preparation/implementation/evaluation of the activity, and help and support between educators.</li> <li>- The educators have previous experience in the main theme of the activity;</li> <li>- The educators have experience/skills \ in maintaining the learning process of the group;</li> <li>- The junior educators have the willingness to support educators in maintaining the learning process of the group</li> </ul> <p><i>(Please feel free to add more indicators for your specific activity)</i></p>

<p><b>Quality Indicator 6</b></p>	<p><b>Draft Programme together with list of activities is prepared before and activity</b></p>
<p>Description:</p> <p><i>What concretely does this mean for YEU?</i></p>	<p>In order to deliver a good quality project all the preparations, a draft programme is prepared in advance (at least two weeks before the event starts)</p>
<p><i>What concretely does this mean for Your Organization?</i></p>	
<p>Assessment procedure:</p>	<p><i>Sub-indicators</i></p>

<p><i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i></p>	<ul style="list-style-type: none"> <li>- The session outline form is spread/and prepared before the activity;</li> <li>- The list of activities responds to the participant's needs.</li> </ul> <p><i>(Please feel free to add more indicators for your specific activity)</i></p>
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<b>Quality Indicator 7</b>	<b>Effective Communication between all stakeholders involved in the project (for instance MO's, GB representative, AO, PET) is implemented</b>
<p>Description:</p> <p><i>What concretely does this mean for YEU?</i></p>	<p>In order to determine the content and the purpose of the training, a document "communication strategy" and all the other related documents are used and spread between all people involved in the event.</p>
<p><i>What concretely does this mean for Your Organization?</i></p>	
<p>Assessment procedure:</p> <p><i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i></p>	<p>Sub-indicators</p> <ul style="list-style-type: none"> <li>- The educators involved in the implementation of the project know, follow and respect the criteria of the QA and Communication Strategy Document.</li> </ul> <p><i>(Please feel free to add more indicators for your specific activity)</i></p>

<b>Quality Indicator 8</b>	<b>Participants influence their learning process, understand the learning process and outcomes, and transfer the knowledge to their MO's</b>
<p>Description:</p> <p><i>What concretely does this mean for YEU?</i></p>	<p>The participants are previously asked about their expectations for the event in the application form. Those expectations are taken into consideration while preparing the programme.</p> <p>There is a moment during the event for self-evaluation (in the middle and at the end of the event) when participants can share their learning path, needs and outcomes.</p>



<p><i>What concretely does this mean for Your Organization?</i></p>	
<p>Assessment procedure:</p> <p><i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i></p>	<p>Sub-indicators</p> <ul style="list-style-type: none"> <li>- Each activity block finishes with a short summary of what has been done;</li> <li>- During the event there is a midterm verbal and written evaluation. The outcomes of the evaluation are taken into consideration by the educators.</li> <li>- The participants are reminded about obligation of transferring of knowledge to their organizations</li> </ul> <p><i>(Please feel free to add more indicators for your specific activity)</i></p>

<p><b>Quality Indicator 9</b></p>	<p><b>The Event is evaluated by everyone ( organisers, participants, trainers, facilitators) involved in the project</b></p>
<p>Description:</p> <p><i>What concretely does this mean for YEU?</i></p>	<p>Each activity (project, event, conference etc.) is evaluated by each person involved at any stage of the project through oral and written evaluation form prepared before the activity.</p>
<p><i>What concretely does this mean for Your project?</i></p>	
<p>Assessment procedure:</p> <p><i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i></p>	<p>Sub- indicators</p> <ul style="list-style-type: none"> <li>- The Evaluation form is spread within all people (participants, educators, organizers, etc.) involved in the project;</li> <li>-The Evaluation form needs to be taken into consideration before implementing the next event;</li> <li>- The Evaluation forms are gathered by the AO and evaluated together with the GB and the PET coordinator.</li> </ul>

	<p><i>(Please feel free to add more indicators for your specific activity)</i></p>
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<b>Quality Indicator 10</b>	<b>Concrete outcomes such as handbooks, videos, written reports, publications, local/national events/actions/projects are produced and disseminated within the YEU network on local and international level</b>
<p>Description:</p> <p><i>What concretely does this mean for YEU?</i></p>	<p>Concrete outcomes such as handbooks, videos, written reports, publications, local/national events/actions/projects are produced and disseminated within the YEU network and are available for YEU Members and Partner Organisations on local and international levels within one month after the activity is over.</p>
<p><i>What concretely does this mean for Your Organization?</i></p>	
<p>Assessment procedure:</p> <p><i>Which sub-indicators will you use to assess this indicator throughout the project? And at which phase of the project cycle will it be used? Preparation, Implementation or Evaluation?</i></p>	<p>Sub-indicators</p> <ul style="list-style-type: none"> <li>- Handbooks, videos, written reports and publications are in English, easily accesible for all users;</li> <li>- Handbooks, videos, written reports and publications are available on the YEU website;</li> </ul> <p><i>(Please feel free to add more indicators for your specific activity)</i></p>