

Guide to Using the ES Materials Selection Tool

Purpose:

This selection tool is an integral part of the process of choosing ES materials for or from the ACCC resource bank. Its purpose is to facilitate the selection of all types of Essential Skills documents or practices, thereby ensuring an equitable approval process.

Contents:

The selection tool, in the form of a table, indicates the title and source of the document analyzed. It comprises six analysis criteria: relevance, coherence, applicability, accessibility, quality and sustainability.

Each criterion is weighted with a percentage.

Each criterion is clarified by two or three sub-criteria.

Each criterion is quantified by a number from 5 to 1, 5 being the most favorable evaluation.

Space is available at each criterion for comments, as well as at the end of the table.

Selection recommendations and total score are included in the tool.

Utilization:

Each evaluator receives a selection tool. He or she conducts an individual analysis of each document or practice. He/she indicates a score for each criterion he/she evaluates. ONLY the criteria are scored; sub-criteria are not. If needed, comments can be entered in the appropriate spaces. It is COMPULSORY to indicate the total score and recommendation for selection, otherwise the latter cannot be made.

If several evaluators are involved in the selection process, they share their results with each other. The final result indicates CONSENSUS on the part of all the evaluators for each document or practice analyzed.

Follow-Up:

The results are communicated to the members of the ES team of the ACCC according to established procedures. Only the ACCC will communicate the selection results to the authors or institutions concerned. Completed selection tools should be sent to the ACCC, who commits to respecting the confidentiality of analyses and discussions. However, if requested, the ACCC will communicate the reasons underlying a selection decision.

SELECTION TOOL FOR ES MATERIALS FOR THE ACCC VIRTUAL LIBRARY

Title of document or practice
 Author(s) and institution(s)
 Production date

Telephone number
 Email address
 Evaluation date

Selection criterion (% = weight)	%	Elements to consider Please rate each element from 5 to 1 (5 being the most favorable)	Comments
Relevance	/20	<ul style="list-style-type: none"> • Connects with one or more elements related to Essential Skills • Provides appropriate strategies, ideas, or tools to address issues • Addresses current labor market needs • Addresses learners success 	
Coherence	/20	<ul style="list-style-type: none"> • Goals or objectives are clearly identified • Key ideas are presented • Clear connection between goals or objectives, content and outcomes • Structured presentation of the topic 	
Applicability	/20	<ul style="list-style-type: none"> • Results of application or experimentation (testing) are presented • Application and adaptation paths are presented • Content can be applied to different contexts and clients • Minimum adaptation required 	
Accessibility	/15	<ul style="list-style-type: none"> • Easily accessible/adaptable • Access is specified • Availability in both official languages 	
Quality	/15	<ul style="list-style-type: none"> • Clear text, well-written • Excellent visuals, images and sound; well-structured scenario • Examples or exercises highlighting the contents of the document, practices and/or processes 	
Durability (Sustainability)	/10	<ul style="list-style-type: none"> • Material to date • Can be integrated or serve as research basis, or foundation for future projects, recommended processes, policies etc 	

TOTAL **/100**

Recommendation

Accepted > 80

Accepted < 80 with modifications

Not meeting criteria

General Comments

Initials of assessors