

Global-CPD Evaluation Form Policy

1. Purpose

The purpose of this policy is to define the principles and procedures for collecting, analyzing, and utilizing feedback through evaluation forms at Global-CPD. Evaluation is an essential part of our quality assurance cycle and supports continuous improvement of our professional development programs.

2. Scope

This policy applies to:

- All CPD courses, workshops, and seminars delivered by Global-CPD
- All delivery modes: in-person, online, blended
- Participants (teachers, administrators, and institutional clients) who attend our programs
- Trainers and facilitators who support program delivery

3. Objectives of Evaluation

Evaluation forms are designed to:

- Measure participant satisfaction and perceived usefulness
- Gather feedback on content relevance, delivery quality, and organization
- Identify areas for improvement in future programs
- Provide data for internal quality review and reporting

4. Evaluation Process

- Evaluation forms are distributed at the end of every training program or module.
- In most cases, digital forms are used via email, LMS, or QR-based links; paper forms are used only when digital access is limited.
- Participants are encouraged to provide honest, constructive, and complete feedback.
- Evaluation includes both quantitative (rating scales) and qualitative (open-ended) questions.

5. Responsibilities

- Trainers are responsible for administering the form and encouraging completion.
- The Academic Coordinator oversees data collection and analysis.
- Summarized results are reviewed by the Quality Assurance Team and shared with relevant stakeholders.

6. Use of Feedback

- Key findings are used to adjust course content, delivery style, or logistics.
- Recurring themes or critical feedback may lead to updates in trainer development or program design.
- Positive feedback may be used (with consent) for testimonials or case studies.

7. Policy Review

This policy is reviewed every **two years** by the Internal Quality Assurance Team or earlier if required by changes in delivery format, technology, or stakeholder needs.

For questions or concerns related to this policy, please contact:

Global-CPD Administrative Office

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 Website: www.global-cpd.org

Document Control

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Policy Owner: Academic Coordinator, Global-CPD

Approval Authority: Director, Global-CPD

Status: Active

Revision History:

Version	Date	Author	Description / Changes
1.0	04.09.2008	Osman Bedel	Initial policy draft and approval
2.0	01.09.2010	QA Team	Added online form delivery and anonymized feedback option
3.0	03.09.2012	QA Team	Standardized question formats across programs
4.0	02.09.2014	QA Lead	Introduced trainer evaluation by participants
5.0	01.09.2016	Osman Bedel	Included summary reporting process
6.0	03.09.2018	QA Team	Aligned evaluation forms with course objectives
7.0	01.09.2020	QA Team	Transitioned fully to digital evaluation
8.0	02.09.2022	Policy Officer	Included participant consent clause for testimonials
9.0	04.05.2024	Osman Bedel	Reformatted under new Document Control structure