



# TEMPLATE FOR DESCRIBING GOOD PRACTICE

## in Literacy Policies for Struggling Children, Adolescents and Adults

This template is intended to provide a common format for collecting and analysing examples of good practice in literacy policies **targeted at children at risk and struggling literacy learners in all age groups**. As this template has to cover a wide variety of different fields and practices, some sections might not be suitable or necessary for the description of specific examples. In this case please leave them blank.

We kindly ask you to submit your description in English language and to send it to the following contact persons:

**All examples concerning team 2**, i.e. good practice addressing children (0 – 12 years):  
[c.wagner1@gmx.net](mailto:c.wagner1@gmx.net) (Christina Wagner)

**All examples concerning team 3**, i.e. good practice addressing adolescents (12 – 18 years):  
[franziska.pitschke@uni-koeln.de](mailto:franziska.pitschke@uni-koeln.de) (Franziska Pitschke)

**All examples concerning team 4**, i.e. good practice addressing adults (16 – 65 years):  
[d.mallows@ioe.ac.uk](mailto:d.mallows@ioe.ac.uk) (David Mallows).

In case you prefer to write in your mother tongue, at least the Abstract needs to be written in English. Thank you for your cooperation!

<b>Part 1: Description</b>	
<b>Date</b>	
<b>Suggested by (name, email)</b>	
<b>Name / Project title</b>	
<b>Contact Person (name, address, email)</b>	
<b>1. Abstract (in English)</b>  An abstract of a maximum of 500 words is useful to provide a summary description of the practice	

<b>2. Country</b>	
<b>3. Website</b>	
<b>4. Lead organisation</b>	
<b>5. Main partners</b>	
<b>6. Period of activity</b>	
<b>7. Language(s)</b>	
<p><b>8. Conceptual basis of the good practice examples (max. 500 words)</b></p> <p>Please give a short description, and references or links to important documents.</p>	
<b>9. Objectives</b>	
<p><b>10. Target group(s) among struggling literacy learners / children at risk</b></p> <p>(Please indicate which age groups or school grades are specifically targeted by the intervention)</p>	
<p><b>11. Number of people involved</b></p> <p>(e.g. % of the total population of the country or of the total target population, if a specific target has been set)</p>	
<p><b>12. Methods for recruiting participants (target group)</b></p> <p>(if applicable)</p>	
<p><b>13. Professionals involved (e.g. teachers, librarians, volunteers, health care professionals, social workers,</b></p>	

<p>artists, ...)</p>	
<p><b>14. Role of each professional</b></p> <p>Describe briefly</p>	
<p><b>15. Main activities</b> (Please describe briefly, referring to time lines or sequences if applicable)</p>	
<p><b>16. Implementation process</b></p> <p>Please describe any phases of implementation related to progressive scaling-up or addressing different topics</p>	
<p><b>17. Resources and materials</b></p> <p>List / describe the main resources used in your programme, and give links for accessing them, if applicable</p>	
<p><b>18. Financing</b></p> <ul style="list-style-type: none"> <li>- Where do the funds for the intervention come from? How much per year / for the whole time?</li> <li>- Who makes decisions about budget allocation?</li> </ul>	
<p><b>19. Evaluation</b></p> <ul style="list-style-type: none"> <li>- Is there currently an evaluation of the ongoing intervention? Who is conducting it (external or internal entity)? Which methodology is being used ? (Indicators, periodicity, design, sample / control group, quantitative and qualitative methods, ... etc.)</li> </ul>	

<p><b>20. Results of the evaluation</b></p> <p>Report data and give a brief statement summarising the results of the evaluation; provide references if published results are available</p>	
<p><b>21. Benefit incidence</b></p> <p>(Proportion of the resources and benefits of the programme that go to the most disadvantaged 20% of the population. This indicator has been developed to evaluate development projects and their ability to produce a redistribution / equity effect. It is a crucial indicator to be proposed, taking into account that equity is one of the key dimensions proposed by the High Level Group.)</p>	
<p><b>22. Anything else you think we should know ...</b></p>	

<b>Part 2: Strengths/weaknesses</b>	
<p><b>23. SWOT analysis</b></p> <p>Indicate strengths and weaknesses (usually internal), and opportunities and threats (usually external) of the programme</p>	
<p><b>24. Political impact and policies</b></p> <p>- Has the intervention led to concrete changes in policies or government plans, legislation, funding? Briefly describe. Has it produced any cross-sector/departmental policy-making and programme development?</p> <p>- Transferability: Has the programme / intervention been transferred to another region/nation? Has it been modified during this transfer?</p>	
<p><b>25. Your personal evaluation: Why do you think your project / programme etc. should be exposed as “good practice” on the ELINET website? (max. 500 words)</b></p>	
<p><b>26. Anything else you think we should know ...</b></p>	