

Example of a Monitoring and Evaluation Template

Below you will find an example of a template that was used to monitor and evaluate the development of a Quality Management system in a learning institution. Only the first few lines have been filled in as an example. You can adapt these headings to fit your RPL project.

QA Priority Area 1	Strategic Objective	Target or output (examples)	Key Activities (examples)	Time Frame	QA process (examples)	Person/s responsible	Reporting line and time frames
Learning Programmes	Develop & implement responsive curriculum choices	Instruments are in place to collect feedback from stakeholders on target needs	Feedback is obtained on existing programmes, and recommendations for new programmes	6 months	Academic board has standing item on agenda	Head of Dept	HOD reports to Senior Management Committee
				
					