

**Name / short description of the organization / initiative to be assessed:**

**Please fill in the following form by voting on the respective questions as follows:**

**1 Point: No, not at all**

**2 Points: Yes, to a small amount**

**3 Points: Yes, to a fair amount**

**4 Points: Yes, completely**

Question	Points (1-4)
Migrants, their communities and / or initiatives are informed about the programme planning and the steps taken until decision making as regards adult learning offers	
Migrants, their communities and / or initiatives have the opportunity to request and comment to the strategic programme planning	
Migrants, their communities and / or initiatives are involved into one or more steps of the development process as regards programme planning of adult learning offers	
Migrants, their communities and / or initiatives have the opportunity to suggest own activities (without taking decisions)	
Migrants, their communities and / or initiatives are directly involved into one or more steps of the development process as regards adult learning offers	
Migrants, their communities and / or initiatives play an active role when it comes to decision making as regards programme planning	
Migrants, their communities and / or initiatives are able to administrate the development process as regards adult learning offers themselves	
The decision making process in programme planning is on behalf of the migrants and/or their representatives themselves (others have the opportunity to suggest activities)	
The learning environment of the organization / initiative supports individual and/or group interaction	
Regular communication channels with migrants, their communities and / or initiatives are established (i.e. through ambassadors / representatives, learners' councils)	
Regular opportunities for migrants, to evaluate learning opportunities / environments are implemented, i.e. by (multilingual) feedback forms	
The staff involved in the organization / initiative have skills (i.e. intercultural and/or language skills) that help migrants to overcome difficulties	
The mission statement (or other framework) of the organization / initiative makes references to intercultural teaching and learning	
Migrants are represented in the organizational structure (i.e. as staff or board members) of the organization / initiative	
Mechanisms to avoid prejudices or stereotypes in working with migrants, their communities and / or initiatives are implemented	
<b>Total Points</b>	

## Results Assessment:

### < 20 Points:

The organization / initiative seems to have many more hindering than promoting factors when it comes to involve migrants, their communities and / or initiatives into adult learning programme planning. Apart from legal or financial limitations, there should be plenty of factors that can easily be turned into positive ones, like raising funds and human resources, developing communication opportunities or overcoming cultural difficulties. It is recommended to get into contact with local migrant communities / self-organizations to discuss and find solutions for future improvements.

### 21-30 Points:

The organisation / initiative shows some very positive aspects that need to be strengthened. There is still a lot of potential to improve opportunities for migrants, their communities and / or initiatives to getting involved into active participation in the programme development. It is recommended that the organization / initiative tries to internally identify factors that are actually hindering the active inclusion of migrants and their communities into the programme development, as well as factors that could promote the active involvement. It could be helpful as well to ask local migrant communities / self-organizations to support the development.

### 31-50 Points:

There are many positive aspects, and the organisation / initiative can claim for itself to be on the right track. Nevertheless, there is still some potential to further develop and perpetuate the structural incorporation of migrants, their communities and / or initiatives into adult learning programme planning, i.e. by making active participation of migrants / migrant communities part of the organisational culture.

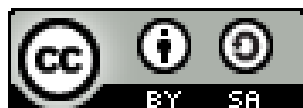
### > 50 Points:

This is a very good practice example for actively including migrants into adult learning programme planning. The organization/ Initiative should ensure to regularly evaluate its activities and structure in order to safeguard the successful work. i.e. by enabling the participation of vulnerable groups in regular quality management schemes.

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