



User's guide on using the knowledge assessment tool



Knowledge Assessment Tool



About this guide



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This guide reflects our training approach in the context of non-formal education practices. It is primarily designed for any potential participants of our training programmes, facilitating them to carry out a knowledge self-assessment concerning the topics to be addressed during the training. Hence, to achieve the training results, our training approach relies heavily on a methodological principle, which combines the training participants' needs assessment and knowledge assessment to provide us with guidance necessary to design and delivery an effective training based on:

- 1. Audience specificity:** Our training are learner centred. We start from, and focus on, the relevance of the learners' needs and their knowledge gaps towards achieving training short-term, medium-term, and long-term results. Our training's content is tailored and structured around the learning needs and experience of the learners, and context in which they work or live.
- 2. A practical approach:** Our training design begins with recognising that, learners in the real world, want to know what precisely is in it for them. That is, which skills will facilitate them to have a better understanding on how to address the social, cultural, gender, economic, or environmental problem they are struggling with and what values or benefits it brings to their work or practices.
- 3. Participants' experiences:** Learners bring to the training their own expertise and practical experiences, which must be acknowledged and drawn upon for the benefit of the training to enhance learners' reaction to training content. This creates a collegial atmosphere in which the exchanges of expertise and experience is facilitated.
- 4. Participatory approach:** An active participation by the learners is one of the most important factors that enables learning and performance in our training. This involves considering learners' characteristics and experience, and facilitating a critical reflection and analysis of their work or practices through experiential learning.

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1. What is the “Knowledge Assessment Tool”

TERRAM PACIS’ Knowledge Assessment Tool is a survey-based questionnaire designed to help potential training participants conduct an initial and rapid self-assessment of their readiness to the training content. The self-assessment is carried out before the beginning of the training course. Before starting on the learning journey, it is important for the participants to know their strengths and opportunities for improvements. The course can then focus on the training content which addresses the learning needs and the knowledge gaps identified both from the needs assessment application and Knowledge Assessment Tool.

The aim of the Knowledge Assessment Tool is thus to facilitate the participants assess their knowledge concerning the topics that will be addressed during the training course. Furthermore, this helps us to identify and analyse the core competences and capabilities the training potential participants have and need to further develop. Moreover, the generated self-assessment report provides us an initial assessment of existing the knowledge, experiences, or practices among participants in relation to training course content which are thus leveraged during the training programme designing phase, and therefore, a successful and participatory training intervention is delivered. Hence, strengthening evaluation practice among participants increase our accountability and enable us to measure, and demonstrate how youth work brings about transformative impact.



2. Why use the “Knowledge Assessment Tool”

Non-formal education is taking on a new meaning in this digital age. We are thus paving the way for a youth work revolution, where we aim at providing evidence-based training programmes with blended learning that are structured around the training participants learning needs and knowledge gaps. Such an experiential and collaborative learning and training process aims at practicing a youth work that contributes to social change through non-formal education, which does not escape monitoring and evaluation processes.

For a participant to take a part in our training, is required to submit a training needs assessment form, which allows the participant to identify their learning needs and desired social change based on their local context; express the skills, tools, and resources they would like to acquire during the training; express the motivation and need to apply, transfer learning; and express how post-training intervention enables peer engagement, capacity building, and empowerment, and how it contributes to their desired social change. This allows us to have a clear picture on the participants profile, their tasks and practices within their communities, and their learning needs, which increases the likelihood for the training to contribute to and be accountable for making desired social changes based on the participants’ problem context and local realities.

On the other hand, the Knowledge Assessment Tool allows the participants to assess their knowledge concerning the topics that are to be addressed during the training, which allows us to design a training programme that is built on and reflects the participants existing knowledge, and experience to make sure that all participants can learn and perform at a common rhythm. Participants’ prior knowledge can help or hinder the learning process. Participants who have prior knowledge in a given subject matter in resolving social or environmental issues tend to easily reach their learning expectations in the training. But what about a participant whose prior knowledge is limited or low? Thus, combining the needs assessment and self-assessment aspects facilitates us to design and delivery effective and participatory training learning activities for both learners to reach the set learning objectives, and thereby, meet their learning needs.

The results of the Knowledge Assessment Tool provide an understanding of the level of potential participants in subject matters of a training that is to be delivered. The participants ability to identify, create, transfer, and apply gained knowledge practically is evaluated and the feedback from the analysis on critical

questions is provided. The process starts with the users receiving information about topics from various perspectives in the context of non-formal education. Then, the user's analysis of this information leads to an increased knowledge necessary to answer the questions of the Knowledge Assessment Tool. Thus, the crucially important impact of such a self-assessment on potential training participants is in what happens with the feedback report's information they receive after completing and submitting the Knowledge Assessment Tool's Survey. In the case of our self-assessment approach, the users decide for themselves what the feedback means, they make their own judgements about themselves, and decide for themselves what to try to change or improve during the training course. That is, the users examine what they think, feel, and want to do during a training course by assessing their ideas and experiences, which helps them to think about the advantages and disadvantages of their actions in their work or practices vis-à-vis the topics being explored.

3. How to use the "Knowledge Assessment Tool"

The Knowledge Assessment Tool allows participants to work toward a goal; choose answers based on their existing knowledge and experiences, which furthermore allows the participants whose prior knowledge is limited or low to make mistakes in a risk-free environment, and through experimentation with the Assessment Tool's Knowledge Kit, actively learn and practice the Knowledge Kit content, and thereby, find the correct information needed to answer the questions. The Knowledge Assessment Tool questionnaire is to be answered by all potential training participants. The user should be logged in to [My Account](#) in order to access the questionnaire. Each Knowledge Assessment Tool is linked to a Knowledge Kit in the form of a Handbook that covers all the information of the questions, which are integrated into the Knowledge Assessment Tool to ensure that the user is familiar with the topics and be able to answer all questions on the questionnaire.

There is *a total of 20 questions with multiple-choice options* covering the most relevant topics of the Knowledge Kit with a maximum score of 100 points. Each question has *a maximum of 4 possible answers (A, B, C, D) to choose from*. Some of the questions might have one correct answer while other questions might have 2 or 3 correct answers. After the user has answered all the questions and submitted the questionnaire, the average score is tabulated and presented on the user's report.

The user report shows the overall score obtained for all the questions. Further, it shows the correct answer for each question marked in Green and then provides an explanation, regardless of the user's choice. That is, on the user's report, all correct answers are marked in Green. If the user chose the correct answer, it is marked in Green, whereas if the user chose the wrong answer, it is marked in Red.

The results are presented by two scales with different threshold values:

1. **SCALE 51-100 %:** This threshold value indicates that the knowledge is considered adequate.
2. **SCALE 00-50 %:** This threshold value indicates that the knowledge is considered inadequate.

The user's total score on the report is then compared against the training content and feedback is provided to each user. The users with an inadequate score are then able to retake the assessment.

The screenshot displays the user interface for the 'Menstrual Knowledge Assessment tool'. On the left, a navigation menu includes 'Assessment tool', 'The user's guide', 'The knowledge kit', 'Partner organisations', and 'Supporting institutions'. Below this is a 'Latest posts' section featuring a Facebook post from TERRAM PACIS about their work on addressing and preventing racism. The main content area on the right shows a login prompt: 'You need to login to pass the assessment.' and a large circular logo for TERRAM PACIS. At the bottom, there are fields for 'E-mail' and 'Password', a 'Sign in' button, a 'Create account' link, and a 'Keep me signed in' checkbox. A 'TrustedSite' badge is also visible.



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