

This report concerns the delivery of the Pop Up Restaurant training pilot and should be completed by the person co-ordinating the delivery of the pilot and then returned to ACE. Thank you for your co-operation.

PART A. YOUR ORGANISATION AND LOCAL PARTNERS: ROLES IN THE PILOT	
1. Name of your organisation:	
2. Are you delivering the Pop Up Restaurant training pilot alone or in partnership with other organisations in your area?	<input type="checkbox"/> Alone <input type="checkbox"/> In partnership
3. If you are delivering the Pop Up Restaurant training pilot in partnership with other organisations in your area, who are your partners?	
4. If you have a partnership, which organisation is the <u>overall coordinator</u> of the Pop Up Restaurant training pilot? Please also state who is the person who has overall responsibility for Pop UP Co-ordination in that organisation and what is their job title?	
5. Which organisations and individuals are involved in the <u>referral of beneficiaries</u> to the Pop Up	



Restaurant training pilot?	
6. Which organisations and individuals are involved in <u>training participants</u> of the Pop Up Restaurant training pilot?	
7. What competencies do the involved organisations and individuals have? Please tell us briefly about their training experience, qualifications etc.	
8. Do you consider your local partnership which was involved in the training pilot to have operated successfully during the pilot? If so, in what ways? If not, in what ways and why?	
10. Any other comments about your own or your partners involvement in the Pop Up training pilot delivery?	

PART B: PROFILE OF PILOT PARTICIPANTS (BENEFICIARIES)	
1. Tell us about the target group for your Pop Up Restaurant training?	
2. What was their demographic break-down? (please give numbers): a) Sex	



<ul style="list-style-type: none"> b) Age c) Place of residence (please state either large city, town, countryside) d) Level of education? e) History of employment? f) Time in unemployment. g) Experience in entrepreneurship and self-employment h) Students/ women / migrants/ refugees/ mothers/fathers who caring for children or others/ disabled/ Others (specify) 	
<p>6. What were the main obstacles to participation in the labour market identified by them? (Students /women /migrants/ refugees/ care of children or dependents / disability / Others (specify)</p>	
<p>8. Do you have any other observations in relation to the profile of your participants (beneficiaries)?</p>	

PART C: RECRUITMENT OF PARTICIPANTS (BENEFICIARIES)

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<p>1. Which organisations were involved in the recruitment of your participants? What roles did they undertake?</p>	
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<p>2. What actions did you take to prepare for the recruitment of participants? (for example, having meetings with local partners, preparing or distributing recruitment materials such as posters and leaflets, creating forms to use for referrals or for expenses, etc)</p>	
<p>3. What procedure, if any, was used for the selection of participants? Did you use any method of testing their competency prior to training?</p>	
<p>4. Who (what person - profile) managed the procedures for the recruitment of participants in your own organisation or your local partner organisations?</p>	
<p>7. Do you have any further observations on participant recruitment?</p>	

PART D: PILOT TRAINING DELIVERY

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<p>1. What activities did you undertake to prepare for the training delivery? (for example, recruitment of staff or training of existing staff)</p>	
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<p>2. What theoretical training module did your organisation choose to be piloted and what were the reasons for that choice.</p>	
<p>3. Duration of the theoretical training module (specify days and hours)</p>	
<p>4. Specify the teaching methodology adopted:</p> <p>Has there been any variation in regard to the initial approach?</p>	
<p>5. Points out the main strengths and weaknesses of the training pilot</p>	
<p>6. Any other comments?</p>	

PART E: DISSEMINATION AND SUSTAINABILITY

<p>1. Did you hold a local training or project launch event? If so, please describe (date, participants invited from the local community, women organisations, youth organisations, organisations dealing with migrants or people with disabilities, business associations, results etc.)</p>	
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<p>2. Did you organise a Beneficiary Awards Ceremony at the end of training? If so, please describe (date, participants, content, results, etc)</p>	
<p>3. What was successful about the promotion of Pop Up Restaurant?</p>	
<p>4. What would you do differently next time to promote Pop Up Restaurant?</p>	
<p>5. Do you believe that it will be possible for you to sustain the Pop Up training model after this project is over?</p>	

<p>PART F: PRACTICAL TRAINING</p>	
<p>1. Which of your partners were involved in organising or providing the practical training?</p> <p>Please give the names of the organisations that was involved, which individuals were involved in each organisation and what their roles were.</p>	



2. What was the role of the Stakeholder Forum in preparing or arranging the practical training?	
3. How did you identify the list of practical training facilities who would provide placements? Who contacted the training placements?	
4. Contracts and agreements: a) What agreements among partners were involved? b) Were any type of contracts used? c) Was insurance needed?	
5. Any other actions that were required to prepare for the practical training placements?	
6. What was successful or unsuccessful in respect of the practical training?	
7. What feedback did you receive about the placements from: a) Participants? b) Trainers? Please summarise from the evaluation forms.	
8. Did you visit the beneficiaries while they were on practical training	



placement?	
10. Do you think the practical training placements were worthwhile? Please describe why or why not.	

PART G: EVALUATION	
1. Which methods of evaluation have you used?	
2. What was successful or unsuccessful about the <u>evaluation methods</u> used in the Pop Up Restaurant Programme?	
3. Any other comments about evaluation methods used during the pilot?	