



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

**THE INDIAN TECHNICAL AND ECONOMIC COOPERATION/ SPECIAL  
COMMONWEALTH AFRICA ASSISTANCE PROGRAMME (ITEC/ SCAAP**

**ITEC/ SCAAP Evaluation Form**

**INSTRUCTIONS TO DELEGATES:**

- This form must be filled in by all participants in the ITEC/SCAAP Programme.
- Please note that all information supplied will be treated with utmost confidentiality.
- Kindly forward the evaluation form to the DPSA soon after the Course.

**1. PERSONAL DETAILS:**

**NAME:** .....

**SURNAME:** .....

**GENDER:** .....

**PERSAL NUMBER:** .....

**ID NUMBER:** .....

**DEPARTMENT:** .....

**PROVINCE:** .....

**HIGHEST EDUCATIONAL QUALIFICATIONS:** .....

**ITEC/SCAAP COURSE ATTENDED:** .....

**INSTITUTION PROVIDING THE COURSE:** .....

**PLACE/CITY:** .....

**2. NOMINATIONS AND TRAVEL ARRANGEMENTS:**

	YES	NO
2.1 Was feedback to nominated officials prompt and timeous?		
2.2 The VISA application process to India was simple and courteous.		
2.3 The airline reservations and confirmations were done satisfactorily.		
2.4 Reception upon arrival in India was warm and professional.		
2.5 Were you ever in touch or had communication with SA High Commissioner in India?		
2.6 How did you learn/hear about the ITEC/SCAAP		
2.7 Do you have any suggestion on how to better improve the above processes?		

**3. VENUES AND FACILITIES:**

	Yes	No
3.1 The venue was well-appointed and suitable for a learning environment.		
3.2 The lighting and ventilation was adequate for the venue.		
3.3 Access to venues and facilities accommodated people with disabilities.		
3.4 The venues and facilities were clean and hygienic.		
3.5 Food and refreshments were balanced, fresh and varied.		
3.6 Do you have suggestions on how to improve certain aspects above?		

**4. COURSE AND FACILITATOR EVALUATION:**

	YES	NO
4.1 The facilitator was well prepared for class sessions.		
4.2 The course was at an appropriate performer level.		
4.3 The facilitator used appropriate examples to make the materials easy to understand.		
4.4 The facilitator stimulated interest in the course.		
4.5 The course materials were gender, culture, political, race and religion sensitive.		
4.6 The facilitator and course materials accommodated regional differences.		
4.7 The facilitator applied adult learning methodologies and assessment techniques.		
4.8 Course assignments were interesting and stimulating.		
4.9 The facilitator's use of technology enhanced learning in the classroom.		
4.10 Presence of delegates from other parts of the world enriched the experience immensely.		
4.11 Course materials were in a simple and understandable language.		
4.12 The packaging of the course materials mad it easier for handling.		

4.13 Kindly provide general comments about the whole programme and indicate areas of improvement.