E-Training Checklist: Key questions to develop cost-effective solutions

The following overview summarizes key questions in the selection process of digital educational technologies (DET). They are described in more detail in the GIZ e-Training Guide.

A) Analyse needs, strategic goals, and your context *(See Toolkit: ICT4TVET Decision matrix)*

1. **Prioritise needs and goals**
   a) What are the most pressing challenges and needs? What are their causes?
      (e.g. in the labour market, in the TVET system, for young people and companies, for students and teachers)
   b) Which strategies and policies of decision-makers need to be materialized? How do they relate to the identified challenges and needs?
2. **Identify possible approaches**
   a) Which DET is already used, piloted, or planned?
   b) Who is or is planned to be involved in the use, maintenance, training, and support?
3. **Analyse potential and restrictions to implement DET in your context**
   a) Which skills of the stakeholders support the effective use of envisaged DET?
   b) To which extent can the existing organisation implement the envisaged DET?
   c) Technology: In which technological environment will the DET be integrated?
4. **Use Case:** How do the stakeholders learn, teach, support, and manage using DET?

B) Identify feasible approaches *(See Toolkit: ICT4TVET Landscape & ICT4TVET Decision matrix)*

1. Which DET help best to support which kind of learning/teaching activities effectively to achieve the learning goals?
2. Do we have sufficient potential to implement the most effective DET?
3. Which restrictions will we have to overcome or accept?
4. How can we realize the implementation of the identified solutions?

C) DET-selection *(See Toolkit: DET List, costing framework)*

1. **Which preparation will be needed to implement an effective solution?**
   a. Need for e-content development, customization of systems, change management and quality assurance, as well as measures to ensure inclusion, privacy, and sustainability.
   b. Need for training, coaching and support of teachers, staff, directors, businesses, and students to engage in effective teaching and learning.
2. **Does the DET meet general quality criteria** to support learning and teaching?
   a. Usability, user friendliness for students and teachers
   b. Technical specifications (features, specifications of interoperability etc.)
   c. Quality of the pedagogical, technical and management support
   d. Positive product reviews, reliability and quality of the provider or OS community
3. **Is the planned implementation cost-effective?**
   a. Which cost do we expect for licences, hosting, maintenance, and software support?
   b. Which cost do we expect for the implementation measures described above?
   c. Which of these costs are to be paid by whom?
   d. How does the expected cost relate to the expected added value of our intervention?
   e. Is this cost justified compared to alternative measures?