



gaia
education

Design for Sustainability



additional info

Key issues for Organising
an Ecovillage Design Education Course



gaia
ede



Gaia Education
Ecovillage
Design Education
Programme



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Participant Enrolment Questionnaire

When applying to participate in the course, participants will be expected to fill-in an enrolment questionnaire, giving you the opportunity to get to know them before their arrival. While the usual suspects of *name, address*, etc will be included on the form, take time to delve deeper into the background, intentions and expectations of the participant.

The enrolment questionnaire can also be used to raise awareness regarding food (e.g. vegetarian), accommodation (e.g. camping), certification requirements and anything else that may inhibit their participation.

If students are expected to meet any other commitments as part of their participation in the course, now is a good time to state these.

If your EDE is offering bursaries, scholarships or has a limited number of available spaces, the enrolment questionnaire can also serve as a means to filtering applicants. The section [*The Selection Process*](#) deals with this in more detail.

Some participants may be hesitant to disclose their age, gender or religion. Knowing age and gender will be useful when finalising accommodation. Having an awareness of the spiritual and cultural orientation present in the group will be useful in designing the EDE with sensitivity and preparing participants and staff similarly.

Before the course begins, all facilitators should have read and integrated the information coming from participants into the design of the programme. Be sure, however, to respect participants' privacy and their wishes regarding the disclosure/non-disclosure of personal details.

The below guidelines can be supplemented by items from [*The Selection Process*](#) section and includes items which may be more relevant to international or multicultural EDE's.

Basic Information

- Name, age, gender, nationality
- Physical/postal address, contact numbers, email address
- Language proficiency
- Any special dietary, medical, physical or emotional needs or conditions
- Course modules and dates which participant will be joining
- Fees and investment options

Background Information

- Profession, occupation, organisations/projects involved in
- Prior participation or experience in other sustainable education courses
- Skills / presentations they would like to share with the group
- Short description of themselves which can be shared with other participants



EDE Specific Information

- How did you find out about the course? Knowing this will aid future marketing
- Intentions in joining the EDE
- Expectations from the EDE

Travel Information

- Expected date and time of arrival at venue
- Flight numbers, arrival/departure dates and times, passport numbers
- Visa requirements

The Selection Process

Selection processes can be tricky and are bound to occupy much time and energy. And so it should. It can be argued that the quality of the course depends not only on the quality of the staff involved, but also the diversity of the participants.

Having a selection process in place is relevant when bursaries and scholarships will be handed out or the number of course applicants is likely to outnumber available places.

The closing date of applications should be two to four weeks prior to course commencement unless elaborate travel arrangements, such as visas, need to be catered for.

YOUR RESPONSE to this question may be linked to the intention of your EDE. Regardless, the unique context of your EDE should be taken into consideration.

What are the guiding principles behind selecting participants?

Participant's Personal Attributes:

- Their capacity to apply the knowledge in their own community/work space
- Their capacity to spread this knowledge and inspire others to apply and spread it similarly
- Engagement in or the potential to engage in relevant projects and movements
- Other criteria may include the socio-economic background of the applicant such as income bracket, family and/or community responsibilities and projects in which the applicant is involved-in.



Considering the Below Will Contribute to a Diverse Yet Balanced Group:

- Gender, life experience, profession, socio-economic background
- Ratio of local to international participants
- Diversity of the group's age range

What will the selection process entail?

This may include filling in additional or extended enrolment questionnaires, telephonic and/or face-to-face interviews, liaison with applicant referees, selection meetings, agreeing any commitments or responsibilities with applicants and final confirmation and acceptance by participants.

Who will filter applications and select participants?

A minimum of two though preferably three people should be involved in the final selection of participants. If your EDE is being organised by multiple organisations or has multiple stakeholders, it is a good idea to have a person from each organisation involved. In maintaining autonomy, include outside funders, if they request, only once those who hold the vision of the EDE have established clear selection criteria and guidelines.

How to ensure participant quality and prevent drop-out?

Tricky questions indeed! Answers will differ from culture to culture and participant to participant – IE, there is no one-shoe-fits all solution here. There are, however, things that can be done to maximise quality and minimise drop-outs:

- Understand the participant's unique context and anything that may impact their ability to complete the course – this could be political, cultural, organisational or personal
- Ensure their understanding of course contents
- Gain their commitment to the course schedule and dates
- Align your and their expectations
- Seek a referee's input

Should any requirements be placed on participants?

Experience has taught that when participants give something in return for what they receive, their commitment is likely to deepen. Again, avoid blanket stipulations – in some cases, requirements may have an adverse effect. Strive to understand the participant.

Some EDE's offer fewer full bursaries and more part bursaries. Assisting with the day-to-day tasks of running the EDE and other exchanges will align and can even contribute to the Economic dimension of the EDE.

Additional items for the enrolment questionnaire

Depending on your selection criteria, the below will give you some ideas to expand on.

- Names and contact details of referees
- Participants political and/or cultural background
- How participants envision using what they have learnt, in the future
- What participants imagine their challenge during the programme will be
- Participant's vision, talents and challenges for a sustainable life
- The inclusion of a short CV
- Agreements to any required commitments



EDE participants list

[The Participants List](#) must be filled out and sent to Gaia Education, within 15 days from the end of the course. Your [EDE Report](#) must be submitted within 90 days after completion of your EDE. A template for this list can be found in [Appendix III](#) of this Guide.

Issuing Certificates

Participants should be made aware, before registering for the course, that in order to receive a Certificate of Completion they will be required to be present and active in at least 90% of the course.

Each site must develop their own method for measuring a participant's attendance.

You will have received the latest Gaia Education Certificate template with your Certification package. Please refer to the sections [Certificate Instructions](#) and [Certificate Style Guide](#) for details on how to complete this.

EDE Evaluations

Gaining feedback from participants and faculty alike are crucial components in monitoring and evaluating whether or not your EDE achieved the outcomes you were hoping it would.

Monitoring and evaluation can be done in a number of different ways, both during and after your programme. Organisers of Certified EDEs are committed to submitting the **Gaia Education EDE online Evaluation** (see below for details).

If the participants of your EDE **do not have easy access to internet** or computers or **do not speak English** you can ask Gaia Education (certification@gaiaeducation.org) for a word evaluation sheet and have the participants to fill it in at the end of the program. Please make a summary of the key findings and send it to certification@gaiaeducation.org immediately within the completion of the course.


The Gaia Education Online EDE Evaluations


The **Gaia Education EDE Evaluation** is an online evaluation to be completed by all participants of a Certified EDE. Organisers of Certified programmes are committed to including the results of this evaluation with their *EDE Report*.

The *Gaia Education EDE Evaluation Template* is located on SurveyMonkey. The below instructions will guide you through the process using this template to create a **Gaia Education EDE Evaluation** for your programme and which participants can then complete via SurveyMonkey.

Sign-in & Create your Gaia Education EDE Evaluation

Detailed assistance on survey creation using SurveyMonkey can be found [here](#) on help.surveymonkey.com.

1. As the organiser of a certified EDE you will have received a username and password for Gaia Education's account on SurveyMonkey, in your Certification package. Using these details, go to www.surveymonkey.com and sign in. If you cannot find this information please email certification@gaiaeducation.org
2. Create a new survey by clicking on the  link in the top right corner
3. Select to **Copy an Existing Survey**. Copy the '**Gaia Education EDE Evaluation Template**' and rename the title as per the below. Click on the **Continue** button to proceed.

☒ **Copy an existing survey** 

Copy:

Title:

Nickname:

4. The **Design Survey** page will now open, allowing you to change details of the survey, including the survey title, theme, instructions and questions.

Gaia Education EDE Evaluation

Design Survey
Collect Responses
Analyze Results

Edit Survey

Edit Survey
Preview Survey
Send Survey »


5. Edit survey title, logo or theme

To change the look of your survey, select a theme below.

Gaia Education
Edit Theme
Create Custom Theme

TITLE & LOGO

Edit Title
Edit Logo
Edit Layout

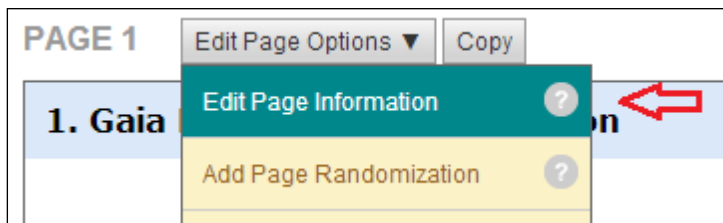


<Your EDE Name> Evaluation <Year>



- a. The Edit and Create buttons highlighted in green above can be used to change the look and feel, or theme, of the survey.
- b. The survey Title, Logo and Layout can be edited using the buttons highlighted in red.

6. Edit / add survey description & instructions



- a. Click on 'Edit Page Options' and select 'Edit Page Information' – edit or add information in the space provided.
- b. Click on **Save Page** to continue.
- c. Logos and other goodies can be added to the survey using the 'Survey Options' link on the left.

7. Saving your survey

When editing the survey, each time you click on the **Save Page** or **Save & Close** buttons, changes to your survey are saved.

Once created, surveys can be edited at any time prior to distributing the survey link to participants. Simply login into SurveyMonkey and select the survey you wish to edit from the list. The 'Title Search' option on the top left makes finding your survey quick and easy.

Collect Responses for Your Gaia Education EDE Evaluation

Detailed assistance on collecting survey responses can be found [here](#) on help.surveymonkey.com.



1. When you are ready to collect responses from participants, go to the **Collect Responses** tab.
2. Numerous options are given though we recommend using the **Web Link** option to create a website page link which can be directly emailed participants.

How Would You Like to Collect Responses?

☒ **Web Link**
Create a Web Link to send via email or post to your web site.

☐ **Email**
Create custom email invitations and track who responds in your list.

3. Click on **Next Step »** to proceed.
4. Copy the link provided and paste into an email to share with participants.

Your Survey Web Link

Collector Name: **New Link** [Edit](#)

Copy, paste and email the web link below to your audience.

<http://www.surveymonkey.com/s/WongsanitEDE2013>

[Customize](#)

5. After responses have been collected, it's advisable to **Close** the survey. This can be done going to the **Collect Responses** tab and clicking on the 'OPEN' status indicator in the 'Status' column – this will change it to **Closed**.

Status
● OPEN

Analyse Results from your Gaia Education EDE Evaluation

Survey results can be viewed and analysed via the **Analyse Results** tab instantaneously! Detailed assistance on analysing the results of your survey responses can be found [here](#) on help.surveymonkey.com

Gaia Education EDE Evaluation

Design Survey

Collect Responses

Analyze Results





EDE Report

Gaia Education uses your EDE Report to gain a closer understanding of your EDE and evaluate it, as well as to use it as an information tool for future participants and organisers. The report consists of 3 main parts (*EDE Article*, *EDE Report* and *EDE Case Study*) and will be circulated to the Certification Team and Gaia Education Board. Refer to the [Report Guidelines](#) for guidance on report length, contributors, etc.

Note: *Re-Certification is granted only to sites that have submitted a previous course report in good standing demonstrating the learned lessons by the organisers, and the strengths of the program.*

If appropriate, Gaia Education would love to publish your [EDE Article](#) and the Case Study. Please inform Gaia Education if, for any reason, there is information you do not want published.

Organisers of Certified EDEs are committed to emailing their course report to the marketing and communications coordinator of Gaia Education within 90 days of completion of the course. If you don't wish your report to be published, please send a second copy excluding the information you do not want to be public.

What to include in your EDE Report

Please, do be aware that all these documents that we are demanding are for the Gaia education community sake. They help future participants and organisers to know better what the EDE is like. They give better reputation to your program and increase the level of awareness towards it. We, at Gaia Education, would use this material to communicate the wisdom of your participants around the world to be able to inspire more and more people and transmit your best sustainable practices to the world. Therefore, the documents that we wish you to include with your EDE report are:

- 1. EDE Report**, a 2 to 6 pages report, that contains the following information (in editable .pdf format):
 - Basic stats including numbers of participants, age range, gender ratio, countries, ethnicities and backgrounds
 - A description of the course rhythms (times of daily activities, sessions, free time, social time, interaction with hosts, rest; how many hours in lectures & practical sessions, etc.)
 - Highlights & challenges of each dimension
 - A sentence on each core faculty/facilitator
 - Key trends from the Gaia Education Survey Monkey evaluations
 - 3-4 participant quotes from the Gaia Education Evaluations or other sources
 - Summary of projects/activities participants intend to engage in, inspired by their attendance in the course
 - Lessons learnt. If a re-certified EDE, also list & respond to lessons learnt from previous EDE.
 - Concise financial information showing income/expenditure & details of how any Gaia Education grant was spent
 - 2 – 6 high resolution photos from each dimension, captioned & inserted into the text
- 2. The Participants List** *: using the template that was sent with the certification pack, including the number of the EDE Diploma for each participant. (in excel format)
- 3. Pictures** *: 2 – 6 high resolution photos from each dimension, that can be send with [we transfer](#).



4. **Gaia Education EDE Evaluation*** created with Survey Monkey. This only if your participants can have access to computer. And send the link of the survey to us too.
5. **Case Study:** 1 or 2 brief documents of 1 or 2 pages long written by the participants. Please include:
 - Participants' names and contact details
 - Country, region/bio-region and communities involved
 - Specific objectives or goals of the design
 - The social, economic, ecological and worldview aspects
 - Its current stage of implementation
 - Comments on the process of the design group & techniques used
 - Lessons adopted by students while advancing the case study
 - 2-3 high-resolution photos.
6. **EDE Article:** a minimum of 400 to 500 word article. You can describe your EDE in terms of the know-how and learning obtained, the stories and inspiration that happen to the participants and the organisers during the EDE or a good summary of a project or activity carried out during the program. Take into consideration that this article will be circulated among the Gaia Education's community, so they wish to learn, get inspired and be empowered by your program and your participant's experiences. The EDE Article could also be an attractive executive summary from the report.

If your EDE is piloting new curricula approaches, please include:

- A brief description of the new material or approach
- How the pilot went and how the new material or approach was received
- Any difficulties, comments, unexpected results, etc.
- Remember to make all these documents available within a period of 90 days from the end of the program. Please send the documentation to certification@gaiaeducation.org

Report Guidelines

- The report should express the views of faculty, facilitators & participants
- Focus on analysis of trends and effectiveness of content and teaching
- Depth and clear articulation more important than lengthy content
- Detailed descriptions of content / activities not required
- Total report should not exceed 8 pages with 12 point font
- Report format should be sent in PDF and Microsoft Word compatible.



Additional Documentation

Slide share presentations:

At Gaia Education we believe that what we are co-creating together is a worldwide network of people with very relevant knowledge on the best sustainable practices, as well as wanting to be at the cutting edge for sustainable education. Once you organize your EDE program, you become part of this community and we would love you to be a part of this dream. Therefore, we have created a **Slideshare** channel, where we could upload 1 or 2 of your best **Power Point** or **Prezi** presentations from your program. Please, do remember to include your program's EDE name, all the official logo's as well as your organisation's logo and the dates. You can send the presentations to the marketing and communications coordinator of Gaia Education.

Videos:

If during your program you can record any video we would also be delighted to share it with the community through the Gaia Education's YouTube channel. Some suggested topics for the videos are:

- "How to" video: demonstration on how to build, construct or produce something that is a good sustainable practice, like "how to build a compost heated shower".
- "Promotional video": a compilation of the best moments, images and interviews with participants.
- "Interviews": interviews from facilitators and trainers on a certain topic.



APPENDIX I: Certificate Instructions

Your **certification package** will have included the Microsoft Word document of the Gaia Education EDE Certificate of Completion template. This certificate is strictly for those students who have completed over 90% of the course.

We **recommend** that you keep the file in a safe location, ensuring you have a fresh template to work with should the layout become corrupted in Word. This template should be fully compatible with Word 97, Word 2004 and higher.

Please **also** see the below [Certificate Style Guide](#) detailing the font styles, again in case Word jumbles things up.

For your information, the proper layout is inserted as a fixed watermark under the whole page. As such, Word will apply a washout effect (make it lighter) in the **DISPLAY** of the document, but it will **PRINT** properly.

There are four text boxes that need to be edited:

1. The main text, including everything from "This is to certify..." to the date the programme was held. Just double click the words/segments you want to change and type in the new text, making sure the formatting doesn't change.
2. The "Serial number" in the top right. For example:

Gaia Orissa 2012 course has the serial number:

EDE/OR/01/2012

Each student will have a different number. For example:

EDE/OR/01/2012 Ana Maria Silva

EDE/OR/02/2012 Beatriz Mendonca

EDE/OR/03/2012 Donald de Souza

We suggest you organise in alphabetical order by first name.

1. Please remember to include each student's certificate numbers in [The Participants List](#) which you will be sending to us.
2. The Name & Title of whoever signs the certificate at the bottom right
3. "May East, Programme Director, Gaia Education" in the bottom left. This cannot be edited as the signature is a fixed part of the background.



This Certificate Style Guide will come in handy as a reference.





APPENDIX III: The Participants List

Gaia Education Participants List								
Name of Programme: EDE Damanhur								
Country: Italy						Participants: <input type="text"/>		
Date (dd/mm/yyyy - dd/mm/yyyy): 6/ 08 / 2016 - 03 / 09 / 2016								
						Language CODE:		
						English: eng		
						Spanish: spn		
						Portuguese: porto		
	Certificate No.	Last Name	First Name	F/M	Country	Language	Email	Subscribe to Mail List?
1	EDE/01/2016	Rackson	Ross	m	Denmark	eng	ross@gaia.net	y
2								
3								
4								
5								
6								
7								
8								
9								
10								

The below sheet needs to be completed with the details of your participants: their certificate number (where applicable; see [Certificate Instructions](#)), email address and their consent to be subscribed to the Gaia Education mailing list, and send to Gaia Education. The template can be copied and pasted into a spreadsheet or Word. Add rows as needed!



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