



rivet education's

PROFESSIONAL LEARNING PARTNER GUIDE

Gateway 3 Template

Gateway 3: Using data to plan and improve

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Purpose

This document serves as evidence for Rivet Education's reviewers. Reviewers *will* evaluate the responses you submit and use this document to support their evidence for indicator scores; however, the information in this document will not be displayed publicly in the PLPG.

Directions

Download this file as a Word document, and complete and submit it in Rivet's application portal. You only need to submit one template total, no matter how many HQIM or types of professional learning you have applied for. Please ensure you use the [PLPG application rubric](#) to guide you as you craft your responses.



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PROFESSIONAL LEARNING PARTNER GUIDE

Gateway 3 Template

Please select which applies to you:

- ☐ HQIM Publisher (you were approved for the HQIM you publish in Gateway 1)
- ☐ Non-publisher

Indicator 3.1: Professional learning provider has specific systems and processes to learn about client's goals, resources, and requirements to tailor approaches and/or services to clients' needs.

Describe the process that you use to learn about a new client's goals, resources, and requirements and how you use the information to tailor approaches and/or services to clients' needs. (limit 200 words)

Indicator 3.2: Professional learning provider evaluates the impact of its services to ensure participant learning and shares this data with the client to drive improvements.

3.2a: Answer the following questions in the chart below for each of [Guskey's¹ evaluation levels](#) your organization uses to measure the effectiveness of your professional learning services.

1. How does your organization measure the effectiveness of its professional learning services within this Guskey level?
2. What results have you achieved with a particular client at this Guskey level?
3. How did your organization use this data to improve its services?

Notes for completing the chart:

- Complete the chart only for the Guskey level(s) your organization uses to evaluate the effectiveness of its services. Leave the other rows blank. Applicants need only demonstrate that they collect data at **3 Guskey levels** to pass Gateway 3.
- For each Guskey level you choose to include, complete all three cells in that row. For example, if you measure participants' learnings, include how you measure participants' learnings, a sample of results that you've achieved, and how you use those data about participants' learnings to improve the quality of your services.
- Use data from one client. Don't mix and match clients.
- Each response is limited to 100 words per cell.

¹ Rivet's evaluation for Gateway 3 is based on The Guskey Framework developed by Thomas Guskey. For more information about the framework, including a detailed description of each level, refer to Learning Forward's article by Thomas Guskey titled [Gauge Impact with Five Levels of Data](#) (2016) adapted from his book *Evaluating Professional Development* (2000).

Sample–Please delete before submitting.

Name of client: Fake Client #2

Guskey Level	How do you measure effectiveness? (<100 words per cell)	What results did you achieve? (<100 words per cell)	How did you use data for improvement? (<100 words per cell)
Participants' Use of Knowledge and Skills	<i>Our coaches use the Instructional Practice Guide to assess whether teachers are applying the skills and knowledge from the training.</i>	<i>IPG data showed Core Action 1 & 2 were evident in most Wit & Wisdom classes (more than 89% of the time). However, Core Action 3 was an area for growth with evidence of additional support needed.</i>	<i>We realized teachers were still struggling with some aspects of Core Action 3, so we amended our PLC protocol to spend more time on planning for student questioning. We built in opportunities to engage in activities to anticipate and plan the types of questions students may ask.</i>

Template

Name of client:

Guskey Level	How do you measure effectiveness? (<100 words per cell)	What results did you achieve? (<100 words per cell)	How did you use data for improvement? (<100 words per cell)
Participants' Reaction			
Participants' Learning			



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PROFESSIONAL LEARNING PARTNER GUIDE

Gateway 3 Template

Organizational Support and Change			
Participants' Use of Knowledge and Skills			
Student Learning Outcomes			

3.2b: Describe your process for sharing and debriefing impact and evaluation data with district partners. (limit 250 words)



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PROFESSIONAL LEARNING PARTNER GUIDE

Gateway 3 Template

Indicator 3.3: Professional learning provider evaluates facilitator candidates for hire for knowledge of content, content pedagogy, HQIM, and adult learning practices. The professional learning provider has systems and processes in place to provide facilitators with initial training.

Describe how you evaluate potential facilitators' content knowledge and ability to deliver professional learning that reflects best practices for facilitating adult learning. (limit 200 words)



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PROFESSIONAL LEARNING PARTNER GUIDE

Gateway 3 Template

Indicator 3.4: Professional learning provider has a process to evaluate facilitator/coach effectiveness and uses that data to improve overall services and to address individual facilitators' needs.

Provide a specific example of how your organization has used data about facilitator/coach effectiveness to improve overall services or address individual needs of facilitators. (limit 200 words)



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PROFESSIONAL LEARNING PARTNER GUIDE

Gateway 3 Template

Indicator 3.5: Professional learning provider has a process to stay up to date on changes to publication formats and content, and/or stay informed on current HQIM available on the market.

Complete the sections of the table that apply to your organization's application.

Please select which type(s) of application you were approved for in Gateway 1 :

- ☐ HQIM (Initial Implementation, Ongoing for Teachers, Ongoing for Leaders)
- ☐ Adoption

For providers that support Initial Implementation, Ongoing for Teachers and/or Ongoing for Leaders: Explain your process for staying up to date on platform and curriculum updates and revising your professional learning materials accordingly. (Limit 150 words)

For providers that support Adoption: Describe how you stay up to date on HQIM in the marketplace and update your professional learning materials accordingly. (Limit 75 words)



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