



Improving Qualification for Elderly Assistants

Project IQEA Evo Quality Plan



Education and Culture DG

Lifelong Learning Programme

Table of contents

1.	<i>INTRODUCTION</i>	3
2.	<i>PROJECT OBJECTIVES</i>	3
3.	<i>SUMMARY</i>	4
4.	<i>DESCRIPTION</i>	4
5.	<i>PRODUCT INFORMATION</i>	5
6.	<i>WEBSITE</i>	6
7.	<i>CONSORTIUM</i>	6
	Promoting / Coordinating Organisation	10
	Contact Person	11
8.	<i>MANAGEMENT STRUCTURE</i>	13
9.	<i>PARTNERSHIP GOVERNANCE AND MEETINGS</i>	15
10.	Date and venue of next meeting ... Errore. Il segnalibro non è definito.	
11.	<i>REPORTING</i>	20
11.1.	<i>Partner financial reports</i>	20
11.2.	<i>Partner Progress Statements</i>	20
11.3.	<i>Project Interim and Final Reports</i>	21
11.3.1.	<i>Interim Report</i>	21
11.3.2.	<i>Final Report</i>	21
11.4.	<i>Deliverables</i>	21
11.5.	<i>Publications/Presentations/Products</i>	21
12.	<i>COMMUNICATIONS</i>	22
12.1.	<i>Consortium communication</i>	22
12.2.	<i>Naming of files and e-mail Communication</i>	22
12.3.	<i>Language of communication and translation</i>	23
13.	<i>FINANCIAL – PAYMENTS</i>	23
14.	<i>QUALITY ASSURANCE</i>	23
14.1.	<i>Monitoring and evaluation</i>	23
14.2.	<i>Evaluation approach: Basic Aims and Associated activities</i>	24
14.3.	<i>Evaluation Tools</i>	25

1. INTRODUCTION

This document describes the processes, procedures and controls applied, to all activities concerned with the attainment of a quality assured contracting service. It defines the quality standards to be used, explains how quality requirements will be met, guides the implementation of the quality system and serve as a stable definition of IQEAEVO quality system.

This Quality Management plan briefly describes the project managerial approach mainly reflected in the administrative procedures, which should be followed in carrying out the Life Long Learning Programme.

It describes the organisational structure of the Project, defines the responsibilities of the participants, and outlines the procedures with regard to monitoring, evaluation and reporting of the technical and financial progress of the Project. It is based on the agreement drawn up between EXFOR and the European Commission, as well as on the Partnership Contracts between the partners and EXFOR

2. PROJECT OBJECTIVES

Project goal is implementing an ECVET system to favorite the moving of well trained workforce from one to the other of the 3 EU countries involved in the actions: Italy, Romania and Poland. Cause of aging of population and birth decreasing, Italy registers a high demand of workers in elderly care-giving, satisfied by migrant women mostly coming from Eastern Europe, often lacking of specific training. In Romania, the transition to a free market economy has left aftermaths: the elderly have been mostly excluded from initiatives in social and health care; there is no social care network for many old people suffering chronic illness; cause of migration, Romania registers a lack of health care personnel including nurses. About Poland: Italy is the second favorite destination for those migrant workers after Germany; 100.000 are esteemed in Italy, 75% women mostly working as care workers and also that country is facing shortage of nurses.

3. SUMMARY

Aim of the project is developing and experimenting an ECVET system for professional profile of elderly caregiver, providing assistance at home or in nursing homes/shelters. The process will lead to sign a partnership agreement between Italian, Romanian and Polish institutions allowing students to obtain credits, achieving a qualification in the care field recognized all over the territories of experimentation regardless of the training institution issuing the diploma. This will make the training system more transparent, relied to real needs of the job market, promoting workers mobility and supporting new services for elderly people. The foreseen steps are: A) Definition of the concerning professional profile (functions, knowledge and competences) by comparing analysis of professional profiles and available qualifications in all involved countries, taking in account local policies and organization of social services. Professional areas will be identified also related to European Qualification Framework (EQF) model and Europass system. B) Definition of training units and related credits by involving practitioner and social work experts of the participating countries. Those units will allow the trainees acquiring of basic skills on elderly care, basic health care practices and transversal competences related to job organization. C) Joint definition of common standards for training delivery (schedule, methods, classes and practices alternation, tools for validating acquired competences, use of ICT technologies). D) Joint definition of procedure to assess learning. The system will be afterwards experimented in the involved territories: Italy (Sardinia and Friuli Regions), Romania and Poland. Testing the developed tools, also related to regional policies on caregivers qualification and validation of non-formal and informal learning, will involve at least 130 learners: 80 in Italy (40 in Sardinia Region, 40 in Friuli Venezia Giulia Region), 25 in Poland, 25 in Romania.

4. DESCRIPTION

The aim of the project is testing new and effective instruments for the needs of elderly care-giving and integrating the local social policies. The experimenting will allow local institutions to adopt correct strategies to avoid that one of the weakest component of population (the elderly, especially those not self-sufficient) rest without

an assistance, so lengthening the life of an old people band, consenting them to take longer part to social life of communities. It will be realized by using EQF systems and Europass models. The project is linked to results of: a past project LLP-LDV-TOI titled "Talenti di cura", realized by Italian partner "Consorzio Anziani e non solo"; an EQUAL project titled "Aspasia" also realized by Consorzio Anziani e non solo"; a Leonardo project titled "AILA" realized by German partner IAT. An innovating aspect of the proposal is the methodology for analyzing and describing proper skills in a professional area still lacking of certitudes and formalisms. Furthermore, there will be tested new instruments in professional training, suitable to assure the acquiring of right competences and abilities by participants. So the project paths will experiment effective models for sector skills recognition. Moreover, referring to the actual situation of involved territories, the identified trans-national partnership will allow to promote a higher quality and well planned mobility, related to effective needs. The project partners will consent to test the model efficacy, avoiding to omit or postpone appropriate verifications. Actually, Regions in Italy and Counties in Romania and Poland are the competent institutions governing the professional sector; this will consent the direct adopting of proposed models for professional training in home caregivers. The trans-national actions of the project will also promote the European diffusion of tested system. After all, the skills certifying model will be an effective instrument to fight sector illegal job.

5. PRODUCT INFORMATION

The strategy aims to influence institutional, educational and social systems of territories involved, to promote adoption of models and procedures tested by the project, transferring results so to improve local policies according to regional, national and European targets. Spreading later to other EU countries, will be undertaken the support of local institutions in Italy, Poland and Romania to give testing visibility, disseminate results, predict the sector impact and promote adopting of instruments and procedures. Will be realized the following actions: 1) analysis of the involved regions social realities, comparing policies in home (or not) elderly care assistance, so as in foreigners integration, related with the findings of a past Leonardo project realized by German partner IAT; 2) definition and consequent sharing of various

professional profiles acting in elderly care; 3) definition and consequent sharing of training and skills recognition system developed according to ECVET methodology; 4) improvement of local job demand and offer matching systems; 5) best practices dissemination to further areas not involved in project testing. A well structured process will be enabled for the following purposes: 1) improvement of care assistance and consequently elderly quality of life; 2) improvement of local health and care public systems; 3) qualification of regional job demand and offer matching systems by public registers of home care assistants; 4) dissemination of project tools and procedures to other local systems. To achieve this, when the results of ECVET methodology will be available and shared, in the involved territories will be realized: n. 2 workshops, one for each of the two Italian partner regions; n. 1 workshop in Poland and n. 1 workshop in Romania; n. 1 transnational conference in Italy; n. 1 publication in four languages (English, Italian, Polish and Romanian); n. 1 project website; n. 1 collection of video interviews to the project stakeholders.

6. WEBSITE

www.IQEA.eu

7. CONSORTIUM

The Lead Partner of IQEAEVO project is EXFOR ExFor. It is a not lucrative organization operating from 2002 in human resources competences improvement. It is a training agency certified by Sardinia Region. It operates in several sectors as tourism, new technologies, local development, work policy and social policy.

EXFOR represents the Partnership as the signatory to the contract between the Partners and the European Commission. This contract is referred to as having the acronym ***IQEAEvo***. The responsibilities of the various parts of the management structure are described below; further details can be found in the Partnership Contracts.

Name:EXFOR Experience & Formation

City: Cagliari

Region: Sardegna

Country: IT-Italy

Organization Type: others

Homepage: www.exfor.it

Specific requests of information related to project contents should be sent to project contact person:

Contact Person

Name: Gianfranco Massa

Address: Via Logudoro n. 8

City: 09127 Cagliari

Country: IT-Italy

Telephone: +39070531115

Fax: +39070531115

E-mail: g.massa@exfor.it

The other partners of the consortium are:

Partner 1

Name: IAT Institut Arbeit und Technik

Address: IAT Institut Arbeit und Technik Munscheid Strasse 14 45886 Gelsenkirchen (Bremen) Germany

City: Gelsenkirchen

Region: Bremen

*Country:*DE-Germany

*Organization Type:*university/Fachhochschule/academy

Homepage: www.iat.eu

Partner 2

*Name:*Regione Autonoma Friuli Venezia Giulia - Direzione Centrale Istruzione e Formazione

*Address:*Regione Autonoma Friuli Venezia Giulia Direzione Centrale Istruzione e Formazione Via San Francesco n. 37 34133 Trieste (TS) Italy

*City:*Trieste

*Region:*Friuli-Venezia-Giulia

*Country:*IT-Italy

*Organization Type:*public institution

Homepage: www.regione.fvg.it

Partner 3

*Name:*KAIROS S.P.A.

*Address:*KAIROS S.P.A. Via Santa Croce n. 2257/a 30135 Venezia (VE) Italy

*City:*Venezia

*Region:*Veneto

*Country:*IT-Italy

*Organization Type:*others

Homepage: www.kairos-consulting.com

Partner 4

*Name:*Anziani e Non Solo Società Cooperativa

Address: Anziani e Non Solo Società Cooperativa Via Lenin n. 55 40112 Carpi (MO)
Italy

City: Carpi

Region: Emilia-Romagna

Country: IT-Italy

Organization Type: association/non-governmental organisation

Homepage: www.anzianienonsolo.it

Partner 5

Name: Regione Autonoma della Sardegna - Assessorato del Lavoro, Formazione Professionale, Cooperazione e Sicurezza Sociale

Address: Regione Autonoma della Sardegna Assessorato del Lavoro, Formazione Professionale, Cooperazione e Sicurezza Sociale Via XXVIII Febbraio n. 1 09131 Cagliari (CA) Italy

City: Cagliari

Region: Sardegna

Country: IT-Italy

Organization Type: public institution

Homepage: www.regione.sardegna.it

Partner 6

Name: Fundacja Fundusz Współpracy

Address: Fundacja Fundusz Współpracy Ul.Górnośląska 4a 00-444 Warszawa Poland

City: Warszawa

Region: Mazowieckie

Country: PL-Poland

Organization Type: others

Homepage: www.cofund.org.pl

Partner 7

Name: Asociația Habilitas Centrul de Resurse și Formare Profesionala

Address: HABILITAS Centrul de Resurse și Formare Profesionala Str. Aleea Valea Roșie, 4 061738 Bucuresti Romania

City: Bucuresti

Region: Bucuresti

Country: RO-Romania

Organization Type: others

Homepage:

Promoting / Coordinating Organisation

EXFOR constitutes the Coordinating Organisation. Overall management of the project is responsibility of EXFOR including the following tasks:

- To manage the project, both the administrative and technical aspects.
- Organise, in collaboration with the host partner, the meetings of the partnership in the locations unanimously agreed (set up the agenda, assure the full achievement of it, prepare the minutes etc.).
- Coordinate the decision-making process.
- To implement the decisions taken at the meetings.
- To prepare the financial content of the Interim and Final Reports and to send both reports to the EC.
 - Interim Report (12 months)
 - Final Report (24 months) [to check with the contract]

- To assure by all usual means the fulfilment of the project's tasks, responsibilities, activities and outcomes and to operatively resolve the issues and disputes inside the partnership.
- To guide, co-ordinate and control progress and quality of all programme activities.
- To settle any disputes, in consultation with the European Commission, which cannot be solved by the partnership meetings.

Contact Person

One or more Contact Persons have been appointed for each organisation, acting as project's manager at the local level. All communications between the Project Co-ordinator and the organisations involved will be established through the Contact persons who will represent the partner organisations at the partnership Meetings. The Contact Person is responsible for planning, directing and monitoring the Work Programme carried out at that organisation. For this Project the Contact Persons are:

Table 1

	Partner	Contact person
P1	Experience & formation (EXFOR) Italy (Coordinating Partner)	Gianfranco Massa
P2	Anziani e non solo Società cooperativa (ANS) Italy	Licia Boccaletti
P3	KAIROS Spa Italy	Giuseppe Paxia
P4	Institut Arbeit und Techik (IAT) ,Germany	Stephan Bandemer
P5	Asociatia HABILITAS(HAB) , Romania	Rodica Caciula
P6	Cooperation Fund Fondation (CFF) ,Poland	Beata Puszczewicz
P7	Regione autonoma della Sardegna (RAS) ,Italy	Giuseppe Simone
P8	Regione Friuli Venezia Giulia(FVG) ,Italy	Luigina Leonarduzzi

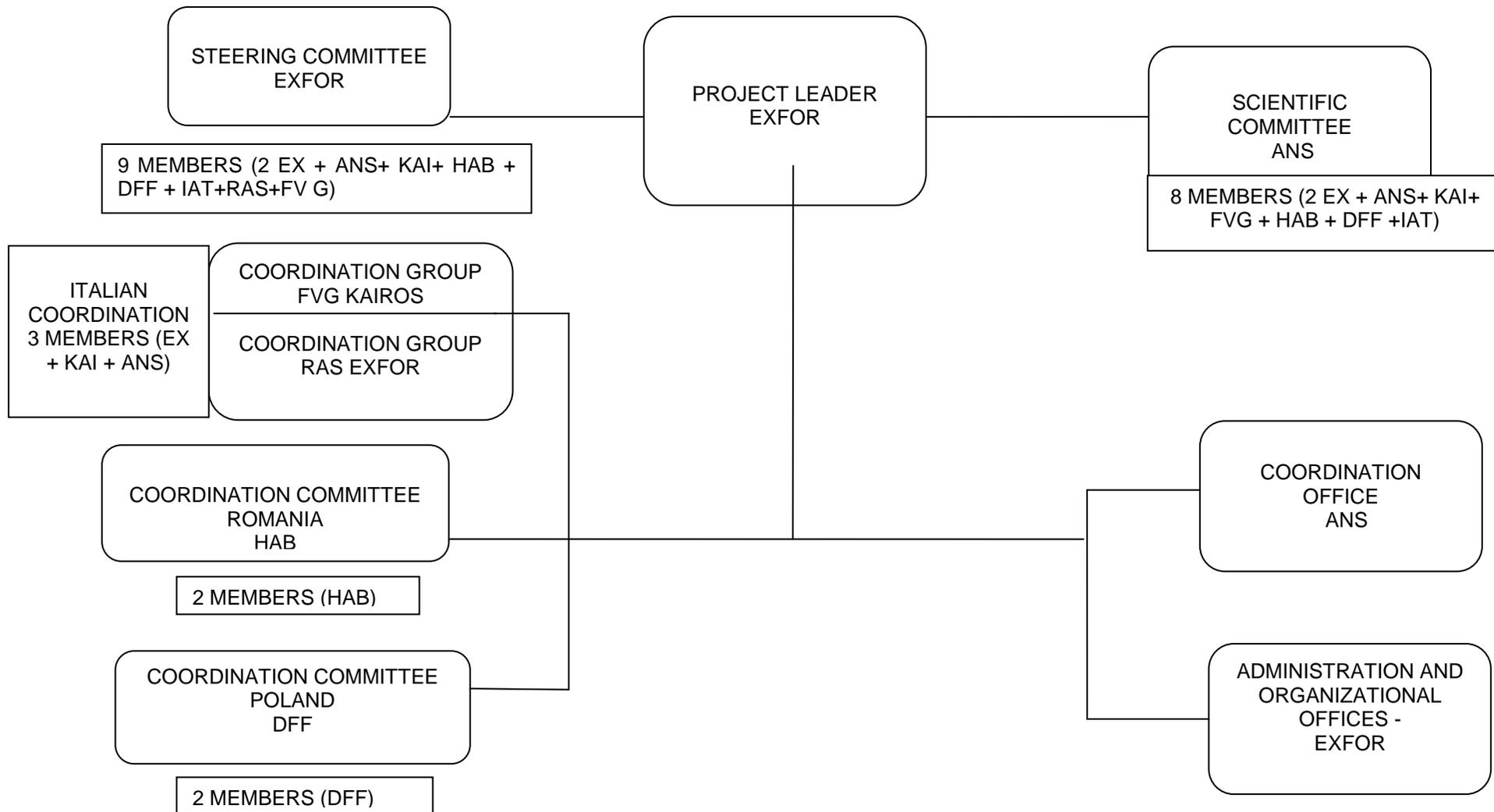
The responsibilities of the Contact Person are:

- Ensuring that the required deliverables are achieved to the agreed timetable;
- Ensuring that information necessary for the project implementation is available to the other Contact Persons in the Partnership;

- Producing regular reports, and forwarding to the Project Co-ordinator and internal evaluation;
- Reporting immediately to the Project Co-ordinator any cases of objectives or targets not being achieved or adequately covered according to the timetable.

8. MANAGEMENT STRUCTURE

The management structure is represented by this chart:



With regards to the management structure of IQEAEvo Project, the total work programme is divided into 5 different work–packages. Herein follows an explicit and detailed analysis of each one of them:

- WP1: Project Governance
- WP2: Implementation of the Ecvet system
- WP3 : Promotion end enhancement
- WP4: Exploitation of the results
- WP5: Monitoring

Each WP is articulated in actions and interconnected sub-actions. Each partner plays a specific role within the WPs, as shown in the attached Executive Plan.

Each work package is coordinated by a different partner. Each coordinator is in charge of performing the tasks of the work package he/she has assumed responsibility for, producing the activity plan and fulfilling the completion of the WP content. The Promoter of the Project shall provide every tool for the management of the Project and will be supervising overall performance and progress of the coordinator appointed for each WP.

Project Partners and Work Packages assigned

P1: EXFOR , ITALY

Work Package 1: Project Governance

P2: ANS ,ITALY

Work Package 2: Implementation of the Ecvet system

P6: CFF ,Poland

Work Package 3: Promotion end enhancement

P1: EXFOR,Italy

Work Package 4: Exploitation of the results

P3: KAIROS, Italy

Work Package 5: Monitoring

10. PARTNERSHIP GOVERNANCE AND MEETINGS

The project governance bodies are:

- Steering Committee
- Scientific Committee
- Coordination group Italy activities
- Coordination group Romania activities
- Coordination group Poland activities

Their main duties are:

- **Steering Committee**
Will support Project Leader in adopting planned actions. Its duties will be: defining strategic lines of the plan and assuring vertical and horizontal mainstreaming actions. Besides, it will have an addressing role related to training and social policies and it will supervise experimenting on local areas.
- **Scientific Committee**
Its tasks will be: assuring scientific value of plan; supporting IAT Bremen in evaluating and Exfor in monitoring actions; supporting experimentations in local areas, under supervision of Steering Committee; defining guidelines of training paths; applying the ECVET method for competences acknowledgment.
- **Coordination group Italy**

Will act on Italian territories (Sardinia, Friuli) of experimentation on instructions of the Project Leader. Its tasks will be the providing of: any local planned action; the programmed monitoring activities; the local managing of training paths; the local planned activities for vertical and horizontal mainstreaming; the organization of local workshops.

This body will act through two sub-groups: Sardinia Group and Friuli Group, both of them will be supervised by the Coordination Group

- **Coordination group Romania**

Will act on Romanian territory of experimentation on instructions of the Project Leader. Its tasks will be the providing of: any local planned action; the programmed monitoring activities; the local managing of training paths; the local planned activities for vertical and horizontal mainstreaming; the organization of local workshops.

- **Coordination group Poland activities**

Will act on Polish territory of experimentation on instructions of the Project Leader. Its tasks will be the providing of: any local planned action; the programmed monitoring activities; the local managing of training paths; the local planned activities for vertical and horizontal mainstreaming; the organization of local workshops.

Members of the bodies:

- The Steering Committee will consist of 9 members, one for each partner (9) plus the Project Leader acting as coordinator

Table 2

	Partner	Member
P1	Experience & formation (EXFOR) Italy (Coordinating Partner)	Gianfranco Massa
P2	Anziani e non solo Società cooperativa (ANS) Italy	Federico Boccaletti Substitute: Licia Boccaletti
P3	KAIROS Spa Italy	Giorgio Brunello Substitute: Giuseppe Paxia
P4	Institut Arbeit und Techik (IAT) ,Germany	Stephan Bandemer

P5	Asociatia HABILITAS(HAB), Romania	Rodica Caciula
P6	Cooperation Fund Fondation (CFF) ,Poland	Beata Puszczewicz
P7	Regione autonoma della Sardegna (RAS),Italy	Giuseppe Simone
P8	Regione Friuli Venezia Giulia(FVG),Italy	Luigina Leonarduzzi

- The Scientific Committee will consist of 8 members: one for each partner plus the coordinator (Please note that the project leader has delegated this role to ANS)

Table 3

	Partner	Member
P1	Experience & formation (EXFOR) Italy (Coordinating Partner)	Gianfranco Massa
P2	Anziani e non solo Società cooperativa (ANS) Italy	Federico Boccaletti Substitute: Licia Boccaletti
P3	KAIROS Spa Italy	Giorgio Brunello Substitute: Giuseppe Paxia
P4	Institut Arbeit und Techik (IAT) ,Germany	Stephan Bandemer
P5	Asociatia HABILITAS(HAB), Romania	Rodica Caciula
P6	Cooperation Fund Fondation (CFF) ,Poland	Beata Puszczewicz
P7	Regione autonoma della Sardegna (RAS),Italy	Giuseppe Simone

P8	Regione Friuli Venezia Giulia(FVG),Italy	Luigina Leonarduzzi
-----------	---	---------------------

- Piloting Groups in Italy will consist of 3 members and will be supported by a team of experts
- Piloting group Romania will consist of 2 members and will be supported by a team of experts
- Piloting group Poland will consist of 2 members and will be supported by a team of experts

Steering committee

N.	Month / year	Place	Contents
1	12/10	IT	Strategic planning: management tools and partnership internal regulation
2	05/12	PL	ECVET agreement and pilot testing plan
3	12/12	RO	Pilot testing results and draft conclusions Dissemination and mainstreaming
4	10/13	IT	Final evaluation

Generally speaking, the main duties that are taken into consideration at the Consortium Meetings are categorised as follows:

- Monitoring the Work Programme objectives, activities schedule, time scales, project deliverables and finances.
- Defining any necessary actions to keep the Project on course.
- Defining the information to be disseminated.
- Reach solutions for any current issues or issues arising.

The Project Co-ordinator (or someone appointed on his behalf) shall chair the Partnership Meetings. It is desirable that the Person attends, since the representative must be in a position to take both technical and managerial decisions.

Meetings will be programmed at least 10 days before the scheduled date.

All meeting results shall include as a minimum:

- Meeting minutes – Summary of discussion
- Terms of references: summary of actions with associated personnel and timetables for each work package
- List of attendees and apologies for potential absence
- Review of minutes of previous meeting and associated actions

11.REPORTING

Reports covering technical progress and the financial status of the Project are required by the Project Coordinator and the EC.

11.1. Partner financial reports

Every six months, each project partner is required to complete detailed financial statements in accordance with the progress made in each work package. This financial report summarises the activities at that site for that reporting period. These 6-monthly statements should be signed by the legal representative of the organisation. They will be used by the Project Co-ordinator for the Interim and Final Reports.

In total six financial follow up reports shall be submitted to the Project Co-ordinator for the following project periods:

11.2. Partner Progress Statements

Financial reports shall be accompanied by a technical progress report. Every six months, each project partner is required to complete short statements of the progress made in each work package in the form of time sheets. Within this period the same timesheet shall be used for all staff categories (manager, researcher, technician, administrative). These 6-monthly time sheets should be signed by the staff declared to have worked for the project as well as by the legal representative.

11.3. Project Interim and Final Reports

These are the formal progress reports required by the EC. They will be produced at 12 and 24 months by the Project Co-ordinator forwarded to the Partners and the EC. [Check the dates with the contact]

They will contain the following:

11.3.1. Interim Report

Implementation of actions will be developed according to E.A. requests. It will contain information on project progresses and a financial statement of costs incurred in the period.

11.3.2. Final Report

Implementation of actions will be developed according to E.A. requests. It will contain information on project activities and a financial statement of costs incurred in the period.

11.4. Deliverables

In addition to the above mentioned reports, the partners are committed to produce the final products, stated in the Application form approved by the EC.

11.5. Publications/Presentations/Products

All papers and products produced during the Project which are intended for publication in the public domain must be approved by EXFOR prior to release, in order to avoid Intellectual Property Rights problems. This does not apply to routine dissemination activity namely press releases, interviews or related dissemination material.

The following acknowledgement and disclaimer should appear in all publications:

“This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein”.

All the products and publications related to the project, including dissemination materials, must include the compulsory identification element (logos and names of the European Union, of the Life Long Learning programme as well as of IQEAEVO EVO project), as presented on the EU rules and stated in the Contract .

12. COMMUNICATIONS

12.1. Consortium communication

Electronic mail should be used wherever possible for brief written communications. A confirmation of reception of the e-mail would be useful.

Skype teleconferences should be used, whenever possible, instead of paid teleconference services.

12.2. Naming of files and e-mail Communication

E-mail Communication

E-mail messages

The subject zone of all your e-mails concerning IQEA Evo project should start with:

IQEA

Naming of files

e.g. **IQEAEvo_Name of partner_File Name_YYYY/MM/DD_revName of partner
YYYY/MM/DD.doc**

12.3. *Language of communication and translation*

The language used for the communication among partners (included meetings) is English. The project forecasts consecutive translations from English into the language of the Country where the meeting will take place, just for those transnational meetings mentioned in the approved application form.

13. FINANCIAL – PAYMENTS

The EC will make an advance payment to the Promoting Organisation, according to the Contract. The Promoting Organisation is responsible for subsequently making the appropriate payments to the other participants, according to the Partnership Contracts and the prior instalment from the EC. The EC will make further payments after approval of the Interim Report and the Final Report.

14. QUALITY ASSURANCE

Quality assurance of Project deliverables is primarily the responsibility of the Partner's Contact Person responsible for its production. It is assumed that all partners will ensure that any safety or quality guidelines issued during the course of the Project are adhered to. Adequate user information must be provided with all deliverables.

14.1. *Monitoring and evaluation*

Monitoring and evaluation on the project process is exercised throughout the period of project implementation. It is carried out according to the initially agreed activities in the approved application form of the project and the activity plan presented by the internal evaluator of the project in the beginning of the project implementation period.

Project developments are monitored and tools are evaluated continuously all during the project life cycle; setting up specific guidelines and instructions for the smooth implementation of the project.

14.2. Evaluation approach: Basic Aims and Associated activities

In general, our **working approach** is that evaluation activity should be a means not an end, and part of the process of helping lead organizations and partnerships to achieve sustained project outcomes. In essence, it should facilitate a reconsideration of **objectives** and **processes**, review progress to date, and determine any course corrections that might be enacted. The evaluation work also needs to focus on **purpose and process**; it is as essential and important to pinpoint why initiatives are succeeding or underperforming against expectations, and how future strategies and actions can be improved. **Learning from experience**, adjusting for improvement and celebrating and publicizing success through dissemination, is vital. Of course, evaluation needs to include some assessment of the efficacy or otherwise of the processes whereby **actions and activities** were determined and implemented. This involves an assessment of the development, scope, inclusiveness, and linkages of the project.

In an endeavor to ensure high quality results from the project, the evaluation will not just focus on process and outputs but on more in-depth effects and sustainable outcomes. The stages of the work will allow for a **feedback loop** to evaluate the effectiveness of the materials and to **feed back recommended adjustments to maximize their outcomes**. This will provide a basis for the **valorization process**.

In general, the work will take a **positive and constructively critical stance**. Its major objective will be to review project progress and to reflect on objectives and achievements, to feedback ideas and advise on potential improvements and adjustments during the early stages of the project, to confirm success where appropriate, and, in terms of valorization, to suggest ways forward where constraints are evident.

14.3. Evaluation Tools

Given the different aspects to analyze there will be different questionnaires:

It is expected to obtain 3 evaluation reports, collecting the partners' and stakeholders evaluation:

I. First Evaluation Report:

Partners are interviewed on the following issues:

- Difficulties and opportunities to define caregiver profile;
- Difficulties and solutions adopted for the definition of educational profiles and study plan for caregiver;
- Difficulties and solutions adopted on the definition of standards of quality for the delivery of training;
- Difficulties and solutions adopted on the definition of procedure to assess the learning;

ECVET Partnership Agreement:

- Was the definition of the tool difficult?
- Were the contents shared by all partners?
- Will it be an useful tool for enhancing workers mobility?
- Are the learning units coherent with the learning models of your country? Which are the main differences?

II. Interim Evaluation Report:

Monitoring on training for trainers and for final beneficiaries (out. 12 e 13)

- Features of candidates for the training courses and general statistics;
- Trainees completing planned paths;
- Trainees satisfaction assessment;
- Skills obtained from training paths;

- Partners will be interviewed on social policies and background analyses related to the courses;

III. Final Evaluation Report:

Monitoring related to mainstreaming phase and capitalization

Partners will be interviewed on the following issues:

- Has the project determined the development of new policies at local, regional or national level?
- Has the project improve the development of policies already existing at local, regional or national level?
- Will the project continue after the end of the project? How?
- What decision makers have been involved so far? How?
- What decisions makers have you planned to involve? How?
- Was the ECVET agreement signed by local, regional or national authorities?
- Will the ECVET agreement be signed by local, regional or national authorities?
- How is your general evaluation of IQEA project
- Is the quality of the project tools satisfying?

**For any information related to quality
management plan please contact**

Name:Andrea Condotta

Address: Via Cairoli, 140

City: 30031 Dolo VE italia

Country:IT-Italy

Telephone: +39 041 5100598

Fax: +39 041 5100597

E-mail:andrea.condotta@kairos-consulting.com