Lifelong Learning Programme

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# WORK PACKAGE 3

# Executive Plan for a Sustainable Management of Transnational Peer Review in Europe

## Project P.R.I.S.D.O.Q.

"Peer Reviews: Increasing Sustainable Development Of Quality"

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.

LdV-TOI-11-IT-771 - CUP G92F1100039006

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LSPS

Happy Kids

**Preface**

The main aim of the P.R.I.S.D.O.Q. project is the dissemination of (Transnational) Peer Review throughout partners' countries. The adopted strategy is based on one hand, on the experiences practiced by the Partners during the first phases of the project; on the other on the "Proposal for structure and process for Transnational European Peer Reviews" suggested in 2009 by the Thematic Group of ENQA-VET.

The experiences developed by the partners in the framework of P.R.I.S.D.O.Q. implementation are well presented in two reports, respectively about the experimentation of Transnational Peer Review itself and the subsequent SWOT analysis made with local and national stakeholders in each involved country.

The lessons learnt thanks to the first phase of experimentation allowed the partners to be more aware of which, in their opinion, was the best strategy to widely spread Peer Review at European level. It has been found that by having experienced directly Transnational Peer Review, the Partners could better point out the weaknesses and strengths of the methodology, providing first-hand information for other similar organizations (VET providers, local VET policy makers, adult education providers, etc.) which could be interested in being informed about Peer Review, and its links with other Quality Assurance policies and practices, and in being involved in such a practice.

Meanwhile the existing "Structure and Process" defined by the Thematic Group of EQAVET gave to the Partners the opportunity to effectively integrate the developed experiences with the actions and measures suggested by the experts at European level.

The following Executive Plan represents therefore a synthesis of, on one side, what the partners recommend in order to involve other organisations in Peer Review and, on the other, what has been defined on a strategic level by the thematic Group of EQAVET.

The Executive Plan recalls the formal frame and structure defined by the thematic group, integrating activities and measures suggested by the experiences made by the partner during the PRISDOQ project.

## Reference Framework

Moving from the "**Proposal for structure and process for Transnational European Peer Reviews**", divided in **"Common Principles"**, **"Tasks and Responsibilities"**, **"Funding"**, each partner, according to its specific competences and experiences developed during the Wok Packages 1 and 2 of PRISDOQ project, has to include into the "Executive Plan":

1. For the **"Common Principles",** which stakeholders is able to involve and with which interests;
2. For the "Tasks and Responsibilities", which actions is able to put in place among **"Information and Dissemination"**, **"Support"**, **"Quality Assurance and Learning"**, in line with the commitments expressed in the Letters of intents;
3. For the **"Funding"**, to which additional funding sources is able to mobilise in order to facilitate the diffusion of the Peer Review in Europe.

The Executive Plan has to include a description of the **monitoring system** that the partners intend to implement to control the actions' implementation.

**Monitoring system of FORMA.Azione srl:**

We'll provide a monitoring system based on two different tools:
1) quantitative analysis about numbers of participants, stakeholders, trainees, etc.. involved. Connections between numbers and typologies and profiles of people involved, questionnaires fulfilled, vet providers asking Peer Reviews, etc..;
2) qualitative analysis which will provide impressions and comments of the people involved in the actions, such as their satisfaction of trainings, seminars, dissemination materials, events, etc.. and they further needs about implementation of PR. Comments and perspectives of the relevant stakeholders involved, through videos and brief written reports. We will provide documents (contracts, invitations to events, agenda of events), lists of participants or other proofs of attendance, photos and videos of the main events etc.

**Monitoring system of OPAL:**

Quantitative and qualitative monitoring activities focused on the support action detailed in the table below. We'll provide a "Experimentation plan" for a sustainable management of the transnational Peer Review. The aim is verify the efficacy of the solutions defined in the plan, by concretely testing them in each partner. Quantitative analysis about numbers of participants, stakeholders, trainers, NGOs involved. Connections between numbers and typologies and profiles of people involved, questionnaires fulfilled, vet providers asking Peer Reviews project.

**Monitoring system of PERSPEKTIVwechsel:**

We'll provide a "dissemination and exploitation plan", which will provide quantitative data (numbers) and qualitative data on the targets of our activities (target groups, ways of contacting them). We'll provide documents (contracts, invitations to events, agenda of events), lists of participants or other proofs of attendance, fotos of events etc.

**Monitoring system of the LETU:**

Quantitative and qualitative monitoring activities supporting the actions detailed in the table below, using indicators that will assess achievement of the outcomes and impact expressed in the Executive plan

**Monitoring system of Regione Umbria:**

We'll provide quantitative (numbers of questionnaires, contact, mailing, communications, formal act approved) and qualitative data (impressions and comments of other institutional, social and economic actors involved) related to the output of the dissemination and support actions detailed in the table below.

***Dates and practical arrangements will be defined in detail in upcoming documents.***

**"Executive Plan for a sustainable management of the Transnational Peer Review"**

| Elements | Sub-elements | Partners and Country | | | | | |
|---|---|---|---|---|---|---|---|
| | | Ass. FORMA.Azione - Italy | Opal – Turkey | PERSPEKTIVWechsel - Germany | Lithuanian Education Trade Union - Lithuania | Regione Umbria - IT | Transnational Partnership |
| | Structure | VET and AE provider with experience in QA systems and relevant relations with local, regional stakeholders and Italian QANRP. | No-profit Association involved with adult informal training on soft and social skills_and parenthood. | Micro VET provider and consultant in the field of vocational education with relevant networking at National and European level. | Social partner in education sector, representing employees. Actively engaged in VET policy formation at all levels - from national to European | Regional Governmental Body with operational responsibilities (e.g. monitoring), which act as regional coordinator and decision-maker. Part of the board of QANRP. | A step forward towards the definition of a European Coordinating Body and a wider adoption of TPR. |

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| Common Principles and Cooperation | Expected cooperation with: | 1) Local and National VET Providers and Schools<br>2) Coordinator of QANRP Italy;<br>3) National Agency Leonardo da Vinci<br>4) QALLL Network<br>5) European VET-Providers<br>6) Regional Office of Education<br>7) Associations of teachers/trainers<br>8) EQAVET<br>9) CRUI (Conference of Italian Deans) and Universities Local municipalities<br>10) Chambers of commerce<br>11) ISO Certification Italian providers (DNV, CERMET, others..)<br>12) Local Employers associations<br>13) Local trade unions<br>14) Department of Continuous Training/Adult education of Local/Italian SMEs<br>15) Quality Assurance Researchers, experts, consultants at local, national and EU level | 1) Local VET providers;<br>2) National and Regional Bodies<br>3) NGOs | 1) QANRP Germany<br>2) National Agency Unit Leonardo da Vinci<br>3) DEQA-VET<br>4) QALLL Network<br>5) Local and National VET Providers including schools<br>6) European VET-Providers<br>7) Ministry of education NRW<br>8) Ministry for families NRW<br>9) District governments/ Regional administration for schools<br>10) Associations of teachers/trainers<br>11) European Associations for VET providers<br>12) National ASS. for VET providers in Europe<br>13) National Education research institutes<br>14) Association of Headmasters<br>15) Chambers of commerce<br>16) DIN EN ISO<br>17) Europaschulen-Network of European Schools in Germany<br>18) Dt. Auslandsschulen (German International Schools worldwide)<br>19) Botschaftsschulen / Embassy Schools<br>20) Vocational Colleges with mobility programs | 1) LT government<br>2) The Ministry of Education and Science<br>3) The Ministry of Social affairs<br>4) Lithuanian Regions – 60 municipalities<br>5) VET providers and schools<br>6) Universities<br>7) LT REFERNET<br>8) Associations of teachers/trainers<br>9) Associations of education employers<br>11) Other general decision-makers and national Boards<br>12) National Agency of Leonardo da Vinci<br>13) ETUCE<br>10) Education International | 1) Local VET Providers<br>2) Board of QANRP<br>3) EQAVET<br>4) Other Italian Regions, Ministry of Education, Ministry of Employment<br>5) Other general decision-makers<br>6) National Agency of Leonardo da Vinci | Involve Countries with no Peer Review experience |

| Tasks and[1] responsibilities | | CRITERIA: In this draft of the Executive Plan only indicators for impact on target groups and sectors (like in the Application Form of PRISDOQ) are detailed | | | | | |
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| | | **Specific activities of FORMA.Azione:** | **Specific activities of Opal:** | **Specific activities of PERSPEKTIVWechsel:** | **Specific activities of LETU:** | **Specific activities of** Regione Umbria**:** | |
| | **Information and Disseminatio n** | - **At least 100 questionnaires distributed by email/link of the website;**<br>- **At least 2 workshops of dissemination of information held;**<br>- **At least 20 participants for each workshop and conclusive information session;**<br>- **At least 100 kits distributed;**<br>- **At least 2 Peer Review requests;**<br>- **At least 100 accesses to the Moodle platform and PRISDOQ website;**<br>- **presentation at QALLL National follow up conference in Rome (26.11.2012)**<br>- **public presentation at the Future of Education-Conference 2012** | - **At least 30 questionnaires distributed;**<br>- **At least 5 workshops held;**<br>- **At least 100 participants for each seminars and conclusive information;**<br>- **At least 100 kits distributed;**<br>- **Number of requests for training Peers;**<br>- **At least 5 Peer Review requests;**<br>- **At least 60 accesses to the Moodle platform and PRISDOQ website;**<br>- **At least 5 Invitation at intermediate** | - **Dissemination of information: online, face-to-face, by means of PR, at fairs, at conferences**<br>- **emailing on questionnaires (including collection of data)**<br>- **public presentation at the Future of Education-Conference 2012 including publication of an article**<br>- **public presentation at the didacta 2013 booth at the didacta in Köln 19.-23.03.2013**<br>- **several focus groups**<br>- **project blog http://pwprisdoq.wordpress.com** | - **translation of PR manual to Lithuanian**<br>- **dissemination of information: online, face-to-face, at events organised during the Lithuanian Presidency (second half of 2013): at least two conferences on VET and Adult education (at least 120 people) and four workshops (with 25 participants each);**<br>- **at least 100 accesses to PRISDOQ website** http://pwprojects.wordpress.com ;<br>- **public presentation at ETUCE workshop in February, 2013 in Brussels** | - **At least 50 questionnaires distributed**<br>- **One national workshop of dissemination addressed to other Italian Regions**<br>- **Communication to the board of QANRP**<br>- **Institutional web site communication** | - **Brochures include experiences of the PRISDOQ-Experimentation in English**<br>- Offer to a **range of individual actors to take part in Peer Reviews as observers** |

[1] **GENERAL RECOMMANDATIONS**

- Create information and dissemination material for the target groups, translate it into different languages and disseminate it to the different target groups (Brochures, Flyers, Websites, Reports etc.). **Brochure include abstract of PRISDOQ - Experimentations Report is an internal paper for the scientific committee!**
- Realize seminars with Local VET Providers;
- Realize training activities;
- Use media and events;
- Offer of **special information and support for countries with no Peer Review experience.**

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| | | including publication of an article;<br>- public presentation at Future of Education-Conference 2013<br>- dissemination through email, website, by "word of mouth" | meeting of VET providers, local government expert | - blogging on our website http://pwprojects.wordpress.com<br>- emailing the brochure (1) and (2)<br>- 6 information events<br>- information events on demand | | | |

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| | **Support**[2] | **Specific activities of FORMA.Azione:**<br><br>- **Experimental training courses for Peers within the scheme defined by Regione Umbria**<br>- **Creation, even on an experimental basis, of a Register of those who wish to receive a Peer Review Visit, with the possibility to choose the Peers /Businesses that perform Peer Review Visit in turn** | **Specific activities of Opal:** | **Specific activities of PERSPEKTIVWechsel:**<br><br>- **Training 1: 26.04.2013**<br>- **Training 2: 29.06.2013**<br>- **Training on demand**<br>- **Counselling on demand for stakeholders** | **Specific activities of LETU:**<br><br>- **Training courses on demand**<br>- **Counselling on demand for partners and stakeholders** | **Specific activities of Regione Umbria:**<br><br>- **Defining of minimum standards of competences in Peer Reviewing to be introduced in the Umbria Region Repertoire of skills**<br>- **Defining of training standards to acquire Peer Reviewing competences**<br>- **Establish a rule in order to make training in Peer Reviewing a way to meet the requirements for maintaining accreditation in Regione Umbria** | **Specific activities:** |

2 **GENERAL RECOMMANDATIONS**

- Preliminary: Define **quality criteria for Peer Training** and for institutions/trainers offering Peer Training
- Preliminary: Nomination of training institutions
- Preliminary: **Training of trainers**
- Preliminary: **Define recruitment and selection criteria and procedures** of VET providers and Peers (by using know-how and good practice from European Peer Review projects).
- Preliminary: Establish a procedure to allocate peers from the **Peer Register** to different Peer Reviews

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| | Quality[3] Assurance and Learning | **Specific activities of FORMA.Azione:**<br><br>- **Hosting a study Visit on PR within the CEDEFOP Catalogue (24.09.2013 - 27.09.2013)**<br>- **We collect app. 100 questionnaires from VET providers and Peers, before and after our information events and trainings**<br>- **Adhesion to and promotion of peer review European network which is under construction**<br>- **4) Analysis and report of the questionnaires distributed by all the partners to point out needs and perspectives of European VET providers about Peer Review** | **Specific activities of Opal:**<br>- **We collect app. 75 questionnaires from VET providers and Peers, before our information events and trainings**<br>- **Trainings by OPAL**<br>- **Info Days for PRISDOQ**<br>- **Dissemination on Facebook, web site and local and international meetings.** | **Specific activities of PERSPEKTIVWechsel:**<br><br>- **We collect app. 100 questionnaires from VET providers and Peers, before our information events and trainings** | **Specific activities of LETU:**<br><br>- **Participating in a study Visit on PR within the CEDEFOP Catalogue (24.09.2013 - 27.09.2013) in Italy**<br>- **Collecting app. 100 questionnaires from VET stakeholders before / after conferences, workshops and other events**<br>- **Analysis of the questionnaires and report to point national needs** | **Specific activities of Regione Umbria:**<br><br>- **Questionnaires will be collected from participants to the national workshop planned** | **Specific activities:** |

[3] **GENERAL RECOMMANDATIONS**

1. **Collect feedback questionnaires from VET providers and Peers, before seminars and meetings**;
2. Collect and record information on Peers: **data on involvement in Peer Reviews**, feedback from VET providers
3. Implement procedures for learning through e.g. **exchange of good practices and networking, conferences, workshops** etc…

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| **Funding**[4] | | **Specific activities of FORMA.Azione:**<br><br>- Contribution of FA own funds (concerning the Study Visit)<br>- Funding from Mobility programmes | **Specific activities of Opal:** | **Specific activities of PERSPEKTIVwechsel:**<br><br>- LdV-partnership sustain VET<br>- Preparing a COMENIUS/GRUNDTVIG-training course on TPR-methodology 28.10.-1.11.2013 in Köln | **Specific activities of LETU:**<br><br>- The lifelong learning programme for conferences, workshops, dissemination and valorisation etc… | **Specific activities of Regione Umbria:**<br><br>- Own funds of ESF technical Assistance and Internal Personnel costs regarding the implementation of Peers training standard in the repertoire of skills. | **Specific activities:** |

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4 **GENERAL RECOMMANDATIONS**

- The contribution of own funds of VET providers
- Support from national funds
- Funding from the European level
- ESF transnational measure

At European level, the Coordinators of QA national reference Point (Italy, Germany, Lithuania) could try to propose The lifelong learning programme for certain activities: e.g. **partnership projects between VET providers** (LdV, Comenius); **mobility** (Peer Reviews) and **further training** (Peer Training) **of teachers/trainers** (LdV, Comenius), conferences, workshops, dissemination and valorisation etc…