



National workshop of international project QuaG, *Date*

Organised by *project partner* and supported by RKW Berlin GmbH, Germany

Agenda

National Workshop takes place in:

Time	Programme
30 min	Opening of the meeting by <i>host</i>
	Introduction of the QuaG Project by <i>host</i>
	Information about the purpose of the workshop by <i>host</i>
	Introduction of each participant and their expectations <ul style="list-style-type: none"> • Focus on the identification of specific problems of either ISO 29990 or the Quality Guidelines
30 min	TOP 1 Introduction of ISO 29990 <ul style="list-style-type: none"> • Brief introduction to the ISO standard 29990 “Learning services for non-formal education and training – Basic requirements for service providers” • Where possible: Experiences from a partner organisation, which is certified in accordance with ISO 29990
30 min	TOP 2 Introduction of the new QUALITY GUIDELINES <ul style="list-style-type: none"> • Presentation of the 3rd edition, adapted to ISO 29990 (incl. its scope) • Focus on the new structure and new requirements
1 h	TOP 3 Working groups Purposes: <ol style="list-style-type: none"> (1) Understanding the new requirements (quality of the learning service, legal, and administrative regulations) (2) Focus on selected problems identified in the expectation round at the beginning (3) Exchanging experiences of quality assurance in educational organisations
1 h	Lunch / Coffee Break
1 h	TOP 4 Presentation of Work Results & Discussion Topics: <ul style="list-style-type: none"> • Requirements (quality of education, legal, and administrative regulations) and • Experiences of quality assurance in educational organisations
30 min	TOP 5 Evaluation and Assessment <ul style="list-style-type: none"> • Evaluation to improve the learning process • Focus on internal mechanisms of quality assurance and self-assessment capability
30 min	TOP 6 Closing and Open Questions

Contact information:

Name, Company

Phone:

e-mail:



GENERAL INFORMATION TO OUR PARTNERS AS ORGANISERS

For the preparation of the National Workshop please consider the enclosed presentation of Thomas. Please inform every invited partner of your company about the agenda in an invitation letter. After the National Workshop, we kindly ask you to hand in the minutes, a participant list, relevant documents, and your experience report about the National Workshop.

Due to a variety of expectations at the beginning of the workshop, please be prepared to establish the working groups according to the specific expectations and the problems identified at the beginning of the workshop. Nevertheless, it is necessary to adhere to the general objective of the national workshop rather than to discuss special interests.

Expected Results

- Give participants an **understanding of the ISO standard 29990** and the 3rd edition of the **Quality Guidelines**,
- Identify **problems** of the participants when dealing with the Quality Guidelines,
- Develop **suggestions for improvement** of the Quality Guidelines through the discussion within the working groups and in the plenum, and
- Develop **suggestions for** the writing of a **compendium** with implementation aids.