

Leonardo da Vinci
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*Curriculum development for
external quality assessment
experts training*

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Curriculum development for external quality assessment experts:

C1- Experts training programme (Curriculum);

C2- Handbook for experts;

C3 - Methodological guidelines for trainers of experts.

The users of Expert training programme:

- **Experts for external quality assessment of VET institutions (representatives of universities and colleges; social partners; employers;**
- **Institutions/ organisations performing external quality assessment of VET institutions.**

The Programme of external quality assessment expert training would enable:

- to bring in European dimension to national VET quality assessment systems what is of primary importance for countries – candidates seeking for membership in EU;
- to train highly qualified external assessment experts able to professionally understand strong and weak areas of the assessed institutions and able to formulate recommendations for effective and efficient improvement;
- to contribute to the development of national quality assurance and monitoring systems.

Programme objectives:

- **to provide trainees with understanding of national education system in the European context;**
- **to increase knowledge and understanding of the basic principles of the quality assurance in VET;**
- **to develop the understanding of the experts' role, responsibilities and tasks;**
- **to give knowledge of the assessment methodology;**
- **to develop experts' skills in institutional quality evaluation.**

Programme scope and structure:

Name of module	Total hours	Theory, hours	Practice, hours	Independed work, hours
Education system.	4	2	0	2
Quality and its evaluation	4	2	0	2
Objects and criteria of institutional evaluation	6	2	2	2
Internal evaluation. Self – analysis.	6	2	2	2
Experts' site visit for external evaluation of the institution.	12	2	4	6
Evaluation report	8	2	4	2
Total:	40	12	12	16

Principles of programme organisation

- **Scope of Expert training program is 40 hours or 1 credit.**
- **Content of teaching consists of 6 modules.**
- **Expert training program is split into modules, participants in this program could choose learning strategy.**
- **Expert training program is performed by three sessions, which are one-day duration.**

Schedule of Expert training program performing

One day (8 hours)	I session
8 hours per I – II weeks	Distance learning
One day (8 hours)	II session
8 hours per I –II weeks	Distance learning
One day (8 hours)	III session

Selection of trainees

- **trainees have knowledge about VET institutions and colleges;**
- **they have to be introduced in their work features;**
- **next special requirements are not established.**

Training / learning methods and training organization

- **Lecture by teacher, Lecture-demonstration by teacher, Class discussion conducted by teacher, Discussion groups, Panel discussion, Debate, Forums, Problem solving.**
- **Presentations by student panels from the class, Student reports by individuals Self – assessment tasks, Practical work Class projects, Individual project, Case studies.**

How relates C1, C2 and C3?

What is C1?

Description of the programme:

purpose of the programme;

modules and their content;

programme objectives;

programmes scope and structure;

principles of the programme organization;

selection of trainees;

programme management;

description of 6 modules.

What is C2?

Handbook for experts

Divided into modules (6)

Supplemented with 5 annexes

Content of each C2 module

- **Module title**
- **Aims of module**
- **Structure of module**
- **Main topics**
- **Theoretical presentation**
- **Tasks for independent work**
- **Practical assignments**
- **Literature**

What is C3?

Teacher's book

Divided into 6 chapters

Supplemented by 2 annexes

Content of each C3 module

- **Title of module**
- **Module description**
- **Aims of module**
- **Module structure**
- **Theoretical presentation**
- **The designing of practical assignments and answers**
- **Literature for teacher**

How they relate?

- **All 3 documents compose Experts' training programme**
- **In all 3 documents there are 6 modules**
- **All 3 documents will be published in three languages: Lithuanian, Latvian and English!**

Theoretical Part of the Curriculum

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1. EDUCATION SYSTEM

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Aims of the Module

- **To present aim, objectives of the programme and organisation of the course;**
- **To present education system of relevant country;**
- **To give acquaintance with European tendencies in education and training.**

Structure of the Module

Module “Education system” presents European attitudes towards quality assurance in VET. The most important idea of this module – to acquaint students with the aim of Curriculum and with the basic objectives. Short description and main ideas of European strategy (including basic declarations) are presented in this module.

Structure of the Module (2)

Important task of this module is to present European challenges to education and VET. Lithuania and Latvia are presented separately. Education system, system of vocational education and training, goals, main activities, governance and structure of VET institutions are shown in this module.

Duration of the Module

Total: 4 hours:

- Theory: 2
- Practice: 0
- Independent work: 2

2. QUALITY AND ITS EVALUATION

Aims of the Module

- **To acquaint with approaches to define the quality concept;**
- **To give knowledge on the approaches of the education quality assurance;**
- **To acquaint with the European traditions and developments in educational quality assurance;**
- **To give knowledge on relevant national system of quality assurance.**

Structure of the Module

Module “Quality and its Evaluation” presents different conceptions of quality, which should be used in the framework of proposed study course. The "fitness for purpose" conception is discussed in details. A short description of ISO, EFQM, TEEP, Tuning Project and other activities in quality assurance is presented.

Structure of the Module (2)

European dimension as a basis for quality assurance is discussed. The four principles on which the quality assurance system in European higher education rested are presented:

- 1) The autonomy of the evaluation process.**
- 2) The self-evaluation process, a regular internal evaluation, based on ongoing data collection.**
- 3) An external evaluation.**
- 4) Publishing of the evaluation report and follow up.**

Structure of the Module (3)

- **Relations between improvement and accountability, problems of quality and autonomy and tasks of evaluation are discussed in the module.**
- **National problems of quality assurance in Lithuania and Latvia are presented separately.**

Duration of the Module

Total: 4 hours:

- Theory: 2
- Practice: 0
- Independent work: 2

3. OBJECTS AND CRITERIA OF INSTITUTIONAL EVALUATION

Aims of the Module

- **To give knowledge on selection, formulation of objects and criteria of institutional evaluation;**
- **To acquaint with some patterns of objects and criteria including national ones;**
- **To acquaint with possibilities to evaluate objects according to criteria and their indicators**

Structure of the Module

Module “Objects and criteria of institutional evaluation” includes the theoretical description of key concepts “criteria”, “indicator”, “evidence” assisted with best practice examples. It presents technology of formulating criteria and example how it works in practice.

Structure of the Module (2)

Framework of 8 main fields of activity (objects) are presented in module:

- **governance of the institution;**
- **planning and development of educational programmes;**
- **interaction of the institution and the region;**
- **international collaboration;**

- **material and financial resources;**
- **personnel;**
- **internal system of quality assurance;**
- **assessment of graduates' qualification.**

Each object is divided into criteria .

Structure of the Module (3)

Giving the experts training in their own countries the teachers mark out the quality evaluation criteria and indicators that are relevant to training institutions' evaluation systems in specific country.

Structure of the Module (4)

During the theoretical sessions experts are introduced to key concepts of training, content of institutional evaluation; later the analysis of objects chosen by teacher is presented; evaluation criteria and indicators according to each object are marked out.

Structure of the Module (5)

During the practical workshops trainees ought to get understanding how to select indicators for the assessment of criteria; trainees will formulate indicators that could be used during assessment of chosen criteria.

Duration of the Module

Total: 6 hours:

- Theory: 2
- Practice: 2
- Independent work: 2

4. INTERNAL EVALUATION. SELF-ANALYSIS

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Aims of the Module

- **To acquaint with the internal quality assurance in education;**
- **To acquaint with the possibility of using results of self-assessment in external evaluation;**
- **To develop skills to identify strengths and weaknesses of the institution in the self-evaluation report.**

Structure of the Module

Module “International evaluation. Self-analysis” includes: system of international quality assurance in education – its goals and responsibilities, procedures, decisions and follow-up; system of quality of vocational education.

Structure of the Module (2)

During the theoretical session will be presented:

- **structure of the self-analysis report;**
- **objectives of studying the self-analysis report;**
- **items, that should be analyzes by the experts in the preliminary report on the basis of self-analysis report.**

Structure of the Module (3)

During practical session trainees will study the real self-analysis report and will try to write the preliminary report on the basis of it.

Duration of the Module

Total: 12 hours:

- Theory: 2
- Practice: 4
- Independent work: 6

***5. EXPERTS' SITE VISIT FOR
EXTERNAL EVALUATION
OF THE INSTITUTION***

Aims of the Module

- **To present basic knowledge of the organisation of experts' site visits in relevant country;**
- **To present code of ethics and discuss behaviour of experts in external evaluation process;**
- **To develop skills of collecting evidences to assess educational institution activity during site visit.**

Structure of the Module

- **The structure of the site visit is analysed in this module. Main tasks of the experts are described. The module includes acquisition of practical skills of collecting evidences.**

Duration of the Module

Total: 12 hours:

- Theory: 2
- Practice: 4
- Independent work: 6

6. EVALUATION REPORT

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Aims of the Module

- **To present basic knowledge on the principles and structure of evaluation report;**
- **To acquaint with the report writing practice and presentation of evaluation results;**
- **To develop skills of formulating evaluation conclusions and recommendations for interest groups and decision makers**

Structure of the Module

Module “Evaluation report” presents structure of the report, the way of formulating of the decisions, recommendations to institution and accreditation agency. The practical session is devoted to case study – writing of evaluation report.

Duration of the Module

Total: 8 hours:

- Theory: 2
- Practice: 4
- Independent work: 2