



ITE-VET Quality Plan

Tasks according to the proposal

- 7.1** Quality management and assurance
 - a) as regards content
 - b) as regards managerial project process
- 7.2** Evaluation
- 7.3** Feedback by participants of seminars
- 7.4** Participation at seminars of EACEA and NEOs
- 7.5** External auditor

Tasks restructured

- 7.1** Quality management and assurance
 - a)** as regards content
 - I. Detailed needs analysis
 - II. Evaluation of new/revised study plans
 - III. “Critical friend”
 - IV. Evaluations of seminars for teaching staff
 - V. Evaluations of seminars for students
 - VI. Ukrainian interpretation of seminars for teaching staff and translation of teaching materials
 - VII. Contracts with vocational schools and companies on internships of students
 - VIII. Quality assurance of anthology
 - b)** as regards managerial project process
 - I. Coordination sessions and minutes of workshops
 - II. Preparing task lists after the workshops including deadlines
 - III. Monitoring the adherence of deadlines with “redmine”
 - IV. Upload of relevant documents in “redmine”
 - V. Review process of tendering procedure documentation
 - VI. Review process of time sheets and joint declarations
 - VII. Assigning local Ukrainian coordinator
 - VIII. Assigning appropriate financial manager of the project
- 7.2** Participation at seminars of EACEA and NEOs
- 7.3** External auditor

Realization of the tasks

(black color: planned, green color: status quo)

7.1 a) Quality management and assurance as regards content

I. Detailed needs analysis

Activities

- Analysis of the Ukrainian VET system and VET teacher training system
- Comparative analyses of study plans of VET teacher training programs of Ukrainian HEIs
- Analysis of VET teacher training at the Ukrainian partner universities
- Survey of VET teaching staff
- Survey of employers
- Development of a model of practice-oriented VET teacher training

All these activities have been carried out.

Deliverables/Results/Outcomes

- Structured report containing the results of the detailed needs analysis, including particular strengths and weaknesses of the Ukrainian VET teacher training (based on results of survey of VET teaching staff), expected competences of college graduates in terms of employability (survey of employers), descriptions of the situations at the Ukrainian partner universities and the changes to be carried out in the framework of the ITE-VET project, explicit hints on particular changes concerning practice-orientation

The structured report is available. It is the basis of the new/revised study plans by providing insight

- *into competence objectives of the new/revised study plans,*
- *into competences the future teachers should be able to impart to students,*
- *into particular focuses of each Ukrainian partner university and*
- *into hints on the planning and implementation of practice elements in the new/revised study plans.*

The report was taken into account when carrying out the internal evaluation process of the new/revised study plans.

The report was uploaded at the project's website after a further formal revision.

II. Evaluation of new/revised study plans

Activities

- Evaluation of the new/revised study plans by the EU partners, IVET of NAES, IPQ; the evaluators' expertises cover the scientific, practical and employers' points of views; criteria for the evaluation have been defined
- Discussion of new/revised study plans during workshops (in Vienna in December 2017, in Ivano-Frankivsk in March 2018)
- Special workshop in Kyiv only with Ukrainian partners and Ukrainian external VET teacher training expert
- Revisions of study plans based on evaluations

Deliverables/Results/Outcomes

- Written evaluations of the new/revised study plans
- Workshop minutes on discussions of new/revised study plans
- Revised study plans

First evaluations have been done and discussed in Vienna, suggestions for improvement have been issued. The special Ukrainian workshop has taken place on February 16, 2018. The final evaluations were discussed during the workshop in Ivano-Frankivsk in March 2018.

In Vienna 2017, a further need on the side of the Ukrainian partners for information about the concrete implementation of internships and the requested amount of weeks and ECTS as well as competence objectives became evident. The coordinator provided relevant documentation, and two sessions of the seminar for teaching staff in Kyiv in February 2018 were dedicated to this issue.

In addition to the initial proposal, the partners developed module handbooks with descriptions of courses and competence objectives/learning outcomes.

According to the final evaluation of NAPS, the demanded revisions were done.

Indicators

- Numbers of students starting the newly implemented study programmes

KNEU: 32 (by far the largest number in Ukraine in such a study course)

IFNUL: 20 (very good achievement for a new programme that focuses on special education)

PNU: 24

III. “Critical friend”

Activities

- Participation of an expert in a workshop in as “critical friend”

Deliverables/Results/Outcomes

- Minutes of workshop including critical statements of the “critical friend” and his suggestions for improvement

We have assigned Professor Philipp Gonon, University of Zurich, who has a main focus in his teaching and research on vocational education and training and continuing education. He joined the workshop in Ivano-Frankivsk in March 2018 and provided feedback and suggestions for improvement in our project work. Prof. Gonon is also one of the authors of the project’s book publication.

IV. Evaluations of seminars for teaching staff

Activities

- Setting up evaluation sheets in English (including Ukrainian translation)
- Conducting evaluations
- Assessing evaluations
- If applicable: Improvement of seminars based on results of evaluations

Deliverables/Results/Outcomes

- Evaluation sheets in English (including Ukrainian translation)

- Results of evaluations

Indicators

- Number of submitted evaluation sheets
- Average overall satisfaction
- Averages of sections
- Items with results lower than 1.8
- Requests and suggestions responding to qualitative section (open answer options) that are mentioned repeatedly

Evaluation sheets and their Ukrainian translation are available and deployed. The evaluations carried out have been assessed and the coordinator has informed the partners about the results. The results encouraged us to continue with the established structure and procedure of the seminars.

Number of seminars held:

6 = 100% (May 2017 Kyiv, October 2017 Lviv, November 2017 Ivano-Frankivsk, February 2018 Kyiv, May 2018 Ivano-Frankivsk, June 2018 Lviv)

Evaluated seminars: 6 (=100%)

Scale of evaluations: 1-5 (1=completely agree, 5=completely disagree)

Number of submitted evaluation sheets: 25 / 19 / 16 / 20 / 18 / 21

Average overall satisfaction: 1.16 / 1.00 / 1.06 / 1.25 / 1.17 / 1.00

Averages of sections:

1. Didactics: 1.35 / 1.45 / 1.10 / 1.22 / 1.47 / 1.16
2. Teaching methods: 1.35 / 1.24 / 1.20 / 1.29 / 1.32 / 1.15
3. Mastering the teaching content: 1.41 / 1.42 / 1.31 / 1.55 / 1.45 / 1.30
4. Presentations: 1.31 / 1.30 / 1.31 / 1.41 / 1.34 / 1.15
5. Assessment of lecturers: 1.16 / 1.09 / 1.06 / 1.08 / 1.12 / 1.06

Items with results lower than 1.8: 0 / 0 / 0 / 0 / 0 / 0

Requests:

No requests were mentioned repeatedly / Submission of desires for topics / No requests mentioned repeatedly / Desire for more interactive sessions / No requests were mentioned repeatedly / No requests were mentioned repeatedly

Activities following the results of the evaluation:

Selection of topics for seminar in Ivano-Frankivsk took into account the suggestions submitted in Lviv, integration of interactions in Lviv in June 2018

V. Evaluations of seminars for students

Activities

- Feedback sessions with participating students
- Obliging students to submit written reports about their stay

Deliverables/Results/Outcomes

- Minutes of feedback sessions (qualitative evaluations)
- Written reports submitted by students

The seminars for teaching staff in Konstanz, Valencia and Vienna have been carried out. Feedback sessions have been held in all places. The partners in Vienna received the results from Konstanz and Valencia, beforehand their seminar. Most of the students submitted their reports.

Indicators

- Number of reports submitted
- Number of feedback sessions in relation to the number of seminars
- Results of the evaluations
- Improvements implemented in Vienna on basis of the evaluation results of the former seminars

13 (out of 14) = 92.86% of reports submitted concerning the seminar in Konstanz

13 (out of 16) = 81.25% of reports submitted concerning the seminar in Valencia

18 (out of 18) = 100% of reports submitted concerning the seminar in Vienna

Feedback sessions were held in Konstanz, Valencia, and in Vienna (100%).

Written minutes respective photos of the results are available.

Summary of results / insights relevant for the seminar in Vienna:

- A clear plan with an overview of appropriate lectures/seminars that may be visited by the students should be made available (official course catalogue difficult to understand)
 - => Vienna: A clearly structured list of courses that could be visited was provided (one for the German-speaking and one for the English-speaking participants)
- Access to the library and personal study times should be a crucial part of the program
 - => Vienna: The students received "Lesekarten" (reading cards) for the library
- It should be made sure that daily allowances are paid right at the beginning of the seminars
 - => Vienna: The students arrived on Sunday and received the money on Monday
- Enough program options for the students should be provided
 - => Vienna: two sessions about the Austrian vocational education system and regional and cultural studies of Austria, a tour of the campus, an optional BBQ and a Tour of Vienna were offered; the students were allowed to visit the library and lectures

VI. Ukrainian interpretation of seminars for teaching staff

Activities

- Engaging professional interpreters for the seminars for teaching staff
- Translating teaching materials

Deliverables/Results/Outcomes

- Teaching materials in Ukrainian

Professional interpreters who are staff members of the partner universities were engaged for the seminars for teaching staff that already took place. The teaching materials were translated into Ukrainian and have been uploaded at “redmine” as far as possible. In a few cases, the slides of the lecturers were not duly available for translation.

Indicators

- Number of seminars/sessions with Ukrainian interpretation in relation to the total number of seminars

All the seminars and all the sessions of the seminars carried out had consecutive Ukrainian interpretation. Most of the slides were translated into Ukrainian.

VII. Contracts with vocational schools and companies on internships of students

Activities

- Establishing and intensifying cooperation with vocational schools and companies in terms of internships for students

Deliverables/Results/Outcomes

- Contracts with vocational schools and companies

Indicators

- Number of contracts with vocational schools
- Number of contracts with companies
- Extent to which planned internships in the new/revised study plans can be covered by the contracts

Contracts with 8 vocational schools/colleges and 4 companies were agreed on and cover the needed number of internships very well taking into account the already existing agreements. The first internships of 23 students from KNEU took place in April 2018 at 5 different vocational colleges; the internships in companies are scheduled for the period from 25 March 2019 to 22 April 2019. 15 students (3rd year) from IFNUL completed internships in companies in the beginning of 2018. The new students will complete internships at the same companies, and during their 2nd year of studies internships in vocational schools. The first internships at PNU started in May 2018.

VIII. Quality assurance of anthology

Activities

- Engaging a native English speaker to assure the linguistic quality of articles (all written in English)
- Engaging renowned researchers from countries outside the project to complement the content of the anthology with their own country perspectives

Deliverables/Results/Outcomes

- High level language quality of anthology
- High level content quality of anthology

Indicators

- Having the anthology published by a prestigious publisher
- Integration of the anthology in a VET series of the publisher

The anthology was published open access by Waxmann, an internationally operating publisher specialized on the publishing of high quality monographs, anthologies, series, and journals. One of the main focuses are publications in the field of pedagogy and educational research.

We had to change the publisher because important issues concerning the rights and the price could not be solved. That's why the integration in the VET series had to be canceled. Two professional proof readers were engaged and provided suggestions and corrections concerning the language of the anthology. Regarding the content, the articles from the Ukrainian partners underwent a revision procedure.

We engaged our "critical friend", Prof. Philipp Gonon from the University of Zurich, as an external author from a country outside Switzerland.

7.1 b) Quality management and assurance as regards the managerial process of the project

I. Coordination sessions and minutes of workshops

Activities

- Discussions of coordination issues concerning the operational and financial management of the project
- Informational presentations of the coordinator on managerial tasks in order to ensure the compliance with the EACEA guidelines

Deliverables/Results/Outcomes

- Minutes of discussions
- Slides of presentations

Indicators

- Number of minutes in relation to the number of workshops

Number of workshops carried out = 8

Number of minutes = 8 = 100%

All the sets of slides containing project management related issues were made available to the consortium, the sets of slides of teaching sessions included in workshops were uploaded at the ITE-VET homepage.

II. Preparing task lists after the workshops including deadlines

Activities

- After each workshop a task list based on the results of the workshop is being prepared and distributed including deadlines

Deliverables/Results/Outcomes

- Task lists

Indicators

- Completion of the tasks stated on "redmine"

Tasks were entered and monitored on "redmine". Corresponding separate task lists were sent to the consortium by email.

III. Monitoring the adherence of deadlines with “redmine”

Activities

- The deadlines are monitored by using “redmine”, where the tasks are defined, assigned and endowed with deadlines

Deliverables/Results/Outcomes

- “Redmine” tasks

Indicators

- Prompt completion of the tasks

Redmine tasks/task lists according to the work plan were constantly monitored and adjusted if needed; reminders were sent by email when deadlines are not respected. Tasks defined in “redmine” were set “complete” after completion.

IV. Upload of relevant documents in “redmine”

Activities

- All the relevant documents such as guidelines, the time structure of the project, slides of presentations at project meetings, minutes of workshops were uploaded in “redmine”

Deliverables/Results/Outcomes

- Uploaded documents

Indicators

- Extent to which the documents are uploaded

All the relevant documents have been uploaded (guidelines, slides, minutes, reports of students, logos, overviews and lists, study plans, results of evaluations of seminars, agendas). Documents interesting for a wider audience than the consortium were uploaded on the ITE-VET homepage.

V. Review process of tendering procedure documentation

Activities

- The documentation of the tendering procedure undergoes a review process in cooperation with the coordinator before the signing of the contracts
- The documentation needs to be approved by the coordinator

Deliverables/Results/Outcomes

- Documentation of tendering procedures according to the guidelines

Indicators

Submission of proper documentation and successful order and installation of equipment
The review processes have been completed. The payments of all the installments to the suppliers were transferred after having received confirmations from the Ukrainian partners about correct delivery. E+ logos were stuck on the devices that were registered in the institutions’ inventories. Introductions in the use of the equipment were carried out. The equipment was set up and put into operation. Proofs are available.

VI. Review process of time sheets and joint declarations

Activities

- Time sheets and joint declarations undergo a review process in cooperation with the coordinator before the transfer of the money

Deliverables/Results/Outcomes

- Documentation of staff costs according to the guidelines

Indicators

- Submission of proper documentation on staff costs and transfer of the installments
- All the instalments were transferred after a successful completion of the review procedure.

VII. Assigning local Ukrainian coordinator

Activities

- Assigning a Ukrainian coordinator in order to facilitate the project's communication processes and operational project management

Deliverables/Results/Outcomes

- Assigned local Ukrainian coordinator

Indicators

- Active coordination of the local coordinator takes place
- KNEU was assigned as local coordinator and was actively fulfilling this duty in a very satisfying way in close cooperation with NEO Ukraine.

VIII. Assigning appropriate financial manager of the project

Activities

- Assigning an appropriate financial manager of the project in the coordinator's institution, who has experience with EU projects and a high level financial administration expertise

Deliverables/Results/Outcomes

- Assigned financial manager

Indicators

- Proper completion of financial management by assigned expert
- Mrs. Christine Schmeh from the University of Konstanz has been assigned and was actively fulfilling this duty in a very professional way.

7.2 Participation at seminars of EACEA and NEOs

Activities

- Participating in seminars held by EACEA and NEOs

Deliverables/Results/Outcomes

- Documentation approving the participation

Indicators

- Names staff members who participated in seminars



Participation in EACEA conference in Brussels:

Vera Braun (UKon), Svitlana Tsymbaliuk (KNEU)

Participation in NEO Germany seminar about project management:

Vera Braun (UKon), Christine Schmeh (UKon)

Participation in NEO Ukraine seminars about project management:

staff members of KNEU, IFNUL and PNU

7.3 External auditor

Activities

- Engaging an external auditor as requested by EACEA

Deliverables/Results/Outcomes

- Report on financial project management as a part of the Final Report

Indicators

- Adjustments made according to feedback of external auditor, if necessary
- Duly submitted report containing all the relevant information

The coordinator engaged an external auditor who certified the correct financial documentation and procedures of the project as required by the E+ guidelines.