

Peer Review Training

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CPI

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Keuda

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Goals and phases of the training

Training for transnational and national peers on how to use peer review as part of quality development and to provide capacity for implementation of peer review and to act as a peer assessor.

1. Peer Review Principles, Phases, Uses and Experience in Quality Assurance and Quality Development
2. The Quality Areas for Transnational Peer Reviews
3. Self-evaluation and Self-evaluation Report

General aims and principles of Peer Review

- Form of **external evaluation** – aims at supporting the quality assurance and quality development of an institution - Has a formative, **development-oriented** function
- **Voluntary process** - Focus on the people/organisations involved, their interests and needs -> objectives are clear and agreed
- Can be organized in different ways: a single peer review, mutual peer review or between a network
- Dynamic and motivating process from which the reviewed institution and the peers can benefit -> **mutual learning**
- **Criteria-based** – quality areas and criteria are chosen and agreed upon Highlights strengths, areas of improvement and good practices
- Objectivity and impartiality of the peers - Rules of **confidentiality**

How can you organise Peer Reviews?



Network

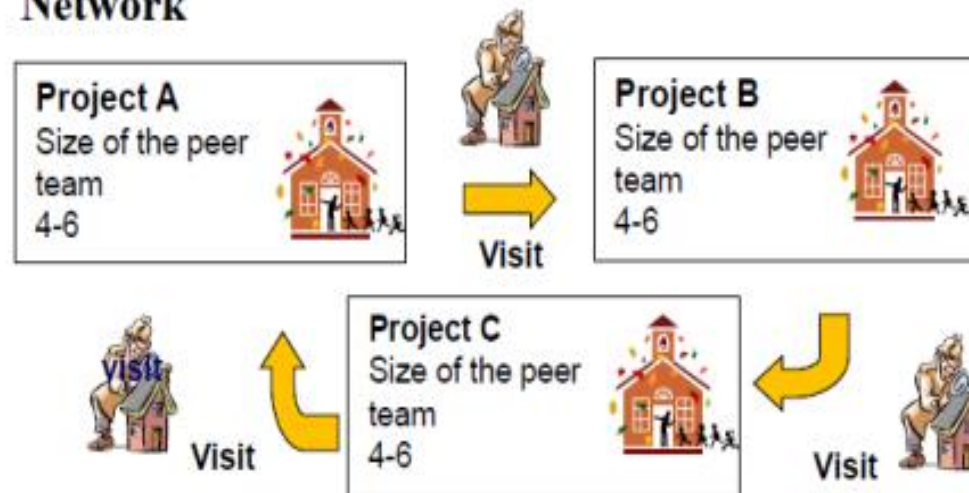


Figure 1 Phases of the European Peer Review and impact of the Peer Review



Phase 0

- Deciding on Peer Review

Phase 1

- Preparation

Phase 2

- Peer Visit: interviews, oral feedback

Phase 3

- Peer report

Phase 4

- Action plan and implementation

Phase 5

- Evaluation on the Peer Review process & Assessment of the impact

Next Peer Review

Why use Peer Review?

- confirming the quality of VET provision
- receiving critical, yet supportive feedback on the quality of VET provision from peers
- presenting strengths and achievements
- enhancing accountability towards stakeholders
- identifying blind spots and weaknesses
- mutual learning and sharing best practices with peers
- establishing networks and cooperation with other VET providers
- sharing best practices across countries and obtaining an international perspective on the quality of VET provision through transnational peer reviews

What principles are followed in Peer Review?

- confidentiality
- impartiality
- transparent criteria
- assessment without advising or judging
- focus on the needs of the VET provider under assessment
- committed, open and inquisitive attitude as a prerequisite for mutual learning
- culture of continuous quality improvement

Tasks of the Peer Review Facilitator

- works as a contact person between the VET provider and the Peer Team + sends the agreed documents to the Peer Team
 - self-report, other documents
- prepares the programme for the peer visit together with the Peer Team (facilities, equipment, meals, interviewees, sources of information etc.)
- informs regularly about the peer visit
- sends invitations to interviews and oral feedback session
- takes care that the peer visit goes according to the programme
 - is around to support the peers and help them in every way

Tasks of the Peer Coordinator

- Preparatory meeting(s)
 - works as a chairman
 - makes sure that the Peer Team performs all the required tasks (peer visit programme, themes and questions for the interviews)
- Peer Visit
 - makes sure that the Peer Team works in schedule (interviews, oral feedback, final report)
 - works as a chairman in oral feedback session

The Peers are:

- independent "outsiders" i.e. colleagues from other VET providers working within similar environments/tasks/challenges (shared values, professional competence, mutual language etc.)
- "critical friends"
- interested in developing their own and others' work

Tasks of the Peers

- studying the self-evaluation report and other documents
- preparing the themes and questions for the interviews
- preparing for the peer visit
- performing the interviews in schedule
 - interview roles are defined beforehand
- making peer observations in classrooms, laboratories, workshops, sports grounds etc.
- giving the oral feedback and writing the Peer Review report
 - the Peer Team decides on the division of work

What kind of skills should a Peer have?

- knowledge of VET
- assessment skills
- soft skills (e.g. interaction, negotiation)
- communication skills
- commitment

BREAK
20 minutes

The Quality Areas for Transnational Peer Reviews

QA 1 Strategic planning and development

QA 2 Quality Assurance

QA 3 Knowledge Management

QA 4 Management and Leadership

QA 5 Management of infrastructure, facilities, and finances

QA 6 Planning and Management of Human Resources

QA 7 Equality and Equal opportunities

QA 8 Internal relations

QA 9 External relations

QA 10 Internationalisation

QA 11 The Pedagogical framework and planning the pedagogical processes

QA 12 Teaching and learning

QA 13 Work-based learning (WBL) outside the school

QA 14 Assessment and Certification

QA 15 Learning results and outcomes

The Quality Assurance Cycle

1 Planning

Set up clear, appropriate and measurable goals and objectives in terms of policies, procedures, tasks and human resources

Planning

2 Implementation

Establish procedures to ensure the achievement of goals and objectives (e.g. development of partnerships, involvement of stakeholders, allocation of resources, and organisational or operational procedures)

Implementation

3 Evaluation

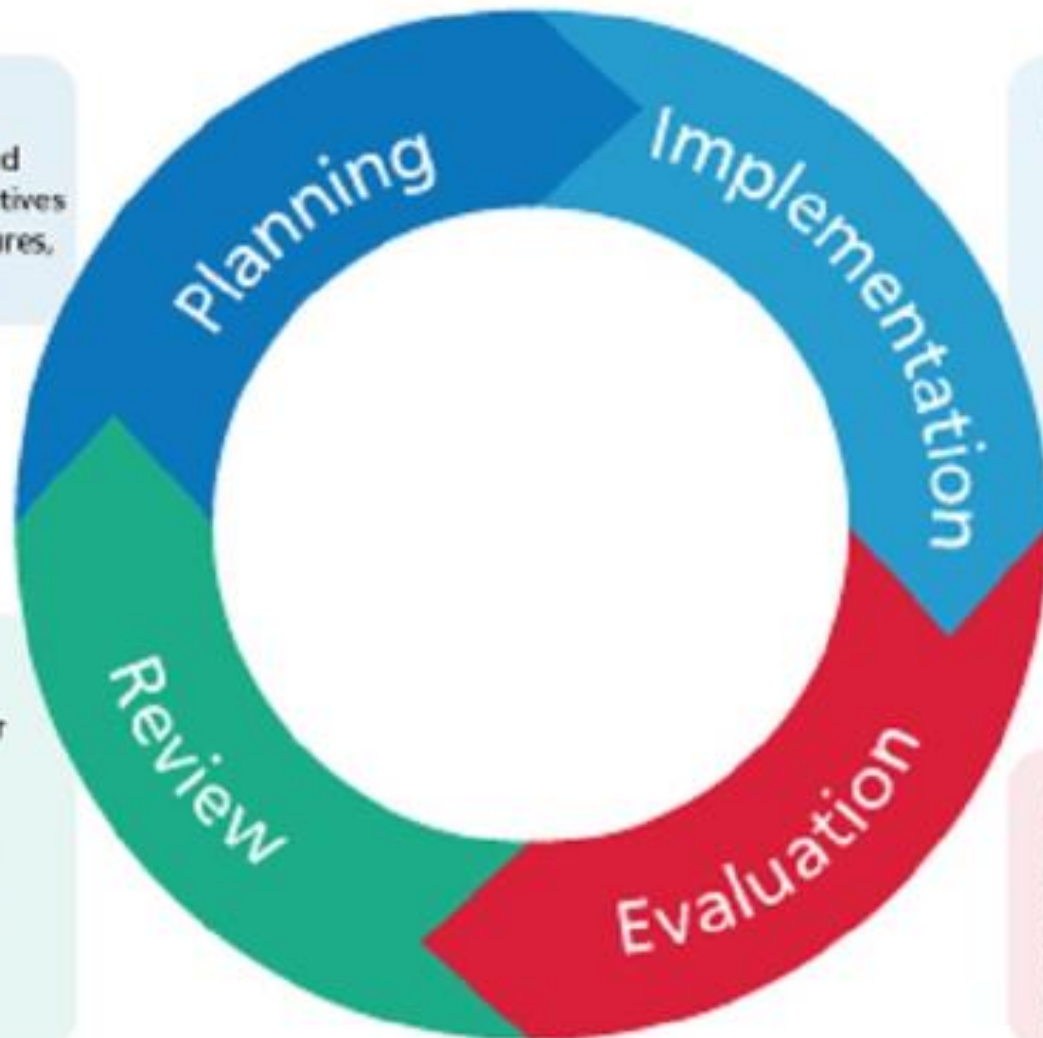
Design mechanisms for the evaluation of achievements and outcomes by collecting and processing data in order to make informed assessment

Evaluation

4 Review

Develop procedures in order to achieve the targeted outcomes and/or new objectives; after processing feedback, key stakeholders conduct discussion and analysis in order to devise procedures for change

Review



Criteria for QA 10

Planning of internationalisation

Planning of partnerships and cooperation

Planning of resources and structures for internationalization

Implementation of International activities

Cooperation with partners and other stakeholders

Learning from and development of internalization

Monitoring and evaluation of internalization

Improvement of internationalisation

QUALITY AREA 10: INTERNATIONALISATION

| Criteria | Examples of indicators (not prescribed, the proposed indicators can be changed) | Examples of sources of evidence |
|---|---|--|
| Implementation of International activities | <ul style="list-style-type: none"> • Activities for internationalisation: The VET provider has a sufficient number and types of activities to achieve the goals of VET providers for internationalisation, e.g.: <ul style="list-style-type: none"> ◦ students' mobility (outgoing, incoming) ◦ staff mobility (outgoing, incoming) ◦ international development projects ◦ internationalisation in the home country (e.g., provision of trainings in foreign languages) ◦ international skills competition. • Procedures: The VET provider has procedures to implement all international activities. • Availability and information: The VET provider provides information about opportunities, finances and procedures and ensures that all who have interest and competences have opportunities to take part in international activities. • Support: The VET provider encourages and supports students and others involved in international activities. | <ul style="list-style-type: none"> • Reports on mobility (incoming, outgoing) • Reports on international and other cooperation projects • Results of international competitions • Communication/information plan • Processes and procedures • Feedback • Success indicators |

Self-evaluation and self-report

- includes a **description of the VET provider** and the study programmes offered, the mission statement, statistical data and information on organizational issues etc.
- contains the results of the **self-evaluation** of the Quality Area(s) chosen
- provides an assessment of the **strengths and areas for improvement**
- is a **critical basis** for peers
 - to prepare for the peer visit and interviews
 - to write the final report

Strategic planning of internationalization

Strategy: The VET provider has a strategy for internationalization regarding the mission, vision and goals of internationalization. Internationalization strategy is in line with overall strategy of the VET provider and/or a part of it.

Action plan: The VET provider sets the annual action plan for internationalization regarding strategic objectives of the VET provider.

Keuda's top management has stated that in addition to Keuda's strategy, no separate strategies are drawn up, only plans or guidelines/policies. Guidelines for internationalization have therefore been drawn for the period 2017-2020. The international action plan based on the guidelines has been prepared together with the key international actors using the Remembering the Future method. In addition, Keuda's equality plan has multiculturalism as one aspect. An action plan has not yet been drawn up for Keuda's international competition activities.

An annual plan has been made for Keuda's international operations. The plan is implemented through the operations of the international office.

Keuda has been awarded the European Mobility Charter for long-term and systematic international mobility activities,

Data sources:

Strategy 2016-2020

Strategy 2020-2024

Equality Plan

European Mobility Charter

Guidelines for internationalization

Annual plan for international activities

<https://www.keuda.fi/international/international-keuda/>

Strengths:

Keuda's guidelines for internationalization for 2017-2020 have been prepared and can be found in the staff intranet. The guidelines have been made on the basis of Keuda's strategy.

The annual action plan and the prioritization of objectives have been drawn up together with a number of representatives from different sectors of Keuda. The plan has an efficient guide for Keuda's international operations and thus increased the number of international activities.

Areas of improvement:

There is no annual plan on Keuda- level for international activities and no action plan for international competition activities. The internal annual plan of the International Office exists, but it has not been updated. An annual plan for international operations for all personnel should be prepared and include the operation of international networks in Keuda.

- self-evaluation based on criteria and indicators
- list of data sources supporting self-evaluation
- assessment of the strengths
- assessment of the areas of improvement

Preparing questions for the Peer Visit

- make and ask questions which
 - confirm the strengths, good practices and areas for improvement
 - belong to the quality area and criteria
- questions are based on
 - criteria and indicators
 - the material received from the VET provider
- agree on the themes and questions for each theme
 - define what you ask from different groups (e.g. management, teachers, students, other stakeholders)
- the number of questions per interview is limited (7-10)
 - have extra questions available
- use open questions
 - what..., how..., who..., when..., where..., to whom... etc.
 - please describe...
- use the terminology and the language the interviewees understand

Examples of questions

- Tell a bit about the history of your co-operation? How did it start?
- Could you tell us about the VET provider's student mobility process (within your organisation) from your perspective?
- What kind of agreement do you have for the cooperation between your organization and the VET provider?
- Who are you in contact with the VET provider before, during and after student or staff mobility (when you host them)? How? How often?
- How do you get information about goals, plans, activities and results of internationalization of the VET provider? What kind of channels do you use to share information?
- In what way have you been involved in defining cooperation and key processes with the VET provider?
- In what way have you been involved in improving international activities of the VET provider?
- How would you develop your co-operation with the VET provider? What aspects might need developing?
- What is particularly good in your co-operation with the VET provider?

Questions and answers

- From chat
- Open mic

Thank you!

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