



## Quality assurance table with milestones and indicators

Developed by Oksana Melynyk (UKON) in line with recommendations in the EACEA's feedback to the interim progress report. Presented and agreed by the partners during Jour Fixe in February 2022.



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WP	Outcomes/out puts/ results	Progress	Milestones	Indicators of progress	How to measure indicators	Time frame	How the quality is assured	Evidences	Comments
1 Preparation " Analysis of governance of vocational teacher education"	1.1. Report of the best practices of EU of governing vocational teacher education		<ul style="list-style-type: none"> <li>The Kick-off workshop is organised</li> <li>The EU practices during WS are orally presented</li> <li>The Form of the presentation to the public as a written consolidated report is agreed</li> <li>The report is submitted</li> <li>The report is reviewed</li> <li>The report is translated</li> <li>The report is published publicly on project website and partners' websites</li> </ul>	<ul style="list-style-type: none"> <li>- WS is realised; presentations;</li> <li>- decision during the WS;</li> <li>- report is available and used.</li> </ul>	<ul style="list-style-type: none"> <li>- Minutes</li> <li>- Meetings and feedbacks</li> <li>- Project website, partners' websites</li> </ul>	Feb 20 - July 20	<p><b>Internally:</b> Oral feedback of participants is obtained. Ukrainian partners reviewed the report and gave feedback. The project coordinator and IVET reviewed the translation.</p>	E-Mail, oral feedbacks during project meetings	
	1.2. Instruments for the need analysis of the target groups		<ul style="list-style-type: none"> <li>The work is launched</li> <li>The first drafts are submitted for reviews to Ukrainian partners</li> <li>The first drafts are translated</li> <li>The instruments are approved by the Ukrainian partners</li> <li>The instruments are published on the project website and partners' websites</li> </ul>	<ul style="list-style-type: none"> <li>- task leader informs the WP leader;</li> <li>- Ukrainian partners' meeting for discussions and brain storming;</li> <li>- developed questionnaires for four target groups;</li> </ul>		Feb 20 - May 20	<p><b>Internally:</b> Ukrainian partners collectively reviewed the submitted by the IVET drafts of the questionnaires. The expertise of the project partners and the task leader assures the quality of the instruments.</p>	E-Mail, oral feedbacks during project meetings	
	1.3. findings on structure problems, motivation of Ukrainian actors and participants involved in VTE		<ul style="list-style-type: none"> <li>The instruments are employed and surveys are launched among target groups</li> <li>The raw data is obtained by IVET and Uni Roma Tre and is sent to the partner-HEIs</li> <li>The partner-HEIs process the data for their organisations</li> <li>The IVET produces the structural report on the national findings</li> <li>The partner-HEIs produce institutional reports on the problems in their HEIs</li> <li>The reports are reviewed by the EU partners</li> <li>The reports are translated into Ukrainian</li> <li>The reports are available to the public</li> </ul>	<ul style="list-style-type: none"> <li>- 2 structural reports on the national findings on the problems in structures and cooperations in VTE, motivation and strategic skills;</li> <li>- 4 institutional reports on the problems, motivations to cooperation at the respective partner-HEI.</li> </ul>	<ul style="list-style-type: none"> <li>- All reports are available online on the project website and the partners' websites.</li> </ul>	May 20 - Sep 20	<p><b>Internally:</b> The EU partners reviewed all the reports and gave feedback to the Ukrainian partners to amend or correct the reports accordingly. The project coordinator performed the unified formal editing in line with the project brand and the EACEA visual identity rules. The IVET performed the formal language editing of the Ukrainian versions and assured that the terminology is aligned with the scientific standards in education in Ukraine.</p>	Emails, feedbacks, versions of the documents	
	1.4. round table		<ul style="list-style-type: none"> <li>The programme is agreed</li> <li>The speakers are invited and prepared</li> <li>The participants are invited</li> <li>The materials are prepared</li> <li>The round table is conducted</li> <li>The evaluations from the participants and organisers are submitted</li> <li>The follow-up is sent to the participants</li> <li>The news about the event are published online</li> </ul>	<ul style="list-style-type: none"> <li>- programme;</li> <li>- materials of the event;</li> <li>- feedback of the participants;</li> <li>- feedback of the organisers;</li> <li>- follow-up emails;</li> <li>- news on the project website &amp; official Facebook page.</li> </ul>	<ul style="list-style-type: none"> <li>- materials are available online;</li> <li>- information from the evaluations of the event by the participants and organisers.</li> </ul>	Sep 20 - Sep 20	<p><b>Internally:</b> The programme is agreed with the project consortium. The speakers are highly qualified professionals in their field. The translations are adequate. The organisation is evaluated by the organisers in the self-reflect report on the event organisation.</p> <p><b>Externally:</b> The event is evaluated by the participants. The evaluation is conducted not by the organiser but by the WP Leader.</p>	The same as indicators	
2 Development and implementation of PBG	2.1. elaborated concepts of PBG mechanisms		<ul style="list-style-type: none"> <li>The project teams of the Ukrainian partner-HEIs launch the work</li> <li>The first drafts are presented and discussed with the project consortium during the project workshop</li> <li>The concepts are amended according to the feedback of the project consortium</li> <li>The concepts are submitted for the review to the EU partners</li> <li>The EU partners complete the review according to the quality criteria</li> <li>The Ukrainian partners amend the concepts</li> <li>The concepts are discussed with the target groups during the round table</li> <li>The concepts are amended according to the feedback of the target groups</li> <li>The concepts are available in Ukrainian and English</li> <li>The concepts are approved by the Ukrainian partner-HEIs</li> <li>The approved concepts are available publicly online</li> </ul>	<ul style="list-style-type: none"> <li>- minutes of the project groups, JF and workshops;</li> <li>- criteria for the quality and relevance evaluation worked out by the EU partners during the 2nd WS;</li> <li>- feedbacks of the EU partners;</li> <li>- concepts approved by the Ukrainian partner-HEIs;</li> <li>- concepts are online in English and Ukrainian.</li> </ul>	<ul style="list-style-type: none"> <li>- All concepts are approved by the Ukrainian partner-HEIs.</li> </ul>	Oct 20 - May 21	<p><b>Internally:</b> The EU partners work out the relevance and quality criteria for the concept evaluation. The EU partners evaluate and provide the feedback to the concepts. The project coordinator formally edits the concepts in line with the project brand and visual identity requirement of the EACEA and corrects grammatically the English versions of the concepts.</p> <p><b>Externally:</b> The concepts are presented to the public to the target groups during the round table. The feedback is obtained the the concepts are amended accordingly.</p>	Evaluations from the EU partners Feedback of the participants during the round table	
	2.2. new structures for the realisation of concepts at each partner HEI		<ul style="list-style-type: none"> <li>The orders on the establishing respective structures are approved by the Councils and rectors of the Ukrainian partner-HEIs</li> <li>The equipment for the realisation of PBG and functioning new structures is installed</li> <li>The structures start their work according to the plan in the concepts</li> <li>The indicators of the efficiency and quality are monitored (as defined in the concepts)</li> <li>The results of the work of the new structures for realisation of PBG are visible in the quality of provided initial vocational teacher education</li> <li>The results of the work of the new structures for realisation of PBG are visible in the possibilities for in-service vocational teacher training</li> </ul>	<ul style="list-style-type: none"> <li>cooperation structures;</li> <li>-cooperation contracts with stakeholders (vocational institutions, employers);</li> <li>- stakeholders are involved in curriculum development;</li> <li>- stakeholders are involved in the teaching process;</li> <li>- activities for advanced in-service training take place (according to the</li> </ul>	<ul style="list-style-type: none"> <li>- Measuring indicators are defined in each specific concept</li> </ul>	June 2021- June 2022	<p><b>Internally:</b> The EU partners conduct onsite visits and provide a feedback. The invited external experts from Germany conduct on-site visits and provide recommendations. Each HEI conducts evaluation of the concept implementation according to their concept and internal quality assurance strategies of their HEIs.</p> <p><b>Externally:</b> The results of the concept implementation are presented to and discussed with the target audience during the third round table (preliminary scheduled on 19-22.04.2022).</p>		

Elabor:		Study visit of staff from the partner-organisations take place, which enrich the experience with new perspectives	concepts); - positive experience of staff is disseminated.						
	2.3. two round tables	<ul style="list-style-type: none"> <li>The time is agreed with the project consortium</li> <li>The programmes are agreed with the organisers and project partners</li> <li>The speakers are informed and prepared</li> <li>The events are advertised to the target groups</li> <li>The administration and organisation is conducted by the hosting organisation in close cooperation with the coordinator</li> <li>The round tables are successfully conducted</li> <li>The post-event campaign is implemented by the organisers</li> <li>The news about the event is disseminated by the partners</li> </ul>	<ul style="list-style-type: none"> <li>- programme;</li> <li>- materials of the event;</li> <li>- feedback of the participants;</li> <li>- feedback of the organisers;</li> <li>- follow-up emails;</li> <li>- news on the project website &amp; official Facebook page.</li> </ul>	<ul style="list-style-type: none"> <li>- materials are available online.</li> <li>- information from the evaluations of the event by the participants and organisers.</li> </ul>	11-12.03.21 (2nd RT, online) 19.-22.04.22 (3rd RT)	<p><b>Internally:</b> The programme is agreed with the project consortium. The speakers are highly qualified professionals in their field. The translations are adequate. The organisation is evaluated by the organisers in the self-reflect report on the event organisation.</p> <p><b>Externally:</b> The event is evaluated by the participants. The evaluation is conducted not by the</p>	The same as indicators		
3 Development: Content input from European partners on PBG	3.1. conducted staff training for HEI staff vocational school management and teachers and other stakeholders on relevant topics	<ul style="list-style-type: none"> <li>The time is agreed with the project consortium</li> <li>The programmes are agreed with the organisers and project partners</li> <li>The speakers are informed and prepared</li> <li>The events are advertised to the target groups</li> <li>The administration and organisation is conducted by the hosting organisation in close cooperation with the coordinator</li> <li>The staff trainings are successfully conducted</li> <li>The post-event campaign is implemented by the organisers</li> <li>The news about the event is disseminated by the partners</li> <li>The modules based on the staff trainings are created</li> <li>The modules are edited in line with the internal project requirements</li> <li>The modules are translated in Ukrainian</li> <li>Study visit of students from the partner-organisations take place</li> </ul>	<ul style="list-style-type: none"> <li>- programmes;</li> <li>- materials of the event;</li> <li>- feedback of the participants;</li> <li>- feedback of the organisers;</li> <li>- follow-up emails;</li> <li>- news on the project website &amp; official Facebook page;</li> <li>- 4 modules based on staff training materials are available on the project website and the websites of partners.</li> </ul>	<ul style="list-style-type: none"> <li>- a staff training comprise about 11-13 h (7 staff trainings = about 90 h).</li> <li>- materials are available online.</li> <li>- information from the evaluations of the event by the participants and organisers.</li> <li>- modules are available on the project websites</li> </ul>	According to the temporal structure. The format is defined by the available conditions	<p><b>Internally:</b> The programme is agreed with the project consortium. The speakers are highly qualified professionals in their field. The translations are adequate. The organisation is evaluated by the organisers in the self-reflect report on the event organisation.</p> <p><b>Externally:</b> The event is evaluated by the participants. The evaluation is conducted not by the organiser but by the WP Leader.</p>	The same as indicators	<ul style="list-style-type: none"> <li>1 ST (6 h) - UKON, online;</li> <li>2 ST (6 h) - WU, online</li> <li>3 ST (6 h) - WU, online</li> <li>4 ST (6) - WU, online</li> <li>5 ST (9 h) - UKON, online</li> <li>6 ST (12 h) - UNITRE,</li> <li>7 ST (15 h) - UNITRE,</li> <li>8 ST (12 h) - UKON+WU</li> <li>9 ST (12 h) - UKON+WU</li> </ul>	
	4 Development: Setting up PBG mechanisms for the national level	4.1. conducted staff training for MESU on educational governance and reforms in the VET and VTE systems	<ul style="list-style-type: none"> <li>The time is agreed with the project consortium</li> <li>The programmes are agreed with the organisers and project partners</li> <li>The speakers are informed and prepared</li> <li>The events are advertised to the target groups</li> <li>The administration and organisation is conducted by the hosting organisation in close cooperation with the coordinator</li> <li>The staff trainings are successfully conducted</li> <li>The post-event campaign is implemented by the organisers</li> <li>The news about the event is disseminated by the partners</li> </ul>	<ul style="list-style-type: none"> <li>- programme;</li> <li>- materials of the event;</li> <li>- feedback of the participants;</li> <li>- feedback of the organisers;</li> <li>- follow-up emails;</li> <li>- news on the project website &amp; official Facebook page.</li> </ul>	<ul style="list-style-type: none"> <li>- A staff training comprise about 11-13 h.</li> <li>- materials are available online.</li> <li>- information from the evaluations of the event by the participants and organisers.</li> <li>- modules are available on the project websites</li> </ul>	According to the temporal structure. The format is defined by the available conditions	<p><b>Internally:</b> The programme is agreed with the project consortium. The speakers are highly qualified professionals in their field. The translations are adequate. The organisation is evaluated by the organisers in the self-reflect report on the event organisation.</p> <p><b>Externally:</b> The event is evaluated by the participants. The evaluation is conducted not by the organiser but by the WP Leader.</p>	The same as indicators	
		4.2. policy paper on mechanisms of PBG in VTE	<ul style="list-style-type: none"> <li>The working group is established</li> <li>The timeplan is developed and presented to the consortium</li> <li>The first version is drafted and presented to the project partners</li> <li>The feedback is provided</li> <li>The document is amended</li> <li>The document is presented to the public (target groups) for discussions</li> <li>The document is approved</li> <li>The policy paper is distributed</li> </ul>	<ul style="list-style-type: none"> <li>- order on the creation of the working group;</li> <li>- drafts of the paper;</li> <li>- paper is available on the website for the discussion;</li> <li>- paper is submitted to the MESU.</li> </ul>	Not measurable	Feb.2022- May 2022	<p><b>Internally:</b> The paper will be presented to the project consortium and discussed with the EU partners. The participation of the MESU assures the relevance according to the needs of higher and vocational education.</p> <p><b>Externally:</b> The policy paper will be presented for the public discussions in line with the legal requirement for policy document approval in Ukraine</p>	The same as indicators	
		4.3. new online platform "Partner Space" for fostering PBG	<ul style="list-style-type: none"> <li>The concept is developed</li> <li>The concept of the online platform is agreed by the partners</li> <li>The technical requirements are developed</li> <li>The technical requirements are agreed</li> <li>The market survey is done</li> <li>The subcontractor is found</li> <li>The platform is developed under the supervision of the task leader</li> <li>The platform is reviewed by the partners</li> <li>The platform is launched</li> <li>The platform efficiency is monitored by the task leader</li> </ul>	<ul style="list-style-type: none"> <li>- concept of the platform;</li> <li>- technical requirements;</li> <li>- subcontracting documents;</li> <li>- feedback by the partners;</li> <li>- platform and technical documentations for its maintenance;</li> <li>- users of the platform.</li> </ul>	<ul style="list-style-type: none"> <li>- number of users (the only measurable)</li> </ul>	Sep 2020- April 2022	<p><b>Internally:</b> The review of the concept during the jour fixes and workshops. The review of the technical requirements during the jour fixes and workshops.</p> <p><b>Externally:</b> The presentation and discussion of the concept with the target groups during the round table. The feedback of the users.</p>		
		4.4. Networking organisation in VTE	<ul style="list-style-type: none"> <li>The concept of organisation is developed</li> <li>The concept is discussed with the partner</li> <li>The process of the registration is launched</li> <li>The organisation is officially created</li> <li>The organisation unites the important stakeholders (HEI academic staff and VET teachers and managers)</li> </ul>	<ul style="list-style-type: none"> <li>- concept of the association;</li> <li>- legal documents that prove the registration;</li> <li>- members of the association;</li> <li>- events and activities under the umbrella of the association.</li> </ul>	<ul style="list-style-type: none"> <li>- number of the members;</li> <li>- number of activities with the participation or supervision of the Association</li> </ul>	Jan 2021- June 2021	<p><b>Internally:</b> The concept is discussed with the partners during the jour fixes and project workshops</p> <p><b>Externally:</b> The concept was presented to the target audience during the round table. The survey of the audience proved the relevance and necessity of the creation of such an</p>	<ul style="list-style-type: none"> <li>- minutes of the jour fixes and workshops;</li> <li>- feedback of the target groups during the second round table.</li> </ul>	
		4.5. developed amendments to standards in the VTE	<ul style="list-style-type: none"> <li>The working group is established</li> <li>The timetable is created</li> <li>The current standards are analysed (PBG)</li> <li>The study visits of students take place</li> </ul>	<ul style="list-style-type: none"> <li>- documents on the creation of the working group;</li> <li>- analysis of the standards;</li> <li>- study visits of students (PBG)</li> </ul>			<p><b>Internally:</b> The amendments will be presented to the project consortium and discussed with the EU partners. The participation of the MESU assures the relevance according to the needs of higher and vocational education.</p>		

			<ul style="list-style-type: none"> <li>The students perspective is considered and analysed</li> <li>The amendments are developed</li> <li>The amendments are presented to the partners</li> <li>The amendments are discussed with the target groups</li> <li>The amendments are submitted to the MESU</li> </ul>	<ul style="list-style-type: none"> <li>study visits of students (4);</li> <li>- amendments, available on the website for the discussion;</li> <li>- amendments are submitted to the MESU.</li> </ul>	Not measurable	June 2022- Dec 2022	<p><b>Externally:</b> The amendments will be presented for the public discussions in line with the legal requirement for policy document approval in Ukraine.</p>	
5 Quality: Quality assurance of the project	5.1. regular reports on WP1-4		<ul style="list-style-type: none"> <li>The quality assurance strategy with and schedules and templates is developed</li> <li>The QA with the templates is reviewed by the partners</li> <li>The QA with the templates for reports is available to the partners</li> <li>The WP leader submits the report upon the completion to the coordinator and discusses with partners</li> </ul>	<ul style="list-style-type: none"> <li>- report on WP1</li> <li>- report on WP2</li> <li>- report on WP 3</li> <li>- report on WP 4</li> </ul>	- number of reports on WPs	Jan 2020- project end	<p><b>Internally:</b> The reports are presented to the partners.</p>	- presentations on reports
	5.2. evaluations of staff trainings and other activities		<ul style="list-style-type: none"> <li>The quality assurance strategy with and schedules and templates is developed</li> <li>The QA with the templates is reviewed by the partners</li> <li>The QA with the templates for reports is available to the partners</li> <li>The templates are translated in Ukrainian</li> <li>The tool for online evaluation is found</li> <li>The evaluation forms are transferred to the online tool</li> <li>The evaluations are conducted</li> <li>The evaluation results are assembled into the presentations</li> <li>The evaluation presentation after each activity is discussed with the project partners (corrective measures are taken if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>- templates for the evaluations;</li> <li>- presentations on the evaluation results;</li> <li>- average percentage of the positive evaluations.</li> </ul>	- numbers of filled in evaluation forms / sheets	during the project life	<p><b>Internally:</b> The evaluation sheets are developed based on the best experience of other Erasmus+ projects and quality assurance sheets of the University of Konstanz. The presentations on the evaluation results are presented to the partners.</p>	
	5.3. recommendations of external experts and "critical friend"		<ul style="list-style-type: none"> <li>The external experts from the State Seminars visit the partner HEIs during other activities (staff trainings)</li> <li>The contract for services of counselling is concluded</li> <li>The external experts provide recommendations for the corrective measures in implementing the PBG</li> <li>The critical friend is found</li> <li>The contract for the subcontracting of the services is concluded</li> <li>The critical friend evaluates the project achievements at the partner-HEIs</li> <li>The critical friend evaluates the project performance</li> </ul>	<ul style="list-style-type: none"> <li>- contracts for subcontracting services</li> <li>- recommendations from the external experts and critical friend</li> </ul>	Not applicable	March 2022- Dec 2022	Not applicable	
	5.4. statement of a fin.auditor		<ul style="list-style-type: none"> <li>The fin. Auditor is found</li> <li>The contract for the subcontracting of the services is concluded</li> <li>The audit is conducted</li> <li>The certificate is issued</li> </ul>	<ul style="list-style-type: none"> <li>- contracts for subcontracting services;</li> <li>- certificate of audit.</li> </ul>	Not applicable	At the project end	Not applicable	
6DE: Project dissemination plan and exploitation of results	6.3. regular newsletters		<ul style="list-style-type: none"> <li>The template of the newsletter is developed</li> <li>The structure of the newsletter is developed</li> <li>The newsletter is issued every 6 months</li> <li>The newsletter is created and reviewed by the WP leader and by the coordinator</li> <li>The newsletter is translated into Ukrainian</li> <li>The newsletter is sent to the target groups and disseminated on the project website and official Facebook page</li> </ul>	<ul style="list-style-type: none"> <li>- newsletters;</li> <li>- sent e-mails with the newsletter to the target groups;</li> <li>- posts on FB Page and project website</li> </ul>	- 6-7 newsletters; - 1500-2000 e-mails to the target groups; - 6-7 posts on FB page and project website.	During the project lifetime	<p><b>Internally:</b> The newsletter content is peer-reviewed</p>	
	6.4. conference on VTE		<ul style="list-style-type: none"> <li>The time is agreed with the project consortium</li> <li>The programme is agreed with the organisers and project partners</li> <li>The speakers are informed and prepared</li> <li>The events are advertised to the target groups</li> <li>The conference proceedings are collected</li> <li>The administration and organisation is conducted by the hosting organisation in close cooperation with the coordinator</li> <li>The conference is successfully conducted</li> <li>The post-event campaign is implemented by the organisers</li> <li>The news about the event is disseminated by the partners</li> <li>The conference proceedings are published online</li> </ul>	<ul style="list-style-type: none"> <li>- programme;</li> <li>- materials of the event;</li> <li>- feedback of the participants;</li> <li>- feedback of the organisers;</li> <li>- follow-up emails;</li> <li>- news on the project website &amp; official Facebook page;</li> <li>- conference proceedings.</li> </ul>	- materials are available online - information from the evaluations of the event by the participants and organisers	Oct 2022 or March 2023	<p><b>Internally:</b> The programme is agreed with the project consortium The speakers are highly qualified professionals in their field The translations are adequate The organisation is evaluated by the organisers in the self-reflect report on the event organisation</p> <p><b>Externally:</b> The event is evaluated by the participants. The evaluation is conducted not by the organiser but by the WP Leader</p>	The same as indicators