**VET NoN**

‘Network of networks - International network of VET providers, a grass roots approach´

*Project Reference:* 608977-EPP-1-2019-1-NL-EPPKA3-VET-NETPAR

* Quality Management Plan -

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Issue or change note** |
| 1.0 | 26/11/2019 | First draft for discussion  |
| 2.0 | 17/12/2019 | Second version (reviewed by partners) |
| 3.0 | 14/05/2020 | Third version (update of some indicators) |
| 4.0 | 19/02/2021 | Fourth version (update of milestones accomplished, workplan and tools for evaluation of WP3) |

**Contents**

[**Objectives** 4](#_Toc25589735)

[**Target groups** 5](#_Toc25589736)

[**Quality Assurance Indicators** 6](#_Toc25589737)

[**Project Milestones and Review Cycle** 7](#_Toc25589738)

[**Deliverables of the project** 16](#_Toc25589739)

|  |  |
| --- | --- |
| **Project Title** | **VET NoN**‘Network of networks - International network of VET providers, a grass roots approach ´*Project Reference:* 608977-EPP-1-2019-1-NL-EPPKA3-VET-NETPAR |
| **Project Framework**  | The project VET NoN aims at the creation of an international network of VET providers through a grass roots approach. It responds to the needs of the VET sector in the EU that has to deal with a low image in society and it wants to improve the attractiveness of VET supported by capacity building and the testing and implementation of best practices. The consortium for the project consists of three already established VET partnerships in three different EU Countries and two other partnerships that have a less structural form of cooperation. The activities and the expected results in this project are directly related to the target groups. The international coordinators from the 44 VET providers that are involved in this project will be able to build up a long-standing Network of Networks focusing at strategic cooperation in relation to international activities in Vocational Education and Training. Teachers and trainers, innovators and programme leaders will take part in the selection and testing of the best practices, which will lead to a change of the contents of the VET courses and the way in which they are provided. VET leaders of the institutes and colleges that are part of the Network of networks will be aware of the actual EU recommendations and other publications on VET. Through mutual consultation with their fellow VET leaders in the Network of Networks they will be prepared for the strategic choices they have to make and will be able to give feedback to EU policy makers. VET providers from countries where structural cooperation between VET providers is less common, will profit from this project because they will have experienced how structural international cooperation between VET partners can be created at grass roots level. The Network of Networks will continue to exist after the project’s lifetime by the organisation of annual partnerships meetings and a follow-up of the other activities. |
| **Project Funding**  | Erasmus+ logo |
| **Project Partners** | Onderwijsgroep Tilburg – Project Coordinator (NL)New College Lanarkshire (UK) (former WosCoP)Belfast MET College (UK)Gradia (FI)HETEL (ES)Rijn IJssel (NL)Wellantcollege (NL)Subcontractors:Albeda (NL)VISTA college (NL)Deltion College (NL)ROC van Amsterdam (NL)Varia (FI)Salpaus (FI)Tredu (FI)Nazaret Zentroa (ES)Salesianos Deusto (ES)Egibide (ES)Goierri Eskola (ES)South West College (UK)North West Regional College (UK)City of Glasgow College (UK)Glasgow Kelvin College (UK)Glasgow Clyde College (UK)SRUC (UK) |
| **Project Quality Assurance**  | The project will be continuously evaluated according to the achievement of the different milestones. The quality assurance activities will measure the level of achievement of project objectives taking into consideration four different aspects:* Validity of the project results. Do project results meet the needs of the target group?
* Dissemination. Are the target groups reached? To which extent?
* Valorisation. Will the project results be used after the project lifetime?
* Partnership. Is there a good working atmosphere? Will this partnership result in future cooperation projects?

The first three will be evaluated externally, by the target group. The last one will be evaluated by the project partners. |
| **Purpose of the Project Quality Plan**  | This document defines the quality expectations of the project, how they will be assessed and by whom.It describes the project’s results to be quality assured.It also describes the processes used to assure the quality of those results. |
| **Objectives**  |
| **Expectations for this project** | The general objectives are:* Encourage the creation of transnational and national VET providers´ networks and partnerships to work together at national and European level to improve quality and efficiency of VET.
* Foster communication, dissemination and support for implementation of the VET policy agenda at EU and national level, to exchange knowledge, feedback and experience of policy implementation and sharing of best practices on VET excellence.

We distinguish the following three main aspects in the general objective:* The creation of a transnational network of VET partnerships that already cooperate on a national level.
* Cross-border cooperation aimed at mutual learning and the exchange of best practices.
* The implementation of the VET policy agenda by engaging VET leaders.
 |

# **Target groups**

|  |  |  |  |
| --- | --- | --- | --- |
| **Target group** | **WP which specifically addresses the target group** | **Expected impact on the target group** | **Indicators to measure the expected impact** |
| International coordinators | WP Network BuildingWP Reaching out | Constitution of long-standing NoNDefinition of a mid term and long term international strategy.Increase the ability and know how of less developed networks and potential networks to be to create a NoN | 1, 4, 5, 7, 8, 9, 10, 11, 12, 13, 15, 17 |
| Teachers, trainers and VET programme leaders | WP Capacity Building | Improve quality and attractiveness of VET programmes.Foster strategic cooperation. | 2, 6, 7, 8, 9, 10, 16 |
| VET leaders | WP Policy Development | Better preparation of VET colleges to take part on the EU policy agenda for VET | 3, 5, 11, 14, 18, 19, 20 |

|  |
| --- |
| **Quality Assurance Indicators**  |
|  | To ensure the accomplishment of the objectives of the VET NoN project, the partners will use qualitative and quantitative indicators, which will be monitored periodically, according to the accomplishment of the different milestones and at the end of the project. |

|  |  |
| --- | --- |
| **Quantitative indicators** | No. |
| Number of successful applications submitted after consulting and making use of the action plan for the effective use of EU funding (WP3) | 1 |
| Number of best practices being implemented in the programmes and courses of the VET providers that participate in the NoN (WP4) | 2 |
| Overall number of VET leaders participating in the discussions and activities promoted by the project: (WP5)* Number of respondents to the questionnaire
* Number of subscriptions to the newsletter
* Number of participants in the Webinars
 | 3 |
| Number of international coordinators and VET leaders from Slovenia, Sweden, Portugal, The Republic of Ireland and the Euroregio near Maastricht to whom the reaching out activities of the project are targeted (WP6) | 4 |
| Number of partnerships with a focus on international activities being created among the VET colleges in the NoN (how many exchanges of staff?, how many KA2 projects? How many exchanges of students?, how many on-line activities?...) (WP2) | 5 |
| Number of training actions integrated in staff development plans as consequence of the implementation of best practices (WP4) | 6 |
| Number of participants to multiplier events across the 5 partner countries (WP9) | 7 |
| Number of platforms used to disseminate project´s results (WP9) | 8 |
| Number of organizations targeted by dissemination activities (WP9) | 9 |
| Number of presentations delivered about the project and its results (WP9) | 10 |
| **Qualitative Indicators**   |
| Satisfaction of VET leaders with the strategy and the action plan developed in WP3 (WP3) | 11 |
| Extent to which the model will be implemented and followed by the project partners, in particular by the partners from Finland and Northern Ireland (WP3) | 12 |
| Success of the strategic development plan for an international NoN (WP3) | 13 |
| Understanding of what NoN is, its aims and its relevance for the college (WP3) | 14 |
| Continuation of the annual meetings of NoN (WP2) | 15 |
| Continuation of the implementation of best practices (WP4) | 16 |
| Increased knowledge and skills to implement the development of regional, national and international networks of VET providers (WP6?) | 17 |
| Relevance for VET leaders of the topics included in the newsletters (WP5) | 18 |
| Relevance for VET leaders of the topics included in the webinars (WP5) | 19 |
| Capacity of the model to involve VET leaders in discussions related to the EU policy agenda (WP5) | 20 |

# **Project Milestones and Review Cycle**

|  |  |  |
| --- | --- | --- |
|  | **Introduction**  |  |
|  | The indicators and project objectives are related to different milestones which will be reached along the project. Whenever a milestone of the project is reached, the corresponding target group/groups will assure its quality (i.e. does it satisfy their needs/expectations). There will be different kinds of milestones during the implementation VET NoN related to:* Achievement of transnational meetings.
* Implementation of work packages.
 |  |
|  | **Milestones** |  |
| **Quality****Assurance Milestone 1** | **Kick-off meeting 1 in Arnhem (NL)**  |  |
|  | Process: Questionnaire to be filled by the attendants of project meeting. Creation of an evaluation report.Target group: project partnersPartner responsible of the organization: Rijn IjsselPartner responsible of the evaluation: HETEL |  |
|  | **Aspects to assess:** | **Date Achieved**  |
|  | * Good partnership working atmosphere.
* Guidance provided by the coordinator and WP leaders.
* Clarity of project objectives, roles and tasks to be carried out.

Questionnaire for the evaluation: | 27-29/11/2019 |
|  | **Results of the evaluation**  | See “Annex 1. evaluation report of kick-off meeting” |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 2** | **Creation of working groups for each WP and definition of their working plan** |  |
|  | Process: Elaboration of a protocol for communication and a working plan for each WPTarget group: project partnersPartner responsible: Leaders of WP |  |
|  | **Aspects to assess:** | **Date Achieved**  |
|  | * Each WP has a protocol for communication and working plan.
* Convenience of the protocol for communication and working plan.
 | 11/02/2020 |
|  | **Results of the evaluation**  | There is a protocol for communication to be followed by each WP.Each work package has a Gantt chart/calendar for the implementation of activities  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 3** | **Model for the organisation structure and strategic development plan of an international Network of Networks** |  |
|  | Process: Questionnaire to be filled. Creation of an evaluation report.Target group: international coordinators of organizations within the networks represented in the project + potential promoters of networks to bePartner responsible: leader of WP Network Building (TDA) |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Guidance offered by the model to establish a regional/national network.
* Guidance offered by the model to establish an international network of networks.
* Creation of a medium term and long term strategy for international cooperation.
* Willingness to promote the constitution of regional, national and international networks of VET providers.
 |  |
|  | **Results of the evaluation:** |  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 4** | **Action plan for promotion and effective use of EU funding ready** |  |
|  | Process: Questionnaire to be filled. Creation of an evaluation report.Target group: international coordinators of organizations within the networks represented in the project + potential promoters of networks to bePartner responsible: leader of WP Network Building (TDA) |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Guidance offered by the action plan on how to use EU funding.
* Encouragement promoted by the action plan.
* Relevance of the EU funding identified and described by the action plan.
 |  |
|  | **Results of the evaluation:** |  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 4** | **Best practices identified in WP Capacity Building** |  |
|  | Process: Selection criteria of best practices, pilot of best practices selected.Target group: VET teachers, trainers and leaders of VET programmes.Partner responsible: leader of WP Capacity Building (HETEL) |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Transferability of the best practice.
* Potential benefits of the best practice regarding the improvement of the quality and attractiveness of VET.
* Guidance provided to implement the best practice.
* Description of the necessary conditions to implement the best practice successfully.
 | February 2021 |
|  | **Results of the evaluation:** |  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 5** | **Model to involve VET leaders in discussions related to the EU policy agenda** |  |
|  | Process: For the quantitative indicators, one participant per network in WP5 will collect the numbers corresponding to his/her own network.For the qualitative indicators, the partners will include questions related to the relevance and capacity of the results produced to achieve the expected impact (involvement of VET leaders) in the questionnaires to be submitted to VET leaders to gather their feedback on diverse topics related to EU policy. At the end of the project, there will be a final questionnaire to VET leaders focused on the sense of belonging to NoN, the experience of sharing with other VET leaders and the understanding of NoN´s strategy.The WP leader will submit an interim report and a final report based on the data of the quantitative and qualitative results to be submitted together with the interim and final report to the EACEA.Calendar for questionnaires: October 2020, January 2021, April 2021 and October 2021. The first 3 questionnaires are addressed to collect feedback for the newsletters and webinars and to update quantitative and qualitative indicators. The last one is to assess the overall impact of the project in VET leaders. Target group: VET leadersPartner responsible: leader of WP Policy Development (Gradia) |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Capacity of the model to involve VET leaders in discussions related to EU policy
* Relevance of the Webinars developed
* Relevance of the newsletters produced
* Capacity of NoN to support the development and/or implementation of international strategies in VET schools.
* Identification of VET leaders with NoN, its mission, its vision and its values.

  |   |
|  | **Results of the evaluation:** |  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 6** | **Involvement of VET leaders/international coordinators of potential networks to be from targeted countries at the second annual meeting of NoN** |  |
|  | Process: Questionnaire and evaluation report.Target group: VET leaders and/or international coordinatorsPartner responsible: leader of WP Reaching Out (Belfast MET) |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Willingness/motivation to build own network
* Organization of the event (logistics, agenda, working methodology)
* Topics of the NoN meting
* Development of knowledge/skills to build a network

  |  |
|  | **Results of the evaluation:** |  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 7**  | **3 days on-line transnational meeting involving all participants in the project** |  |
|  | Process: Questionnaire and evaluation report.Target group: participants in the project on-line meetingPartner responsible for the organization: all partnersPartner responsible for the evaluation: HETEL |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Working methods
* Clarity on overall project objectives
* Clarity on tasks for the next period of the project
* Sense of belonging to Network of Networks
* Added value of Network of Networks to the participant´s college

  | 27th to 29th of May 2020 |
|  | **Results of the evaluation:** | See annex “Evaluation on-line meeting May 2020) |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 8**  | **Second transnational meeting, in Bilbao (Spain) (done on-line due to travel restrictions caused by Covid)** |  |
|  | Process: Questionnaire and evaluation report.Target group: participants in the project meetingPartner responsible for the organization: HETELPartner responsible for the evaluation: HETEL |  |
|  | **Aspects to assess:** | **Date Achieved****5-7 October 2020** |
|  | * Accomplishment of project objectives
* Involvement of externals to the project
* Working methods
* Working atmosphere
* Guidance provided by the coordinator and WP leaders
* Clarity on tasks for the next period of the project

  |  |
|  | **Results of the evaluation:** | See evaluation on-line meeting October 2020 |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 9**  | **Third transnational meeting, in Jyväskylä (Finland)** |  |
|  | Process: Questionnaire and evaluation report.Target group: participants in the project meetingPartner responsible for organization: GradiaPartner responsible for evaluation: HETEL |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Accomplishment of project objectives
* Involvement of externals to the project
* Working methods
* Working atmosphere
* Guidance provided by the coordinator and WP leaders
* Clarity on tasks for the next period of the project

  |  |
|  | **Results of the evaluation:** |  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 9**  | **Last transnational meeting, in Brussels (Belgium)** |  |
|  | Process: Questionnaire and evaluation report.Target group: participants in the project meetingPartner responsible for organization: Onderwijsgroep Tilburg and Rijn IjsselPartner responsible for evaluation: HETEL |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Accomplishment of project objectives
* Involvement of externals to the project
* Guidance provided by the coordinator and WP leaders
* Sustainability of project results
* Ideas for cooperation in the future

  |  |
|  | **Results of the evaluation:** |  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 10**  | **Celebration of NoN conference in the Netherlands (November 2020)** |  |
|  | Process: Questionnaire and evaluation report.Target group: participants in the NoN Conference (international coordinators, VET leaders, VET teachers)Partner responsible for organization: Albeda CollegePartner responsible for evaluation: HETEL |  |
|  | **Aspects to assess:** | **Date Achieved**10-12 November 2020 |
|  | * Relevance of topics
* Involvement of VET leaders
* Working methods
* Results of the meeting (new project ideas, mobility exchanges…)

  |  |
|  | **Results of the evaluation:** |  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 11**  | **Celebration of NoN meeting in Finland (October 2021)** |  |
|  | Process: Questionnaire and evaluation report.Target group: participants in the NoN Conference (international coordinators, VET leaders, VET teachers)Partner responsible for organization: GradiaPartner responsible for evaluation: HETEL |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Relevance of topics
* Involvement of VET leaders
* Working methods
* Results of the meeting (new project ideas, mobility exchanges…)

  |  |
|  | **Results of the evaluation:** |  |

|  |  |  |
| --- | --- | --- |
| **Quality****Assurance Milestone 12**  | **Celebration of a multiplier event in each partner´s country** |  |
|  | Process: Questionnaire and evaluation report.Target group: participants in the multiplier event)Partner responsible: NCL lead and all partners  |  |
|  | **Aspects to assess:** | **Date Achieved** |
|  | * Relevance of topics in the ME
* Involvement of VET leaders
* Working methods
* Willingness to use/implement the project results disseminated during the event

  |  |
|  | **Results of the evaluation:** |  |

| **Deliverables of the project** |
| --- |
| Deliverables are the main component parts or outputs of the potential project that have to be produced in order to achieve the project objectives. Deliverables should be tangible and might include things such as reports, consultation documents, submissions, ICT systems, trained staff, documents, contracts, accommodation and marketing material. A simple list may suffice, or you might or you may find it useful to use the techniques Product Breakdown Structure and Product Flow Diagram to help you identify the main deliverables and the products that form the building blocks needed to produce them |
| During the VET NoN project the partners will produce several deliverables which will fall under the scope of the QM system.To facilitate the follow up of these deliverables, the partners will use this system:

|  |
| --- |
| *Status**(Draft/Approved)* |
| *DRAFT* |
| *APPROVED* |

Deliverable 1: Project Management Plan This document provides guidance to the partners on how to manage the project properly, offering tools for communication, administrative management and financial reporting.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Version* | *Date* | *Author/**Editor* | *Detail of change requests/changes implemented* | *Status**(Draft/Approved)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Deliverable 2: Network of networks modelModel for the organisation structure and strategic development plan of an international Network of networksAction plan for promotion and effective use of EU funding.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Version* | *Date* | *Author/**Editor* | *Detail of change requests/changes implemented* | *Status**(Draft/Approved)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Deliverable 3: Best practices, including implementation modelBest practices and case studies aimed at raising the quality and attractiveness of VET programmes.Description of the necessary conditions for a successful implementation of best practices in VET, including suggestions on how these may be adapted and used.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Version* | *Date* | *Author/**Editor* | *Detail of change requests/changes implemented* | *Status**(Draft/Approved)* |
|  |  |  |  |  |
|  |  |  |  |  |

Deliverable 4: Policy involvement of VET leadersModel to let VET leaders participate in discussions related to the EU policy agenda on VET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Version* | *Date* | *Author/**Editor* | *Detail of change requests/changes implemented* | *Status**(Draft/Approved)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Deliverable 5: Dissemination strategyDocument to provide guidelines to partners to implement and register dissemination activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Version* | *Date* | *Author/**Editor* | *Detail of change requests/changes implemented* | *Status**(Draft/Approved)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Deliverable 6**: **Project Website**It is the primary source of information about the project: objectives, partners and results.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Version* | *Date* | *Author/**Editor* | *Detail of change requests/changes implemented* | *Status**(Draft/Approved)* |
| *1* | *April 2020* | *HETEL* | *Review by WP9. Correction of some mistakes, addition of information* |  |
| *2* | *June 2020* | *HETEL* | *Website delivered by the provider* |  |
|  |  |  |  |  |

**Deliverable 7:** **Dissemination dossier**To be prepared at the end of the project, it will contain a summary of all dissemination activities carried out by project partners, including a brief summary of each one and pictures / dissemination proofs. It will be submitted together with the final report of the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Version* | *Date* | *Author/**Editor* | *Detail of change requests/changes implemented* | *Status**(Draft/Approved)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Deliverable 7:** **QMP**This quality management plan is also a deliverable of the project (committed in the project proposal) and offers the partners with guidelines for quality assurance of project results.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Version* | *Date* | *Author/**Editor* | *Detail of change requests/changes implemented* | *Status**(Draft/Approved)* |
| *1* | *26/11/2019* | *HETEL* |  |  |
| *2* | *June 2020* | *HETEL* | *Update of QMP with milestones achieved* |  |
| *3* | *February 2021* | *HETEL* | *Update of QMP with milestones achieved. Review of indicators, addition of a work plan and instructions to carry out evaluation activities.* |  |

**Deliverable 8: Final evaluation report**After the accomplishment of each project milestone (as detailed above) the leader of the quality management will create an evaluation report with the feedback received from the corresponding target group in each case. At the end of the project, a final evaluation report will be produced with a summary of the results of the external and internal evaluation carried out and with a section about lessons learnt.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Version* | *Date* | *Author/**Editor* | *Detail of change requests/changes implemented* | *Status**(Draft/Approved)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |

# **Work plan**

