

# ***Self-Report for the European Peer Review***

***[Name of VET Provider]***

***[Year]***

***Author:***

***Released by:***

***[Date, Version No./final]***

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## 1. Data Sheet

→ Tip: Updated from "Initial Information Sheet".

### 1) Contact information

Name of VET provider

Address

Telephone, fax, e-mail

Contact persons	Name	Contact (e-mail)
Director		
Peer Review Facilitator		
Other persons responsible		

**2) Starting point** (e.g. prior evaluations, national quality requirements applicable etc.) and decision to conduct the Peer Review (taken when and by whom?)

### 3) Aims and purpose of the Peer Review

#### 4) External organisation

- Single Peer Review (Peers come from different VET Providers)
- Reciprocal Peer Review (Peer Review with one partner institution)
- Peer Review in a Network (more than 2 VET Providers have a common Peer Team)

**5) Internal organisation for the conduct of the Peer Review** (Describe who is responsible for which tasks)

#### 6) Overview of the procedure and time schedule:

Activity	Timeframe and (due) dates
Self-Evaluation	
Self-Report (due 1 month before Visit at the latest)	
Preparation of Peer Visit	
Peer Visit	
Peer Review Report	

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 Action Plan and Improvements
 

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**7) Scope of the Peer Review**

- whole institution
- parts of the institution (indicate which, e.g. certain departments, specific VET programmes only etc.):
- 

**8) Quality Areas**

8.1) List of special evaluation questions for the Peers

**9) List of Peers with names and contact information**

	Name	Institution	E-mail
Peer Coordinator			
Peer			
Peer			
Peer			
Special Functions			
Evaluation Expert			
Transnational Peer			
GM Expert			

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**10) Signature(s)**

Name

Position

Place

Date

## 2. Description of the VET provider

This section should give the Peers an overview of the kind of VET provision offered. All important features should be mentioned. Make sure that the Peers have sufficient information on those parts of your institution that are to be reviewed.

The section includes

- a brief general description of the VET provision offered and sufficient information on those parts of your institution that are to be reviewed.
- including information on the cooperation with enterprises (e.g. in practical training, in curriculum development etc., if applicable) and
- a short description of the environment (regional social and economic situation, regional competition, regional challenges).

For a transnational Peer Review, a chart of the VET system should be attached, marking and explaining the position of the VET provision offered within the system.

➔ **Tip:** Supporting documents like study programme descriptions, curricula etc. can be annexed.

➔ **Tip:** Make sure that the Peers have sufficient information on those parts of your institution that are to be reviewed.

This section includes

- a brief description of the (supporting documents like study programme descriptions, curricula etc. can be annexed) including cooperation with enterprises in practical training (if applicable) and a short description of the environment (regional social and economic situation, regional competition, regional challenges),
- the mission statement,
- a summary of quality assurance and development efforts undertaken so far, and
- statistical information.

An organisational chart should be attached.

### 2.1 Description of VET provision

Max. 1 – 2 pages

### 2.2 Mission statement

Max. 0.5 – 1 pages

## 2.3 Statistical Information on VET Provision

Overall data	F	M	Total
<b>Number of teachers</b>			
<b>Number of other staff</b>			
<b>Student/pupil enrolment overall</b>			
Current year			
Previous year			
Year before previous year			
<b>General success/graduation rate*</b> (in %; reporting year: )			
<b>Student/teacher ratio</b>	/		

\* General success/graduation rate: percentage of successful completion/graduation measured against enrolment at beginning of programme

Fill out the following table if there are different study programmes. Figures should be given at least for all study programmes/branches which will be reviewed. Success/graduation rates and figures for student/teacher ratios should also be given for the individual study branches. Add further tables, if necessary.

Data for study branches	F	M	Total
<b>Student/pupil enrolment in study branch (indicate which):</b>			
Current year			
Previous year			
Year before previous year			
Success/Graduation rate (%; reporting year : )			
Student/teacher ratio	/		
<b>Student/pupil enrolment in study branch (indicate which):</b>			
Current year			
Previous year			
Year before previous year			
Success/Graduation rate (%; reporting year : )			
Student/teacher ratio	/		
<b>Student/pupil enrolment in study branch (indicate which):</b>			
Current year			
Previous year			
Year before previous year			
Success/Graduation rate (%; reporting year : )			
Student/teacher ratio	/		

## 2.4 (Statistical) Information on context and student population

Please provide statistical information, if possible, on your context:

- Socio-economic characteristics of region
- Educational attainment of parents
- Income of parents
- Social/cultural capital of parents and students
- Rate of students with a migrant background
- Rate of students with special needs (physical, psychological, learning disabilities etc.)

If no statistical data is available, please give a verbal description of the context of VET provision at your school according to the criteria given above:

## 2.5 Organisational Chart

## 2.6 Chart of VET system (for transnational Peer Reviews)

### 3. Quality assurance/ quality management

In this section, please give an overview of the quality assurance policies in your institution, the structures and responsibilities and the kind of activities and improvement measures that are currently undertaken. If you have a quality management system in place, please explain shortly how it works.

Also give an overview of the most important kind of data you collect (including how it is collected: e.g. "satisfaction of students with provision, biannual online survey").

➔ **Tip:** Make sure that the data you will use in your assessment of the quality areas is described.

#### 3.1 Quality assurance and development policy

Max. 0.5 pages

#### 3.2 Quality assurance activities and improvement measures (including QM system and an overview of data generated and used)

Max. 1 – 2 pages

#### 3.3 Overall assessment of quality of VET provision

Max. 0.5 – 1 pages



## 4. Self-evaluation/self-assessment (optional)

If you have conducted a special self-evaluation/self-assessment to prepare the Peer Review, please describe the process and its outcomes briefly.

➔ **Tip:** Do not repeat the general quality policies and measures reported in chapter 3, but refer to them when necessary (e.g. when data from surveys, which are regularly conducted within the QM system, is used).

A short description of the self-evaluation/self-assessment process as a whole should give a brief summary of the aims of the self-evaluation, the people responsible and involved, the procedure and methods and the timeframe. Then main results of the self-evaluation should be reported.

*Optional:* The reflective statement could deal with the following issues: What went well? What did not? What lessons were learned? What were surprising and/or unintended outcomes and experiences? How can the self-evaluation procedure be improved?

### 4.1 Description of self-evaluation

Max. 1 page

### 4.2 Main results of the self-evaluation

Max. 1 page

### 4.3 Optional: Reflective statement

Max. 1 page

## 5. Assessment of Quality Areas

This is the "heart" of the self-report. In this section all the information the Peers need to prepare and conduct the Peer Review should be provided.

- Assess each quality area separately (max. 1 – 1,5 pages per quality area, an overall assessment of the quality of VET provision has already been given under 3.3.)
- At least 2 criteria should be reviewed for every quality area. For each criterion, the strengths and areas of improvement should be summarised. Substantiate your assessments and briefly record sources of evidence.
- Then the whole Quality Area should be assessed on the basis of the assessment of the strengths and areas of improvement on the levels of the criteria.
- Improvement measures (planned and implemented) must be pointed out.
- Evaluation questions for the Peers should be formulated (recommended).

Please describe the results of the self-assessment in continuous text (only illustrative use of tables).

### 5.1 Quality Area 1 (indicate which)

Strengths and areas of improvement by criterion (including the sources of evidence)

*Criterion 1:*

...

*Criterion 2 etc:*

...

Overall assessment of the Quality Area

Improvement measures (planned and implemented)

Evaluation questions for the Peers (recommended)

### 5.2 Quality Area 2 (indicate which)

Strengths and areas of improvement by criterion (including the sources of evidence)

*Criterion 1:*

...

*Criterion 2 etc.:*

...

Overall assessment of the Quality Area

Improvement measures (planned and implemented)

Evaluation questions for the Peers (recommended)

5.3 Quality Area 3 etc.

→ Do you really want to review more than two Quality Areas? ;)

## 6. Annex

Annex documents which will help the Peers to obtain a complete and adequate impression of 1) the VET provision offered and 2) the quality areas to be reviewed. References to these documents will allow you to keep your Self-Report short and concise.

→ Please make sure, however, that the Self-Report on its own remains a sufficient and adequate source for the Peer Review.

Provide a list of documents:

6.1

6.2

6.3

6.4

6.5

6.6 etc.

→ **Tip:** Delete all explanations and tips after the completion of the Self-Report – this will make the report leaner and easier to read.