

Model Peer Visit Agenda

Eve of Peer Visit: (put in date)

Time	a) Interviewees or observed units b) Peer tandems 1&2 c) Reserved room
15.00 – 18.00 Preparation of Review	b) 1&2 c) Room (indicate which)
Evening	Get-together and dinner of Peers

Peer Visit Day 1: (put in date)

Time	a) Interviewees or observed units b) Peer tandems 1&2 c) Reserved room	
8.30 – 8.40 Welcome	a) Principal & facilitator b) 1&2 c) Principal's office	
8.40 – 9.20 Input Quality Area 1 & 2 Questions and discussion	a) 2 students (Quality Area 1) / 2 students (Quality Area 2) b) 1&2 c) Room (indicate which)	
9.20 - 9.30 Distribution cameras / briefing	a) Students 4&5 (Quality Area 2; evaluation on (put in date))	
9.30 - 10.15 Interview round 1	a) Students 1 (QA 1) b) 2 c) Room (indicate which)	a) Students 2 (QA 1) b) 1 c) Room (indicate which)
10.15 – 11.00 Analysis in Peer Tandems Incl. <i>Coffee Break</i>	b) 2 c) Room (indicate which)	b) 1 c) Room (indicate which)
11.00 – 11.45 Class Observation	a) Class 1 b) Tandem 1 c) Room (indicate which)	a) Class 2 b) Tandem 2 c) Room (indicate which)
11.45 – 12.30 Analysis in Peer Tandems	b) 1&2 c) Room (indicate which)	
12.30 – 13.30 <i>Lunch</i>	c) Restaurant	
13.30 – 14.00 Guided school tour	a) Students 3 b) 1&2 c) School	
14.00 – 14.45 Interview round 2	a) Teachers 1 (QA 1) b) 2 c) Room (indicate which)	a) Graduates 1 (QA 1) b) 1 c) Room (indicate which)
14.45 – 15.30 Analysis in Peer Tandems Incl. <i>Coffee Break</i>	b) 2 c) Room (indicate which)	b) 1 c) Room (indicate which)
15.30 – 16.15 Interview round 3	a) Graduates 2 (QA 2) b) 2 c) Room (indicate which)	a) Enterprises (QA 2) b) 1 c) Room (indicate which)
16.15 – 16.45 Analysis in Peer Tandems	b) 2 c) Room (indicate which)	b) 1 c) Room (indicate which)
16.45 – 17.30 Internal analysis I & (Me- ta)Reflection	b) 1&2 c) Room (indicate which)	
Evening	Free (get-together optional)	

Peer Visit Day 2: (put in date)

Time	a) Interviewees or observed units b) Peer tandems 1&2 c) Reserved room	
8.30 – 9.15 Interview round 4	a) Students 4 (QA 2: photoevaluation) b) 1 c) Room (indicate which)	a) Students 5 (QA 2: photoevaluation) b) 2 c) Room (indicate which)
9.15 – 9.45 Analysis in peer teams	b) 1 c) Room (indicate which)	b) 2 c) Room (indicate which)
9.45 – 10.15 <i>Coffee Break</i>	c) Room (indicate which)	
10.15 – 11.00 Interview round 5	a) Students 6 (QA 2) b) 1 c) Room (indicate which)	a) Teachers 3 (QA 2) b) 2 c) Room (indicate which)
11.00 – 11.30 Analysis in Peer Tandems	b) 1 c) Room (indicate which)	b) 2 c) Room (indicate which)
11.30 – 12.30 Internal analysis II:	b) 1&2 c) Room (indicate which)	
12.30 – 13.30 <i>Lunch</i>	c) Restaurant	
13.30 – 14.30 Internal analysis & preparation of final meeting	b) 1&2 c) Room (indicate which)	
14.30 – 15.00 <i>Coffee Break</i>	b) 1&2 c) Room (indicate which)	
15.00 – 16.30 Final Meeting bilingual	a) VET institution b) 1&2 c) Restaurant	
16.30 – 17.30 (Meta)Reflection	b) 1&2 c) Room (indicate which)	

Source: Based on the "Peer Visit Agenda" by Eva Dousset, Hertha Firnberg Schools for Business and Tourism, Wassermannsgasse Wien 21, Peer Review October 2006

Organisation Chart for a Peer Visit focusing on Interviews (4 Peers)

Date VET Provider	time	a) Interviewees: group of 5 people b) Peer Tandem c) Reserved room	
TT.MM.JJJJ Model VET Provider	09.00-09.45	a) Students 1 b) c)	a) Former students b) c)
	10.45-11.30	a) Tour of the premises Peer Review Facilitator +..... b) c)	a) Stakeholders (e.g. enter- prises, parents authority) b) c)
	13.30-14.15	a) Students 2 b) c)	a) Management b) c)
	15.15 – 16.00	a) Teachers 1 b) c)	a) Teachers 2 and other staff b) c)

Organisation Chart for a Peer Visit with interview and observations (6 Peers)

Date VET Provider	time	a) Interviewees or observed units b) Peer Tandem c) Reserved room		
TT.MM.JJJJ	09.00-09.45	a) Students 1 b) c)	a) Visit to class-room b) c)	a) Visit Peer Review Facilitator +..... b) c)
Model VET Provider	10.45-11.30	a) Students 2 b) c)	a) Parents 3 b) c)	a) Visit to laboratory b) c)
	13.30-14.15	a) Teachers 1 b) c)	a) Teachers 2 b) c)	a) Management b) c)