

Peer Review Report

[Name of VET Provider]

[Year]

[Names of Peers]

Author:

Released by:

[Date, Version No./final]

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1. Data Sheet

→ Tip: Updated from Self-Report, if necessary, otherwise identical.

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
- Reciprocal Peer Review
- Peer Review in a Network

5) Internal organisation (Describe who was 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	
Action Plan and Improvements	

**7) Scope of the
Peer Review** whole institution parts of the institution (indicate which):**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			

10) Signatures of the Peers

2. Description of the VET provider

This section includes a summary of the corresponding section in the Self-Report which should ideally not exceed one page.

2.1 Summary: Description of VET provision

Max. 0.5 pages

2.2 Summary: Mission Statement

Max. 0.5 pages

2.3 Summary: Quality Assurance and Development: policies and measures

Max. 0.5 pages

3. Peer Review procedure

3.1 Purpose/targets of the Peer Review

max. 10-15 lines

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3.2 Peer Team

List the participants in the Peer Team with their professional and institutional background.

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

Tip: Copy from Chapter 1

3.3 Methods for collecting data and sources

max. 0.5 – 1 pages

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Attach Agenda for the Peer Visit in Annex.

4. Assessment of Quality Areas

Please describe the results of the Peer Review in continuous text (only illustrative use of tables).

Each quality area and criterion must be assessed separately (max. 1 page per criterion).

For each quality area, the description should address the criteria (and the individual indicators, if possible) specifying the quality areas. This is the main part.

The evaluation questions formulated by the VET provider should be dealt with in the corresponding quality area.

Recommendations for the assessment procedure:

1. All relevant information gleaned during the Visit (based on interview minutes, observation charts etc.) should be sorted according to its relevance 1) to the quality area and 2) the criteria. Findings should then be analysed and categorised as examples of strengths or areas for improvement. It may not always be easy to attribute findings to one of the two categories, and individual Peers may also have different views. Differences should be recognised and discussed thoroughly.
2. For each criterion, the strengths and areas of improvement should be summarised.
3. Then the whole Quality Area should be assessed on the basis of the assessment of the strengths and areas of improvement on the level of the criteria. Sources of evidence should also be recorded briefly.
4. Findings that do not fit into any of the quality areas chosen for the review can be attached pending agreement of the VET provider.
5. Recommendations can also be attached, if asked for by the VET institution.
6. After each Quality Area has been assessed in this way, it should be relatively easy to provide an overall assessment of the quality areas reviewed, to give oral feedback to the VET provider, and to fill in the Peer Review Report.

4.1 Quality Area 1: indicate which

Criterion 1: (indicate which)

Strengths and areas of improvement by criterion
(if possible with reference to the indicators, and indicating the sources)

Criterion 2: (indicate which)

Strengths and areas of improvement by criterion
(if possible with reference to the indicators, and indicating the sources)

Criterion 3 etc

Overall assessment of the quality area 1

(Verbal assessment on the basis of the key evidence found on the levels of criteria and indicators. sources of evidence should also be recorded briefly)

4.2 Quality Area 2: (indicate which)

Criterion 1: (indicate which)

Strengths and areas of improvement by criterion
(if possible with reference to the indicators, and indicating the sources)

Criterion 2: (indicate which)

Strengths and Areas of Improvement by criterion
(if possible with reference to the indicators, and indicating the sources)

Criterion 3 etc.

Overall assessment of the quality area 2

(Verbal assessment on the basis of the key evidence found on the levels of criteria and indicators. Sources of evidence should also be recorded briefly)

4.3 Quality Area 3 etc

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

4.4 Overall Assessment

Overall Assessment of the quality areas reviewed

Max. 1.5 -2 pages

Strengths

Areas of improvement

Overall assessment

5. Annex

Annex relevant documents, i.e. the Agenda of the Peer Visit, interview guidelines, observation guidelines/grids etc.

5.1 Agenda of Peer Visit

5.2 Interview Guidelines for Peer Visit / Observation Grids

5.3

5.4

5.5

5.6 etc.

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