

Training Course

Title	Evaluation and Quality Assurance in education and training
Scope	To provide the necessary skills and competencies to managing, administrating and teaching staff of schools, so as to ensure the quality and the effective evaluation of education at all levels. The course will provide insight at the developments at European level as well as at quality assurance and evaluation methodologies applied in education.
ECVET points	3.5
Target groups	Staff at all types of education and training organizations: <ul style="list-style-type: none"> • Directors / headmasters • Quality managers • Quality inspectors / evaluators • Administrative staff • Teachers / trainers
Learning Outcomes	Upon completion of the training course, the participant is expected to: <ul style="list-style-type: none"> • Understand the European quality assurance policies in education and training • Be able to select the most appropriate quality assurance framework • Design the evaluation framework for school evaluation and/or project evaluation • Develop evaluation methods and tools • Conduct the evaluation, analyse evaluation findings and use the results
Methodology	<ul style="list-style-type: none"> • Presentations • Workshops
Thematic units	<ul style="list-style-type: none"> • Quality assurance policies • Quality assurance frameworks and standards • Design of the evaluation framework • Data collection • Analysis and use of evaluation results
Learning material	The learning material consists of presentations and support material. The learning material will be available on-line in English language.
Trainers	<p>Natassa Kazantzidou. European projects consultant, responsible for IDEC lifelong learning centre, trainer. Specific expertise in the field of evaluation of education, European education policies, European projects in education.</p> <p>Sofia Spiliotopoulou. Business consultant, specific experience in issues of evaluation of training, European projects, management of training organizations.</p>
Cost	<p>Tuition fee: 350 euro per person</p> <p>The cost includes the learning material and the certificates: Certificate of completion, Europass Certificate Supplement, Europass Mobility</p> <p>Organisation fee and cultural activities: 80 euro per person</p> <p>The cost includes the coffee breaks, a walking tour of Piraeus and welcome dinner</p>

and a cultural tour of Athens, visit to Archaeological sites and common dinner in Athens. The entrance fees to sites and museums are not included.

The cost can be funded by Erasmus+ programme KA1 mobility of staff.

Further information Lila Anthopoulos, tel: +30 210 4286227, e-mail lila@idec.gr

Indicative training programme

Day 1

Monday

09:15 – 10:30	Meeting at hotel reception Welcome – registrations Presentation and expectations of participants Presentation of the training course
10:30 – 10:45	Coffee break
10:45 – 12:15	European Policies Quality in education Quality in school education Quality in vocational education
12:15 – 12:30	Coffee break
12:30 – 14:00	Workshop: Exchange of experiences, examples of national initiatives, good practices

Day 2

Tuesday

09:00-10:30	Quality management: basic principles An introduction to ISO 9001 Defining the organisation
10:30 – 10:45	Coffee break
10:45 – 12:15	Identifying, mapping and monitoring processes Dealing with problems, identifying opportunities for improvement Exercise 1: Development of process map and core processes Exercise 2: Problems solving
12:15 – 12:30	Coffee break
12:30 – 14:00	EFQM excellence model EQAVET

Day 3

Wednesday

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09:00-10:30	Case study: Benchmarking of Quality assurance in vocational schools Exercise: on-line self-assessment of quality assurance practices
10:30 – 10:45	Coffee break
10:45 – 12:15	Introduction to evaluation Design your own evaluation framework Exercise: Planning the evaluation
12:15 – 12:30	Coffee break
12:30 – 14:00	Framing the evaluation Exercise: Identifying the stakeholders

Day 4

Thursday

09:00-10:30	Designing what to evaluate Exercise: Define criteria and indicators
10:30 – 10:45	Coffee break
10:45 – 12:15	Data collection Exercise: Data collection planning
12:15 – 12:30	Coffee break
12:30 – 14:00	Data collection methods: interviews, questionnaires, focus groups Exercise: Development of data collection tools

Day 5

Friday

09:00-10:30	Analyse and use results Problems and pitfalls
10:30 – 10:45	Coffee break
10:45 – 12:15	Reflexion - evaluation of the training course Certificates – Europass Mobility Farewell