



AN INTERACTIVE QUALITY ASSURANCE MANUAL

The aim of the Intellectual Outcome 3 of the Open QAsS project was to produce an institutional 'quality manual' as one of its key outputs. The manual acts as the foundation of a comprehensive system, which organisations can use to evaluate themselves against the requirements of their institution to operate within their sector of education (specifically VET). It helps to guide and support quality developments.

EQAVET (European Quality Assurance in Vocational Education and Training) aims are to develop and improve quality assurance in European VET systems within the context of the implementation of the European Quality Assurance Reference Framework. EQAVET is designed to spread a quality culture in VET institutes, claimed as an essential condition for such improvement. However suggested problem areas include:

- the lack of a quality culture
- the reluctance of staff
- the lack of human resources.

Systems and IT support for quality are also part of the overall problem, and the lack of take-up of systems affects the development of a quality culture and staff interest. Pre-project analysis showed that in general there are at best partial solutions for quality support, but no obvious evidence of comprehensive systems being used in any member state. A key Outcome of OpenQAsS, therefore, was the development of an open source Quality Assurance (QA) Toolkit; with a common core that includes the EQAVET Reference Framework focal points and indicators.

The priorities of teachers ranked “Planning of learning activities” at the top of their list, hence OpenQAsS’s focus on Lesson Planning as a key component of QA. However, while the teacher may focus on the student (teaching & assessment, retention & achievement, etc.), the institutional focus is more likely to be on: lecturer-student interactions and reporting; consistency of assessment decision making; institutional staff performance; external reporting to external QA systems; financial and estate management; and all other internal QA systems and management. These are at the heart of a Quality Manual (QM).

A QM compliant with the Scottish Quality Management System, and designed for use by vocational education and training organisations in Scotland, was available to the project as a meaningful testing ground for an eventual OpenQAsS Toolkit. However, this was supplanted by the CEDEFOP *Handbook for VET Providers*¹ that also provides an holistic institutional view, contains a very

¹ *Handbook for VET providers: Supporting internal quality management and quality culture*. Cedefop Reference series 99, Publications Office of the European Union, Luxembourg, 2015. ISSN: 2363-216X

We wish to thank Cedefop for granting permission to the OpenQAsS Consortium to translate this Handbook into Hungarian, Italian & Spanish, and for it to be used as a basis for developing the online IQAM course and toolkit.




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Open Source Quality Assurance System for Vocational Education

varied exemplars of processes and forms that support typical internal quality management needs, and represents the needs of a quality culture. This became the project focus.

Interactive Quality Manual

The Consortium received the permission of CEDEFOP to translate the QM Handbook into four languages and implement it in the form of interactive e-Book, available freely on the OpenQAsS portal.

	<p>Click on this link or cover or title for online reading.</p> <p>Handbook focuses on internal quality management and its importance for VET institutions. By this support which comprises guides to self-assessment, sets of indicators, data collection and processing tools and training opportunities for teachers and trainers. VET providers can successfully meet challenges of national and international competition, because it is meant to guide them through a 'quality journey' based on the PDCA (plan-do-check-act) or quality cycle, the underlying approach to any quality management system (QMS).</p> <p><i>The Erasmus+ Funded OpenQAsS project (2014-1-HU01-KA242-002356) is grateful to Cedefop for permissions to re-create this handbook online.</i></p>
Supporting internal quality management and quality culture	

Links



It allows users to make personal lesson notes and it incorporates lesson quizzes based on the Handbook content. These quizzes form the basis of the overall IQAM examination. The Handbook itself forms the core theory for the IQAM course, but augmented by course notes and assessments.

This outcome provides several advantages for the target group of OpenQAsS project:

- It is freely available for visitors without registration in four languages who search for information on EQAVET or any practical knowledge on educational quality management issues.
- It provides a set of free toolkit in the Annexes, evaluation questionnaires for the PDCA cycle, and QMS documents as examples.
- It includes a glossary in four languages as well with educational quality management terms.
- It can be used for individual learning/training for teachers and school managers.
- After registration the visitors can use it as workbook for self-development in QM, and can use the quizzes for self-assessment.

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Detailed information, studies and documents are available publicly on the website, under the menu **Guide to Quality Management**

<http://openqass.itstudy.hu/>



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OpenQAsS

Open Source Quality Assurance System for Vocational Education

Project

The OpenQAsS project vision is to utilise the potential of today's networking technology in all areas of the implementation of the EQAVET Reference Framework principles, and so make the resulting tools part of the daily practice of institutional Quality Assurance in our VET schools.

Target groups

- Teachers and headmasters of VET schools; managers and trainers of VET provider companies;
- VET schools and VET providers;
- Researchers working in the field of the vocational education;
- Software developers joining the OpenQAsS.org community.

Objectives

- To improve the culture of quality assurance by involvement of VET teachers and trainers into online consultation in the partner countries;
- To develop Open Source Software toolkit (OpenQAsS) to promote and facilitate QA management in VET schools and adult educational VET providers;
- To develop a certificate – Institutional Quality Assurance Manager (IQAM) – for VET teachers and trainers who take responsibility for quality management tasks in institutions.

Programme: Erasmus+, Strategic Partnership, Vocational Education and Training

Participating countries: Hungary, Spain, Italy, United Kingdom, Ireland

Project duration: September 2014 – August 2017

Project ID: 2014-1-HU01-KA242-002356

Project website:

<http://OpenQAsS.itstudy.hu/en>

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Partners



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Countries: Hungary, Spain, Italy, United Kingdom, Ireland