ACTIVITY POLE 4

O9: QUALITY ASSURANCE PLAN & REPORT

2016-2019

(A23): Quality Evaluation Project Methods

(A24): Monitor realization of Quality Assurance plan and reporting

February 2017

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Approved by BIOTALENT Consortium
Date: February 2017

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1. Introduction

Activity Pole 4 'Quality Assurance and Validation' is dedicated to the quality assurance and evaluation of project methods, progress and outputs and is been led by UOC-NHMC (Partner 4), supported by all other Partners. This Pole aims to ensure a systematic monitoring and control of the project quality including the e-learning platform and training course. All Partners will be involved in this process as well as the learners and other potential beneficiaries of the project.

A comprehensive Quality Assurance Plan will document the quality expectations that the project must achieve and the methods through which such expectations will be met.

Built-in tools of the e-learning platform will assess the learning and training activities, allowing online feedback reporting.

It will also analyze and assess best practices related to training needs and skills matching the labor market and audience analysis.

A Validation Plan will be developed to validate the e-learning programme and an important task will be to investigate the recognition of the course and to issue certificates to the learners.

Deliverables are:

O8: Report Validation and Course Certificates
O9: Quality Assurance Plan& Report
O10: Report e-learning Best Practices

O9: Quality Assurance Plan & Report includes several actions:

A21: Tools for usability platform and training assessment
A22: Evaluation platform and training
A23: Evaluation of project methods
A24: Monitor realization of Quality Assurance plan and reporting

This report is referred to:
A23: Evaluation of project methods running through the whole project life.
A24: Monitor realization of Quality Assurance plan and reporting

2. Objectives

The O9: "Quality Assurance Plan & Report" will document the quality expectations that the project must achieve and the methods through which such expectations will be met. The Plan will be effective throughout the project lifetime and will be open to review whenever necessary. As part of this quality plan, each individual Activity Pole will be evaluated in cooperation with their leading partners, highlighting the quality aspects associated with the Activity Pole they are in charge of. The Quality Assurance Plan & Report will formulate also recommendations for assessment the quality of services for future e-learning courses development beyond project lifetime.

The "Evaluation of project methods" (A23) will standardize the assessment methodology while the A24 action will monitor and report the realization of Quality Assurance plan.

3. Evaluation Methodology (A23)

Two types of evaluation with their relevant indicators will be used: *In-Itinere evaluation and Ex-post evaluation.* These two types of evaluation, under the use of specific tools such as questionnaires, records, web-platform forms with pre- and post-evaluation tests, computer generated and online scored tests, essays or power point presentations, will guarantee the Quality Assurance of the project as well as its further Impact.

In-Itinere evaluation

In-itinere evaluation will assess the <u>efficient implementation of the project.</u> It will be able to propose changes to the implementation methods in case of non-efficacy.

In-Itinere evaluation indicators

➢ *Extent of the information on projects outputs;*

➢ *Extent of the information on experiences in assessing input/output or cost/benefit relationships;*

➢ *Extent to which tasks and outputs listed in the work plan have been completed satisfactorily;*

➢ *Extent of the valorization of the image of project (number of web-site visitors, number of participants to conferences, seminars, meeting…);*

➢ *Number of direct beneficiaries involved in the implementation phase;*

➢ *Expectations of the direct beneficiaries*

Ex-post evaluation

Ex-post evaluation will be carried out after the conclusion of the project, and, using the data collected and the experience gained from the project will check the reaching of the project specific objectives.

Ex-post evaluation indicators

➢ *Frequency of information;*

➢ *Level of introduction of new approaches*

➢ *Level of the quality and performance of the community tools (which we defined as "usefulness");*

➢ *Level of project intervention impact (micro and macro impact) in the link between demand and supply generated by the BIOTALENT project*

➢ *Other direct and indirect impacts produced by the project;*

➢ *Level of sustainability of the dissemination and valorization strategy used.*

The two types of evaluation are shown in the following diagram.

4. Evaluation indicators (A23)

A. In-Itinere evaluation indicators

Deliverables	Specific Indicators	Timeline	Evaluator
TRANSNATIONAL PROJECT MEETINGS			
Transnational Project meetings	➢ Extent of the information on this project's output ➢ Extent to which tasks and outputs listed in the meeting agenda have been completed satisfactorily	During the project meetings Month 1 Month 14 Month 26 Month 35	All the consortium
ACTIVITY POLE 1: PROJECT MANAGEMENT AND ADMINISTRATION			
Deliverables will be: ➢ Gantt chart ➢ Project interim and final reports ➢ Budget working documents ➢ Project risk register	➢ Extent of the information on project outputs ➢ Extent of the information on experiences in assessing input/output or cost/benefit relationships ➢ Extent to which tasks and outputs listed in the work plan have been completed satisfactorily	During the ➢ Progress & Interim reports ➢ Final report	All the consortium

ACTIVITY POLE 2: ARCHITECTURE AND PROGRAMME DEVELOPMENT			
Deliverables will be: ➢ E-learning platform design ➢ Administration of the platform ➢ Tutor manual	➢ Expectations of the learners (institutions, organizations, SME's, individuals) related to the platform operation, flexibility, attribution, and access	Month12 Month 36	Learners
ACTIVITY POLE 3: OPEN EDUCATIONAL RESOURCES			
Deliverables will be: ➢ Story board pilot course ➢ Learning materials ➢ Pedagogical methods used	➢ Number of learners (institutions, organizations, SME's, individuals) involved in the implementation phase ➢ Number of learners successfully achieving the training programme (online and attended training) ➢ Quality of the training programme measuring awareness and satisfaction rate of the BIOTALENT Community of Practice ➢ Number of training certificates delivered by the training programme	Month 5 Month 12 Month 20	Learners

ACTIVITY POLE 5: PROJECT DISSEMINATION AND VALORIZATION			
Deliverables will be: ➢ Recruitment Plan ➢ Dissemination Plan ➢ Valorisation Plan ➢ Promotional material (project website, video, course brochure)	➢ Number of public visitors to the project website and the e-learning platform (incl. length of stay, number of pages etc.) ➢ Extent of the valorization of the image of project (number of participants to European Conferences and Workshops)	During all the project lifetime	All the consortium

B. Ex-post evaluation indicators

Deliverables	Specific Indicators	Timeline	Evaluator
PROJECT SUSTAINABILITY			
Sustainability of the dissemination and valorization strategy used	➢ Level of introduction of new approaches, such as evolution of number of new training opportunities developed/organized by CETAF or developed/organized on Science, Technology, Engineering and Mathematics (STEM) vital fields	From month 36 and on	All the consortium

	- Direct and indirect impacts produced by the project, such as number of learners attending the BIOTALENT training after project lifetime - Number of learners obtaining a job or promotion due to attending BIOTALENT training - Number of stakeholders that will contribute to the creation of new courses for the e-learning platform beyond project lifetime - Number of organizations, institutions announcing the BIOTALENT e-learning course for their audience		

5. Monitoring and Reporting of Quality Assurance Plan (A24)

Monitoring and reporting of the Transnational Meetings and the Activity Poles will be implemented in accordance with the general work plan of the project. According to the BIOTALENT Gantt chart this Monitoring and reporting process will be implemented in the following months:

- February 2017 (M6)
- August 2017 (M12)
- August 2018 (M24)
- August 2019 (M36)