

Quality Assurance

QA Concept for VETpartEX
(Including Quality- and Risk Register)



VETpartEX / Erasmus-EDU-2024-CB-VET / ID 101183275



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1 Introduction

The Quality Assurance (QA) Concept of VETpartEX outlines the principles, procedures, and responsibilities that ensure the high quality of all project activities, deliverables, and outcomes. It is designed in accordance with the objectives and framework of the Erasmus+ Capacity Building in VET programme and adapted to the specific needs of the Ukrainian vocational education and training (VET) sector in a post-war recovery context. The document integrates the requirements and structures defined in the **Project Proposal**, **Project Handbook** and **Work Plan**, thus ensuring consistency between the quality assurance strategy and the overall project management approach.

The QA framework is not conceived as a separate, stand-alone process, but as an integral component of all project activities. It encompasses both the quality of outputs – such as competence matrices, training materials, massive and micro open online courses (M/MOOCs), open educational resources (OER) – and the quality of processes, including capacity-building measures, stakeholder engagement, and project coordination. The concept also incorporates risk management principles, thereby creating a direct link between quality assurance and the early identification and mitigation of potential project risks. The compiled principles, such as the Risk Register, can be found in the appendix.

By defining clear quality objectives, criteria, and monitoring mechanisms, this QA Concept serves as a common reference for all partners. It aims to promote transparency, accountability, and continuous improvement, while ensuring that the project's results are relevant, fit for purpose, and aligned with European and national VET standards.

2 Quality Objectives and Principles

The quality assurance approach of VETpartEX is designed to ensure that all project outputs, activities, and processes are relevant, accurate, and aligned with the overarching objectives of the Erasmus+ programme and European VET standards. The QA framework aims to safeguard the scientific and methodological integrity of all deliverables, guarantee their applicability to the needs of the Ukrainian VET sector, and ensure that they are produced on time and to the required standard.

Quality assurance in VETpartEX is both a preventive and a developmental mechanism. Preventively, it ensures that potential risks and deviations are identified early and addressed through timely corrective measures. Developmentally, it supports the continuous improvement of project work by integrating regular monitoring, evaluation, and feedback loops across all work packages.

The key quality objectives guiding this process are:

- **Relevance and fitness for purpose:** Ensuring that all deliverables respond to the identified needs of the target groups and the Ukrainian VET context.

- **Alignment with EU and national standards:** Maintaining compliance with Erasmus+ programme requirements and recognised vocational education and training quality standards.
- **Transparency and accountability:** Applying open and clear procedures for the review, approval, and publication of results.
- **Continuous improvement:** Systematically capturing lessons learned and integrating them into ongoing and future project activities.

These objectives are operationalised through a set of guiding principles reflected in the project's QA processes. These include the use of evidence-based decision-making, the involvement of all relevant stakeholders in quality processes, the application of proportional quality control measures according to the significance of each output, and the integration of QA procedures into all phases of the project lifecycle.

This structured and principle-based approach ensures that quality assurance is not an isolated activity, but an integral part of the VETpartEX management and implementation process.

3 QA Governance and Responsibilities

The quality assurance framework is firmly anchored in the organisational structure of the project. Responsibilities are clearly distributed: BKB leads the coordination of QA within WP1 and monitors WPs 1 and 3, while PSACEA ensures the monitoring of WPs 2 and 4–6, with particular responsibility for risk identification and mitigation planning (see appendix 1.2). EUROMASC is tasked with developing and maintaining the Quality Register under WP3 (see appendix 1.1), which serves as the central platform for monitoring activities, reporting, and communication between all QA stakeholders. The dual system of internal and external QA ensures both embedded supervision and independent evaluation. Internal QA teams, coordinated by BKB and PSACEA, are directly integrated into the work packages, enabling them to advise, intervene, and resolve issues in real time. In parallel, the External QA Team, consisting of 3–4 subcontracted members, provides an impartial perspective, validates the documentation uploaded to the Quality Register, and contributes to the Quality Management Reports.

Through regular meetings of the WP leaders and the VETpartEX Board, compliance with quality standards, costs, time schedules, and risk management procedures is continuously reviewed. Decisions taken in these meetings are systematically communicated within the consortium, ensuring that QA processes are not limited to control but also actively support collaboration and transparency. Furthermore, QA tasks extend beyond the duration of the project, as the structures and tools developed—such as the Quality Plan, the Risk Register, and the evaluation instruments for trainings, events, and meetings—will remain with the VETpartEX consortium and continue to be applied after project completion. In this way, QA is not conceived as a separate activity but as an integral, sustainable mechanism embedded in each work package, supporting both the robustness of project outcomes and their long-term impact.

4 Quality Criteria

The following QA tasks will ensure the good quality, monitoring, planning, and control and can be implemented upon the start of the project:

Tasks	Indicators of success
<ul style="list-style-type: none"> Regular meetings with project coordinator to prepare the agenda for the VETpartEX Board and other meetings (see above), development and testing of evaluation forms, distribution of evaluation forms, evaluation of the results monitoring of risk register on a regular basis monitoring of the provision of certifications to participants 	<ul style="list-style-type: none"> monthly update of the Quality Register, staying on schedule and following agenda, feedback of project members on clarity of communication between partners, disclosure of information, time plan followed, transparent management of project documents (including certificates for participants), for outreach and coverage please see below

Table 1: Quality Criteria

The outreach and coverage of the activities and results depend on the WPs or dissemination activity it relates to. It will be outlined in the following along with the indicators in terms of QA. VETpartEX aims to provide all participants with the respective credentials needed and issue certified documents, which provide recognized proofs of the achievement of learning outcomes from our training and dissemination activities.

a) Outreach and coverage in terms of members, staff and students (pupils) at VET institutions and companies

WP	Number of Ukrainian participants	Target	Indicator
2	Kick-off VETpartEX: Conference	150	List of participants, issued certificates, Mailing list, partner contracts
	VETpartEX Networking: Mailing list	500	
	VETpartEX Networking: New Partners (VET institutions and companies)	20	
	Conference: Perpetuation VETpartEX	150	
Total:		820	
WP	Number of Ukrainian participants	Target	Indicator
3	Stakeholder involvement in matrix developments (5 from each school + partners)	30	Active contributions and feedback in the matrix and assessment development process
	Reviews of the developed matrices (10 x 4)	40	
	Translation of matrices (2 x 4)	8	
	Preparation of assessment question (2 x 4 x2)	16	
	Translation of assessment questions (2 x 4)	8	

Total:		102	
WP	Number of Ukrainian participants	Target	Indicator
4	Competence Building: Teacher training program in Germany for know-how transfer "VET Experts", 2 weeks	12	Programme, list of participants, issued certificates, online course (OOC), documentation of VET teacher training competences, guidelines for teacher training in UA (OER)
5a-c	Competence Building: Teacher training program in Ukraine "VET Experts", 5 days	36	
5a	Competence Building: Teacher training program in Slovakia for know-how transfer "EU Standards", 2 weeks	12	
5b	Competence Building: Teacher training program in Czech for know-how transfer "BIM and LEAN", 2 weeks	12	
5c	Competence Building: Teacher training program in Ukraine for know-how transfer "Energy Saving", 2 weeks	12	
Total:		84	
WP	Number of Ukrainian participants	Target	Indicator
6a	Competence Dissemination: VET teacher training "VET Experts", 6 workshops á 15 participants, 1 week	90	Programme, list of participants, issued certificates, online course (OOC), documentation of VET teacher training competences, guidelines for teacher training in UA (OER)
6b	Competence Dissemination: (OOC) master and teacher training and curriculum workshops "EU Building Standards", 5 workshops á 15 participants, 1 week	75	
6c	Competence Dissemination: (OOC) master and teacher training and curriculum workshops "BIM and LEAN", 4 workshops á 15 participants, 1 week	60	
6d	Competence Dissemination: (OOC) master and teacher training and curriculum workshops "Energy Saving", 3 workshops á 15 participants, 1 week	45	
Total:		270	
WP	Number of students (pupils) at VET institutions during project period	Target	Indicator
6c-d	Use OER at the participating VET institutions (5 schools and companies), 100 teachers á 20 students á 10 to 40 hours	2000	Documentation of the lesson plan, evaluation and results, certificates
Total:		2000	

Table 2: Internal Outreach and Coverage

b) Outreach and coverage in terms of the wider community

WP	Dissemination strategy	Target	Indicator
1	Scientific publication about the project goals, project implementation and project results for the purpose of disseminating the VETpartEX approach in Ukrainian and international specialist journals e.g. "National Academy of Pedagogical Studies", Ukraine digital platform: "education", and BIBB journal.	At least 1 Ukrainian-language and 1 English-language publication	Publications are published or submitted
2	Kick-off and final conference in Ukraine online and face to face for teachers, policy makers, and business representatives	150 participants	Entry list
3	Scientific publication about the WP 3 project goals and it's implementation by EUROMASC	1 Ukrainian-language publication	Publications are published or submitted
4/6a	Provision of OOC on a central platform for teacher training, language Ukrainian	1 OOC	OOC delivered on the central platform
5a/6b	Provision of OOC and OER on a central platform for teacher training, language Ukrainian	1 OOC 5 OER	OOC and OER delivered on the central platform
5b/6c	Provision of OOC and OER on a central platform for teacher training, language Ukrainian	1 OOC 5 OER	OOC and OER delivered on the central platform
5c/6d	Provision of OOC and OER on a central platform for teacher training, language Ukrainian	1 OOC 5 OER	OOC and OER delivered on the central platform

Table 3: External Outreach and Coverage

5 Risk Management Integration

Risks identified in the project proposal—primarily linked to the Russian war of aggression against Ukraine—remain relevant and require ongoing flexibility, including potential timeline adjustments. Additional risks have arisen from recent reforms in the Ukrainian education system, leading to organisational and personnel changes within partner institutions. These factors may cause delays in certain tasks. To address this, risk monitoring will be intensified during implementation, and a comprehensive Risk Register is included in the Quality Plan. The full risk register can be found in Appendix 9.2.

6 Continuous Improvement and Corrective Actions

Continuous improvement is a core principle of the VETpartEX QA framework, ensuring that lessons learned are captured and applied throughout the project's lifecycle. Rather than limiting QA to compliance checks,

the approach actively seeks opportunities to refine processes, enhance deliverables, and strengthen the overall effectiveness of project activities.

Feedback from peer reviewers, external evaluators, and end-users is systematically analysed to identify areas where improvements can be made. This feedback may relate to the clarity of training materials, the functionality of the Skillsbank-Canvas platform, the accessibility of dissemination outputs, or the efficiency of internal communication. Whenever such feedback reveals a gap between the current and the desired quality level, corrective actions are defined, documented, and assigned to responsible partners.

Corrective actions follow a structured process: they are recorded in the Quality Register (Appendix 9.1), assigned a clear deadline, and monitored for completion. The outcomes of these actions are then reviewed to verify whether the intended improvements have been achieved. In addition, the consortium encourages proactive suggestions from all partners, recognising that innovation often emerges from day-to-day implementation experiences. By fostering an open culture of reflection and shared responsibility, VETpartEX seeks not only to maintain quality standards but to raise them over time.

7 Reporting and Documentation

Transparent and systematic reporting is essential to ensure that all partners have access to up-to-date information on the quality status of the project and can contribute effectively to maintaining and improving it. The QA framework defines clear reporting lines, formats, and schedules, ensuring that quality-related information is documented in a consistent and accessible manner.

The primary vehicles for QA reporting are the quarterly quality and risk reports, prepared by the external QA team and Work Package Leaders, and submitted to the VETpartEX Board. These reports summarise the results of reviews, highlight any quality or risk issues identified, and recommend actions to address them. In addition, the Quality Register and Risk Register are maintained as living documents, accessible to all partners through the shared project platform, ensuring that relevant information is available on demand. The three different evaluation templates can be found in Appendix 9.3 – 9.5.

Two formal Quality Management Reports will be produced during the project: the mid-term report in month 18 and the final report in month 36. Part 1 of each report, prepared by BKB, will focus on the quality of project implementation and coordination; Part 2, prepared by USUST, will cover the quality of competence-building and dissemination activities. These reports will not only fulfil Erasmus+ reporting requirements but will also serve as reference documents for future initiatives, providing a record of the quality assurance processes applied and the lessons learned.

All QA documentation, including review templates, completed checklists, meeting minutes, and evidence of corrective actions, will be archived systematically in accordance with the project's data management plan. This ensures traceability, facilitates audits, and supports knowledge transfer beyond the project's duration.

8 Conclusion

The VETpartEX Quality Assurance Concept establishes a comprehensive and integrated framework to ensure that all project activities and deliverables meet the highest standards of relevance, accuracy, and usability. It is firmly embedded in the overall project management approach and closely linked to risk management, ensuring that potential issues are detected early and addressed effectively.

The QA framework is guided by clearly defined objectives, including alignment with European VET standards, fitness for purpose in addressing the needs of the Ukrainian VET sector, and the promotion of transparency, accountability, and continuous improvement. These objectives are underpinned by key principles such as evidence-based decision-making, inclusiveness, proportionality, and the integration of QA processes into all stages of project implementation.

Governance responsibilities are clearly allocated between the VETpartEX Board, the external QA team, Work Package Leaders, and all consortium partners. The framework applies consistent quality criteria to content, processes, and communication activities, ensuring that outputs are accurate, relevant, accessible, and fit for their intended audience.

Quality assurance is operationalised through a combination of internal monitoring, peer review, and external evaluation, supported by standardised tools such as review templates, quality and risk registers, and deliverable-specific checklists. A clearly defined QA schedule aligns quality checks with project milestones, enabling timely reviews and corrective actions. The integration of QA with risk management further strengthens the project's resilience and capacity to respond to unforeseen challenges.

Continuous improvement is embedded in the QA cycle, ensuring that lessons learned are systematically captured, documented, and applied. Transparent reporting mechanisms, including quarterly QA and risk reports and two comprehensive Quality Management Reports, ensure that all partners remain informed and engaged in maintaining quality standards.

In conclusion, this QA Concept provides not only a framework for safeguarding the quality of VETpartEX activities and results but also a practical toolkit for implementing quality assurance in a collaborative, transparent, and sustainable manner. By applying the processes and principles outlined in this document, the consortium will ensure that the project achieves its objectives and delivers tangible, high-quality benefits to the Ukrainian VET sector.

9 Appendix

9.1 VETpartEX Quality Register

VETpartEX Quality Register - Draft										V.0.2	2025-03-13
Tasks, Milestones and Deliverables	Description	Quality criteria	Verification indicators	Contributors to the development	Assessment approach	Planned completion	Assessor(s)	Target achieved: MX	Confirmed (yyyy-mm-dd)	Justification of deviation: Explanation and/or mitigation advice to meet planned targets	
Work Package 3: Competence structuring & assessments (M1-M36)											
<p>The main objectives of WP3 are as follows: Competence identification/mapping – Learning Outcome based EQF/ECVET-oriented matrix composition with relevant skills and competences. A central project task is the development of a levelled set of new competence matrices, with focus on identified skills and competences including transversal skills. The matrices will be structured according to the EQF/ECVET standards and the CEDEFOP European Handbook on Learning Outcomes. It is expected that the final occupational matrices will cover the EQF levels 4-5 and the teacher training ones at EQF levels 6-7 and aligned with present ESCO developments. To strengthen the sustainability of the project, the training modules/micro-credentials will be adapted into digitalised (M)OOC solutions and uploaded to the learning platform Skillsbank-Canvas and to the above-mentioned Ukrainian platforms SvitProf and Profosvita with options for a global access also across Ukrainian communities around the world. Assessments with validation of acquired skills and competences regardless of learning arena to make previous learning visible. Elaborate procedures to assess and document individual participants' previously acquired skills and competences when matched against specifications in the developed competence matrices. A special attention will be given to informal and non-formal learning and the take-up of transversal skills. One important aspect is to provide the participants in training an assessment of their work, and if applicable, a sector-based certification. The certification will be promoted through local/national authorities and linked to Skillsbank and relevant Ukrainian platforms and hold an individual's skills portfolio. This will serve as the basis for individually customised CVs according to the Europass format.</p>											
T3.1 Input from competence identification (WP4-WP5) to define competence matrices in EU-format (EQF/ECVET/EQAVET) (EUROMASC)	Comparative study of relevant skill and competency definitions from UA and EU sources. Organise and update learning outcomes in preparation for matrices that address the needs of the target area. Modifications of existing learning outcome units and the possibility of incorporating new learning outcome units based on	The competence matrices are developed with learning outcomes in EQF-ECVET - EQAVET format with descriptors covering competence, knowledge and skills and structure	The descriptors covering competence (responsibility/autonomy), knowledge and skills are in line with EQF-levels according to the EU EQF Recommendation	EUROMASC / IPQ	Peer review by partners and stakeholders	M12	Review to be confirmed by the VETpartEX Board				



	input and feedback from partners and stakeholders (WP4-WP5). Development of possible new, separate learning outcome units and matrix components that reflect different target areas of the training.	ed in logical units								
T3.2 Competence matrix: Construction VET Teacher training targeting modern construction technologies and methods (v1-EN)	Based on the work done in WP 4, the partnership will develop a draft competence matrix in an EQF/ECVET/EQAVET format with units of learning outcomes. The qualification will cover the required competences, knowledge and skills for a "VET teacher".									
T3.3 Competence matrix: "Modern Construction Technology: EU Building Standards" (WP5a) (v1-EN)	Based on the work done in WP 5, the partnership will develop a draft competence matrix in an EQF/ECVET/EQAVET format with units of learning outcomes. The qualification will cover the required competences, knowledge, and skills for "Modern Construction Technology:									



	EU Building Standards".									
MS10 Competence matrices in three partner languages (EN-UA-DE) (EUROMASC)	The WP leader is responsible for coordinating the feedback process and monitoring the translation process					M12				
D3.1 Multilingual competence matrix for "Construction VET teacher training"	The multilingual matrix will be globally available on the Skillsbank-Canvas platform in EN-UA-DE Format: Electronic /Languages: EN-UA-DE – with optional extensions					M8				

9.2 VETpartEX Risk Register

Risk number	Description	Work Package	Proposed Mitigation Measures
1	Worsening the situation in Ukraine due to the escalation of the military activities because of war.	WP5, WP2, WP1, WP3, WP6, WP4	High materialization: Suspension of the offline activities and using of the online tools and means to fulfil the Project results.
2	Deterioration of the political context with reference to the current period of uncertainties and tensions.	WP5, WP2, WP1, WP3, WP6, WP4	Medium materialization: The off-line meetings and activities will be shifted to the on-line platform. As an alternative, meetings will be hosted at a partner having a less serious political or health emergency.
3	Lack of overall coordination	WP1	Low materialization: Effective coordination is ensured by the managerial structure and through the project work plan. The coordinator has extensive experience in coordinating large EU and national projects. In case of unforeseen events, other experienced people at the coordinating institute or at other partners can take over coordination tasks.
4	Conflicts in the Consortium	WP1	Low materialization: A comprehensive Consortium Agreement will be formulated by all partners. The PM will follow strict administrative guidelines and implement actions against partners failing to comply with procedures agreed upon in the CA. The PM will maintain an easily searchable record of all relevant correspondence among partners to aid the coordinator in resolving conflicts. The coordinator has experience in conflict management in European Projects. All partners have a track record of solving emergent problems in a collegial spirit.
5	Delays in deliverables	WP5, WP2, WP1, WP3, WP6, WP4	Low materialization: The PM will install the tools necessary for effective monitoring of project progress. A procedure will be implemented to spot delays of critical deliverables (those that link to milestones) early; mitigating actions will be discussed with WP-partners involved to keep the project on time. Partners in WPs will appoint project personnel in time. When they possess spare capacity, failure of one will be mitigated quickly at others. Moreover, the whole framework of the project with WPs 1-2 collaborating with WPs 3-6 is focused on solving emergent problems collectively and harmoniously.
6	Coordination problems within individual WPs	WP5, WP2, WP1, WP3, WP6, WP4	Low materialization: Most WPs involve multiple partners, which collaborate to achieve their tasks in a timely manner. To achieve this, the work has been partitioned into internally coherent tasks with internal and EU-deliverables (only the latter are indicated, the internal ones serve to track progress). Task-leaders and WP-coordinators will monitor progress and flag problems in a timely manner



			to enable harmonious mitigation.
7	Ineffective collaboration among WPs	WP5, WP2, WP1, WP3, WP6, WP4	Low materialization: The essence of this project is that WPs collaborate. WPs 2-3 will provide the designs for interconnecting different sections of the workflows and for servicing the smooth operation of these workflows. The required collaboration will be ensured through a strong internal communication structure fostered and aided by WP1, ensuring effective information flow.
8	Difficulties related to the involvement of the Labor Market representatives and the business community may arise	WP5, WP2, WP6, WP4	Low materialization: Support from the participating stakeholder institutions (the Institute of Professional Qualifications, PSACEA and STUBA).
9	Energy outages or unstable electricity supply in Ukraine affecting project implementation (e.g., during online trainings or meetings).	WP2, WP3, WP5, WP6	Encourage hybrid formats; prepare downloadable offline materials; ensure backup communication channels; provide partners with power banks or support for generator access if possible.
10	Cybersecurity threats or data breaches affecting online collaboration tools, shared documents, or participant data.	WP1, WP2, WP5	Use secured, GDPR-compliant platforms; provide cybersecurity training; designate data protection officer; establish protocols for reporting and responding to incidents.
11	Insufficient digital competence among VET educators or learners in Ukraine to use project tools effectively.	WP3, WP4, WP5	Include digital skills assessment and training as part of WP3 and WP4; create easy-to-follow tutorials; provide continuous digital support.
12	Inflation or currency fluctuations in Ukraine impacting budgeting, cost planning, and local partner capacity.	WP1	Regular budget monitoring; introduce contingency buffers; allow flexibility in reallocating budget lines across WPs with coordination approval.
13	Changes in Ukrainian legislation or education policy disrupting planned project activities or deliverables	WP2, WP5, WP6	Maintain active liaison with relevant national authorities; monitor regulatory changes; revise timelines and deliverables where needed; maintain legal consultation access.
14	Burnout or loss of key personnel due to the extended stress of crisis conditions.	WP1, WP2, WP3	Implement workload balance monitoring; rotate responsibilities; provide emotional support access; include backup personnel in project structure.
15	Accessibility barriers for participants with disabilities in online/offline events or materials.	WP3, WP4, WP5	Adopt universal design principles; apply accessibility standards to all materials; ensure sign language, subtitles, and alternative formats where necessary.

9.3 Evaluation Template

Type of the event:

Title of the event:

Date of the event:

Place of the event:

Dear Participant,

Thank you very much for your participation in our event. In our effort to improve the organisation and the impact of these events we invite you to complete the following questionnaire.

In most of the cases you will be asked to rate to which degree you agree with statements on by ticking the appropriate answer. In some of the questions, you will be asked to describe your personal opinion in a few words and to give suggestions for future improvements of the content and overall organisation of the event.

We appreciate your contribution!

General Information

Country _____

What is your present professional position? _____

What was your role/part in the event and VETpartEX project?

- Presenter
- Organizer
- Participant

Please rate to what extent you agree with the following statements:

1 - I do not agree at all

2 – I do not agree

3 – Uncertain (neither agree nor disagree)

4 – I agree

5 - I totally agree



1. Organisation					
Statements	1	2	3	4	5
1.1. The communication was satisfactory before the event.					
1.2. The organisation was very good.					
1.3. The timetable was clear and reasonable.					
1.4. The event adhered to the agenda.					

2. Structure					
2.1 The event structure was clear.					
2.2 The objectives of the event was clear.					
2.3 The objectives of the event have been achieved.					
2.4 There was a good range and balance of activities.					
2.5 Participants have contributed to the discussions and/or decision making.					

3. Content					
3.1 I have understood main concepts and messages of the event.					
3.2 The content was relevant for my professional activity / my tasks in the VETpartEX project.					
3.3 I am satisfied with the slides and the materials of the event.					
3.4 I can use the gained knowledge in my general work / my tasks in the VETpartEX project.					

4. Environment and Resources					
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4.1 The environment was pleasant to work.					
4.2 The meeting room was suitably equipped for the event.					
4.3 The provision of materials and resources was suitable.					
4.4 The lecturers/speakers delivered the content in an understandable way.					
4.5 The lecturers/speakers were cooperative and helpful.					

5. Improvements					
5.1 The organization of the event must be improved.					
Please specify how:					
5.2 The structure of the event must be improved.					
Please specify how:					
5.3 The content of the event must be improved.					
Please specify how:					

6. Comments

Do you have any further comments or suggestions?

Thank you very much for your feedback!

9.4 Quarterly Progress Report Template: VETpartEX Group

1. Objectives and Tasks

- Which objectives were reached and tasks performed? Which objectives were not yet reached and tasks not yet performed? What are the reasons?

- If relevant: Describe the results concerning the statutes and the organizational framework of the Center for Vocational Education and Innovation.

- Which members of the consortium were involved?

- What changes were / have to be introduced in comparison to the original proposal? Why?

2. Activities

No	Type	Name	Date, place	Objectives	Participants	Comments in the context of quality assurance

- What problems appeared during these activities?

- What changes were / have to be introduced in comparison to the original proposal? Why?



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3. Deliverables
- If relevant: Which outputs were produced?
- Do they comply with the Project Handbook/the Work Plan and the Quality Management Plan? How do they contribute to the achievement of the project objectives?
- Did the workload correspond to your estimation?
- Describe the dissemination activities in the context of these deliverables.
- Which changes were introduced in comparison to the original proposal? Why?
- Did you face problems while interacting with the project partners and other stakeholders? If relevant, add a short description.

4. Management

- Describe briefly your satisfaction with the relevant coordination processes of the VETpartEX Group.
- How did communication take place?
- Which problems did you face during the relevant implementation processes?



- How did you solve them?

5. Additional Comments and Information

6. References and Related Documents

ID	Reference or Related Document	Source or Link/Location
1		
2	Project folder	<Insert project folder location.>
3		

Date

Place

Name of author



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9.5 Quarterly Progress Report Template: Workpackages

1. Objectives and Tasks

- What were / are the objectives (milestones and tasks) of the work package?
- Which objectives were reached and tasks performed? Which objectives were not yet reached and tasks not yet performed? What are the reasons?
- Which members of the consortium were involved?
- What changes were / have to be introduced in comparison to the original proposal? Why?

2. Activities

No	Type	Name	Date, place	Objectives	Participants	Comments in the context of quality assurance

- What problems appeared during these activities?
- Did the workload correspond to your estimation?



- **What changes were / have to be introduced in comparison to the original proposal? Why?**

3. Deliverables

- **Which outputs were produced?**

- **Do they comply with the Logical Framework Matrix (LMF)? How do they contribute to the achievement of the project objectives?**

- **How was the quality of the deliverables assured?**

- **Did the workload correspond to your estimation?**

- **Describe the dissemination activities in the context of these deliverables.**

- **Which changes were introduced in comparison to the original proposal? Why?**

- **Did you face problems while interacting with the project partners? If relevant, add a short description.**

4. Management

- **Describe briefly your satisfaction with the relevant coordination processes.**



- How did communication take place?
- Which problems did you face during the relevant implementation processes?
- How did you solve them?

5. Additional Comments and Information

6. References and Related Documents

ID	Reference or Related Document	Source or Link/Location
1		
2	Project folder	<Insert project folder location.>
3		

Date

Place

Name of author



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