



## **- USER GUIDE -**

EduPlan has been designed as a self-evaluation tool which can be used by education providers to analyse the strengths and weaknesses of quality assurance measures taken in vocational education in an effort to improve, change and develop good practice.

The EduPlan questionnaire includes max. 44 questions which are based on a series of criteria around quality assurance measures concerned with planning, implementation and evaluation of vocational education. The tool also provides an opportunity for education providers to add questions which are relevant to their own organisation.

To individualise your answers choose one of the three scenarios you consider the most suitable to your role in vocational education:

- Provider (44 questions): Vocational Training Institutes, Chamber of Commerce, Enterprises, Vocational Education Providers...
- Trainer (39 questions): In-House Trainers, Training Officers, Tutors, Administrators, Supervisors...
- Learner (18 questions): Participants, Apprentices, Trainees...

Thank you for cooperation and support to maintain a meaningful result of evaluation of the EduPlan tool.

## 1/ Getting connected to the online tool :

- ✓ Enter the URL - [www.eduplan.info](http://www.eduplan.info) - into the navigation bar of your browser to get to the official website of EduPlan

→ So the following window should now be opening:



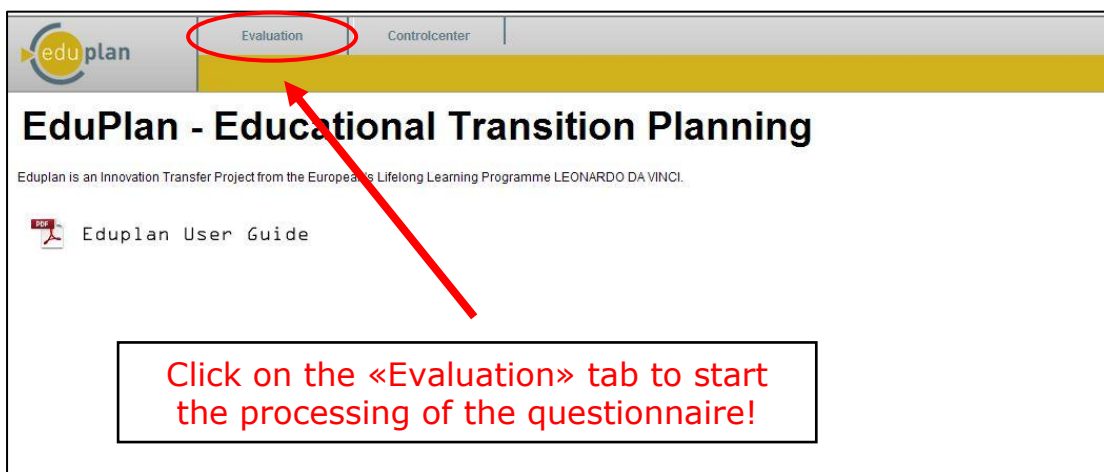
- ✓ Please choose the English version, type your loginname as well as your password (see example – John Doe) in the connection area and then just click on the «Login» button.

Loginname: **Doe**

Passwort: **20john10**

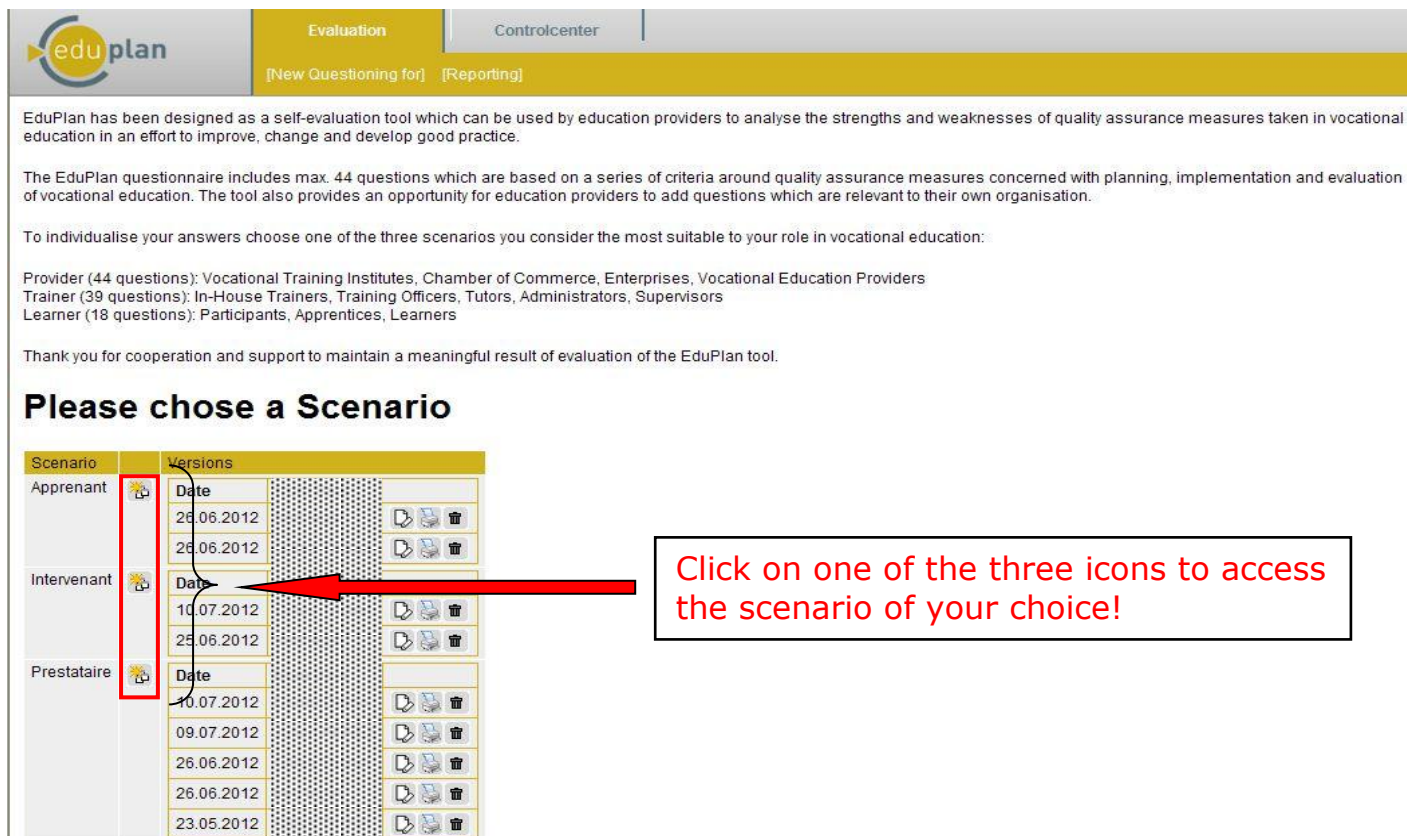
(Attention: **L**ast name with a capital initial letter; **p**rename with a small initial letter)

→ Then you will arrive on the following «welcome page»:



## 2/ Choosing the questionnaire:

- ✓ You are now on the menu page in respect to the input of an evaluation. Please select a scenario corresponding to your status (Learner, Trainer or Provider):



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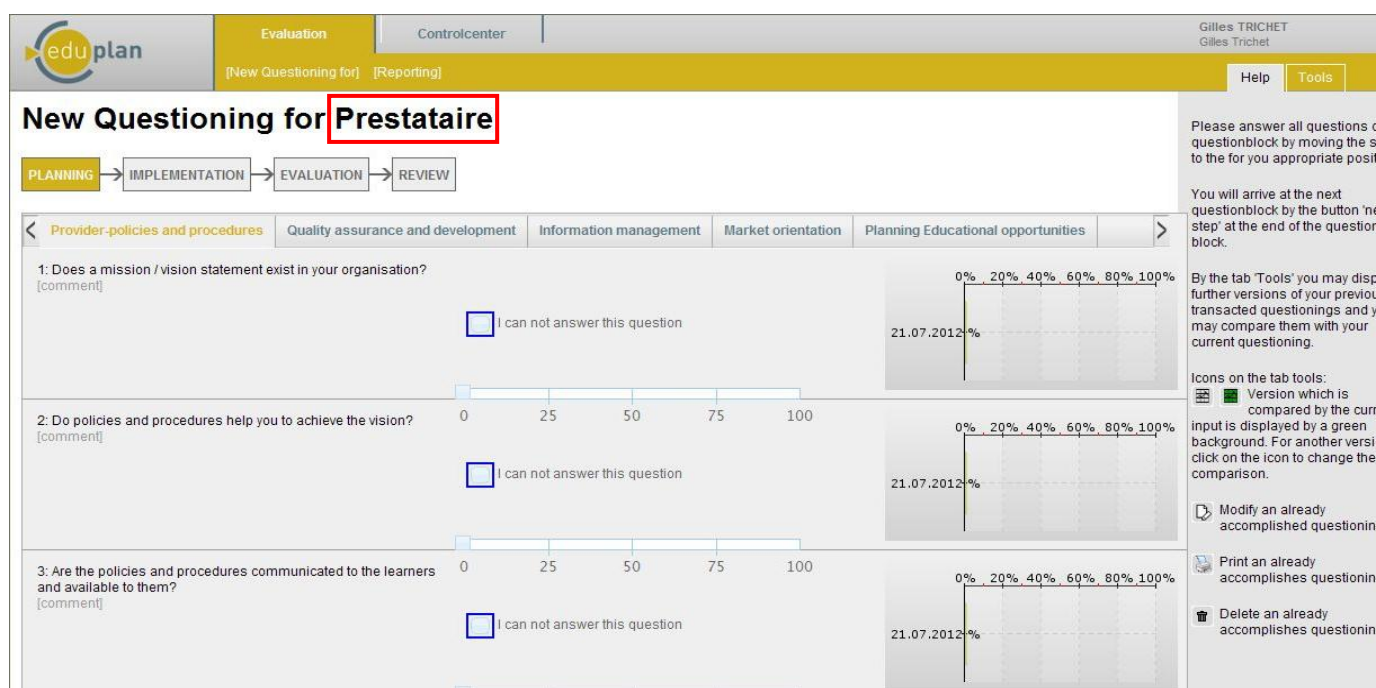
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### Please chose a Scenario

Scenario	Versions
Apprenant	Date
	26.06.2012
	26.06.2012
Intervenant	Date
	10.07.2012
	25.06.2012
Prestataire	Date
	10.07.2012
	09.07.2012
	26.06.2012
	26.06.2012
23.05.2012	

Click on one of the three icons to access the scenario of your choice!

- ✓ Then you access the online questionnaire of your chosen scenario (e.g. Prestataire = Provider):



**New Questioning for Prestataire**

PLANNING → IMPLEMENTATION → **EVALUATION** → REVIEW

Provider-policies and procedures | Quality assurance and development | Information management | Market orientation | Planning Educational opportunities

1: Does a mission / vision statement exist in your organisation?  
[comment]  I can not answer this question

2: Do policies and procedures help you to achieve the vision?  
[comment]  I can not answer this question

3: Are the policies and procedures communicated to the learners and available to them?  
[comment]  I can not answer this question

Help | Tools

Please answer all questions in a questionblock by moving the slider to the position for you appropriate position.

You will arrive at the next questionblock by the button 'next step' at the end of the questionblock.

By the tab 'Tools' you may display further versions of your previous transacted questionings and you may compare them with your current questioning.

Icons on the tab tools:  
Version which is compared by the current input is displayed by a green background. For another version click on the icon to change the comparison.

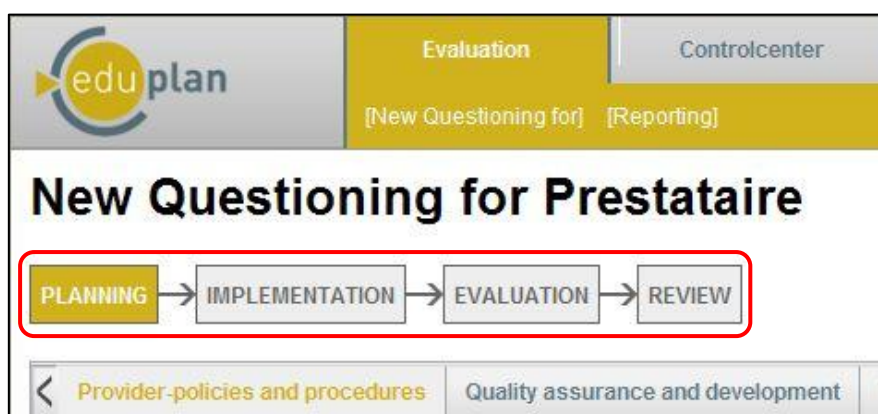
Modify an already accomplished questionning  
Print an already accomplished questionning  
Delete an already accomplished questionning

### 3/ Structuring of the tool :

The evaluation process is structured around the phases of Planning, Implementation, Evaluation and Review.

This terminology, coming from the 4 axes of Deming's wheel (PDCA), echoes that declined by the European Framework for Quality Assurance in Education and Vocational Training (EQARF - EQAVET).

**EU Quality Assurance**  
in Vocational Education & Training



On each of these four steps, the evaluation criteria to fill-in have been grouped under different categories of indicators.



These categories appear in the tabs at the top of each page:

edu plan Evaluation Controlcenter  
[New Questioning for] [Reporting]

## New Questioning for Prestataire

PLANNING → IMPLEMENTATION → EVALUATION → REVIEW

< Provider policies and procedures Quality assurance and development Information management Market orientation Planning Educational opportunities

edu plan Evaluation Controlcenter  
[New Questioning for] [Reporting]

## Edit Questioning for Prestataire from 21.07.2012

PLANNING → IMPLEMENTATION → EVALUATION → REVIEW

< Delivering courses Assessment of learning success

edu plan Evaluation Controlcenter  
[New Questioning for] [Reporting]

## Edit Questioning for Prestataire from 21.07.2012

PLANNING → IMPLEMENTATION → EVALUATION → REVIEW

< Required qualifications and experience of tutors/trainers Professional development of the tutor/trainer Evaluation of learning opportunity

edu plan Evaluation Controlcenter  
[New Questioning for] [Reporting]

## Edit Questioning for Prestataire from 21.07.2012

PLANNING → IMPLEMENTATION → EVALUATION → REVIEW

< General customer satisfaction

## 4/ Filling in the questionnaire :

- ✓ In order to provide a value on the scale, move the cursor from 0 to 100% depending on the level measured.

**Indicator for level of achievement!**

1: Does a mission / vision statement exist in your organisation?  
[comment]

2: Do policies and procedures help you to achieve the vision?  
[comment]

3: Are the policies and procedures communicated to the learners and available to them?  
[comment]

http://eduplan.info/tool1/admin/fragen\_eingabe.php?editid=193#

- ✓ After completing the degree of achievement of the various criteria from the tab, go to the next step by clicking at the bottom of the page.

3: Are the policies and procedures communicated to the learners and available to them?  
[comment]

4: Are these procedures implemented and regularly updated for staff?  
[comment]

Result: 75%

**To continue the processing of the questionnaire please <click> here!**

Next Step: Quality assurance and development >>>

## 5/ Features :

### ✓ Glossary :

Some concepts covered in the evaluation criteria are developed using the function 'Glossary'. These concepts are identified in blue with a gray dotted underline.

To clarify the meaning, point your cursor to the underlined words:

The screenshot shows the 'Edit Questioning for Prestataire' interface. The top navigation bar includes 'edu plan', 'Evaluation', and 'Controlcenter'. Below the navigation bar, there are tabs for 'Provider-policies and procedures', 'Quality assurance and development', 'Information management', 'Market orientation', and 'Plann'. The main content area displays three evaluation criteria. The second criterion, '2: Does the organisation have a Quality Management systems or certified quality Standards ?', has a red arrow pointing to the underlined word 'Quality Management'. A tooltip box appears over the word, containing the definition: 'Quality management (QM) refers to all organisational or institutional efforts to manage quality. It can be considered to have four main components: quality planning, quality control, quality assurance and quality improvement.' Another red arrow points to the tooltip with the text 'Definition from the glossary!'. A third red arrow points to the underlined word with the text 'Just point the cursor (without clicking)!'. The interface also shows a progress bar and a 'comment' link under each criterion.

### ✓ Comments :

If you wish to comment on a data or to complete your input (observations, information about the related context, ...), you can open a text box by clicking on the word [Comment] located under the criteria.

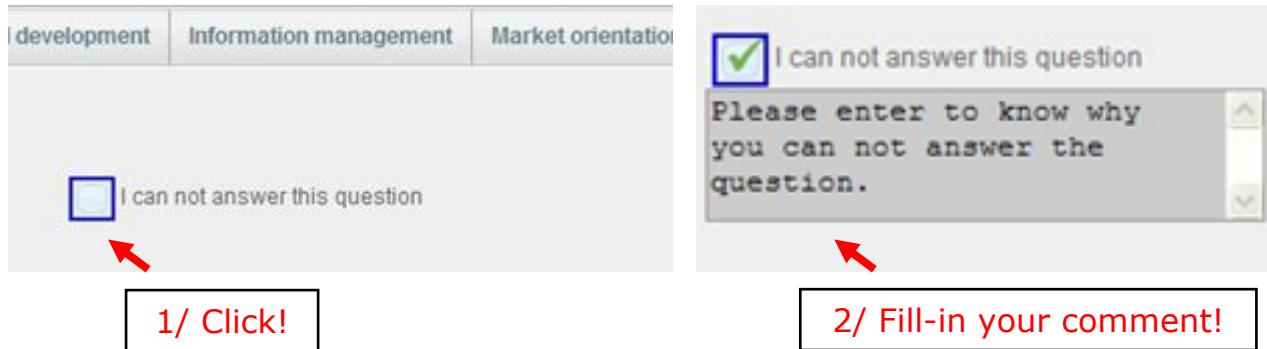
The screenshot shows the 'Edit Questioning for Prestataire' interface. The top navigation bar includes 'edu plan', 'Evaluation', and 'Controlcenter'. Below the navigation bar, there are tabs for 'Provider-policies and procedures' and 'Quality assurance and development'. The main content area displays the first criterion, '1: Does a mission / vision statement exist in your organisation?'. The word 'comment' is highlighted with a red circle and a red arrow points to it with the text '1/ Click!'. The interface also shows a progress bar and a 'comment' link under each criterion.

The screenshot shows the 'Edit Questioning for Prestataire' interface. The top navigation bar includes 'edu plan', 'Evaluation', and 'Controlcenter'. Below the navigation bar, there are tabs for 'Provider-policies and procedures' and 'Quality assurance and development'. The main content area displays the first criterion, '1: Does a mission / vision statement exist in your organisation?'. A text box is open, and the text 'Fill in your comment...' is visible. A red arrow points to the text box with the text '2/ Fill-in your comment!'. The interface also shows a progress bar and a 'comment' link under each criterion.

- ✓ Non-assessable criteria:

If you feel like being unable to evaluate the proposed criteria, you can check the box "I can not answer that question."

An input box opens, allowing you to explain the reasons for this decision.



### **6/ End of session:**

- ✓ Warning: the application will save your work automatically while logging out (→ no «save» button needed)!
- ✓ Logout: to exit the application, just click on the icon (X) as below:

