Network for the Advancement of
Vocational Education in Europe.

Quality Management Plan

kent + mcgill

TABLE OF CONTENTS

PROJECT QUALITY PLAN PURPOSE

The purpose of the Quality Management Plan (QMP) is to identify the project's quality related objectives; to describe how the achievement of these objectives will be measured; and to describe the quality related processes that will be used to assure that the objectives are achieved.

---

1   QUALITY MANAGEMENT METHOD

Managing project quality requires an approved quality plan encompassing three major quality processes defined in Section 2.1. The development and approval of the QMP confirms the criteria and processes for the project's deliverables and milestones.

1.1   Quality Plan Processes

- **Quality Assurance**
  Quality assurance activities focus on the processes used to manage and deliver   a project and is a method to ensure that it will satisfy the quality standards in our field of qualifications development.

- **Quality Control**
  Quality control activities are performed to verify that project management and project deliverables are of high quality and meet quality standards. Quality assurance also helps uncover causes of unsatisfactory results and establish lessons learned to avoid similar issues in this and other projects.

- **Project Deliverables and Processes Acceptance Criteria**
  Project team members and key stakeholders agree on the project processes and deliverable criteria that will be used to evaluate final deliverable results before the results are formally approved.

1.2   Project Overview

The NAVE2 project is aimed at the development of vocational education as a major social and economic force in Europe by providing a high quality, widely recognised and international workforce for the future.

Strategic EU partnerships in vocational education can support this by:

- increasing the value, understanding and position of vocational education and by providing more efficient training pathways with an international dimension
- creating closer cooperation and by synchronisation to increase the

---

kent + mcgill

understanding of skills & qualifications within the business sector in the partner countries
- developing regional and international networks with business and commerce to promote national and international work-based learning and practice.

These priorities can be materialised in several actions, such as:

- developing the tools and documents to be used in the process of receiving students from a partner or sending students to another partner
- defining the process of receiving/hosting students from partners.

This process will include three different areas:

- mobilities, accommodation & internship for the students
- planning different dissemination activities once the project has been launched to include new partnerships from other European institutions, widening the scope of the project to other countries.

The NAVE2 project will particularly target VET students at risk of drop out at the early stages of their studies. The project aims to improve the mobilities of these vulnerable students. Each partner will thus commit to provide an appropriate internship for this target group, developing special protocols for their mobilities and supplying them with extra support in their stay in a foreign country.

The project also seeks to provide greater transparency and recognition of skills and qualifications.

Establishing a model data system that allows VET organisations to know in detail the characteristics of participants' profiles, including the mobility opportunities that can be offered in each region, so as to increase the quality, diversity & cooperation of mobility experiences.

1.3   Quality Standards

The NAVE2 project aims to produce materials that will encourage high quality VET partnerships consisting of institutions committed to internationalisation, offering learning & employment experiences in Europe to both students & staff. The project will take account of the different VET systems and levels of qualifications & the different economic contexts. The project approach will also look at any quality-related criteria that has been developed for transferring competencies and qualifications within a mobility context.

1.4   Quality Tools

The project's quality tools will be developed by the partnership & will consist of structured questionnaires & interviews employed across the partners & appropriate stakeholders.

These will be used to develop a model for international VET partnerships & high quality mobility placements. The procedure will include testing & validation of these instruments internally & externally so as to meet agreed quantative & qualitative standards.

1.5   Quality Adviser's Responsibilities

Iain Strath of Kent + Mcgill Ltd is the Quality Adviser of the NAVE2 project & is responsible for the production of the QMP together with the Project Coordinator and the project team members who lead on the major deliverables of the project.

2   PROJECT QUALITY ASSURANCE

Quality assurance helps to establish if a deliverable is acceptable based on the processes used to create it. Quality assurance processes are used frequently to evaluate overall project performance and to determine that quality reviews were held and deliverables tested to meet the project's objectives.

2.1   Quality Assurance Procedures
The major quality assurance activities and processes will include:
- The development of a project QMP
- Reference to other research on partnership & mobility best practice
- Reference to VET sector experts
- Agreement by partners on the scope of the data log & the content of the manual on VET mobility
- Testing the feasibility of the data log & mobility materials with other training institutions & employers
- Structured surveys & interviews with staff, students and employers
- Validating NAVE2 materials with other institutions.

2.2   Project In-Process Quality Monitoring
Qualitative & Quantative data will be collected on the following:
- Number of individuals and type of companies surveyed in developing the data log & subsequent materials
- Range and number of experts consulted
- Number and type of other institutions & companies providing internships & using the new materials
- Number of mobility opportunities offered to vulnerable students
- Qualitative data collected through questionnaires & interviews with participants & stakeholders.

3   PROJECT QUALITY CONTROL

3.1   Project Deliverables

This table lists the key deliverables of the project that need to be tested for quality.

Output	Start	End	Deliverable	Leader
1 PROJECT PLANS	11/2019		• **Implementation Plan** • **Risk Management Plan** • **Quality Plan** • **Dissemination Plan**	KM & Partners GBN & Partners
2 DATA LOG	11/2019		• **Development Plan** • **Testing, Validation & Finalisation of Model VET Partnership Template**	GBN & Partners
3 NAVE2 MOBILITY MATERIALS & MANUAL	11/2019		• **Development Plan** • **Interviews with staff, employers et al** • **Development of Manual with Strategic Plan** • **Testing, Validation & Finalisation**	GBN & Partners
4 STUDENT MOBILITIES	5/2021		• **Monitoring, evaluating** • **Finalisation of documents**	KM All partners

3.2 Project Quality Control Procedures

Quality control for the NAVE2 Project will ensure that all project deliverables comply with established quality standards. In order to meet expectations, it is imperative that a process is implemented in which quality standards are measured and accepted. For each deliverable the Quality Adviser & the lead partners will monitor the quality standards and quality control activities.

Deliverable: Data Log

Activity: Development of NAVE questionnaire for data collection & testing

- Identify the goals/targets pursued by NAVE2 partners on internationalisation in general and exchange mobility
- Describe the policies & actions established to achieve these goals
- Describe the "mobility" profile in the general landscape of the partner institution
- Identify strengths and weaknesses

Quality Indicators:

Deliverable: Mobilities & Mobility Manual

Activity: Developing strong partnership & collaboration with employers

- Develop MoUs
- Establish efficient communication channels
- Agree mobility procedures for teaching & support staff
- Monitor & evaluate all mobility activity

Quality Indicators:

- Strategic plans for all mobilities between partners
- MoUs allocating roles & responsibilities
- Staff recognition & reward & professional development

Activity: Developing mobility for more diverse students

- Developing flexible curricula to allow for inclusion of different learning experiences within a mobility
- Provide opportunities for mobility experiences in a variety of countries
- Encourage all students to see diversity in education as a source of personal and learning enrichment.

Quality Indicators:

- Flexible curricula
- Embedding mobility within curriculum programmes
- Providing support, such language & intercultural skills
- Arranging mobilities with a range of different countries.

Activity: Developing high quality information on mobility

- Produce course & information materials for staff, students & employers
- Describe the institution's resources & facilities for mobility students
- Promote the benefits of mobility experiences

Quality Indicators:

- Producing a clear action plan containing all the logistics, including the curriculum & administrative support, required to organise a mobility from start to finish.

4   PROJECT QUALITY REVIEWS

Project quality reviews will be performed to inform & complement the interim and final reports. The reviews will reflect the monitoring of the project's performance in the light of the QMP.

The Quality Adviser will be responsible for writing these reviews following discussion and agreement with the Project Coordinator.