

**FIELDS – Blueprint 612664 – 1/1/20-31/12/23**

## **WP6 – Quality assurance**

Center for Research and Technology Hellas  
Institute for Bio-Economy and Agri-Technology (CERTH/IBO)  
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**Kick-off meeting**  
3-4 February 2020  
University of Turin, Italy



# WP6 Info

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WP Start/end date: M1-M48

Partners involved: CERTH (P9) / EFB (P26) / INFOR (P21) / UNITO (P1) / CONFAGRI (P2) / ISEKI (P4) / ICOS (P5) / AERES (P6) / AP (P7) / ACTIA (P10) / UCLM (P16) / AC3A (P17) / PA (P27) / EFVET (P29) / CEPI (P30)

Aim: Controlling and monitoring the progress of the project and ensuring the quality of the FIELDS outputs

Main Objectives:

- Quality Plan (including contingency plan, risk assessment and risk management plan)
- Evaluation grid and methodology for internal and external assessment
- Internal and External Evaluation
- Rules for collaboration (project partners and external evaluators) in the evaluation phase (roles for Quality Committee, Steering Committee, High Steering Committee, High Advisory Board, External Experts)
- Qualitative and quantitative indicators for monitoring the FIELDS results

## WP6 Tasks

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- **T6.1 Quality plan (M1-M6)** [CERTH, UNITO, ISEKI, ICOS, AERES, ACTIA, CONFAGRI, INFOR]
- **T6.2 Quality assessment (M5-M48)** [EFB, UNITO, ISEKI, ICOS, AERES, ACTIA, CONFAGRI]
- **T6.3 HAB and External Expert review (M22-M48)** [EFB, UNITO, CONFAGRI, ISEKI, ICOS, AERES, CERTH, ACTIA, UCLM, CEPI, INFOR, High Advisory Board, External Experts]
- **T6.4 EQAVET assessment (M27-M48)** [INFOR, ICOS, AERES, AP, UCLM, AC3A, PA, EFVET]

# WP6 Deliverables & Milestones

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## Deliverables

- **D6.1: Quality Plan (M1 - M4)**
  - **Task 6.1: Quality Plan**
  - **Type:** Electronic format
  - **Languages:** English
  - **Dissemination Level:** Confidential
  - **Target Groups/ Potential Beneficiaries:** Partners
- **D6.2: Evaluation Grids (M5 - M6)**
  - **Task 6.1: Quality Plan**
  - **Type:** Electronic format
  - **Languages:** English
  - **Dissemination Level:** Confidential
  - **Target Groups/ Potential Beneficiaries:** Partners
- **D6.3: Internal quality assessment (M5 - M48)**
  - **Task 6.2: Quality assessment**
  - **Type:** Electronic format
  - **Languages:** English
  - **Dissemination Level:** Confidential
  - **Target Groups/ Potential Beneficiaries:** Partners

# WP6 Deliverables & Milestones

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## Deliverables

- **D6.4:** External Expert quality assessment (M32&M48)
  - **Task 6.3:** HAB and External Expert review
  - **Type:** Electronic format
  - **Languages:** English
  - **Dissemination Level:** Confidential
  - **Target Groups/ Potential Beneficiaries:** Partners
- **D6.5:** ECVET accreditation report (M42)
  - **Task 6.4:** EQAVET assessment
  - **Type:** Electronic format
  - **Languages:** English
  - **Dissemination Level:** Confidential
  - **Target Groups/ Potential Beneficiaries:** Partners

# T6.1 Quality Plan

Duration: M1-M6

Leader:

**CERTH (P9)** (Manager: 25 days - Teacher/Trainer/Researcher: 27 days)

Involved:

**UNITO (P1)** (Teacher/Trainer/Researcher: 10 days)

**CONFAGRI (P2)** (Technician: 10 days),

**ISEKI (P4)** (Teacher/Trainer/Researcher: 10 days)

**ICOS (P5)** (Teacher/Trainer/Researcher: 10 days)

**AERES (P6)** (Teacher/Trainer/Researcher: 10 days)

**ACTIA (P10)** (Teacher/Trainer/Researcher: 10 days)

**INFOR (P21)** (Teacher/Trainer/Researcher: 20 days)

## T6.1 Quality Plan

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### Summary:

- **CERTH (P9)** will prepare the Quality Plan. Quality Plan will include a summary of the expected results and deliverables achieved by each partner and will be uploaded into the intranet. Quality plan will be reviewed by the **WP leaders**
- **INFOR (P21)** will develop the evaluation grids for quality assessment of deliverables and reports, and will schedule the quality assessment activities.
- **UNITO (P1)** will prepare a risk management plan based on reports sent by **each FIELDS partner**

### Deliverables:

Deliverable 6.1 Quality Plan (M4)

Deliverable 6.2 Evaluation Grids (M6)

### Milestones:

Reports for risk management plan (M2) **All FIELDS partners**

Risk Management Plan (to be included in D6.1) (M3) **UNITO**

Review of Quality Plan (M4) **WP leaders**

Deliverable 6.1 Quality Plan (M4) **CERTH**

Deliverable 6.2 Evaluation Grids (M6) **INFOR**

# T6.2 Quality assessment

Duration: M5-M48

Leader:

**EFB (P26)** (Manager: 25 days - Teacher/Trainer/Researcher: 27 days)

Involved:

**CERTH (P9)** (Manager: 20 days)

**UNITO (P1)** (Manager: 20 days - Teacher/Trainer/Researcher: 27 days)

**CONFAGRI (P2)** (Teacher/Trainer/Researcher: 20 days)

**ISEKI (P4)** (Teacher/Trainer/Researcher: 35 days)

**ICOS (P5)** (Teacher/Trainer/Researcher: 27 days)

**AERES (P6)** (Teacher/Trainer/Researcher: 18 days)

**ACTIA (P10)** (Teacher/Trainer/Researcher: 20 days)



## T6.2 Quality assessment

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### Summary:

- **WP leaders** will develop internal quality assessment. The assessment will include checking of deliverables and outcomes of the project. WP leaders will be responsible for the deliverables and outcomes of their WP(s).
- **Quality Committee (QC)** will be established (High Steering Committee will act as QC). The role of QC:
  - Check of all deliverables
  - T1.3: Review the focus groups guideline.
  - T2.3: Review the guidelines for the EU strategy
  - Tasks 3.4 & 3.5: Review the content of the English version of the trainings before their translation / regionalisation.
  - Task 4.3: Evaluation the platform and recommendation of potential improvement on the user experience and facility of use.
  - Task 5.4: Checking the plan for future stakeholders engagement

### Deliverables:

D6.3. Internal quality assessment (M48)

## T6.2 Quality assessment

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### **Milestones:**

Evaluation of deliverables and outcomes of the project (throughout the project) **WP leaders**

Review the focus groups guideline (T1.3) (M6) **QC**

Evaluation the platform and recommend potential improvement on the user experience and facility of use (T4.3) (M12) **QC**

Review the content of the English version of the trainings before their translation/regionalization (T3.4 & T3.5) (M30) **QC**

Review the guidelines for the EU strategy (T2.3) (M45) **QC**

Check the plan for future stakeholders engagement (T5.4) (M45) **QC**

D6.3. Internal quality assessment (M48) **WP leaders**

## T6.3 HAB and External Expert review

Duration: M22-M48

Leader:

**EFB (P26)** (Manager: 45 days - Teacher/Trainer/Researcher: 30 days)

Involved:

**UNITO (P1)** (Teacher/Trainer/Researcher: 20 days)

**CONFAGRI (P2)** (Teacher/Trainer/Researcher: 5 days)

**ICOS (P5)** (Teacher/Trainer/Researcher: 5 days)

**AERES (P6)** (Teacher/Trainer/Researcher: 5 days)

**ACTIA (P10)** (Teacher/Trainer/Researcher: 5 days)

**UCLM (P16)** (Manager: 50 days)

**INFOR (P21)** (Teacher/Trainer/Researcher: 5 days)

**CEPI (P30)** (Manager: 40 days)

## T6.3 HAB and External Expert review

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### Summary:

- **EFB** with the help of **ICOS, INFOR, AERES, ACTIA, CONFAGRI** will define an evaluation methodology for external assessment and to help the quality checks of the evaluators
- **Quality Committee (QC)** will review and approve the evaluation methodology
- **UCLM** will suggest an EE for sustainability aspects
- **CEPI** will suggest an EE for bio-economy and forestry aspects
- **EFB** will suggest an EE for digitalisation aspects
- **HAB** will suggest an external evaluator for the checking of all the final deliverables and cross check on the deliverables already checked by other EE, and will look also at all new deliverables made after M30
- **External evaluators (EE)** will perform quality control of the deliverables
- In addition, **HAB** will perform the following reviews:
  - Task 1.5: Review the future trend analysis and provide feedbacks to the QC who will take them into account
  - Task 2.3: Review the European strategy and provide feedback to the QC who will take them into account before the EE review after M30.
  - Task 5.4: Review the future engagement plan to ensure the sustainability of the project, long after the end, and will be invited to join the memorandum of understanding for the starting of the Agricultural Sector Skill Alliance

### Deliverables:

D6.4. EE quality assessment (M32&M48)

## T6.3 HAB and External Expert review

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### **Milestones:**

Review the future trend analysis (T1.5) (M12) **HAB**

Evaluation methodology for external assessment (M20) **EFB** with the help of **ICOS, INFOR, AERES, ACTIA, CONFAGRI**

Approval of the evaluation methodology (M24) **QC**

Mid-term external evaluation (M30) **External evaluators (EE)**

D6.4. EE quality assessment (Mid-Term) (M32) **External evaluators (EE)**

Review the European strategy (T2.3) (M48) **HAB**

Review the future engagement plan to ensure the sustainability of the project (T5.4) (M48) **HAB**

D6.4. EE quality assessment (Final) (M48) **External evaluators (EE)**

# T6.4 EQAVET assessment

Duration: M27-M48

Leader:

**INFOR (P21)** (Manager: 25 days - Teacher/Trainer/Researcher: 40 days)

Involved:

**ICOS (P5)** (Teacher/Trainer/Researcher: 18 days)

**AERES (P6)** (Teacher/Trainer/Researcher: 18 days)

**AP (P7)** (Teacher/Trainer/Researcher: 18 days)

**UCLM (P16)** (Teacher/Trainer/Researcher: 18 days)

**AC3A (P17)** (Teacher/Trainer/Researcher: 18 days)

**PA (P27)** (Teacher/Trainer/Researcher: 18 days)

**EFVET (P29)** (Teacher/Trainer/Researcher: 27 days)

## T6.4 EQAVET assessment

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### Summary:

- The training activities developed within the project will be corresponding with the reference model proposed by the EQAVET guaranteeing a comprehensive quality assurance to learning
- **INFOR** will guide the EQAVET procedure for the training pilot offered in Italy.
- **AERES** will provide the training pilot for the Netherlands.
- **INFOR** will monitor and document all action needed to get ECVET following the EQAVET guidelines
- **INFOR** will monitor the proposed indicators (Indicator: Participation rate / Indicator: Completion rate / Indicator: Placement rate. Indicator: Satisfaction rates / Indicator: Material quality) on trainees and quality content
- **INFOR** will coordinate the action of the other VET providers that participate in the training pilot, to ensure that all pilots can get the ECVET certification of skills (Task 2.5 - Transferability of skills)
- **INFOR** and **EfVET** experts will issue a country guideline

### Deliverables:

D6.5: ECVET accreditation report (M42)

Questions?