

QUAL4T² - Further Quality Improvement for VET, guiding teacher Teams in Europe in strategic planning

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The QUAL4T2 program aims to support teachers' teams in Vocational Education and Training schools in their use of quality assistance mechanisms. The project intends to introduce a bottom-up approach for the design of strategic planning in Vocational Education and Training (VET) institutions.

The QUAL4T2 project has three main outputs:

- Quality guide for teams.

The quality guide for teams can be used in their work on effective team plans and their improvement of quality culture.

- Quality toolkit for teams

A toolkit for teams in VET-education that helps them to achieve a better structured and more effective team year plan. The tools are split in three teams to give you the possibility to find the necessary tools more easily. Theme A is about quality culture and provides material to improve your quality culture as a team. Theme B includes 6 tools that help you to develop an effective team plan, and starts with an overview, called road map. Theme C offers you a set of different year plan models.

- A Good Practice Guide that offers information about the best experiences identified, during the pilot testing of the tools.
- A Training Program where the guides are put into practice, in order to learn how to use them in class and in their own group.

The groups targeted in QUAL4T2 are trainers, teachers, quality staff members and managers in training organizations. QUAL4T2 expects to offer the needed tools to write a better and sustainable team plan. Through all the phases of the project, participants learn how to use their working hours, a better performance towards the students and a more efficient use of their financial funds.

Qual4T2 – Toolkit Index

Theme A: Working on Quality Culture

	Name	Short description
1	Short questionnaires for team improvement	To develop a common team culture of quality improvement and work together on an efficient and effective team year plan.
2	Team work cafe	Create common long term goal in the team.
3	The lighthouse	To create a connection between the strategic visions and the concrete action oriented.
4	The five elements	To create an annual cycle of team meetings with specific focusses and individual inputs.
5	Feedback in teams	To give effective feedback within team in order to improve their situation, result or performance. To get direct and quick feedback from team members. To obtain knowledge about wishes and perceptions of (one of) team members.
6	Self-assessment	To support teaches/trainers in their continuous improvement. To support preparation for review with a manager.
7	Peer to Peer Feedback	To build self-awareness. To develop range of personal, interpersonal, and social skills, such as active listening and effective communication.

Theme B: Design your team plan

	Name	Short description
8	Road map to effective team planning.	To give an overview of the steps that are necessary to develop an effective team year plan.
9	Vision/Mission development for teams	To set the pathway for the team. To get the team working towards the common goals of the organization. To set priorities.
10	Data Gathering	To support planning for collection of evaluation data.
11	Preventing risks	To avoid risk. To eliminate the consequences of undesired situations.
12	Establishing team priorities	To support development of an action (team) plan, based on the results of an evaluation.

Theme C: Team plan models

	Name	Short description
13	Team plan - model	To develop an efficient and effective team year plan together as a team.
14	Short term improvement plan	To design a short-term action plan for improvement.
15	Year plan	To coordinate individual activities among teams in the department in order to avoid overlaps and to ensure a better planning of meetings etc. across the teams.