

Project: European Sharing and Training Experts Programme

1 Detailed overview

Programme	Lifelong Learning Programme
Sub-programme	ERASMUS
Call for proposals	EAC/31/08
Action	ERASMUS Multilateral projects
Sub-Action	ERASMUS Modernisation of Higher Education
Project title	European Sharing and Training Experts Programme
Project acronym	E-STEP

Applicant	ANECA
Project partners	NVAO ÖAR ZEvA PKA
Associated partners	ECA members

Start date	October 2009
End date	September 2012
Duration	36 months

Steering Group	ANECA NVAO ÖAR ZEvA PKA OAQ
Stakeholder Group	ECA members
Focus Group	Experts with experience regarding training and procedures

2 Summary

The Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) insist that “the experts undertaking the external quality assurance activity have appropriate skills”. The ESG point out that quality assurance agencies (QAAs) should provide “appropriate briefing and training for experts” and insist on “the use of international experts”.

The European University Association indicated in its Trends V Report that “the expert pool in any single country that could be used to evaluate the quality of programmes is extremely limited, and this is clearly an issue where regional cooperation would seem to offer a solution”.

Recently, QAAs in Europe have started to shift their focus increasingly from programme approaches towards institutional approaches. External QA at the institutional level however requires a specific kind of training of the experts included in the panels.

The reasons for the project are therefore twofold: (1) there is an increasing (national) need to identify international experts or experts across borders and (2) there is an increasing demand for QA training.

The first result of the project will be Training Programmes for experts, i.e. panel members and staff of QAAs. Staff of QAAs will be trained to train the panel members and panel members will be trained for their role in the assessment procedure. The two types of training will be offered on the European level by a consortium of the QAAs but the training of panel members can also take place on the national level. This provides QAAs with the opportunity to add a national component to the training programme.

The second result of the project will be a programme to share experts among QAAs in Europe. This part of the project will develop an expert portfolio template and a database providing easy access to QAAs to these portfolios.

The European Sharing and Training Experts Programme will be made available to QAAs in the EHEA.

3 List of main deliverables

3.1 QA Knowledge Base & Course Materials Outline

This publication outlines the course materials for the training of experts, the materials chosen to be incorporated in the QA Knowledge Base and the way these materials will be presented.

3.2 Training Packages Outline

This publication outlines the developed intended learning outcomes of the two types of training, how each of the programmes will be designed (incl. pedagogical approaches and online learning) and the way the training will be organised.

3.3 Experts' Portfolio Template Outline

This publication outlines the chosen elements that will make up the portfolio template and the way these elements will be presented. It resolves privacy issues and the automatic management of the portfolios.

3.4 Request for proposals

This RFP will be used to solicit competitive proposals for a database driven website. It will directly influence the way the Sharing and Training Experts Programme website will be developed and designed.

The RFP outlines the general requirements regarding proposals, the evaluation criteria and the description of the work to be done, i.e. the technical and operational specifications.

3.5 Sharing and Training Experts Programme website

This deliverable is a database driven website presenting all aspects of the Sharing and Training Experts Programme. Its intended end-users are European QAAs and experts. In the case of experts the target audience consists of both experts to be trained and experts already trained.

It will give access to the during this project developed QA Knowledge Base, the Course Materials, the Online Learning Modules, the Experts' Portfolios and the two Handbooks (incl. the Training Packages).

3.6 Experts Training Handbook

A publication (November 2011 – 500 copies) that will provide all the contents, references and instructions to organise training events for panel members and to offer the training to these experts.

This Handbook is intended for the staff of the QAAs that will be responsible for organising the training events and for the staff of the QAAs that will be responsible for the training itself. This project will provide all the European QAAs with 10 copies each.

3.7 Train the Trainers Handbook

A publication (200 copies) that will provide all the contents, references and instructions to organise training events for staff members of QAAs and to offer the training to these experts. This Handbook is intended for those persons in the consortium (also staff of QAAs part of the consortium) that will be responsible for organising the training events and for those persons that will be responsible for the training itself. This project will provide all the European QAAs with 2 copies each.

3.8 Train the Trainers Events & Experts Training Event

There are six training events scheduled: two trial training events and one actual training planned for the two types of training. The trial training events will test the proposals and results produced by the workpackages QA Knowledge Base & Course Materials and Training Packages.

The experiences of the participants of the actual training event will be presented during the Dissemination Conference and feed into the Dissemination Report.

3.9 Dissemination Conference

This Conference will be used to disseminate the methodology and the outcomes of the project. This dissemination exercise mainly targets the European QAAs and the main European higher education policy makers. Partners and experts involved in the project will present their experiences; there will be ample room for feedback from HE stakeholders. The conference will be organised by ANECA, will take place in Spain (June 2012), last two days and is expected to gather around 100 participants.

3.10 Dissemination Report

The Dissemination Report is a paper publication which presents the outcomes of the project and the conference. It covers both the methodology, the main deliverables and contributions from the conference's speakers. The report contributes to the overall dissemination of the results of the project by presenting the European Sharing and Training Experts Programme as a new achievement of the European quality assurance agencies and a newly added European dimension in quality assurance in the EHEA.

4 Budget

<i>Expenditure</i>		
Direct Costs		
Staff*	120,178	
Travel and subsistence*	73,712	
Equipment*	0	Cannot exceed 10% of direct costs
Subcontracting*	50,000	Cannot exceed 30% of direct costs
Other*	145,800	
Sub-Total Direct Costs	389,690	
Sub-total: Indirect costs*	8,345	Cannot exceed 7% of Total direct Costs
Total Cost	398,035	
<i>Revenue</i>		
Community Grant Requested*	298,525	
% of total cost	75%	Cannot exceed 75% of Total Cost
Own funding of the members of the consortium*	99,510	
Other sources of financing*	0	
Total Co-financing	99,510	
Total revenue	398,035	Must equal total costs above

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