



ERASMUS+ Capacity Building in the Field of Higher Education (CBHE)

Developing services for Individuals with Disabilities

[DECIDE]

WP 3 Quality Plan, 3.3 - Quality Assurance Report Year One – November 2019

1.1 Overview

This document describes the outcome of the quality review process for the first year of the project (November 2018 to November 2019).

The timescale of the project has slipped mainly due to a late start but also to a protracted period of module creation. This means that at the end of year one rather the project is still in its first development and creation phase. This time slippage was initially unfortunate but has allowed for a greater consideration of the quality of the teaching material. With respect to quality the project has been split into four phases as follows:

1. Development of the Modules and Creation of Material
2. Pilot 1 – Operation and review
3. Pilot 2 – Operation and review
4. Dissemination and embedding of material

The initial timing plan for the project was for the project to finish pilot one by the end of year one. This report would thus have provided concrete analysis of the content, approach, targeting and use of the initial project material. This time slip is not of a major concern to the project consortia as there was sufficient leeway in the later stages, where dissemination and embedding activities can be scheduled in parallel and closer together. This time slip has had the benefit of enabling greater communication within the module creation teams. It is hoped that this increased communication will be benefit with respect to the design and focus of the material created. The time slip has also allowed for a significant number of local teaching activities with respect to Accessible Higher Education to take place in the target countries (see main project report).

The Quality Plan aspects focus on monitoring and evaluation of the 8 module Curricula, and of both the dissemination/sustainability friendly "Action Group" (who will create the 10 year National Awareness Day in both countries) and the "Access Liaison Officer" (helping students with special needs issues in each tertiary

organisation) Strategic Review and the Integration Process of National Students Union Participation.

This is all overseen by a total quality management via project structures and meetings and daily project management.

1.2 Quality Review Activities

The following quality review activities are ongoing:

- 1) WP 2 Development of the project, 2.3, English for Specific Purpose Training for all target groups, this training is being used to support the creation of the material for the piloting of the modules. The creation of the modules is due to be completed by the end of December 2019, the effectiveness of the training and any requirements for additional training to support the creation of the material for pilot 2 will be reviewed after that date. The progress in the creation of the materials was discussed in the meeting in London in November 2019.
- 2) WP 2 Development of the project, 2.4, Training Program Modules 2-8 with EU-TUNING, this training is being used to support the creation of the material for the piloting of the modules. The creation of the modules is due to be completed by the end of December 2019, the effectiveness of the training and any requirements for additional training to support the creation of the material for pilot 2 will be reviewed after that date. The progress in the creation of the materials was discussed in the meeting in London in November 2019.
- 3) WP5 Management, 5.3, Intermediate Management / Quality Control Meeting, The project management meeting held in London on the 21st and 22nd November 2019 was used to consider the quality of the work of the project. This work could not be fully completed to the time slip of the project but it is believed the new project deadlines will result in both success with respect to module creation but also to the creation of quality material.

1.3 Quality Review Material Currently Under Review for Distribution

The following review documents are being created to support the review of the pilot one stage:

- 1) Material Review.
- 2) Questionnaire for staff delivering the modules.
- 3) Questionnaire for staff attending the modules.
- 4) Points to consider for evaluators (including the targeting of the modules, the content, the delivery and the way the content has been designed to meet the needs of the audience).