

ESEC

Quality Assurance Plan

This documents reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained there in.

Summary

Premise

1. ESEC GENERAL DESCRIPTION
2. PARTNER ORGANIZATIONS
3. TARGET GROUPS
4. ACTIVITIES
5. QUALITY MONITORING
6. PROJECT QUALITY INDICATORS
7. MEETING/WORKSHOPS/CONFERENCES
8. TRAINING COURSES
9. GUIDELINES, HANDBOOK AND REPORTS
10. COMMUNICATION PROCEDURES

Premise

The ESEC project Quality Plan contains the project's quality policies, procedures, criteria, areas of application, roles, responsibilities and authorities to effectively manage the project quality during the project lifetime.

1 ESEC general description

The ESEC project aims at extending and developing social educators competence (namely, the competence of social pedagogues, social workers, and learning support teachers). This project will train social educators and learning support teachers in developing and running parent-training programs (focusing on parents of children with developmental disabilities).

The results of the ESEC project will be used to integrate the competence portfolio of social educators and learning support teachers as well as to build a new curriculum at Higher Education institutions, social workers schools, and learning support teacher professional courses .

2. Partner organizations

Partner N.	Role	Organization name	City	Country
P1	Project Coordinator	Janusz Korczak Pedagogical University [JKPU]	Warsaw	Poland
P2	Partner	Rezekne Academy of Technology [RTA]	Rezekne	Latvia
P3	Partner	Interdisciplinary Network of Special and Intercultural Education [INCLUDE]	Keas	Greece
P4	Partner	Ecoistituto del Friuli Venezia Giulia [Ecoistituto]	Udine	Italy
P5	Partner	Mancocomunidad de la Ribera Alta [MANRA]	Alzira	Spain

3. Target groups

The principal target group of the ESEC project is formed by parents of children with behavioral disabilities. The other target groups are:

- Social school educators
- Students in social education

- Social workers

4. Activities

Coordinator tasks:

- Management of the entire project
- Organization of the kick off conference in Poland
- Regular production of Action Plans
- Project monitoring

Partners tasks, including the coordinator:

- Participate in the project activity
- Organize a training course
- Organize a multiplier event
- Present the outcomes of the project at various institutional, regional, national and international events

5. Quality monitoring

Each partner will indicate the person who is responsible for their quality monitoring.

Partners will define the quality expectation for the project tasks and expected results.

If a partner identifies a problem during the project development, the partner will report immediately to the coordinator.

6. Project quality indicators

The quality of the ESEC project is assessed against a set of indicators. They are:

- Number of successfully completed tasks
- Number of risks tackled (related to the Risk Plan)
- Number of delayed tasks
- Number of stakeholders reached

- Number of HE teaching staff reached
- Number of students reached
- Number of employers reached
- Quantity of promotional and dissemination material produced
- Impact of website pages (number of hits, unique visitors, length of staying, most popular pages, peaks, etc. through web statistic module)
- Number of activities declared in the Dissemination Plan that have been accomplished (e.g. scientific paper published, scientific paper presented in conferences, workshop/conferences organized...).

7. Meeting/Workshops/Conferences

The quality of Meeting/Workshops/Conferences will be measured against two indicators:

1. Number of participants
2. Participants satisfaction

The organizer of the event must survey the number and types of participants, and submit a questionnaire to assess the satisfaction of participants.

The questionnaire is prepared by the event organizer and reviewed by the responsible of the project quality assurance.

8. Training courses

The quality of training courses will be measured against the following indicators:

- Number of course hours
- Compliance with the declared requirements
- Number of participants
- Trainees satisfaction
- Trainers satisfaction
- Trainees achievements

9. Guidelines, Handbook and Reports

An internal review procedure will be used for the following deliverables:

- Guidelines

- Handbook

All the above products will be reviewed approved by two reviewers indicated by partners.

A review process will be used for the main reports of the project, which are:

-the intermediate Project Report

-the project Final Report

10. Communication Procedures

The coordinator will be responsible for the management of communication within the Consortium.

Day-to-day information (both administrative and technical) will be transferred electronically by e-mail.

In order to ensure the ready availability of electronic documentation, a common secure repository (ESEC Shared Dropbox) of all project documents and deliverables will be created and managed by the coordinator.

Deliverables must be in final draft within the deadline, and shared with all the partners. The coordinator will upload the deliverable in the ESEC Shared Space on Dropbox so that all partners can send opinions/suggestions to the author.

Meetings

The meeting organizer will circulate an agenda not later than two weeks before the meeting. The meeting organizer will send to partners a meeting package.

A list of participants will be preparer by the organizer for the attendees' signature.

Minutes will be send to all the partners no later than two weeks after the meeting. Minutes shall be approved by all partners and the coordinator will upload them on the ESEC Shared Space on Dropbox.

Reports and other documents

Reports and other document will be produced in Microsoft Word: working drafts and editable working copies will be supplied to partners as Word documents. The coordinator will produce a final release version as a PDF file that will be uploaded to the common project repository.

Reports and other documents should have a consistently styled cover and a summary. All pages must be numbered.