



Introducing competence - based
preschool teacher education curricula in
Bosnia and Herzegovina



Co-funded by the
Erasmus+ Programme
of the European Union

QUALITY MANAGEMENT PLAN

**Introducing competence-based preschool teacher education curricula in Bosnia and Herzegovina (TEACHER)
574076-EPP-1-BA-EPPKA2-CBHE-JP**

Title	Quality Assurance and Monitoring, WP6
Tasks	6.1. To constitute QA&M Committee and hold regular meetings 6.2. To evaluate project activities upon their completion 6.3. To organize students and staff evaluation of modernized curricula 6.4. To conduct 2 annual progress evaluations 6.5. To subcontract an independent agent and carry out external evaluation of the project
Leading Organization	University of Mostar
Participating Organization	UNIVERSITY OF TRAVNIK (UNT), UNIVERSITY OF TUZLA (UNTZ), UNIVERSITY OF BIHAĆ (UNBI), INDEPENDENT UNIVERSITY BANJALUKA (NUBL), HERZEGOVINA UNIVERSITY (SVEHERC), DRUŠTVO ZAPOSLENIKA PREDŠKOLSKIH USTANOVA FBIH (DZPU), THE MANCHESTER METROPOLITAN UNIVERSITY (MMU), UNIVERSITY OF ZAGREB (UNIZG), “1 DECEMBRIE 1918” UNIVERSITY OF ALBA IULIA (UAB), MATEJ BEL UNIVERSITY IN BANSKÁ BYSTRICA (UMB)

CONTENT:

1. Project General Information.....	3
2. Project Quality Plan.....	4
3. About the project.....	6
4. Overall Approach and Values.....	8
5. Internal and External Evaluation.....	9
6. Key Quality Indicators.....	10
7. Annex I.....	15

GENERAL INFORMATION

Title of the project: Introducing competence – based preschool teacher education curricula in Bosnia and Herzegovina

Project reference number: 574076 – EPP – 1 – 2016 – 1 – BA – EPPKA2 – CBHE – JP

Web site: www.teacher.unt.ba

Contact: teacher.unt.ba@gmail.com

Project official logo:

TEACHER

ERASMUS+ Logo:



Co-funded by the
Erasmus+ Programme
of the European Union

Disclaimer for the dissemination purposes:

Any publication should mention the following sentence:

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

PROJECT QUALITY PLAN

Project Quality and Monitoring Plan is a vital aspect and important keys to the successful implementation of any project.

This document presents the Quality and Monitoring Plan for Erasmus + KA2 CBHE project 574076-EPP-2016-1-BA-EPPKA2-CBHE-JP *"Introducing competence-based preschool teacher education curricula in Bosnia and Herzegovina" (TEACHER)*.

It is developed in the scope of the WP6(Quality Plan) of the Project in compliance with the Project description and all applicable rules and guidelines. Quality Assurance and Monitoring Committee Members together developed this document at the launch of the project. The aim of the document is to contribute to timely, effective, efficient and sustainable management of project outcomes. Objectively verifiable indicators are used to monitor progress.

Overall monitoring, evaluation is conducted externally (Erasmus+ office monitoring, control visits and by external evaluator) and internally (students, non-academic and academic staff questionnaires). Means for evaluation will also include: progress reports, web-sites, attendance lists, meeting minutes and reports.

Financial evaluation will be conducted through annual accounts and documentation review to be carried out within consortium.

Specific project WPs and results will be evaluated against quality and timely delivery through a number of benchmark indicators as outlined in LFM including:

WP.1: Number of project teams/ members, analysis plans adopted, number of report pages, number/variety of stakeholders identified, number/type of conference participants, recommendations;

WP.2: agreed process of modernization, number of study visits/participants, analysis of agreed competences, number of plans prepared, implemented and adopted on inst. level;

WP.3: number of study visit participants, interviewees, pages of needs assessment report, seminars& participants, satisfaction of staff with seminars, number of pages and copies of handbook;

WP.4: number of ToT sessions held and number of participants, satisfaction of staff with seminar and ToT sessions, number of in-house training sessions and number of participants, analysis of training topics and satisfaction of staff with sessions, number of pages and copies of guidelines;

WP.5: number of accredited/licensed curricula, quantity/type of equipment purchased, number of enrolled students per institution, % of change to previous year, number of guest lectures and satisfaction of students with lecturers;

WP.6: ID and website created, number of website visits, number/type of project-dedicated media guest appearances, reports and articles, number of staff in ENG lang. courses, satisfaction with courses, number of e-bulletins released and addressees, analysis of synergies achieved, number of conference participants;

WP.7: number of QA sessions, members, number of activity evaluations, number of student & staff evaluations, participants, progress evaluations, pages, interviewees and external evaluation report pages;

WP.8: number of SC meetings and participants of kick-off and SC meetings, procedures and template forms created, template forms, local team meetings;

ABOUT THE PROJECT

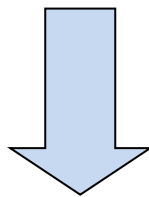
TEACHER is a three-year national Joint Project in Curriculum Development in Bosnia and Herzegovina in Region1: Western Balkans. The aim of the project is to modernize study programs and harmonize the preschool teacher training curricula of Higher Education Institutions in Bosnia and Herzegovina with the purpose of improving the overall standards of provision through capacity building activities involving international collaboration, benchmarking and accreditation. Furthermore, the project is aimed to improve the quality of higher education and competencies and skills within project partner institutions and by extension, the quality of preschool education nationally.

Project objectives

Wider objective: To contribute to improving of quality of teacher education and training in Bosnia and Herzegovina

Specific objectives:

- **SO.1** innovating of preschool teacher education study programs through introduction of competence-based curricula
- **SO.2** certifying of high quality changes introduced in the curricula through accreditation/licensing process
- **SO.3** modernizing of teaching methodology through teacher training
- **SO.4** improving transversal skills of teachers through training of trainers (ToT sessions) and spill-over sessions
- **SO.5** modernizing of technical and didactical teaching/learning equipment for better students training



INDICATORS OF PROGRESS:

- **SO.1/SO.2** Number of innovated programs and number of accredited/licensed programs
- **SO.3/SO.4** Number of staff trained and number of sessions, satisfaction of staff with training
 - **SO.5** Quantity and type of equipment purchased

Project partners



University of Mostar
Bosnia and Herzegovina
www.sve-mo.ba



University of Tuzla
Bosnia and Herzegovina
www.untz.ba



University of Zagreb
Croatia
www.unizg.hr



University of Travnik
Bosnia and Herzegovina
www.unt.ba



Independent University Banja Luka
Bosnia and Herzegovina
www.nubl.org



Matej Bel University in Banská
Bystrica Slovakia
www.umb.sk



Herzegovina University
Bosnia and Herzegovina
www.herzegovina.edu.ba



Manchester Metropolitan University

The Manchester Metropolitan University
Great Britain
www2.mmu.ac.uk



"1 DECEMBRIE 1918" University of
Alba Iulia Romania
www.uab.ro



University of Bihać
Bosnia and Herzegovina
www.unbi.ba

**Association of Preschool
Institutions Employees in
Federation of
Bosnia and Herzegovina**

OVERALL APPROACH AND VALUES

Objectives of ensuring quality

- To assure quality in the structure, processes and results of the project.
- To be able to respond effectively to emerging changes and challenges in the project environment.

Principles of quality management

- *Quality management concerns all partners.* University of Mostar coordinates quality management but all partners are responsible for implementing the quality procedures laid out in this workbook and support the implementation of activities for quality assurance.
- *Quality management does not happen automatically if you work well.* The project has to provide a platform for discussions, supervision and conclusions.
- *Quality management is not about finding fault in our work.* It is about discussing and using our experience for improving the project implementation and its deliverables.

Proper documentation and sharing information is key to quality management. All partners need to have access to relevant information at all times/at the earliest stage possible in order to ensure a quality culture, trusting relationships between partners and an environment that supports an effective work flow.

INTERNAL AND EXTERNAL EVALUATION

Project Internal Evaluation

This section aims to provide the partnership with internal evaluation tools for its activities and outcomes to support and facilitate the partners in controlling and monitoring each step of the project.

1) Project Committees

Core project management activities will be organized through project management unit and project committees. In order to ensure the continuity and quality of the project activities and outcomes, the partners have agreed to set up two committees composed of all partners:

1.1) Steering Committee

The Steering Committee (SC) will act as the main body for decision-making, resolving disputes and assist the project coordinator in the overall management of the project. Apart from Kick Off Meeting hosted by UNT, SC will meet regularly 3x face-to-face in order to ensure successful project implementation. SC will have an overall responsibility in mapping milestone activity progress and data management.

1.2) Quality Committee

The Quality Committee (QC) will monitor the project's progress and control the quality of its activities and outcomes. QAMC will meet regularly 5x to ensure quality in project implementation and management. Monitoring under QAMC responsibility, ensures timely, effective, efficient and sustainable management of project outcomes through performance assessment. Objectively verifiable indicators are used to monitor progress

2. Students, non-academic and academic staff questionnaires

Within WP6 it is planned to conduct students and staff evaluation of modernized curricula. Evaluation report will indicate student and professor opinion and satisfaction with innovated program. As well, it will indicate what else should be additionally improved in the program.

3. Evaluation reports from project meetings (Annex I)

Each activity within the project including meeting, conference, workshop, training etc., will be evaluated by the participants in order to assess the several segments including: satisfaction with content, satisfaction with lecturer, satisfaction with logistic and working conditions. These evaluations will help to better organize next event.

4. Self-Evaluation of Work Packages

According to the needs of Quality Assurance of the TEACHER Project, self-evaluation of each work package will be conducted. Quality Assurance and Monitoring Committee Members will develop a plan on self-evaluation of 8 work packages. This document will contain information and detailed description how this process will be conducted. As well, partners will prepare templates and forms which will be used during the self-evaluation. By this procedure, at each moment partners will be informed about project and its progression.

Project External Evaluation

1) External Evaluator

According to the WP6. Tasks, at the end of the project, University of Travnik will subcontract an independent agent to carry out external project evaluation. External evaluation report will elaborate on project success and impact achieved during implementation and immediately after the completion of the project. It will be publicially available.

TEACHER project: Key Quality Indicators

Ref. Number	Work Package Type and Title	Indicators of progress
WP.1	Preparation: Inception	<ul style="list-style-type: none"> • number of project teams/ members, • analysis plans adopted, • number of report pages, • number/variety of stakeholders identified, • number/type of conference participants, • recommendations
WP.2	Development: Development of Competence-Based Curricula	<ul style="list-style-type: none"> • agreed process of modernization, • number of study visits/participants, • analysis of agreed competences, • number of plans prepared, implemented and adopted on inst. level
WP.3	Development: Modernization and Innovation of Teaching Methodology	<ul style="list-style-type: none"> • number of study visit participants, • number of interviewees, • number of pages of needs assessment report, • number of seminars and participants, • satisfaction of staff with seminars, • number of pages and copies of handbook
WP.4	Development: Enhancement of Teachers Transversal Skills and Competences	<ul style="list-style-type: none"> • number of ToT sessions held and number of participants, • satisfaction of staff with seminar and ToT sessions, • number of in-house training sessions and number of participants, • analysis of training topics and satisfaction of staff with sessions, • number of pages and copies of guidelines
WP.5	Development: Accreditation/Licensing and Implementation of Innovated Curricula	<ul style="list-style-type: none"> • number of accredited/licensed curricula, • quantity/type of equipment purchased, • number of enrolled students per institution, % of change to previous year,

		<ul style="list-style-type: none"> • number of gest lectures and satisfaction of students with lecturers;
WP.6	Quality Plan: Quality Assurance and Monitoring	<ul style="list-style-type: none"> • number of QA sessions, members, • number of activity evaluations, • number of student & staff evaluations, • number of participants, • number of progress evaluations and pages, • number of interviewees • number of external evaluation report pages;
WP.7	Dissemination and Exploitation: Dissemination and Exploitation	<ul style="list-style-type: none"> • ID and website created, • number of website visits, • number/type of project-dedicated media guest appearances, reports and articles, • number of staff in ENG lang. courses, • satisfaction with courses, • number of e-bulletins released and addressees, • analysis of synergies achieved, • number of conference participants;
WP.8	Management: Project Management	<ul style="list-style-type: none"> • number of SC meetings and participants of kick-off and SC meetings, • procedures and template forms created, • number of template forms, • number of local team meetings;

How indicators will be measured

WP	Indicators of progress	How indicators will be measured
WP.1	<ul style="list-style-type: none"> • number of project teams/ members, • analysis plans adopted, • number of report pages, • number/variety of stakeholders identified, • number/type of conference participants, • recommendations 	project documents and reports, analysis plans, analysis reports, conference attendance list, conference photos and videos, websites;
WP.2	<ul style="list-style-type: none"> • agreed process of modernization, • number of study visits/participants, • analysis of agreed competences, • number of plans prepared, implemented and adopted on inst. level 	seminar and workshop reports, competence framework document, attendance and participant lists, local partner curricula modernization and innovation plans and adoption decisions, photos and videos, websites, project reports;
WP.3	<ul style="list-style-type: none"> • number of study visit participants, • number of interviewees, • number of pages of needs assessment report, • number of seminars and participants, • satisfaction of staff with seminars, • number of pages and copies of handbook 	seminar reports, attendance and participant lists, activity evaluation reports, photos and videos, websites, needs assessment report, handbook, project reports;
WP.4	<ul style="list-style-type: none"> • number of ToT sessions held and number of participants, • satisfaction of staff with seminar and ToT sessions, • number of in-house training sessions and number of participants, • analysis of training topics and satisfaction of staff with sessions, • number of pages and copies of guidelines 	seminar report, ToT sessions reports, attendance and participant lists, activity evaluation reports, photos and videos, websites, ToT designs and materials, guidelines, project reports;
WP.5	<ul style="list-style-type: none"> • number of accredited/licensed curricula, • quantity/type of equipment purchased, • number of enrolled students per institution, % of change to previous year, • number of guest lectures and satisfaction of students with lecturers; 	Certificates of accreditation/licensing, invoices and reception forms, inventory lists, institution enrollment list, guest lecture presentations, photos and videos, websites, project reports;

WP.6	<ul style="list-style-type: none"> • number of QA sessions, members, • number of activity evaluations, • number of student & staff evaluations, • number of participants, • number of progress evaluations and pages, • number of interviewees • number of external evaluation report pages; 	meeting reports, attendance lists, student and staff evaluation reports, progress reports, external evaluation report, photos, project website, project reports;
WP.7	<ul style="list-style-type: none"> • ID and website created, • number of website visits, • number/type of project-dedicated media guest appearances, reports and articles, • number of staff in ENG lang. courses, • satisfaction with courses, • number of e-bulletins released and addressees, • analysis of synergies achieved, • number of conference participants; 	project website and promotional materials, videos and photos, media articles (printed and electronic), attendance lists, web updates, project reports;
WP.8	<ul style="list-style-type: none"> • number of SC meetings and participants of kick-off and SC meetings, • procedures and template forms created, • number of template forms, • number of local team meetings; 	meeting reports, attendance lists, project procedures documents, photos, project website, project reports;

Annex I

EVALUATION Of XXXX

Date: xxxx

Venue: xxxxx

Please take a few minutes of Your valuable time and evaluate Your participation in this activity,

Thank you in advance

Please evaluate your opinion from 1 to 5	5 – I completely agree 4 - I agree 3 - I do not agree either disagree 2 - I do not agree 1 - I completely disagree				
1. The organization of this activity was well prepared.	5	4	3	2	1
2. The information provided by organizers was on time.	5	4	3	2	1
3. The objectives of the event were clearly stated.	5	4	3	2	1
4. The inputs (e.g. presentations, materials, handouts) of the presenting parties were clear and informative.	5	4	3	2	1
5. There was enough room for everyone to contribute.	5	4	3	2	1
6. The communication between partners was active and progressive.	5	4	3	2	1
7. Any other comment:					