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

Developing services for Individuals with Disabilities

[DECIDE]

Quality Plan – November 2019

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1 Introduction

1.1 Status of this document

This plan refers to the stages of the Decide Project from November 2019 onwards. It is designed as a practical document, which covers the period from the end of the development stage, through the two piloting phases and the further development and dissemination.

This document will be updated regularly to ensure that it correctly reflects any changes to the project activities caused by information gained from the piloting phases.

The evaluation of the two pilot stages is carried out to ensure the quality of the teaching material produced and of the methods of teaching it. These two evaluations are therefore interconnected, may be updated and should be considered together.

More details of the quality plan for the final stages of this project will be provided following on from the initial evaluation stages.

1.2 Phases of project

The timescale of the project has slipped due to a late start and 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

1.3 The Aim of Quality Plan

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 Liasion 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

2 Quality Objectives

The Quality Objectives for Quality Management in the DECIDE project are to assure that both process and product (outputs) are monitored and evaluated constantly. The issues that will be monitored are:

- Project deliverables meet their stated requirements.
- Project Management processes are appropriately followed.

They answer the questions:

- What is it the project shall achieve, that is, what is the expected result?
- How can we judge if the project is carried out in a good way, so that the expected result is achieved?

In the DECIDE project the overall Quality Objectives are:

Planning for Quality that provides the information about 'What', 'Who', 'When', 'How' and 'How well' that monitors the activities related to project wider objective – 'inclusive education; and to 'non-discrimination treatment of those with special needs in education'. Both the process and the product (outputs) are monitored and controlled according to standards so that the outcomes of the project, tangible and intangible, are maximised.

3 Quality Plan with Dates

WORKPACKAGE AND DELIVERABLES		Related Quality Review and Monitoring	Due date	Plan for Work	Additional Information
3.1 Development of the Module, Creation of Material - November 2019 ongoing					
WP2 Development of the project, 2.1	Action Group and Access Liaison Officer Strategic Review	N/A but results may feed into quality plan.			
WP2 Development of the project, 2.2	Development of the DECIDE ONLINE Platform (M1-36) and QA Guidelines for population of the site (with assistance of 3 Lead Country Partners TUIT, Uzbekistan (P6) + KATU, Kazakhstan (P9) + Khujand Tajikistan – (P14)	Review of materials when uploaded – both content and structure. To be reported in yearly quality reports.	Oct. 2020	To be planned. Material to be reviewed with respect to quality, content and appropriateness for the audience.	The structure and presentation of the material may change when feedback is received on the needs of the teaching staff who will be using the material. The relevance of both the content and presentation will be reviewed.
WP 2 Development of the project, 2.3	English for Specific Purpose Training for all target groups	The review of this training will form part of the review of the creation of the material for the piloting of the modules see WP 3 Quality Plan, 3.1.	30-3-2019	No further work – but the results of the training will contribute to the review of the creation of the module material.	Questions on training to be incorporated into review of the material creation for the pilots.
WP 2 Development of the project, 2.4	Training Program Modules 2-8 with EU-TUNING		22 July- 3 Aug. 2019		

WORKPACKAGE AND DELIVERABLES		Related Quality Review and Monitoring	Due date	Plan for Work	Additional Information
WP 3 Quality Plan, 3.3	Quality Assurance Reports (year 1)		19-09-2019	Interim report November 2019. Report of initial materials created ongoing and to be finalised by February 2020.	
WP 2 Development of the project, 2.7	Population of website with Project Module materials for Piloting 1 and dissemination reports and dissemination materials for mass media campaign (TU Dresden, LIT & 3 Lead Country Partners; TUIT (P6), Uzbekistan KATU (P9) , Kazakhstan, Khujand, Tajikistan (P14)	This activity will be reviewed initially as part of the review of material for the piloting of the modules see WP 3 Quality Plan, 3.1.	May 2020		
WP5 Management , 5.3	Intermediate Management / Quality Control Meeting	To take place as part of the London meeting 21 st and 22 nd November 2019.			

WORKPACKAGE AND DELIVERABLES		Related Quality Review and Monitoring	Due date	Plan for Work	Additional Information
3.2 Pilot 1, January 2020 to Summer 2020					
WP 2 Development of the project, 2.5	Pilot 1 DECIDE Modules 2-8 2 colleagues from each target partner will implement 1 nd Piloting of ECTS modules of the newly created curriculum to a pilot group of students / clients focussing upon those modules most relevant to their target audience.	The review of the pilot 1 will take place in two stages, firstly the review (and support) of the creation of the modules and secondly the review of the piloting modules see WP 3 Quality Plan, 3.1.	Kazakhstan Jan-Feb. 20 Uzbekistan March-April 20 Tajikistan March-Apr 20	The progress in the creation of the materials will be discussed in the meeting in London in November 2019. Following on from this further support will be offered to the module creators. The following review documents will be created: 1) Review of Materials. 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).	The quality review will consist of: 1) A review of the teaching material for the pilots. This will be carried out prior the pilot evaluation visits. 2) An evaluation of the pilots. The review will consist of an assessment of the planned learning outcomes for the modules, the teaching plans, the references and support material, the assessment plan (if any) and the consideration of the requirements of the staff to be taught. The dates, lengths and staff required for the pilot visits will be confirmed shortly.
WP 3 Quality Plan, 3.1	Evaluation of Piloting of Modules 2-8		07-04-2020		
WP4 Dissemination, 4.1	“Hearts and Minds” Mass Media Campaign	N/A	20-05-2020		

WORKPACKAGE AND DELIVERABLES		Related Quality Review and Monitoring	Due date	Plan for Work	Additional Information
WP4 Dissemination, 4.2	Population of website with course support materials for pilot courses and dissemination materials for mass media campaign (LIT & 3 Lead Country Partners; TUIT, Uzbekistan, KATU (P9), Kazakhstan. P14 + Khujand, Tajikistan	N/A	30-09-2019		
WP4 Dissemination, 4.3	All-Stakeholders International Conference “Lifelong Learning Education for Special Needs people”	N/A	May 2020		

WORKPACKAGE AND DELIVERABLES		Related Quality Review and Monitoring	Due date	Plan for Work	Additional Information
3.3 Pilot 2, January 2020					
WP 2 Development of the project, 2.6	Pilot 2 DECIDE Modules 2-8 (Strategic Train the Trainer “Home Multiplier” Programme By PC Universities for NGOs and Government Employees). This is conducted in Russian and English as NGO and Government participants, due to lower English levels did not attend main Special Needs training in EU. This activity taught in their native languages corrects this issue. It is perfectly located as all materials from Pilot 1 have been QA evaluated and are now optimal for this activity.	See WP 3 Quality Plan, 3.4.	Kazakhstan Oct.-Nov. 20 Uzbekistan July-Aug. 20 Tajikistan Sept.-Oct. 20	To be decided	The review of this stage of the project could be carried out within the countries considered those freeing up extra travel time to enable extra support for the pilot stage 1.

WP 3 Quality Plan, 3.4	Evaluation of Pilot 2 DECIDE Modules 2-8 (Strategic Train The Trainer "Home Multiplier" programme by PC Universities for NGOs and Government Employees)		24-03- 2020			
WP 3 Quality Plan, 3.5	Quality Assurance Reports (year 2)		19-09- 2020			
WP5 Management, 5.5	2 nd Intermediate Management /Quality Control Meeting - online conference		10-11- 2020			

3.4 November 2020 onwards

WORKPACKAGE AND DELIVERABLES		Related Quality Review and Monitoring	Due date	Plan for Work	Additional Information
WP 2 Development of the project, 2.8	Update of the website with course support materials for operational courses and dissemination purposes with assistance of 3 Lead Country Partners; TUIT, Uzbekistan, P6, + KATU Astana, Kazakstan, P14 + Khujand, Tajikistan P14	N/A	29-09-2021		
WP 3 Quality Plan, 3.6	Quality Assurance Reports (year 3)		19-09-2021		
WP4 Dissemination, 4.4	Sustainability: DECIDE Modules are tested, adjusted and integrated	N/A	10-9-2021		
WP4 Dissemination, 4.5	Final Project Conference in Samarkand	N/A	10-07-21		

4 Quality Review Material

The following material will be created to measure and support the quality of the project at the following stages.

4.1 Development Stage

The quality review material to be created:

- Questionnaire for module creators with respect to their needs
- Review process for reviewing complete module design
- Review process for reviewing draft materials.
- Review process for reviewing draft teaching plan.

Outcome of the review to be additional support to ensure quality of materials for pilot 1 stage.

4.2 Pilot 1 Stage

Material to be created:

- Questionnaire for module creators
- Questionnaire/probes for evaluators
- Questionnaire for module attendees.

Questionnaires to cover module learning outcomes, content, approach, targeting of audience, targeting of user need, delivery and use of resources.

Outcome of the review to be additional support to ensure quality of materials for pilot 2 stage.

4.3 Pilot 2 Stage

The review of pilot 2 will focus on the way in which the material has been translated to meet the needs of the end users. The result of this review will be used to support the long-term impact of the project.

4.4 Dissemination and Sustainability Activities

The review of the dissemination and sustainability will focus on the likely long-term effect of the Decide project.