



TRAINING COURSE

EQUAL: Evaluation and Quality Assurance in Adult Learning

Reference Number: GR-2007-044-002



A training course in Socrates Grundtvig

EQUAL is a training course developed in the framework of Socrates Grundtvig 1 programme, by a partnership from Greece, Romania, Spain, Ireland, Germany and Lithuania.

The training course consists of two interrelated parts:

- **Part 1:** How to design, implement, monitor and improve a **quality management system (QMS) in an adult education institute.**
- **Part 2:** How to design and implement an **evaluation plan in adult education institutes and projects.** How to use evaluation results for continuous improvement.

Web-site:

<http://www.qualityinlearning.net>



Developed by:



The participation in the training courses can be funded by Socrates-Grundtvig programme. The training course is registered at the Grundtvig database (<http://ec.europa.eu/education/trainingdatabase>).

For pre-registration to the training courses please visit our web-site. <http://www.qualityinlearning.net>

For information about funding, consult with your National Socrates Agency. http://ec.europa.eu/education/programmes/socrates/nat-est_en.html

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The products of the project reflect only the view of the author(s) and the European Commission cannot be held responsible for any use, which may be made of the information contained therein.

Trainers

- **MSc Panos Katsambanis**, expert in Quality Management Systems
- **MSc Sofia Spiliotopoulou**, expert in adult learning
- **Professor Ion Hohan**, expert in Quality Management Systems
- **Dr Kathryn Cormican**, expert in Quality Management Systems
- **David Mulligan**, expert in small and medium enterprises
- **Morgan Mee**, expert in Evaluation in Community development projects
- **MSc Noel Schofield**, expert in financial planning and accountability
- **Fiona English**, expert in Evaluation in the non-profit sector
- **Joanne Byrne**, expert in self evaluation
- **Alejandro Capuano Tomey**, expert in evaluation and quality audits
- **Alma Žekevičienė**, expert in Quality management
- **Asta Daunoriene**, expert in Quality management

e-learning facilitators

- **Marta Mañas**, expert in teleworking and web-based training
- **Eneritz Angulo**, expert in teleworking and web-based training
- **Jose Madrogal Moreno**, expert in e-learning
- **Martin Hagemann**, expert in e-learning and knowledge management

Locations

• Bucharest, Romania
FIATEST

• Piraeus, Greece
IDEC SA

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Language

English

Training programme

PHASE 1: DISTANCE LEARNING	
Using e-learning platform (http://www.qualityinlearning.net)	
	Topics
Duration: 3 weeks	Adult learning Benefits of quality management and evaluation Quality management: concepts and vocabulary Quality in training Evaluation in training Legislation and regulatory requirements for evaluation
PHASE 2: WORKSHOPS - OBSERVATION VISITS - ASSESSMENT OF TRAINING	
Day 1	Quality Management System: Basic Principles Overview of 9001 Introduction to Quality management in training and ISO 10015
Day 2	Quality manager: role and responsibilities Certification - Audits Quality Plan
Day 3	Introduction to evaluation of training organisations and projects Design your own evaluation Framework Understand your programme environment - project activities
Day 4	Record project outputs and lessons Evaluation data, methods and outputs Evaluation of the training course
Day 5	Observation visits to adult training institutes

Who can attend

Managers, administrative staff and trainers in adult training institutes of European countries.

Training objective

To provide the necessary skills and competencies to adult education staff, so as to ensure the quality of the training process, of the training outcomes, as well as continuous improvement, taking into account the particular needs of adult learning.

Training contents

- **Quality:** Quality assurance, quality management systems, certification, ISO 9001, quality plan applied to projects.
- **Evaluation:** rational for evaluation, evaluation methodologies, tools, criteria, evaluation of institutes, evaluation of courses.
- Particularities of adult learning.

Training resources

- Handbook
- Case studies
- Exercises and project works
- Slides
- CD-ROM