

Self-Report for the European Peer Review

***(Name of Guidance Centre)
[Year]***

Author:

Released by:

[Date, Version No./final]

Contents

Please insert a list of contents.

1. Data Sheet.....	3
2. Description of the Guidance Centre	5
2.1 Description of guidance provision	5
2.2 Mission statement.....	5
2.3 Statistical information on guidance process	6
2.4 Organisational Chart.....	6
3. Quality assurance / quality management.....	7
3.1 Quality assurance and development policies, structures and responsibilities	7
3.2 Quality assurance activities and improvement measures (including QM system and an overview of data generated and used).....	7
4. Self-evaluation / self-assessment (optional).....	8
4.1 Description of self-evaluation	8
4.2 Main results of the self-evaluation.....	8
4.3 Optional: Reflective statement.....	8
5. Assessment of Quality Areas.....	9
5.1 Quality Area 1 (indicate which)	9
5.2 Quality Area 2 (indicate which)	10
5.3 Quality Area 3 (indicate which)	10
6. Annex	11
6.1	11
6.2	11
6.3	11
6.4	11
6.5	11
6.6 etc.	11

1. Data Sheet

➔ Tip: Updated from "Initial Information Sheet".

1) Contact information

Name of Guidance Centre:

Address:

Telephone, fax, e-mail:

Contact persons	Name	Contact (e-mail)
Manager/Head of Organisation/Unit		
Peer Review Facilitator		
Other persons responsible		

2) Starting point (e.g. prior evaluations, national quality requirements applicable etc.) and decision to conduct the Peer Review (taken when and by whom?)

3) Aims and purpose of the Peer Review

- 4) External organisation**
- Single Peer Review (Peers come from different Guidance Centres)
 - Reciprocal Peer Review (Peer Review with one partner institution)
 - Peer Review in a Network (more than 2 Guidance centres have a common Peer Team)
-

5) Internal organisation for the conduct of the Peer Review (Describe who is responsible for which tasks)

6) Overview of the procedure and time schedule:

Activity	Timeframe and (due) dates
Self-Evaluation	
Self-Report (due 1 month before Visit at the latest)	
Preparation of Peer Visit	

Self-Report for the European Peer Review

Peer Visit

Peer Review Report

Action Plan and Improvements

7) Quality Areas

At least two quality areas should be tackled and among them at least one should be a “core” quality area.

7.1) List of special evaluation questions for the Peers

8) List of Peers with names and contact information

	Name	Institution	E-mail
Peer Coordinator			
Peer			
Peer			
Peer			
Special Functions			
Evaluation Expert			
Transnational Peer			

9) Signature(s)

Name

Position

Place

Date

2. Description of the Guidance Centre

This section should give the Peers an overview of the kind of guidance provision offered. All important features should be mentioned. Make sure that the Peers have sufficient information on those parts of your guidance centre that are to be reviewed.

The section includes

- a brief general description of the guidance provision offered and sufficient information on those parts of your guidance centre that are to be reviewed.
- including information on the cooperation with partners/stakeholders
- a short description of the environment (regional social and economic situation, regional competition, regional challenges).

For a transnational Peer Review, some information about the system of educational and vocational guidance for adults should be attached, marking and explaining the position of the guidance provision offered within the system.

➔ **Tip:** Supporting documents like annual reports, strategies etc. can be annexed.

➔ **Tip:** Make sure that the Peers have sufficient information on those parts of your guidance centre that are to be reviewed.

This section includes

- a brief description of the guidance centre including cooperation with stakeholders, regional social and economic situation, regional competition, regional challenges),
- the mission statement,
- statistical information.

An organisational chart should be attached.

2.1 Description of guidance provision

Max. 1 - 2 pages

2.2 Mission statement

Max. 0.5 - 1 pages

Self-Report for the European Peer Review

2.3 Statistical information on guidance process

Overall data	F	M	Total
Number of counsellors			
Number of other staff			
Clients			
Current year			
Previous year			
Year before previous year			

Fill out the following table if there are different types of guidance. Figures should be given at least for the type(s) of guidance which will be reviewed.

Data per type of guidance	F	M	Total
Clients (indicate which type):			
Current year			
Previous year			
Year before previous year			

2.4 Organisational Chart

3. Quality assurance / quality management

In this section, please give an overview of the quality assurance policies in your guidance centre, the structures and responsibilities and the kind of activities and improvement measures that are currently undertaken. If you have a quality management system in place, please explain shortly how it works.

Also give an overview of the most important kind of data you collect (including how it is collected: e.g. "satisfaction of clients", "annual online survey", etc).

➔ **Tip:** Make sure that the data you will use in your assessment of the quality areas is described.

3.1 Quality assurance and development policies, structures and responsibilities

Max. 0.5 - 1 pages

3.2 Quality assurance activities and improvement measures (including QM system and an overview of data generated and used)

Max. 1 - 2 pages

4. Self-evaluation / self-assessment (optional)

If you have conducted a special self-evaluation / self-assessment to prepare the Peer Review, please describe the process and its outcomes briefly.

➔ **Tip:** Do not repeat the general quality policies and measures reported in chapter 3, but refer to them when necessary (e.g. when data from surveys, which are regularly conducted within the QM system, is used).

A short description of the self-evaluation / self-assessment process as a whole should give a brief summary of the aims of the self-evaluation, the people responsible and involved, the procedure and methods and the timeframe. Then main results of the self-evaluation should be reported.

Optional: The reflective statement could deal with the following issues: What went well? What did not? What lessons were learned? What were surprising and/or unintended outcomes and experiences? How can the self-evaluation procedure be improved?

4.1 Description of self-evaluation

Max. 1 page

4.2 Main results of the self-evaluation

Max. 1 page

4.3 Optional: Reflective statement

Max. 1 page

5. Assessment of Quality Areas

This is the "heart" of the self-report. In this section all the information the Peers need to prepare and conduct the Peer Review should be provided.

- At least two quality areas should be tackled and among them at least one should be a "core" quality area.
- Assess each quality area separately (max. 1 - 1,5 pages per quality area.)
- Minimum 2 indicators should be reviewed for every quality criteria. For each indicator the strengths and areas of improvement should be summarised. Substantiate your assessments and briefly record sources of evidence.
- Then the whole Quality Area should be assessed on the basis of the assessment of the strengths and areas of improvement on the level of the indicators.
- Improvement measures (planned and implemented) must be pointed out.
- Evaluation questions for the Peers should be formulated (recommended).

Please describe the results of the self-assessment in continuous text (only illustrative use of tables).

5.1 Quality Area 1 (indicate which)

Strengths and areas of improvement by indicator (including the sources of evidence)

Indicator 1:

...

Indicator 2, etc:

...

Overall assessment of the Quality Area

Improvement measures (planned and implemented)

Evaluation questions for the Peers (recommended)

Self-Report for the European Peer Review

5.2 Quality Area 2 (indicate which)

Strengths and areas of improvement by indicator (including the sources of evidence)

Indicator 1:

...



Indicator 2, etc:

...

Overall assessment of the Quality Area

Improvement measures (planned and implemented)

Evaluation questions for the Peers (recommended)

5.3 Quality Area 3 (indicate which)

→ Do you really want to review more than two Quality Areas?

6. Annex

Annex documents which will help the Peers to obtain a complete and adequate impression of 1) the guidance provision offered and 2) the quality areas to be reviewed. References to these documents will allow you to keep your Self-Report short and concise.

→ Please make sure, however, that the Self-Report on its own remains a sufficient and adequate source for the Peer Review.

Provide a list of documents:

6.1

6.2

6.3

6.4

6.5

6.6 etc.

→ **Tip:** Delete all explanations and tips after the completion of the Self-Report - this will make the report leaner and easier to read.