**REPORT ON EXTERNAL EVALUATION OF HIGHER VOCATIONAL COLLEGE**

Higher Vocational College:

Director:

Head lecturer:

Date of visit:

Expert group:

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| chair | *(name, surname, institution)* |
| member | *(name, surname, institution)* |
| member | *(name, surname, institution)* |

**Date of submission of the evaluation report to the Agency: *(insert a date)***

**Signature of the Chair of the Expert Group:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCTION**

The expert group received the decision on appointment and documentation for assessment. The visit was conducted according to schedule which was agreed with management of college. During the preparatory meeting the expert group harmonised its opinion and prepared the joint report on compliance with the criteria for the external evaluation of higher vocational college.

*Briefly describe the procedure and stakeholders which were participating in discussions.*

*Description of working conditions, access to key school activities, access to documents which were not of the constituent element of documentation, a visit of the company where practical training was conducted....*

On the basis of all submitted documentation and information obtained during discussions with selected groups of interviewees, the expert group prepared concluding remarks which the chair of the group presented to management of school and stakeholders by the end of the visit.

 *Based on the assessment of self-evaluation report, annexes, findings of the visit and other requested documentations, the expert group prepares the evaluation report. It contains the evaluation of the criteria according to areas of assessment and the quality standards for external evaluation of higher vocational college.*

*The evaluation report is sent to the higher vocational college for review. If the college does not submit remarks within one month after the receipt of the report, the evaluation report becomes final. If remarks are given, the expert group prepares the final evaluation report in which the expert group expresses its opinion regarding all the remarks.*

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| **External evaluation of higher vocational college (numerical table)** |
| **Areas of assessment** | **Complies with quality standards** | **Partially complies with quality standards** | **Does not comply with quality standards** |
| Strengths | Opportunists for improvement |  | Major weaknesses or non-compliance |
| **Operation of higher vocational college** |
| Standard 1 |  |  |  |  |
| Standard 2 |  |  |  |  |
| Standard 3 |  |  |  |  |
| Standard 4 |  |  |  |  |
| Standard 5 |  |  |  |  |
| Standard 6 |  |  |  |  |
| Standard 7 |  |  |  |  |
| **Human resources** |
| Standard 8 |  |  |  |  |
| Standard 9 |  |  |  |  |
| **Students** |
| Standard 10 |  |  |  |  |
| Standard 11 |  |  |  |  |
| Standard 12 |  |  |  |  |
| Standard 13 |  |  |  |  |
| **Material conditions** |
| Standard 14 |  |  |  |  |
| Standard 15 |  |  |  |  |
| Standard 16 |  |  |  |  |
| Standard 17 |  |  |  |  |
| **Internal quality assurance, enhancement and delivery of study programmes** |
| Standard 18 |  |  |  |  |
| Standard 19 |  |  |  |  |
| Standard 20 |  |  |  |  |
| Standard 21 |  |  |  |  |
| Standard 22 |  |  |  |  |

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**ACTUAL STATE OF AFFAIRS AND ITS ASSESSMENT**

**Fundamental guideline on assessing according to individual standards:**

**In accordance with assessment provisions under the Chapter V. of Criteria (Application forms), the expert group assesses compliance with quality standards on two levels. At the first level, the assessment of compliance is objective and supported by arguments. Consequently, the compliance, existence and implementation of that which is specified, is assessed. At the second level, quality is assessed to the extent of that which is above (or below) acceptable – therefore, quality is evaluated as well. At this level of assessment, the experts argue, what is very good, good, not good and what could be improved. If something complies with the regulation, it is not necessarily also good. If something is not (completely) in accordance with the regulation, it is not necessarily bad since higher education is diverse and good may arise especially from particularities and exceptions. While some quality standards include qualifiers such as “quality”, others explicitly address adequacy, suitability or only existence and implementation of something. Taking this into account, the expert group always assesses at both levels. At the end of each standard, possible non-compliances and major weaknesses are summarized on the one hand, while strengths and opportunities for improvement are summarized on the other, as they result from the conclusions and assessments and not according to some other principle, such as balance in the number of listed items.**

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| **OPERATION OF HIGHER VOCATIONAL COLLEGE (Article 6 of the Criteria)** |

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| **Standard 1: The college successfully fulfils its mission in the Slovenian and international higher education area. By achieving strategic objectives it ensures quality of vocational education activity and its development.** |

**a) compliance of strategic planning with mission, national and European guidelines:**

**b) feasibility and integrity of strategic planning:**

**c) suitability of the method of verifying strategic planning:**

**d) regular professional and development cooperation with other colleges or other professional organizations:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 2: Internal organization of the college ensures the participation of lecturers, other employees, non-pedagogical staff, students, graduates, employers and other stakeholders in management and development of activities of the college.** |

**Representation of stakeholders in bodies of the college and realization of their rights and obligations:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 3: The college demonstrates quality educational, professional, developmental or artistic activity and related important achievements in the fields in which it executes it.** |

**Quality, development and progress of pedagogical, professional, developmental or artistic activity in the light of cooperation on development projects or achievements of students and graduates:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 4: Practical training of students in the working environment is well organized and delivered accordingly. There are sufficient resources for practical training.** |

**a) delivery of practical training:**

**b) concluded agreements with different partners (companies, institutes, institutions and other organizations (hereinafter: companies) on practical training of students:**

**c) verifying qualification and competences of mentors of practical training on the regular basis:**

**d) satisfaction of participants of practical training:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 5: The college monitors the needs for knowledge and employment needs in environment. It provides information on employment possibilities in the fields suitable to competences or learning outcomes of graduates**. |

**a) cooperation of the college with environment or employers, and their graduates:**

**b)** **monitoring the occupancy, employability and competitiveness of graduates:**

**c) development of career centres, alumni clubs or other forms of organization:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 6: The internal quality system enables the closed quality loop in all areas of operation of the college.** |

**a) understanding the meaning and role of the internal quality assurance system:**

**b) self-evaluation report for the last concluded self-evaluation period, measures based on the self-evaluation in the period since the last evaluation (or establishment of the college), and the plan which contains improvements for the following self-evaluation period:**

**c) how the internal quality assurance system enables and promotes development, connecting and an update of educational, professional, developmental, or artistic activity and impact of this activity on environment:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 7: The college informs stakeholders and the public about study programmes and their activity in a timely manner.** |

**Assess the accessibility, content, reliability, comprehensibility and accuracy of the information about the activity of the college, especially information regarding study programmes, their delivery and professional or artistic activity from the fields of these programmes.**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **HUMAN RESOURCES (Article 7 of the Criteria)** |

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| **Standard 8: Lecturers and other employees are provided for quality delivery of the educational, professional, development and artistic work.** |

**a) providing educational and professional development of lecturers and other employees since the last evaluation:**

**b) achievements of lecturers from the profession:**

**c) type of employment of lecturers and other employees:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 9: Professional and administrative staff (hereinafter: non-pedagogical staff) are provided for efficient help and counselling.**  |

**a) type and suitability of help and counselling to students and other stakeholders:**

**b) number, work area and educational structure of non-educational staff:**

**c) education and training of non-educational staff:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **STUDENTS (Article 8 of the Criteria)** |

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| **Standard 10: The college provides suitable help and counselling for students.** |

**a) taking the diversity and needs of students into consideration in the establishment and determination of the content of counselling or help:**

**b) prompt and efficient notification of students:**

**c) monitoring the satisfaction of students with services:**

**d) counselling in concluding agreements on practical training:**

**Complies with quality standards:**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards:**

**Major weaknesses or non-compliances:**

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| **Standard 11: Students have adequate conditions for quality study, professional, developmental or artistic work, practical training and for extracurricular activities.** |

**a) delivery of the study and its conditions according to needs and expectations of the students:**

**b) enabling appropriate professional, developmental or artistic work of students:**

**c) conditions for extracurricular activities, if full time students are admitted:**

**d) providing adequate and quality practical training for students:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 12: The college effectively protects the rights of students.** |

**a) operation of the bodies of the college in this area:**

**b) mechanisms for the recognition and prevention of discrimination of vulnerable groups of students and the discrimination based on personal circumstances and beliefs of students:**

**c) participation of representatives of students in the bodies of the college with other students:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 13: The students participate in the process of evaluation and update of the study content and activities of the college.** |

1. **participation of students in designing of mission, strategic guidelines and in self-evaluation of the**
2. **college and study programmes:**

**b) methods of ensuring participation in the self-evaluation and update of activities:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **MATERIAL CONDITIONS (Article 9 of the Criteria)** |

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| **Standard 14: Suitable premises and equipment enable quality support to activities of the college.** |

**Suitability of premises and equipment intended for pedagogical, professional, developmental or artistic activities, mode of delivery of study programmes and the number of enrolled students:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 15: Adjustments are suitable for students with various forms of disabilities.** |

**a) adjustments of the premises and the equipment:**

**b) communication and information accessibility:**

**c) adjustments of study materials and study implementation:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 16: The provided and planned financial resources enable quality implementation and development of vocational activities.** |

**Financial plan for the following evaluation period or for the period for which the agreement has been concluded with the competent ministry, and the efficiency in meeting financial plans:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 17: The college provides suitable study and professional literature and quality library services.** |

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**a) suitability of the study and professional literature:**

**b) library stock, access to the material, information-bibliographic support and access to databases:**

**c) professional help of library employees:**

**d) development of the library activity:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **INTERNAL QUALITY ASSURANCE, ENHANCEMENT AND DELIVERY OF STUDY PROGRAMMES (Article 10 of the Criteria)** |

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| **Standard 18: The college evaluates content, structure and delivery of the study programme.** |

**a) does the self-evaluation of a study programme enable programme development and update by upholding its actuality and creating quality educational environment:**

**b) methods and procedures of collecting information or proposals for update of the study programme and its analyses:**

**c) adequate informing of stakeholders on achieving the planned tasks or findings and results of the self-evaluation of the study programme:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 19: The self-evaluation reports demonstrate the achievement of tasks based on the findings of the self-evaluation of the study programme.** |

**a) achievement of tasks related to the self-evaluation of the study programme in past three years:**

**b) stakeholder participation in adopting measures for improvement, in monitoring of their implementation, and in the drafting of self-evaluation report:**

**c) closure of quality loop:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 20: The college monitors the delivery of the study programme, reviews and improves it by taking into consideration the development of profession. The college evaluates the achievement of set objectives, competences or study outcomes and demands for graduates. Changes and update of the study programme are made according to fundamental objectives of the programme and by upholding the connection of its content or courses.** |

**Assesses whether the study programme is still complete with regards to its content and composition upon the development of the content and the update, if the connection of learning objectives and the curriculum with objectives and competences of the study programme is preserved:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 21: Mode of delivery, type and range of study programme delivery correspond with the programme’s content and composition so that study contents, delivery and resources (human and material resources) are adjusted and provided in a qualitative manner.** |

**a)Modes and types of teaching, their development or adaptation (including resources) to different groups of students, different study requirements as well as modes of study:**

**b) number of contact hours, according to study programme, or other forms of work with students:**

**c) study material and its adaptation to modes and forms of teaching and needs of students:**

**d) participation of students in project work:**

**e) practical training of students:**

**f) adequacy of schedules, number of office hours or accessibility of lecturers and employees to students:**

**g) adequacy of human resources according to Article 7 of the Criteria:**

**h) material conditions required for delivery of the study programme, according to Article 9 of the Criteria:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

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| **Standard 22: The protection of the rights of stakeholders in the study process is provided.** |

**a) do all students have the possibility for further enrolment and graduation if study obligations are fulfilled according to the study programme:**

**b) is teaching autonomy and assistance in career development provided to lecturers and employees:**

**c) notification of stakeholders according to Article 6 of the Criteria:**

**Complies with quality standards**

**Strengths:**

**Opportunities for improvement:**

**Partially complies with quality standards:**

**Does not comply with quality standards**

**Major weaknesses or non-compliances:**

**SUMMARY**

**Compliance with quality standards**

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| **Complies with quality standards** |
| *Indicate up to 10 identified cases of compliance with quality standards of the college.* |
| **Partially complies with quality standards** |
| *Indicate up to 10 identified cases of the partial compliance with quality standards of the college* |
| **Does not comply with quality standards** |
| *Indicate up to 10 identified cases of non-compliance with quality standards of the college* |

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| *Does any observation of compliance with quality standards fall in the category of excellent achievements or excess? Could it set an example to other colleges in Slovenia and should it be addressed to the public by SQAA? Please explain.* |

**Annexes:**

* consent of members of the expert group to the report.