EQAVET-based quality management system for formal VET institutions in Hungary

VET institutions' quality management system – BASICS

- Legislative requirement.
- **VET specific**: is based on the VET 4.0 Strategy and the **EQAVET Framework**.
- Existing VET legislation specifies the quality management system (QMS) requirements and components.
- Developed in 2021, by the VET QMS Working Group.
- QMS applies to **all formal VET institutions in Hungary** regardless of their owner / maintainer.
- VET institutions were required to elaborate their own quality management system by **31 August 2022**.
- The head of the institution is responsible for the development of the QMS, which should be adopted by the teaching-training staff and approved by the maintainer.
- QMS implementation in VET institutions has started as of **1 September 2022**.
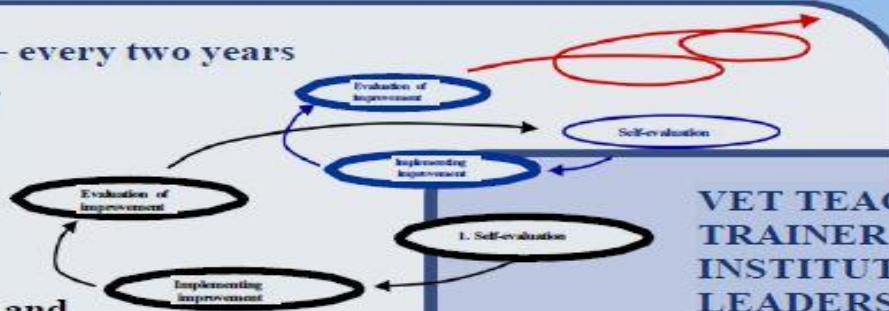
Institutional quality management system (QMS)

QUALITY POLICY
Mission, vision, strategic goals, quality objectives
Organisational framework and operation of the QMS

SELF-EVALUATION – every two years

- Strategy, achievement of quality objectives
- Regulated processes
- Indicators – every year
- Results of partner needs and satisfaction measurements
- Action plan and effectiveness of its implementation

Evaluation of improvement

Self-evaluation

Implementing improvement

Evaluation of improvement

1. Self-evaluation

Implementing improvement

VET TEACHER-TRAINER & INSTITUTIONAL LEADERS' EVALUATION
— every three years

EXTERNAL EVALUATION – every four years

Innovative Training Support Centre

- Evaluation of the VET institution
- Evaluation of the work of the head (director) of the VET institution

IMPROVEMENTS

VET institutions' quality management system – COMPONENTS

- **Quality policy**
  - Mission and vision of the institution.
  - System of institutional goals/objectives (strategic goals, quality objectives).
  - Organisational framework of the quality management system and conditions for its operation.
  - VET teacher-trainer evaluation system
    - Evaluation is conducted every three years, by the head of the institution,
    - against 10 evaluation areas,
    - on the basis of the methodology proposed by the minister responsible for VET.
    - Has been extended to institutional leaders: deputy heads and the head of the VET institution.
    - Latest evaluation was due by 30 April 2023.

Evaluation areas of the performance evaluation system

VET teachers and trainers		Institutional leaders	
1.	Qualification – vocational qualification, specialisation	1.	Qualification – vocational qualification, specialisation
2.	Professional experience	2.	Professional experience
3.	Labour market value	3.	Labour market value
4.	Professionalism (professional competences, skills, and capability)	4.	Professionalism (professional and leadership competences, skills, and capability)
5.	Use of VET-specific, relevant and up-to-date methods	5.	Management of pedagogical processes
6.	Pedagogical planning	6.	Change management
7.	Pedagogical assessment and evaluation	7.	Communication
8.	Cooperation with other teachers and trainers, parents and partners in dual training	8.	Monitoring and evaluating teacher/trainer work, providing support for developments, improvements
9.	Activities in support of personality development, team leadership and management, student learning	9.	Management of partnerships
10.	Innovation activity and professional commitment	10.	Innovation, institution management

VET institutions' quality management system – COMPONENTS

- **VET institutions' process model**
  - 11 processes compulsory to be regulated - until 31 August 2023.
  - In 3 process areas:
    - <u>Leadership-management</u> (4): *Strategic planning, Planning of a specific school year, Human resource management, Institutional self-evaluation*
    - <u>Education-teaching-training</u> (4): *Planning of vocational education and training, Career guidance, enrolment, admission of students; Cooperation of teachers and trainers, Development of the methodological culture and toolbox*
    - <u>Support functions and providing resources</u> (3): *Providing economic resources, procurement activity; Management of the institution's administrative tasks, Complaint handling*
  - Expandable with additional institutional processes.
  - Procedure of review and modification of the VET institution's process model.

- **Partners' needs and satisfaction surveys**
  - Identification of relevant internal and external partners.
  - Relevant partners compulsory to be surveyed (5) are: learners, parents, teachers-trainers, dual training providers, companies employing graduates.
  - They should be surveyed at least once during the 2-year self-evaluation cycle.
  - Mandatory questionnaires with core questions, sampling rates, procedure.
  - Results are used for the self-evaluation of the institution and of the head as well as for the evaluation of VET teachers and trainers and institutional leaders.

VET institutions' quality management system – COMPONENTS

- **VET institutions' indicator system**
  - 24 indicators compulsory to be measured and collected on annual basis.
  - EQAVET indicators relevant on VET provider level are included:
    Share of teachers and trainers participating in in-service training and the amount invested, Participation rate, Completion rate, Drop-out rate, Placement rate, Satisfaction of graduates and employers with the acquired skills and competences, Share of SEN / disadvantaged pupils
  - The indicators can be determined from existing electronic databases.
  - Interpretation and Calculation Guide – describes in detail the 24 indicators with calculation examples.
  - Expandable with additional specific institutional indicators.
 - Procedure of collection, analysis and use of the indicators.

VET institutions' quality management system – COMPONENTS

- **Comprehensive institutional self-evaluation**
  - Evaluates the institution and its head.
  - Against 21 VET-specific EQAVET-based self-evaluation criteria.
  - Every two years.
    - The 1st two-year self-evaluation cycle **started on 1 September 2022** and must be **completed** by the institutions **by 31 August 2024**.
    - By 31 August 2022 the institutions elaborated the written procedure of the institutional self-evaluation process.
  - Is managed and coordinated by the Quality Management Team.
  - Is carried out with the involvement of the institution's internal and external stakeholders.
  - Benefits from the previous self-evaluation practices as well as the know-ledge and experience of the staff.

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EXAMPLE: Set of criteria for institutional self-evaluation – Planning

Self-evaluation area	Self-evaluation criterion
Planning	**P1** The local targets set by the VET institution reflect the **European, national and regional VET policy goals/objectives**.
	P2 The institution sets explicit goals/objectives and targets and monitors their achievement. Programmes are designed to meet the **VET policy goals/objectives set**.
	P3 To identify the **local labour-market and individual training needs** the institutiton consults the relevant partners.
	P4 The institution has an explicit and **transparent quality management system** in place. Defines the organisational framework of and the responsibilities in the QMS.
	P5 The institution **involves the staff** in the development of institutional goals and plans.
	P6 The institution identifies their partners and **plans cooperative initiatives** with the relevant partners.
	P7 The institution defines measures to ensure **compliance with data protection rules**.

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Features of institutional self-evaluation

**Self-evaluation
2 levels**

VET institution
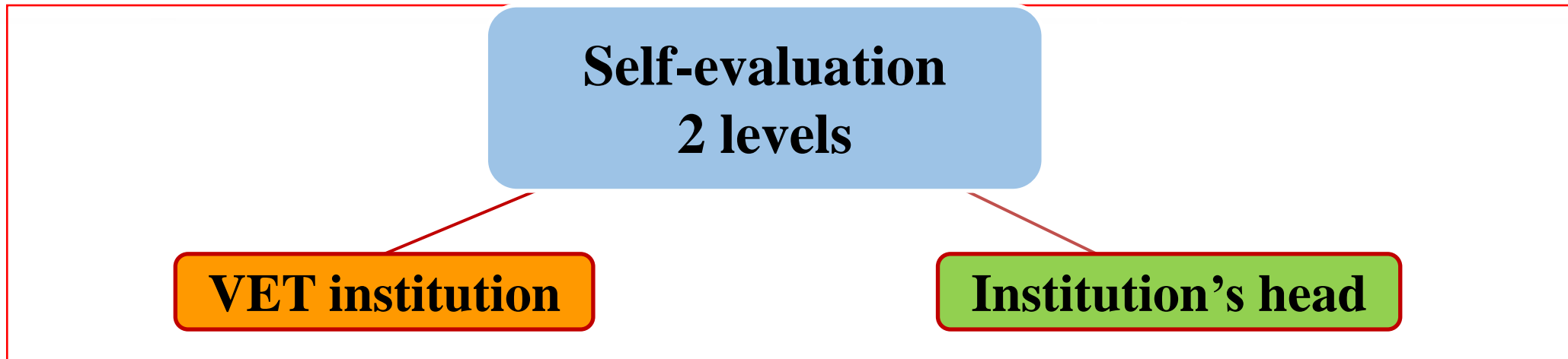
Institution's head

➢ Self-evaluation is a comprehensive, systematic, regular review of the institution's activities and results referenced against a predefined set of criteria.

➢ The self-evaluation criteria of the head are identical with those of the institution but the focus of evaluation is on the personal engagement and role of the head in different activities and on his/her leadership competences.

➢ Self-evaluation allows the institutions and their heads to
  • identify clearly their strengths and the areas for improvement,
  • **plan and implement improvement actions.**

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VET institutions' quality management system – PROFESSIONAL SUPPORT

- **Self-evaluation Guidebook** – Issued by the minister responsible for VET. Entered into force on 9 February 2022.

- **Methodological Recommendation for performance evaluation of VET teachers and trainers and institutional leaders.**

- **Accredited in-service training programmes for VET teachers and trainers** for
  - 1. elaboration of the quality management system (30 hours) and
  - 2. performance evaluation of VET teachers and trainers and institutional leaders (20 hours).

Thank you for your attention!

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