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PEER REVIEW CRITERIA

Quality area: Staff mobility in VET

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Staff mobility activities increase information, guidance and counselling on, as well as the transparency of VET as stated in the Copenhagen process

Staff mobility activities develop tools for the mutual recognition and validation of competences and qualifications

Planning staff mobility

1. VET college has set objectives for staff mobility and indicators to measure

2. The management at all levels supports staff mobility

3. Staff mobility is planned according to the strategic objectives of VET college

4. Staff mobility is built as part of staff skills development plan

5. Staff's needs and expectations are identified and taken into consideration when planning staff mobility

6. Staff is involved in planning

7. VET college selects receiving partners according to internal strategic criteria e.g. language or country or because of their particular expertise in one or more vocational sector or issue

8. Tasks and responsibilities between sending and receiving partners have been agreed

9. Staff mobility is based on mutual trust and agreements

10. Communication between partners has been planned

11. VET college has a process of staff mobility

12. VET college has a plan how to collect and to disseminate the experiences of staff mobility to the management, staff and partners

13. Staff mobility feedback is part of VET college's feedback system

14. The funding used for mobility is diversified: apart from EU funding, other external funding and self-financing are available

Implementation of staff mobility

15. Sufficient resources such as time, financing and staff have been allocated to the implementation of staff mobility

16. Staff mobility is carried out according to VET college's mobility process

17. Staff mobility process follows the external EU quality guidelines and VET college's guidelines

18. VET college has an action plan for safety and emergencies and everyone participating in staff mobility is familiar with it

19. VET college prepares the staff before the mobility

20. Participants report their mobility according to the guidelines of VET college and the funders

21. Staff mobility process is transparent and enables equal participation among staff categories, fields of education, location and gender

Evaluation of staff mobility

22. Staff mobility is evaluated in accordance with VET college's strategy and quality management guidelines

23. VET college evaluates its staff mobility processes on a regular basis

24. The evaluation covers staff mobility as a whole, including the mobility process, results and the satisfaction of staff

25. All involved, including receiving partners, in staff mobility activity participate in the evaluation

Development of staff mobility

26. Feedback received from the participants, receiving partners and other involved parties is used to develop staff mobility

27. The staff mobility feedback system is part of the feedback system of VET college

28. VET college maintains and develops the international competences of its staff

29. VET college develops staff mobility in cooperation with partners

30. Good practices and experiences gained from mobility are disseminated and used in VET college