

## APPLICATION FORM FOR NATIONAL LEVEL PEERS

### Personal details

Title

First Name

Last Name

Sex:  Female  Male

Date of birth:

Address:

Phone:

E-mail:

### Institutional and professional background

Main organisation at/for which you work:

Job title/position:

Name of organisation:

Department:

Address (of department/organisation):

## Application Form for Peers

**Type of organisation (only one answer, tick the most appropriate):**

- Guidance centre
- Adult education
- Vocational education
- School (general education)
- Higher education/research institution (university, polytechnic, research institute)
- Educational authority (national/regional authority, inspectorate, accreditation bodies etc.)
- Professional/sectoral association
- Enterprise
- Non-profit organisation
- No organisational allegiance/freelancer
- Consulting firm
- Other

**If your institution is a Guidance centre: which is your main area of guidance work?**

- educational guidance
  - vocational guidance
  - other kind of guidance (fill in)
- 

**Guidance experience**Guidance experience:  Yes  No

Years of guidance experience: \_\_\_\_ years

Currently working as a counsellor  Yes  No

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**Experience with quality assurance and quality development procedures**

Have you personally conducted any review work so far?

Yes                       No

(Review work can be e.g. review of institutions, evaluation of guidance process, assessment of counsellors, audits etc.)

| What | Where | Your role/tasks | Year |
|------|-------|-----------------|------|
| 1    |       |                 |      |
| 2    |       |                 |      |
| 3    |       |                 |      |
| 4    |       |                 |      |

Have you or has your institution already been reviewed?

Yes                       No

| Type of review procedure | By whom | Describe your involvement | Year |
|--------------------------|---------|---------------------------|------|
| 1                        |         |                           |      |
| 2                        |         |                           |      |
| 3                        |         |                           |      |

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**Training and certifications in quality assurance/management:**

- ISO internal auditor
  - ISO external auditor
  - EFQM internal assessor
  - EFQM external assessor
  - Other training completed:
- 

**Do you have any expertise in**

(please indicate level of expertise: 1 (excellent), 2 (good), 3 (fair), 4 (basic), do not tick the box if you do not have any expertise)

- conducting interviews
- observing guidance processes
- analysing quantitative data
- analysing qualitative data
- giving oral feedback
- writing review reports
- review work in a foreign language (indicate language:\_\_\_\_\_)
- moderating groups
- conflict management
- time management
- scientific evaluations in the area of guidance

**Other experience with quality assurance and quality development procedures**

| Topics, fields | Describe your involvement (role and tasks) | Year |
|----------------|--|------|
| 1              |  |      |
| 2              |  |      |
| 3              |  |      |
| 4              |  |      |

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**Further skills relevant to the Peer Review work**

Use the box below if you wish to indicate any other relevant skills (personal skills, social skills, etc)

**Preferences for being a member of a Peer Review team**

Please, indicate whether there is a guidance centre you prefer for being a member of a Peer Review team (name of guidance centre, reasons for being a peer in this institution)

I would like to be a Peer Coordinator  Yes  No

I would like to be an Evaluation Expert  Yes  No

I would like to be a Transnational Peer  Yes  No

If you would like to be a Transnational Peer, please indicate the country/countries:

Date:

Place:

Signature:

**Data protection:** Please note that any information delivered in this application form will be assessed and entered into a Peers Database of the Leonardo da Vinci project EuroPeerGuid, which members of the project have access. However, no information will be released to third parties without your prior consent.