

Model Peer Visit Agenda - For Peer Teams of 2 Peers

Time	a) Interviewees or observed units b) Peer Team c) Reserved room
15.00 - 18.00 Preparation of Review	b)) Peer Team c) Room (indicate which)
Evening	Get-together and dinner of Peers (optional)

Peer Visit Day 1: (put in date)

Time	a) Interviewees or observed units b) Peer Team c) Reserved room
8.30 - 8.45 Welcome	a) Manager & facilitator b) Peer Team c) Manager's office
8.45 - 09.30 Interview round 1	a) Other Staff - guidance centre managers, non-guidance staff (QA1 and/or QA 2) b) Peer Team c) Room (indicate which)
9.30 - 10.15 Interview round 2	a) Users (QA 1) b) Peer Team c) Room (indicate which)
10.15 - 11.00 Analysis Incl. <i>Coffee Break</i>	b) Peer Team c) Room (indicate which)
11.00 - 11.45 Observation	a) Observation b) Peer team c) Room (indicate which)
11.45 - 12.30 Analysis	b) Peer team c) Room (indicate which)
12.30 - 13.30 <i>Lunch</i>	c) Restaurant
13.30 - 14.00 Guided guidance centre tour	a) Facilitator b) Peer Team c) Guidance centre
14.00 - 14.45 Interview round 3	a) Counsellors (QA 1) b) Peer Team c) Room (indicate which)
14.45 - 15.30 Analysis Incl. <i>Coffee Break</i>	b) Peer Team c) Room (indicate which)
15.30 - 16.15 Interview round 4	a) Stakeholders (QA1 and/or QA 2) b) Peer Team c) Room (indicate which)
16.15 - 16.45 Analysis	b) Peer Team c) Room (indicate which)
16.45 - 17.30 Internal analysis I & (Me- ta)Reflection	b) Peer Team c) Room (indicate which)
Evening	Free (get-together optional)

Model Peer Visit Agenda

Peer Visit Day 2: (put in date)

Time	a) Interviewees or observed units b) Peer Team c) Reserved room
8.30 - 9.15 Interview round 5	a) Users (QA 2) b) Peer Team c) Room (indicate which)
9.15 - 9.45 Analysis	b) Peer Team c) Room (indicate which)
9.45 - 10.15 <i>Coffee Break</i>	c) Room (indicate which)
10.15 - 11.00 Interview round 6	a) Counsellors (QA 2) b) Peer Team c) Room (indicate which)
11.00 - 11.30 Analysis	b) Peer Team c) Room (indicate which)
11.30 - 12.30 Internal analysis II:	b) Peer Team c) Room (indicate which)
12.30 - 13.30 <i>Lunch</i>	c) Restaurant
13.30 - 14.30 Internal analysis & preparation of final meeting	b) Peer Team c) Room (indicate which)
14.30 - 15.00 <i>Coffee Break</i>	b) Peer Team c) Room (indicate which)
15.00 - 16.30 Final Meeting	a) Guidance centre b) Peer Team c) Restaurant
16.30 - 17.30 (Meta)Reflection	b) Peer Team c) Room (indicate which)

Model Peer Visit Agenda - Peer Team (4 Peers)

Eve of Peer Visit: (put in date)

Time	a) Interviewees or observed units b) Peer tandems 1&2 c) Reserved room
15.00 - 18.00 Preparation of Review	b) 1&2 c) Room (indicate which)
Evening	Get-together and dinner of Peers (optional)

Peer Visit Day 1: (put in date)

Time	a) Interviewees or observed units b) Peer tandems 1&2 c) Reserved room	
8.30 - 8.45 Welcome	a) Manager & facilitator b) 1&2 c) Manager's office	
08.45 - 9.30 Interview round 1	a) Other Staff 1 - guidance centre managers, non-guidance staff (QA1 and/or QA 2) b) Peer Team c) Room (indicate which)	a) Other Staff 2 - - guidance centre managers, non-guidance staff (QA1 and/or QA 2) b) Peer Team c) Room (indicate which)
9.30 - 10.15 Interview round 2	a) Users 1 (QA 1) b) 2 c) Room (indicate which)	a) Users 2 (QA 1) b) 1 c) Room (indicate which)
10.15 - 11.00 Analysis in Peer Tandems Incl. <i>Coffee Break</i>	b) 2 c) Room (indicate which)	b) 1 c) Room (indicate which)
11.00 - 11.45 Observation	a) Observation 1 b) Tandem 1 c) Room (indicate which)	a) Observation 2 b) Tandem 2 c) Room (indicate which)
11.45 - 12.30 Analysis in Peer Tandems	b) 1&2 c) Room (indicate which)	
12.30 - 13.30 <i>Lunch</i>	c) Restaurant	
13.30 - 14.00 Guided guidance centre tour	a) Facilitator b) Peer Team c) Guidance centre	
14.00 - 14.45 Interview round 3	a) Counsellors 1 (QA 1) b) 2 c) Room (indicate which)	a) Counsellors 2 (QA 1) b) 1 c) Room (indicate which)
14.45 - 15.30 Analysis in Peer Tandems Incl. <i>Coffee Break</i>	b) 2 c) Room (indicate which)	b) 1 c) Room (indicate which)
15.30 - 16.15 Interview round 4	a) Stakeholders 1 (QA 2) b) 2 c) Room (indicate which)	a) Stakeholders 2 (QA 2) b) 1 c) Room (indicate which)
16.15 - 16.45 Analysis in Peer Tandems	b) 2 c) Room (indicate which)	b) 1 c) Room (indicate which)
16.45 - 17.30 Internal analysis I & (Meta)Reflection	b) 1&2 c) Room (indicate which)	
Evening	Free (get-together optional)	

Model Peer Visit Agenda
Peer Visit Day 2: (put in date)

Time	a) Interviewees or observed units b) Peer tandems 1&2 c) Reserved room	
8.30 - 9.15 Interview round 5	a) Former Users 1 (QA 2) b) 1 c) Room (indicate which)	a) Former Users 2 (QA 2) b) 2 c) Room (indicate which)
9.15 - 9.45 Analysis in peer teams	b) 1 c) Room (indicate which)	b) 2 c) Room (indicate which)
9.45 - 10.15 <i>Coffee Break</i>	c) Room (indicate which)	
10.15 - 11.00 Interview round 6	a) Users 3 (QA 2) b) 1 c) Room (indicate which)	a) Counsellors 3 (QA 2) b) 2 c) Room (indicate which)
11.00 - 11.30 Analysis in Peer Tandems	b) 1 c) Room (indicate which)	b) 2 c) Room (indicate which)
11.30 - 12.30 Internal analysis II:	b) 1&2 c) Room (indicate which)	
12.30 - 13.30 <i>Lunch</i>	c) Restaurant	
13.30 - 14.30 Internal analysis & preparation of final meeting	b) 1&2 c) Room (indicate which)	
14.30 - 15.00 <i>Coffee Break</i>	b) 1&2 c) Room (indicate which)	
15.00 - 16.30 Final Meeting	a) Guidance centre b) 1&2 c) Restaurant	
16.30 - 17.30 (Meta)Reflection	b) 1&2 c) Room (indicate which)	

Source: Based on the "Peer Visit Agenda" by Eva Dousset, Hertha Firnberg Schools for Business and Tourism, Wassermannngasse Wien 21, Peer Review October 2006

Model Peer Visit Agenda
Organisation Chart for a Peer Visit focusing on Interviews (2 Peers)

Date Guidance cen- tre	time	a) Interviewees: group of 2-5 people b) Peer Team c) Reserved room
DD.MM.YYYY Guidance cen- tre	09.00-09.45	a) Management b) c)
	09.45-10.30	a) Users 1 b) c)
	10.30-11:00	Analysis
	11.00-11-45	a) Former users b) c)
	11.45-12.15	a) Tour of the premises Peer Review Facilitator +..... b) c)
	12.15-13.00	a) Stakeholders b) c)
	14.00-14:45	a) Counsellors1 b) c)

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	14.45-15.15	Analysis
	15.15-16.00	a) Users 2 b) c)
	16.00-16.45	a) Other staff b) c)

Organisation Chart for a Peer Visit focusing on Interviews (4 Peers)

Date	time	a) Interviewees: group of 5 people b) Peer Tandem c) Reserved room	
DD.MM.YYYY Guidance centre	09.00-09.45	a) Users 1 b) c)	a) Former users b) c)
	10.45-11.30	a) Tour of the premises Peer Review Facilitator +..... b) c)	a) Stakeholders (e.g. enterprises) b) c)
	13.30-14.15	a) Users 2 b) c)	a) Management b) c)
	15.15 - 16.00	a) Counsellors1 b) c)	a) Counsellors2 and other staff b) c)

Model Peer Visit Agenda
Organisation Chart for a Peer Visit with interview and observations (6 Peers)

Date	time	a) Interviewees or observed units b) Peer Tandem c) Reserved room		
TT.MM.JJJJ Guidance centre	09.00-09.45	a) Users 1 b) c)	a) Visit to Guidance centre b) c)	a) Visit Peer Review Facilitator +..... b) c)
	10.45-11.30	a) Users 2 b) c)	a) Stakeholders 3 b) c)	a) Visit to dislocation of guidance centre b) c)
	13.30-14.15	a) Counsellors 1 b) c)	a) Counsellors 2 b) c)	a) Management b) c)