

## GUIDELINES FOR THE ANALYSE OF THE SELF REPORT AND PREPARING QUESTIONS FOR THE PEER REVIEW

SELF REPORT OF THE GUIDANCE CENTRE .....

Peer team:

ROLES	NAME, SURNAME, ORGANIZATION, TOWN, STATE
Coordinator	
Peer 1	
Peer 2	

### Quality Area (EXAMPLE) 4: GUIDANCE PROCESS

**WHAT TO BE ANALYSED:** Does the guidance centre guarantee its clients a complete educational and vocational guidance for adults?

	INDICATOR		DETAILED DESCRIPTION OF THE INDICATOR	DOES THE GUIDANCE CENTRE ACHIEVE THIS INDICATOR?				QUESTIONS FOR THE PEER REVIEW
				YES	PARTLY	NO	NO DATA AVAILA-BLE	
1	<b>EXAMPLE:</b> Gathering and analysing client's data, important for guidance process	1.1	The guidance centre regularly monitors those characteristics of its clients that are important for decision making in guidance process.					<b>Counsellor</b> (if suitable): Question 1: Question 2: .... <b>Client</b> (if suitable): Question 1: Question 2: .... <b>Partner</b> (if suitable): Question 1: Question 2: ....
2	.....		.....					.....

### ASSESSMENT OF QUALITY AREA 4: GUIDANCE PROCESS

<b>STRENGTHS</b> (Highlight the things that the guidance centre has developed and show its good work in this area.)	
<b>AREAS OF IMPROVEMENTS</b> (Record observations about things that	

could be improved, which require further consideration etc.)	
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### Quality Area (EXAMPLE) 5: PARTNERSHIP

**WHAT TO BE ANALYSED:** Does the guidance centre collaborate with relevant partners' organisations in regional, national and/or international level.

	INDICATOR		DETAILED DESCRIPTION OF AN INDICATOR	DOES THE GUIDANCE CENTRE ACHIEVE THIS INDICATOR?				QUESTIONS FOR THE PEER REVIEW
				YES	PARTLIY	NO	NO DATA AVAILA- BLE	
1	<b>EXAMPLE:</b> Level of partnership (local, regional, national, international)	1.1	The guidance centre is active in partnerships at local, regional, national and/or international level.					<b>Counsellor (if suitable):</b> Question 1: Question 2: ....  <b>Partner (if suitable):</b> Question 1: Question 2: ....
2	.....		....					

### ASSESSMENT OF QUALITY AREA 5: PARTNERSHIP

<b>STRENGTHS</b> (Highlight the things that the guidance centre has developed and show its good work in this area.)	
<b>AREAS OF IMPROVEMENTS</b> (Record observations about things that	

could be improved, which require further consideration etc.)	
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<b>OVERALL ASSESSMENT OF QUALITY OF THE OBSERVED AREAS</b>	
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<b>STRENGTHS</b> (Highlight the things that the guidance centre has developed and show its good work in this area.)	
<b>AREAS OF IMPROVEMENTS</b> (Record observations about things that could be improved, which require further consideration etc.)	