Model 1: Peer Visit Agenda (2 tandems with 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 |

**Peer Visit Day 1:** (put in date)

|  |  |  |
| --- | --- | --- |
| Time | a) Interviewees or observed units  b) Peer tandems 1&2  c) Reserved room | |
| 8.30 – 8.40  Welcome | a) e.g. Director/Manager & facilitator  b) 1&2  c) Director’s office | |
| 8.40 – 9.20  Input  Questions and discussion | a) Director/Manager, Q  b) 1&2  c) Room (indicate which) | |
| 9.20 - 9.30  Briefing photo evaluation | a) Candidates 3&4 (Quality Area X; evaluation on (put in date)) | |
| 9.30 - 10.15  Interview round 1 | a) Candidates 1 (QA x)  b) 2  c) Room (indicate which) | a) Candidates 2 (QA x)  b) 1  c) Room (indicate which) |
| 10.15 – 11.00  Analysis in Peer Tandems  Incl. *Coffee Break* | b) 2  c) Room (indicate which) | b) 1  c) Room (indicate which) |
| 11.00 – 11.45  Observation | a) VNFIL session  b) Tandem 1  c) Room (indicate which) | a) VNFIL session  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  *Lunch* | c) Restaurant | |
| 13.30 – 14.00  Guided school tour | a) Staff (Facilitator, director, other staff)  b) 1&2  c) School | |
| 14.00 – 14.45  Interview round 2 | a) Counsellors 1 (QA x)  b) 2  c) Room (indicate which) | a) Counsellors 2 (QA x)  b) 1  c) Room (indicate which) |
| 14.45 – 15.30  Analysis in Peer Tandems  Incl. *Coffee Break* | b) 2  c) Room (indicate which) | b) 1  c) Room (indicate which) |
| 15.30 – 16.15  Interview round 3 | a) Graduates (QA x)  b) 2  c) Room (indicate which) | a) Stakeholders (Enterprises, training institutions, employment services…  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) | |

**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 4 | a) Candidates 3 (QA x)  b) 1  c) Room (indicate which) | a) Candidates 4 (QA x)  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  *Coffee Break* | c) Room (indicate which) | |
| 10.15 – 11.00  Interview round 5 | a) Assessors (QA x)  b) 1  c) Room (indicate which) | a) Other staff (QA x)  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  *Lunch* | c) Restaurant | |
| 13.30 – 14.30  Internal analysis & preparation of final meeting | b) 1&2  c) Room (indicate which) | |
| 14.30 – 15.00  *Coffee Break* | b) 1&2  c) Room (indicate which) | |
| 15.00 – 16.30  Final Meeting  bilingual | a) VNFIL provider  b) 1&2  c) Main hall | |
| 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, Wassermanngasse Wien 21, Peer Review October 2006 and the experiences during the pilot phase of the project “Peer Review VNFIL Extended”

Model 2) Peer Visit Agenda (1 group with 2 (or more) 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 |

**Peer Visit Day 1:** (put in date)

|  |  |
| --- | --- |
| Time | a) Interviewees or observed units  b) names Peer reviewers  c) Reserved room |
| 8.30 – 8.40  Welcome | a)  b) 1&2  c) Managers office |
| 8.40 – 9.20  Input  Questions and discussion | a) 2 candidates (Quality Area #) / 2 candidates (Quality Area #)  b)  c) Room (indicate which) |
| 9.20 - 9.30  Briefing for photo evaluation | a) Candidates 1 (Quality Area #) |
| 9.30 - 10.15  Interview round 1 | a) Candidates 2 (QA # & #)  b)  c) Room (indicate which) |
| 10.15 – 11.00  Analysis in Peer Tandem  Incl. *Coffee Break* | b)  c) Room (indicate which) |
| 11.00 – 11.45  Observation VNFIL procedure | a) VNFIL session  b)  c) Room (indicate which) |
| 11.45 – 12.30  Analysis in Peer Tandems | b) 1&2  c) Room (indicate which) |
| 12.30 – 13.30  *Lunch* | c) Restaurant |
| 13.30 – 14.00  Guided tour | a) Counsellors 1  b)  c) VNFIL provider |
| 14.00 – 14.45  Interview round 2 | a) Counsellors 2 (QA # & #)  b) 2  c) Room (indicate which) |
| 14.45 – 15.30  Analysis in Peer Tandems  Incl. *Coffee Break* | b)  c) Room (indicate which) |
| 15.30 – 16.15  Interview round 3 | a) Former Candidates (QA # & #)  b) 2  c) Room (indicate which) |
| 16.15 – 16.45  Analysis in Peer Tandems | b)  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) |

**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 4 (photo evaluation follow-up) | a) Candidates 1 (QA #)  b)  c) Room (indicate which) |
| 9.15 – 10.15  Analysis in peer teams including Coffee Break | b)  c) Room (indicate which) |
| 10.15 – 11.00  Interview round 5 | a) Assessors  b)  c) Room (indicate which) |
| 11.00 – 11.30  Analysis in Peer Tandems | b) 1  c) Room (indicate which) |
| 11.30 – 12.30  Interview round 6 | a) Management  b)  c) Room (indicate which) |
| 12.30 – 13.30  *Lunch* | c) Restaurant |
| 13.30 – 14.30  Internal analysis & preparation of final meeting | b)  c) Room (indicate which) |
| 14.30 – 15.00  *Coffee Break* | b)  c) Room (indicate which) |
| 15.00 – 16.30  Final Meeting | a) VNFIL provider  b) 1&2  c) Main hall |
| 16.30 – 17.30  (Meta)Reflection | b) 1&2  c) Room (indicate which) |