Model Samples for the Peer Visit Agenda

In the phase of preparation of the Peer Visit, it is important to draw up a detailed and realistic agenda, taking into account the selected quality areas and the findings of the self-report.. Below there are two examples, respectively for a 3-days and a 1,5 -day Visit, to be used as basis for one’s own Agenda.

Please provide specifics for each session proposed in the Agenda, as detailed in the pink boxes of the samples.

1. MODEL FOR A 3-DAYS PEER VISIT[[1]](#footnote-1)

**Eve of Peer Visit:** (put in date)

|  |  |
| --- | --- |
| **Time**  **Type of activity**  (indicating the Evaluation Method)**[[2]](#footnote-2)** | **a) Specifics on the activity** (i.e. interviewee(s), observed unit(s), type of documents to be analysed, etc.)  **b) Peer Tandem(s) responsible for the activity: 1 and/or 2**  **c) Reserved room for the activity** |
| 15.00 – 18.00  Preparation of Review | a) -  b) Tandem 1&2  c) Room (indicate which) |
| Evening | Get-together and dinner of Peers |

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

|  |  |  |
| --- | --- | --- |
| **Time**  **Type of activity**  (indicating the Evaluation Method) | **a) Specifics on the activity**  **b) Peer Tandem(s) responsible for the activity: 1 and/or 2**  **c) Reserved room for the activity** | |
| 9.00 – 9.15  Welcome | a) Director & facilitator  b) Tandem 1&2  c) Director’s office | |
| 9.15 – 10.00  Input Quality Area X & X  Questions and discussion | a) Maximum 2 Learners (Quality Area X) / Maximum 2 Learners (Quality Area X)  b) Tandem 1&2  c) Room (indicate which) | |
| 10.00 – 10.45  Interview round 1 | a) Learners 1 (QA X)  b) Tandem 2  c) Room (indicate which) | a) Learners 2 (QA X)  b) Tandem 1  c) Room (indicate which) |
| 10.45 – 11.00  *Coffee Break* |  | |
| 11.00 – 11.45  Analysis in Peer Tandems  Incl. | a) Documents (indicate which)  b) Tandem 2  c) Room (indicate which) | a) Documents (indicate which)  b) Tandem 1  c) Room (indicate which) |
| 11.45 – 12.30  Course Observation | a) Course observation 1  b) Tandem 1  c) Room (indicate which) | a) Course observation 2  b) Tandem 2  c) Room (indicate which) |
| 12.30 – 13.15  Analysis in Peer Tandems | a) Teaching and learning materials  b) Tandem 1&2  c) Room (indicate which) | |
| 13.15 – 14.15  *Lunch* | c) e.g. Cafeteria | |

|  |  |  |
| --- | --- | --- |
| 14.15 – 15.00  Interview round 2 | a) Trainers 1 (QA X)  b) Tandem 2  c) Room (indicate which) | a) Former Learners 1 (QA X)  b) Tandem 1  c) Room (indicate which) |
| 15.00 – 15.45  Analysis in Peer Tandems  Incl. *Coffee Break* | a) Perception surveys  b) Tandem 2  c) Room (indicate which) | a) Enrolment forms  b) Tandem 1  c) Room (indicate which) |
| 15.45 – 16.15  Interview round 3 | a) Former Learners 2 (QA X)  b) Tandem 2  c) Room (indicate which) | a) Cooperation partners (QA X)  b) Tandem 1  c) Room (indicate which) |
| 16.15 – 17.15  Group Interview | a) (indicate the group)  b) Tandem 1&2  c) Room (indicate which) | |
| 17.15 – 18.00  Internal analysis I & (Meta)Reflection | a) -  b) Tandem 1&2  c) Room (indicate which) | |
| Evening | Free (get-together optional) | |

**Peer Visit Day 2:** (put in date)

|  |  |  |
| --- | --- | --- |
| **Time**  **Type of activity**  (indicating the Evaluation Method) | **a) Specifics on the activity**  **b) Peer Tandem(s) responsible for the activity: 1 and/or 2**  **c) Reserved room for the activity** | |
| 9.30 – 10.00  Guided AL centre tour | a) guided by the staff of the reviewed provider  b) Tandem 1&2  c) Adult learning provider facilities | |
| 10.00 – 10.45  Interview round 4 | a) Learners 3 (QA X: photoevaluation)  b) Tandem 1  c) Room (indicate which) | a) Learners 4 (QA X: photoevaluation)  b) Tandem 2  c) Room (indicate which) |
| 10.45 – 11.45  Analysis in peer teams  Incl. *Coffee Break* | a) Documents (indicate which)  b) Tandem 1  c) Room (indicate which) | a) Documents (indicate which)  b) Tandem 2  c) Room (indicate which) |
| 11.45 – 12.30  Interview round 5 | a) Course observation 3  b) Tandem 1  c) Room (indicate which) | a) Course observation 4  b) Tandem 2  c) Room (indicate which) |
| 12.30 – 13.00  Analysis in Peer Tandems | a) Documents (indicate which)  b) Tandem 1  c) Room (indicate which) | a) Documents (indicate which)  b) Tandem 2  c) Room (indicate which) |
| 13.00 – 14.00  *Lunch* | c) e.g. Cafeteria | |
| 14.00 – 14.30  Internal analysis II: | a) -  b) Tandem 1&2  c) Room (indicate which) | |
| 14.30 – 15.15  Interview round 6 | a) Guidance/support services staff  b) Tandem 1  c) Room (indicate which) | a) Relevant stakeholders  b) Tandem 2  c) Room (indicate which) |
| 15.15 – 16.00  Analysis in Peer Tandems | a) Documents (indicate which)  b) Tandem 1  c) Room (indicate which) | a) Documents (indicate which)  b) Tandem 2  c) Room (indicate which) |
| 16.00 – 16.30  *Coffee Break* |  | |
| 16.30 – 17.30  Internal analysis II & (Meta)Reflection: | a) -  b) Tandem 1&2  c) Room (indicate which) | |

**Peer Visit Day 3:** (put in date)

|  |  |  |
| --- | --- | --- |
| **Time**  **Type of activity**  (indicating the Evaluation Method) | **a) Specifics on the activity**  **b) Peer Tandem(s) responsible for the activity: 1 and/or 2**  **c) Reserved room for the activity** | |
| 9.00 – 9.45  Interview round 7 | a) Learners 5 (QA X: photoevaluation)  b) Tandem 1  c) Room (indicate which) | a) Learners 6 (QA X: photoevaluation)  b) Tandem 2  c) Room (indicate which) |
| 9.45 – 10.15  Analysis in peer teams | a) Documents (indicate which)  b) Tandem 1  c) Room (indicate which) | a) Documents (indicate which)  b) Tandem 2  c) Room (indicate which) |
| 10.15 – 10.45  *Coffee Break* | c) Room (indicate which) | |
| 10.45 – 11.30  Interview round 8 /Focus groups | a) Trainers 2 (QA X)  b) Tandem 1  c) Room (indicate which) | a) Trainers 3 (QA X)  b) Tandem 2  c) Room (indicate which) |
| 11.30 – 12.00  Analysis in Peer Tandems | a) Documents (indicate which)  b) Tandem 1  c) Room (indicate which) | a) Documents (indicate which)  b) Tandem 2  c) Room (indicate which) |
| 12.00 – 13.00  Internal analysis II: | a) -  b) Tandem 1&2  c) Room (indicate which) | |
| 13.00 – 14.00  *Lunch* | c) Cafeteria | |
| 14.00 – 15.00  Internal analysis & preparation of final feedback session | a) -  b) Tandem 1&2  c) Room (indicate which) | |
| 15.00 – 15.30  *Coffee Break* | c) Room (indicate which) | |
| 15.30 – 16.30  **Feedback Session with AL Provider** | a) Adult learning institution  b) Tandem 1&2  c) Main hall | |
| 16.30 – 17.30  (Meta)Reflection | a) -  b) Tandem 1&2  c) Room (indicate which) | |

1. MODEL FOR A 1,5 -DAY PEER VISIT

**Eve of Peer Visit:** (put in date)

|  |  |
| --- | --- |
| **Time**  **Type of activity**  (indicating the Evaluation Method) | **a) Specifics on the activity** (i.e. interviewee(s), observed unit(s), type of documents to be analysed, etc.)  **b) Peer Tandem(s) responsible for the activity: 1 and/or 2**  **c) Reserved room for the activity** |
| 15.00 – 18.00  Preparation of Review | a) -  b) Tandem 1&2  c) Room (indicate which) |
| Evening | Get-together and dinner of Peers |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  **Type of activity**  (indicating the Evaluation Method) | **a) Specifics on the activity**  **b) Peer Tandem(s) responsible for the activity: 1 and/or 2**  **c) Reserved room for the activity** | | |
| 8.30 – 8.40  Welcome | a) Director & facilitator  b) Tandem 1&2  c) Director’s office | | |
| 8.40 – 9.20  Input Quality Area X & X  Questions and discussion | a) Maximum 2 Learners (Quality Area X) / Maximum 2 Learners (Quality Area X)  b) Tandem 1&2  c) Room (indicate which) | | |
| 9.20 – 10.00  Interview round 1 | a) Learners 1 (QA X)  b) Tandem 2  c) Room (indicate which) | | a) Learners 2 (QA X)  b) Tandem 1  c) Room (indicate which) |
| 10.00 – 10.15  *Coffee Break* |  | | |
| 10.15 – 11.00  Analysis in Peer Tandems  Incl. Coffee Break | a) Documents (indicate which)  b) Tandem 2  c) Room (indicate which) | a) Documents (indicate which)  b) Tandem 1  c) Room (indicate which) | |
| 11.00 – 11.45  Course Observation | a) Course observation 1  b) Tandem 1  c) Room (indicate which) | a) Course observation 2  b) Tandem 2  c) Room (indicate which) | |
| 11.45 – 12.30  Analysis in Peer Tandems | a) Teaching and learning materials  b) Tandem 1&2  c) Room (indicate which) | | |
| 12.30 – 13.30  Lunch | c) Cafeteria | | |
| 13.30 – 14.00  Guided AL centre tour | a) Staff  b) Tandem 1&2  c) Adult learning provider facilities | | |
| 14.00 – 14.45  Interview round 2 | a) Trainers 1 (QA X)  b) Tandem 2  c) Room (indicate which) | a) Former Learners 1 (QA X)  b) Tandem 1  c) Room (indicate which) | |
| 14.45 – 15.30  Analysis in Peer Tandems  Incl. Coffee Break | a) Perception surveys  b) Tandem 2  c) Room (indicate which) | a) Enrolment forms  b) Tandem 1  c) Room (indicate which) | |
| 15.30 – 16.00  Interview round 3 | a) Former Learners 2 (QA X)  b) Tandem 2  c) Room (indicate which) | a) Cooperation partners (QA X)  b) Tandem 1  c) Room (indicate which) | |
| 16.00 – 17.00  Group Interview | a) (indicate the group)  b) Tandem 1&2  c) Room (indicate which) | | |
| 17.00 – 17.45  Internal analysis I & (Meta)Reflection | a) -  b) Tandem 1&2  c) Room (indicate which) | | |
| Evening | Free (get-together optional) | | |

**Peer Visit Day 2 (only half a day):** (put in date)

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  **Type of activity**  (indicating the Evaluation Method) | **a) Specifics on the activity**  **b) Peer Tandem(s) responsible for the activity: 1 and/or 2**  **c) Reserved room for the activity** | | |
| 8.30 – 9.15  Interview round 4 | | a) Learners 3 (QA X: photoevaluation)  b) Tandem 1  c) Room (indicate which) | a) Learners 4 (QA X: photoevaluation)  b) Tandem 2  c) Room (indicate which) |
| 9.15 – 9.45  Analysis in peer teams | | a) Documents (indicate which)  b) Tandem 1  c) Room (indicate which) | a) Documents (indicate which)  b) Tandem 2  c) Room (indicate which) |
| 9.45 – 10.15  *Coffee Break* | | c) Room (indicate which) | |
| 10.15 – 11.15  Internal analysis & preparation of final feedback session | | a) -  b) Tandem 1&2  c) Room (indicate which) | |
| 11.15 – 12.15  **Feedback Session with AL provider** | | a) Adult learning institution  b) Tandem 1&2  c) Main hall | |
| 12.15 – 13.00  (Meta)Reflection | | a) -  b) Tandem 1&2  c) Room (indicate which) | |
| 13.00 – 14.00  Lunch | c) e.g. Cafeteria | | |

1. Source: Based on the “Peer Visit Agenda” by Eva Dousset, Hertha Firnberg Schools for Business and Tourism, Wassermanngasse Wien 21, Peer Review October 2006, revised for adult learning [↑](#footnote-ref-1)
2. The most common methods used for collecting data during the Peer Visit are: Group and single interviews, tour of the premises, observation, analysis of relevant documentation, etc. [↑](#footnote-ref-2)