

Training programme for peers

10th – 11th of June, 2010 in Hämeenlinna, Finland

PRACTICAL INFORMATION

WHAT IS A PEER?

According to the Peer Review in European VET –website

<http://www.peer-review-education.net>

a peer is a person

- who is an equal of or is on equal standing with the person(s) whose performance is being reviewed
- who works in a similar environment (and/or in a similar institution)
- who is external (i.e. from a different institution) and independent (has no personal/institutional "stakes" in the evaluation process)

and

- who has specific professional expertise and knowledge in the field (shares values, professional competence and attitudes, language, etc.)
- who can thus bring a degree of "inside" knowledge of the object of review into the process and combine it with the external view of somebody coming from a different organisation ("external insider").

Peers are sometimes also called 'critical friends'.

RATIONALE AND OBJECTIVES OF THE TRAINING

Peer review has been developed to be used as a form of external evaluation on institutional level, however, it can and has been successfully used also on project level. The Finnish National Agency has an interest to develop peer review as a tool also for the LdV Transfer of innovation –projects (TOI), to enhance their quality, impact and sustainability. Taking part to the training session will prepare the participants to function as a peer in Leonardo da Vinci TOI projects.

LdV TOI Peer review criteria have been developed in co-operation with the Finnish National Board of Education, who is also responsible for the overall contents of the training.

TRAINERS

The principal trainers on the training programme are Ms. Leena Koski, a Councilor of Education from the Finnish National Board of Education (FNBE), and Ms. Marjut Huttunen, a Quality Manager from Luovi Vocational College.

TARGET GROUP

The training is targeted mainly to promoters who are planning a new Leonardo da Vinci TOI project, and are interested in enhancing the project's quality by using peer review as part of the quality assurance described in the proposal.

Another target group are the 2009 LdV TOI projects, who are interested in implementing peer review in their on-going projects as part of the project's quality assurance.

30 participants will be accepted, with 4-5 places reserved for NA personnel and 10 places for Finnish participants. The Finnish National Agency makes the selection of participants with emphasis on "first come first serve". **A prerequisite for attendance is submission of the pre-assignments**, see below.

WORKING METHODS AND WHAT TO PREPARE?

Working methods include introductions to different topics, teamwork assignments based on a case study, and further exploration of the topics through discussion.

Participants receive the following advance assignments:

a. Reading the Peer Review Manual, available in 15 different languages, downloadable at http://www.peer-review-education.net/index.php?class=Calimero_Webpage&id=14762

b. Reading a case description provided for the participants

→ the training contents are planned with the assumption that these documents have been read by the participants, that is, basic level of understanding is already obtained.

- c. Pre-assignment will be sent to the participants in the beginning on May, and it is to be submitted back to the trainers by 31.5.2010. The aim of the pre-assignment is to acquaint the participants beforehand to the overall process and different phases of peer review, to the main principals used in peer review, and to acting as a peer in different phases of the peer review process.

The face-to-face training period in Hämeenlinna includes

- Dealing with the advance assignment
- Peer review as part of quality management and the principles involved
- Orientation to the peer review process
- Tasks and roles of peers as part of the peer team
- Different phases of the peer review and tasks of a peer
- Drawing up questions and other preparation
- Peer visit
- Consensus and initial feedback for the organisation
- Preparing the peer review report

LOCATION

The training will take place in Hämeenlinna, the training venue is Spa Hotel Rantasipi Aulanko. For information on the venue, please see the hotel's web page at <http://www.rantasipi.fi/rantasipi/hotellit/aulanko>

Accommodation for 1 night (10-11.6.2010) in a single room with breakfast is included in the participation fee. The organizers will request you for the need for additional nights via on-line questionnaire, among other practical information, once participants have been selected.

TRAVEL INFORMATION

Hämeenlinna is situated about 100 kilometres north from Helsinki. The town can be reached by a direct express bus from the Helsinki-Vantaa Airport. Practical details will be provided for the training attendees. When reserving flights please take into account approx. 1½ hours for the bus ride.

WORKING LANGUAGE

The working language of the training is English.

PEER TRAINING FEE

The training fee is 320 EUR per participant. It includes costs of the accommodation, meals and documentation. Please note that preparatory visit grants can not be applied for this training.

REGISTRATION

Please fill in the electronic registration form **by 19.4.2010** at <http://tinyurl.com/y9srn9a>

WHO TO CONTACT?

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