**Integrated strategy Initiative for**

**Strengthening the supply of**

**APPrenticeships in TEXtile sector TEXAPP**

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| **T. 4. 2** | **INTERNAL QUALITY ASSURANCE**  **AND EVALUATION REPORT** |

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| **Prepared by:** | P8 Hellenic Clothing Industry Association |
| **Contributors:** | Consortium Partners |
| **Work**  **Package:** | 4-5 Quality Assurance and Evaluation |
| **Date:** | 20/10/2017 |

# Consortium

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| --- | --- |
| P1 | European Apparel and Textile Organisation - BELGIUM |
| P2 | The Huddersfield and District Textile Training Company - UK |
| P3 | Pirin - Tex - BULGARIA |
| P4 | CITEVE – PORTUGAL |
| P5 | Textilipari Műszaki és Tudományos Egyesület  (TMTE) – HUNGARY |
| P6 | TexClubTec - ITALY |
| P7 | Bulgaria Association of Apparel and Textile Producers  and Exporters (BAATPE) - BULGARIA |
| P8 | Hellenic Clothing Industry Association (HCIA) - GREECE |

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# Overall quality assurance results and reflections

The TEXAPP project has been subject of quality assurance measures since its very beginning in September 2016. The implemented quality assurance measures have been outlined in the overall quality plan and instruments/ tools have been provided for the implementation of quality assurance procedures for the three quality aspects evaluated: process quality, product quality and project sustainability.

The Hellenic Clothing Industry Association (GR) presented an initial quality assurance method after the projects kick-off meeting in December 2016. The project partners provided feedback on the quality assurance and evaluation plan and tools which have been incorporated into the currently available version of the quality plan. The quality plan is continuously updated throughout project implementation according to modifications and further considerations in the project. An intensive discussion on the quality assurance approach applied and the tools to be used has taken place at the project partner meeting in Budapest in September 2017.

The following general findings have been summarised for the 1st year of project work:

* Process quality

The first year of project work had a strong focus on mastering cooperation and collaboration processes and tools which has been very successfully realised by the project coordinator. Project implementation processes follow to a satisfying extend the defined quality requirements. Project meetings still have some room for improvement in order to serve the projects’ implementation as efficiently as possible.

* Product quality

First product quality assurance measures have been implemented on the WP1 results with very satisfying results so far. However, a number external review is still to be completed. Further product quality measures will be implemented.

* Project Sustainability

Indicators for project sustainability reached a very satisfying level with still some room for improvement already within the first project implementation year. Further quality assurance measures will be implemented in this regard and in order to monitoring projects (potential) impact and sustainability.

An external evaluator has been appointed and took up its work by end of 2016. This report covers the 1st project year from Oct 2016 – Oct 2017.

# Process quality

Three dimensions of process quality have been part of the evaluation so far. Those are:

1. the quality of partner cooperation and collaboration in general,
2. the quality of project implementation processes is regularly implemented and has been

documented for the completed WP 1 on “State of the art” and

1. the quality of project partner meetings with the two project meetings involving the whole consortium having been subject of evaluation.

For all three dimensions the quality indicators and evaluation tools as defined in the quality plan have been applied and evaluated.

## Partner cooperation and collaboration

The interim project partner evaluation has been implemented via a questionnaire sent to the partners and asking them to provide their rating on the following evaluation items:

* + The so far foreseen procedures, tools and strategies in order to ensure a continuous and efficient communication among partners seem appropriate to me.
  + The so far foreseen procedures, tools and strategies in order to ensure an ongoing and coherent information management seem appropriate to me.
  + At this point in time, we (me and, if applicable, my colleagues in my organisation) have access to all information relevant for the project implementation.
  + We (me and, if applicable, my colleagues in my organisation) have a coherent understanding of the project, its methodical approach and terminology used.
  + We (me and, if applicable, my colleagues in my organisation) (can) actively contribute to all relevant project processes.
  + Our (my organisations) interests and needs are

continuously considered and integrated into the projects implementation

* + All partners contribute effectively according to their role in the project to the projects realisation and success.

The following scale has been used on this first set of indicators:

1. strong improvement needed
2. significant room for improvement 3 some scope for improvement

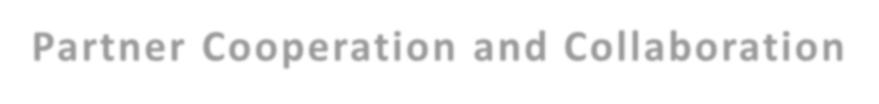
4 no need for improvement

7 partner organizations in the consortium answered the evaluation questionnaire between September 12th and and October 10th.

Figure 1 shows the overall results of the evaluation on “Partner cooperation and collaboration” as a whole and displays the average ratings of the different items in a bar graph.

### Figure 1: Average ratings on “Partner cooperation and collaboration” at initial project

### stage



4 4,5

3,5

3

2,5

2

1,5

1

0,5

4,00

3,71

3,86

3,71

4,00

4,00

3,57

All partners contribute effectively according to their

role in the project to the projects realisation and…

Our (my organisations) interests and needs are

continuously considered and integrated into the…

We (me and, if applicable, my colleagues in my organisation) (can) actively contribute to all… We (me and, if applicable, my colleagues in my

organisation) have a coherent understanding of…

We (me and, if applicable, my colleagues in my organisation) have access to all information… Ongoing and coherent information management is

assured with appropriate tools.

Continuous and efficient communication among

partners takes place with support of appropriate…

0

**Partner Cooperation and Collaboration**

The following additional comment has been made by the partners:

### “We recommend having one common filesharing tool (e.g. Dropbox) where all the

### documentation is accessible. (searching e-mails for files, latest versions is not reliable)”.

Although the evaluation results have been in general good and indicate need for improvement only to a very limited extend, the results also pointed to some aspects that should be taken care of in the further development of communication and collaboration strategies among partners especially in the initiation stage of project work in order to pave for smooth and continuous cooperation and collaboration.

Also, nearly 42% of partners saw a need for improvement with regard to active contribution of partners to the project. This topic will need to be closely monitored by the project coordinator and potentially addressed at a bilateral level, if applicable.

Although the evaluation results in terms of ratings on a coherent understanding of the project, its methodical approach and terminology have been satisfactory, the comments suggested a potential need for further clarification and transparency regarding ongoing and future activities in the project. This could for instance be improved through a comprehensive and with visual aids supported presentation of the overall project and the interrelation of its individual elements in order to increase partners’ holistic understanding of the project.

However, the overall results on partner cooperation and collaboration have been at a very satisfactory level. The results of the interim evaluation will be presented and further discussed with the partners at the 3rd project partner meeting in Porto in March 2018, involving the whole consortium. Adequate measures will be agreed in order to further work on the continuous improvement of partner cooperation and collaboration.

## Project Implementation Processes

The QA-processes and guidelines as outlined in the quality assurance plan are implemented independently by the WP leaders and regularly reflected at partner meetings involving the whole consortium with the QA-manager. So far only QA-processes for WP1 on “State of the Art” have been documented:

### Documentation of QA-process for WP1 on “State of the Art”

*How the partners have been involved into the overall planning of the WP realisation. Explicitly refer to the QA relevant processes outlined in the QA Plan*

### Dec 2016 Initial introduction:

A proposed strategy for the WP1 implementation has been introduced at the Kick-Off Meeting on December 2016 in Milan by the Lead partner together with the partner HDTTC, TMTE and CITEVE. All participants were actively involved in all phases of WP1 creation and their suggestions and comments were accepted and implemented afterwards. Also, the draft version of Questionnaire was structured and created and proposed to the other project partner institutions for further improvement. Feedbacks and suggestions provision deadline was until end of February 2017. During March partners performed implementation of the online versions of the Questionnaires but on the PCs level. From March to May 2017 we launched and collected data. During the implementation period we continuously sent reminders to the responders in order to obtain valid sample and feedback on time. From May till July we performed statistical analysis of the achieved results. At the same time we prepared the template for National Reports. Based upon the statistical analysis we developed final versions of mentioned reports and by early September we finalize the EU Level Synthesis Report.

*How the partners have been involved into the preparation of crucial WP elements/ steps. Explicitly refer to the QA-relevant processes outlined in the QAPlan.*

* *WP step/ element: Structuring and online implementation of the Questionnaires; Statistical analysis of collected data*

### Description of QA-relevant processes

During the Kick-Off Meeting the Coordinator gave suggestions on the structure of the Questionnaires and partners were asked to present their opinion and suggestions for further improvements. The draft version of Questionnaire was structured and created and proposed to the other project partner institutions for approval. Feedbacks and suggestions provision deadline was until end of February 2017. During March partners performed implementation of the online versions of the Questionnaires but on the PCs level. Project partners were obliged to create online versions of the Questionnaires on national languages and were also responsible for distribution and collection of data. During the realization of the surveying phase the responsible partners continuously sent reminders to the responders in order to obtain valid sample and feedback on time. Statistical analysis of the achieved results was performed in from May 2017 till July 2017. The EU level Synthesis Report was finalized in early September 2017.

*How the partners have been involved into the preparation of crucial WP elements/ steps. Explicitly refer to the QA-relevant processes outlined in the QAPlan*

* *WP step/ element: Development of the National Reports*

In April Lead partner prepared and send the template for the National Reports. Also, partners prepared the theoretical background from national level related to the main objectives of the Survey. Gained results were presented in the form of the template of National Reports which were sent to EURATEX in early June 2017. Based on mistakes and misunderstandings found by EURATEX at the further statistical analysis for the preparation of the EU level Synthesis Report, it is asked by all partners to review their National Reports, correct and resend. The final versions of the National Reports were resent by July 2017.

*How the partners have been involved into the preparation of crucial WP elements/ steps. Explicitly refer to the QA-relevant processes outlined in the QAPlan*

* *WP step/ element: Development of the EU Level Synthesis Report*

*Description of QA-relevant processes*

From June till end of July 2017 Lead partner analysed the National Reports and based on them prepared the EU Level Synthesis Report. Draft version was sent in early September 2017 and proposed for review and suggestions to the participating partner institutions on the 2nd Technical meeting in Budapest. Final version of the Report was adopted on early October 2017.

## Technical Meetings (Consortium)

It has been decided to evaluate the project partner meetings targeting all project partners and to draw conclusions for further improvements primarily from those meetings. So far two meeting evaluations have been implemented:

Evaluation of the kick-off meeting, 05 December 2016, Milan (TexClubTec)

Evaluation of the 2nd project partner meeting, 11-12 September 2017, Budapest (TMTE)

Evaluation results have been discussed between project coordinator and QA manager and measures of potential improvement will be addressed at the following project partner meetings.

### Results of kick-off meeting evaluation, 05 December 2016, Milan (TexClubTec)

The evaluation of the 1st partner meeting has been implemented by the completion of a questionnaire asking the partners to provide their rating on the following items:

### General Aspects

* The objectives of the Meeting were clear
* The issues on the Agenda were consistent with the Meeting objectives
* The Meeting was useful for helping our organisation to carry out the expected project activities
* The materials produced before and during the Meeting are clear and useful to develop the expected project activities
* All the partners contributed to the success of the Meeting
* The opinions of all the partners were taken into consideration in an equal and unbiased manner
* The Meeting was useful for establishing good working relationships among the partners.
* The Meeting met my expectations

### Logistics and Organisation

* The Agenda (and related materials) were circulated to the partnership prior to the Meeting in adequate advance
* Sufficient time was allocated to each issue on the Agenda
* the Project Coordinators significantly contributed to achieve the Meeting objectives
* the Project Coordinators significantly contributed to install a collaborative working environment/dynamics
* The infrastructure provided was satisfactory (IT arrangement, PC, Internet connection, etc.)
* The meeting took place in a suitable room
* The proposed hotel accommodation was satisfactory (room, food, etc.)

### Content

* After the Meeting, to which extent are TEXAPP expected activities and results clear to you?
* After the Meeting, to which extent are work plan and deadlines clear to you?
* After the Meeting, to which extent is each partner’s role and responsibility within

the next project activities clear to you?

* After the Meeting, to which extent are the decisions taken clear to you?

The following scale has been used on all indicators: 1 disagree

2 tend to disagree 3 tend to agree

4 agree

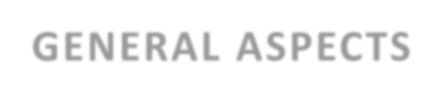
11 meeting participants answered the evaluation questionnaire. All of them attended the meeting over the whole time.

Table 1 shows the overall results of the evaluation as a whole with average rating in each question and topic. Figures 2-4 display the ratings of the different items in a bar graph.

### Table 1: Results on “Kick – Off Meeting Evaluation”

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Aspects:**  (Key: 1 = disagree, 2 = tend to disagree, 3 = tend to agree, 4 = agree) **3,91** | | | | | | | | | | | | | | |
| 1 | The objectives of the Meeting were clear | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 2 | The issues on the Agenda were consistent with the Meeting objectives | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 3 | The Meeting was useful for helping our organisation to carry out the  expected project activities | 4 | 4 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **3,91** |  |
| 4 | The materials produced before and during the Meeting are clear and  useful to develop the expected project activities | 4 | 3 | 2 | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | **3,55** |  |
| 5 | All the partners contributed to the success of the Meeting | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 6 | The opinions of all the partners were taken into consideration in an  equal and unbiased manner | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 7 | The Meeting was useful for establishing good working relationships  among the partners. | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 8 | The Meeting met my expectations | 4 | 3 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **3,82** |  |
| **Logistic and Organisation:**  (Key: 1 = disagree, 2 = tend to disagree, 3 = tend to agree, 4 = agree) **3,95** | | | | | | | | | | | | | | |
| 9 | The Agenda (and related materials) were circulated to the partnership  prior to the Meeting in adequate advance | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 2 | 4 | 4 | **3,82** |  |
| 10 | Sufficient time was allocated to each issue on the Agenda | 4 | 4 | 3 | 4 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | **3,82** |  |
| 11 | the Project Coordinators significantly contributed to achieve the  Meeting objectives | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 12 | the Project Coordinators significantly contributed to install a  collaborative working environment/dynamics | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 13 | The infrastructure provided was satisfactory (IT arrangement, PC,  Internet connection, etc.) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 14 | The meeting took place in a suitable room | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 15 | The proposed hotel accommodation was satisfactory (room, food, etc.) | 4 | 4 | 4 | 4 | 4 | 4 | 4 |  | 4 | 4 | 4 | **4,00** |  |
| **Content:**  (Key: 1 = disagree, 2 = tend to disagree, 3 = tend to agree, 4 = agree) **3,66** | | | | | | | | | | | | | | |
| 16 | After the Meeting, to which extent are TEXAPP expected activities and  results clear to you? | 4 | 3 | 3 | 4 | 4 | 4 | 3 | 3 | 3 | 4 | 4 | **3,55** |  |
| 17 | After the Meeting, to which extent are work plan and deadlines clear to  you? | 4 | 3 | 3 | 4 | 4 | 4 | 3 | 4 | 4 | 4 | 4 | **3,73** |  |
| 18 | After the Meeting, to which extent is each partner’s role and  responsibility within the next project activities clear to you? | 4 | 3 | 2 | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | **3,55** |  |
| 19 | After the Meeting, to which extent are the decisions taken clear to you? | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 4 | 4 | 4 | **3,82** |  |

### Figure 2: Results on topic “General Aspects”



The Meeting was useful for helping our organisation to carry out the expected project activities

The issues on the Agenda were consistent with the Meeting objectives

1 2 3 4 5 6 7 8 9 10 11

The objectives of the Meeting were clear

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3

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4 4

4 4

4

4 4 4 4 4

4 4 4 4

3 3

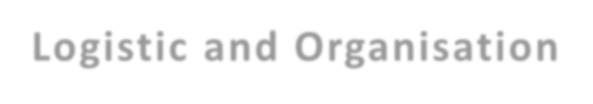
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0

4 4

**GENERAL ASPECTS**

### Figure 3: Results on topic “Logistic and Organisation”



the Project Coordinators significantly contributed to achieve the Meeting objectives

The Agenda (and related materials) were circulated to the partnership prior to the Meeting in

adequate advance

Sufficient time was allocated to each issue on the Agenda

11

10

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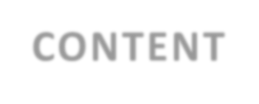
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**Logistic and Organisation**

### Figure 4: Results on topic “Content”



After the Meeting, to which extent is each partner’s role and responsibility within the next project

activities clear to you?

After the Meeting, to which extent are the decisions taken clear to you?

After the Meeting, to which extent are work plan and deadlines clear to you?

1 2 3 4 5 6 7 8 9 10 11

After the Meeting, to which extent are TEXAPP expected activities and results clear to you?

4 4 4 4

3 3

3

3

3

2

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4 4

4 4

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**CONTENT**

The meeting has been well received and evaluated by the meeting participants. Especially the items on “Logistic and Organisation” and “General Aspects” received high ratings with limited room for further improvements.

The item with the lowest ratings regarding the “Content” and specifically the items “after the meeting expected activities and results are clear” and “each partner’s role and responsibility within the next activities are clear” should be paid further attention to during the next partner meetings. The rather low rating is, however, not surprising taking into

account that this has been the first partner meeting incl. a lot of information elements on the overall project and its realisation.

### Results of the 2nd Technical meeting evaluation, 11-12 September 2017, Budapest (TMTE)

The evaluation of the 2nd technical meeting has been implemented with a questionnaire asking the partners to provide their rating on the following items:

### General Aspects

* The objectives of the Meeting were clear
* The issues on the Agenda were consistent with the Meeting objectives
* The Meeting was useful for helping our organisation to carry out the expected project activities
* The materials produced before and during the Meeting are clear and useful to develop the expected project activities
* All the partners contributed to the success of the Meeting
* The opinions of all the partners were taken into consideration in an equal and unbiased manner
* The Meeting was useful for establishing good working relationships among the partners.
* The Meeting met my expectations

### Logistics and Organisation

* The Agenda (and related materials) were circulated to the partnership prior to the Meeting in adequate advance
* Sufficient time was allocated to each issue on the Agenda
* the Project Coordinators significantly contributed to achieve the Meeting objectives
* the Project Coordinators significantly contributed to install a collaborative working environment/dynamics
* The infrastructure provided was satisfactory (IT arrangement, PC, Internet connection, etc.)
* The meeting took place in a suitable room
* The proposed hotel accommodation was satisfactory (room, food, etc.)

### Content

* After the Meeting, to which extent are TEXAPP expected activities and results clear to you?
* After the Meeting, to which extent are work plan and deadlines clear to you?
* After the Meeting, to which extent is each partner’s role and responsibility within

the next project activities clear to you?

* After the Meeting, to which extent are the decisions taken clear to you?

The following scale has been used on all indicators:

1. disagree
2. tend to disagree 3 tend to agree

4 agree

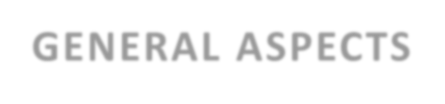
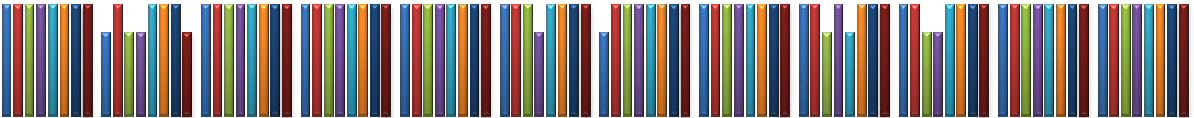
12 meeting participants answered the evaluation questionnaire. All of them attended the meeting over the whole time. There was not a representative of the partner BAATPE.

Table 2 shows the overall results of the evaluation as a whole with average rating in each question and topic. Figures 5-7 display the ratings of the different items in a bar graph.

### Table 2: Results on the “2nd Technical Meeting Evaluation”

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Aspects:**  (Key: 1 = disagree, 2 = tend to disagree, 3 = tend to agree, 4 = agree) **3,90** | | | | | | | | | | | | | | | |
| 1 | The objectives of the Meeting were clear | 4 | 3 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | 4 | 4 | 4 | **3,83** |  |
| 2 | The issues on the Agenda were consistent with the Meeting objectives | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 3 | The Meeting was useful for helping our organisation to carry out the  expected project activities | 4 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 4 | 4 | **3,75** |  |
| 4 | The materials produced before and during the Meeting are clear and  useful to develop the expected project activities | 4 | 3 | 4 | 4 | 4 | 3 | 4 | 4 | 4 | 3 | 4 | 4 | **3,75** |  |
| 5 | All the partners contributed to the success of the Meeting | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | 4 | **3,92** |  |
| 6 | The opinions of all the partners were taken into consideration in an  equal and unbiased manner | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 7 | The Meeting was useful for establishing good working relationships  among the partners. | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 8 | The Meeting met my expectations | 4 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **3,92** |  |
| **Logistic and Organisation:**  (Key: 1 = disagree, 2 = tend to disagree, 3 = tend to agree, 4 = agree) **3,96** | | | | | | | | | | | | | | | |
| 9 | The Agenda (and related materials) were circulated to the partnership  prior to the Meeting in adequate advance | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | 4 | 4 | 4 | **3,92** |  |
| 10 | Sufficient time was allocated to each issue on the Agenda | 4 | 4 | 4 | 4 | 3 | 4 | 4 | 4 | 3 | 4 | 4 | 4 | **3,83** |  |
| 11 | the Project Coordinators significantly contributed to achieve the  Meeting objectives | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 12 | the Project Coordinators significantly contributed to install a  collaborative working environment/dynamics | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 13 | The infrastructure provided was satisfactory (IT arrangement, PC,  Internet connection, etc.) | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 14 | The meeting took place in a suitable room | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| 15 | The proposed hotel accommodation was satisfactory (room, food, etc.) | 4 |  | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **4,00** |  |
| **Content:**  (Key: 1 = disagree, 2 = tend to disagree, 3 = tend to agree, 4 = agree) **3,85** | | | | | | | | | | | | | | | |
| 16 | After the Meeting, to which extent are TEXAPP expected activities and  results clear to you? | 4 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | **3,83** |  |
| 17 | After the Meeting, to which extent are work plan and deadlines clear to  you? | 4 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | **3,83** |  |
| 18 | After the Meeting, to which extent is each partner’s role and  responsibility within the next project activities clear to you? | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **3,83** |  |
| 19 | After the Meeting, to which extent are the decisions taken clear to you? | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | **3,92** |  |

### Figure 5: Results on topic “General Aspects”



The materials produced before and during the Meeting are clear and useful to develop the expected project

activities

All the partners contributed to the success of the Meeting

The Meeting was useful for helping our organisation to carry out the expected project activities

The issues on the Agenda were consistent with the Meeting objectives

The objectives of the Meeting were clear

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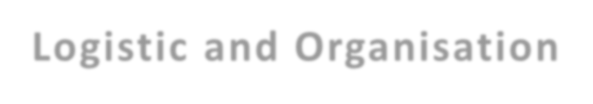
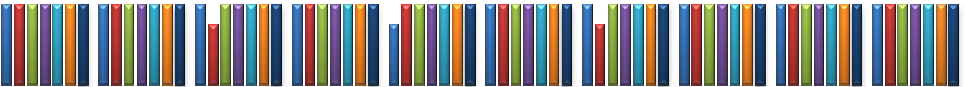
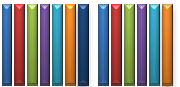
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**GENERAL ASPECTS**

### Figure 6: Results on topic “Logistic and Organisation”



The infrastructure provided was satisfactory (IT arrangement, PC, Internet connection, etc.)

the Project Coordinators significantly contributed to install a collaborative working environment/dynamics

the Project Coordinators significantly contributed to achieve the Meeting objectives

The Agenda (and related materials) were circulated to the partnership prior to the Meeting in adequate

advance

Sufficient time was allocated to each issue on the Agenda

12

11

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4

4

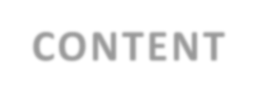
4

4

5

**Logistic and Organisation**

### Figure 7: Results on topic “Content”



After the Meeting, to which extent is each partner’s role and responsibility within the next project activities

clear to you?

After the Meeting, to which extent are the decisions taken clear to you?

After the Meeting, to which extent are work plan and deadlines clear to you?

1 2 3 4 5 6 7 8 9 10 11 12

After the Meeting, to which extent are TEXAPP expected activities and results clear to you?

3 3

3

3 3 3

4 4 4

4 4 4 4

4 4 4

4 4 4

4 4 4

4 4 4

4 4

4 4 4

4 4 4

4 4 4

5

4

3

2

1

0

**CONTENT**

The meeting has been well received and evaluated by the meeting participants. Especially the items on “Logistic and Organisation” and “General Aspects” received high ratings with limited room for further improvements.

The item with the lowest ratings regarding the “Content” shows improvement in comparison

with the Kick Off meeting.

# Product Quality

Product quality evaluation has not taken place yet.

# Impact and Sustainability

The topic sustainability is already an integral part of the quality assurance results outlined above. However, in order to further emphasize the quality aspect sustainability separate partner evaluations have been implemented on the indicators outlined in the quality assurance plan. The interim impact and sustainability evaluation has been implemented so far alongside the partner evaluation already outlined with regard to partner cooperation and collaboration:

### 1st interim evaluation on impact and sustainability

The project partner evaluation for project period I (October 2016 – October 2017) has been implemented with a questionnaire asking the partners to provide their rating on the following sets of evaluation items:

### How many individuals from the following target groups did you involve into the project activities implemented in the evaluated project period?

\_employers and employees from SME’s

\_policy makers

\_education providers

\_employment / career counselling/guidance services

### How many national and/or European stakeholders did you inform about the project, its aims and activities and, if applicable, results?

The following scale has been used on this first set of indicators:

1 <10

2 11-50

3 51-100

4 >100

### Did project results available so far have been of use for and/or provided an added value to your own organisation and your members?

### Have you been able to inform your members and colleagues in your organisation about the project and/or its results so far?

### Have you been able to connect project results and information to your organisations regular activities?

### Do/did you identify actions/strategies to further use, develop and dissemination project results beyond the projects framework?

The following scale has been used on this set of indicators:

1. no
2. rarely
3. to some extend 4 yes

7 partners in the consortium answered the evaluation questionnaire. Partner BAATPE has not provided its evaluation yet.

Table 3 summarizes the level of target group involvement and information about the project within the evaluated project period.

### Table 3: Results on reaching of Target Group members

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | How many individuals from the following target groups did you involve into the project activities implemented in the evaluated  project period? |  |  |  |  |  |  |  |
| \_employers and employees from  SME’s | 11-50 | >100 | >100 | <10 | 11-50 | 11-50 | 11-50 |
| \_policy makers | <10 | <10 | <10 | <10 | <10 | <10 | <10 |
| \_education providers | <10 | <10 | <10 | <10 | <10 | <10 | <10 |
| \_employment / career counselling/guidance services | <10 | <10 | <10 | <10 | <10 | <10 | <10 |

The following comments/further details have been provided on the members of target group reached:

* Presentations and involvement of the SMEs on WP1 – T.1.1. Promotion of the project through leaflets distribution/exhibition in trade fairs and CITEVE’s facilities. Promotion of the project through the publication of the projects summary on CITEVE’s institutional websites. https://academia.citeve.pt/ProjetosInovadores
* Presentation of the project and its objectives to members of the Association.
* HDTTC has worked closely with employers to raise awareness of the project and its objectives and to develop the draft Standard through consultative workshops. The team has also informed policymakers, education providers and guidance services about the project and the new Standard.

Table 4 shows the overall results of the evaluation on “Impact and sustainability” indicators

besides concrete target group involvement.

### Table 4: Results on impact and sustainability indicators

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Quality Indicators (KEY B):** | | | | | | | | | |
| Key B: 1 = no, 2 = rarely, 3 = to some extent, 4 = yes | | | | | | | | | |
| 0 | Did project results available so far have been of use for and/or provided an added value to your own organisation and your members? | 4 | 1 | 4 | 4 | 3 | 3 | 4 | **3,29** |
| 4 | Have you been able to inform your members and colleagues in your organisation about the project and/or its results so far? | 4 | 4 | 4 | 4 | 3 | 2 | 4 | **3,57** |
| 5 | Have you been able to connect project results and information to your organisations regular activities? | 4 | 3 | 3 | 4 | 2 | 2 | 4 | **3,14** |
| 6 | Do/did you identify actions/strategies to further use, develop and dissemination project results beyond the projects framework? | 4 | 4 | 3 | 4 | 2 | 4 | 4 | **3,57** |

The following comments/further details have been provided on the impact and sustainability indicators per subitem:

#### *Did project results available so far have been of use for and/or provided an added value to* your own organisation and your members?

* The results achieved so far have been useful to know the current situation of companies relatively of apprenticeships plans.
* The information collected from the companies provided some indication about the current status of Greek SMEs as far as their familiarisation with apprenticeships.
* Results so far (via the employer survey) have provided some useful data. The ‘Employer Standard’ will become an effective framework for employers and training providers to use to improve the success of their training programmes.

#### *Have you been able to inform your members and colleagues in your organisation about the* project and/or its results so far?

* All CITEVE employees and members were informed of the activities and results achieved so far, through information circulated via email and through the dissemination in social networks.
* Yes, through the usual channels that HCIA uses, i.e. face-to-face meetings, presentation during board of directors meetings, phone calls, etc. Still, no major event with a wider scope has been planned so far.
* We have shared this with over 100 of our member companies. We have developed and are now running regular training ‘Employer Standard’ workshops for the employer supervisors. All our staff have been trained and our systems are now aligned to the new Standard to ensure coherency and consistency.

#### *Have you been able to connect project results and information to your organisations* regular activities?

* At the meetings of the CITEVE training department and at the meetings with all CITEVE departments, the existing projects are reviewed, showing the status, results and objectives. This principle allows, on the one hand, that all employees are informed about all the projects and, on the other hand, a connection between the different projects.
* HCIA does not offer training services directly to its members, so still there is limited connection to HCIA's mainstream activities and the apprenticeships.
* Yes, we have linked the impact of this project to our organisational performance and pilot results have improved learner retention rates and success rates for learners completing all parts of their apprenticeship.

#### *Do/did you identify actions/strategies to further use, develop and dissemination project* results beyond the projects framework?

* The strategies defined in the application for the dissemination of the project will be implemented and, whenever other strategies are verified or identified, they will be analysed with a view to the effective dissemination.
* Further dissemination opportunities are under evaluation and in the next period, HCIA will organise events and/or participate in other sectoral events in order to promote the project and its objectives.
* Yes, we actively promote the introduction of the Employer Standard across all our apprenticeship programmes. We share the benefits of this approach with other organisations and we see that the principles underpinning this work can be sued across other sectors to support improvement.

# External Quality Assessment

A call for an external evaluator has been initially discussed within the project consortium through electronic communication after the Kick Off meeting. Based on the discussion results a call has been drafted and approved by the project partners and announced by the responsible partner TMTE. The deadline for the submission of the tenders was the 20th March 2017. Three bids received and the best offer came from Mrs. Zsuzsa Mokry.

Mrs. Mokry was contracted during the April and she has undertook her duties as TEXAPP external evaluator.

|  |  |
| --- | --- |
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