



WARP PROJECT

WASTE AND RECYCLING PRACTICES FOR DUAL
TRANSITION IN VOCATIONAL EDUCATION

PROJECT NUMBER
101183410

D4.1 Quality Assurance Structure



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1. Executive Summary

The Waste and Recycling Practices for Dual Transition in Vocational Education (WARP) project is designed to enhance vocational education within the Western Balkans. It focuses on empowering VET trainers with essential digital and green competencies to manage plastic waste sustainably and innovate in recycling practices. The project is driven by a consortium comprising nine partners from four countries: Albania, Kosovo, Greece, and Spain.

Centred around the WARP self-sustainable methodology, the project will employ a multi-faceted approach to professional development in the VET sector, emphasizing flexibility, practical application, collaboration, and continuous learning, all while keeping industry relevance in sharp focus. This methodology is structured around components, each targeting different aspects of professional development for VET trainers, newcomer VET trainers, VET designers, and professional development VET trainers.

The WARP methodology's Capacity Building actions combine Virtual Learning Environments, Open Educational Resources for supporting 16 new ToT programmes, and modular designs for flexible learning. It emphasizes mentoring, twinning international collaboration, and practical Training of Trainers workshops. This approach fosters a comprehensive skill set in VET trainers, aligning with industry standards and fostering a supportive Community of Practice for continuous professional growth and collaboration.

WARP actions are structured to foster personal development, practical application of knowledge, and international cooperation among VET professionals, aligning educational efforts with industry standards and market needs for a dual transition in sustainability and digitalization.

WARP Quality Assurance Structure aims to form a two-level structure dedicated to overseeing and ensuring the quality of the project's deliverables and processes. The primary function of this committee is to establish and maintain high standards throughout the project's lifecycle. This structure will consist of different tiers, with each level responsible for specific aspects of quality assurance, including regular assessment of project outputs, adherence to planned timelines, and ensuring the alignment of activities with the overall project objectives.

This committee will play a crucial role in maintaining the integrity and effectiveness of the WARP project, ensuring that all initiatives meet the expected quality benchmarks.

2. Quality Assurance Objectives

Quality Assurance aims to deliver a standard process and audit trail across all project results, serving as an agreed standard for decision-making, risk assessment, relevance considerations and project coordination and transparency. Throughout its lifetime, the

WARP's project will incorporate specified applied methods, procedures, criteria, and tools to ensure high-quality standards and a systematic and comprehensive evaluation procedure of

its outputs.

The Plan's specific objectives are:

- Monitor the progress and implementation of the task constantly, closely related to the work plan developed and updated by the Project Coordinator.
- Specify the tools, criteria, and indicators to evaluate the quality of the project results, as well as the impact and risk.
- Identify concrete and measurable quality assurance criteria.
- Set indicators for measuring quality aligned with the specifically defined criteria
- Evaluate the quality of deliverables (tangible and intangible) based on the above quality criteria and indicators.
- Overall monitoring of project implementation and processes following the work plan, identifying warning signs, and planning and activating mechanisms and procedures, ensuring high implementation standards.
- Implementing corrective actions to address any deviation of the project outcomes regarding time, quality and cost by applying a plan-do-check-act (PDCA) model.

All consortium partners will implement the quality plan. All partners' contributions to the necessary input and their response to improvements are critical for successfully implementing tasks and delivering deliverables at high-quality levels. Quality monitoring and evaluation aim to motivate the project partners to discuss and review the project activities' performance. This approach and procedure guide them in detecting and analysing strengths and weaknesses and setting and applying corrective actions to enhance the quality of the task implementation and project deliverables. One of the most critical concerns is developing a quality assurance culture in the partnership by monitoring the project in terms of processes' efficiency, effectiveness, coherence and sustainability.

3. Quality Assurance Structure

3.1 Quality Assurance Committee

The WARP partnership will coordinate and monitor the internal Quality Assurance procedures. Each partner organization designates one representative as a WARP Quality Assurance Committee (QAC) member. The WARP project processes and deliverables will be constantly monitored, assessed and reviewed by the QAC, utilizing the QA standards criteria, tools and methods as they will be outlined and presented in the Quality Assurance Plan. The work of QAC will extend and complement the work of the Project Coordinator and Work Package Leaders. In WARP D4.2 Quality Assurance, the methodology, responsibilities, decision-making and evaluation procedures and communication standards will be defined and described in detail.

More specifically, the QAC will:

- Constantly monitor, assess and review the WARP project processes and deliverables/ outputs, utilizing the QA standards and tools introduced in the project Quality Assurance Plan.
- Prepare the toolkits required for the evaluation of the WARP deliverables/outcomes.
- Review and enhance quality assurance policies/procedures and inter- communication.

The Quality Assurance Committee will work freely and without any interference. The Project Coordinator and the Steering Committee will facilitate their cooperation with all project partners and ensure access to all essential information.

The project partners have appointed the members of the Quality Assurance Committee. The QAC members have been selected for their subject matter expertise and/or prior experience in academic or project quality assurance and evaluation.

The members of the WARP Quality Assurance Committee are presented in Table 1.

Table 1 WARP Quality Assurance Committee Members

PARTNER		APPOINTED QAC MEMBER	E-MAIL
P1	CONSELLERIA DE CULTURA, EDUCACION, FORMACION PROFESIONAL E UNIVERSIDADES (IES)	Lorena Abreu López	international@ribeira.org
P2	EUROPEAN UNIVERSITY OF TIRANA (UET)	Ketrina Cabiri Mijo	ketrina.cabiri@uet.edu.al

P3	Albacademy	Valbona Begolli	v.begolli@albacademy.al
P4	RECYAL (RecycAl)	Ervisa Ruka	ervisaruka@yahoo.com
P5	KOLEGJI UNIVERSUM O.P (UNI)	Albiona Sopi	albiona.sopi@universum-ks.org
P6	Shkolla Finlandeze Sh.P.K (FK)	Edlira Dibrani	edlira.dibrani@finnish.school
P7	PLASTIKA SH P K (PLASTIKA)	Shkelzen Shabani	shkelzen@plastika-ks.com
P8	RESEARCH INNOVATION AND DEVELOPMENT LAB (READLAB)	Pantelis Kouvelis	pantelis@read-lab.eu
P9	ETHNICON METSOVION POLYTECHNION (NTUA)	Fotis Chatzimaliakas	fotischatzima-liakas@gmail.com

All members possess equal status, acknowledging the significance of each member's expertise and experience contributed to the Quality Assurance Committee. The Chair guides the committee in their tasks (monitoring the QA Plan, aiming at scope and timeframe) and processes (how the group works.), assists the Team in working collaboratively and secures a balanced contribution from all members.

Any disputes that may arise will be addressed sincerely and honestly, as outlined in WP Management.

The Quality Assurance Committee will closely collaborate with the WARP Project Coordinator, Steering Committee, WP Leaders and the External Quality Expert. Quality Assurance members will communicate utilizing the WARP project management platform (Basecamp). If at least one of its members requests a meeting, the Quality Board chair will promptly arrange and organize it virtually. The meeting arrangements and agenda will be shared with the members one week in advance.

3.2 External Evaluation

External quality control and evaluation are of great significance and importance to the WARP

quality assurance process. It is essential to utilize the contribution of external experts, who will identify possible non-conformities of WARP outputs concerning project objectives and the specified needs of the project's target groups.

The role of the external evaluation is to:

- Providing a "second pair of eyes" contributed objectively to the evaluation process,
- Validate the quality standards and quality verification procedures and processes implemented within the WARP project.
- Bring further expertise and a broad range of evaluation methodologies and capabilities.

3.2.1 External Advisory Group

An Expert Advisory Group (EAG) will also be created to provide an independent review, offering broader insights and recommendations to maintain high-quality standards and align with the best global practices. It will be composed of Waste Management and Circular Economy Experts, VET Experts, VET Teacher, Community Leader, Policy Makers/ Experts and Industry Experts.

The EAG members will be asked to provide useful and helpful feedback and input on the publicly available deliverables. The feedback will be collected via questionnaires based on specified quality criteria and indicators described in the project Quality Plan and GA.

The consortium will invite the members of the Advisory Group to participate. All members have been asked to provide their written consent to use their personal data under the GDPR provisions for the project purposes. Its creation aims to support the project by providing expertise and added knowledge on specific outcomes of WP1, WP2, WP3, WP5.

The WARP External Advisory Group members are presented in Table 2.

Table 2 WARP External Advisory Group Members

Category	Country	Name	Email
Policy Expert	Greece	Mrs. Garyfallia Selimi	gselimi@eplo.int
Industry Expert/ Policy Maker	Italy	Prof. Giuseppe Mancini	giuseppe.mancini@unict.it
Community Leader	Kosovo	Mr. Shpend Lila	shpend@ickosovo.com
VET Expert	Kosovo	Ms. Hatixhe Zeka	hatixhe@toka-ks.org
VET Expert	Albania	Mr. Rigers Rusi	rigers.rusi@albpastrim.al
Vet Teacher	Albania	Mrs. Silvi Bushi	silvipica@hotmail.com
Waste Management and Circular Economy Expert	Albania	Mrs. Majlinda Bara	majlinda.bara@uet.edu.al
Waste Management and Circular Economy Expert	Albania	Dr. Brunilda Kosta	kosta.bruna@gmail.com
Industry Expert	Albania	Mr. Oljam Dervishi	oljandervishi1@gmail.com
Industry Expert	Kosovo	Ms. Alberina Gashi	alberinnagashi@gmail.com

The initial selection of WARP major deliverables to be externally evaluated from the EAG is presented in Table 3.

Table 3 List of major WARP Deliverables to be externally evaluated

<i>Deliverable no</i>	<i>Deliverable title</i>
D1.1	Case Studies validation report
D1.2	Intervention Programme Plan
D1.3	Continuous Development and Feedback Framework
D2.1	Virtual Learning Space
D2.2	WARP OERs
D2.3	Twinning and Mentoring Program
D2.4	Innovation Toolkit for VET Teachers
D3.4	Collaborative innovation report
D5.3	Policy Influence Toolkit

Conclusions

The WARP Consortium, in the context of the Quality Assurance Structure, proceeded with the formation of an internal Quality Assurance Committee and an External Advisory Group. The internal committee, composed of project members, focuses on day-to-day monitoring, ensuring adherence to standards, and implementing the Quality Assurance Plan. The External Advisory Group, comprising experts from related fields, provides an independent review, offering broader insights and recommendations to maintain high-quality standards and align with global best practices.

The members of the QAC and the EAG, utilizing the tools, procedures and methodology described in the upcoming Quality Assurance Plan, are expected to contribute the maximum to deliver high-quality project outcomes, fully responding to the target project needs in a relevant, coherent and sustainable way and identifying areas for improvement.