



WARP PROJECT

WASTE AND RECYCLING PRACTICES FOR DUAL
TRANSITION IN VOCATIONAL EDUCATION

PROJECT NUMBER
101183410

D4.2 Quality Assurance Plan



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Executive Summary

The Quality Assurance Plan outlines the standards, procedures, and quality control measures to be uniformly applied across all aspects of WARP. This plan will detail the methodologies for monitoring and evaluating the project's progress, ensuring that each component adheres to the predefined quality standards. It includes specific criteria for assessing the effectiveness of deliverables, the efficiency of implementation processes, and the overall impact of the project. The Quality Assurance Plan is designed to serve as a guiding document, ensuring consistent quality management and continuous improvement throughout the project's duration.

1. Quality Assurance Plan

1.1 Introduction

The Quality Assurance Plan shall be implemented by all project partners. The close cooperation between the Steering Committee and the Quality Assurance Committee, the partners' contribution to the essential input, and their response to changes/improvements are vital for establishing smooth and coherent management, successfully implementing tasks, and producing high-quality deliverables. Using the present guidelines, procedures, and methods is expected to improve the overall quality of project performance.

Quality Assurance refers to the activities and processes designed and implemented to meet quality standards. It involved the systematic measurement, comparison with a standard, monitoring of processes and a connected feedback loop designed to prevent errors. Quality assurance is based on two principles: fit for purpose (the product should be suitable for its intended purpose) and right first time (errors should be eliminated). This document serves as the Quality Assurance Plan for the WARP project. Its purpose is to outline a consistent set of quality assurance methods and procedures that will be applied throughout the WARP project to ensure high-quality results and to conduct systematic QA assessments. The content of the Plan aligns with the project, the Grant Agreement and its Annexes, and the Consortium Agreement.

All consortium members will be invited for feedback to ensure the best design of the WARP Quality Assurance Plan (QAP). The Plan's final version will be reviewed and accepted by the Steering Committee. The Quality Assurance Plan applies to all project activities; therefore, compliance with their execution with the rules and procedures described in the QAP is mandatory for all parties involved.

1.2 QAP aims & objectives

The WARP Quality Assurance Plan outlines:

- The Quality Assurance Structure and Processes,
- Operation of the Quality Assurance Committee, External Advisory Group
- QA Guidelines for delivering outputs
- Evaluation forms for QA

In addition, this Quality Plan aspires to:

- Provide a comprehensive document that designs a shared understanding of the purpose and use of the QA criteria, methods, and processes.
- Connect various QA, evaluation, planning, management, and coordination activities.
- Promote project coordination and transparency among partners, beneficiaries, and other stakeholders.

All consortium partners will implement the Quality Plan.

1.3 Quality Management framework

The following Quality Management framework will be used to monitor and evaluate the quality of the WARP project, including its deliverables, results, and outcomes. The Quality Management framework will be used to measure the quality performance and impact. The impact of the project is intimately linked to the quality evaluation. The framework with the indicators is outlined below to measure the quality performance and impact.

- **Project performance quality** – Focuses on the quality of the planned and launched activities, ensuring that they are aligned with the rationale of the project and the engagement of the project partners and stakeholders.
- **Collaboration quality** - Linking to how the project involves people and organisations, such as project partners, direct and indirect stakeholders, target groups, and users.
- **Resource utilisation quality** – Refers to how the financial and non-financial contributions, assets, and resources that are made available to a project are utilised.
- **Information management quality** - Relates to how a project acquires, handles, documents, shares, and refines its necessary information.
- **Deliverables' quality** – Evaluating the quality of deliverables often relies on external technical or sector standards, benchmarks, or conventions.
- **Quality of Service/product provision** – Relating to the demands, expectations, and needs expressed by or interpreted by users and target groups the project seeks to serve.
- **Dissemination & exploitation quality** – Refers to how the project prepares for and executes its activities.

1.4 Quality Assurance structure and processes

WARP follows a Quality Assurance approach, incorporating four core dimensions (Figure 1), enabling constant quality monitoring, control, and improvement.

1. Identify specific and measurable quality assurance criteria,
2. Develop indicators to measure quality based on the previously defined criteria,
3. Implement and integrate these indicators in the PDCA cycle, enabling constant monitoring and improvement of project delivery.
4. Anticipate and plan for potential changes through risk analysis and management.

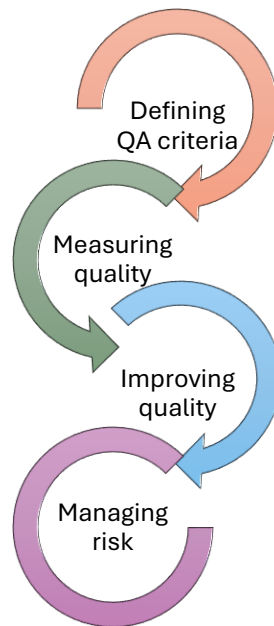


Figure 1 The QA approach dimensions

This model will be applicable in all the phases of the project. It ensures the control of the data collected and analysed concerning each phase's requirements, the necessary resources, milestones for ongoing reviews and the implementation of corrective actions as needed. Furthermore, it enables the assessment of results to assess whether the project's needs were met and ensured.

All partners are expected to provide data when requested and respond to the findings, recommendations and lessons learned in the Quality Assurance and Evaluation reports.

1.5 Quality Assurance, Control and Evaluation Activities



2. Quality Assurance, Control, and Evaluation Methodology

2.1 Description of the methodology

The Quality Assurance and Evaluation methodology used in WARP is based on the ISO 9001 PDCA, an iterative four-step project quality assurance cyclical process for continuous evaluation and quality improvement.



Figure 2 The PDCA cycle

The four steps are the following:

Step 1: Plan – Definition of the objectives and drawing an implementation plan.

Step 2: Do – Carrying out the implementation plan.

Step 3: Check – Monitoring and assessment of the planned activities.

Step 4: Improve – Corrective actions are taken.

This evaluation methodology will utilise the internal communication process and the various Project Management methodologies for its effective implementation.

To secure the consistency of the project progress, impact and results and their conformity to high quality standards, the Quality Assurance processes will be conducted by two groups of actors:

Internal QA and Evaluation	The project Quality Assurance Committee (QAC) is responsible for successfully implementing the Quality Management processes and approving each project's output before its delivery to the EACEA and/or uploading to the project website.
External QA and Evaluation	The External Advisory Group will ensure to provide an independent review, offering broader insights and recommendations to maintain high-quality standards and align with the best global practices. It is composed of Waste Management and Circular Economy Experts, VET Experts, VET Teacher, Community Leader, Policy Makers/ Experts and Industry Experts.

3. Internal QA and Evaluation

The internal QA and evaluation procedures will be coordinated and monitored by the WARP consortium. Each partner has designated one person as a member of the WARP Quality Assurance Committee (QAC). The QAC will continuously monitor, assess, and review the project processes and deliverables, utilising the QA standards and tools proposed in this plan. Its work will enhance and support the work of the Project Coordinator and WP Leaders.

The QAC will operate independently and without interference. The Project Coordinator and the Steering Committee will facilitate cooperation among all partners and ensure their access to all essential information.

3.1 Internal Evaluation: Quality Assurance Committee

The project's QAC consists of one designated person per partner. At least two members of the committee with the highest expertise in the deliverable's subject matter will evaluate each deliverable. The project partners have appointed (Task/Deliverable 4.1) the members of the Quality Assurance Committee, and the WP leaders need to be part of it.

The WARP Quality Assurance Committee members are the following:

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 (RecycAI)	Lulzim Baumann	lulzimbaumann@gmx.de

P5	KOLEGJI UNIVERSUM O.P (UNI)	Albiona Sopi	albona.sopi@universum-ks.org
P6	Shkolla Finlandsheze 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	fotischatzimaliakas@gmail.com

All members have equal status, acknowledging the importance of each member's expertise and experience to the Committee. QAC members will communicate through the WARP Basecamp.

4. External Evaluation

The WARP Project must utilise the contribution of external experts, who will identify possible non-conformities between the project outputs and its objectives, as well as emerging needs of the target group.

The role of the external evaluation is to:

- Contribute objectively to the evaluation process by providing a “second pair of eyes”.
- Offer advice to support the validation of the quality standards and quality verification procedures implemented in the project.
- Bring additional expertise and a variety of evaluation methodologies.

The external evaluation is expected to provide valuable advice and assess the quality of the WARP major project deliverables.

The activities of the project will be assisted by external bodies: the External Advisory Group.

4.1 External Evaluation from the External Advisory Group

The WARP Project consortium is assisted by the Expert Advisory Group, which comprises at least 10 experts. It comprises Waste Management and Circular Economy Experts, VET Experts, VET Teacher, Community Leader, Policy Makers and Industry Experts. The EAG members will be asked to provide critical feedback and input on WARP major public deliverables.

The feedback will be collected via questionnaires/forms. The purpose of its creation is to support the project by providing its expertise on the specific outcomes of the WP1, WP2, WP3, and WP5.

All members have been asked for consent to use their personal data, per the GDPR provisions. The EAG members, as already have been presented in the Deliverable D4.1 Quality Assurance Structure, are the following:

Table 2 WARP External Advisory Group Members

Category	Country	Name	Email
Policy Maker	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. Klajdi Coka	ecoempireshpk@gmail.com
Industry Expert	Kosovo	Ms. Alberina Gashi	alberinnagashi@gmail.com

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

Table 3 List of major Deliverables to be externally evaluated by the EAG Members

<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

4.2 External Quality Assessment

External quality assessment will take place in M12, M24 and M30 regarding the quality of the project's main deliverables/results. Therefore, 3 External Quality Assurance Reports will be implemented during these 3 periods of time. An External Quality Expert (EQE), having extensive experience in evaluating EU projects, will be contracted. This continuous quality control is pivotal to maintaining the integrity of the project, facilitating timely adjustments, and ensuring long-term success and sustainability of the initiatives.

5. QA Guidelines for deliverables

In this chapter, WARP outlines a comprehensive Quality Assurance and Evaluation framework designed to effectively assess project results and improve them when required. The following guidelines shall apply to each project deliverable's quality preparation, review, and finalisation.

Table 4 Quality Management Processes, Methods and Activities

Quality Management Processes	Quality Monitoring Methods and Activities
• Define (Project) Quality Characteristics; • Perform Quality Assurance; • Perform Deliverables Acceptance; • Perform Final (Project) Acceptance;	• Agree on KPI's (key performance indicators) of those CSF's • Agree on measurement methods regarding planned performance versus actual performance • Agree on the tasks for effective measurement and the necessary preventive or corrective actions. • Regularly assess the project, particularly any approved change regarding scope, schedule and budget, and develop contingency plans or risk mitigation measures • Project monitoring based on the developed Work Breakdown Structure • Elaboration of scope, budget, and schedule baselines • Implementation of project management, assessment, and evaluation meetings

Deliverable Preparation: Each deliverable's timing, structure and content must align with its description in the project proposal. All partners should contribute to preparing project deliverables using their specific experience and expertise. The project partner responsible for each deliverable will ensure consistency across all contributions. During this stage, the responsible partner should communicate regularly with the work package leader.

5.1 Review Process

Deliverable Review: For the major WARP deliverables that need to be externally evaluated by the EAG Members, the partner responsible for each deliverable must create a draft version at least 30 days prior to the contractual delivery date. This draft will then be uploaded to the project's restricted area on Basecamp. For the remaining deliverables, the review period can be reduced to 20 days.

The draft shall be reviewed by two reviewers appointed by the Quality Assurance Committee based on the quality criteria outlined in Table 6. ReadLab, the QA leader, jointly with the Project Coordinator, will notify the peer reviewers about their assignment and provide them with a deadline for completing the review.

Reviewers can edit and comment on the document using the "Track Changes" option in Microsoft Word. Additionally, they should fill in **the Deliverable Evaluation Form** template, annexed to this Plan. Peer reviewers may reach out to the partner who has developed the deliverable or consult with the Quality Management Team if required. Each reviewer should upload the edited document and the Deliverable Evaluation Form to the project restricted area by the specified deadline.

Reviewers can:

- **Accept the Deliverable as it is.** In this case, the Deliverable can be finalised.
- **Accept the Deliverable with minor revisions.** In this case, the partner responsible for the Deliverable can take into account the advisor's comments and perform an edit of the first draft.
- **Deliverable can benefit from an in-depth revision.** The partner responsible for the Deliverable will have to repeat the procedure, considering the reviewers' comments and contributions. The partner can also consult with other partners and/or the Quality Assurance Committee members. In any case, the Deliverable should be of high quality and produced on time, per the appropriate provisions.

Final Deliverable: Following the deliverable review procedure, the document will be marked as 'final', sent to the Project Coordinator, and uploaded to the respective folder in the project restricted area/ project website.

All partners will contribute as reviewers through the QAC in the review process. For every Deliverable, two reviewers will be selected based on their relevance to the Deliverable (for the internal-confidential deliverables). The review process will include the external evaluation from the External Advisory Group as described in Table 3.

Table 5 Review Deliverables

No	Deliverable	Leader	Reviewer / Contributors
D1.1	Case Studies validation report	NTUA	RecycAI UET
D1.2	Intervention Programme Plan	NTUA	UNI PLASTIKA
D1.3	Continuous Development and Feedback Framework	NTUA	ReadLab FK
D2.1	Virtual Learning Space	READLAB	NTUA Albacademy
D2.2	WARP OERs	READLAB	IESRdl RecycAI
D2.3	Twinning and Mentoring Program	ALBACADEMY	UET ReadLab
D2.4	Innovation Toolkit for VET Teachers	ALBACADEMY	FK UNI
D3.1	Capacity building Workshops	IES	NTUA PLASTIKA
D3.2	Mentoring sessions	IES	FK ReadLab
D3.3	Mobility Sessions	IES	UNI

No	Deliverable	Leader	Reviewer / Contributors
			Albacademy
D3.4	Collaborative innovation report	IES	NTUA, UET
D4.1	Quality Assurance Structure	READLAB	All Partners
D4.2	Quality Assurance Plan	READLAB	All Partners
D4.3	Quality Assurance Reports	READLAB	UNI UET
D4.4	External Quality Assurance Reports	READLAB	IESRdl NTUA
D5.1	Joint Dissemination and Sustainability Strategy	UNI	All Partners
D5.2	WARP Visual Identity	READLAB	Albacademy IESRdl
D5.3	Policy Influence Toolkit	UNI	RecycAl IESRdl
D5.4	WARP Conference	Albacademy	NTUA FK
D5.5	Assessment report of Dissemination and Community Engagement Actions	UNI	Albacademy PLASTIKA
D6.1	Project Handbook	IES	All Partners

5.2 Quality process per deliverable

The quality process for each Deliverable consists of seven (7) steps, which include both internal and external Deliverables' assessment and revisions. It is important to note that the internal evaluation will be conducted after finalisation of each Deliverable. External evaluation will be conducted only after finalising the selected public Deliverables. Therefore, steps 4 to 6 apply exclusively to those Deliverables.

THE WARP QA PROCESS PER DELIVERABLE

Step 1: Partner responsible for the delivery of output requests QAC to internally review the deliverable

Step 2: QAC reviews deliverable within one week

Step 3: The Partner responsible for the deliverable implements QAC feedback within one week

Quality of the deliverable is therewith internally approved.

Step 4 (when applicable, may be implemented simultaneously with **Step 3**): Coordinator sends the Deliverable to External Advisory Group (EAG) for external consultation

Step 5 (when applicable): EAG provides comments for Deliverable within one week

Step 6 (when applicable): Partner responsible for the Deliverable implements EAG feedback within one week.

Following those steps, the quality of the deliverable is finalised

Step 7: QA Reporting

5.3 Quality indicators

Each WARP deliverable will be evaluated against the following set of indicators:

Table 6 Quality indicators for project deliverables

QUALITY INDICATORS	
Structure:	✓ Structure of the deliverable ✓ Deliverable containing all necessary sections
Grammar and Syntax:	✓ Typos or spelling mistakes that make the deliverable hard to read
Understandability:	✓ Use of clear and concise language
Completeness:	✓ Deliverable containing all necessary information ✓ Satisfies the deliverable's description in the project proposal
Layout:	✓ Coverage and content follow the project template. ✓ Design following the ERASMUS+ and project visual identity rules.
Soundness of methods used:	✓ Appropriateness of the research/ study/ development/ evaluation etc. method.
Usefulness:	✓ Utility / practical worth/applicability of the deliverable for the target groups.

Sustainability:	✓ The deliverable can be sustained and or expanded within the target sector.
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Impact assessment in WARP is a continuing process embedded in the exploitation methodology and managed by the Feedback mechanism in WP1 in collaboration with QA assessment action in WP4. Results of the assessment are fed into the exploitation processes of WP5 for optimising results. As defined in the relevant section of the project description¹, this process uses a multi-level approach for measuring impact.

In short, the following steps are followed:

1. *Identification of basic project outputs that are set to have the major impact on stakeholders;*
2. *Identification of stakeholder groups and their association with the project outputs;*
3. *Identification of impact per output and stakeholder group. The organisation of impact factors to long- and short-term categories, identification of specific indicators per impact;*
4. *Selection of appropriate tools for measuring major impact categories per output;*
5. *Two-step survey for assessing impact: first assessment during output enactment (e.g. pilots or dissemination of output results) and a follow-up survey to assess long-term impact after some time (at least six months after the first step) to assess long term impact;*
6. *Collection of results, comparison and analysis;*

5.4 Evaluation forms

Both internal and external evaluators will assess deliverables/results based on the criteria presented in the previous section. Common evaluation/ feedback forms are developed for both levels of evaluation. The forms created are generic and can be modified to meet specific evaluation objectives.

Table 7 Overview of assessment forms depending on type of deliverable

TYPE OF DELIVERABLE	TYPE OF ASSESSMENT	USERS
Deliverable Evaluation Form	Evaluation Form	Internal and external deliverable reviewers
Project Meetings / Events Evaluation Form/ Training Sessions/ Workshops/ Twin- ning and Mentoring pro- gramme	Feedback form/ question- naires	WARP Partners and other partici- pants

¹ WARP project description. P. 30

Internal Project Evaluation Form	Feedback form	WARP Partners
Virtual Collaboration and Training Space & WARP Self-Paced Course Evaluation Form	Feedback form/ questionnaires	WARP Partners, EAG members, learners

6. Documents

Reports and Results in text will be produced in Microsoft Word: working drafts and editable working copies will be provided to partners as Word documents. The Project Coordinator will prepare a final version, which will be released as a PDF file. This PDF version will also be made available to partners on the project communication platform and will be considered as the definitive version of the Report or Result.

All Reports and Results, in text, should have a consistently styled cover sheet and structure, as regards the cover page, the second page and the document. Therefore, the branded Word Template, which is uploaded on Basecamp, should be used in all cases.

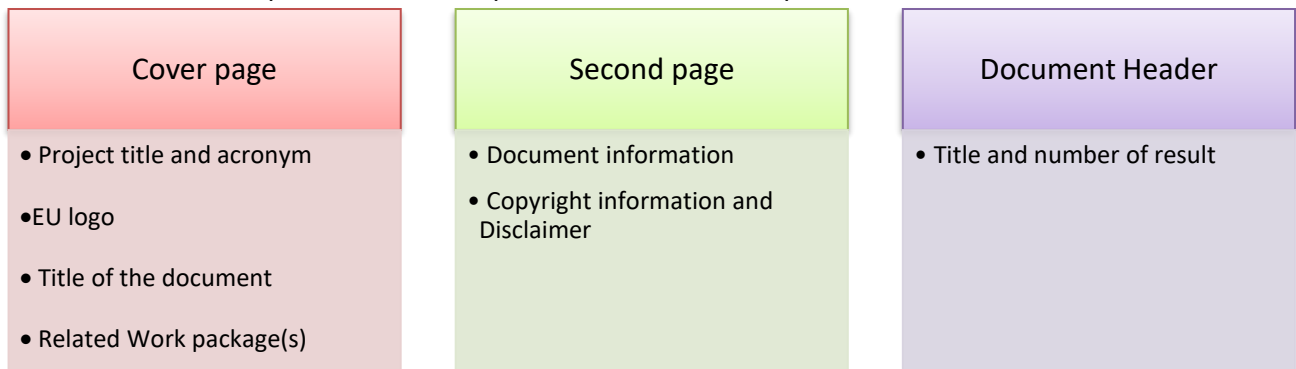


Figure 3 Cover sheet and structure

7. Risk Management

Risk is defined in ISO 31000 as the effect of uncertainty on objectives. Risk management involves identifying, evaluating, and prioritising risks, followed by the coordinated and economical application of resources to minimize, monitor, and control the probability or impact of negative events while maximising the realisation of opportunities.

The Risk management process prioritises risks based on their potential impact and likelihood of occurrence. Risks with a lower probability of occurrence and lower loss are handled in descending order of priority. In practice, assessing overall risk can be challenging. The following sections provide guidance to the WARP partners in identifying, assessing and responding to risks.

7.1 Risk identification

Risk identification will be performed throughout the entire life cycle of the WARP project, emphasising early identification of risks so that effective response planning and ongoing monitoring can occur. The WP Leaders will conduct risk identification per work package. All partners, especially those responsible for producing and delivering project results, will be encouraged to communicate any perceived threats to implementing project activities and results effectively with their leaders and then with the Team Manager and Project Coordinator.

7.2 Risk analysis

Once a risk or a group of risks has been identified and documented, it is essential to assess the likelihood of the risk occurring and then the size of the possible impact, if it does occur. Each identified risk will be assessed under 2 distinct criteria: (1) the likelihood of this potential risk becoming a problem, measured on a Likert scale of 1 to 3, where 1 indicates low likelihood and 3 indicated high likelihood, (2) the potential impact of the risk might have on the project, also measured on a Likert scale of 1 to 3 where 1 represents a low impact and 3 represents a high impact. The overall exposure to a given risk is estimated using the following risk matrix:

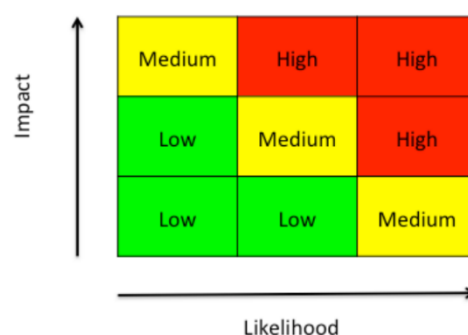


Figure 4 Risk analysis matrix

7.3 Response Planning

During risk response planning, strategies and plans are created to minimise the impact of the risk to a level that can be controlled and managed. During response planning, it is essential to focus on higher priority risks more than those of lower priority. Every risk that poses a threat should be assigned to a responsible party during the response planning process. The following strategies will be implemented (based on the risk category):

- **For high and medium -priority risks: Mitigation**

Risk mitigation involves reducing a risk's likelihood and/or impact to an acceptable level. Taking early and proactive measures to address a risk is often more effective than fixing the damage after the risk has materialised. Contingency planning is one example of risk mitigation.

- **For low-priority risks: Acceptance**

Acceptance is often regarded as a risk management strategy, as planning responses for every identified risk can be challenging. Risk acceptance should typically only be utilised for low-priority risks. There are two types of risk acceptance: passive and active. In passive risk acceptance, no action is taken. On the other hand, the active approach typically included revising cost and/or schedule to accommodate known or unknown threats. Adopting a risk acceptance approach focuses on monitoring the risk rather than reassessing it.

Table 8 Risk Level Management

Level of management	Responsibility	Period	Frequency of risk reviewing
Project level	Project Coordinator/Project Manager and SC	Overall length of the project	6 months, in combination with the Steering Committee meetings
Technical level	Technical Manager	Overall length of the project	6 months
WP level	WP Leader and WP Partners	WP duration	6 months before the Steering Committee meeting

Table 9 Critical risks and risk management strategy

Risk No	Description	WP No	Proposed risk-mitigation measures
1	Project Implementation delay Probability: Medium Impact: Low	WPs 1-6	Well-thought-out allocation of tasks and excellent communication.
2	Lack of partners' commitment- Poor team dynamics Probability: Medium Impact: High	WPs 1-6	Interactive team management, acting as a facilitator to resolve issues; Implement advanced communication methods for conflict resolution.
3	Lack of communication or consensus within the consortium Probability: Low Impact: Medium	WP6	Provide opportunity for staff feedback before procedure finalisation; Train staff and provide information.
4	Outcomes/reports/results with poor quality Likelihood: Low Impact: High	WP6, WP4	Quality control through regular updates and draft/review cycles. Timely review and proofreading to meet standards and deadlines. WP/Task Leaders assess content quality and alignment with objectives. Improvement areas and recommendations provided if quality is insufficient.
5	Failure in collecting sufficient data for needs analysis validation Likelihood: Low Impact: Medium	WP1	The mitigation strategy is based on contacting a relevant number of possible stakeholders through the VET partners. Also, our Consortium will use their networks and participation in other projects to collect relevant data.
6	The learning material is not relevant to the needs of the target groups Likelihood: Low Impact: Medium	WP3	Learning material will be developed through a participatory process. EU partners will lead methodology and instructional design, while VET partners will con-

			tribute course content. WP1 research findings will inform the material based on target group needs.
7	Dissemination and exploitation of the project results are not sufficient to create impact. Likelihood: Low Impact: High	WP5	Dissemination activities have been planned to create a multiplier effect with the engagement of the CoP in mind. The Consortium is strongly engaged in sustaining the impact through the Innovation and Sustainability plan that will be discussed at an early stage. A dedicated work package for dissemination and sustainability will be planned and executed.
8	Funding cuts due to non-compliance with the Erasmus+/EU contractual obligations. Likelihood: Low Impact: High	WP1-WP6	Provide an updated project operational work plan; Frequent online meetings; Continuous communication; A well-established monitor and control procedure; Change Management; Documentation of each scope creep.
9	Inputs from partners are of low quality Probability: Medium Impact: High	WP1-WP6	A well-developed Project Quality Plan; A well-established monitor and control procedure; Insisting on validating requirements and specifications; Continuous reviewing and testing.
10	Change in the composition of the consortium i.e. withdrawal of one partner and/or addition of another Probability: Low Impact: High	WP1-WP6	Updated operational work plan with frequent meetings and continuous communication. Robust monitoring/control procedures and change request process via SC. Scope changes documented in lessons learned. Training for new co-beneficiaries and task reallocation if replacements aren't found.
11	No/little engagement from the identified target groups / beneficiaries Probability: Low Impact: High	WP1-WP5	Partners and support organisations guarantee direct access to TGs- Extensive dissemination in all countries involved

8. Conclusion

In full conformity with the WARP Description of the Action (Annex 1 of the GA), READLAB, Leader of WP4 and specifically Task T4.2 Develop a Quality Assurance plan, has developed in this Plan the quality control and evaluation methods, as well as the procedures that will be implemented during the WARP project to ensure its quality and systematically conduct evaluation assessments.

The Plan outlines specific QA and Evaluation indicators that will be measured utilising customised qualitative and quantitative data collection methodologies and tools. Feedback mechanisms inspired by ISO 9001 will ensure ongoing project monitoring, review, risk assessment and necessary adjustments.

The Plan, along with the Quality Assurance Reports, is expected to:

- Deliver high-quality project outcomes that respond to the needs of the target groups, are relevant and sustainable.
- Improve project design and implementation: Identifying areas for improvement contributes to a more effective realisation of the project objectives.
- Identify and mitigate risk through a carefully designed risk management plan.

Annex I. Deliverable Evaluation Form

DELIVERABLE EVALUATION FORM

Number of deliverable:	
Title of deliverable:	
Evaluation Form submitted by:	<i>(Reviewer Organisation)</i>
Date:	
Overall Assessment:	☐ Positive evaluation of the deliverable as it is ☐ Positive evaluation with suggestions ☐ Deliverable can benefit from an in-depth revision

Please rate the following:	Poor	Fair	Average	Good	Very good
Structure					
<i>Is the deliverable well structured?</i>	☐	☐	☐	☐	☐
<i>Does it contain all necessary sections?</i>					
Grammar and Syntax					
<i>Are there typos or spelling mistakes that make it hard to read?</i>	☐	☐	☐	☐	☐
Understandability					
<i>Is clear and concise language used?</i>	☐	☐	☐	☐	☐
Completeness					
<i>Does it contain all necessary information?</i>	☐	☐	☐	☐	☐
Layout	☐	☐	☐	☐	☐

Please rate the following:	Poor	Fair	Average	Good	Very good
Does it comply with the project template? Is it in line with the ERASMUS+ and project visual identity requirements?					
Soundness of methods used Is the research/ study/ development/ evaluation etc. method appropriate?	☐	☐	☐	☐	☐
Usefulness What is the utility/ practical worth/ applicability of the deliverable for the project target groups?	☐	☐	☐	☐	☐
Sustainability Can the deliverable be sustained and/ or expanded within the target sector?	☐	☐	☐	☐	☐
Comments (In case a criterion gets less than <i>Average</i>, please provide written explanation)					
How this deliverable/outcome could be improved? (optional)					

Annex II. Project Meetings/Events Evaluation Form

PROJECT MEETINGS/EVENTS EVALUATION FORM

Meeting Name:	
Date:	
Place:	
Hosting Organisation:	
Evaluation Form submitted by:	<i>(Reviewer Organisation)</i>
Date of submission:	

How satisfied are you:	Very dis-satisfied	Dissatis-fied	OK	Satisfied	Very sat- isfied
With the preparations made to organize the meeting?	☐	☐	☐	☐	☐
With the structure of the agenda? <i>subjects/issues covered</i>	☐	☐	☐	☐	☐
With the virtual/ physical ar-rangements/ accommodation?	☐	☐	☐	☐	☐
With support provided during the meeting? <i>technical support, meeting rooms, equipment, etc.</i>	☐	☐	☐	☐	☐
With the duration of the meet-ing? <i>eg. was sufficient time assigned to</i>	☐	☐	☐	☐	☐

<i>the discussion of important issues?</i>					
With the participation of project partners in discussions and decision making?	☐	☐	☐	☐	☐
With the scope of information presented?	☐	☐	☐	☐	☐
With the meeting's overall value in helping you achieve project goals?	☐	☐	☐	☐	☐
With the quality of the overall meeting?	☐	☐	☐	☐	☐
Comments <i>(strengths, weaknesses of this meeting/ event, Ideas for improving, etc.)</i>					

Annex III. Internal Project Evaluation Form

INTERNAL PROJECT EVALUATION FORM

Partner organisation:	
Date of submission:	

Please rate the following:	Strongly disagree	Disagree	Undecided	Agree	Strongly Agree
Relevance					
The project objectives, design and activities respond to the needs of:					
- VET Trainers	☐	☐	☐	☐	☐
- Partner Organizations	☐	☐	☐	☐	☐
- VET Educational Programmes designers	☐	☐	☐	☐	☐
- Professional Development VET Trainers	☐	☐	☐	☐	☐
-Policy Makers	☐	☐	☐	☐	☐
-International, regional, national, local actors and associations	☐	☐	☐	☐	☐
Other Stakeholders					
Coherence					
The project aligns with relevant national strategies and policy development in partner countries.	☐	☐	☐	☐	☐
The project aligns with relevant national sustainability-related needs in partner countries	☐	☐	☐	☐	☐

Effectiveness					
The project reaches its objectives and results	☐	☐	☐	☐	☐
The project results are of high quality.	☐	☐	☐	☐	☐
The users/ beneficiaries/ stakeholders are satisfied with project outputs.	☐	☐	☐	☐	☐
Efficiency					
The project activities and results are delivered in a timeframe which meets the initial or updated project planning/ Gantt chart.	☐	☐	☐	☐	☐
The cooperation among partners is effective.	☐	☐	☐	☐	☐
The communication and information flow within the consortium is effective.	☐	☐	☐	☐	☐
The procedures used for reaching decisions are effective.	☐	☐	☐	☐	☐
Partners know the tasks and deliverables they are assigned with.	☐	☐	☐	☐	☐
Partners dedicate sufficient resources (financial, staff, expertise, time, other) for quality project delivery.	☐	☐	☐	☐	☐
Impact					
The project has generated significant intended or unintended policy, social, environmental and/or economic effects.	☐	☐	☐	☐	☐
Sustainability					

Project results are effectively communicated to target groups/ potential beneficiaries.	☐	☐	☐	☐	☐
Stakeholders have contributed to the delivery of the project outcomes.	☐	☐	☐	☐	☐
The benefits produced by the project will continue to positively affect the stakeholders after project completion.	☐	☐	☐	☐	☐
Project outcomes can be freely accessible and available for use or re-use.	☐	☐	☐	☐	☐
Comments <i>(please explain your responses)</i>					

ANNEX IV Info Days evaluation form

Event Name:	
Date:	
Place:	
Hosting Organisation:	
Name/ Surname	
Country*	
Field of work:	

How satisfied are you:	Very dis-satisfied	Dissatis-fied	OK	Satisfied	Very sat-isfied
With the preparations made to or-ganize the event	☐	☐	☐	☐	☐
With the quality of discussions, participation and dialogue at this event	☐	☐	☐	☐	☐
With the duration of the event *	☐	☐	☐	☐	☐
With support provided during the event <i>technical support, meeting rooms, equipment, etc.</i>	☐	☐	☐	☐	☐
With the event's presentation of the WARP project, the objectives and scope of its work	☐	☐	☐	☐	☐

With the scope of information presented	☐	☐	☐	☐	☐
With the events overall value in helping you with your current work/profession/ field	☐	☐	☐	☐	☐
With the quality of the overall event	☐	☐	☐	☐	☐
Comments <i>(strengths, weaknesses of this meeting/ event, Ideas for improving, use or value of the event)</i>					

ANNEX VI WARP Virtual Learning Space

Number of deliverable:	D2.1
Title of deliverable:	Virtual Learning Space
Evaluation Form submitted by:	<i>(Reviewer Organisation)</i>
Date:	
Overall Assessment:	☐ Accept as it is ☐ Accept with revisions ☐ Deliverable can benefit from an in-depth revision

Please rate the following:	Poor	Fair	Average	Good	Very good
WARP Virtual Learning Space					
How do you rate the Virtual Learning Space in terms of user-friendliness?	☐	☐	☐	☐	☐
How do you rate the graphical user interface design of the Virtual Learning Space?	☐	☐	☐	☐	☐
How do you rate the functionality of the Virtual Learning Space in terms of performance?	☐	☐	☐	☐	☐
How easy is it to navigate the Virtual Learning Space?	☐	☐	☐	☐	☐
How do you rate the technical aspects (visuals, acoustics, streaming) of the course?	☐	☐	☐	☐	☐
Please rate the overall usability of the Virtual Learning Space.	☐	☐	☐	☐	☐

Please rate the following:	Poor	Fair	Average	Good	Very good
Training evaluation					
Are the contents of the modules presented in an understandable way?	☐	☐	☐	☐	☐
The objectives of the training were clearly defined.	☐	☐	☐	☐	☐
The training objectives were met.	☐	☐	☐	☐	☐
Usefulness of the training in addressing specific plastic waste and recycling needs	☐	☐	☐	☐	☐
The training material was of high quality.	☐	☐	☐	☐	☐
The training improved my knowledge and skills.	☐	☐	☐	☐	☐
Relevance of the training to your work and/or institutional context.	☐	☐	☐	☐	☐
The time allocated for training was sufficient.	☐	☐	☐	☐	☐
Overall quality and satisfaction with training	☐	☐	☐	☐	☐
Overall evaluation					
What was your overall experience of running the WARP Virtual Learning Space?	☐	☐	☐	☐	☐
How likely are you to recommend the WARP Virtual Learning Space to a friend/colleague?	☐	☐	☐	☐	☐
Open questions & Comments <i>In case a criterion gets less than Average, please provide a written explanation</i>					

Please rate the following:	Poor	Fair	Average	Good	Very good
Did the WARP Virtual Learning Space "crash" when you tested it? Did you find any bugs while navigating or using the WARP Virtual Learning Space? If yes, please specify:					
What were the main points that were new to you? How did your knowledge and skills improve regarding the topic?					
In what sense was the training content relevant for your daily work and your organisation? What did you take home?					
What were the strengths and weaknesses of this training? How it could be improved?					