

# *“How to describe and analyse institutions as to their Continuing Education Programmes and quality assurance system”*

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Objectives

Methodology

Results

Examples

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- Establish a common understanding amongst all partners about:
    - the definition and main characteristics of CEPs
    - quality assurance and its procedures
  - Identify the main commonalities and differences of quality assurance of CEPs.
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- Basis = pre-studies of the six HEIs
    - based on a template that has been designed to this aim
  - Advantages of using a template:
    - It guaranteed that the information provided touched the essential topics (next slide)
    - The information was mutually comparable
    - It resulted in an instrument that can be used to present a general state of the art with regard to QA for CEPs
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- The **items addressed** within the pre-studies include:
  - a general introduction to the university/institute
  - the identification of continuing education within the institution
  - the identification of procedures for the design of the CEPs
  - the identification of quality assessment procedures
  - a SWOT analysis
  - the description of some good practices.
  
- The template is **based on** the concept of the PDCA Deming quality cycle.

University	Aalto University	IL3-UB	K.U.Leuven	UCC	UNIBO	University of Warsaw
<b>Type of CE</b>	Continuing education programmes	University extension certificate course	Postgraduate programmes	Adult and professional courses	Master Universitario 1st Level	Open University
<b>Certification / attestation</b>	Certificate granted by Lifelong Learning Institute Dipoli	University extension certificate	Postgraduate certificate granted by the university and signed by the rector	Higher Diploma	Certificate of Master Universitario 1st Level	Certificate up to formula of Ministry of Science and Higher Education
<b>Size</b>	6-50 contact days	Less than 30 teaching hours	At least 20 credits	60 credits full-time or part-time	Two years part-time	3 months (30 - 90 didactic hours per course)
<b>Credits</b>	1-60	Less than 3	20 or more	60	60 to 70	No info
<b>Admission requirements</b>	Academic bachelor or master (or equivalent)	No qualification necessary	Bachelor or Master	Bachelor or level 7 on NFQ or equivalent	Min 1st cycle degree (Bachelor)	For all persons above 16 years old

- Certification
- Academic level

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