

Instructions for completing the Secretariat Survey - Update 2016

Introduction

The Secretariat Survey Update 2016 provides an opportunity for EQAVET members to add new information which reflects any changes or progression in relation to the ongoing development of their national approaches to the implementation of the EQAVET Framework since they last completed the survey in 2013.

In addition, the survey 2016 includes new questions which will need to be completed by all respondents.

Survey 2016

After a long process of consultation within the EQAVET network, the EQAVET Secretariat survey has been modified in order to improve the information provided by Member States and reflect current EU policy developments.

You have received 2 documents which are necessary for participating in the updating exercise. These are:

1. **The interactive PDF version of the survey 2016.** The file you received contains the answers provided by your country in 2013. The survey is divided into six sections:
 - Section A: National VET policy (questions 1-23)
 - Part 1: National approach to quality assurance
 - Part 2: Quality assurance approach for VET providers
 - Section B: Quality standards (questions 24-28)
 - Section C: The national reference point (questions 29-33)
 - Section D: The use of the indicative descriptors (questions 34-35)
 - Section E: The use of the indicators (questions 36-41)
 - Section F: Personal details

Questions 10-17 in Section A are new and need to be completed anew. Also questions 4 and 21 need to be reviewed as the definition of work based learning has been modified.

Question 30 in the survey 2013 has been deleted as the information asked was covered by the country reports for the EQAVET website.

2. A table (Table: *Updating Information*) which enables you to indicate what (if any) changes you have made in your answers provided in 2013.

When completing the survey you should do 4 things:

1. **You need to ensure that you have the latest version of Adobe Acrobat Reader installed on your computer.** It is free to download online at: <http://www.adobe.com/ie/products/reader.html>¹.

If you do not have the latest version, you will get the following message when trying to save the changes made:

“you cannot save data typed into this form. Please print your completed form if you would like a copy for your records”.

So, please, before commencing the completion of the survey, download this version of Adobe Acrobat Reader.

2. Answer the new and modified questions (i.e. questions 10-17, and 4 and 21);
3. Review the answers you have provided in 2013. If your situation has changed since you last completed the survey, you should make the relevant changes to the answers you have provided. If the situation has not changed you do not need to do anything.
4. Complete the Table: Updating Information. This will facilitate the work of the Secretariat in relation to reporting findings and any progress made between 2012, 2013 and 2016.

Please return your completed survey 2016 and the accompanying Table: Updating Information to the Secretariat at aoviedo@eqavet.eu no later than **30 September 2016.**

¹ Some older versions of reader will still work with the PDF but it is advisable that you have the latest software.

Please be aware that the document will print all visible text within the document. If text being entered is larger than the allocated text box area, will be visible but this will not print. So, it is recommended that you keep within the text boxes provided.