

Table: Illustration of a detailed action plan

Adapted from Bower, Carol E (2009). *Guide and Template for Comprehensive Health Improvement Planning* Version 2.1 Hartford CT: Connecticut Department of Public Health ; Planning and Workforce Development Section. 119 pp.

OVERARCHING GOAL : ALIGN THE CURRENT QA NATIONAL APPROACH WITH THE <i>EQAVET FRAMEWORK</i> : PRINCIPLES, METHODOLOGY, QUALITY CRITERIA, INDICATIVE DESCRIPTORS AND QUALITY INDICATORS (2014-2015).					
OBJECTIVE 1 : BY 2014 (QUARTER 1) ALIGN THE PRINCIPLES OF THE CURRENT QA NATIONAL APPROACH WITH THE PRINCIPLES OF THE <i>EQAVET FRAMEWORK</i> .					
STRATEGY FOR OBJECTIVE 1 : DEVELOP A MAPPING TABLE ON THE CORRELATIONS & GAPS BETWEEN THE PRINCIPLES OF THE CURRENT NATIONAL QA APPROACH AND THE <i>EQAVET FRAMEWORK</i> .					
Action Steps	Responsible team members	Resources needed	Other potential partners	Outputs	Time line¹
1.Research on existing mapping tables both at national level and European level	Members of the assigned planning team (comprised of a balanced representation of key stakeholders) to align current QA approach with the <i>EQAVET Framework</i>	Dedicated staff of national or regional administration; PCs with internet access	European organisations in the field of QA in education; senior officials in EU Member States	Inventory of researched material	2-15 Jan
2.Adopt and adapt a template	Adoption of template by the team to be followed by its adaptation by a dedicated subgroup of team members	Dedicated team members with knowledge of both national QA approach(es) and the <i>EQAVET Framework</i>	University researchers, educationalists /individual experts in VET QA; European organisations, senior officials in EU Member	Draft 1 of adapted mapping table	16 Jan- 10 Feb

¹ **Note:** This timeline is merely indicative and is used as an illustration for a hypothetical case.

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			States		
3. Peer review and update of template	Peer review by a balanced representation of key stakeholders; update by team members, i.e. designated subgroup responsible for the template adaptation	Dedicated staff to email updated material to members of team	University researchers on QA in education, educationalists/ individual experts in VET QA, European organisations, senior officials in EU Member States	Draft 2 of adapted mapping table	11- 28 Feb
4. Test mapping table in focus group	Balanced representation of of both internal and external stakeholders	Expenses to convene participants of the focus group Printing of handouts	University researchers on QA in education, educationalists /individual experts in VET QA	Report on feedback from the focus group	1-8 March
5. Use feedback to finalise the mapping table	Subgroup will use feedback to update the mapping table and the whole team will finalise it	Dedicated team members	University researchers on QA in VET, educationalists /individual experts in VET QA	Final draft of mapping table	9- 21 March-
6.Hold workshop to validate final version	All members of the assigned team, other representatives of key stakeholders,	Expenses to convene participants of the workshop;	Educationalists/ individual	Validated final version of	22-30 March

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	university researchers	Printing of handouts	experts in VET QA European organisations, senior officials in EU Member States	mapping table	
7.Communicate an output to wider audience of VET providers	Communications specialist	Marketing flyers, IT tool, etc	Key stakeholder organisations	Final version of mapping table as adopted by national authorities	As from March 2014
Other actions					