

**| 7. EQAVET+ guidelines**

**Resp. Ilmiolavoro srl supported by all partners**

The reference



[Editable graphic](https://docs.google.com/presentation/d/1QIs4X_Cx9gng2-8WI6Qf1XL8FqdXHIKA/edit?usp=share_link&ouid=111465666618236716430&rtpof=true&sd=true)

**Guidelines on Quality Assessment and Self-Assessment in line with the updated EQAVET+ framework**

In order to implement quality procedures before, during and after the WBL pathway, we have prepared the following checklist with the aim of helping anyone - with a responsibility in the coordinating and in the guidance of WBL pathways - to carry out the activities required.

The checklist should be used by the workplace tutor: every time one of the planned activities is completed, the tutor can put a check mark, insert the date and sign. This tool will also allow one to check if something hasn’t been carried out or has not been carried out after the deadline.

**Checklist n 2 EQAVET procedures before, during, and after the WBL**

| **ACTIVITY** | **TICK** | **DATE** | **SIGNATURE** |
| --- | --- | --- | --- |
| **Before WBL Activities** |
| You have promoted the WBL programs for the involvement of the host subjects | ☐ |   |   |
| You have acquired the availability from the host subjects to host organisation/family visits | ☐ |   |   |
| You have developed a WBL pathway starting from the learning outcomes | ☐ |   |   |
| You have developed one or more Learning Units starting from the learning outcomes | ☐ |   |   |
| **ACTIVITY** | **TICK** | **DATE** | **SIGNATURE** |
| **During WBL activities**  |
| You have prepared the learners/care workers for the WBL pathway |  |  |  |
| You have developed an individualised project starting from the learning outcomes |  |  |  |
| The individualised project has been approved/shared by the learner/care worker  |  |  |  |
| You have drawn up the management and monitoring plan |  |  |  |
| You have communicated the monitoring activities to the interested parties (WBL tutor, learner/care worker...) |  |  |  |
| You have carried out the activities of WBL at the host organisation |  |  |  |
| You have completed the formative assessment |  |  |  |
| You have updated the monitoring results |  |  |  |
| You have evaluated the need for modification, correction, remodulation path and, if necessary, have modified, corrected, or reshaped the path(effectiveness evaluation and improvement plan) |  |  |  |
| You have reported the progress of the WBL pathway to the learner/care worker |  |  |  |
| You have prepared a final monitoring report (comment on the results) |  |  |  |
| **ACTIVITY** | **TICK** | **DATE** | **SIGNATURE** |
| **After WBL activities**  |
| You have certified the skills developed by the learner/care worker | ☐ |   |   |