



Avicenna International Community College LTD

## Rule of Evaluation of Vocational Education Program

Tbilisi

2018

## Article 1

Internal and external mechanisms are used to ensure quality improvement of the educational process at Avicenna International Community College LTD (hereinafter referred to as "Institution"). The objective of which is to monitor the continuity of monitoring quality, development and improvement. For implementation of the goals, the Quality Assurance Service uses the so-called " PDCA approach:



**P – Plan** - Strategic and Action Plans, which will determine the perspectives of short-term and long-term development and ways to achieve;

**D – Do** - - Describes the processes and sub-processes that are determined for achieving strategic and action plans;

**C – Check** - - Checks done work to improve the level of learning and teaching by all structural units involved in the learning process;

**A – Act** - - Based on the monitoring results, the ways of eradicating existing problems develop innovative approaches in coordinated activities of the structural units and implement measures to improve the quality of human resources involved in the learning process.

According to this approach, completion of one phase means starting the second phase and so on

Implementation of continuous improvement mechanisms of quality helps to monitor the current stage of teaching and to determine the level of teaching quality training at the next level.

## Article 2

Establishment of Vocational Education Program Implementation System and the relevant activities are carried out by the quality assurance manager of the institution, namely, the Quality Assurance Manager carries out measures for systematic improvement of the quality of the learning process (develops and submits to the director: a student's questionnaire, a questionnaire for a professional teacher, a graduate survey, and an educational program evaluation questionnaire by the employer), cares about the professional growth of vocational teachers, the introduction and development of modern methods of teaching and evaluation, increasing the additional services of vocational students, library, material resources and administrative staff service for professional students.

### Article 3

In order to ensure successful implementation of the learning process in the institution, it is necessary to regularly observe the process and implement relevant support activities. In order to evaluate the implementation of Vocational Education Programs, a group of internal support groups will be established on the basis of the order of Director of the Institution, which includes Quality Assurance Manager, other representatives of the Institution Administration and Head of the relevant Vocational Education Program. The internal support team is headed by Quality Assurance Manager. The internal support team will develop an action plan which is approved by the order of the director. The main objective of this Action Plan: attendance to studying process, study and analysis of questionnaires, preparation of the report for external support team. Based on the results of the assessment of the Vocational Training Program, the Internal Support Group will develop recommendations and submit to the Director of the Institution, after which the following recommendations of the Internal Support Group are discussed and the relevant report is prepared. Each activity carried out by the internal support group shall be formalized as a meeting protocol signed by the members of the internal support group. The Internal Support Team acts in accordance with the provisions of this Regulation, the Rules of Regulation of the Study, Internal Regulations of the Institution and other internal legal acts and is responsible toward the Director.

### Article 4

In order to evaluate the implementation of the vocational curriculum program in the institution, is checked the following:

- ✓ Vocational education program and separate components included in the program;
- ✓ Personnel of vocational education program;;
- ✓ Learning environment;
- ✓ Involvement of vocational students in the learning process;;
- ✓ Competitiveness of Graduates through studying the employment rate.

In order to improve the implementation of the professional curriculum, the institution uses the feedback mechanism of the interested parties involved in the learning process, which is expressed through a regular survey of professional students, vocational teachers, graduates and employers.

The main goal of assessing the implementation of the Vocational Training Program is to identify the gaps in the professional curriculum programs and fix their ways of elimination. For the effective implementation of this process, it is necessary to have full involvement of professional students, vocational teachers, graduates and employers of the institution.

#### **Article 5**

The following forms of verification of the implementation of the vocational curriculum program are used for determination of compliance with the institution's mission:

✓ **Assessment of vocational teacher activity;**

Through the internal support team, theoretical and practical studies, as well as the periodic attendance at the assessment process and the questionnaire approved by the director of the institution, vocational student's work will be examined by the professional students survey, the results of which will be reflected in the corresponding protocol and the analysis will be done during the completion of the module and the relevant recommendations will be presented to the vocational teacher.

✓ **Assessment of a specific module by a vocational teacher;**

After completing each module by the vocational teacher, the implementation of the module is conducted through the questionnaire approved by the director's order. Based on the questionnaire filled by the vocational teacher, the Quality Assurance Manager evaluates the strengths and weaknesses of the Module and submits it to the Internal Support Group of the Institution that submits to the external support group. Based on all the above mentioned, the modification of the relevant module is implemented in accordance with the rules regulating the educational process of the institution.

✓ **Enquiry of vocational students**

Vocational student inquiry is conducted in the following directions:

- Module evaluation;
- Evaluation of vocational teacher and study process;
- Evaluation of resources and learning environment.

Vocational students are surveyed through questionnaires approved by the Director of the institution, in particular, after completion of each module, vocational students fill up questionnaires, and their anonymity is protected.

✓ **Graduates enquiry:**

Quality Assurance Manager conducts enquiry of graduates aimed at identifying competitiveness of the graduates and reviewing the requirements for further professional development of vocational students based on this.

✓ Definition and analysis of Graduate Employment Statistics:

The institution maintains annual recruitment of its graduates, based on which the employment statistics are determined. The analysis of these statistics is conducted by the Internal Support Group and the Director of the Institution.

✓ **Enquiry of employers**

Quality Assurance Manager implements an employer's inquiry aimed at determining how professional skills developed by the professional student in the field of employment, whether vocational students need additional internships, and how appropriate the competence of the graduates with the requirements of the relevant positions of the employer institutions / organizations is, how enough is the duration of the vocational education program for achieving the goals set out in the program and so on. The Quality Assurance Manager will draw recommendations on the basis of this survey to improve the quality of the study process.

### Article 6

Meetings with vocational teachers at regular intervals (periodicity is determined by quality assurance manager) are planned at the institution. The aim of these meetings is to ensure the involvement of vocational teachers and their recommendations in vocational education programs curriculum and further development.

### Article 7

Annually, after the completion of the academic year, the internal support team will review the results of the activities carried out and develop appropriate recommendations, that will be submitted to the Director of the Institution.

### Article 8

1. The Director of the institution shall approve the procedure of assessing the implementation of the present vocational curriculum program.
2. Amendments and / or changes to the rule of assessment of the implementation of this professional educational program are based on the order of the Director of the Institution.

✚ **Annex 1** - The protocol reflecting the results of periodic attendance on theoretical and practical studies and evaluation process by the internal support group.

✚ **Annex 2** – Vocational student questionnaire;

✦ **Annex 3** - Questionnaire for a vocational teacher;

✦ **Annex 4** - Graduate interview form;

**Annex 5**- An employer's educational program evaluation questionnaire.

**Annexes are an integral part of the present Rule.**



Avicenna International Community College Ltd.

**The protocol #**  
**reflecting the results of periodic attendance on theoretical and practical**  
**studies and evaluation process by the internal support group**

Name of vocational education program: \_\_\_\_\_

Name of the module: \_\_\_\_\_

Name/surname of the vocational teacher: \_\_\_\_\_

Theoretical study

Practical study

Evaluation

1 The topic to be discussed is in conformity with the topics covered by the calendar plan

yes       no

2 The teaching methods used by the vocational teacher are in conformity with the calendar plan and module

yes       no

3 The used study resources are in conformity with the calendar plan and module

yes       no

4. The process is implemented with active involvement of students

yes       no

5 Hours intended for the study process is enough

yes

no

Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Members of the internal support group:

1. \_\_\_\_\_  
(name, surname, signature)

2. \_\_\_\_\_  
(name, surname, signature)

3. \_\_\_\_\_  
(name, surname, signature)

4. \_\_\_\_\_  
(name, surname, signature)

5. \_\_\_\_\_  
(name, surname, signature)

Date: \_\_\_\_\_  
(day, month, year)



## Vocational student enquiry

Module	
Teacher of module	

Please, mark your answer with X. If necessary, make a comment / recommendation.

Nº	Questions	yes	Partially	No	Comment /recommendation
<b>1. Preparation</b>					
1.	The college provided me with information about modular teaching				
2.	I was introduced to the module learning outcomes				
3.	I was introduced to the performance criteria				
4.	I got acquainted with how to evaluate my achievements within the Module / Program				
5.	I think that the learning outcomes of the Module / Program will be useful in my future professional activities				
6.	I know a whole modular training program and an appropriate study plan				

2. Learning process					
7.	Teacher / teachers explain the material well				
8.	I take the necessary assistance and consultation in the process of learning				
9.	The teacher systematically gives assessment, advice and recommendations about my achievements				
10.	The process of study is interesting				
11.	The hours provided for the module are sufficient for practical skills?				
3. Resources and training environment					
12.	Suggested training resources (Textbooks, Internet resources) meets my study needs..				
13.	Learning Resources Textbooks, Internet Resources) are available to me				
14.	Learning technical equipment / training materials are sufficient for the whole group (for modular training) - we do not have access to the problem of availability				
15.	Study Auditors (laboratories, workshops) are equipped with the purpose of the module				
16.	<b>Do you have a special educational need?</b> (Circle "yes" or "no")				<b>In the case of "yes", please specify:</b>
Comment:					

Please underline the one of the following answers

- a) I attended all classes
- b) I have a slight missed classes
- c) I miss almost half classes
- d) I do not attend most classes

The date of completion of the questionnaire:



## Enquiry of a vocational teacher

<b>Name of program</b>	
<b>Name of module</b>	
<b>Amount of credits</b>	
<b>Name, surname, contact information of a teacher</b>	

N	Questions	Yes	Partially	No	Notes / Recommendations
1.	Do you know this modular program completely?				
2.	Do you have experience in teaching course with similar learning outcomes as your module?				
3.	Did you participate in the development of the curriculum personally?				
4.	Have you personally participated in the development of a calendar plan?				
5.	Have you adapted the curriculum for the needs of disabled and students with special needs of education?				
6.	Is the module structure acceptable?				<i>In the case of answer "partially" or "no", you can submit your recommendations regarding the module structure:</i>
7.	Is the content of the module understandable?				<i>In the case of answer "partially" or "no", Specify your recommendations</i>
8.	Do the parts of the module require additional specification / definition?				<i>In the case of answer "partially" or "yes", Mark, what part of the module needs extra specification / definition</i>
9.	Do you think that the predefined modules are correctly defined?				<i>Your recommendations regarding the prerequisites of the module.</i>
10.	Do you fully consider whether the Module Assistant Records are in the development of a calendar plan?				<i>In the case of answer "partially" or "no", You can submit your recommendations / notes</i>
11.	Have you fully considered module Assistant Records for Evaluation?				<i>In the case of answer "partially" or "no", You can submit your recommendations / notes</i>
12.	Are the recommended topics in accordance with Learning outcomes to be achieved?				<i>In the case of answer "partially" or "no", You can submit your recommendations / notes</i>

13	How appropriate are the teaching methods with learning outcomes to be achieved?				<i>In the case of answer “partially” or “no”, you can submit your recommendations / notes</i>
14	How appropriate are the evidences with learning outcomes to be confirmed?				<i>In the case of answer “partially” or “no”, you can submit your recommendations / notes</i>
15	How appropriate are recommended evaluation tools with performance criteria to be approved?				<i>In the case of answer “partially” or “no”, you can submit your recommendations / notes</i>
16	Is the total number of module hours adequate to achieve the planned learning outcomes?				<i>In the case of answer “partially” or “no”, you can submit your recommendations / notes</i>
17	Is the distribution of hours adequate towards learning outcomes and loading forms (lecture, practical, independent, evaluation)				<i>In the case of answer “partially” or “no”, you can submit your recommendations / notes</i>
18	Is the process of implementing your module provided with the necessary materials and inventory?				<i>In the case of answer “partially” or “no”, you can submit your recommendations / notes</i>
19	Is the process of implementing your module secured with educational resources (manuals, internet resources)				<i>In the case of answer “partially” or “no”, Please specify the guide you need</i>
20	Do you require extra training / counseling on any issues in order to effectively manage modular learning?				<i>In the case of answer “partially” or “no”, Please specify what issues do you need for extra training and counseling?</i>

Please, offer us recommendation proposals on additional measures to be implemented in relation to the program.

If necessary, provide additional recommendations / comments, suggestions:

The date of completion of the questionnaire: \_\_\_\_\_

Signature of the teacher: \_\_\_\_\_



## Graduate interview form

Please fill out the form and objectively answer the questions below to get real information and to make relevant changes in the professional education program based on this.

Vocational education program that you value \_\_\_\_\_

Level of teaching \_\_\_\_\_

1. The year you completed this program? \_\_\_\_\_

2. Are you employed? \_\_\_\_\_

3. Do you work in your specialty? \_\_\_\_\_

4. Which organization do you work and your position?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. What are your responsibilities in this position?

\_\_\_\_\_  
 \_\_\_\_\_

6. How would you assess your professional capabilities from the following five competencies?

No	Competence	1	2	3	4	5
1	Wide knowledge and understanding of the field					
2	Ability to use knowledge of the field in practice					

3	Making conclusion					
4	Skill of communication					
	Skills for further development and learning					
5	Ability to establish characteristic values for professional activities					

7. Which of the above listed competences do you think is more important for a person?

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8. Which of the above listed competences do you think is less important for a person?

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9. Modular vocational education program consists of training modules, in your opinion:

a. Which modules are important within the program?

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b. Which module should be paid more attention?

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c. Which module is less valuable to be studied?

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10. Are there new requirements in the mentioned field that need to be reflected in the program?

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## An employer's educational program evaluation questionnaire

Vocational Education Program \_\_\_\_\_

Level \_\_\_\_\_

Name, surname \_\_\_\_\_

Held position \_\_\_\_\_

1. In your opinion, how appropriate is the vocational skills of the student with the field of employment

- corresponds
- does not correspond
- less corresponds

Please write your position:

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2. Do you think it is necessary for employment to get additional internships?

- yes
- no
- preferably

In case of positive answer, explain the reasons

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3. Is the Competence of Vocational Education Graduates in compliance with the requirements for the appropriate position in your institution / organization.

- corresponds
- does not correspond
- less corresponds

Please write your position

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4. In your opinion, how much is the duration of the modular practice provided by the Vocational Education Program for achieving the goals set out in the program.

- enough
- not enough
- partially enough

Write your position

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5. Is the material-technical base sufficiently equipped to give to the vocational student vocational skills provided by a practical module?

- enough
- not enough
- partially

Write your position

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6. Whether the vocational education program provides successful employment and career advancement of a vocational student

- provides
- does not provide
- partially provides

Write your position

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**10. Additional Notes and Recommendations**

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