

Procedure 04.01 Internal Evaluation
Form 04.01-5

KEDIVIM INTERNAL ASSESSMENT

Lifelong Learning Center

Year:

A. INTERNAL EVALUATION BY PRINCIPLE OF THE STANDARD

1. KEDIVIM's Strategy & Quality Policy		YES	NO	N/A	COMMENTS
1.1	KEDIVIM Quality Policy				
1.2	Quality Goals				
1.3	KEDIVIM's strategy				
Comments (Please note any additional comments you may have on each criterion/indicator)					
2. Structure, Organization & Operation, Allocation and Management of KEDIVIM Resources		YES	NO	N/A	COMMENTS
2.1	KEDIVIM Internal Operating Regulations				
2.2	Decision of the Senate – Establishment of KEDIVIM				
2.3	Administrative Structure of KEDIVIM				
2.4	KEDIVIM Support Staff				
2.5	Infrastructure available to the Foundation at KEDIVIM				
2.6	Services available to the Foundation at KEDIVIM				
2.7	Trainers – Registry				
2.8	Informative Material for Trainees on Services				
2.9	KEDIVIM Annual Budget				
2.10	KEDIVIM Tuition Utilization Plan				
Comments					

<i>(Please note any additional comments you may have on each criterion/indicator)</i>					
3. Design & Approval of KEDIVIM's Educational and Training Programs		YES	NO	N/A	COMMENTS
3.1	Template Program (<i>completed</i>) <i>Different Models if there are variations depending on the category to which the program belongs</i>				
3.2	Expected Learning Outcomes (<i>E.P.P. 5</i>)				
3.3	Internship				
3.4	Teaching Methods				
3.5	Evaluation of Learners				
3.6	Connection to the Labour Market				
3.7	Synergies & Collaborations with partners (<i>stakeholders</i>)				
3.8	Cooperation with Liaison Office				
3.9	Study Guide				
3.10	Course Outlines				
3.11	Lesson Outline Template				
3.12	Trainers – Registry				
3.13	KEDIVIM Trainers Register Regulation				
Comments <i>(Please note any additional comments you may have on each criterion/indicator)</i>					
4. Admission of Learners, Stages of Studies, Recognition of Studies & Receipt of a Certificate		YES	NO	N/A	COMMENTS
4.1	KEDIVIM Study Regulations				
4.2	Regulation of the Mechanism for the Management of Complaints and Objections of KEDIVIM Trainees				
4.3	Model Certificate/Certificate of Studies & Acquisition of Skills				
4.4	Model Certificate Supplement (<i>Greek & English</i>)				
Comments <i>(Please note any additional comments you may have on each criterion/indicator)</i>					

5. Annual Periodic Internal Evaluation of KEDIVIM		YES	NO	N/A	COMMENTS
5.1	Internal Evaluation - Annual				
5.2	KEDIVIM Feedback Mechanism				
5.3	KEDIVIM Decision-Making Procedures				
5.4	Process for the Reassessment, Readjustment and Improvement of Programs				
5.5	Documentation Material (<i>Studies, etc.</i>)				
Comments <i>(Please note any additional comments you may have on each criterion/indicator)</i>					
6. KEDIVIM Quality Data Collection: Measurement, Analysis & Improvement		YES	NO	N/A	COMMENTS
6.1	Petitions – OPESP				
6.2	KEDIVIM Information System				
6.3	Learner Assessment Data				
6.4	Questionnaire (Sample, fully completed)				
6.5	Results of Statistical Processing of Questionnaires - Conclusions				
6.6	Other Tools – Procedures for Data Collection (<i>Educational and Administrative Function</i>)				
Comments <i>(Please note any additional comments you may have on each criterion/indicator)</i>					
7. Disclosure of Information		YES	NO	N/A	COMMENTS
7.1	KEDIVIM website				
7.2	Bilingual KEDIVIM Website				
7.3	Website Completeness (Greek)				
7.4	Website Completeness (English)				
7.5	Website Maintenance/Renewal Process				
Comments <i>(Please note any additional comments you may have on each criterion/indicator)</i>					

8. External Evaluation & Certification of KEDIVIM		YES	NO	N/A	COMMENTS
8.1	KEDIVIM External Evaluation & Certification Procedure				
8.2	Progress Report (Results from the Utilization of Possible Recommendations of the External Evaluation & Certification Report)				
Comments <i>(Please note any additional comments you may have on each criterion/indicator)</i>					
B. COMMENTS ON THE INTERNAL EVALUATION					
<p>The Quality Assurance Committee of the Aristotle University of Thessaloniki at the Meeting..... and having taken into account:</p> <ul style="list-style-type: none"> • The HAEAE Certification Standard • The data of the OPESP of the HAEAE • Available Statistics • The Course Outlines • The ratings • KEDIVIM's website • The founding documents of KEDIVIM • KEDIVIM's Certification Proposal • The documentation • The cooperation with the heads of KEDIVIM <p style="text-align: right;">Made</p> <p>in the Internal Evaluation of KEDIVIM of the Aristotle University of Thessaloniki and came to the following findings:</p>					
B1. FINDINGS					

<u>B1.1. POSITIVE POINTS/GOOD PRACTICES</u>		
B.1.1.1		
B.1.1.2		
<u>B1.2. WEAKNESSES</u>		
<u>B1.3. PROPOSED PREVENTIVE/CORRECTIVE ACTIONS</u>		
C. Summary-Conclusions		
Director:		
KEDIVIM Officer:		
Responsible Officer of MODIP:		
Competent member of the Quality Assurance Committee:		
Date:		
The President of the Quality Assurance Committee	The Secretary of the Quality Assurance Committee	