**CALL FOR EXTERNAL EXPERTS**

As part of the *Support to central government administration, awarding bodies and quality assurance institutions in implementing stage I of the Integrated Qualifications System* project, the Educational Research Institute is looking for experts to prepare expert reports on the quality assurance of the assessment of learning outcomes required for selected qualifications (from Poland or abroad) in the following priority areas:

1. **Agriculture.**
2. **Trade, sales, and customer service.**
3. **Manufacturing and production.**
4. **Lifelong learning.**
5. **Construction.**
6. Land management and planning, especially real estate management.
7. IT.
8. Finance, banking and insurance, accountancy.
9. Care services.
10. Sport, including recreational sport and competitive sport.
11. Tourism.
12. Environmental protection.
13. Telecommunications.
14. Transport.

The Educational Research Institute reserves the right to select primarily the experts – among those who will respond to this call for proposals and will meet the conditions described below – who will propose to prepare reports on qualifications in the areas 1 – 5.

**Requirements of the expert reports**

The expert report shall be on a qualification awarded in a given country for at least 5 years and answer the following questions:

1. **In which country, in which area (in relation to the list above) and for how long has the qualification been awarded?** What is the current name of this qualification? Please present its currently required learning outcomes.
2. **Are there national standards for the validation and conditions that must be met by the entities responsible for the qualification’s validation?** If so, what are they (e.g. human resources and/or the organisational and material conditions required to perform validation, other elements), and are these a formal part of the description of the qualification (if not – what is their status)? Who determined these requirements and on what basis? Have they ever been evaluated or are they reviewed periodically? If so – in which way, how often (in the case of cyclical evaluations), by whom and on what basis?
3. **How can the selected qualification be attained in your country?** Is this qualification attainable only through formal education (at school/university), non-formal education (after completion of training/course), as the result of informal learning (e.g. in the workplace)? Is the assessment of the selected qualification’s required learning outcomes adapted to the way the person has achieved them? If so, what is the adaptation process (e.g. it is possible to recognize prior learning in this process; one of the methods used in validation is workplace observation; evidence of having attained the learning outcomes is analysed; or, other solutions/methods for such an adaptation)?
4. **Is one institution responsible for validation or more?** What is this institution(s)?[[1]](#footnote-1) Is it public or private? What is the legal basis for its activities, what is its role in the national qualifications system, in which sector (in which sectors) does it work? Does the institution also provide the education/training process for attaining the selected qualification’s required learning outcomes? If so, did the institution separate the education/training processes from the validation process? If so, on what basis (is this a systemic requirement or was it at the initiative of the institution itself) and how is this done (e.g. persons who were not educated/trained in the given institution can also undergo validation and/or the institution has a policy whereby the assessor/examiner cannot be involved in their own students' validation process, as well as other rules regarding this separation)?
5. **How does the assessment of the selected qualification’s required learning outcomes take place?** Is it a multi-stage process? If so, what are the stages? Is the assessment process always the same? If not, what does this depend on, what is the course of assessing the achievement of the required learning outcomes by a particular person? What are the possible outcomes of the assessment process for the person undergoing validation (e.g. confirmation of the achievement of all learning outcomes required for the qualification and being referred to certification or confirmation of the achievement of some of the learning outcomes required for the qualification, or lack of confirmation and possible appeal of the decision)?
6. **What methods are used to assess the selected qualification’s required learning outcomes[[2]](#footnote-2)?** What tools are used (examples of tests, question databases, task sets, etc.)? Why are certain methods and tools used, and not others? Who decided this and on what basis? Have the assessment methods and tools been modified since this qualification began operating to the present time? If so, who decided to modify this, on what basis, what were the reasons for this and what were the modifications?
7. **Has the institution formulated requirements on the competences of the assessors/ examiners involved in assessing the selected qualification’s required learning outcomes?** If so, what are the requirements, by whom and on what basis are they formulated, and how are they fulfilled by the institution (recruitment, monitoring, evaluation, training, etc.)? Have these requirements been modified since this qualification began operating to the present time? If so, who decided this, on what basis, what were the reasons and modifications made?

If not, on what basis and how does the institution ensure that the assessment is carried out by competent persons?

1. **Has the institution formulated requirements on the organisational and material resources required to conduct the assessment of the selected qualification’s required learning outcomes?** If so, what are these requirements, by whom and on what basis are they formulated, and also, how are they fulfilled by the institution (monitoring, evaluation, etc.)? Have these requirements been modified since this qualification began operating to the present time? If so, who decided this, on what basis, what were the reasons and modifications made?

If not, on what basis and how does the institution ensure that the assessment is conducted under the proper conditions?

1. **Does the institution also have other solutions to ensure the quality of validation?** If so, what are these solutions (e.g. written premises, procedures, standards, etc.), who designed the solutions and how was this done? Have these solutions been modified since this qualification began operating to the present time? If so, who decided this, on what basis, what were the reasons and modifications made?

The expert report shall be 30-50 typewritten pages in length – excluding annexes, bibliography and footnotes (standardized page of about 2200 characters).

The Institute prefers to receive expert reports on market qualifications as defined by the Act on the Integrated Qualifications System.

The expert report is due 4-8 weeks after the date of signing the contract.

**Requirements of the experts**

We are seeking persons who meet the following conditions:

1. Minimum completed licentiate studies (prefer completion of Master’s degree, as well as studies in the field of the expert report – listed at the beginning of this document).
2. Knowledge of the chosen priority area in Poland or abroad, including knowledge about the methods of assessing learning outcomes and the quality assurance of awarding qualifications in that sector.

The following attributes shall be considered an advantage:

1. Experience in authoring or co-authoring publications (articles, expert reports) relating to the chosen priority area,
2. Experience in assessing the learning outcomes required for the qualifications of the selected priority area and/or experience in designing validation,
3. Experience in carrying out the tasks required of a person who has been awarded the qualification.

**Selection procedure**

1. Applications must be submitted by 31 August 2017
2. Applications of expert candidates shall consist of the following documents:
3. professional CV documenting that the candidate fulfils the conditions listed above,
4. proposed scope of the qualifications which could be the subject of the expert report, indicating the institution responsible for validating the learning outcomes required for the qualification and a brief justification of this choice,
5. estimated cost of the expert report, specifying the proposed method(s) of obtaining the answers to the questions listed in the section on “Requirements of the expert reports” (including at a minimum, an analysis of the contents and other optional methods, e.g. IDI, FGI, observation, etc.).
6. The application should be sent to [a.szymczak@ibe.edu.pl](mailto:a.szymczak@ibe.edu.pl) with the subject line reading: „Zgłoszenie na stanowisko Ekspert\_wsparcie IC” [Offer for the position of Expert\_support of AB (awarding bodies)] and include the number of the chosen priority area.
7. The following statement shall be included in each application: *Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie dla potrzeb niezbędnych do realizacji procesu rekrutacji* *(zgodnie z Ustawą o Ochronie Danych Osobowych z dnia 29.08.97 r. (Dz. U. z 2002 r. Nr 101, poz. 926 z późn. zm.)* [I agree to having the personal data included in my application processed to the extent required for the recruitment process (in accordance with the Act on the Protection of Personal Data of 29.08.1997, Journal of Laws 2002, No. 101, item 926 with later amendments)].
8. Applications and attached documents received from candidates are not returned.
9. Applications and attached documents received from rejected candidates are destroyed.
10. The Educational Research Institute reserves the right to verify the qualifications of a candidate by conducting an interview.
11. The Educational Research Institute reserves the right to contact only shortlisted candidates, who will be notified by telephone.
12. Awarding a contract for a given expert report may be carried out by conducting a request for offers among selected experts or as the result of an assessment of the offers submitted in response to an announcement published on the Institute’s website. In the latter case, selected experts will additionally be notified about the publication of the announcement.

The Educational Research Institute is an equal opportunities employer.

1. Case study should describe the process of validation (premises and requirements) on the institution chosen by the author of the report (with a brief justification of the choice). [↑](#footnote-ref-1)
2. The basic methods used in validation are: tests, interviews, debates, presentations, observations, simulations, a review of statements made by the person undergoing validation and an analysis of the evidence provided. [↑](#footnote-ref-2)