

BiH Training Module

Introduction

This training module is planned as a series of ten sessions delivered over five days designed to provide intensive training for BiH higher education staff (predominantly academic) on the development and implementation of Qualifications Standards (QS) and Occupational Standards (OS). It is a capacity building module for the preparation of future trainers (BiH staff) who, following the instruction will be equipped to provide high quality guidance and instruction in BiH Higher Education Institutions (HEIs). Trained staff will then be able to pass on their skills and abilities to train other staff and thus lay the basis of a BiH-wide capacity building initiative that would firmly embed effective practical and useful QS and OS as well as facilitate the development of new external reference point standards, the implementation of the BiH baseline qualifications framework (QF-BiH) and its associated action plan.

This work originates from the earlier work undertaken in several past joint European Commission/Council of Europe BiH projects including the '*Strengthening Higher Education in BiH (SHE)*' projects I (2003-2005), II (2006-2008), III (2009-2011), and is part of the current '*Strategic Development of Higher Education and Qualification Standards in BiH*' 2013-2015. The development of new experts and trainers, assuring quality of implementation of the baseline QF-BiH at all institutional and system levels, is of the utmost importance. This directly links to the future implementation of the BiH Action plan for QF-BiH and Higher Education (HE) reform in general. Both QS and OS have a vital role in making the QF-BiH a live practical and useful tool and ensuring the relevance and quality of education and training. Furthermore, the training module is intrinsically linked to the draft '*Manual for the development and use of qualifications and occupational standards in Bosnia and Herzegovina*'. This manual is being refined alongside the training module and both will form a valuable set of tools for to support the BiH trainers in their future activities.

The training will take place in Jahorina at Hotel Board in the week of 20-24 April: two sessions per day delivered over five working days. It will be delivered mainly in English.

Access profile

The selection of candidates for training will be based on strict criteria, which would normally include:

- Relevant experience of previous active and relevant project participation. The training is designed as an advanced course for those with prior appropriate knowledge and experience. Trainees should be well known within the sector and should have appropriate cross-sectoral (transferable/transversal) knowledge and skills;
- Firm commitments from their respective superiors that their newly trained staff will be expected (and supported/resourced) to undertake appropriate staff development activities and therefore to take a major role in curriculum development and institutional change;
- Training will be mainly delivered in English so all staff for training should have good English language skills.

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Staff to be trained should have prior exemption from teaching and administrative duties at their home institution(s). The criteria for the selection of staff to be trained include the following:

- An application form signed by the appropriate authority at the home institution that indicates exemption from all duties at the home institution for the full training week;
- Some priority will be given to staff that have participated in the current EU/CoE project;
- Submission of a brief CV that includes their current institutional role and a list indicating relevant experience, knowledge and skills associated with the proposed training.

It is emphasised that those who miss sessions (apart from illness or family crisis) or have poor English shall be removed from the training programme. The maximum number of staff for training should be 20. All participants will be provided in advance with an extensive list of materials, with which they should familiarise themselves prior to the training (see the list of 'essential resource material' below).

Aims¹

This module aims to:

1. Place the development and implementation of Qualifications Standards (QS) and Occupational Standards (OS) in the context of the European Higher Education Area (EHEA) and the European Qualifications Framework for Lifelong Learning (EQF); specifically the aspects associated with quality assurance, standards, curriculum development and the effective implementation of qualifications frameworks;
2. Train participants as trainers in their own right for the ongoing, effective development, use and implementation of QS and OS in BiH;
3. Provide BiH participants with the appropriate tools, materials and techniques to support them in the future creation and dissemination of QS and OS, linked to BiH higher education reform, and the capacity building of other BiH staff;
4. Create an autonomous self-sustaining network of QS and OS BiH experts able to train their colleagues;
5. Refine the training module so it can effectively support the '*Manual for the development and use of qualifications and occupational standards in Bosnia and Herzegovina*'.

Learning outcomes²

On completion of the training module (all units + assessment) successful participants will be able to:

1. Train colleagues as trainers in the use, development and successful application of BiH Qualifications Standards and Occupational Standards (QS and OS);
2. Explain, justify and critically analyse the role of QS and OS within the context of the QF-BiH, the European Higher Education Framework (EHEA) and the European Qualifications Framework for Lifelong learning (EQF);

¹ NB. These aims are the intentions and aspirations of those responsible for delivering the training.

² NB. These learning outcomes are the knowledge, skills and competences that the successful participants will (proven by appropriate assessment) acquire.

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3. Evaluate the function of QS and OS in any future referencing/self-certification of the BiH Baselines Qualifications Framework (QF-BiH) to the EQF and/or the Framework of Qualifications of the European Higher Education Area (QF-EHEA);
4. Promote QS and OS (including the BiH templates) and effectively communicate persuasive arguments to colleagues of the advantages and importance of their use in the context of BiH quality assurance, standards and recognition;
5. Apply QS and OS in the creation of new curricula (and the review and modernisation of old curricula) at QF-BiH levels 5, 6 and 7, EHEA first and second cycles and EQF levels 5, 6 and 7;
6. Justify, analyse and present the new processes of curriculum development using external reference points (including QS and OS), and create and recognise appropriate learning outcomes, delivery and assessment at the level of the qualifications (including their components units/modules);
7. Distinguish between learning outcomes, aims and competences, and identify and write suitable outcomes for transferable skills/employability skills in terms of appropriate ECTS credit weightings and allocations³;
8. Independently act as an effective autonomous trainer (capacity building) and support/resource person able to disseminate and explain materials (including case studies), and practically support BiH staff in the development and application of QS and OS, linked to higher education institutional reform.

Indicative content and sessions

This is an indicative listing of content. The five-day training agenda (see separate document) provides full details of the delivery and sequence of topics. The actual training sessions may vary in length and there may be minor changes in the order and content to accommodate the requirements of the participants (level of background knowledge, etc). The sessions will:

- cover the context of European higher education reform and recent HE/VET reforms within BiH;
- explore all aspects of Qualifications Standards and Occupational standards including their nature, role and development;
- demonstrate good practice associated with curriculum development related to external reference points (including QS and OS), level descriptors, student-centred learning, and the employability agenda;
- investigate and show the fundamental role of learning outcomes in educational reform, curriculum development, standards and assessment;
- examine all the quality assurance dimensions associated with QS, OS and the reform agenda;
- explore the implications of new 2015 '*ECTS Users' Guide*';
- relate QS, OS and overall HE reforms to the modernisation agenda challenges confronting BiH higher education institutions.

Teaching and learning delivery methods

³ Consistent with the updated material and emphasised in the new 2015 '*ECTS Users' Guide*'.

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The module is to be delivered in a series of intensive highly interactive sessions run over five days. Two experts will deliver the sessions. Where appropriate practical exercises will be used to explore the materials provided and apply them to real world situations likely to be faced by local disseminators.

The formal imparting of information will be, where possible, kept to a minimum as the required pre-reading should deliver much of the background factual content. In addition, essential materials for the following day's activities will be identified at the end of each daily session.

A series of tasks for individuals will augment the training, while small group activities will allow participants to report back solutions, issues and challenges. The various in-module sets of 'tasks' will be undertaken by all participants and are designed to embed the required skills, understanding and knowledge base.

Assessment rationale

In addition to the set of five in-module tasks there are two main assessment points. The first comes almost midway during the training and is of a formative nature. The main assessment takes place at the end of the training and is summative in nature.

The assessment is designed to allow participants to demonstrate that they can successfully and convincingly answer key questions and demonstrate appropriate skills concerning QS and OS in the context of the new European reform structures and devices.

In addition to the more formal assessment the module facilitators will observe the participants during the training sessions in terms of their: active contribution, input to the set tasks, and positive team interactions.

Essential resource materials

Those undertaking the module will be expected to read in advance selected materials from the following. This list will be further developed and some particular reading(s) will be identified for use during the following day's training.

- The draft '*Manual for the development and use of qualifications and occupational standards in Bosnia and Herzegovina*';
- The Bologna Follow-up group (BFUG) endorsed new (2015) ECTS Users' Guide (electronic version)⁴;
- The BFUG endorsed new (2015) '*Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)*'⁵;
- The 2011 BiH '*Curriculum Development Good Practice Guide*';
- The BiH Baseline Qualifications Framework;

⁴ Still to be approved by the EHEA Ministerial meeting in May 2015. This document can be accessed at:

<http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&ved=0CDIQFiAC&url=http%3A%2F%2Fwww.kvalifikacij.e.hr%2Ffags.axd%3Fid=653&ei=erkjVYz8M8iwUfbyggAN&usq=AFOiCNG54UmU7papxBc37tuj-gewqMgObQ&bvm=by.89947451.d.d24>

⁵ Still to be approved by the EHEA Ministerial meeting in May 2015. These can be accessed at: [http://issuu.com/revisionesg/docs/esg - draft endoresed by bfug](http://issuu.com/revisionesg/docs/esg_-_draft_endoresed_by_bfug).

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- Examples of QS and OS developed previously on the current project;
- The *'Action plan for the development and implementation of the Qualifications Framework in Bosnia Herzegovina for the period 2014-2020'* as adopted by the Council of Ministers on 11th February 2015;
- Previous project outputs including the EU IPA publication - *'Roadmap for the development of occupational Standards for all occupations'*, the EU IPA publication - *'Handbook: Development of Occupational Standards'*, the European Training Foundation (ETF) publication - *'BiH Impact assessment of Vocational and Training Reform'* and the current TEMPUS *'BHQFHE'* project?⁶

Stephen Adam, Mile Dželalija 07.04.2015

⁶ Details can be accessed at: <http://www.cip.gov.ba/index.php/en/vijesti-eng/159-zapoceo-tempus-projekat-bhqfhe-eng>