



Education and Culture DG

Lifelong Learning Programme

BEQUAL Benchmarking tool USER MANUAL

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Welcome to the BEQUAL portal!

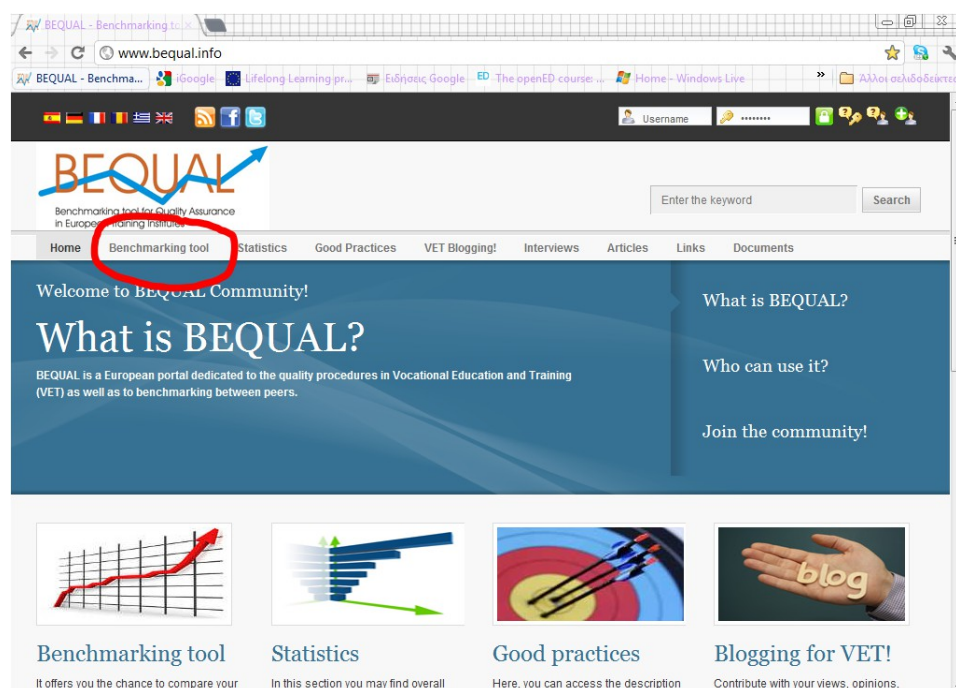
BEQUAL is a thematic portal for quality assurance in vocational education and training in Europe. BEQUAL aims to promote EQAVET and provide resources and tools for VET providers, in the field of quality assurance.

BEQUAL core instrument is the benchmarking tool that aims to guide VET providers to conduct a self-assessment of their quality processes and practices and at the same time compare to and benchmark with other VET providers in the whole Europe.

In this user manual we will try to guide you on how to use the benchmarking tool and benefit from it.

How to access the benchmarking tool

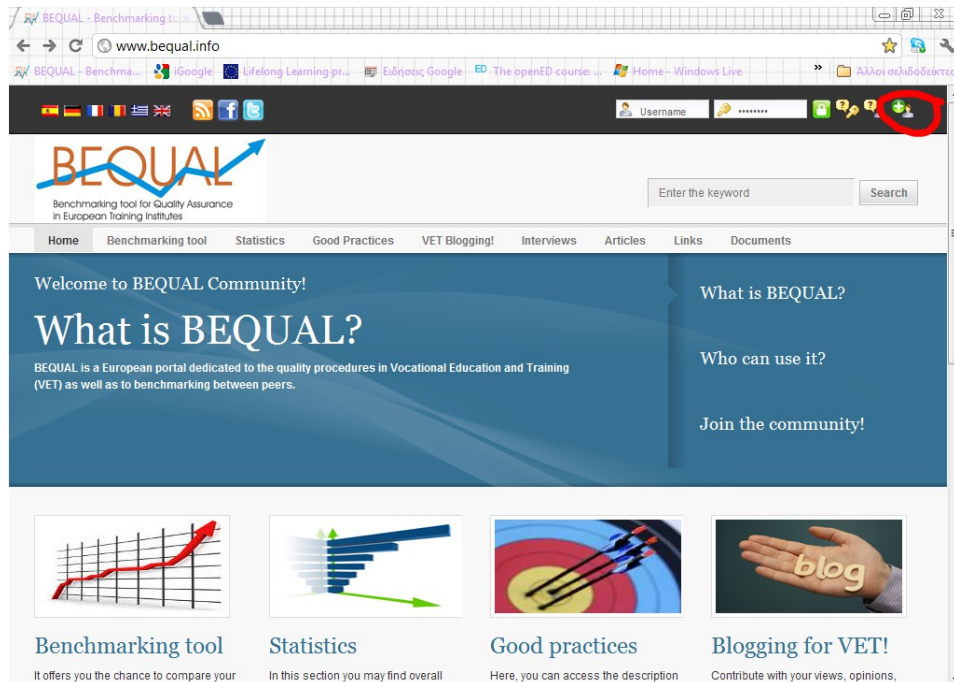
In order to access the tool, go to the BEQUAL website at <http://www.bequal.info> and then click on the button for the benchmarking tool.



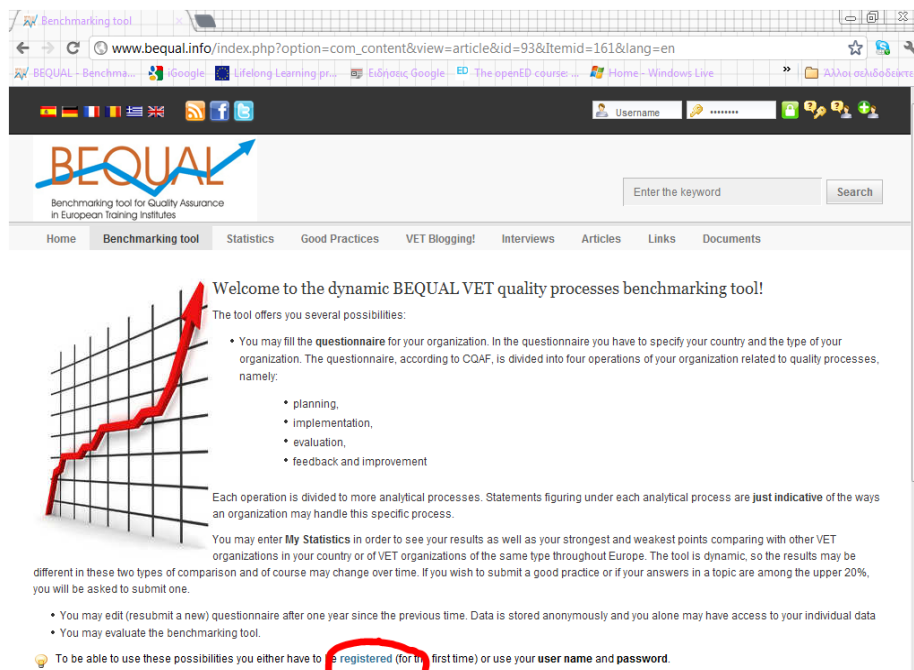
How to register to the benchmarking tool

There are two ways to register to the benchmarking tool.

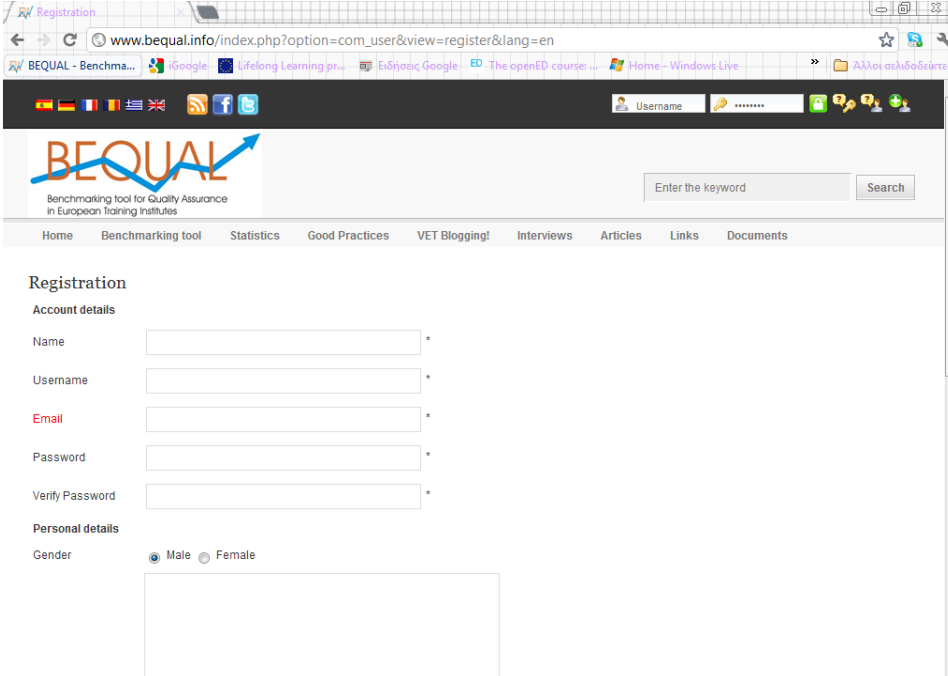
(a) In the right upper menu click the last icon (create an account)



(b) In the page of the benchmarking tool, click the hyperlink [registered](#).



Either way, you get the registration page, where you have to fill in your name and login details and in a voluntary way some other data.



The screenshot shows a web browser window displaying the BEQUAL registration page. The browser's address bar shows the URL: `www.bequal.info/index.php?option=com_user&view=register&lang=en`. The page features a header with the BEQUAL logo, a search bar, and a navigation menu. The main content area is titled "Registration" and contains two sections: "Account details" and "Personal details".

Registration

Account details

Name *

Username *

Email *

Password *

Verify Password *

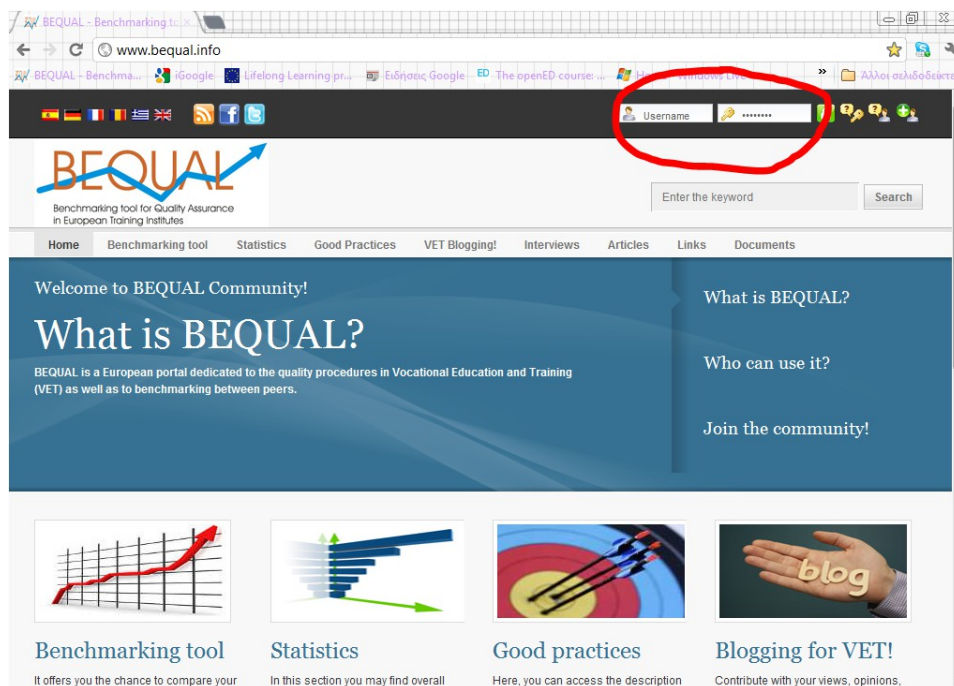
Personal details

Gender ☒ Male ☐ Female

Below the gender selection, there is a large, empty rectangular box for additional information.

How to login to the benchmarking tool

Once you have registered, you can access the tool, by filling your login name and password in the right upper menu.



Fill in the benchmarking questionnaire

Once you access the tool you are transferred to an introduction page, which contains a disclaimer for the use of the tool.

To continue to the next page you must click on the “Next” button at the bottom of the page.

www.bequal.info/index.php?option=com_bfsurvey_pro&view=bfsurveypro&catid=72&Itemid=163&lang=en

BEQUAL - Benchmarking tool for Quality Assurance in European Training Institutes

Hi Natassa Kazantzidou. Logout

Enter the keyword Search

Home Benchmarking tool **Statistics** Good Practices VET Blogging! Interviews Articles Links Documents

User Menu

- ▶ Benchmarking tool
- ▶ Evaluate the tool
- ▶ My Surveys
- ▶ My Statistics
- ▶ My Details

Benchmarking questionnaire

Please take a moment to complete this benchmarking questionnaire!

Name

Company

E-mail

Disclaimer

You are being invited to voluntarily fill-in the benchmarking tool. The purpose of the tool is to gather benchmarking data for quality assurance approaches and practices in vocational education and training. You are eligible to participate because you are a manager, quality manager or a representative of a VET institute.

If you agree to participate, your participation will involve completing a questionnaire of about 30 questions.

In the next page you have to select the type of institute that you represent.

www.bequal.info/index.php?option=com_bfsurvey_pro&view=sayg&Itemid=163

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Benchmarking questionnaire

Type of VET institute

☐ Lower Secondary vocational education and training
☐ Upper Secondary vocational education and training
☐ Post Secondary non-tertiary vocational education and training
☐ Higher vocational education
☐ Further education and training
☐ Apprenticeship training

next

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In the following pages of the benchmarking tool, you need to make a self-assessment of your quality processes and select the most appropriate reply.

Evaluate the benchmarking tool

Click on the button “Evaluate the tool” to fill in the evaluation questionnaire

The screenshot shows the BEQUAL website interface. The browser address bar displays www.bequal.info/index.php?option=com_bfsurvey_pro&view=sayg&Itemid=163. The website header includes the BEQUAL logo, a search bar, and a navigation menu with links: Home, Benchmarking tool, Statistics, Good Practices, VET Blogging!, Interviews, Articles, Links, and Documents. A user menu on the left lists: Benchmarking tool, Evaluate the tool (highlighted with a red circle), My Surveys, My Statistics, and My Details. The main content area is titled 'Benchmarking questionnaire' and contains a section 'Definition of needs in human resources' with the following text and list:

Once we set our objectives, we draw up a human resources strategy or an equivalent plan to support their achievement

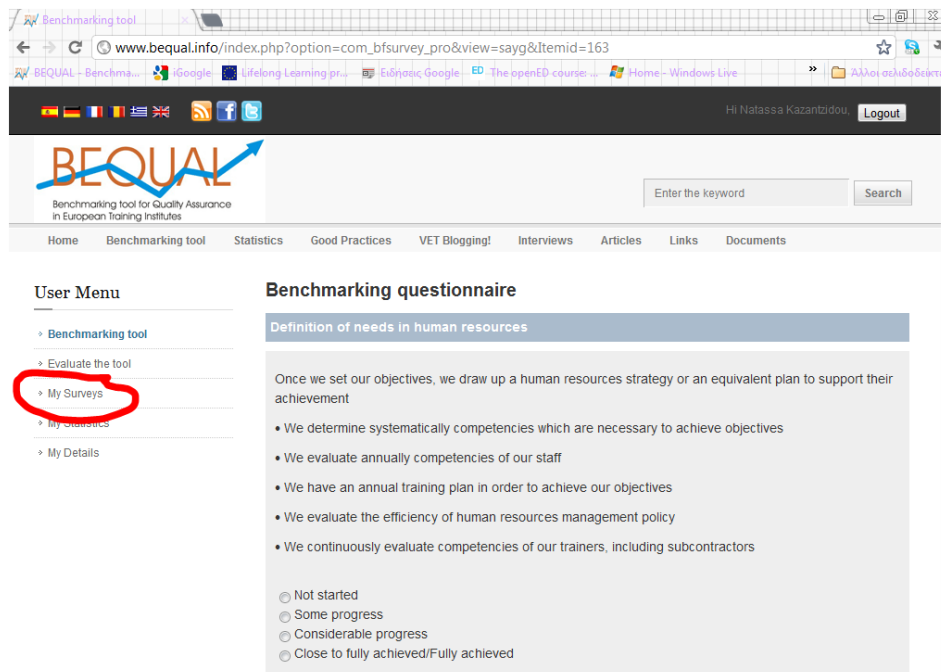
- We determine systematically competencies which are necessary to achieve objectives
- We evaluate annually competencies of our staff
- We have an annual training plan in order to achieve our objectives
- We evaluate the efficiency of human resources management policy
- We continuously evaluate competencies of our trainers, including subcontractors

Below the list are four radio button options:

- ☐ Not started
- ☐ Some progress
- ☐ Considerable progress
- ☐ Close to fully achieved/Fully achieved

My surveys

Click on the button “My surveys”, to assess the list of your replies to the questionnaire.



You can fill in the benchmarking tool for different organizations and in the “My surveys” page, you get a list of all replies. Next to each survey, there is an “edit” button, which is deactivated. The “edit” button gets activated, in one year after the filling in of the questionnaire, therefore you can enter the questionnaire and change your replies.

www.bequal.info/index.php?option=com_bfsurvey_pro&view=mysurveys&Itemid=165&lang=en

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- » Evaluate the tool
- » **My Surveys**
- » My Statistics
- » My Details

Date	Survey Name	
9th May 2012 11:50	IDEC SA	Edit
17th August 2011 11:58	T&OT	Edit
11th August 2011 07:00	IDEC SA	Edit

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Disclaimer
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My statistics

Click on the button “My statistics” to get your individualized report.

www.bequal.info/index.php?option=com_bfsurvey_pro&view=sayg&Itemid=163

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Benchmarking questionnaire

Definition of needs in human resources

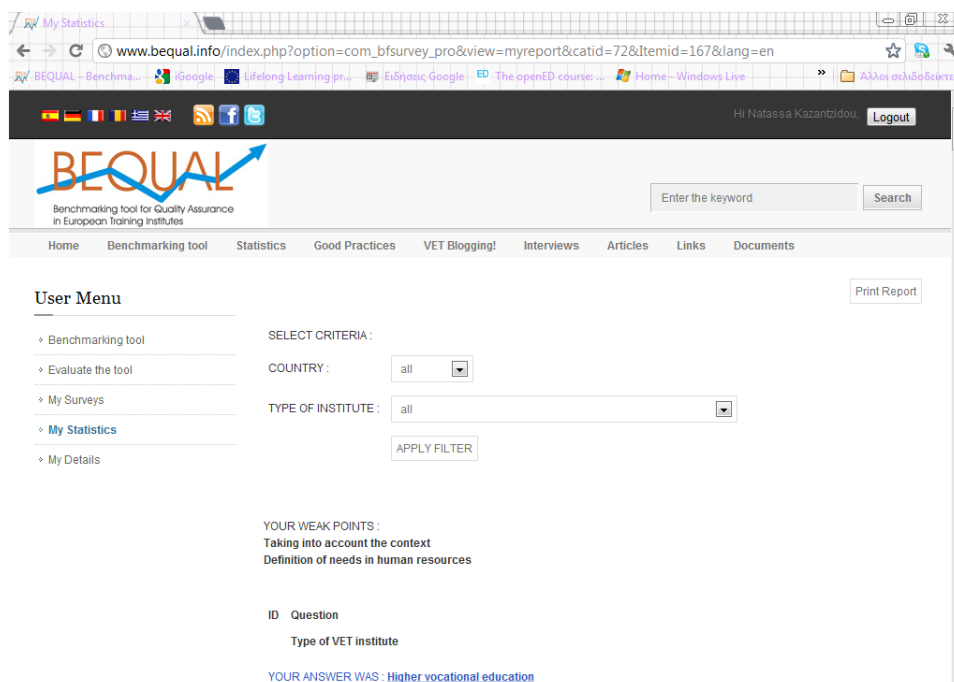
Once we set our objectives, we draw up a human resources strategy or an equivalent plan to support their achievement

- We determine systematically competencies which are necessary to achieve objectives
- We evaluate annually competencies of our staff
- We have an annual training plan in order to achieve our objectives
- We evaluate the efficiency of human resources management policy
- We continuously evaluate competencies of our trainers, including subcontractors

☐ Not started
☐ Some progress
☐ Considerable progress
☐ Close to fully achieved/Fully achieved

In the “My statistics” page, you can filter the benchmarking data by country and by type of institute.

The report provides a list of strong and weak points in quality assurance processes and your replies against your peers, using also graphical display.



My details

Click on “My details” button to change your login data and personal information.

