BEQUAL
Benchmarking tool
# USER MANUAL

Contents

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.
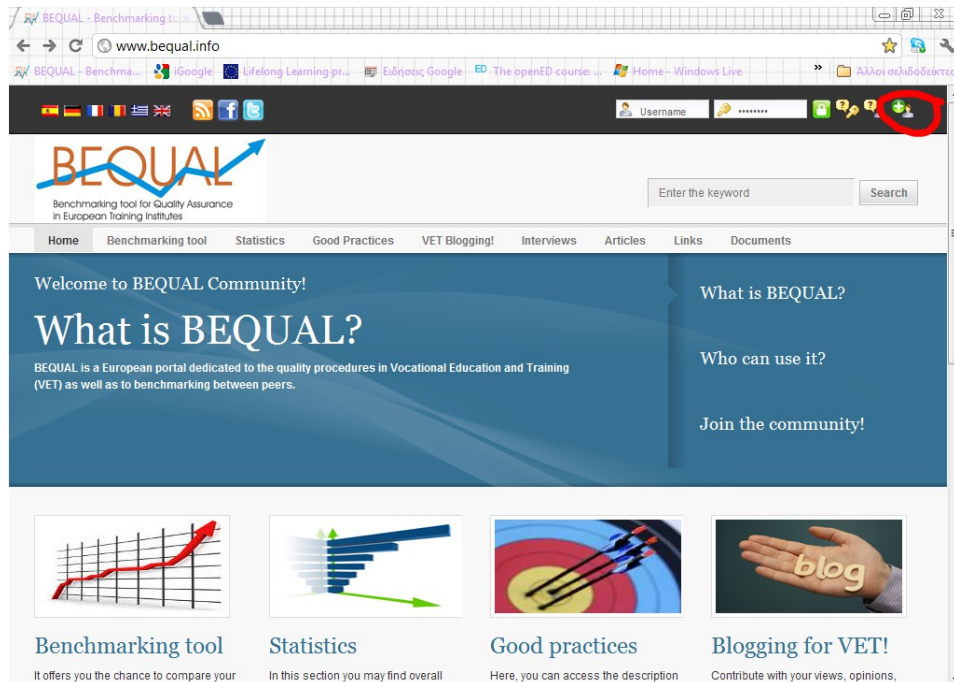
How to access the benchmarking tool

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.
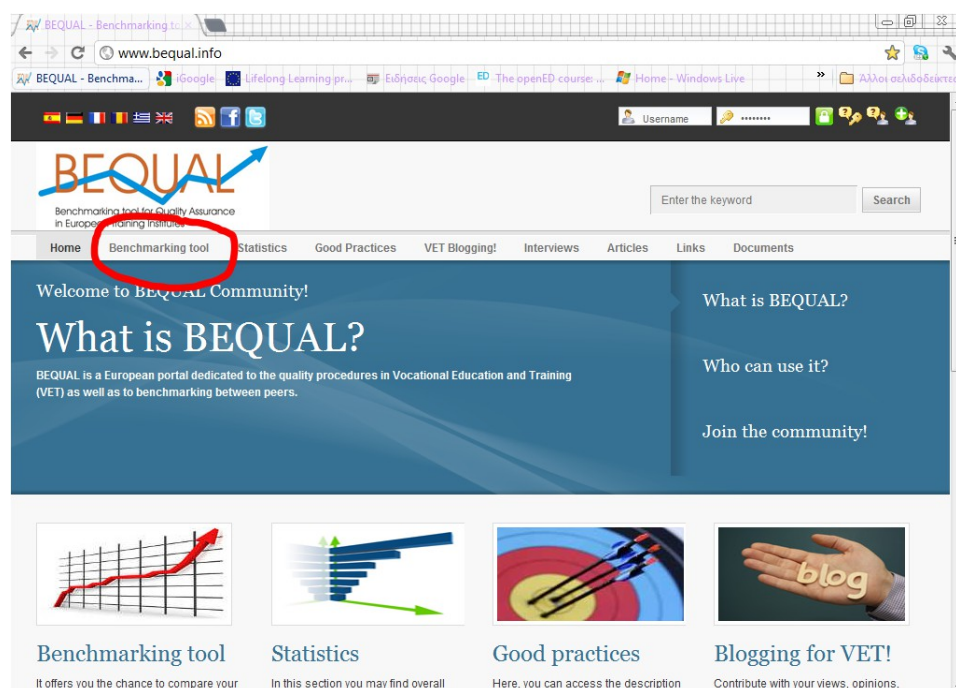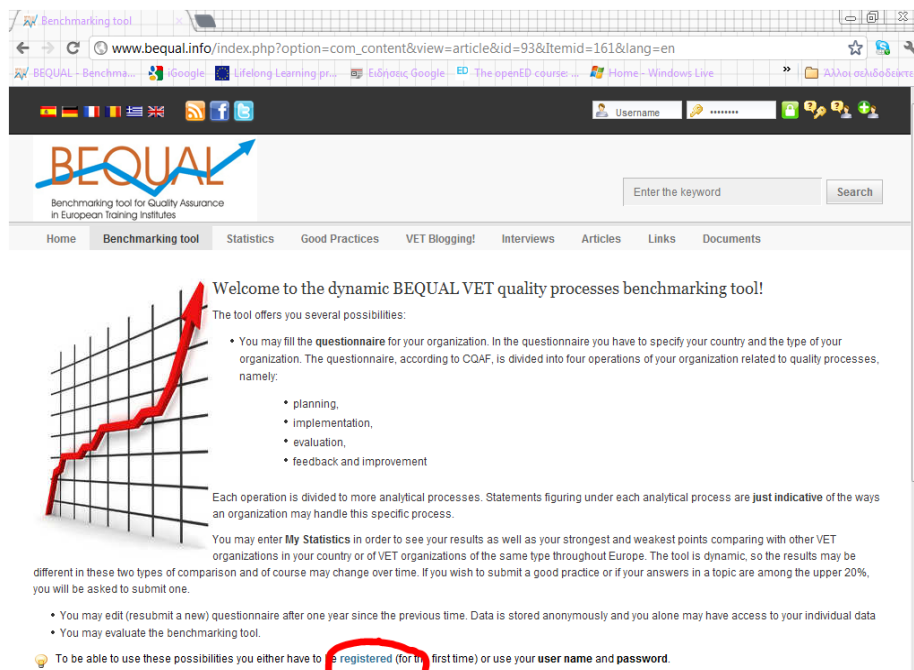
How to register to the benchmarking tool

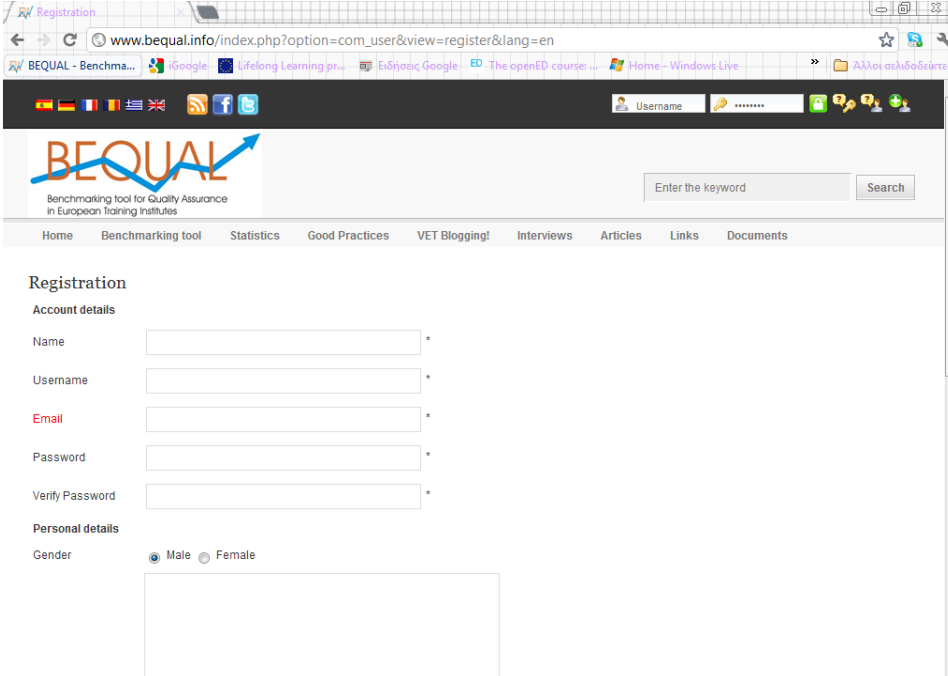There are two ways to register to the benchmarking tool.

(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.

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.
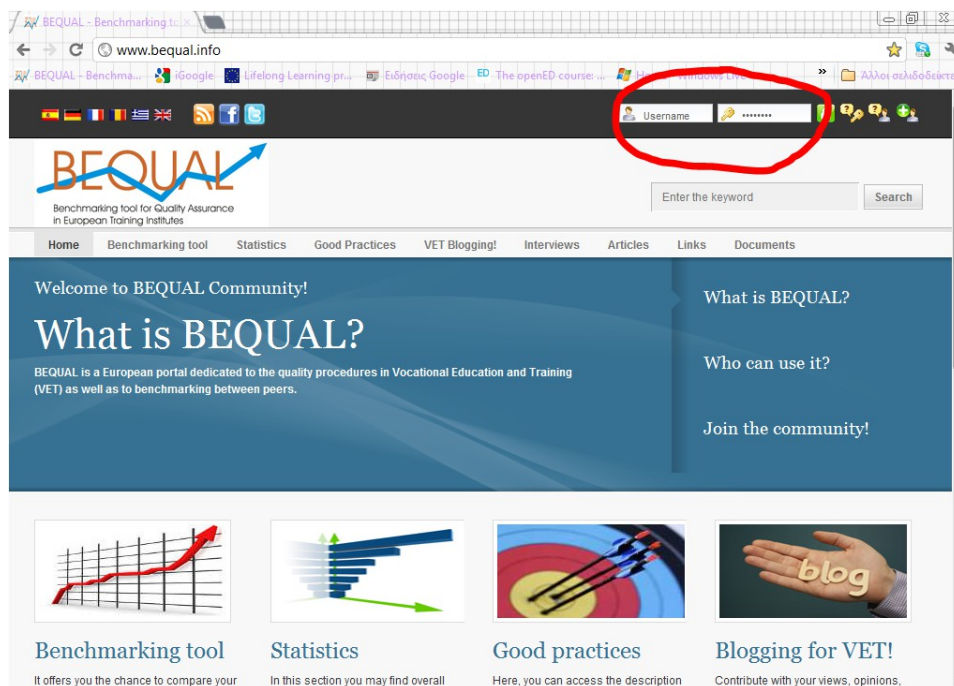
Fill in the benchmarking questionnaire

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.

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

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

My surveys

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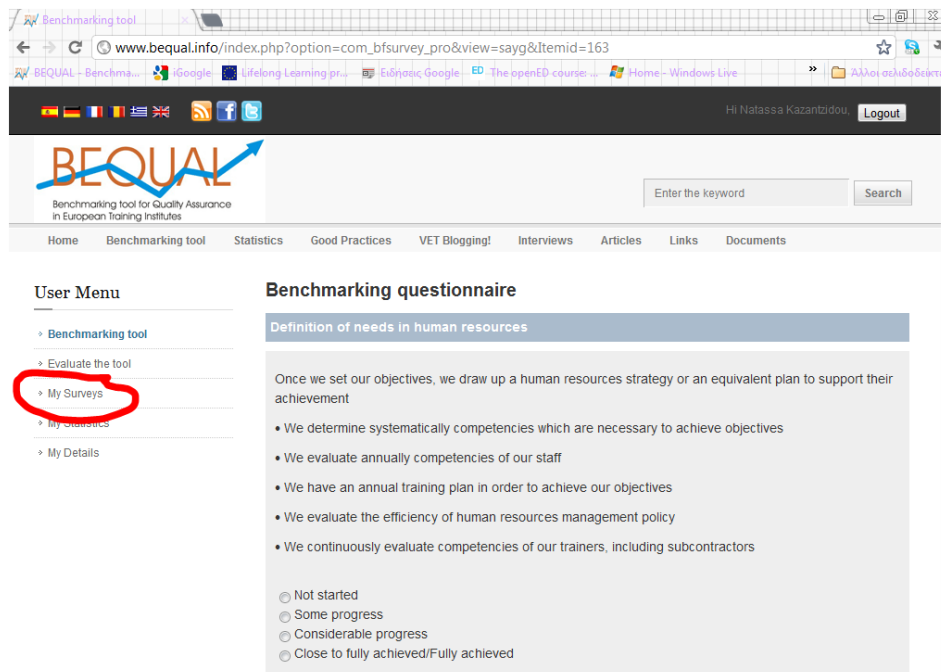
You can fill in the benchmarking tool for different organizations and in the "My surveys" page, you get a list of all replies. Next to each survey, there is an "edit" button, which is deactivated. The "edit" button gets activated, in one year after the filling in of the questionnaire, therefore you can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

My statistics

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

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.
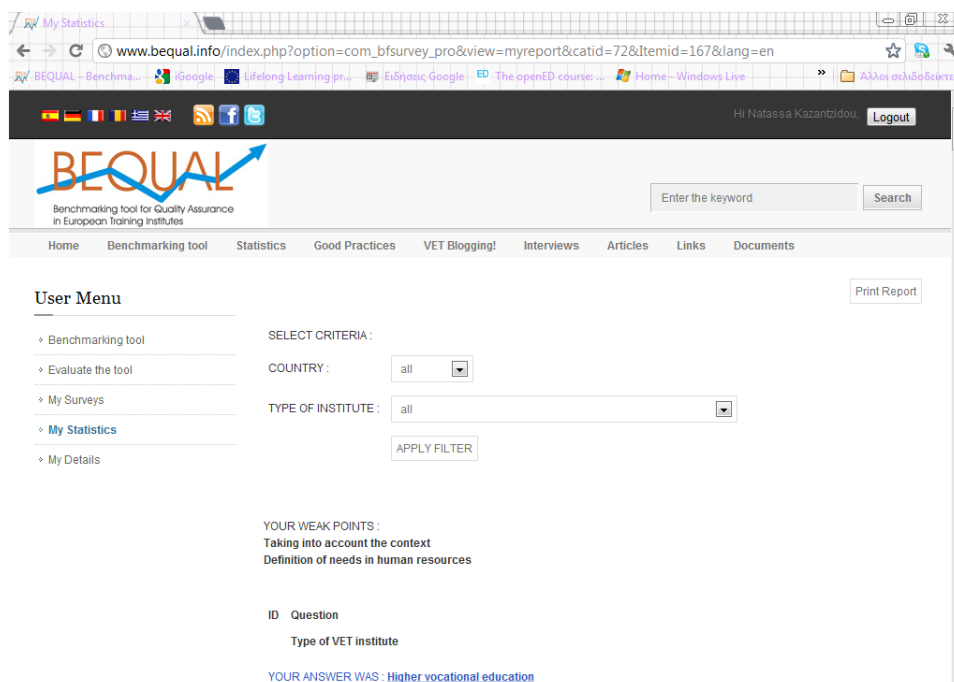
My details

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