

### 3.3 - Review Report Template

This template is to be used to produce all ECTE Review Reports.<sup>33</sup> *Review Report Worksheets* are provided in Appendix A below as a working tool for VET panel members.

#### A. EXECUTIVE SUMMARY

- This section states the aims and purposes of the review and provides a brief description of the institution or programme subject to review. It summarises the degrees of compliance with the various ECTE *Standards and Guidelines* standards and provides the panel's recommendation.

#### B. INTRODUCTION TO THE REVIEW

- Classification of the review: Institutional Accreditation, Programme Accreditation or Cyclical Review;
- Background and reason for the review;
- Findings of previous reviews (including recommendations and requirements). In Review Reports for programme accreditation and cyclical review, specific mention needs to be made of preceding reviews (institutional and/or programme);
- Reference to the guiding documents: e.g. *Guidelines for Visitations, Criteria and Procedures* for ECTE Accreditation, to appropriate section(s) of the *Standards and Guidelines* for ECTE Accreditation (Part A: Institutional Standards, Part B: Programme Standards or both). If other supplementary documents from the Guidelines series are referred to, these should be referenced here. In the presence of DE/OE delivery, specification that the *Guidelines for Distance and Online Education* are also being referred to in the visit and report (in addition to the foundational *Standards and Guidelines* for ECTE Accreditation).
- Description of logistical and administrative support, how decisions were made, etc.;
- Terms of reference of the review (description of the main stages and timescale of the review);
- A summary of the activities of the site visit including a list of stakeholders who were interviewed.
- Language of the review and primary language of the institution/programme (describe translation provision if applicable)
- A description and evaluation of the Self Evaluation Report;
- Composition of the VET panel (name, position and country);

#### C. INTRODUCTION TO THE INSTITUTION/PROGRAMMES

- Name and brief history of the institution
- Organisational structure
- Size of students, educational and non-educational staff and ratio of visiting lecturers
- Budget size
- List of programmes and delivery modes. Specific reference should be made from the application and SER documents to delivery that makes full or partial use of DE/OE delivery modes
- Functions, activities and mission statement
- General description of the institution and/or the programme being reviewed, including level, language of instruction, programme outcomes, mode of delivery and intended graduate profiles/employment prospects (only for Programme Review Reports and Cyclical Review Reports).
- mode of delivery

In addition, for Programme Review Reports and Cyclical Review Reports:

- General description of the programme being reviewed
- Level
- Language of instruction

<sup>33</sup> The ECTE Review Report template adapts the categories and descriptions used by the ENQA for QA agency reviews <https://enqa.eu/wp-content/uploads/2019/08/ERR-template.docx>

- Programme outcomes
- Mode of delivery
- Graduate profiles/employment prospects.

#### D. FINDINGS: COMPLIANCE WITH THE STANDARDS AND GUIDELINES FOR ECTE ACCREDITATION

- Introductory paragraph identifying the relevant sections of the *Standards and Guidelines* that will be referred to (part A for Institutional Accreditation, part B for Programme Accreditation or both part A and B for Cyclical Review)
- For each standard being examined, the following is recorded:
  - Write the standard
  - Previous recommendations or requirements (if any – include year)
  - Evidence of implementation of the standard and of all the accompanying guidelines<sup>34</sup>, with explicit reference to the written documents (SER, supporting documentation, etc.), interviews (of agency staff and other stakeholders), observations during the site visit and any other available evidence when and if applicable.
  - Analysis, based on the evidence described above, of how far the institution and/or programme does [or does not] meet the standard and eventual reasons or explanations for lack of compliance.
  - Panel commendations
  - Panel recommendations
  - Panel requirements
  - Panel conclusion: fully/substantially/partially/non-compliant
- This section should collate the findings of the *Review Report Worksheets*<sup>35</sup> compiled by the VET panel during the review

#### E. CONCLUSIONS

- A summary of commendations
- A summary of recommendations
- A summary of requirements
- Additional reflections or developmental suggestions
- A conclusion: an overall assessment as to whether the institution/programme is or is not in compliance with the *Standards and Guidelines* for ECTE Accreditation with a recommendation to the ECTE Council.

#### F. APPENDIXES

- These may include the timetable for the visit, a list of documents provided by the institution, other supporting documents that informed the review

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<sup>34</sup> In the case of institutions and programmes using distance education and online education delivery modes, the additional/revised *Guidelines for Distance and Online Programmes* for each standard must be included in the report.

<sup>35</sup> Available at <http://ecte.eu/ga/forms/>