



EUROPEAN COMMISSION
Directorate-General for Education and Culture

Director-General

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His Excellency
Mr Jean DE RUYT
Ambassador Extraordinary and Plenipotentiary
Permanent Representative of Belgium
to the European Union
Rue de la Loi 61-63
B-1040 Bruxelles

**Subject: Quality assurance in vocational education and training:
Appointment of Member States' representatives in the European
Quality Assurance Reference Framework Network.**

Your Excellency,

On 18 June 2009 the European Parliament and the Council adopted a Recommendation on the establishment of a European Quality Assurance Reference Framework (EQARF) for Vocational Education and Training.¹ This Recommendation provides for the creation of a network in which the Commission and the Member States would participate actively. The network will help develop 'common principles, reference criteria and indicators, guidelines and tools for quality improvement in vocational education and training [(VET)] at national, regional and local levels as appropriate'.² It will also have a work programme whose implementation will be actively supported by the quality assurance national reference points (QANRPs).³

The network will be composed of two representatives per Member State, candidate country and EEA/EFTA Member State, and two representatives for each social partner at European level (CES/ETUCE, CEEP, UAPME, Business Europe), Cedefop, ETF and the Commission. If a Member State considers that more representatives should participate in the plenary meetings, e.g. representatives for regional level or for VET provider level, they can suggest up to one more representative in their letter. Their request will be considered by the network steering group.

¹ OJ C155, 08.07.2009, p.1.

² See recommendation 3 of the EQARF Recommendation.

³ See recommendation 4 of the EQARF Recommendation.

The institutional profile of members may vary according to national contexts. The proposals should nevertheless reflect some key criteria, which are set out in Annex 1.

Depending on the involvement of the representatives, the workload could include attending just one meeting (of the annual forum) or up to 10 meetings per year if the person is part of the steering group and two working groups.

I would be grateful if you would arrange for the appointment of the official representatives of your country in the network. I would also be grateful if you could provide us with their names and contact details, using the attached information form as provided in Annex 2, before 15 February 2010:

- by letter to the following address:

European Commission
Directorate General for Education and Culture
Unit EAC.B.5 – ‘Professional Training, Leonardo da Vinci’
MADO 15/49
B — 1049 Brussels
BELGIUM

- and by e-mail to Ms Sophie WEISSWANGE, policy officer in charge of VET quality assurance in EAC.B.5: sophie.weisswange@ec.europa.eu.

The first meeting of the network is planned for mid-April 2010. Invitations to the April meeting, together with the full agenda and accompanying documents, will be sent directly to the representatives once we have received your nominations.

Yours faithfully,



Odile Quintin

*Annex: 1. Profiles required
2. Information form*

ANNEX 1 PROFILES REQUIRED

- The two Member States' representatives will be the Quality Assurance National Reference Point (QANRP) and a second member appointed officially by the relevant ministry or ministries responsible for VET quality assurance in the Member State. The appointed members should receive a clear mandate from their respective ministries.
- The responsibilities and/or legal powers of both members should be clearly defined and published by the competent authorities. There should, if possible, be a link with the authorities responsible for the quality assurance of certifications/accreditations.
- The network will have to deal with technical issues. It is therefore important that the two representatives should have a sound knowledge of the quality assurance issues in the field of vocational education and training at appropriate national levels. At least one member per country should be personally committed to working on the issue of quality assurance at European level and have recognised expertise in this field.
- One of the representatives should represent the QANRP. Under the terms of the Recommendation, the tasks of the QANRP will be as follows:

The QANRP 'brings together existing relevant bodies and involves the social partners and all stakeholders concerned at national and regional levels, in order to ensure the follow-up of initiatives. The reference points should:

- keep a wide range of stakeholders informed about the activities of the framework network,
 - provide active support for the implementation of the work programme of the framework network,
 - take concrete initiatives to promote further development of the framework in the national context,
 - support self-evaluation as a complementary and effective means of quality assurance which allows the measurement of success and the identification of areas for improvement in respect of the implementation of the work programme of the framework network,
 - ensure that information is disseminated to stakeholders effectively.⁴
- Member States can, if they wish, suggest names of other stakeholders who could take part in the plenary sessions as observers, if approved by the steering group. These would be people directly involved in the implementation process and/or in VET quality assurance issues (e.g. VET providers, regional level representatives, persons responsible for such issues in another ministry, etc.). In view of their expertise, these observers will also be allowed, if appropriate, to take part in working groups.

⁴ See recommendation 4 of the EQARF Recommendation.

ANNEX 2**NETWORK'S MEMBER STATES REPRESENTATIVES**

| | Representative 1 | Representative 2 | Observer |
|----------------------------|-------------------------|-------------------------|-----------------|
| Title(Ms / Mr / Dr) | | | |
| First name | | | |
| Last name | | | |
| Position/Job title | | | |
| Organisation | | | |
| Office, department | | | |
| Address | | | |
| Post code | | | |
| City, town ... | | | |
| Country | | | |
| E-mail | | | |
| Phone | | | |
| Fax | | | |

Please complete this form and return it, by post and e-mail, to the addresses specified in the accompanying letter