

Methodology of the studies carried out in Keoni Ltd. Academy

This document represents the educational process at Keoni Ltd. Academy

Educational assessment, professional students

Determination of satisfaction/needs of vocational education teachers

evaluation, satisfaction/needs of professional education teachers

evaluation, graduate satisfaction and employment, employers

satisfaction, the activity of the academy from the administrative staff and

Guidelines for carrying out self-needs assessment research. this

The rule describes the periodicity and methodology of the researches. The results of the

research will help the Academy to implement short-term and

Long-term plans for quality development.

1 Types of research planned by Keoni Academy:

1.1 Professional student research is regular research, the purpose of which is

Getting feedback from professional students on their personal experiences

Based on the following issues: educational process, academy

Infrastructure, educational programs, professional education

Teachers, student services, administrative staff, etc. Assessing student satisfaction with

each aspect will help the academy improve the quality of services, identify professional student needs

and plan ways to eliminate them.

1.2 Program implementers/employees/needs

Research / self-evaluation / is a regular research, the purpose of which is to ask the staff of the academy / professional education teacher about the activities of the academy

Receiving feedback on the following issues: curriculum, educational programs, professional teachers/administrative

Identifying staffing needs.

1.3 The purpose of the graduate study is to evaluate educational programs and determine the employment rate.

The Alumni Survey allows the Academy to track the employment statistics of graduates, whether they have been employed or not.

Graduated with the specialty he graduated from, is he satisfied with his skills?

What was acquired/earned while studying at the academy, and whether or not it is used in work

In the process, how satisfied is the career offered by the academy

with services/services

1.4 Employer satisfaction survey is a regular survey, the purpose of which is

Getting feedback from the employer on the practical and practical of vocational students about theoretical knowledge/skills. The received information is used for programs

For assessment and development of educational literature, teaching methods

For improvement, to identify new skills introduced in the labor market, which are not included in the educational program.

1.5 Labor market research used for new educational programs

In addition, to determine which profession is flexible labor

in the market.

2. Research implementation procedures, process and responsibilities

2.1 Overseeing the administration of all types of research

Quality Assurance Manager. of research tools/questions

Development/modification is done by the Quality Assurance Manager. research

In the implementation, as necessary, the educational process and

Manager of orientation and career planning.

3 Research instrument preparation, modification, revision

3.1 Developed research tools need to be periodically modified. Therefore, before starting each new stage, it is necessary to reflect on the previous experience

Based on the revision of the questionnaire. It is possible to find that any question

The wording should be refined, new questions should be added, some should be removed

question The questionnaire is revised by the quality assurance manager.

4 Research administration

4.1.1 Periodicity and frequency of conducting the research differ from the types of research according to. The tables show the type of administration for each study details:

4.1.1 Table 1 Vocational Student Satisfaction Survey

Type of research	Occupational Satisfaction Survey of students
Respondents	Professional students
Frequency of conducting	twice a year
research Preparation of research report	No later than the end of the research one month
Sampling Type	Full Coverage ¹
Responsible Person	Quality Assurance Manager
Survey Method Survey	Electronic survey
Platform Research Method	Google
	Drive Quantitative Research

¹ If the total number of professional students in the academy is 150 professional students, the type of selection will be changed and based on the principle of simple probability sampling And 51% of professional students are interviewed.

4.1.2 Table 2 Survey of persons/employees implementing the program

Type of research	Professional Teacher/staff needs survey
Respondents	professional education teachers/staff once a year
Frequency of survey	
preparation of survey report	No later than the end of the research one month
Sampling Type	Full coverage
Responsible Person	Quality Assurance Manager
Survey Method Survey	Electronic survey
Platform Research Method	Google
	Drive Quantitative Research

4.1.3 Table 3- Education from the persons implementing the program Evaluation of programs/modules

Type of research	Educational from the persons implementing the program Evaluation of programs/modules research
Respondents	Professional of education teachers
Frequency of survey	Upon completion of the module
preparation of survey report	No later than the end of the study one month
Sampling Type	Full coverage
Responsible Person	Quality Assurance Manager
Survey Method Survey	Electronic survey
Platform Research Method	Google
	Drive Quantitative Research

4.1.4 Table- 4 survey of graduates

Type of research	Graduates' satisfaction and employment research
Respondents	Graduates of vocational
Frequency of conducting the survey	education 9 months after the end of the program
Preparation of research report	No later than the end of the research one month
Sampling Type	Full coverage ²
Responsible Person	Quality Assurance Manager
Survey Method Survey	Electronic survey
Platform Research Method	Google Drive
	Quantitative research

4.1.5 Table 5 - Survey of employers

Type of survey	Employer Satisfaction Survey
Respondents	Employers
Frequency of conducting the survey	professional educational 9 months after the end of the program Then, the graduates Satisfaction and Employment Survey after conducting
Preparation of research report	No later than the end of the research one month
Sampling Type	Full coverage
Responsible Person	Quality Assurance Manager
Survey Method Survey	Electronic survey
Platform Research	Google Drive
Instrument	Quantitative research

4.2 The frequency of conducting research can be defined in this document with a frequency different from the specified periodicity as needed based on

5. Results analysis and reporting

² In the event that the total number of professional students in the academy is 150 professional students, the type of selection will be changed and based on the principle of simple probability sampling And 51% of professional students are interviewed.

5.1 The person responsible for the analysis of the research results and the preparation of the report is the quality assurance manager. The Academy can invite external consultants or use internal resources for the analysis of the results / preparation of the report. In studies where it is necessary (eg: student satisfaction survey) when analyzing the data, it is possible to compare different groups. Based on the analysis of studies, the quality assurance manager develops recommendations. The results are communicated to the structural units/persons in order to correct the weaknesses/strengthening areas identified as a result of the research. Based on the research results and recommendations, the relevant structural unit/person reacts and presents the results in the form of a report to the quality assurance manager. Surveys and surveys are conducted on a regular basis, which allows for evaluation of the effectiveness of responses to survey results.

6 Dissemination of research results

6.1 The results of the research are communicated to the interested parties participating in the research. Dissemination of responses to research results helps to increase the motivation and quality of respondents' participation in research. The results of the research are used in the process of continuous quality improvement in the academy

Appendix 1 Vocational Student Satisfaction Survey Questionnaire³

Hello!

The purpose of the questionnaire below is to find out your opinion about such things as the curriculum, the infrastructure of the academy, educational programs, vocational education teachers and student services.

Your evaluations are confidential and will only be used by the Academy in a general way to identify gaps, improve the quality of the program and teaching, and develop new operational guidelines.

³ The question base is given, which can be changed as needed

Please read all the questions in the questionnaire carefully and give as accurate and honest answers as possible.

A.1. Indicate the educational institution where you study

/type/ _____

A.2. Write down which modular/dual educational program you are studying at?

A.3. Please indicate your age in the given column / _____ /

A.4. Please indicate your gender:

1. Female

2. Male

A.5. What led to your choice to study this particular educational
on the program?

Multiple answers are allowed to be circled

1. One's own desire

2. With the advice of a parent or other family member

3. With the advice of a friend / classmate

4. With the advice of the school teacher, rector/vocational specialist

5. With the advice of a professional college employee

10. Other _____/write your reason/

A.6. About how much time do you spend traveling from home to school?

1. Up to 15 minutes

2. Up to 15-30 minutes

3. 30 minutes - 1 hour

4. 1-2 hours

5. 2 hours and more

6. I don't know/refuse

A.7. Which of the following ways did you receive information about the program?

Please mark one or more answers.

1. From parents
2. From the school teacher/classroom teacher
3. From the school rector, from another employee of the school
4. From friends, peers/classmates
5. From the representatives of the professional college
6. During a visit to a professional college
7. Through television
8. Through advertising brochures
9. Through the Internet
10. Other _____/write your reason/

A.8. Before joining the program, how well did you understand/analyze this profession?

were you interested

1. I had fully understood/analyzed
2. I had partially understood/analyzed
3. I had not realized/analyzed at all
4. I don't know / refusal

A.9. How often do you check the information published on your academy's website?

1. Every day (continue)
2. Several times a week (continue)
3. Once a week (continue)
4. Several times a month (continue)
5. I don't know you (go to question B.1.)
6. I have not heard about the website (go to question B.1.)
- 7 I don't know / refusal (go to question B.1.)

B. Information of the professional educational institution regulator

About documents

B.1. Are you familiar with your educational regulatory documents (statutes, bylaws)?

1. Yes

2. No

3. Partially

4 I don't know/refuse

B.2. Do you know the action/strategic plan of your school?

1. Yes

2. No

3. Partially

4. I don't know/refuse

B.3. Are you familiar with the terms of the Professional Student Agreement?

1. Yes

2. No

3. Partially

4. I don't know / refusal

B.4. Are you familiar with the conditions of suspension/termination of professional student status?

1. Yes

2. No

3 I don't know/refuse

B.5. Do you know the terms of external and internal mobility?

1. Yes

2. No

3. I don't know/refuse

B.6. Do you know your future if the educational program is changed or canceled?

mechanisms for providing education?

1. Yes

2. No

3. I don't know/refuse

B.7. Are you familiar with the results applicable in your educational institution?

Validation/evaluation procedures?

- 1. Yes
- 2. No
- 4. I don't know/refuse

B.8. Are you familiar with the results applicable in your educational institution?

Confirmation/Assessment Appeal Procedures?

- 1. Yes
- 2. No
- 4 I don't know/refuse

B.8.1 If in the question above you circled code 1 - "yes" Indicate to whom to appeal

time

B.9. Do you know how to use the library?

- 1. Yes
- 2. No
- 3. Partially
- 4. I don't know

B.10. Are you familiar with the safety rules established in your educational institution?

- 1. Yes
- 2. No
- 3. Partially
- 4. I don't know / refusal

B.10.1 If you circled code 3 - "partially" , please

Specify_____

B.11. Are you familiar with the materials developed by your educational institution?

(Used products, chemical materials, medical equipment and waste, construction waste

and others) and the rules of raw material storage, use and waste utilization?

4. Yes

1. No

2. Partially

4. I don't know / refusal

C. General information about the educational program

C.1. Are you fully familiar with the educational program you are studying?

1. Yes

2. No

3. Partially

4. I don't know / refusal

C. 2. Before starting the training process, what were your expectations about the program?

Several answers are possible

1. I would get professional knowledge in a professional college

2. I will get practical work experience

3. I would know if I could be employed in my profession in the future

4. Getting to know future colleagues

5. I would become a professional in my business

6. Modular/work-based learning will help me get employed

7. Other (write)_____

C. 3. I think there are issues/topics that I found
very difficult to master/learn.

1. Yes (in case of a positive answer, write the name of the issue below)

2. No

4. I don't know / refusal

C.3.1

/type/_____

C.4. I think certain issues/topics should not be in the curriculum because they are practical

It won't help us while doing the work.

1. Yes (in case of a positive answer, write the name of the issue below)

2. No

4. I don't know / refusal

C.41

/type/_____

C.5. There is a case when implementing a module to achieve a specific result

Alloted time is not enough.

1. Yes

2. No

4. I don't know / refusal

C.6. The curriculum should include more theoretical components.

1. Yes

2. No

4. I don't know / refusal

C.11. My expectations about the program matched reality.

1. Completely

2. Partially

3. It did not match

4. I don't know/refuse

D. Information about the person/persons implementing the educational program

D.1 The professional education teacher explains a new subject for understanding.

1. All vocational education teachers

2. Part of vocational education teachers

3. None

4. I don't know / refusal

When you mark any answer, you can then, if you wish, indicate the teacher

last name-----

D.2. When explaining the material, the professional education teacher thinks that it is for professional students

Everything is clear, but in reality it is not so.

1. All vocational education teachers
2. Part of vocational education teachers
3. None
4. I don't know / refusal

When you mark any answer, you can then, if you wish, indicate the teacher

last name-----

D.3. A professional education teacher always tries to motivate a professional student.

1. All vocational education teachers
2. Part of vocational education teachers
3. None
4. I don't know / refusal

When you mark any answer, you can then, if you wish, indicate the teacher

last name-----

D.4. Vocational education teacher actively participates in the lesson planning process.

1. All vocational education teachers
2. Part of vocational education teachers
3. None
4. I don't know / refusal

When you mark any answer, you can then, if you wish, indicate the teacher

last name-----

D.5. The professional education teacher is interested in what we had difficulty understanding/doing in practice

To find/explain to us the appropriate help for practice at the facility.

1. All vocational education teachers

2. Part of vocational education teachers

3. None

4. I don't know / refusal

When you mark any answer, you can then, if you wish, indicate the teacher

last name-----

D.6. Vocational education teacher leads with professional vocational students

Discussions on various issues related to the profession.

1. All vocational education teachers

2. Part of vocational education teachers

3. None

4. I don't know / refusal

D.7. When explaining a new task, the teacher of vocational education does the practical himself

Demonstration of the task.

1. All vocational education teachers

2. Part of vocational education teachers

3. None

4. I don't know / refusal

D.8. Vocational education teacher teaches/instructs us

Searching for additional information on a specific issue using the Internet and other resources.

1. All vocational education teachers

2. Part of vocational education teachers

3. None

4. I don't know / refusal

D.9. Vocational education teacher strives for the profession by doing practical work

to teach us.

1. All vocational education teachers

2. Part of vocational education teachers

3. None

4. I don't know / refusal

When you mark any answer, you can then, if you wish, indicate the teacher

last name-----

D.10. While performing a new job, the vocational education teacher observes us

gives us advice.

1. All vocational education teachers

2. Part of vocational education teachers

3. None

4. I don't know / refusal

D.11. Evaluate the production practice site/partner practice site professional

Competence of the person assigned for the purpose of organizing student teaching according to the points

Very competent 1 point Totally incompetent 5 points

Circle the appropriate score

1 2 3 4 5

D.12. The supervisor/instructor of production practice provides us with information about the object of practice

/ about the existing rules and regulations in the organization.

1. Always

2. Rarely

3. Never

4. I don't know / refusal

D.13. The head of production practice/instructor is equal to all professional students

He pays attention to us.

1. Always

2. Rarely

3. Never

4. I don't know / refusal

D.14. Industrial Practice Leader/Instructor motivates professional students.

1. Always

2. Rarely

3. Never

4. I don't know / refusal

D.15. The production practice supervisor/instructor systematically provides evaluation, advice and

Recommendations regarding professional student achievement.

1. Yes

2. No

3. Partially

4. I don't know / refusal

D.16 Professional students do nothing and waste time in the practice facility/organization

takes us apart

1. Always

2. Rarely

3. Never

4. I don't know / refusal

D.17. No one cares for us at the practice facility.

1. Always

2. Rarely

3. Never

4. I don't know / refusal

D.18. We do whatever we want at the practice facility, the main thing is not to interfere with anyone's work.

1. Always

2. Rarely

3. Never

4. I don't know / refusal

D.19. I think that the allocated time for practice is not enough.

1. Yes

2. No

4. I don't know / refusal

D.20. During teaching, we produce a professional student magazine.

1. Always

2. Rarely

3. Never

4. I don't know / refusal

D.21. During the training, the person implementing the program systematically complements the professional student magazine.

1. Always

2. Rarely

3. Never

4. I don't know / refusal

D.22. The production practice supervisor/SDS instructor thoroughly explains the use of the technique

the rules.

1. Always

2. Rarely

3. Never

4. I don't know / refusal

D.23. Did you learn about the production practice facility/PSD partner practice facility?

By-laws/safety regulations of the enterprise/organization?

1. Yes

2. No

3. Partially

4. I don't know / refusal

D.24. Whether or not it takes place at a manufacturing practice facility/psd partner practice facility

Adherence to enterprise/organization bylaws/safety norms?

1. Yes

2. No

3. Partially

4. I don't know

D.34. Do you protect materials (used products, chemical materials,

medical inventory and waste, construction waste, etc.) and storage and use of raw materials

and waste disposal rules?

1. Yes

2. No

3. Partially

4. I don't know

100.

D.35. Educational practices should include more practical components.

1. Yes

2. No

4. I don't know / refusal

E. Information about material and technical resources

E.1 Study resources/manuals, Internet resources are available to me.

1. Yes

2. No

3. Partially

E.1.1 (if you circled code 3 – “in part please explain below as a note)

explain_____

—

E.2. Educational technical equipment/educational materials are sufficient for the whole group (module for teaching).

1. Yes
2. No
3. Partially

E.2.1 (if you circled code 3 – “in part please explain below as a note)

explain_____

—

E.3. Learning auditoriums (laboratories, workshops) are in accordance with the objectives of the module equipped.

1. Yes
2. No
3. Partially

E.3.1 (if you circled code 3 – “in part please explain below as a note)

explain_____

—

E.4. Material-raw materials necessary for the educational process (eg: paper, construction material, chemical, etc.)

substances, thread, fabric, etc.) is enough for the whole group during the contact hour

1. Yes
2. No
3. Partially

E.4.1 (if you circled code 3 – “in part please explain below as a note)

explain _____

E.5. We use all machines during production practice/learning at the practice facility/organization

equipment, working tools or technical equipment, which is provided by the module.

1. Always

2. Rarely

3. Never

4. I don't know / refusal

E.6. Specify the specific material inventory that was specified in this or that module and

It was not used during teaching

F. Organization of learning process and confirmation/evaluation of results

F.1. How often did you miss classes during the module?

1. Never

2. Rarely

3. Often

4. I almost missed it

5. I don't know / refusal

F.1.1 If you circled the code - "3" or "4" in question F.1, please specify

reason _____

F.2. During the course of the module, how many times were you tempted to practice learning?

1. Never

2. Rarely

3. Often

4. I almost missed it

5. I don't know / refusal

F.2.1 If in question F.2. circle the code - "3" or "4", please specify

reason _____

F.3. The practical/practical component is implemented module by module.

1. Always
2. Rarely
3. Never
4. I don't know / refusal

F.4. We perform the practical work provided by the module at the practice facility/
organization.

1. Always
2. Rarely
3. Never
4. I don't know / refusal

Specify the enterprise/organization

F.5. At the object of practice /
in the organization, I have to perform such works,

As a professional student.

1. Always
2. Rarely
3. Never
4. I don't know / refusal

F.5.1 If in question F.5 you circled the code - "1" or "2", please indicate what tasks you mean, specify
at least one case

F.6. The person implementing the program informs us in advance/explains to us how it
will be done professionally

Confirmation/evaluation of the results achieved by the student.

1. Yes

2. No

3. Partially

4. I don't know / refusal

F.6.1 If you circled code 3 - "in part", please

Specify _____
—

F.7. Confirmation of execution of the results provided by the module
According to the criteria

is carried out.

1. Yes

2. No

3. Partially

4. I don't know / refusal

F.7.1 If you circled code 3 - "in part", please

Specify _____
—

F.8. The results were confirmed online.

1. Yes

2. No

3. Partially

4. I don't know / refusal

F.8.1 If you have circled code 3 - "in part", please

Specify _____
—

F.9. Do you think the competency-based assessment system was satisfactory?

If not the standards given in the table. Circle one for each standard

Answer

#	Standard	1	Valid	Yes	1	No	I don't/refuse	4
2	Reliable	3				2		
Flexible	4	Simple		1		2		4
5	Transparent	6		1		2		4
Fair				1		2		4
				1		2		4
				1		2		4

F.10. In your opinion, was the time allotted for the confirmation/evaluation of the result sufficient or not?

1. Yes
2. No
3. I don't know/refuse

F.11. Indicate which outcome/outcomes of the educational program modules to validate

Did you find it difficult (List the three most difficult outcomes, in order of difficulty. 1 is the most difficult,

2 moderately difficult 3 - difficult)

1. _____
2. _____
3. _____

G. Information about providing an equal environment

G.1. Do you have special educational needs?

1. Yes (Continue)
2. No (go to question G.2)
- 3 I don't know / refusal (go to question G.2)

G.1.1 If in question G.1 circle code 1 - "Yes", please

Specify _____

G.1.2 Whether your teaching was/is carried out individually

with the program?

1. Yes
2. No
3. I don't know / refusal

H. Information about professional vocational student support measures

H.1. Have you participated in any cultural, sports, entertainment and/or activities organized by the college?

In cognitive events?

1. Yes
2. No
3. Not implemented
4. I don't know / refusal

Write a comment. -----

H.2. Did you want to implement any project during your studies?

1. Yes (Continue)
2. No (go to question I.1)
- 3 I don't know / refusal (go to question I.1)

H.3. Who did you turn to with the initiative to implement the mentioned project?

1. To the head of the program
2. To the director/head of the educational institution
3. Quality manager
4. To the person implementing the module
5. Other _____

I. General information about the infrastructure

I.1. Have you used the services of the medical office?

1. Yes (Continue)
2. No (go to question I.3)
- 3 Don't know/refuse (go to question I.3)

I.2. Please rate your school nurse

1. Satisfied
2. More or less
3. Unsatisfied
4. I don't know/refuse

I.2.1. Is the educational institution heated during the winter?

1. Yes
2. No

3. Happening, but not enough

I.2.1 If you have circled the code "3", please

explain_____

I.3. Are sanitary norms observed in your educational institution?

1. Yes

2. No

3. Partially

I.3.1 If you have circled the code "3", please

explain_____

J. If you would like to make an opinion that is not covered in any of the questions above, please

Share your opinion/note about professional education programs and in general

About professional education.

Thank you for filling out the questionnaire!

Appendix 2 Evaluation of educational programs/modules by vocational education teachers

4

Hello!

The purpose of the questionnaire presented below is to understand your opinion in relation to such issues as the educational process, educational programs, and the needs of vocational education teachers.

Your evaluations are confidential and will only be used by the Academy in a general way to identify gaps, improve the quality of the program and teaching, and develop new operational guidelines.

⁴ The base of the questionnaire is provided, which can be changed as needed

Please read all the questions in the questionnaire carefully and give as accurate and honest answers as possible.

General Information

A.1 specify educational program

—

B. General information about creating/planning an educational program

B.1. Did you participate in vocational education?

In the process of adapting a program/module you are implementing?

1. Yes
2. No
3. Partially
4. I don't know / refusal

B.2. It happened during the development/adaptation of the educational program/module

Whether or not your opinion is taken into account?

1. Yes
2. No
3. partially
4. I don't know / refusal

B.2.1 In the case of a "no" or "partial" answer, please provide yours

Recommendations/Remarks _____

B.3. Are you fully familiar with the modular/dual educational program within which you taught a particular module?

1. In full
2. Partially
3. I don't know him at all
- 4 I don't know / refusal

B.4. I think certain issues/topics should not be in the curriculum because they are not used in practical work.

1. yes (In case of a positive answer, comment below)
2. no

B.5. I think
the theoretical and practical teaching components in the module are well balanced.

- 1. Yes
- 2. No 3.
- Partially 4. I
- don't know / refusal

B.5.1 In the case of a "no" or "partial" answer, please provide yours

Recommendations/Remarks

B.6. Is the module structure acceptable?

- 1. Yes
- 2. No 3.
- Partially 4. I
- don't know / refusal

B.6.1 In the case of a "no" or "partial" answer, please provide yours

B.7. I think it was difficult for them to perform the tasks/tasks professionally. some practical professional students

1. Yes
2. No
3. partially 4. I don't know / refusal

B.7.1 If you answered "yes" or "partially," please provide yours

Recommendations/Remarks _____

B.8. I think there are issues/topics to master professionally
Professional students had a hard time.

1. Yes
2. No
3. Partially 4. I don't know / refusal

B.8.1 In case of "no" or "partial" answer, please provide yours

Recommendations/Remarks _____

B.9. I think the module covers all issues/topics important for the profession.

1. Yes
2. No
3. Partially 4. I don't know / refusal

B.9.1 In case of "no" or "partial" answer, please provide yours

Recommendations/Remarks _____

B.10. was If No
Time allocated to study specific issues/topics within the module enough.

1. Yes
2. No
3. Partially 4. I don't know / refusal

B.10.1 In case of "no" or "partial" answer, please provide yours

Recommendations/Remarks

B.11. Before teaching, I had written down the materials/resources/literature I would use in the teaching process.
In this.

1. Yes
2. No
3. partially 4. I don't know / refusal

B.12. In order to effectively conduct modular/dual learning, right?
do you need anything

Additional training/consulting on issues?

1. Yes
2. not
3. partially 4. I don't know / refusal

C. Information about the material-technical/educational resource

C.1 Learning Resources Textbooks, Internet resources available was.

1. Yes
2. No
3. Partially

C.2. Educational technical equipment/educational materials for the whole group
It was enough (for teaching the module).

1. Yes
2. No
3. partially

C.3. Was your learning environment provided for the program?
with the necessary infrastructure for implementation

1. Yes
2. No
3. Partially 4. I don't know / refusal

C.3.1 In case of "no" or "partial" answer, you can present yours

Recommendations/Remarks _____

C.4. Were there enough raw materials for the learning process (eg: paper/markers/ according to other module records) of the contact hour? period for the whole group?

1. **Yes**
 2. No
 3. partially (Please explain below as a note)
- C.4.1

Explain _____

E.5 . in the enterprise/organization During practice/study
We used all the machines, tools and technical equipment provided by the module.

1. always
2. rarely
3. **Never**
4. I don't know / refusal

C.6. Indicate the specific material inventory that was specified for this or that
It was not used in the module or during teaching. Specify what
What do you mean and why was it not used?

C.7 Are there any additional requirements for the material-technical base?

1. **Yes**
 2. No
 3. partially 4. I don't know / refusal
- C.7.1 In case of "no" or "partial" answer, you can present yours

Recommendations/Remarks _____

Isn't C.8 a material-technical resource specified in the module, which
Not required to implement the module?

1. Yes 2.
No

4. I don't know / refusal

C.8.1 If yes, you can provide your recommendations/comments

C.9 Professional students in accordance with the subject of contact hours

1. I distributed photocopied materials

2. I pointed to the link

3. I wrote on a flash drive/disk in an electronic version

4. I sent it to the appropriate library

5. Other /specify/ _____

D. Organization of the learning process and confirmation/evaluation of the results

D.1 When implementing the module, I consistently follow the program topics defined in the module.

1. Always 2.

Rarely 3. Never

4. I don't know /

refusal D.1.1

If you answered "rarely" or "never", make a comment

D.2 I cooperate with the practitioner/instructor to coordinate the training process.

1. Always 2.

Rarely 3. Never

4. I don't know /

refusal

D.3 I use additional information and professional professional for lectures

I also taught/taught students additional material

Regarding the specific issue of using the Internet and other resources.

1. Always
2. Rarely
3. Never
4. I don't know / refusal

D.4 How much time do you spend on practical work during the lesson?

1. I don't spend time at all
2. A small part of the class time
3. Half of the class time
4. Most of the class time
5. The whole lesson
4. I don't know / refusal

D.5. During the module, how often do they miss professional professional
Students contact hours?

1. Never
2. Rarely
3. Often
4. They almost always miss
4. I don't know / refusal

D.6. At the beginning of the program, I will inform the professional students in advance
How will the results achieved by them be confirmed/assessed.

1. Yes
2. No
3. partially
4. I don't know / refusal

D.6.1 If you circled code 3 - "in part" , please

specify_____

D.7. Confirmation of execution of the results provided by the module
It is carried out according to the criteria.

1. Yes
2. No
3. partially
4. I don't know / refusal

D.7.1 If you circled code 3 - "in part" , please

specify _____

D.8. Do you think the competency-based assessment system was satisfactory?

If not the standards given in the table.

Circle one standard deviation

Answer

#	Standard 1	Yes	No	I don't/refuse
Valid 2	Reliable	1	2	4
3	Flexible 4	1	2	4
Simple 5		1	2	4
Transparent 6		1	2	4
Fair		1	2	4
		1	2	4

D.9. In your opinion, the time allotted for the confirmation/evaluation of the result

Was it enough?

1. Yes

2. No

3. I don't know/refuse

D.10 State which of the educational modules

Achieving the outcome/results was difficult for professional vocational students

(List the three most difficult results, in order of difficulty. Most difficult, 2 - moderately difficult, 3 - difficult)

1 -

1. _____

2. _____

3. _____

D.11. I gather evidence in a proper manner.

1. Always

2. Rarely

3. I will not save it

4. I don't see the need for it

D.12 How many professional vocational students required re-evaluation

/ _____ /

D.13. Do you comply with the rules of storage, use and utilization of materials (used products, chemical materials, medical equipment and waste, construction waste, etc.) and raw materials during the educational process?

1. Yes

2. No

3. Partially 4. I don't
know

E.1. Specify in what direction you need competence development/
training:

E. 2 If you want to express an opinion that was not voiced in any of the questions above,
please share your opinion/note about vocational education programs and vocational
education in general/as needed for your further development

Thank you for filling out the questionnaire!

Appendix 3 Graduate Satisfaction and Employment Survey

Hello!

The purpose of the questionnaire presented below is to understand your opinion in
relation to such issues as educational programs, quality of teaching, employment rate.

Your evaluations are confidential and will only be used by the Academy in a general way
to identify gaps, improve the quality of the program and teaching, and develop new
operational guidelines.

Please read all the questions in the questionnaire carefully and give as accurate and
honest answers as possible.

1. Which professional educational program did you complete?

a) Hair services

b) nail services

2. How satisfied were you with the level of learning/teaching?

3. What was the main reason for choosing this program?

- a) I wanted to get a qualification b) I
wanted to raise my qualifications c) I
was going to get a job with the knowledge I got
d) I needed it for my job

4. Did Keoni Academy live up to your expectations?

a) Yes, because -----

b) No, because -----

c) partially, because -----

5. Do you think that the knowledge received from professional teachers was:

A) Good

b) satisfactory

c) bad

6. Are you employed or not with the profile

A) Yes

b) no

If the answer is no, go to question N10

7. Name of the employer's organization

8. Please describe the main difficulties you encountered in the job search process?

9. To what extent does the knowledge you have received meet the requirements necessary for the performance of official duties?

10. How long have you been employed since graduation/qualification?

- a) 1-3 months
- b) 4-6 months
- c) 7-12 months
- d) other

11. How satisfied are you with the career services provided by the Academy?

- a) I am very satisfied
- b) I am satisfied
- c) I am moderately satisfied
- d) I am not satisfied
- e) other

12. Did the academy help you to find/start a job (if the answer is no, go to question 14)

- A) Yes
- b) no

13. If the academy helped you to find a job, describe specifically what kind of help was provided to you?

14. Your recommendation

Thank you for filling out the questionnaire!

Appendix 4 Employer Satisfaction Survey Questionnaire

Hello!

The purpose of the questionnaire presented below is to understand your opinion regarding such issues as: educational programs, teaching quality and methods, theoretical knowledge and practical skills of professional students.

Your evaluations are confidential and will only be used by the Academy in a general way to identify gaps, improve the quality of the program and teaching, and develop new operational guidelines.

Please read all the questions in the questionnaire carefully and give as accurate and honest answers as possible.

1. Name of the organization

2. What means does the organization use to find personnel and to select

3. How many Keoni Academy graduates are currently with you? employed

4. How would you evaluate the theoretical knowledge of a Keoni Academy graduate?

5. How would you rate the practical knowledge of a Keuni Academy graduate?

6. Are there any theoretical or practical knowledge/skills that the graduate does not possess and at the same time are necessary for the activity

7. Your recommendations for learning resources

8. Your recommendations regarding teaching methods

Thank you for filling out the questionnaire!

Appendix 5 Administrative Staff Needs Survey

Hello!

1. A little about you: Please indicate your age group

- a) 29 years below
- b) 30-39
- c) 40-49
- d) 50-59
- e) 60 and over

2. Including this academic year, how many years of work experience do you have in the field of vocational education as a whole?

- a) less than 1 year
- b) 1-5 years
- c) 6-10 years
- d) 11-20 years
- e) more than 20 years

4. Negative influence on the development of administrative personnel caused

by a) lack of funds b) insufficient material equipment c) disagreements and conflicts d) excessive restrictions e) low competences of teachers f) lack of time for teachers g) limited administrative support or its absence.

5. During the last 6 months, what percentage of time did you devote to your professional development at the academy?

- a) 0-10%
- b) 11-25%
- c) 26-50%
- d) 51-75%
- e) 75-100%
- f) I will abstain 5. In

the academy, we systematically discuss our progress and challenges, we make changes to improve it. *

- a) 5
- b) 4
- c) 3
- d) 2
- e) 1

6. I have the opportunity to participate in continuous professional development (eg, workshops, trainings, online courses, coaching, monitoring) organized within the academy or by a third party.

- a) 5
- b) 4
- c) 3
- d) 2
- e) 1

7. Is there a point in your job description document that is difficult for you to fulfill (if not, go to question 9)

- A) Yes
- b) no
- c) I don't know

8. Please describe the item from your job description that you find difficult to perform

9. How do you think the level of knowledge and skills relevant/specific to the position you hold (if no, go to question 11)

a) It is enough

b) needs improvement

10. Please specify what aspect needs improvement

11. Please describe what additional trainings you would like to undergo (depending on the position you hold)

12. Please fix your note/comment

Thank you for filling out the questionnaire!

Annex 6 Survey of the needs of the persons implementing the program

Hello!

Keoni Academy is interested in developing a professional development and support management system for vocational education teachers. All responses received from you are completely anonymous and cannot be identified. It is important that your answers accurately reflect the actual situation at Keoni Academy. A 5-level scale is defined for some of the questions: 1- I do not agree at all, 2- I do not agree, 3- I partially agree, 4- I agree, 5- I completely agree. It will take no more than 30 minutes to fill out a three-level questionnaire for this part. Your opinion is important to us!

1. A little about you: Please indicate your age group

- a) 29 years below
- b) 30-39
- c) 40-49
- d) 50-59
- e) 60 and over

1. Including this academic year, how many years of work experience do you have in the field of vocational education as a whole?

- a) less than 1 year
- b) 1-5 years
- c) 6-10 years
- d) 11-20 years
- e) more than 20 years

2. Keon in the academy What are the following factors that have a negative impact on the professional development of teachers?

- a) Lack of funds

b) insufficient material equipment c) disagreements and conflicts d) excessive restrictions e) low competences of teachers f) lack of time of teachers g) limited administrative support or its absence. 3. Your professional development in the academy during the last 6 months

What percentage of time did you spend?

- a) 0-10%
- b) 11-25%
- c) 26-50%
- d) 51-75%
- e) 75-100%
- f) I will refrain

4. The program leader and learning process manager encourage me to try new ways of teaching (select 5 if your program leader and learning process manager encourage you to try innovative learning approaches, provide you with the necessary resources, offer you a flexible lesson schedule, incentives or rewards a) 5 b) 4 c) 3 d) 2 e) 1

5. In the Academy, we systematically review our progress and challenges, and make changes to improve it. (mark 5 if it is systematically implemented and mark 1 if it is not implemented at all) a) 5 b) 4 c) 3 d) 2 e) 1

8. I have the opportunity to participate in continuing professional development (eg, workshops, trainings, online courses, coaching, monitoring.) organized within the academy or by a third party (check 5 if you have the opportunity systematically and check 1 if you do not have the opportunity)

- a)
- 5 b)
- 4 c)
- 3 d)
- 2 e) 1

9. If you have participated in any type of professional development activity, such as face-to-face courses, workshops, or conferences outside of academia, how helpful was it to you (1 not very helpful to 5 very helpful)

- a)
- 5 b)
- 4 c)
- 3 d)
- 2 e) 1

10. Is learning in collaboration with your fellow teachers useful? (1 is not useful at all, 5 is very useful)

- a)
- 5 b)
- 4 c)
- 3 d)
- 2 e) 1

11. Please describe the professional development activity carried out at the Academy that is particularly important to you.

12. I need help in making a calendar plan

- A) Yes
- b) no
- c) partially

13. I need training in various teaching activities

- A) Yes
- b) no
- c) partially

14. I need training in formative assessments

- A) Yes
- b) no
- c) partially

15. I need training in the implementation of formative assessment

- A) Yes
- b) no
- c) partially

16. Do I need training in the development of assessment tools and) Yes

- b) no
- c) partially

By connecting

17. I need training regarding the creation of an individual curriculum

- A) Yes
- b) no
- c) partially

18. I need training regarding the formal education recognition process

- A) Yes

b) no

c) partially

19. I need training in order to familiarize myself with the innovations in the field

A) Yes

b) no

c) partially

20. I provide students with continuous and timely feedback both during and after learning.

A) Yes

b) no

c) partially

21. I allow students to identify strengths and weaknesses and set goals for improvement.

A) Yes

b) no

c) partially

22. I allow students to give each other feedback on the work done, discuss and provide comments.

A) Yes

b) no

c) partially

23. Please document your note/comment

A) Yes

b) no

c) partially