



# FLLLEX-Radar



## How to use the FLLLEX-Radar in your institution

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# Overview

- **Purpose of the FLLLEX-Radar**
- **Self-assessment process:**
  1. Set up a FLLLEX-Radar Team
  2. Compile context information
  3. Appoint focus groups
  4. Prepare questions for each group
  5. Conduct focus group meetings
  6. Draw up the report
  7. Review results
  8. Communication & follow up



## Step 1:

# Set up a FLLLEX-Radar team

## Who?

- Chair person
- Researcher
- Rapporteur/secretary (may be combined with researcher)

## Precondition:

- Clear mandate from management:
  - Intent to use and follow-up on results
  - Open communication to all stakeholders
  - Allocation of time and means



## Step 2:

# Compile context information

### For each question in the FLLLEX-Radar:

- Look where “objective” and information is requested
  - Focus on Part 1: Assessing the broader context
  - Part 2: current practice in institution
  - Part 3: institutional policy
  - Part 4: quality assurance: information about results of LLL
- Collect the relevant information
- Present it in a management report

### Purpose:

- View on context from institutional perspective
  - Subjective!
  - Obtain complementary perceptions from stakeholders

## Step 3: Appoint focus groups

1. What is a focus group
2. Who to include





# Focus groups

## What is a focus group?

### A focus group is

a form of **qualitative research** in which a group of people are asked about their **perceptions**, opinions, beliefs, and attitudes towards a product, concept, existing situation and/or preferred situation. Questions are asked in an **interactive group setting** where participants are free to talk with other group members (Henderson, 2009)

‘The hallmark of focus groups is the **explicit use of the group interaction** to produce data and insights that would be less accessible without the interaction found in a group’ (Morgan 1988)



# Focus groups

## Who to include (1)

- **Max. 6 – 12 participants**
- **Allow max 2 hours per focus group**

### ***Essential:***

#### **1. Management and other policymakers:**

#### **2. Teaching staff**

- especially those involved in LLL-programmes.

#### **3. Students (in LLL)**

- Possibly to combine with alumni

#### **4. External stakeholders**

- Employers/employer organisations



# Focus groups Who to include (2)

## To be considered:

- Non-teaching staff

## *Representatives from*

- Local/regional or national government
- Regional employment centre
- Other educational institutions in the LLL chain (adult education centre, VET).
- National organisation for Higher Education
- .....





# Step 4: Prepare questions

## Select questions per FG

- Most important questions for your situation
- Topics for which FG opinion or information is required or beneficiary
- Add additional topics/questions where needed

## Define tailored questions:

- Translate and adapt question to FG and your institution
- Question should stimulate discussion within FG
  - Kop 3
  - about results of LLL
- Collect the relevant information
- Present it in a management report

## Purpose:

- View on context from insitutional perspective
  - Subjective! Obtain complementary perceptions from stakeholders

# Step 4: Question Grid

	FG1	FG 2	FG 3	FG 4
Q1	X			X
Q2				
Q3				
Q4	X	X	X	X
Q5	X	X		X
Q6	X		X	
Q7	X		X	X
Q8	X	X		



## Step 5:

# Conduct focus group meetings

### Tips for running successful focus groups:

- You never can do too much **planning** for a focus group.
- The best focus group moderators bring **objectivity and expertise** in the discussion.
- One of the most important services a moderator can provide is a **fast report** turnaround.
- The most valuable service a moderator can provide is **objective conclusions based on the interpretation** of the research.

*Source: [focusgroups.pbworks.com](http://focusgroups.pbworks.com)*



# Step 6: FLLLEX-Radar Report

## Contents of the report:

- Goal and process of the self-assessment
- Current position on Lifelong Learning
  - Provision of programmes for LLL, etc.
  - More detailed data (student numbers etc) in annex
- Main viewpoint of the focus groups per question
- Conclusions: strong points and recommendations (max. 10 of each )



## Step 7: Review results

### Consider to discuss results with review panel:

- Colleague from partner institution (local or international)
  - National/regional policy maker involved in LLL
  - Expert in LLL
  - Representative of management team
- Either review or include these people in focus group.



## Step 8:

# Communication and follow up

### Communication on process

- Provide report on FG discussion to all participants
- Inform management on process

### Follow-up:

- Discuss findings, strong points and recommendations with management
- Propose/decide on follow-up actions for drawing up and implementing a strategy for LLL



# Interested?

## Institutions who plan to apply the FLLLEX radar:

- Please contact EURASHE ([eurashe@eurashe.eu](mailto:eurashe@eurashe.eu))
- Support and Benefits:
  - Contact to peer institution for review of self-evaluation
  - Invitation for EURASHE seminar in 2013 on Lifelong Learning strategies

## If you plan to disseminate the FLLLEX-radar:

- Please contact EURASHE or FLLLEX-coordinator ([www.FLLLEX.eu](http://www.FLLLEX.eu))
  - Background information and documents
  - Support: discuss your dissemination plans.



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Thank you for your attention

QUESTIONS?

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