

*Thai Binh, 07 September 2023*

Number: 63a/KH-TĐG

## **PLAN**

### **Self-assessment of the quality of vocational education institutions for the 2023-2024 academic year.**

Based on Circular No. 15/2021/TT-BLĐTBXH dated December 15, 2021, of the Ministry of Labor, War Invalids and Social Affairs, which stipulates the Charter of - Colleges;

Based on Circular No. 28/2017/TT-BLĐTBXH dated December 15, 2017, of the Minister of Labor, War Invalids and Social Affairs, regulating the quality assurance system of vocational education institutions;

Based on Circular No. 15/2017/TT-BLĐTBXH dated June 8, 2017, issued by the Minister of Labour, Invalids and Social Affairs, promulgating the Circular stipulating criteria and standards for quality accreditation of vocational education;

In accordance with Official Letter No. 453/TCGDNN-KĐCL dated March 25, 2019, from the General Department of Vocational Education and Training, regarding guidance on evaluating the quality assessment standards of vocational education institutions for secondary schools and colleges in 2019;

In implementing the program and plan for the 2023-2024 academic year, the Self-Assessment Council of Thai Binh Medical College has developed a self-assessment plan for the 2023-2024 academic year. Specifically, it is as follows:

#### **1. Purpose and requirements**

##### ***1.1. Purpose:***

Raising awareness among faculty and staff throughout the university regarding the work of ensuring educational quality;

Enhancing the capacity of key personnel involved in quality assurance work;

完善 mechanisms and institutions for building an internal quality assurance system for education within the school.

##### ***1.2. Requirements:***

Quality assurance must be carried out regularly, continuously, and comprehensively in all management, training, scientific research, and other activities throughout the entire university;

Ensure the principle: All activities must be designed and implemented according to standard procedures. Build on strengths and address shortcomings from the 2022-2023 school year.

## 2. Scope of self-assessment of the quality of vocational education institutions

Evaluate the school's operational areas according to the set of criteria and standards for vocational education quality accreditation as stipulated in Circular No. 15/2017/TT-BLDTBXH dated June 8, 2017, of the Ministry of Labour, Invalids and Social Affairs, and according to Official Letter No. 453/2019/BLDTBXH dated March 25, 2019, on guiding the evaluation of quality accreditation standards for vocational education institutions, specifically for secondary and college-level schools .

## 3. Activities and Resources

### 3.1. Activities and implementation time

No.	Activities	Lead implementer	Time	Product
1	<ul style="list-style-type: none"><li>- The Board of Directors, together with the Information Technology, Technical and Quality Assurance Department, will determine the purpose, scope, timeframe, and members in charge of the specialized teams;</li><li>- Study the regulations governing self- assessment procedures and conduct training on self-assessment .</li></ul>	Board of Directors	September 2023	Draft plan
2	Develop and issue a plan for self-assessment of vocational education and training institutions for the 2023-2024 academic year.	Information Technology, Testing & Quality Assurance Department	September 25, 2023	- Plan to be submitted to the Board of Directors
3	Issue a Decision to establish the Self-Assessment Council and related committees and teams.	Board of Directors	September 25, 2023	Decision of the Self-Assessment Council and List of Supporting Committees
4	- Meeting of the School's Quality Self-Assessment Council . Discussion and agreement on the school's quality self-assessment plan.	Chairman of the Self-Assessment Council	Before October 15, 2023	Minutes of the Self-Assessment Council Meeting

<b>No.</b>	<b>Activities</b>	<b>Lead implementer</b>	<b>Time</b>	<b>Product</b>
5	The task force assigned responsibilities and proceeded to gather evidence and write reports.	Heads of specialized teams	October 20, 2023 - April 2024	- List of evidence codes and reporting evidence - Report on each standard and criterion
6	Compile evidence and reports according to <i>Form 4.3 , Circular 28/2017/TT-BLDTBXH;</i>	Secretariat of the Self-Assessment Council	By April 30, 2024	- MC category by - Draft self-assessment report (Version 1)
8	Gathering feedback from departments and students on the draft self-assessment report on the school's quality.	Information Technology, Testing & Quality Assurance Department	May 15, 2024	Feedback on the draft content ( <i>if any</i> )
9	Summarize and finalize the report content.	Information Technology, Testing & Quality Assurance Department	May 30, 2024	Draft report (version 2)
10	Submit the draft report to the Council.	Information Technology, Testing & Quality Assurance Department	Before June 5, 2024	- Draft self-assessment report - Schedule for the second Council meeting
11	The Self-Assessment Council met to approve the School's quality self-assessment report.	Self-Assessment Council	June 10, 2024	Minutes of the Board Meeting
12	Edit report content and evidence code	- Council Secretariat	By June 30, 2024	School Quality Assessment Report 2023-2024
13	Submit the report to the Principal for approval.	Information Technology, Testing & Quality	June 30, 2024	Quality Assessment Report 2023-2024

No.	Activities	Lead implementer	Time	Product
		Assurance Department		- Decision to issue the report
1 3	The school's leadership publicly released the results of its self-assessment of quality for the years 2023-2024 .	Information Technology, Testing & Quality Assurance Department	August 15, 2024	- Published on the school's website
1 4	Submit reports on the results of the quality assessment to the relevant authorities as required.	Information Technology, Testing & Quality Assurance Department	Before December 15, 2024	According to PL05/TT28

### 3.2. Financial Resources

Utilize regular budget allocations to conduct self-assessments of vocational education quality:

- Expenses for consumable supplies and office stationery.
- Expenses for statistical work and surveys of current students, alumni, employers, and staff (*if any*).
- Chi wrote the self-assessment report.
- Other expenses: actual expenses incurred by the groups for specific tasks during the self-assessment period.

### 4. Assigning responsibilities for criteria

No.	Standard	Group responsible responsibility	Note
1	Criteria 1 : Objectives, mission, organization, and management	Group 3	Group leaders proactively carry out their group's tasks.
2	Criterion 2 : Training Activities	Group 1	
3	Criterion 3: Teachers, administrators, staff, and workers	Group 1 + 3 + 6	
4	Criterion 4: Programs and curricula	Group 1	
5	Criterion 5: Facilities, training equipment, and library	Group 1 + 3	
6	Criterion 6: Scientific research, technology transfer, and international cooperation	Group 1 + 6	

7	Criterion 7: Financial Management	Group 5	
8	Criterion 8: Learner Services	Group 4	
9	Criterion 9: Quality Monitoring and Evaluation	Group 2	

## **5. Assessment tools**

1. Circular No. 28/2017/TT-BLDTBXH dated December 15, 2017, of the Ministry of Labour, Invalids and Social Affairs on the Regulations on the quality assurance system of vocational education institutions;

2. Circular No. 15/2017/TT-BLDTBXH dated June 8, 2017, of the Ministry of Labour, Invalids and Social Affairs on the Regulations on criteria and standards for quality accreditation of vocational education;

3. Official Letter No. 23/TCGDNN-KĐCL dated January 26, 2018, from the General Department of Vocational Education and Training on guiding the evaluation of quality accreditation standards for vocational education institutions for secondary schools and colleges in 2018.

## **6. Implementation**

### ***6.1. Quality Self-Assessment Council:***

- Implement the self-assessment plan for the 2023-2024 academic year. Evaluate the College and assess the quality of the Nursing College program.

- Monitor, inspect, and urge units to complete their work according to schedule and content.

- The task forces independently complete the assessment and evidence gathering work, coordinating with relevant units during the implementation process.

### ***6.2. Inspection, Examination and Quality Assurance Department:***

- Provide advice on planning, personnel, quality assurance, and self-assessment. Coordinate closely with departments and divisions during implementation.

- Organize inspections and monitoring of departments, divisions, and specialized teams during the implementation of the stages outlined in the issued plan.

- Compile and archive the final approved results and submit the report to the General Department of Vocational Education, Ministry of Labour, Invalids and Social Affairs; and the Department of Labour, Invalids and Social Affairs of Thai Binh province in accordance with regulations.

### ***6.3. Departments, divisions, and specialized units:***

- Develop a plan for carrying out the tasks of your own unit, assigning specific tasks to each member in the Faculty, Department, or specialized team.

- Regularly monitor, supervise, and evaluate results. Compile and report results within the specified timeframe.

The above is the plan for implementing the self-assessment of the quality of educational facilities at Thai Binh Medical College. Departments, Offices, and specialized units are requested to implement the plan, carry it out, and compile and report according to the assigned tasks and schedule./.

***Recipient:***

- Board of Directors ;
- Departments, Divisions, Centers and affiliated units ;
- Member of the School's Evaluation Council for the 2023-2024 academic year ;
- Saved: VT; TT-KT&KĐLC .

**By order of the Chairman of the Council  
VICE PRESIDENT**



**Nguyen Thanh Son**