

How can I access the **On Track** tools?

All available tools and resources can be accessed from the project's website in the designated results section.

You can follow the link here

<http://ontrack-project.eu/en/results-en>

You will be able to access the following tools and resources:

- Download the questionnaires, if you want to implement them in a different tool.
- Access the model surveys (three EQF levels, 7 languages, 2 different online survey tools).
- Download the On Track Methodological Guidelines for VET providers that will guide you through the whole process.
- Download the On Track Surveys Technical Manual that will support you to adapt the selected model survey to your organization.



Erasmus+

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www.ontrack-project.eu



OnTrack

a tracking system for graduates
of vocational education and training



With the support of the
Erasmus+ Programme
of the European Union

A graduate tracking tool for VET providers!

- Do you want to stay connected with your graduates?
- Do you want to be on track with your graduates' progress?
- Do you want to further improve the quality of the educational and training programmes you offer?
- Do you want to ensure that you offer educational and training programmes aligned with the needs of the labour market?

**On Track
has the solution
for you!**

What is the On Track graduate tracking tool?

It is a survey tool that can be utilized by Vocational Education and Training (VET) providers who wish to track information on their graduates pertaining to employment status, career choices, further education etc.

The tracking tool is expected to assist VET providers to:

- **Stay connected** with their graduates beyond the graduation date
- **Gather valuable quantitative and qualitative data** for constantly improving their training programmes, quality management system and services e.g. career services
- **Identify areas of further development** within their organization
- **Track the employment success rate** of their graduates and utilize this data for attracting prospective students

Who has created this tool?

The tool has been created within the ERASMUS+ On Track project. It is the end result of the collaboration of 9 partners across 7 EU Member States: Slovakia, Greece, Cyprus, Bulgaria, Latvia, Austria and Spain.

Visit our website for more information about the On Track project!

How does the On Track graduate tracking tool work?

The On Track graduate tracking tool is a survey tool consisting of 3 questionnaires, especially developed to address different levels of the **European Qualification Framework (EQF)**, ranging from Lower to Upper Secondary & Post Secondary, to Bachelor and Master level respectively: Level 2-3, Level 4-5, Level 6-7.

Questionnaires are available in 7 languages: English, Greek, German, Bulgarian, Slovak, Latvian and Spanish.

The questionnaires are available in two different on-line survey tools:

- **Google Forms** – *simple, easy to use*
- **LimeSurvey** – *more features for the questionnaire and better response data management*

Both models are freely available for adaptation and use by VET Providers.



How can the On Track tool be implemented?

VET providers can adopt and implement the On Track Tool by following these 4-steps:

- Step 1** Ask (via email) the On Track administrators for access to the model survey of your choice (Google Form or LimeSurvey), in any of the available languages and levels. You will receive a copy for your organization as well as the administration rights.
- Step 2** Adapt the selected questionnaire(s) to the needs of your VET organization, student population, national legal framework etc. Tip! On Track Surveys Technical Manual will support you to make the adaptation.
- Step 3** Run the survey. Handle all personal data resulting from the survey according to the General Data Protection Regulation (GDPR) - Regulation (EU) No 2016/679.
- Step 4** Analyze collected data and ensure that the information is being adequately communicated to all internal stakeholders, so it can be effectively utilized.

IMPORTANT! Before adopting and implementing the On Track tool interested VET providers are encouraged to:

- Ensure that a comprehensive strategy and plan are in place that clearly address **WHY & HOW** your organization will be launching the survey.
- Ensure that all relevant internal groups are adequately informed about this activity. Such groups may include academic and administrative staff, the student affairs office, careers office etc.

Tip!

The On Track Methodological Guidelines for VET Providers will support you in developing an internal strategy and plan.