REVIEW PROCESS TIMETABLE (For Learner-Reviewers)

A timeline for the learner-led review process should be prepared by learner-reviewers with other reviewers to manage all roles and steps in an order. This timetable can be used to list all tasks to complete from the beginning until the end of the process. Therefore, this template will help all reviewers to follow the ongoing process as a whole.

Name of the VET Institution: _____

Name of the Facilitator/Learner Support Staff: _____

Start date: dd.mm.yyy

End date: dd.mm.yyy

	WEEK 1					WEEK 2					WEEK 3					WEEK 4					WEEK 5				
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
T1 Start of learner-led review process	X																								
T2 Training		X	X	X																					
T3 Reading the Manual and Guidelines						X	X	X	X																
T4 Learning the roles of learner-reviewers																									
T5 First day of evaluation																									
T6 Deciding the topics and choose review method																									
T7 Collecting data on the chosen question																									
T8																									
T9																									
T10																									
T11																									
T12																									
End of learner-led review																									

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