

## TRAINING REPORT

**Training:**

IAAC New Peer Evaluators Training

**Date:**

December 12th to 14th, 2017 (24 training hours)

**Place:**

Quito, Ecuador

**Instructor(s):**

Ignacio Guerreiro (Argentina)  
 Víctor Ángeles (ema, México).

**Addressed to:**

IAAC Peer Evaluator candidates

**Objective:**

To train more IAAC Peer Evaluators

**Participants per Accreditation Body:**

Participants in the New Evaluators Training Course were selected by the IAAC Peer Evaluators Management Subcommittee (PEMS) according to the criteria and procedures defined in document IAAC PR004. The course had 15 participants. The participants were appointed by the PEMS or by SAE (the local AB), which funded part of the expenses and provided the infrastructure for the course. The table below provides numbers of participants by accreditation body:

Country	Accreditation Body	Number of Participants
Ecuador	SAE	10
El Salvador	OSA	1
Argentina	OAA	1
Peru	INACAL	1
Colombia	ONAC	1
Nicaragua	ONA	1

**Training and organization improvements:**

The program of the course included presentations by instructors, group exercises and an exam.

The course was taught in Spanish, as all participants were fluent in Spanish.

Participants were evaluated according to the criteria given in document IAAC PR 004 including: knowledge of ISO/IEC 17011:2004, IAF/ILAC A 5 MLA requirements, understanding of peer evaluation procedures, interpersonal skills, language skills for nonnative speakers, ability to work in groups and personal attributes.

Parts of the exam and its weighting:

- A) ISO/IEC 17011:2004 and IAF/ILAC A5 (40%),
- B) IAAC MD 002 (12%),
- C) Documents at the MLA main scopes level (8%),
- D) Peer assessment planning (8.5%),
- E) Activities during the peer assessment (11%),
- F) Activities after the peer assessment (20.5%).

Twelve (12) participants successfully passed the exam. Some of those who successfully passed the exam (that had been appointed by the PEMS) were approved to be qualified as trainee evaluators. The observers nominated by SAE (who were not qualified by PEMS as eligible to become trainee evaluators) that also met the requirements of the course by successfully passing the exam, may be qualified by PEMS as trainee peer evaluator once they meet the requirements for experience specified in PR004.

Participant surveys demonstrated a great level of satisfaction in each aspect. The highest level of satisfaction (level 5, from 1 to 5) was given by the participants in:

- Objective: 100%
- Fulfillment and contribution to development: 88,9%
- Topics: 77,8%
- Time, new knowledge, methodology and expectations: 55,6%
  
- Punctuality: 100%
- Instructors mastery and ability: 88,9%
- Relation with participants, encouraged participation and group interest: 77,8 %
- Congruence and availability to feedback: 66,7%
- Teaching aids: 55,6%
- IAAC Services 66.2 %
  
- Didactics aids, material and quality of presentations: 88,9%
  
- Training registry: 100%
- Attention during the training: 88,9%
- Organization: 77,8 %

The level 4 was selected in difficult to understand: 77,8%

**Program of the training course:**

<b>Tuesday, December 12, 2017</b>	
8:30 am to 9:00 am	Welcomes and Introductions
9:00 am to 9:10 am	Review of Agenda
9:10 am to 9:20 am	<b>IAAC Structure and IAAC MLA</b>
9:20 am to 10:00 am	<b>IAAC PR004</b>
10:00 am to 10:20	<i>Break</i>
10:20 am to 1:00 pm	<b>ISO/IEC 17011, IAF/ILAC A5</b> Intro. to Section 5
1:00 pm to 2:00 pm	<i>Lunch</i>
2:00 pm to 3:10 pm	<b>ISO/IEC 17011, IAF/ILAC A5</b> Section 6
3:10 pm to 3:30 pm	<i>Break</i>
3:30 pm to 5:20 pm	Exercise 1: Document Review
5:20 pm to 6:00 pm	Exercise 1: Presentation and Discussion

<b>Wednesday, December 13, 2017</b>	
8:30 am to 10:00 am	<b>ISO/IEC 17011/ IAF/ILAC A5</b> Section 7 and 8
10:00 am to 10:20 am	<i>Break</i>
10:20 am to 11:45 am	<b>ISO/IEC 17011/ IAF/ILAC A5</b> Section 7 and 8
11:45 am to 11:50 am	Explanation about classification of findings, NC, concern and comment and about Exercise 2
11:50 am to 1:00 pm	Exercise 2: Finding Classification
1:00 pm to 2:00 pm	<i>Lunch</i>
2:00 pm to 2:30 pm	Exercise 2: Presentation and Discussion
2:30 pm to 4:40 pm	<b>IAAC MD 002</b>
4:40 pm to 5:00 pm	<i>Break</i>
5:00 pm to 6:00 pm	Exercise 3: Reviewing Corrective Actions

**Thursday, December 14, 2017**

8:30 pm to 10:20 pm	Exercise 3 and 4: Presentation and Discussion
10:20 am to 10:40 am	<i>Break</i>
10:40 am to 12:00 am	Exercise 5: Evaluation Planning
12:00 pm to 1:00 pm	<i>Lunch</i>
1:00 pm to 3:00 pm	Exercise 5: Presentation and discussion
3:00 pm to 3:20 pm	<i>Break</i>
1:00 pm to 2:15 pm	Exam
2:15 pm to 4:00 pm	Exam Review
4:00 pm to 4:30 pm	Wraps Up

**Additional comments:**

- The infrastructure provided by the organizers was good and met the purposes of the course. The whole course went very well. There was a short delay in the opening section and confusion in the format of the training material.
- The amount of documents and subjects that were to be covered in this activity has been increasing over time. However, the training course is planned for 3 days only. As a suggestion, issues about PR 004 or MD 002 that does not have to do directly with the evaluator's work should be removed from the agenda of the workshop for new peer evaluators.



Sincerely,  
December 29th, 2017

Ignacio Guerreiro  
Víctor Ángeles.

