



inclusive-HE



Toolkit Instructions



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General

This practical and innovative toolkit was created to support higher education institutions, administrators and policy makers, to develop and monitor inclusive policies and practices. This is a research-based toolkit and was created between 1.12.2020-31.7.2021. The development of the toolkit was led by Åbo Akademi University, Finland, in collaboration with the European university continuing education network (eucen). All project partners were involved in the development of the toolkit's content.

To create the toolkit the next steps and activities were followed and completed: a systematic literature review, development of the theoretical framework, creation of the inclusive readiness and reflection tool, critical reflection and evidence-based guidelines, collection of national reports and development of cumulative report, and finally the toolkit creation. From a methodological perspective it has to be noted that the systematic literature review focused on good inclusive policies and practices. Then a review of 10 national good inclusive policies and practices was conducted from all partners. Focus group interviews with key stakeholders and a survey targeting key stakeholders gave a rich perspective on the topics of inclusion and hence, supported the development of the toolkit.

The toolkit consists of this toolkit guide and six tools: 1) Theoretical Framework and Indicators, 2) Checklist, 3) Canvas, 4) SWOT-Analysis Template, 5) Strategy Worksheet Template, 6) Database. The Checklist and Canvas are assessment and reflection tools. The SWOT-analysis template and the Strategy worksheet template are strategy tools. The Theoretical framework and indicators, and the Database are action tools.

We recommend you using the Toolkit in an ascending order, starting from the Theoretical Framework and Indicators, Checklist and Canvas. These tools provide a background, space and ideas for reflection. Then the SWOT-analysis template and the Strategy worksheet template will allow you and your team to plan your future steps. Finally, the Theoretical framework and indicators as well as the Database will ensure that you have considered all possible aspects related to inclusion and higher education institutions.

All tools are available online in a variety of forms such as in Word Document, PowerPoint Slides, Poster, Pdf. Figure 1 illustrates the toolkit and its various forms.

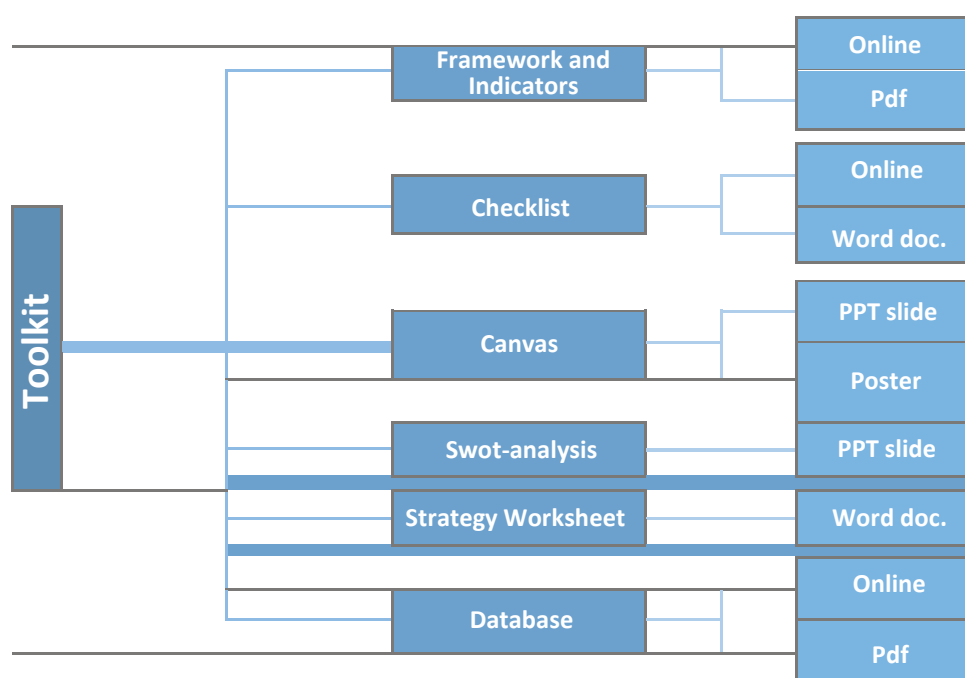


Figure 1. Toolkit structure and forms.

Theoretical Framework

Tool description

We have developed this framework to guide higher education institutions (HEI) across Europe and the globe in the adaptation of their policies, programmes, accessibility and learning spaces to encourage and enable the full participation of minoritized social groups in higher education. This framework provides a one-stop for everything you need to know about implementing inclusive education. To assist you with this, we present the most innovative and inclusive best practices based on a systematic literature review of peer-reviewed scientific studies from across the globe between the years 2000 to 2021.

The best practices, which is based on rigorous scientific methods have the potential to redress some of the barriers marginalized social groups face regarding access, participation, and completion of higher education studies. The framework is divided into three main components of the Inclusive Higher Education framework: policies, practices, and accessibility. Each component consists of several categories with accompanying indicators of best practices. Policies consist of National level, Regional level, and University level. Practices consist of Administration, Curriculum, and Teaching and Learning. Accessibility consists of Physical, Digital, Social, and Attitudinal.

How to use it

1. Review the categories under each of the three main components of the inclusive higher education framework.

2. Click on a category to read the specific inclusive best practice indicators from a pop-up window. For instance, you can click on the university level under the broad component of Policies and a pop-up window would come up that would show a list of indicators.
3. Click on an indicator to read more about specific measurable actions that could be implemented to actualize inclusion in higher education for this indicator. For instance, you can click on technology for inclusion under the university level indicator and a pop-up window would come up that would show a list of measurable actions to be implemented.

Checklist

Tool description

This inclusion readiness assessment and reflection tool is built with the purpose to be used as a checklist for institutions in higher education. The statements on this checklist are created for university leadership teams and key stakeholders, continuous professional development, infrastructure, and equipment, teaching and learning, assessment practices, and student profile. The checklist is divided into three core dimensions of Inclusive Higher Education framework: policies, practices, and accessibility. Each dimension consists of areas and standards which guide discussions and analysis of the inclusive profile of a higher education institution:

- A. Policies: National level, Regional level, University level
- B. Practices: Administration, Curriculum, Teaching and Learning
- C. Accessibility: Physical, Digital, Social, Attitudinal

You can go through the whole checklist or focus on each dimension and area separately. The checklist requires participation of staff members from different departments and services for example, one person from the university leadership, two administrative staff and two teachers. It takes approximately an hour to answer it.

How to use it

By ticking the box ☒, you are indicating that this practice and/or policy exists in your institution, and it is applied to the fullest. If the practices and/or policies at your university are not well-applied, consider not ticking the box as there is still room for improvement. At the end count how many boxes you have noted and write the number of ticks in the sections you are focusing on. If your percentage is between 0-50% then these areas are in high need to be improved and developed. If your percentage is between 50%-80% you have established policies and practices but there is still a need for further development. If you have more than 80% you are doing a great job in the field of inclusion, but it is not perfect. Please go to Canvas, follow the instructions, share ideas for further development and establishment of practices and policies, and improve those areas.

Canvas

Tool description

The Inclusive Higher Education Canvas is a visualisation tool that provides a holistic overview of the key aspects of an inclusive higher education institution. The Canvas is organised in 9 puzzle pieces which represent the 3 core dimensions of Inclusive Higher Education framework (policies, practices, and accessibility). Each dimension consists of 3 standards which guide discussions and analysis of the inclusive profile of a higher education institution:

- A. Policies: National level, Regional level, University level
- B. Practices: Administration, Curriculum, Teaching and Learning
- C. Accessibility: Physical, Digital, Social and Attitudinal

How to use it

Optimally, the Inclusive Higher Education Canvas is used after going through the Checklist and to help you reflect on the different pieces make sure to check the InclusiveHE framework.

1. Set your institutions' goals
2. Print the canvas
3. Individually or in teams discuss each standard (you can go through all the standards or focus on the standards that the Checklist has indicated as most urgent)
4. Use markers and Post It notes to document the results of your discussion
5. After filling each puzzle piece, discuss the whole canvas and concentrate on its consistency
6. Use the Inclusive Strategy Worksheet to list next steps, milestones, and timeframes

SWOT-analysis Template

Tool description

The Inclusive Higher Education SWOT-analysis template provides a tool for strategic planning and exploration of your higher education institution's internal and external environment regarding inclusion. The analysis includes identifying current strengths and weaknesses, as well as future opportunities, and threats.

How to use it

1. Use the checklist to identify the state of inclusive policies and practices at your institution as well as the Inclusive Higher Education Canvas to reflect on the results and ways forward.

2. Access the Inclusive Higher Education SWOT-template and perform a SWOT analysis of inclusive policies and practices for your entire institution or a specific target group, policy, or practice of your institution.
3. Document the current strengths and weaknesses, as well as the key opportunities and challenges that need to be addressed in the Inclusive Higher Education SWOT-analysis template. Or you can use it as a stand-alone quick assessment of current and potential inclusive policies and/or practices.

Strategy Template

Tool description

The Inclusive Higher Education Strategy Worksheet serves as a vehicle to support higher education institutions in developing their own plan for moving their inclusive policies and practices forward from their current state.

How to use it

1. Assess, reflect, and analyze the current state of inclusive policies and practices in your institution using the InclusiveHE Checklist, Canvas and SWOT-analysis template.
2. Use this template to define strategic goals and initiatives and create an inclusive higher education strategy for your institution/department/other.
3. Use the InclusiveHE Framework and Database for inspiration and guidelines from the current state-of-the art of good policies and practices in higher education across Europe.
4. Share the results with all those involved in the implementation of the designed actions, strategies, and plans.

Database

Tool description

The Inclusive Higher Education Database consists of 47 examples and information about inclusive policies and practices in higher education institutions in Europe. The examples have been collected both on a European level as well as in the four partner countries: Cyprus, Finland, Latvia, and Romania.

How to use it

1. Use it together with the assessment, reflection, and analysis tools (e.g., the Checklist, Canvas and SWOT-analysis template) to compare, reflect and analyze the challenges and opportunities identified in your institution or department.

2. Use it as a source of information and inspiration regarding good policies and practices of inclusive higher education, which may support you in drafting strategic goals for inclusion (using the Inclusive Higher Education Strategy Worksheet).
3. Access and browse the database or access and filter according to country or the challenges that your institution is facing regarding inclusive policies, practices, or accessibility.

