



QUALIFICATION AND CERTIFICATION



In ADULT EDUCATION and VOCATIONAL EDUCATION AND TRAINING (VET)

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Partner: Austria



New Skills for New Jobs – Skill Set Design

The European Certification and Qualification Association (ECQA)

Skills International is a founding member of the **European Certification and Qualification Association** ([ECQA, www.ecqa.org](http://www.ecqa.org)). We are also member of several Job Role Committees and also ECQA Ambassador. Skills International has in-depth professional expertise in the course development and training provision. Here is an example of how we develop new skill sets within the framework of ECQA:

Roles of the ECQA

- **The ECQA is a non-for-profit association, joining institutions and several thousands of professionals from all over Europe and internationally.**
- **The ECQA provides a world-wide unified certification schema for numerous professions.**
The same exam pool, exam rules and the same electronic exam system are used for certification exams in any participating country.
- **The ECQA joins experts from the market and supports the definition and development of the knowledge (skill cards) required for job roles.**
Experts, joined in "Job Role Committees", are frequently initiating new professions and updating the existing professions as demand on the market requires more...
- **The ECQA defines and verifies quality criteria for Training organizations and Trainers to assure the same level of trainings all over the world.**
The certification procedure offers modularity of certification. Therefore, modularity of training all over the world is assured. Only verified and approved organizations and individuals may become ECQA certified service providers more...
- **The ECQA centrally promotes all certified job roles.**
Databases of certified professionals are publicly available to help organizations on the market in seeking organizations and individuals for cooperation

The Skills Definition

Imagine that in the future Europeans will have a skill card which illustrates your skill profile to fulfil specific professions, job roles, and tasks. It's working according to the [European Qualification Framework EQF](#). The skill set describes the competences in terms of skill units, which are themselves defined by skill elements.

The skill card contains the following items:

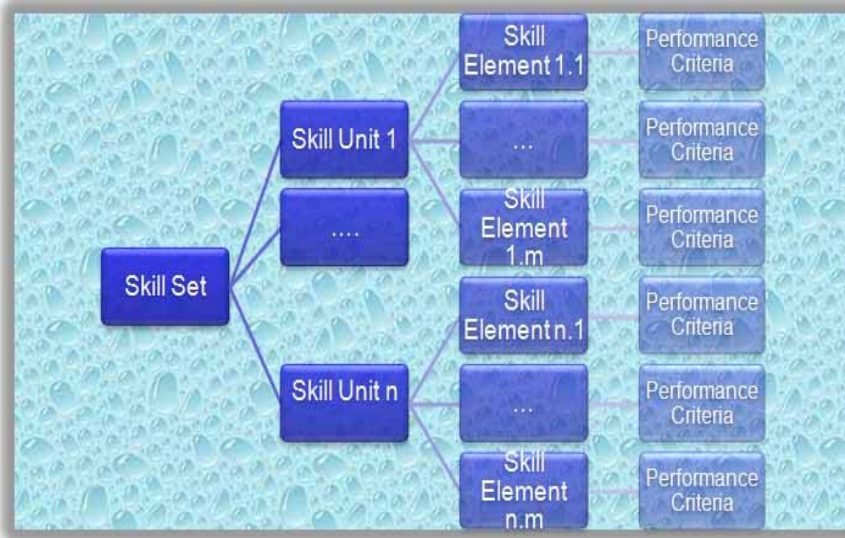


Figure 1 : The Skill Definition Model (1:n = one to many relationship)

Domain: An occupational category. e.g. domain = Project Management

Job Role: A certain profession that covers part of the domain knowledge. e.g. job role = EU Project Manager

Unit: A list of certain activities that have to be carried out in the workplace. It is the top-level skill in the qualification standard hierarchy. Each unit consists of a number of elements.

Learning Element: Description of one distinct aspect of the work performed by a worker, either a specific task that the worker has to do or a specific way of working. Each element consists of a number of performance criteria.

Performance criteria: Description of the minimum level of performance a participant must demonstrate in order to be assessed as competent.

Level of cognition: For each performance criteria there is an intended level of cognition. At the same time this describes the complexity level of the test questions for each performance criteria, according Bloom's Taxonomy – Rev. 2001.

Evidence: Proof of Competence.

Job Role Committee (JRC)

o The Job Role Committee (JRCs) maintains the skill card and performs other tasks of coordination. Job Role Committees are set up for the different profession (there are about 30 professions within ECQA).



Training Material Development (Example)

Definition of a set of **training material** which covers the skill set for the profession.

Introduction into EU Projects	EU Structure and EU Programs
Project Objectives and Finances	Start up and Objectives
	Management of Work Packages and Project Results
	Finance Management
Cooperation	Contract Management
	Communication and Team Management
	Exploitation and Sustainability
Quality Management	Reporting
	Quality Planning
	Quality Assurance
	Risk Management

Figure 2: Example of the Units and Learning Elements of the Job Role ECQA Certified EU Project Manager

The Skills Assessment Model

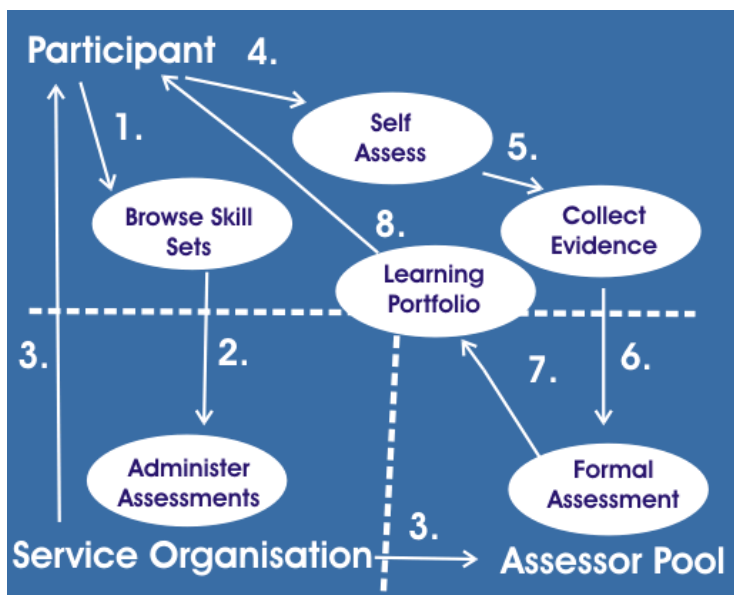


Figure 3: The Skills Assessment Model



Europe-wide and International Certification

Candidates attend the training and perform the online examination by ECQA. Certificates are issued Europe-wide and internationally by ECQA, e.g. ECQA Certified EU Project Manager, certificates of course attendance are issued by Skills International

There are two types of certificates:

1. **ECQA Certified EU Project Manager**
2. **Professional Certificate:** basic certificate plus experience track
(e.g. ECQA Certified EU Project Manager Professional Certificate: min 1. EU coordinated, or partner in 2 EU projects)

Target groups

Adult Education or VET – Vocational education and training

- Learner, staff, trainers, teachers
- Certification of persons (ECQA)
- Certification of Training Bodies by ECQA
- Certification of trainers by ECQA
- ECVET assignment

VET – HEI (Higher Education Institution)

- Integration in curricula, diploma supplements
- ECTS assignment

Types of Trainings

- Training of persons (candidates for ECQA certification)
- Training of trainers

eLearning Environment

- Set-up of eLearning environments, e.g. Moodle
- Distance Learning Education, ICT for e-Learning
- Learning organizations development
- Implementation of Web 2.0 Tools
- Support of learning and access to Open Educational Resources (OER)



EU instruments and principles include (1)

- The European Qualifications Framework (EQF)
- The European Credit System for Vocational Education and Training (ECVET)
- Europass
- European Quality Assurance in Vocational Education and Training (EQAVET)
- Validation of non-formal and formal learning

European Qualifications Framework (EQF) (1)



The European Qualifications Framework (EQF) is a common European reference framework. It acts as a translation grid which links countries' qualifications systems/framework. It covers qualifications at all levels and in all sub-systems of education and training (general and adult education, vocational education and training as well as higher education). Its main role is to make qualifications more readable and understandable across different countries and systems. In close cooperation with the European Commission, Cedefop provides analytical and coordination support for the implementation of the EQF and carries out a number of comparative studies and analysis on issues related to the implementation of the framework at EU, national and sectoral level. [more]

European Credit System for vocational education and training (ECVET) (1)



The European credit system for vocational education and training (ECVET) helps individuals who are trying to acquire a VET qualification to move between countries and gain access to lifelong learning. It does so by making it easier to transfer, to have recognised and to accumulate assessed learning outcomes. In cooperation with the European Commission, Cedefop provides technical and analytical support for the implementation of the ECVET Recommendation at the EU, national and sectoral levels. [more]

Validation of non-formal and informal learning (1)

The importance to Europe of a skilled and knowledgeable citizenry extends beyond formal education to learning acquired in non-formal or informal ways. Citizens must be able to demonstrate what they have learned in order to use this learning in their career and for further education and training. To do so, they must have access to a system which identifies, documents, assesses and certifies (=validates) all forms of learning. This is what the EU has called upon Member States to put in place by 2018. [more]

European Quality Assurance in Vocational Education and Training (EQAVET)

EQAVET is a community of practice bringing together Member States, Social Partners and the European Commission to promote European collaboration in developing and improving quality assurance in VET by using the European Quality Assurance Reference Framework. (see <http://www.egavet.eu>)

(1) Understanding qualifications: source Cedefop,
<http://www.cedefop.europa.eu/EN/understanding-qualifications/>



Trainer Reference

Mag. Andrea Fenz, Director of Skills International

- **European programmes and projects** (18 years of experience)
- **Translation Studies** (Karl-Franzens-Universität, Italian, English from and into German)
- **Regional Contact Point Southern Austria** for the 4th, 5th, 6th and 7th EU Framework Program for 13 years on behalf of Austrian Ministry of Science and Austrian Ministry of Labour, Regional Government of Styria and Chamber of Commerce (1995 – 2008)
- **National Contact Point Austria (NCP)** for the 6th EU Framework Program IST Program.
- **Regional Contact Point Southern Austria LEONARDO DA VINCI** (2000 – 2004)
- Co-ordinator of EU mobility projects in **ERASMUS** and **LEONARDO DA VINCI** from 2000 – 2008.
- **Proposal Expert Evaluator** for Austrian National Agency for Lifelong Learning OeAD GmbH
- **External Evaluator** of EU Projects: LLP – KA2 Languages; LLP – Erasmus
- Expert for **AEI – Agency for European Integration and Economic Development (Austria)**
- Job Role Committee Coordinator **ECQA Certified EU Project Manager**
- Partner in the EU network of **Innovation Relay Centres** for innovation and international technology transfer as Regional Contact Point Southern Austria from 1995 to 2008 in collaboration with Chamber of Commerce Carinthia.
- Coordinator and partner in appr. **40 EU projects** in EU Framework Programmes for Innovation, Research and Development (from 1995 - 2008), LEONARDO DA VINCI (mobility, pilot, expert exchange), Lifelong Learning Programme (ERASMUS, mobility), TEMPUS, PHARE Cross Border Goes Digital, INTERREG (Alpine Space and cross-border).
- Trainer certifications:
 - Certified **Adult Education** Trainer (WIFI certificate)
 - ECQA certified trainer **Researcher – Entrepreneur**
 - ECQA certified trainer **EU Project Manager**
 - ECQA certified trainer **Innovation Manager**
 - ECQA certified trainer **Six Sigma Yellow Belt**
 - ECQA certified trainer **Governance SPICE Assessor**
- Further certificates obtained
 - ECQA Certified **E-Learning Manager**
 - ECQA Certified **Social Media Networker – Foundation Level**
 - ECQA Certified **Valorisation Expert**

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