

Rules and Process Steps for Certification of Training Organisations and Trainers



Certification Logo

Abstract: This paper describes the rules and steps to be applied for the certification of training organisations and trainers. According to the ECQA Framework this has to be applied by job role committee members to review the acceptance of a certification proposal.

1. Checklist / Overview of Certification Rules

Certification Checklist Training Organisations

Regulation		yes	No
Certification Rule ECQA-TrainingORG-Rule 1 – The training organisation must declare which skill card they cover and the skill card must represent a job role certified by ECQA.			
Certification Rule ECQA-TrainingORG-Rule 2 - To be accredited the training organisation must prove that a set of training materials covers all performance criteria of the skill card.			
Certification Rule ECQA-TrainingORG-Rule 3 – The training organisation can prove that they have at least one qualified trainer (can also be work contract based, not necessarily this requires an employment).			
Certification Rule ECQA-TrainingORG-Rule 4 – The training organisation can prove that they have a consulting, service, or training experience and success record in the field related with the skill card (the one underlying the training materials).			
Certification Rule ECQA-TrainingORG-Rule 5 – The training organisation is committed to using the ECQA registration and test portals. Via these portals all certificates will be electronically maintained across Europe.			

Certification Checklist Trainers

Regulation		yes	No
Certification Rule ECQA-Trainer-Rule 1 – The trainer can prove experience in the specific domain related to the job role (for which he is doing the training)			
Certification Rule ECQA-Trainer-Rule 2 – The trainer has run through the certification process and reached a “professional / test certificate”			
Certification Rule ECQA-Trainer-Rule 3 – The trainer must have been coached (or acting as a co-trainer of an already accredited trainer) at least once in the teaching of the learning elements of the skills card			
Certification Rule ECQA-Trainer-Rule 4– The trainer can prove former consulting or development or trainer experiences.			

2. Criteria for Certification of Training Organisations

2.1 Required Skill Card Coverage

Certification Rule *ECQA-TrainingORG-Rule 1* – The training organisation must declare which skill card they cover and the skill card must represent a job role accredited by ECQA.

Certification Rule *ECQA-TrainingORG-Rule 2* - To be accredited the training organisation must prove that a set of training materials covers all performance criteria of the skill card.

Explanations/Guidance:

- The training organisation applies for a certification by declaring which skill card/job role they plan to offer and by sending the training materials for an audit to the ECQA organisation.
- The ECQA organisation coordinates the work with job role related committees who are doing the actual audit. The audit checks if the training material covers all skills units, learning elements and performance criteria of the skills card as a minimum.

2.2 Required Competence Coverage

Certification Rule *ECQA-TrainingORG-Rule 3* – The training organisation can prove that they have at least one qualified trainer (can also be work contract based, not necessarily this requires a n employment).

Explanations/Guidance:

- The training organisation applies for a certification by sending copies of the certificates of at least one related trainer for an audit to the ECQA organisation.

2.3 Required Organisational Background

Certification Rule *ECQA-TrainingORG-Rule 4* – The training organisation can prove that they have a training, or consulting, or development experience and success record in the field related with the skill card (the one underlying the training materials).

Explanations/Guidance:

- If in any of the below criteria a rating “poor” is done , this will be a failure criteria for the training organisation acceptance.

How would you rate the training organisation in the following areas?

Proven Training or Consulting or Development Experience	○	○	○	○
	Poor	Fair	Good	Excellent
References/Publications in the Field	○	○	○	○
	Poor	Fair	Good	Excellent
Qualified Trainer Available	○	○	○	○
	Poor	Fair	Good	Excellent
Defined Processes including Feedback Analysis	○	○	○	○
	Poor	Fair	Good	Excellent
Willingness to Apply the ECQA Regulations	○	○	○	○
	Poor	Fair	Good	Excellent
Availability of expertise in the field	○	○	○	○
	Poor	Fair	Good	Excellent

Table 1 : Qualitative Organisational Criteria

2.4 Using the Standard Registration and Test Portal Systems

Certification Rule *ECQA-TrainingORG-Rule 5* – The training organisation is committed to using the ECQA registration and test portals. Via these portals all certificates will be electronically maintained across Europe.

Explanations/Guidance:

For the self assessment and learning guide look at

http://www.iscn.com/projects/piconew_skill_portal/images/eqn-users-self-assessment-learning-guide-v1.pdf

For the student exam guides look at:

<http://www.ecqa.org/>

- menu – Examination Services

The exam body guides are not public and will be sent by the test system administrator to the accepted exam organisations / bodies.

- The training organisation during or latest at the end of the course asks all students to register with an examination organisation at the test and certification portal.
- The training organisation agrees with the students and the examination organisation a date to perform the test.
- At this date the tests will be available online / computer based and results will be calculated automatically.
- The system finally (ECQA) allows to automatically generate the certificates based on the test results.

3. Criteria for Certification of Trainers

3.1 Required Competence Coverage

Certification Rule *ECQA-Trainer-Rule 1* – The trainer can prove experience in the specific domain related to the job role (for which he is doing the training)

Explanations/Guidance:

- A university study and 3 years work experience in the field **OR** No university study and 8 years work experience in the field
AND
- Industry references (from companies) **OR** Publications – minimum are 2

3.2 Required Knowledge Background

Certification Rule *ECQA-Trainer-Rule 2* – The trainer has run through the certification process and reached a “professional certificate”

Explanations/Guidance:

- The trainer himself must have done the test and certification by himself, proving the he himself has the knowledge and can pass the test.

3.3 Required Minimum Coaching

Certification Rule *ECQA-Trainer-Rule 3* – The trainer must have been coached (or acting as a co-trainer of an already accredited trainer) at least once in the teaching of the learning elements of the skills card

Explanations/Guidance:

- An already accredited trainer must provide a positive reference.

3.4 Required Experience Log

Certification Rule *ECQA-Trainer-Rule 4*– The trainer can prove former trainer experiences (holding of courses)

Explanations/Guidance:

- A list of former teachings or courses or consulting or development must be provided in the certification process. It is expected that the trainer can prove to have held industrial or university courses, or consulting projects, or related development projects before.
- If in any of the below criteria a rating “poor” is done, this will be a failure criteria for the training organisation acceptance.

How would you rate the trainer in the following areas?

Proven former teaching, or consulting, or development in the field	○	○	○	○
	Poor	Fair	Good	Excellent
Teachings, or consulting, or development are related to the skill card	○	○	○	○
	Poor	Fair	Good	Excellent
Proven expertise in the field by publications or references	○	○	○	○
	Poor	Fair	Good	Excellent

Table 2 : Qualitative Trainer Criteria

4. Application Form – Training Organisation

Application for <Company Name> concerning the Job Role <job role name>:

Name of the organisation in national language <i>(full and abbreviated if applicable)</i>	
Name of the organisation in EN, FR or DE <i>(if available)</i>	
Short Company Description: (max. 100 words)	

Head Office

Street	
Number	
Postcode	
Town/city	
Country	

Contact person

Name	Mr <input type="checkbox"/> Ms <input type="checkbox"/>	
Department		
Position		
Street		
Number		
Postcode		
Town/city		
Country		
Telephone		
Fax		
E-mail		
Website		

Declaration of Compliance with skill card and test systems	I hereby declare that our organisation will fully cover the defined skill card <job role name> in the courses and will use and promote the test systems offered by the ECQA Association.
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Authorised signatory

Name	Mr <input type="checkbox"/> Ms <input type="checkbox"/>	
Position		

Please attach to the general data and signed declaration the following data package:

- The set of course materials
- The trainer certificate (of the trainer(s) to be used)
- A reference list of training or consulting or development projects dealing with the job role

5. Evaluation Form – Training Organisation

Evaluation for <Company Name> concerning the Job Role <job role name>:

Summary Evaluation / Decision:

Regulation	yes	No
Certification Rule ECQA-TrainingORG-Rule 1 – The training organisation must declare which skill card they cover and the skill card must represent a job role certified by ECQA. Is the signed declaration form available ?		
Certification Rule ECQA-TrainingORG-Rule 2 - To be accredited the training organisation must prove that a set of training materials covers all performance criteria of the skill card. Does the evaluation sheet “Compliance of the Training Material with the Skill Set of <job role name>” show a minimum of fair in all ratings ?		
Certification Rule ECQA-TrainingORG-Rule 3 – The training organisation can prove that they have at least one qualified trainer (can also be work contract based, not necessarily this requires an employment). Has been a trainer certificate attached to the data package ?		
Certification Rule ECQA-TrainingORG-Rule 4 – The training organisation can prove that they have a consulting, service, or training experience and success record in the field related with the skill card (the one underlying the training materials). Does the evaluation sheet “Organisational Background” show no poor ratings ?		
Certification Rule ECQA-TrainingORG-Rule 5 – The training organisation is committed to using the ECQA registration and test portals. Via these portals all certificates will be electronically maintained across Europe. Did the organisation sign the declaration to use and promote the ECQA test system ?		

A rating “YES” is required in all of the above summary criteria.

Compliance of the Training Material with the Skill Set of <job role name>

How would you rate the training organisation in the following areas?

Are all elements covered ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent
Is it clear how the performance criteria per element are covered ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent
If the course structure deviates from the skills set, is there a documented mapping between the skills card and the course ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent
Does the training material include an introductory part explaining ECQA ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent

Table 3 : Compliance of Training Materials

Organisational background

How would you rate the training organisation in the following areas?

Proven Training or Consulting or Development Experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent
References/Publications in the Field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent
Qualified Trainer Available	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent
Defined Processes including Feedback Analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent
Willingness to Apply the ECQA Regulations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent
Availability of expertise in the field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Poor	Fair	Good	Excellent

Table 4 :Compliance of Organisational Criteria

6. Application Form – Trainer

Trainer Application for <Name> concerning the Job Role <job role name>:

Trainer details

Name	Mr <input type="checkbox"/> Ms <input type="checkbox"/>	
Company		
Department		
Position		
Street		
Number		
Postcode		
Town/city		
Country		
Telephone		
Fax		
E-mail		
Website		

Declaration of Compliance with skill card and test systems	I hereby declare that in my courses I will fully cover the defined skill card <job role name> and will use and promote the test systems offered by the ECQA Association.
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Signature of Declaration

Name	Mr <input type="checkbox"/> Ms <input type="checkbox"/>	
Position		

Coaching details

I have been coached by the following trainer:

Name	Mr <input type="checkbox"/> Ms <input type="checkbox"/>	
Company		
Department		
Position		
Street		
Number		
Postcode		
Town/city		
Country		
Telephone		
Fax		
E-mail		
Website		

Please attach to the general data and signed declaration the following data package:

- CV of the trainer
- The test certificate proving that you passed all elements in a training
- A reference list of training or consulting or development projects dealing with the job role

7. Evaluation Form – Trainer

Evaluation for Trainer <Name> concerning the Job Role <job role name>:

Summary Evaluation / Decision:

Regulation	yes	No
<p>Certification Rule ECQA-Trainer-Rule 1 – The trainer can prove experience in the specific domain related to the job role (for which he is doing the training)</p> <p>Does the CV provided illustrate:</p> <ul style="list-style-type: none"> • A university study and 3 years work experience in the field OR No university study and 8 years work experience in the field AND • Industry references (from companies) OR Publications – minimum are 2 		
<p>Certification Rule ECQA-Trainer-Rule 2 – The trainer has run through the certification process and reached a “professional / test certificate”</p> <p>Has a test certificate been provided by the trainer ? In case of original developers of consortia who created the job role, exceptions are possible as they developed the test !</p>		
<p>Certification Rule ECQA-Trainer-Rule 3 – The trainer must have been coached (or acting as a co-trainer of an already accredited trainer) at least once in the teaching of the learning elements of the skills card</p> <p>Is the coaching details form completed and the trainer confirms the coaching ?</p>		
<p>Certification Rule ECQA-Trainer-Rule 4– The trainer can prove former consulting or development or trainer experiences.</p> <p>Does the evaluation sheet “Trainer Background” show no poor ratings ?</p>		

A rating “YES” is required in all of the above summary criteria.

Trainer background

How would you rate the trainer in the following areas?

Proven former teaching, or consulting, or development in the field	○	○	○	○
	Poor	Fair	Good	Excellent
Teachings, or consulting, or development are related to the skill card	○	○	○	○
	Poor	Fair	Good	Excellent
Proven expertise in the field by publications or references	○	○	○	○
	Poor	Fair	Good	Excellent

Table 5 : Trainer Background Criteria

