**WP03. Mapping existing solutions for recognition and validation of knowledge, skills and competences available for the adult learning CSOs   
in all Partner countries.  
Responsible Partner: FAIE**

*Each Partner presents 2 chosen competence validation and recognition systems, most relevant benchmarks for the adult education sector – international project managers certification, according to the proposed structure.   
  
The Partners may describe the systems already presented at the kick-off meeting or search for new ones.  
  
Additionally, each Partner is welcome to give hints concerning European level validation and recognition systems (or its’ elements), that could be ‘competitors’ for the adult learning CSOs international project managers competences recognition and validation system to be developed by the Partnership in the next stage. These offers will be further analysed by FAIE.*

*Please send your propositions by February 29th 2020 by the end of the day.*

**COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1**

**1. General information.**

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| **1. General information about the recognition and validation system:**  Name, when created and by whom, what kind competence does it recognise/validate, general characteristics, scope of applicability (on the local/regional/national/European… level?), webpage. *Max. ½ page.* |
| **Project Management Institute certifications** (general project management skills for business sector)  *„Project Management Institute (PMI) is the world's leading association for those who consider project, program or portfolio management their profession”.*  The PMI celebrated 50th anniversary in 2019 (the PMI was founded in 1969 in Philadelphia, Pennsylvania, USA).  Recognises/validates competences reated to: project management, programme management, project portfolio management.  Offers eight certifications that recognize knowledge and competency:   * [Project Management Professional (PMP)®](https://www.pmi.org/certifications/types/project-management-pmp) * [Portfolio Management Professional (PfMP)®](https://www.pmi.org/certifications/types/portfolio-management-pfmp) * [PMI Agile Certified Practitioner (PMI-ACP)®](https://www.pmi.org/certifications/types/agile-acp) * [PMI Professional in Business Analysis (PMI-PBA)®](https://www.pmi.org/certifications/types/business-analysis-pba) * [Program Management Professional (PgMP)](https://www.pmi.org/certifications/types/program-management-pgmp)[®](https://www.pmi.org/certifications/types/program-management-pgmp) * [Certified Associate in Project Management (CAPM)®](https://www.pmi.org/certifications/types/certified-associate-capm) * [PMI Risk Management Professional (PMI-RMP)®](https://www.pmi.org/certifications/types/risk-management-rmp) * [PMI Scheduling Professional (PMI-SP)®](https://www.pmi.org/certifications/types/scheduling-sp)   Validates/certifies globally. Has chapters located in over 80 countries. Chapters are open to PMI members and led by volunteers. Works according to recognized standards, certifications, communities, resources, tools, academic research, publications, professional development courses and networking opportunities.  Webpage: <https://www.pmi.org/>  Further characteristics relate to one of the certification types (most relevant for the AER-V context): **Project Management Professional (PMP)®** |

**2. Prior learning.**

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| **1. Validation of the prior learning.** Is it included in the system? If it is – how does it look like? *Max. ½ page.* |
| **Project Management Professional (PMP)®**  Validation of prior learning is included. **The candidate must you meet the following sets of PMP Certification requirements concerning prior education and experience:**   * A four-year degree * Three years of experience of leading projects (4,500 hours leading and directing projects) * 35 hours of project management education/training or CAPM® (Certified Associate in Project management) Certification   Or   * A high school diploma or an associate’s degree (or global equivalent) * Five years experience in leading projects (7,500 hours leading and directing projects) * 35 hours of project management education/training or CAPM® Certification. |

**3. The training offer.**

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| **3. The training offer preceding the recognition and validation of competences.**  What kind of trainings are there offered, in what form? How long is the training (how many hours)? What are the training modules (scope of the training)? Are there any admission criteria? How does the recruitment to the training look like? What is the price of the training? Who delivers the training/who are the trainers? *Max. ½ page.* |
| **Project Management Professional (PMP)®**  There are:   * Online courses. Project management and related offered. * Traditional courses by PMI Registered Education Providers (PMI R.E.P.; 18 in PL).   The number of training hours depends from a course.  The training offer is presented according to the PMI Talent Triangle (developing technical/leadership/business and strategic competences). The courses are also divided by levels of advancement: foundation – intermediate – advanced.  To prepare to the exam, courses covering the subjects covered by the **PMBOK® Guide** (A Guide to the Project Management Body of Knowledge) are recommended, since the exam tasks are related to the PMBOK®.  The main subjects covered are: project life cycle and organisation; project management proces; project integration management; project scope management; project time management; project costs management; project quality management; project human resource management; project communications management; project risk management; project procurement management.  No specific admission criteria. Open recruitment. The average price of the on-line course range from 40 to 1400 $ (the PMI members get a discount). A typical PMP examination preparatory course in Poland, run by PMI R.E.P institution, lasts 3 – 5 days and costs 750 – 1200 EUR. |

**4. The examination.**

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| **4. The examination systems to recognize and validate the competences.** What kind of ‘exams’ are there, in what form? How does the ‘exam’ look like? Are there any admission criteria? What are the criteria of ‘passing the exam’ successfully? What is the price of the ‘exam’? What is the ‘examination body’ (who examines)? What kind of document confirms the validated competences (a certificate, recommendations, others)?  *Max. ½ page.* |
| **Project Management Professional (PMP)®**  The exam is being prepared by PMI; has a computer - test form, includes 200 questions. It is recommended to take it in English. The exams are organised by PMI certified providers. The exam lasts 4 hours.  To take an exam, the steps are as follows:  1. Fulfill Eligibility Criteria  outlined on PMI’s web pages and detailed in the certification handbooks.  2. Complete Application  Contact information.  Education attained — school attended, level of education attained, degree date.  Domain experience — details of the projects, programs, portfolios the candidate worked on including qualifying hours, dates of employment, role, organization details, reference, and experience summary.  Domain education — names of courses completed, institutions attended, dates, qualifying hours.  3. Application Review  4. Payment  5. Passing an exam**.**  The exam covers 3 domains: People (for ex. manage conflict, lead a team, support team performance), process (for ex. asses and manage risks, engage stakeholders, plan budget and resources) and business environment (for ex. evaluate and deliver project benefits and value, support organisational change). Percentage of items n test: 42%, 50%, 8%.  The price: $ 555 (for non PMI members).  The confirming document: A Certificate. |

**5. Continuing certification.**

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| **5. Continuing certification requirements.** Are there any continuing certification requirements, or is the ‘certificate’ once received ‘valid for life’? If there are continuing certification requirements: How long is the ‘certificate’ valid? What needs to be one to maintain the ‘certificate’? How does the process of renewal look like? What is the price of prolonging the ‘certificate’? Who (what body) issues the ‘renewal of the certificate’? *Max. ½ page.* |
| **Project Management Professional (PMP)®**  Everyone who earns a PMI certification must actively maintain their certification(s) through participation in the Continuing Certification Requirements (CCR) Program and renewal of their certification(s) every 3 years.  Partaking in professional development and learning activities allows certification holders to earn Professional Development Units (PDUs).  There are two types of professional development units (PDUs) that you can claim towards renewal **—** [Education](https://www.pmi.org/certifications/maintain/earn-pdus/education) (min. 35 PDUs) and [Giving Back to the Profession](https://www.pmi.org/certifications/maintain/earn-pdus/contribute) (max 25 PDUs).  To maintain certifications require you to earn a certain number of PDUs over a 3-year cycle. For example, (PMP)®- 60 PDUs in every 3 areas of the PMI Talent Triangle (since 2016).  The process of reneval:  Earn the required amount of Professional Development Units (PDUs) to meet the Continuing Certification Requirements (CCR) for specific certification > Enter the PDUs in the online  CCR system. If the renewal application is accepted > Pay the renewal fee: **$ 150. The renewed certificate is issued by PMI.**  PMI TALENT TRIANGLE includes:  Technical project management: Knowledge, skills and behaviors related to specific domains of Project, Program and Portfolio Management (min 8 PDUs).  Leadership: Knowledge, skills and behaviors specific to leadership-oriented, cross-cutting activities that help an organization achieve its business goals (min 8 PDUs).  Strategic and business management: Knowledge of and expertise in the industry or organization that enhances performance and better delivers business outcomes (min 8 PDUs). |

**6. Relevance. Recommendations.**

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| **6. What is the relevance for the adult learning CSOs and their international project managers?**  *Your recommendations (likes/dislikes): What solutions could the Partnership consider as good practices, benchmarks? What solutions shouldn’t be considered/ are not relevant?*  *Max. ½ page.* |
| **Project Management Professional (PMP)®**  Likes – solutions recommended to use or the FIRST Network:  *PMP certification is a recognized certification system, offering a lot of training possibilities and options to improve and develop project management skills* >> recommendation: offering various possibilities of skills upgrade (courses, self-learning, volunteering…etc.).  *In addition, to maintain the certificate you must regularly upgrade and improve your competences* >> recommendation: to introduce continuing certification requirements.  *On the basis of the research activities and close relations with the business sector – the knowledge (PMBOK® Guide) – examination requirements – continuous certification requitrements are constantly updated and adjusted to the evolution of the profession and the real market needs* >> recommendation: to follow this solution!  Challenges for the FIRST Network:  *It seems PMP is mainly developed for business requirements. It doesn’t mean it cannot be adapted to the needs of the Civil Society Organisations active in the adult learning education.*  >> 1stTIPPM – the ‚Talent Triangle’ rewritten for IPM in the LLL competences☺ (already done; may be updated).  *Costs. PMI is not-for-profit organisation, but it’s membership and learning/competences validation offer is costly* >> This would be a challenge for the CSO sector. There is a need to develop solution for reducing the costs of getting trained/validated – while keeping the budget for FIRST Network operations. |

**COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2**

**1. General information.**

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| **1. General information about the recognition and validation system:**  Name, when created and by whom, what kind competence does it recognise/validate, general characteristics, scope of applicability (on the local/regional/national/European… level?), webpage. *Max. ½ page.* |
| **‘Certification’ system of the STOP Association**  (competence, knowledge and coaching skills of the members in the field of improving soft skills of trainers working with the NGO community). STOP Association (NGO Trainers’ Association) is a nationwide non-governmental organization uniting more than 200 people working in adult education sector and working for social change in Poland. Their office is in the Warsaw. The most important area of activity of Association is training new trainers and developing qualifications of the professional ones. ‘Certification’ system of the STOP Association   * The certification system was created as a confirmation of competence, knowledge and skills of trainers working with the NGO community. * The certification system is based on the standards: List of competencies and Ethical Code of the trainer, as well as Standards of certification supervision. * There are 4 levels of certificates: base, Ist-degree, IInd-degree and IIIrd-degree * Certificates (1st, 2nd and 3rd degree) are valid for five years. The base certificate is valid for 5 years and it can’t be extended.   Applicability: Poland (national level).  Webpage: <https://stowarzyszeniestop.pl/> <https://stowarzyszeniestop.pl/about-us/> |

**2. Prior learning.**

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| **1. Validation of the prior learning.** Is it included in the system? If it is – how does it look like? *Max. ½ page.* |
| The experience in the profession is required: Min 80 hours for the basic level; min 200 hours for the 1st level; min 400 hours for the 2nd level and min 800 hours for the 3rd level (supervisors).  Prior training is required for the basic level certification; on the next stages it is facultative. |

**3. The training offer.**

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| **3. The training offer preceding the recognition and validation of competences.**  What kind of trainings are there offered, in what form? How long is the training (how many hours)? What are the training modules (scope of the training)? Are there any admission criteria? How does the recruitment to the training look like? What is the price of the training? Who delivers the training/who are the trainers? *Max. ½ page.* |
| TheAssociation’s School of trainers is dedicated for person who are interested in working in the civic and social sector as trainers. Participation in the training is obligatory for the basic level certifcations.  The basic trainers school includes around 230 hours, 203 hours of training and around 30 hours of practical experience (running a training under supervision). The programme is realised for around a year, in a form of several training sesssions of 2 – 3 days long.  The main training modules are: Interpersonal training, learning proces, methodologies and methods of teaching adults, communication and facylitation, trainers role, the training as a social change tool, myself as a trainer.  No specific admission criteria. Open recruitment.  Price: around 1.866 € (includes accomodation and meals during the 1st, 3-days long interpersonal training and coffee breaks during next sessions).  The trainers: The STOP Association trainers-members. |

**4. The examination.**

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| **4. The examination systems to recognize and validate the competences.** What kind of ‘exams’ are there, in what form? How does the ‘exam’ look like? Are there any admission criteria? What are the criteria of ‘passing the exam’ successfully? What is the price of the ‘exam’? What is the ‘examination body’ (who examines)? What kind of document confirms the validated competences (a certificate, recommendations, others)?  *Max. ½ page.* |
| Decision about to award the certificate is taken by the Certification Commission or the Supervisors Council.  The certification is available only for the STOP Association members.  Certification process:  a/ Self-analysis of the candidate competences.  b/ The candidate makes contact with the selected supervisor and sends the initial supervisory contract to the office.  c/ The candidate chooses as a subject of certification, and the training to be supervised (to be conducted for the benefit of non-governmental organizations).  d/ The candidate must:   * Have experience in running 80 to 800 hours of training for the NGO sector/ NGO sector related subjects (number of hours depends on the type of certificate). * Get 1 to 3 positive supervisor’s opinions. * Aditionally: \* Complete the Association’s School of trainers (basic level certification). \* Complete trainers course of min 200 h, including interpersonal training of min. 40 h and demonstrate experience in working with a co-trainer (2nd level of certification) \* As above + 5 years of working experience, original publications and training materials developed and former supervision experience for the 3rd level.   e/ After completing the process, candidate submits to the Certicate Commision a set of documents required for the chosen degree (questionnaire and opinions, original publications and / or training materials, recommendations of persons and institutions, etc.) and makes a payment.  Prices – examination cost: Ist-degree around 58 €; IInd and IIIrd-degree around 93 €.  Documentation: A certificate. |

**5. Continuing certification.**

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| **5. Continuing certification requirements.** Are there any continuing certification requirements, or is the ‘certificate’ once received ‘valid for life’? If there are continuing certification requirements: How long is the ‘certificate’ valid? What needs to be one to maintain the ‘certificate’? How does the process of renewal look like? What is the price of prolonging the ‘certificate’? Who (what body) issues the ‘renewal of the certificate’? *Max. ½ page.* |
| All but the basic level of certificate can be prolonged.  Certified trainer, before the expiration of validity of the cerificate, can apply for the renewal of the certificate for another five years.  There are three stages of Supervision:   * Introduction (the candidate submits the application and concludes a contract with the Supervisor) * Participation of the Supervisor in the workshop, which must be conducted using active methods. * Closing (supervisor opinion and decision on prolonging/not prolonging the certificate).   Price of the reneval: around 35 € |

**6. Relevance. Recommendations.**

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| **6. What is the relevance for the adult learning CSOs and their international project managers?**  Your recommendations (likes/dislikes): What solutions could the Partnership consider as good practices, benchmarks? What solutions shouldn’t be considered/ are not relevant?  *Max. ½ page.* |
| Likes – solutions recommended to use or the FIRST Network: *The certification is dedicated to trainers working for the NGOs/with the NGOs – related* subjects >> recommendation: to keep the close connection for the sector the recognition and validation system is dedicated to – CSOs.  Challenges for the FIRST Network:  The main disadvantage of this certification system seems to be that the certification is available only to members of the Association. |

**7. COMPETITORS.**

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| *Have you encountered any R & V system or its’ elements (such as, for ex.* [*https://www.ecqa.org/index.php?id=32*](https://www.ecqa.org/index.php?id=32)*) that could be ‘competitors’ for the adult learning CSOs international project managers competences recognition and validation system to be developed by the Partnership in the next stage? If yes, please name the offer and add the link(s) for the information. These offers will be further analysed by FAIE.* |
| 1. European Project Manager - Building European Identity at Educational and Training organisations<https://trainingcentre.gr/training-courses/31-european-project-manager-building-european-identity-at-educational-and-training-organisations?utm_source=sendinblue&utm_campaign=Erasmus_KA1_January_2020&utm_medium=email>  2.EAEA Younger Staff Training 2020 <https://eaea.org/event/eaea-younger-staff-training-2020/> 3. A Course: Planning and Management of Eramsus+ Projects (KA1 - KA2 ERASMUS+) <http://www.culturaedintorni.org/en_GB/corso-europrogettazione/> 4. The offer of The Funding Expert Academy:  <http://www.fundingexpert.academy/> |

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