

Working Paper

- the report on mapping existing solutions for recognition and validation of knowledge, skills and competences available for the adult learning CSOs

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Erasmus+



Working Paper – the report on mapping existing solutions for recognition and validation of knowledge, skills and competences available for the adult learning CSOs

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This report has been developed in the framework of the two-year long Erasmus plus development project, realised in the period December 2019 – December 2021, entitled: "Recommendations for international project managers competences recognition and validation for lifelong learning" (AER-V). The overall aim of the project is to support recognition and validation of knowledge, skills and competences of international project managers active in Civil Society Organisations (CSOs) in the adult education sector, acquired through formal, non-formal and informal learning.

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Table of content

PREFACE	4
COOSS – Cooperativa Sociale Onlus scpa (IT)	5
I. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: AICQ-SICEV	6
1. General information.	6
2. Prior learning.	6
3. The training offer.	8
4. The examination.	9
5. Continuing certification.	11
6. Relevance. Recommendations.	12
II. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2: CEPAS	12
1. General information.	12
2. Prior learning.	13
3. The training offer.	14
4. The examination.	15
5. Continuing certification.	16
6. Relevance. Recommendations.	17
7. COMPETITORS.....	17
EDUCULT – Denken und Handeln in Kultur und Bildung (AT)	18
III. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: ZTEB	18
1. General information.	18
2. Prior learning.	18
3. The training offer.	19
4. The examination.	20
5. Continuing certification.	21
6. Relevance. Recommendations.	21
IV. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2: WBA	22
1. General information.	22
2. Prior learning.	22
3. The training offer.	23
4. The examination.	25





5. Continuing certification.....	26
6. Relevance. Recommendations.....	26
7. COMPETITORS.....	27
Foundation of Alternative Educational Initiatives (PL).....	28
V. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: PMI	28
1. General information.....	28
2. Prior learning.....	29
3. The training offer.....	29
4. The examination.....	30
5. Continuing certification.....	31
6. Relevance. Recommendations.....	32
VI. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2: STOP	33
1. General information.....	33
2. Prior learning.....	34
3. The training offer.....	34
4. The examination.....	35
5. Continuing certification.....	36
6. Relevance. Recommendations.....	37
7. COMPETITORS.....	37
Instituto Neuroepistimon Kai Technilogias Kyprou (CY).....	39
VII. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: SDD	39
1. General information.....	39
2. Prior learning.....	39
3. The training offer.....	40
4. The examination.....	42
5. Continuing certification.....	43
6. Relevance. Recommendations.....	43
Interfolk – Institut for Civil-samfundet (DK)	44
VIII. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: DAEA.....	44
1. General information.....	44
2. Prior learning.....	45



3. The training offer.....	46
4. The examination.....	46
5. Continuing certification.....	48
6. Relevance. Recommendations.....	48
IX. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2: UCC RKV.....	49
1. General information.....	49
2. Prior learning.....	50
4. The examination.....	50
5. Continuing certification.....	51
6. Relevance. Recommendations.....	51
7. COMPETITORS.....	52
Rightchallenge – Associação (POR).....	53
X. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: CPC.....	54
1. General information.....	54
2. Prior learning.....	55
3. The training offer.....	56
4. The examination.....	57
5. Continuing certification.....	58
6. Relevance. Recommendations.....	61
7. COMPETITORS.....	61
A REVIEW OF THE CHOSEN, POTENTIAL BENCHMARKS – COMPETITORS.....	62
1. BENCHMARKS – COMPETITORS: Competence recognition and validation systems.....	63
1.1. The PM ² Alliance Certification programmes.....	63
1.2 The ECQA Certified EU Project Manager.....	71
2. BENCHMARKS – COMPETITORS: Training courses offers.....	77



PREFACE

This working paper is a result of the desk research - mapping existing solutions for recognition and validation of knowledge, skills and competences available for the adult learning CSOs in all Partner countries. The mapping was an element of the phase 1 of the project realisation: STATE OF THE ART ANALYSIS in all Partner countries.

The mapping was a preparation to the subsequent steps of the project realisation, aiming at supporting recognition and validation of knowledge, skills and competences of international project managers active in Civil Society Organisations (CSOs) in the adult education sector, acquired through formal, non-formal and informal learning.

Each Partner was invited to present 2 chosen competence validation and recognition systems, most relevant benchmarks for the adult education sector, international project managers certification, according to the proposed structure.

Additionally, each Partner was welcomed 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.

This report is a working document for the next stages of the AER-V project realisation: the four working meetings aimed at exchange of good practices in the field of adult education, and the short-term staff joint training event, to be concluded in developing Final Recommendations for recognition and validation of knowledge, skills and competences of international project managers in adult learning sector CSOs.



COOSS – Cooperativa Sociale Onlus scpa (IT)

PMI®, ISIPM, PRINCE2, IPMA are certifications recognised by the Italian certification bodies. The Certifications have been divided into two groups:

- Basic certifications, which can be accessed without particular experience requirements;
- Professional certifications, which can be accessed if in possession of professional experience documented in project management

At the end of 2016 the number of Project Management Certifications issued in Italy is over 15,000, 53% of which are basic and this probably indicates that the diffusion of the Project Management culture in Italy has also spread to environments and sectors - such as public administration and small and medium-sized enterprises - in which in the past years it was little present.

On November 29, 2016 the UNI 11648: 2016 standard was published by the UNI (Italian National Unification Body). This standard defines the requirements relating to the professional activity of the Project manager, equivalent figures who manage projects or other organizational roles that perform equivalent functions in accordance with UNI ISO 21500: 2012.

After this date, recognised certification bodies as Aicq-Sicev, Cepas and Aica developed certification schemes for the figure of the Project manager in Italy, accrediting them in accordance with the UNI 11648: 2016 standard. Main existing certifications (i.e. PMI, ISIPM) are recognised by these bodies.

In this map we're going to detail 2 main recognition system: AICQ-SICEV and CEPAS.



I. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: AICQ-SICEV

1. General information.

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.

AICQ-SICEV

<https://aicqsicev.it/>

AICQ-SICEV is a Certification Body (CB) accredited by ACCREDIA (the Italian Accreditation Body) in accordance with ISO / IEC 17024 - General requirements for Bodies that perform the certification of people - for Auditor / Lead Auditor certification Management Systems and professionals who operate in multiple business sectors.

It was the first CB of people in Italy to be accredited by SINCERT (now ACCREDIA) in 1994.

At both national and international levels, the operational horizon has expanded and has affected increasingly heterogeneous and innovative sectors also through participation in numerous Working Groups and research projects co-financed by the Erasmus + Program of the European Union.

AICQ SICEV carries out activities of:

- Certification of Personnel in accordance with ISO / IEC 17024 for Auditor / Lead Auditor of Management Systems and professional figures operating in multiple sectors of activity
- Certification of Processes and Services in accordance with ISO / IEC 17065 for training courses for professionals and university masters

Among professional figures certified there is the PROJECT MANAGER

2. Prior learning.

1. Validation of the prior learning.

Is it included in the system? If it is – how does it look like? *Max. ½ page.*

1) Minimum requirements for the role of the Project Manager:

Education degree:

- Diploma of upper secondary education or equivalent recognition.

Overall work experience in project management:



- having played the role of Project Manager for at least 2 years in the last 6 years of work experience
- or
- having worked in project management groups for at least 3 years in the last 10 years, plus at least 1 year as a Project Manager in the last 10 years.

(one year of work is considered equivalent to 220 full-time working days)

Specific training in Project Management

Training on the discipline of project management, according to the reference framework (Processes / Thematic Groups) of the UNI ISO 21500 standard equal to at least 21 classroom hours, is considered a candidate's preferred title.

Participation in courses qualified by AICQ SICEV, by Accredited CBs, will be taken into consideration as a requirement for being able to be exempted, in whole or in part, to the written exams (S1 and S2).

Foreign languages

At the request of the candidate, the ability to interview and draft documents in a foreign language is examined. This knowledge can also be demonstrated by statements made by public or private language training institutions. AICQ SICEV reserves the right to verify the candidate's real knowledge during the oral exam.

2) Other credentials:

- a) PMs already certified by other accredited CBs or PM who have not, in the last six years, complied with the certification renewal and maintenance requirements
- b) PM having a "Certificate of Quality of Services" valid and issued by a Professional Association of Project Managers Ex lege 4/2013, registered in MISE (the Certificate must be issued following written and oral exams whose consistency and validity was positively assessed by AICQ SICEV)
- c) Project Manager with a project management credential or other qualifying qualifications (ie. PMI®, ISIPM, PRINCE2, IPMA). These credentials are classified according to three different levels: High, Medium and Low.



3. The training offer.

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.

Training recognised and assessed by AICQ SICEV are classed in three different levels - High (A), Medium (B) and Low (C) – and have to imply:

(A) ADVANCED:

- perfect technical-operational mastery of the Project Management subject;
- ability to integrate complex design systems;
- planning and organization of preparatory activities for a project;
- total autonomy to identify the best design solution in compliance with company rules and objectives;
- pursuit of decisive results for the achievement of corporate objectives;
- optimal management of relations with stakeholders, important for the credibility and reliability of the company;
- optimal management of business processes, which interact with the Project Management processes, which are indispensable for optimizing the service;
- motivation of managerial collaborators, leadership and autonomy;
- ability to work in a group, necessary for implementation and projects.

(B) OPERATIONAL:

- application of Project Management methodologies independently;
- planning and organizing activities of a phase or sub-phase of the project;
- faculty of choice within the scope of Project Management guidelines;
- decision-making autonomy with control over the execution of the works;
- pursuit of decisive results for the achievement of corporate objectives;
- correct relations with stakeholders only in relation to the operational aspects of the project;
- ease of internal relations within the project team necessary to facilitate problems and operational difficulties;



- motivation of collaborators of an engaging type on technical-operating personnel;
- sufficient group work to create opportunities for operational integration;
- analysis and optimization of management data.

(C) UNDERSTANDING:

- elementary knowledge of Project Management issues;
- application of elementary Project Management schemes;
- simple instructions to a few predetermined collaborators;
- ability to adapt intervention standards to specific cases;
- decision-making autonomy only operational within the scope of their duties;
- pursuit of marginal objectives to the project and in any case with possible alternatives;
- relations with occasional stakeholders;
- internal relations useful for the regularity and effectiveness of the operations;
- motivation of executive collaborators;
- group work only with regard to group activities of execution processes.

4. The examination.

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.

The certification exam will consist of:

▪ WRITTEN EXAMINATION

The written exam consists of two tests (S1 and S2), according to the following specifications:

- S1 - Written exam for the assessment of knowledge

This exam consists of a test to verify the knowledge inherent in the skills of the Project Manager, with closed-ended questions.

- S2 - Written exam for the assessment of knowledge and skills



This exam consists of a test for the deepening of knowledge and the verification of skills relating to the skills of the Project Manager, through the use of situational questions with closed answers and / or open questions and / or comments from scenarios or case studies of project.

The overall duration (S1 + S2) of the written exam is 3 hours and is considered exceeded reaching at least a score $\geq 67\%$.

PM Candidates in possession of the "Medium or Low Level" credentials are exempted from the S1 written exam; in this case the S2 test has a duration of 1 hour and 30 minutes and is considered passed having achieved at least a score $\geq 67\%$.

In the event that the Candidate does not exceed the minimum threshold, the same is not qualified to take the following tests.

O - ORAL EXAM FOR THE EVALUATION OF THE BEHAVIORAL SKILLS

This exam consists of an interview of a minimum duration of 30 minutes for the assessment of personal and social skills, insights on knowledge and skills, through the illustration of one's own project, insights on the discipline and best project management practices with open questions, the use of simulations or role play.

In the case of PM Candidates in possession of the "High Level" credentials and therefore exempt from written exams (S1 + S2), the insights of the knowledge and skills possessed become essential

This test is considered passed with at least an overall score of $\geq 67 / 100$.

OVERALL JUDGMENT

The compressive assessment, with respect to the above examination tests, is assessed by applying the following weights to the percentage mark acquired for each individual examination test:

- S1 - Knowledge assessment exam: Weight = 20% - 0% (*)
- S2 - Skill Assessment Exam: Weight = 30% - 40% (*)
- O - Exam for the evaluation of Behavioural Skills: Weight = 50% - 60% (*)

Note (*): weight applicable if the Candidate is exempted from the S1 written test.



By applying the above percentages to the individual results, for the final result, the overall rating must be $\geq 70\%$.

Project Manager (UNI 11648)	Cost
a	
b a) Registration and validation requirements	50,00 € + IVA
b) S1	100,00 € + IVA
c) S2	100,00 € + IVA
d) O	290,00 € + IVA
Recognition from other Certification (only interview)	100,00 € + IVA

5. Continuing certification.

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.

To maintain the certification, you have to pay €150,00 per year.

The certification has to be renew each three years and verified by AICQ SICEV.

Requirement of a continuous professional updating and ongoing training, will have to give evidence that he has operated according to the following two criteria:

a) participation (documented) in formal and non-formal training for at least 60 training credits in three years (since the last renewal of the certification). The objective evidence of these credits must be documented by the certificate of participation.



b) informal activity for a minimum of 10 training credits in three years (from the last validation or qualification) with attribution of 1 training credit for each month of professional documented activity. These activities, in terms of actual working days, will be verified by AICQ SICEV according to some criteria.

6. Relevance. Recommendations.

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.

This is an official validation system so I think that topics of our course have to be defined also according these standard in order to prepare Italian CSOs first-time PM also to this kind of recognition.

For sure, by the moment it is not compulsory to be a PM in Italy.

II. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2: CEPAS

1. General information.

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.

CEPAS

<https://www.cepas.it/>

CEPAS, Institute of Certification of Competences and Training, was born in 1994 with the aim of enhancing professional activities with the maximum guarantee of competence and experience.

Its mission is to guarantee the market "quality and quality training professionals", in the sectors where this need is most felt.





In an increasingly dynamic and demanding market context, CEPAS field of action is vast and heterogeneous, and covers numerous markets, where adequate professional competence is often the only factor capable of making a difference.

Always faithful to its own values - professionalism, impartiality, respect for people and laws, reliability and proactive approach to the market - over the years CEPAS gained increasing authority, both nationally and internationally.

It is accredited by ACCREDIA, the national accreditation body, as a staff certification body and as a product certification body.

CEPAS is full Member of IPC - International Personnel Certification Association: some of our certifications are therefore recognized in Europe and internationally, by the signatories of the IPC Multilateral Agreement.

Among certification sectors, CEPAS includes PROJECT MANAGEMENT.

2. Prior learning.

1. Validation of the prior learning.

Is it included in the system? If it is – how does it look like? *Max. ½ page.*

Education degree:

- Diploma of upper secondary education or equivalent recognition.

Overall work experience in project management:

- having played the role of Project Manager for at least 2 years in the last 6 years of work experience

or

- having worked in project management groups for at least 3 years in the last 10 years, plus at least 1 year as a Project Manager in the last 10 years.

(one year of work is considered equivalent to 220 full-time working days)

Special conditions

a) People already had a project management credential or other qualifying qualifications as IPMA A/B or C - PMI PMP/PgMP - ISIPM-Av - EUCIP IS PM)



or

b) previous experience as PM: e che abbia maturato una esperienza lavorativa di:

- at least 3 yrs in the last 8 yrs

Or other specific condition that CEPAS will specifically evaluate.

3. The training offer.

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.

CEPAS has not its own trainings but accesses and recognised courses certified by IPMA A/B/C - PMI PMP/PgMP - ISIPM-Av - EUCIP IS PM.

The Project Manager must demonstrate that he / she has the skills (in terms of Skills, Knowledge, and Skills) relating to the following phases of the Project Management process:

a) Context of the project:

- connection of the project with the environment, with the organizational context and with the management of business change - management of the project in relation to current and product processes - evaluation of the project - organization of the project - connection of the application context with the technical skills of Project Management

b) Methodologies and techniques of Project Management processes:

- Start of the project - Project planning - Project execution - Project control - Closing the project

c) Behavioural skills:

Behavioural skills are the set of professional qualities of a person in terms of knowledge, skills, professional and personal qualities, attitudes expressed in the context and are grouped below in 4 areas of competence:

1) cognitive area, 2) realization area, 3) relational area, 4) emotional area



4. The examination.

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.

The exam includes the following tests:

WRITTEN

a) a first test, for the verification of knowledge, with 100 closed-ended questions with four possible answers of which only one is correct; duration 2 hours

b) a second test, for the assessment of skills, with 1 complex case study relating to project situations; duration 1 hour

ORAL

c) oral exam and discussion of the submitted project

At the end of the tests, the candidate is informed of the outcome of the exam and any areas for improvement.

Evaluation criteria

The Exam Commission proceeds to assess the candidate's suitability for certification, opposite of the criteria and parameters specified below:

- the maximum score obtainable from the set of 3 tests is 100 points divided as follows:
- the first test is awarded a maximum score of 30 points
- the second test is awarded a maximum score of 30 points
- the oral exam (after evaluation of the project) is given a maximum score of 40 points.

The minimum threshold for passing the exam is 70% of the sum of the maximum score obtainable. Therefore, if the Candidate does not exceed the minimum threshold, he will have to repeat the entire exam.



Project Manager (UNI 11648)	Cost
a) Registration and validation requirements	€ 720,00 (*)
b) test 1	
c) test 2	
d) oral exam	
Register 1st year	
To maintain the certification in Register of PM (each year)	€ 200,00
To repeat all the examination procedure	€ 380,00
Recognition from other Certification (only interview)	€ 100,00

5. Continuing certification.

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.

To maintain the certification in Register of PM (each year) € 200,00

The CEPAS certification has a duration of 5 years and is renewed, in the absence of revocation and / or renunciation of certification, at the end of the five years of validity.

Certified persons who have the maintenance requirements (paying € 200,00 every year) and have a valid certificate can request the renewal of the certification by producing the following documents:

- self-certification relating to the professional activity in progress (specific work experience gained for at least 16 months in project management over the 5-year duration of the certification). CEPAS makes available specific forms in which to register the list of managed projects, containing details regarding: project title, role held, customer, date and duration of the activity.



- professional updating, through formal and non-formal training, for at least 100 hours in the previous 5 years. CEPAS makes available appropriate forms in which to record the professional update, containing details on: date and duration of the course, topic, venue and provider.
- declaration of acceptance of CEPAS documents and declaration of absence of complaints (register of complaints) relating to the five-year period.

On the occasion of the renewal, CEPAS also proceeds to the reevaluation of skills, in continuity with the release of the first certification, according to the current procedure.

6. Relevance. Recommendations.

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.

See other system

7. COMPETITORS.

Have you encountered any R & V system or its' elements (such as, for ex. <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.



EDUCULT – Denken und Handeln in Kultur und Bildung (AT)

III. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: ZTEB

1. General information.

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.

The certificate is called [ZTEB \(Zertifizierter Trainer in der Erwachsenenbildung – Certified Trainer in the Adult Education\)](#). WIFI, Austria's largest continuing education institute, has developed this certification system and WIFI offers all types of certification, including for trainers in adult education. ZTEB validates self-competence, didactic competence, social competence and context competence (e.g. self-acquisition of knowledge, knowledge about the scientific state of the art, being a "learning companion", micro teaching, gender mainstreaming, diversity management, support competence-oriented learning processes). The target group are trainers from the various specialist professions who are looking for an internationally recognised proof of competence. These types of trainings are conducted in Austria (mainly in Vienna). But WIFI International offers further education for adults worldwide according to Austrian standards and the certification system is internationally acknowledged.

2. Prior learning.

1. Validation of the prior learning.

Is it included in the system? If it is – how does it look like? *Max. ½ page.*

Access requirements_ Variant 1)

- have either completed the WIFI certification program Trainer Diploma (at least 120 LU-Learning Units) or a comparable training (160 LE)
- or have completed other relevant qualifications in adult education (at least 320 LU) according to the scope of the competence profile ZTEB
- and have completed a university or college education with at least 1 year of professional experience



- or have a completed BMS or BHS/AHS training with at least 2 years of professional experience (see forms "Proof of professional experience")
- or have an apprenticeship diploma and at least 2 years of professional experience
- or have at least 6 years of professional experience (see forms "Proof of professional experience")
- and have carried out the self-evaluation
- and have at least 80 LE training experience (see forms "Proof of professional experience")
- and you submit a written application to us (see forms "Application/Conditions")
- and you have passed the certificate examination ZTEB (see forms "Certification procedure" and "Examination procedure").

Access requirements_ Variant 2)

- and you have at least 6 years of practical experience according to the scope of the competence profile ZTEB (see forms "proof of professional experience")
- and have carried out the self-evaluation
- and have at least 400 LE training experience (see forms "Proof of professional experience")
- and you submit a written application to us (see forms "Application/Conditions")
- and you have passed the certificate examination ZTEB (see forms "Certification procedure" and "Examination procedure").

3. The training offer.

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.

After submitting an application using the form (available in the WIFIs), the certification process is initiated with the signature of the application. You provide the necessary evidence of previous activities in the professional field of a trainer. (s.a. access requirements at 2. Prior learning) Then the certification process is splitted in

1)Preparation for the diploma or certification examination Trainer in adult education (220,-€): One course day à 8 course units.

- You write a project thesis and submit documentation.
- You complete a multiple choice test.
- You work on and present a mini-case study.



- You present your project work.
- You have a technical discussion with the examiners about the areas of competence

2) Trainer in adult education - certification exam (415,-€): One course day à 8 course units. After the personal certification you will receive the certificate of the WIFI certification body: Certified Trainer in Adult Education. The certificate is valid for five years. The additional fee for second certificate are 97,- € / recertification fee 125,- €.

There are no informations about the trainers.

4. The examination.

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.

Trainer in adult education – initial certification exam costs 415,-€ and looks like:

- Project work in homework from the candidate's professional environment - in consultation with the examiner/trainer (15-20 pages, max. 20 points possible, of which at least 14 points must be achieved).
- MC Test Expertise: written MCT/exam (40 questions, duration 90 minutes, max. 20 points possible, of which at least 14 points must be achieved).
- Presentation project work (duration 15-20 minutes, max. 10 points possible, of which at least 7 points must be achieved).
- Written assignment (on location assignment) (duration approx. 30 minutes, max. 10 points possible, of which at least 7 points must be achieved).
- Presentation on location example (duration approx. 8-10 minutes, max. 10 points possible, of which at least 7 points must be achieved).
- Technical discussion (duration 10-15 minutes, 3 topics, max. 30 points possible, of which at least 21 points must be achieved - thus total max. 21 points).

The test can also be continued to the end if negative modules are present; only the negative modules must be repeated. A repetition of the examination is possible after 1 month at the earliest.

After successfully completing every module you will get a certificate.



5. Continuing certification.

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.

Recertification after 5 years: Multiple Choice Test: (10 MCT questions from the competence profile, duration 20 minutes, max. 10 points possible, of which at least 7 points must be achieved)
The recertification fee is 125,- €.

6. Relevance. Recommendations.

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.

This certification system is relevant to a high extent and used by CSO people. In our opinion it's a good practice example for validating individual personal trainers in adult education. The system is well structured, diversified and implements a good mixture between different teaching methods. On the one hand participants have to prepare own projects and present them and on the other hand they have to absolve written assignments for proving their knowledge in different topics. In addition, exists the possibility to take into account work experience and previous knowledge, which leads to a shortening of the admission process. This ensures that different needs and requirements of the participants are taken into account. The costs of certification can also be subsidised through different funding systems. The WIFI certificate is issued according to the criteria of EN ISO/IEC 17024:2012, which ensures the international recognition of the trainer qualification. But it's unclear who/which persons are validating while the certification process. As a participant you should know if you are tested by single persons (certified adult education trainers?) or by one examination commission or someone else. Unfortunately it is also missing an additional opportunity for participants who need a more detailed preparation for the exam. There's only one preparation course before the certification exam.



IV. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2: WBA

1. General information.

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.

The certificate is called [wba certification](#). It is a two-step qualification model: "Zertifizierte/r Erwachsenenbildner/in" (certified adult educator) und "Diplomierte/r Erwachsenenbildner/in" (diplomated adult educator). This certification system was created by the Weiterbildungsakademie Österreich (wba)/ The Austrian Academy of Continuing Education (wba), which is a partnership institution of Austrian adult education. The wba was conceived and launched in 2007 as a joint initiative of the 10 associations of the Austrian Conference on Adult Education and the Federal Institute for Adult Education.

In October 2013 wba was awarded the European validation prize for informal and non-formal learning in the category "Bottom-Up Approach" for its concept "Recognition of competences of adult educators in Austria and beyond". The wba regularly participates in international projects and thus supports networking and exchange with other institutions in the field of validation/competence recognition. For example they are involved in several ERASMUS+ projects.

The wba validates according to the National Qualifications Framework (NQF), which was designed for Austria on the basis of the European Qualifications Framework, and this is intended to make educational qualifications comparable and transparent throughout Europe. It covers the entire education system - i.e. not only formal but also non-formal qualifications - and is divided into eight reference levels. They validate education theory, didactic competences, management competences, consulting competences, media competences, social competences and personal competences.

2. Prior learning.

1. Validation of the prior learning.

Is it included in the system? If it is – how does it look like? *Max. ½ page.*

The target group of the wba are persons who are active in adult education, teaching, organising, consulting or in the library sector (full-time, part-time or voluntary) and who are aiming for a broadly recognised professional or practice-related degree.



- Teachers: Adult educators who teach or initiate and support learning processes as trainers, course leaders, group leaders, seminar leaders and under other designations in adult education.
- Education managers: Adult educators in a leading, pedagogically responsible, planning, conceptualising or coordinating function.
- Consultants: Adult educators who work in an advisory capacity in fields relevant to adult education.
- Librarians: Adult educators in libraries, who work in an advisory or management, sometimes also teaching capacity, at the library learning site.

A completed vocational training (e.g. apprenticeship certificate) or a school leaving certificate that goes beyond the level of compulsory schooling (general secondary school, vocational secondary school (BHS), vocational secondary school (BMS), university entrance examination, vocational entrance test) is a prerequisite for wba certification. If no vocational or school education is available, there is the possibility to contribute an equivalent (e.g. completion of a comprehensive course with adult education content and at least three years' experience in adult education). Practice in adult education is required. Proof of adult education practice to the following extent must be provided at the latest upon completion of the wba certificate or the wba diploma:

- wba-certificate: 500 hours and at least 1 year of proven practice in adult education
- wba-diploma: a total of 4 years of practical experience in adult education and an additional 400 hours in the chosen specialisation

3. The training offer.

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.

First of all the wba offers a Initial consultation where interested people have the chance to deliver out which system is appropriate.

Then, for a wba certification, you as an adult educator submit your training and further education as a portfolio. The wba compares this portfolio with the catalogue of requirements ("qualification profile") and recognises your existing competences. You will then acquire outstanding



competences in courses or submit further evidence. A wba staff member will accompany and advise you throughout the entire process.

To get a wba-certification the participants have to go through the following process:

- Competence in educational theory: Fundamentals of pedagogy
- Competence in educational theory: Society and education
- Didactic competence
- Management competence (for educational events)
- Advisory competence
- Media competence (so far competence in librarianship)

These courses are conducted by external partners. (e.g. Berufsförderungsinstitut (BFI) Wien, Wiener Volkshochschulen, Bundesinstitut für Erwachsenenbildung)

After achieving the required competences the participants visit a certification workshop which is a three-day mandatory assessment. It is the only part of the certification process that cannot be recognized but must be completed.

The assessment is carried out by and at the Federal Institute for Adult Education (bifeb). You will show a practical sequence from your adult education activities and master further tasks. In the small group you will receive feedback and suggestions for your further development.

As part of the certification workshop, you will also take a multiple choice test on education theory topics. The literature for this is to be read in advance. ng process, which cannot be recognized but must be completed.

As soon as the participants have demonstrated all the necessary competences and successfully completed the certification workshop, they will receive their wba certificate and may use the logo "Certified Adult Educator".

To get a wba-diploma the participants have to go through the following process:

The following wba diplomas are available:

- Diploma Teaching/Group Management/Training
- Diploma in education management
- Diploma Consulting
- Diploma in librarianship

The procedure is basically similar to that of the wba certificate. A wba advisor will clarify with the participants the effort required for the wba diploma. But the requirements differ according to the qualification profile. The wba diploma is also designed to accompany practical work. The



prerequisite for the wba-diploma is that you have 400 hours of practical experience in your chosen specialisation and at least 4 years of practice in adult education.

A wba advisor will draw up the educational plan for the individual wba diplom. You clarify with the advisor which courses or training courses are necessary to supplement it, or whether you can already provide evidence of other competences, whether formally, non-formally or informally acquired.

For the completion of your wba-diploma, you submit a diploma thesis matching the focus of your studies. The thesis will be rewritten or you can submit an already existing written paper.

Finally the participants have to visit a colloquium which is an expert discussion and represents the last step towards the wba diploma. When all required competencies have been proven and approved by the Accreditation Council, you will attend this expert discussion. This takes place at the wba office in Vienna. You will present your diploma thesis and discuss it before an examination board.

After successful completion of the expert discussion you will be awarded the wba diploma. You may now call yourself "Diplomierte/r Erwachsenenbildner/in" and thus prove that you are an expert in the chosen area of specialisation.

The following costs are due

- Location determination: € 130,-
- wba certificate "certified adult educator": € 100
- Certification workshop: € 550,-
- wba diploma "certified adult educator": € 320
- The supervision and assessment of the wba diploma thesis is subject to a fee. The costs amount to € 250,-.
- The issue of an English certificate/diploma costs € 30,- each

There are different possibilities of obtaining subsidies in order to save costs.

4. The examination.

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.



There are no exams, with the exception of a multiple choice test in the wba certification, for which you prepare individually based on the relevant specialist literature. (The examination process is described in detail in point 3.

5. Continuing certification.

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.

After receiving the wba certification and collect four years of vocational experience you have the chance to get the wba diploma. But it's no need to absolve the wba certification to get the wba diploma. The proof of special competences and vocational experiences are enough.

Certification and Diploma are lifelong valid.

Furthermore you have the chance to deepen the knowledge in a Master's course in adult education/further education (MAS) or University Course Education Management (MA). But here also the wba certification and wba diploma are not necessary to start a study programme.

6. Relevance. Recommendations.

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.

A positive aspect is that the certification system distinguishes between two levels: Certificate and diploma. An upgrading and a more detailed proof of competences is therefore possible.



Furthermore, special courses are offered to catch up on competences. This process is accompanied by an advising person. In our opinion, attending workshops in the certification process and writing a diploma thesis in the diploma are good methods to deepen competences, to achieve knowledge exchange and to prove them alone or in groups.

The mixture between different methods is here a very positive aspect which should be considered.

The not-existing recertification after certain years has ambivalent effects in our opinion. On the one hand the participants do not have to recertify themselves, which does not involve new costs and effort. On the other hand there's no guarantee that people who own a certificate/diploma have after certain years still the same qualification and working experience as before. Regarding the quality assurance is that a questionable point in the certification system.

7. COMPETITORS.

Have you encountered any R & V system or its' elements (such as, for ex. <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.



Foundation of Alternative Educational Initiatives (PL)

V. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: PMI

1. General information.

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 related to: project management, programme management, project portfolio management.

Offers eight certifications that recognize knowledge and competency:

- [Project Management Professional \(PMP\)[®]](#)
- [Portfolio Management Professional \(PfMP\)[®]](#)
- [PMI Agile Certified Practitioner \(PMI-ACP\)[®]](#)
- [PMI Professional in Business Analysis \(PMI-PBA\)[®]](#)
- [Program Management Professional \(PgMP\)[®]](#)
- [Certified Associate in Project Management \(CAPM\)[®]](#)
- [PMI Risk Management Professional \(PMI-RMP\)[®]](#)
- [PMI Scheduling Professional \(PMI-SP\)[®]](#)

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.

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.

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.

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.

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](#) (min. 35 PDUs) and [Giving Back to the Profession](#) (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 renewal:

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.

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 requirements 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.

VI. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2: STOP

1. General information.

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, 1st-degree, 2nd-degree and 3rd-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.

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.

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.

The Association'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 certifications.

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 sessions 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.

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.
- Additionally:
 - * 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 Certificate Commission 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: 1st-degree around 58 €; 2nd and 3rd-degree around 93 €.

Documentation: A certificate.

5. Continuing certification.

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 done 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 certificate, 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 renewal: around 35 €

6. Relevance. Recommendations.

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.

Have you encountered any R & V system or its' elements (such as, for ex.

<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 Erasmus+ Projects (KA1 - KA2 ERASMUS+)

http://www.culturaedintorni.org/en_GB/corso-europrogettazione/

4. The offer of The Funding Expert Academy:

<http://www.fundingexpert.academy/>





Instituto Neuroepistimon Kai Technilogias Kyprou (CY)

VII. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: SDD

1. General information.

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.

Name: Structured Democratic Dialogue (SDD) Certificate

Creators: Future Worlds Center in collaboration with the Institute for 21st Century Agoras

Characteristics: The key purpose of the certificate is to assist aspiring SDD Facilitators go through an authentic training path that includes all necessary phases between planning and organising a Structured Dialogic Design Process to reporting its results and in some cases also publishing in scientific journals. Various training programs organised by organisations across the world include helping existing and aspiring facilitators learn the theory, assume the different roles, organise Co-Laboratories, and eventually be certified to lead. The scheme foresees that candidates work through a number of real-world Co-Laboratory applications and the design of sessions. It also includes mentoring practice, an internship or apprenticeship and networking with the international community of scientists and practitioners.

2. Prior learning.

1. Validation of the prior learning.

Is it included in the system? If it is – how does it look like? *Max. ½ page.*

This is not applicable



3. The training offer.

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.

The training sessions are offered by the Future Worlds Center as part of the SDDP Training Schools which last for at least 5 days. The school covers the theory behind SDD and offers the candidates a hands-on experience on all different roles one can hold during the implementation of an SDD workshop.

1. Candidate SDD co-Facilitator

Any student or practitioner may apply to become Candidate SDD co-Facilitator when the following conditions are met:

- Has accumulated 10 credit units, in accordance with the SDD Credit Point System recognized by the SDD Certification Body.
- Has taken part as participant in at least 2 full-scale Co-Laboratories.
- Has completed the theoretical background training, as validated by a test or a Certified SDD Trainer of Facilitators.
- Has registered for apprenticeship for a period of one year under the mentoring of a Certified SDD Facilitator or an SDD Senior International Expert.
- Has paid the application Fee: € 50 (not refundable in case application is not approved by the Committee).
- Has paid the Membership Fee: € 100 (for yearly membership).

2. Certified Senior SDD Facilitator

The Procedure to certify as Certified Senior SDD Facilitator in compliance with the SDD Certification Scheme involves the following step:

- Apply to the SDD Certification Body submitting all required documents and supporting certifications.

To be eligible to apply for certification as Certified Senior SDD Facilitator, the candidate must fulfill the following requirements:



- Must have been registered as SDD Facilitator for at least 5 years
- Must have participated in at least five advanced trainings under the supervision and validation of a Certified SDD Trainer of Facilitators
- Must have served as mentor of a at least 5 Candidate SDD co-Facilitators and/or SDD co-Facilitators.
- The application must be submitted to the Certification Committee.

Logistical Considerations

- Fill in the Application Form to certify as Certified Senior SDD Facilitator
- Pay the application Fee of € 500 (not refundable in case application is not approved by the Committee)

3. Certified SDD Facilitator

A Candidate SDD co-Facilitator may apply to become Certified SDD co-Facilitator when the following conditions are met:

- Is registered as Candidate SDD co-Facilitator at the time of the application.
- Has been Candidate SDD co-Facilitator for at least 1 year.
- Has accumulated 10 credits after having being given the status of the Candidate SDD co-Facilitator.
- Has organized and co-facilitated at least 2 SDDPs as Candidate SDD co-Facilitator after having being registered as Candidate SDD co-Facilitator.
- Has acted as Broker for at least one SDDPs.
- Has served as member of a Knowledge Management Team for at least one SDDPs.
- Has received training to use the Cogniscope Software from CWA Ltd. or an SDD Facilitators Training School.
- Has obtained a license to use at least one Cogniscope Software.
- Has completed the advanced theoretical background.
- Prepared 2 SDDP reports which have been submitted to the SDD Certification Body for comments and approval.
- Has paid the Application Fee of € 75 (not refundable in case application is not approved by the Committee).
- Has paid the Membership Fee of € 100 (yearly).



4. The examination.

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.

In order to get the certificate, the following requirements must be met:

- To have an SDD Mentor (or Mentors) throughout the certificate process
- To master the theory in SDD Readings and passed the SDD Theoretical Examination;
- To take part in a number of simulations of Co-Laboratories to internalise the principles of SDD;
- To take part as participant in a minimum number of full scale SDDs;
- To complete the theoretical background training as certified by an SDD Theoretical Examination;
- To have organized and facilitated or co-facilitated a defined number of SDDs;
- To have served as member of a Knowledge Management Team for a defined number of SDDs;
- To have received the Cogniscope training from an authorised agent or an SDD Facilitators Training School;
- To have obtained a license to use the Cogniscope Software;
- To have prepared a defined number of SDD reports, which have been submitted to the SDD Certification Body for comments and approval;
- To have prepared a defined number of scientific publications, which have been submitted to peer reviewed journals

The examination body is assigned by the Future Worlds Center and involves SDD senior facilitators and the mentor of the candidate.

The acquired knowledge is validated through a Certificate.



5. Continuing certification.

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.

The certification scheme comprises of four levels as follows:

- Candidate SDD co-Facilitator
- Certified SDD co-Facilitator
- Certified SDD Facilitator
- Certified Senior SDD Facilitator

Once you have acquired SDD Facilitator certificate, it is valid for life and then you can proceed for the acquisition of the remaining certificates by implementing SDD workshops on your own and training other candidates.

6. Relevance. Recommendations.

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.

n/a



Interfolk – Institut for Civil-samfundet (DK)

VIII. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: DAEA

1. General information.

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.

DAEA's methodology for recognition of real competencies – see
<https://www.daea.dk/themes/prior-learning/>

The methodology and tools were developed by the the Danish Adult Education Association (DAEA) in the period 2004 – 2007 for the Ministry of Education in 2007 in cooperation with the Knowledge Lab department at the university of Southern Denmark. The tools were later revised in 2014 for the Ministry of Culture by DAEA in collaboration with the Day High School Association and NVR - Program for Real Competence.

The term „real competencies” include everything you can do, whether or not you have a certificate and regardless of where you learned it, be it in the formal educational system, the informal one or in any other setting.

This broad concept, which includes professional, social and individual skills, is now subject to documentation, assessment and recognition through specially developed methods.

Denmark has imported the term 'real competencies' from Norwegian, primarily from the major Norwegian project 'Realkompetenseprosjektet', which is a development project concerning evaluation and measuring of real competencies.

In Sweden, real competence assessment is called validation work.

In the English-speaking parts of the world, we find terms such as 'Recognition of Prior Learning' (RPL), 'Prior Experimental Learning' (RPEL), 'Accreditation of Prior Learning' (APL) and 'Prior Experimental Learning' (APEL).

The reasons for develop new tools to validate the real competencies were several:

- ◆ Because clarification of real competencies may help participants and members of organisations and associations.
 - To get new jobs,



- To get enrolled in formal education,
 - To win recognition at work, useful both for negotiating salaries and for promotions,
 - To improve their individual insight and confidence, and
 - To contribute more/better to the organisations.
- ➡ Because clarification of real competencies may improve the work by the schools and organisations engaged in non-formal adult education:
- To document the value of their work to the world at large and to increase the recognition of informal competencies, and
 - To ensure continued public funding from decision-makers (i.e. the municipality, the government or the EU), who all increasingly require documentation for results.

2. Prior learning.

2. Validation of the prior learning.

Is it included in the system? If it is – how does it look like? *Max. ½ page.*

Yes, the aim of the methodology and tools were to validate and recognise the prior learning. The presumptions were that such a validation would bring benefits for the individual learner, because hereby the individual can demonstrate the true extent of his or her competencies, and diplomas are just part of the story. This is about actual ability.

Real competencies have for long played a role in our job opportunities and in relation to volunteer work. We are all assessed all the time, not just for our professional insight, but also for our personality, family relations, leisure time interests and 'personal chemistry'. The difference is that it is much more out in the open and systematic now that the individual is offered the opportunity to describe his or her real competencies. More often than not, the individual is surprised to discover his or her own real competencies - many tend to sell themselves short, not least in relation to 'soft' competencies.

Regardless of the aim, clarification and assessment of one's real competencies is a process that can only lead to improved self-awareness and confidence. We know that people find it a positive experience: It quite simply feels good to put your competencies into words; it gives you a more precise image of yourself, as well as a more realistic picture of your own strengths and weaknesses. This process is a good starting point for further development of your competencies.

Real competence assessment of the participants has been required for a long time in vocational training and labour market training. This will eventually also be the case in other areas of the educational sector. Experiences from abroad show that real competence assessments can be used to a great advantage in relation to enrolment.



Real competence clarification and assessment can also be a valuable starting point for people getting involved in organisations and associations and voluntary work. Presenting yourself in the best possible way is no less important in this kind of setting although the third sector is subject to different rules and regulations, some of the same requirements apply. Work here requires competencies, and volunteer work develops individuals' competencies.

3. The training offer.

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.

The methodology doesn't require any preceding training, but just that the individual learner fill-in one of three online queries about your competence profile, gained respectively in

- Non-formal adult education
- Association work
- Volunteer work

The online validation tools can be found here: <http://www.folkeoplysningskompetencer.dk/>

By using these tools you can describe and document the unique skills and competencies you have developed in non-formal adult education, association work or volunteer work.

You fill in the questionnaire on your own or together with a sparring partner. The end result is a competence profile of your prior learning. This description can be used when you apply for work or when applying for admission to an education programme.

4. The examination.

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.



The online validation tool can be found here: <http://www.folkeoplysningskompetencer.dk/>

With the e-tool you

- first give some basic information about your name, the organisations you have been active in, your background and experiences and the possible peer-to-peer partner or mentor who help you to fill-in the query.

- then you have the opportunity to describe these 8 types of competencies:

- Social skills
- Organizational competencies
- Self-Management Skills
- Communication skills
- Intercultural competences
- Creative-innovative skills
- Learning Competencies
- Democratic competencies

For each type of competences there is a list of key words, for example for social competencies:

- How you feel about others
- Openness
- Trust
- Empathy
- Sense of responsibility
- Cooperation
- Care

The meaning of each key word is transferred to a series of closed questions, where you must assess to which degree it describes your ability, going from in little degree, some degree, in general, in higher degree and I very high degree.

Furthermore, you can in an open question for each competency give examples of why you have such a competence.

After you have filled-in the query, it can save and print the validation of your competence profile, which you can use for your own planning of future competence development or present it to others in a work employment interview, in a student counselling, or in a union context or a dialogue about where you best can function as volunteer.



5. Continuing certification.

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.

There is no continuing certification requirements for this type of self-assessment, but you are welcome later to fill-in the query again, if you expect you have new competences to document.

Nobody issues a certificate, except that the validation query has been approved by the Ministry of Education and later ministry of Culture. so it gives some credibility to the methodology of self-assessment.

6. Relevance. Recommendations.

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.

During the late 00'ies and early 10'ies there was a high interest for the validation methods both from the authorities (Ministry of Education and Ministry of Culture) and from the civil society actors, especially the non-formal adult education associations saw it as a new method to document the important learning outcome they could provide in the non-formal education system.

But after some years the area could see that the potential stakeholders didn't use the validation documents: The employer didn't see much use for it in job interview (they didn't trust the self-assessments); the study counsellors didn't use it to give extra merit to come into the studies (because they had their own more tailor-made methods); and the civil society associations don't ask for papers, when people want to be members or volunteers.

So in the end the main use of the self-assessment was for the individuals that may use it to reflect on and clarify their competence profile and possible needs for improvements. There is today no data of how many still uses the tools, But I expect it is quite few. The websites of DAEA as well as





the Folk High School association haven't presented updates of the sites about real competences the last 5 years as far as I can see. There is no discussion or interest for the topic anymore.

It had its time some 10 years ago to proof its value, and it seems it failed because the expected stakeholders didn't use it. But still the idea of self-assessment of own competence profile seem useful, at least for the individual user.

IX. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2: UCC RKV

1. General information.

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.

UCC - University College Copenhagen uses another type of „Realkompetencevurdering (RKV)“.

UCC provides education and knowledge in the welfare areas. It is one of seven university colleges in Denmark and have over 10,000 students. UCC educates qualified employees and managers to the country's primary schools, institutions and health sector, and work purposefully on research-based knowledge of what works in practice.

The different departments of UCC uses Prior learning assessments as a possible mean to get admitted to the educations. In Danish it is called „Realkompetencevurdering (RKV)“.

The Educational institution has developed the system themselves with inspiration from the Guidelines made by the Danish ministry of Education.

See <https://ucc.dk/videreuddannelse/diplomuddannelser/praktiske-oplysninger/realkompetencevurdering-rkv>



2. Prior learning.

2. Validation of the prior learning.

Is it included in the system? If it is – how does it look like? *Max. ½ page.*

The validation of the learners' theoretical and practical skills are assessed using methods adapted to the module or training underlying the assessment. Often there will be an in-depth discussion, but it can also be about portfolio, interviews, tests and tasks based the applicant's practice or case, video, sketches and plans.

The validation procedure can last a maximum of one week.

3. The training offer.

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.

There is no specific training before the validation process. It is the full prior learning competence profile they look at.

4. The examination.

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.

The learner is invited to meetings with the institutions validation advicer.

Before the meeting, the learner must provide a lot of documentation, like

- an extended CV, which contains a brief description of yourself, your educational background, your work experience and your other experiences.





- documentation of your education and professional experience (and as far as possible your other experiences, eg as a volunteer, sports trainer or whatever you consider relevant).
- Together with this you must submit a completed application form so that we can see exactly what you are looking for RKV to gain assessed.

Often there will be an in-depth discussion, but it can also be about portfolio, interviews, tests and tasks based on your practice or case, video, sketches and plans.

The validation procedure can last a maximum of one week.

5. Continuing certification.

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.

No requirement. The validation is to get merit to have easier access to the specific education, and thereafter the certification / formal competence refers to the complete formal education.

6. Relevance. Recommendations.

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.

The procedure on how to complete the validation process may be interesting; but it has a very narrow focus on recognising specific competences for easier entrance to a specific education.

In general, currently none in the civil society longer try to use prior learning validation (as some tried maybe 10 years ago); now it only seems relevant, when you apply for a formal education, where they lack some formal grades or if you apply for a new job and you can refer in your C.V. to some leisure time activities / NGO activities, where you have gained some prior learning.

But as a CSO volunteer you don't need any validation.





But it may be relevant for some paid or voluntary staff in a CSO (that wish to work as project manager in international projects), to clarify their competence profile and especially their possible lack of competences and need for further education and mentoring.

7. COMPETITORS.

Have you encountered any R & V system or its' elements (such as, for ex. <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.

An interesting R&V provider in the field of European project work is:

Funding Expert Academy – see <https://fundingexpertacademy.simplero.com/>

The Academy offer training to achieve mastery in exploitation of European funds and get certified as Funding Expert with value!

They provide physical week courses and distance courses, tutorials, lots of templates and tools about many issues as well as seminars and virtual webinars in many topic related to be a successful European project manager. They also provide certification

NB:

Some years ago, I used an Erasmus+ mobility grant to follow a 5-day course in May in Athen, where the Academy founder, Nikolas Floratos was the single teacher, and it was for me a good, inspiring and very useful course mainly about making applications for the Erasmus+ programmes.



Rightchallenge – Associação (POR)

IPMA is the main certification recognised by the Portuguese recognition body.

In this report, we will present the analysed description of the IPMA National Certification System (CNC) for project managers in Portugal. Although two systems were required for the country report, in terms of certification and validation of project manager competences at a national level, we only have the IPMA CNC provided by APOGEP organisation. IPMA's certification system does not require applicants to attend any type of training in advance. It is the sole responsibility of the candidate to ensure that they have the knowledge and experience required for certification, and the CNC reserves the right to check the admissibility conditions at the different levels of certification.

Although the National Agency for Qualification and Professional Education, I.P. (ANQEP) is the responsible body in terms of coordinating the implementation of youth and adult education and training policies and to ensure the development and management of the system of recognition, validation and certification of competences, there are no specific and tailor-made certification and/or validation of competences in terms of the project management field. ANQEP only provides a short training module (25h) of project management that it is embedded in other vocational education courses, for the recognition of level 4 and 5 of the European Qualifications Framework.



X. COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1: CPC

1. General information.

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.

National Certification Commission (CPC) of the Portuguese Association of Project Management (APOGEP)

<https://www.apogep.pt/>

APOGEP was created to promote and credibilise project management and support professionals whose activity is developed in this area. The Association was created in 1994 and has been linked to the International Project Management Association (IPMA), the largest European entity in the field of project management.

APOGEP arises due to the growing needs of companies and managers to have an institution that supports them in the acquisition of new skills in modern management and in the certification of professionals in project management.

The Association's activity covers the following areas:

- Certification of project managers and consultants in project management;
- Certification of organisations through the IPMA Delta model;
- Registration of training entities according to the IPMA-APOGEP model;
- Organisation and dissemination of events in project management;
- Supporting the creation of a community of project managers, which serves to share experiences and knowledge among them;
- Dissemination of the main national and international news in the world of project management.

The IPMA 4-L-C system and the International Certification Regulations (ICR), which support the certification system, are applied in each country by the respective IPMA Certification Body (CB) and are based on ISO/IEC 17024:2012 (Conformity assessment - General requirements for bodies operation certification of persons).

APOGEP promotes the IPMA Four-Level-Certification (IPMA 4-L-C) system of certification in Project Management, aligned with the professional career development of Project, Programme and Portfolio Managers. In Portugal, CB has the designation of National Certification Commission (CNC).



2. Prior learning.

1. Validation of the prior learning.

Is it included in the system? If it is – how does it look like? *Max. ½ page.*

Minimum requirements for the certification submission:

- Application form, including references
- Curriculum vitae (CV)
- Self-assessment
- Project Summary Report
- Complexity assessment

Without all the above elements being delivered, it will not be possible to continue the certification process.

The application form includes the applicant's identification data and proven experience on a project list and the indication of persons (at least two) who can attest to the indicated references. This list provides the basis for evaluating the number of years of experience required in the admissibility criteria for level C. The application includes a statement that the applicant is familiar with the application and appeal process, the code of ethics and professional conduct, the use of the certificate, the prices applied by the CNC, as well as the authorisation of the use of its data by both CNC and IPMA.

The CV sent by the applicant must be prepared in order to ensure that it complements all the information relevant to the assessment of the admissibility criteria defined for the level and field of application, including any professional development awards, achievements and publications in the area of project management.

The summary report, maximum 15 pages long, should describe a project or a set of projects that enables an advisor to complete the assessment of admissibility criteria. The report should include a description of the organisation and activity sector in which the applicant works, the role and responsibility of the applicant, and a summary description of each project submitted for evaluation.



3. The training offer.

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.

APOGEP is the organisation that provides the certification of organisations and individuals who are interested in obtaining IPMA certification at the levels A, B, C, D. However, there are APOGEP Associated Organisations that include project management training in their range of services:

The training curriculum for the project management course is organised in the following scheme (PPM Coachers, n.d.):

Project Management	Base level	PMF – Project Management Framework = 24 hours
		PMFu – Project Management Fundamentals = 12 hours
		PMS - Project management Simulation = 7 to 13 hours
		IPMA ICB Foundations = 12 hours
		PMRP – Project Management Role-Play = 18 hours
		PMFC – Project Management Framework for Construction = 30 hours
	Advanced level	PMPEP – Exam preparation= 42+18 hours
		PMEV – Project Management Earned Value = 12 hours
		EPPM – Executive Portfolio & Project Management = 12 hours
		PMC – Project Management Communication = 12 hours
		PMPR – Project Management Procurement = 12 hours
		PPRM – Professional Project Risk Management = 12 hours
		PCFM – Project Cost & Financial Management = 12 hours
		PMKPI – Project Management Key Performance Indicators = 12 hours
		PMMSp – Project Management with Microsoft Project = 12 hours

The training is given by course units, which cost between EUR 500 and 2000 EUR. For instance, the Project Management Framework unit costs 1.000 EUR.



4. The examination.

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.

Throughout the certification process, the applicant's competence will be verified in relation to the elements of competence defined for the project management areas. For the applicant to obtain certification at the level at which they apply, they will have to successfully complete all the necessary steps in the certification process for that level. The applicant may repeat each of the stages if the result of this process has not met the minimum requirements. The certification process must be completed within a maximum of 18 months from the date of acceptance of the application.

In order to obtain IPMA Level C - Certified Project Manager certification, a 3-step evaluation is required:

1. Written examination: the exam lasts 2 hours and is composed only by open questions. The result of the exam is eliminatory. Candidates may proceed to the next stage of certification if they obtain a minimum score of 10 on a scale of 0 to 20. The results of the examination shall be communicated to candidates within a maximum of 20 working days after the examination has taken place. The candidate has a maximum of 20 working days to request a review of the examination and, in case of failure, a maximum of 2 months to request a repeat of the examination. If this request for repetition is not made within the indicated period, the application is considered finished. The repetition of the examination must take place within a maximum of six months from the date of application.
2. IPMA Level C Certification Report: Applicants must prepare a certification report that provides evidence of the applicant's management practices. The report must present the applicant's professional experience in implementing projects, as a project manager (projects of moderate complexity). The jury evaluates the report and decides whether it meets the criteria required for IPMA Level C. This evaluation may lead to the next step, with the call for the Certification Interview.
3. Certification Interview: The purpose of the interview is to provide a full assessment of the candidate's skills and competences. The interview lasts 90 minutes and consists of the discussion of the certification report with the same jury that made the assessment. After the interview, the candidate will be notified by the CNC with the result.



The assessment of a candidate at level C - Project Manager is based on the ability of the applicant to demonstrate evidence of applying the elements of project management competence in a project environment moderately complex. To obtain IPMA Level C certification, the applicant must demonstrate enough evidence of 80% of the project management competence elements described in IPMA ICB. To demonstrate enough evidence of a specific CE, the applicant shall demonstrate a minimum of 50% of its KCIs. The evidence of competence elements shall be obtained based on the candidate's demonstration in the different assessment elements, namely the examination, report and extended interview.

Price tables:

Certification	Prices		
	<i>APOGEP non-associates</i>	<i>APOGEP associates</i>	<i>Students</i>
Level A - Certified Project Director	3,000 €	2,500 €	200 €
Level B - Certified Senior Project Manager	2,640 €	2,200 €	
Level C – Certified Project Manager	1,170 €	975 €	
Level D - Certified Project Manager Associate	350 €	300 €	

5. Continuing certification.

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 certificates have a five-year validity period, regardless of the level and field of certification (A, B, C, D). It is the responsibility of the certified professional to verify the validity date of their certificate and to submit the application for recertification, from six months before the date on which their certificate expires.



It is also the responsibility of the certified professional to notify the CNC of any change of their e-mail address and other identification data, so that they can be contacted during the period of validity of the certification.

The requirements for the different levels of recertification are described in the table below (APOGEP, 2019):

Experience related to the field required by the candidate	Level A – Certified Project Director	Level B – Certified Senior Project Manager	Level C – Certified Project Manager	Level D – Certified Project Manager Associate
	Evidence of a minimum of 30 months' experience practice over 5 years			N/A
	Complexity			N/A
	Leadership		Management	N/A
	Evidence of a minimum of 35 hours of professional development each year (175 hours in total) since the last (re-)certification			

Up to six months before the date of expiry of the certificate, individuals with certification at levels A, B, C and D must provide further proof that they continue to qualify for the maintenance of the respective certificates, as indicated in the previous table, by sending the following elements to the CNC:

1. Application form
2. Updated CV, where should be made explicit their activity as project manager, programme or portfolios, or other activities related to project management
3. Evidence of personal development
4. Self-assessment (complete self-assessment for all levels of certification)
5. Development Plan

In terms of evidence of personal development, the following data is required:

Personal development activity	Required evidence
Education	certificate and number of hours of instruction
Vocational education and training	course certificate/diploma and indication of number of hours of training each year
Seminars, conferences and congresses	certificate of participation and programme of the event



Self-study – paper readings	literature reference and abstract (10 lines) of the paper. It gives equivalence to 2 hours of personal development.
Self-study – book reading	literature reference and abstract (1 page) of the book It gives equivalence to 16 hours of personal development.

The professional activity of the candidate for recertification in activities related to Project Management must be proven based on at least two references, indicated on the application form, to be further contacted by the CNC.

The evidence of personal development must respect the matters and issues related to project management. The following evidence is accepted (APOGEP, 2019):

Recertification price tables:

Recertification	Prices		
	<i>APOGEP non-associates</i>	<i>APOGEP associates</i>	<i>Students</i>
Level A - Certified Project Director	750 €	600 €	200 €
Level B - Certified Senior Project Manager	700 €	560 €	
Level C – Certified Project Manager	600 €	480 €	
Level D - Certified Project Manager Associate	200 €	150 €	



6. Relevance. Recommendations.

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.

Regarding the process of recognition and validation of competences, this certification model is interesting because it values personal development activities. For the recertification to happen, it is necessary that the candidate presents concrete educational activities that they were involved, in order to continue updating their knowledge in the project management field. Therefore, this certification is much more than a mere assessment of knowledge, but an assessment of motivation, life and professional experience, self-directed learning appreciation, among others. This approach can be an added value for our project's discussion.

7. COMPETITORS.

Have you encountered any R & V system or its' elements (such as, for ex.

<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.

No competitors found.



A REVIEW OF THE CHOSEN, POTENTIAL BENCHMARKS – COMPETITORS

The AER-V project is designed as an intermediary stage, preparing the Partnership to developing new, international project managers competences recognition and validation system dedicated especially for the adult learning Civil Society Organisations (CSOs).

Therefore the Partners were asked to search also for existing recognition & validation (R&V) systems (or its elements, i.e. Validation of the prior learning; training offer; examination & certification; continuing certification requirements) dedicated to international project managers, possibly – active in the CSO sector.

As a conclusion of the mapping, it can be observed that there are two main offers available on the European level: Few full competence recognition and validation systems – including accompanying training offer and several independent training offers related to the international project management competences.

As a result, there are presented below:

1. Two competence recognition and validation systems:

- 1.1. The PM² Alliance Certification programmes.
- 1.2. The ECQA Certified EU Project Manager.

2. Seven training courses offers related to the international project management competences:

- 2.1. “European Project Manager - Building European Identity at Educational and Training organisations”.
- 2.2. “EAEA Younger Staff Training”.
- 2.3. “Planning and Management of Erasmus+ Projects (KA1 - KA2 ERASMUS+)”.
- 2.4. “Effective Project Management based on the PM² Methodology of the European Commission (related to the PM² Alliance Certification programmes).
- 2.5. “European project design and management”.
- 2.6. “Master in EU PROJECTS DESIGN & MANAGEMENT 2021-2027”.
- 2.7. The offer of the Funding Expert Academy





1. BENCHMARKS – COMPETITORS: Competence recognition and validation systems.

Below there are two R&V systems presented, including short introduction at the beginning and key conclusions & recommendations at the end of each presentation. Additionally, the following information, listed in a table:

- Name, provider, link
- Short characteristic
- Validation of the prior learning – YES/NO
- Training offer – YES/NO
- Examination & certification – YES/NO
- Continuing certification requirements – YES/NO
- Applicability in the CSO sector – YES/NO

More information can be found under the links included.

1.1. The PM² Alliance Certification programmes.

Introduction:

PM² (pronounced “P-M squared”) is a **Project Management Methodology** developed by the European Commission. It is being described as open, free, and common Project Management Methodology for Europe, lean and easy to implement, suitable for any type of project as it enables project teams to manage projects effectively and deliver solutions and benefits to their organisations and stakeholders. PM² enables Project Managers to deliver solutions and benefits to their organisations through the effective management of project work. It is based on operational experience from projects run within the European Institutions, but also incorporates elements from a wide range of globally accepted project management best practices, standards and methodologies such as PMBoK Guide, PRINCE2®, IPMA-ICB.

The PM² Methodology offers:

- A Project Governance Model (decision making)
- The PM² Lifecycle (4 project management phases)





- The PM² Processes
- The PM² Artefacts (project templates + guidelines how to use them)
- The PM² Mindsets (attitudes and behaviours).

The PM² Alliance Certification programme is available to all and has been designed to certify knowledge of the PM² methodology at various levels.

There are 3 Levels of certification offered in the PM² Methodology:

Level 1.

- 1a. The PM² Basic Certification,
- 1b. 2. The PM² Essentials Certification,

Level 2.

- 2. The PM² Advanced Certification,
(on this level there is also The PM² Agile Certification available).

Level 3.

- 3a. The PM² Expert Certification,
- 3b. The PM² Trainer Certification.

More information: <https://www.pm2alliance.eu/pm2-certification/>

The certification provider is The PM² Alliance - an international, not-for-profit organisation. Founded by PM² practitioners.

More information: <https://www.pm2alliance.eu/the-alliance/>



No	Name of the certificate/Link	Short characteristic	Validation of the prior learning/ Formal prerequisites – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ YES/NO
1a	The PM² Basic Certification https://www.pm2alliance.eu/pm2-basic-certification/	Level 1) 1a. The PM ² Basic Certification is a basic level certification on the general elements of the PM ² Methodology. It is designed primarily (but not exclusively) for non-Project Managers who participate in projects or aspire to play a role in project management.	NO	YES The general training offer of the certified PM ² training providers is available. NO Participation in the training is not obligatory to participate in the exam/get certification.	Exam YES On-line exam based in 100% on the The PM ² Guide v3, 2018. Fee: For Students & PM ² Alliance members 80 € For non members - 150 € Certification YES The PM ² Basic Certification.	NO	YES. The certification is not dedicated to CSO, however it has general applicability for all EU projects realisers of any sector.
1b	The PM² Essentials Certification	Level 1) 1b. The PM ² Essentials Certification is the entry point to the world of PM ² Certifications. It is suitable for anyone leading or participating in projects, regardless of their specific domain of application.	NO	YES The general training offer of the certified PM ² training providers is available. NO Participation in the training is not obligatory to participate in the exam/get certification.	Exam YES On-line exam based in 100% on the European Commission's: <ul style="list-style-type: none"> • PM² Guide v3 • Key PM² Artefacts templates Fee: For PM ² Alliance members - 180 €	NO	YES. The certification is not dedicated to CSO, however it has general applicability for all EU projects realisers of any sector.





No	Name of the certificate/Link	Short characteristic	Validation of the prior learning/ Formal prerequisites – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ YES/NO
					For Professional PM ² Trainers - 210 € Certification YES: The PM ² Essentials Certification.		
2	The PM² Advanced Certification https://www.pm2alliance.eu/pm2-advanced-certification/	Level 2) The PM ² Advanced Certification is a second level PM ² Certification. It addresses the certification needs of anyone leading projects or supporting projects from a position of advanced knowledge.	NO	YES The general training offer of the certified PM ² training providers is available. NO (YES) Participation in the training is not obligatory to participate in the exam/get certification. However, achieving a <u>PM² Essentials Certification</u> and following an advanced PM ² preparation training from one of the Affiliated Training Providers is recommended before taking the exam.	Exam YES On-line exam based in 100% on the European Commission's: <ul style="list-style-type: none"> • PM² Guide • All PM² Artefacts templates • PM² Tools & Techniques Note: for holders of the PM ² Essentials Certification, the PM ² Advance Certification exam is shorter: comprised of 45 questions (vs 70 questions with no PM ² AC) with a duration of 40 minutes (vs 60 min. with no PM ² AC). Fees:	NO	YES. The certification is not dedicated to CSO, however it has general applicability for all EU projects realisers of any sector.





No	Name of the certificate/Link	Short characteristic	Validation of the prior learning/ Formal prerequisites – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ YES/NO
					For PM ² Alliance members - 230 € For non members of the Alliance - 290 € For PM ² Essentials Certification holders - 80 € For non members PM ² Essentials Certification holders - 190 € Certification YES: The PM ² Advanced Certification		
3a	The PM² Expert Certification https://www.pm2alliance.eu/pm2-expert-certification/	Level 3) 3a. The PM ² Expert Certification addresses the certification needs of anyone supporting organisations, project managers and projects from a PM ² methodology expert's position. The PM ² Expert Certification is designed to confirm a candidate's ability to apply the PM ² Methodology in practice.	YES There are several formal prerequisites for the completion of the PM ² Expert Certification: 1. PM ² Essentials Certification 2. PM ² Advanced Certification	YES The general training offer of the certified PM ² training providers is available. YES Participation in former trainings is obligatory to participate in the exam/get certification.	Exam YES The PM ² Expert Certification is comprised of two parts: a online Case Assessment and an online Exam . In contrast to all other PM ² Alliance Certifications, the PM ² Expert Certification Exam is based on a balanced mix of advanced PM ² knowledge and situational judgement type of questions.	NO	YES. The certification is not dedicated to CSO, however it has general applicability for all EU projects realisers of any sector.





No	Name of the certificate/Link	Short characteristic	Validation of the prior learning/ Formal prerequisites – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ YES/NO
			3. Completion of the relevant PM ² Expert Training 4. Completion of the online PM ² Expert Assessment Process 5. Online PM ² Expert Certification Exam		The exam is taken after the successful completion of the case assessment. The exam questions are based on the following European Commission publications: <ul style="list-style-type: none"> • PM² Guide • All PM² Artefacts templates • Project Management Tools & Techniques • In class material (received during the PM² Expert Training) Fees: For PM ² Alliance members - 1100 € For PM ² Certified Trainers - 650 € Certification YES: The PM ² Expert Certification		



No	Name of the certificate/Link	Short characteristic	Validation of the prior learning/ Formal prerequisites – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ YES/NO
3b	The PM² Trainer Certification https://www.pm2alliance.eu/pm2-trainer-certification/	Level 3) 3b. The PM ² Trainer Certification is designed to attest a Trainer's or Educator's master level understanding of the PM ² Methodology and their ability to teach PM ² and prepare candidates for the PM ² Certifications. All PM ² Alliance Affiliated Training Providers who offer PM ² trainings must deliver their trainings through trainers who have attained the PM ² Trainer Certification.	YES There are several formal prerequisites for the completion of the PM ² Expert Certification: 1. PM ² Essentials Certification 2. PM ² Advanced Certification 3. Valid PM ² Alliance Membership 4. Project Management domain knowledge 5. Training/teaching experience	YES The general training offer of the certified PM ² training providers is available. YES Participation in former trainings is obligatory to participate in the exam/get certification.	Exam YES In class or online proctored exam. Fees: PM ² TtT seminar included - For Professional PM ² Trainers - 1700 € PM ² TtT seminar included - For University Educators – 900 € Online Exam - For University Educators who have completed the TtT Seminar only – 300 € Certification YES: The PM ² Trainer Certification	NO	YES. The certification is not dedicated to CSO, however it has general applicability for all EU projects realisers of any sector.





No	Name of the certificate/Link	Short characteristic	Validation of the prior learning/ Formal prerequisites – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ YES/NO
			6. Completion of the PM ² Alliance TtT Programme 7. Completion of the online PM ² Trainer Exam				

Key conclusions & recommendations:

It is worth to take a closer look on the possibility offered to join the PM² Alliance Association and obtain the PM² Alliance Membership.

There are different types of membership offered: for Individuals, SME's, Institutions and Students:

- Professional Membership (individual membership; €160/2 years),
- Discounted, For Academics & Public Servants Only (individual membership; €60/year),
- Student membership (individual membership; €40/year),
- Organisational Membership (group membership, €450/year),

Among the membership benefits there are mentioned:

- Membership Certificate
- Professional Designation
- Listing in the PM² Alliance's Members' Directory



- Participation to the PM² Alliance's Conferences
- Discount for participation in Workshops and Seminars
- PM² resources
- A Mentor Program
- Access to PM² Alliance's Publications and Newsletters
- Reduced-price opportunities to market services through PM² Alliance's network and reach
- Members Only Awards Program
- Special pricing for events and services offered by PM² Alliance's associates
- PM² Certifications at a members-only price.

There are no 'Continuing certification' scheme offered.

General conclusion: it was really difficult to find this offer. Maybe the offer is better known among the Horizon 2020 realisers, since it seems to be profiled especially for this scheme EU projects realisation.

1.2 The ECQA Certified EU Project Manager.

Introduction:

The ECQA Certified EU Project Manager offers a unified qualification and certification scheme for EU Project Managers. The profession has been developed already since 2003 by a partnership of European partners, originally co-funded by the European Commission within the framework of the LEONARDO DA VINCI project (ManagEUR). Later, the skill card, training course material, e-Learning platform and examination test question pool were administered and updated by the Job Role Committee lead by Skills International in collaboration with partners and experts from various countries and background from different thematic areas.

The skills card was regularly reviewed and updated by the community of interested partners from the market (brought together in a so-called Job Role Committee under ECQA). It is unclear if the offer is still available. The latest news on the ECQA webpage comes from March 2019.



To become an ECQA Certified EU Project Manager and be listed in the pool of experts for professionals of the European Certification and Qualification Association (ECQA, www.ecqa.org), participants have to take the exam and pass the required number of learning elements (minimum 8 out of 11 elements). The training for ECQA Certified EU Project Manager is divided into following units and elements (included in the Skills card for Certified EU Project Manager; version 2009):

UNIT 1: INTRODUCTION INTO EU PROJECTS

- 1) EU Structures and Programmes

UNIT 2: PROJECT OBJECTIVES AND FINANCE

- 1) Start up and Objectives
- 2) Management of Work Packages and Project Results
- 3) Finance Management
- 4) Contract Management

UNIT 3: CO-OPERATION

- 1) Communication and team management
- 2) Exploitation and sustainability
- 3) Reporting

UNIT 4: QUALITY MANAGEMENT

- 1) Quality Planning
- 2) Quality Assurance
- 3) Risk Management

A set of Performance Criteria is defined for each element of every unit, for example:

UNIT 2: PROJECT OBJECTIVES AND FINANCE

U2.E1 Start up and Objectives

MAN09.U2.E1.PC1 Student knows how to select relevant partners for project consortium.

MAN09.U2.E1.PC2 Student understands advantages of knowledge sharing and knows how to integrate the know how of partners.





MAN09.U2.E1.PC3 Student knows how to define measurable project objectives.

MAN09.U2.E1.PC4 Student can align project objectives to programme objectives and organizational objectives.

The Skill card for Certified EU Project Manager was revised in 2009, and its second version (v.2009) was published. The original version was defined in 2006 within the Leonardo da Vinci project ManagEUr (Biro et al, 2004 and ManagEUr, 2005).

ECQA Certified EU Project Managers are listed on the webpage: <https://www.ecqa.org/index.php?id=87>

Candidates may obtain two levels of certification.

- ECQA Certified EU Project Manager
- Professional ECQA Certified EU Project Manager

The ECQA Certified Training Organisations and ECQA Certified Trainers – listed on the webpage: <https://www.ecqa.org/index.php?id=83>

The EU project manager courses are still offered by some of them (still it isn't clear if the Certification is still available).

The certification provider is The European Certification and Qualification Association (ECQA), a non-for-profit association created at a European level.

No	Name of the certificate/Link	Short characteristic	Validation of the prior learning/ Formal prerequisites – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ YES/NO
1	ECQA Certified EU Project Manager	The EU Project Manager qualification and certification provides project managers, administrators, financial personnel and proposal writers with the skills and competences needed to successfully plan, implement and	NO	YES	Examination – YES An on-line test. The candidate must pass 8 out of 11 elements. Exam are done online, using a central Exam Pool of Multiple Choice Questions. The exam is modular and you need to cover	NO	YES Relevant for all entities and persons working in the field of European projects realisation.





No	Name of the certificate/Link	Short characteristic	Validation of the prior learning/ Formal prerequisites – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ YES/NO
		<p>monitor European funding programmes and projects.</p> <p>The qualification and certification for EU Project Managers is divided into units with eleven modules: Unit 1: INTRODUCTION INTO EU PROJECTS - EU Structure and Institutions - Introduction into EU Programmes</p> <p>Unit 2: PROJECT OBJECTIVES AND FINANCE - Start-up and Objectives - Management of Work Packages and Project Results - Finance Management - Contract Management</p> <p>Unit 3: CO-OPERATION - Communication and Team Management - Exploitation and Sustainability - Effort Reporting and Control - Reporting</p> <p>Unit 4: QUALITY MANAGEMENT - Quality Planning and Control</p>			<p>a minimum of 66% to pass one element.</p> <p>The Exam takes about 3 hours and 110 questions have to be answered.</p> <p>Successful participants who pass at least 8 out of 11 elements may apply to be listed on the ECQA web site as ECQA Certified EU Project Managers.</p> <p>Certification – YES: ECQA Certified EU Project Manager</p>		





No	Name of the certificate/Link	Short characteristic	Validation of the prior learning/ Formal prerequisites – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ YES/NO
		- Risk Management					
2	Professional ECQA Certified EU Project Manager	<p>Participants who have successfully passed the online test have the chance to receive an upgrade of the ECQA Certified EU Project Manager certification.</p> <p>The professional certificate additionally confirms the practical experience of the candidate. The upgrade professional certificate is based on an independent assessment of evidences by an external board of reviewers.</p> <p>The evidences provide a proof of practical competence and illustrate that the person has been capable of applying best practice principles of EU Project Management in his/her professional career.</p>	<p>YES</p> <p>The candidate must have passed the on-line test for ECQA Certified EU Project Manager successfully</p>	YES	<p>Examination – NO.</p> <p>On this stage there is an assessment of evidences of practical experience in the field by an external board of reviewers.</p>	NO	<p>YES</p> <p>Relevant for all entities and persons working in the field of European projects realisation.</p>



Key conclusions & recommendations

It is worth to mention that the certification system was funded similar way the AER-V Partnership is intended to proceed. It was developed within an EU Funded project (2003) and kept active by 2019.

The ECQA developed own training and competences validation and certification offer, based on 11 elements grouped in 4 sections (as described in the 'introduction' part). By 2012 more than 700 certificates have been issued for ECQA Certified EU Project Managers (the latest data from the marketing papers available) – which seems quite an achievement.

Right now it is hard to tell (just looking at the webpage) if the organisation/certification still functions. The EU project manager courses, based on these developed by the ECQA, seem to still be offered by some of the ECQA certified training providers listed on the webpage (<https://www.ecqa.org/index.php?id=83>) still it isn't clear if the Certification is still available.

The latest news on the ECQA webpage comes from March 2019. Latest eLearning with Webinar related to the EU Project Manager certification was offered in May 2016; most recent FB note on the open FB group comes from January 2018.

The training offer was directed both to the 'newcomers in the world of EU projects' (*"Learn to swim before you jump into water!"*) and to the experienced managers of EU projects (*"Learn and exchange! We can always learn something new and improve our skills by examining the best practices of others"*). The question is how was it made to take both the beginners and the experienced ones training needs in the same training programme.

The ECQA developed job roles for several professions, not only the EU project manager profession (there were 18 job roles described in 2010). For the future AER-V plans - in exchange for certifying multiple job roles, the partnership could focus on and develop just the international projects management field.

Probably it would be possible to learn more addressing the ECQA certified organisations/trainers – in the field of EU project management - directly. Taking into account the AER-V Partner countries, the ECQA member-entities are listed in Austria (where the ECQA is also registered as a GmbH, and the certified trainers could be found in Denmark and Austria.





2. BENCHMARKS – COMPETITORS: Training courses offers.

Below there are seven training offers presented, related to upgrading international project management skills. The following information, listed in a table:

- Name, provider, link
- Short characteristic
- Validation of the prior learning – YES/NO
- Training offer – YES/NO
- Examination & certification – YES/NO
- Continuing certification requirements – YES/NO
- Applicability in the CSO sector – YES/NO
- Additional comments

More information can be found under the links included.

No	Name Provider Link	Short characteristic	Validation of the prior learning – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ adjustments to the CSO sector needs – YES/NO	Additional comments
1	European Project Manager - Building European Identity at Educational and Training organisations IDEC Training Centre https://trainingcentre.gr/training-courses/31-european-project-manager-building-european-identity-at-educational-and-	<u>Form:</u> 5 – 7 days course, blended learning based on: - On-line using e-learning platform - In-class training - Workshops and exercises facilitated by the trainer <u>Learning outcomes:</u> Upon completion of the training course, the participant is expected	NO	YES	Exam – NO Certificate – YES: Europass Mobility Certificate	NO	YES. Useful to any entities and persons active in the field of European cooperation and education.	Scope: The European programmes in Erasmus+, planning, implementation and evaluation of European projects. ECVET points: 3.5 All costs can be funded by Erasmus+





No	Name Provider Link	Short characteristic	Validation of the prior learning – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ adjustments to the CSO sector needs – YES/NO	Additional comments
	training-organisations?utm_source=sendinblue&utm_campaign=Erasmus_KA1_January_2020&utm_medium=email	<p>to:</p> <ul style="list-style-type: none"> - Understand the European education policies and relate them to national policies and practices - Network with other schools in other countries - Participate in European projects - Write a proposal for funding a European project - Administrate and manage a European project <p><u>Fee:</u> <i>Tuition fee: €350 per person for 5 days training and €420 for 6 days training.</i></p> <p><i>Cultural activities: €80 -220 per person.</i></p>						programme KA1 mobility of staff.
2	<p>EAEA Younger Staff Training The European Association for the Education of Adults EAEA Younger Staff Training 2020 was cancelled; the event is being organised annually. The YST 2019: https://eaea.org/event/eaea-younger-staff-training-2019/</p>	<p><u>Form:</u> 5-days long training course taking place every autumn, since 2011, in Brussels (EAEA Younger Staff Training 2020 was cancelled). Max. 3 participants from one country are accepted.</p> <p><u>Learning outcomes:</u> The course programmes differ slightly from year to year, having various main topics = learning outcomes differ.</p>	NO	YES	NO information	NO	YES The course programme is dedicated to the entities and persons working in the adult education field	<p>Designing and writing projects is just a part of the programme; in general – the programme focuses on adult education related issues</p> <p>Il professionals with a relatively short experience in the adult education sector are welcome to apply,</p>





No	Name Provider Link	Short characteristic	Validation of the prior learning – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ adjustments to the CSO sector needs – YES/NO	Additional comments
		<p>YST 2019 edition: By the end of the training, the participants:</p> <ul style="list-style-type: none"> - Have learnt about the diversity of policy and practice in adult education in Europe by comparing their professional experiences and national challenges - Are familiar with the main challenges in European adult education sector and the role of European civil society - Have gained a basic understanding of regional differences in the definition and traditions of adult education in Europe - Are able to identify major EU policy frameworks in the field of adult education - Are familiar with the main methods that can be used for advocacy - Are familiar with the concept of life skills and its use - Have received practical advice for writing project applications on adult education. <p><u>Fee:</u> raining fee: €400 + €100 of the registration fee (€500 in total)</p>						<p>especially those starting to work, or aiming to work, on advocacy, communication or European projects in adult education</p> <p>The offer seems to be dedicated rather to the beginners in the field.</p> <p>The days are organised thematically, moving from policy and advocacy to project work</p> <p>Bringing together participants from across Europe, it compares national contexts and encourages peer learnin</p> <p>The participants are adult education professionals, often with diverse profiles - working on advocacy,</p>





No	Name Provider Link	Short characteristic	Validation of the prior learning – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ adjustments to the CSO sector needs – YES/NO	Additional comments
								<p>outreach, projects, communication.</p> <p>It builds networks - former participants stay in touch through the Younger Staff Networ</p>
3	<p>Planning and Management of Erasmus+ Projects (KA1 - KA2 ERASMUS+) Cultura e Dintorni http://www.culturaedintorni.org/en_GB/corso-europrogettazione/</p>	<p><u>Form:</u> 5 days long course, 25 hours. <u>Learning outcomes:</u> The training course offers the participants the skills to:</p> <ul style="list-style-type: none"> - Understand properly the invites to present proposals - Analysis of excellence design ideas - Collect the necessary documents for the project presentation - Plan the financial aspects of the project - Accomplish the essential procedures for the project presentation - Learn from other participants, look for partners, exchange opinions and look for common solutions to new European challenges - Improve the projects' administrative and operative 	NO	YES	<p>Exam – NO</p> <p>Certificate – no information</p>	NO	NO	<p>Course dedicated to school education and the professional formation fields (VET); focus of the last 2 course days: VET mobilities.</p>





No	Name Provider Link	Short characteristic	Validation of the prior learning – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ adjustments to the CSO sector needs – YES/NO	Additional comments
		<p>techniques</p> <ul style="list-style-type: none"> - Use the learnt “know-how” - Develop a real networking culture - Use the project management techniques. <p><u>Fee:</u> No information.</p>						
4	<p>Effective Project Management based on the PM² Methodology of the European Commission</p> <p>European Academy</p> <p>https://www.european.academy/pm2-in-h2020</p>	<p><u>Form:</u> A course, 2 days, 17 hours</p> <p><u>Learning objectives – the participants will learn:</u></p> <ul style="list-style-type: none"> - About the environment of EU funded projects - How to apply project management best practices to EU funded projects - How to implement the PM² Methodology - How to use the PM² templates - Step-by-step guidance for the management of your projects - How to achieve proper project governance - The project management roles and their responsibilities - What are the Critical Success Factors (CSFs) of project management 	NO	YES	<p>Exam – NO</p> <p>Certificate – YES – Course certificate:</p> <ul style="list-style-type: none"> - Certification of “Management and Coordination of E.C. Funded Projects; the PM² Methodology” training completion 	<p>European Academy as an Accredited Training Provider (ATP) for the PM² Alliance.</p> <p>At the moment (May 2020) to everyone completing any of the PM² courses, a complimentary exam voucher for the PM²</p>	<p>YES.</p> <p>The certification is not dedicated to CSO, however it has general applicability for all EU projects realisers of any sector.</p>	<p>As described on the webpage, “<i>This unique course has been designed to address the needs of organisations and people involved in international collaborative EU funded projects. Is the only course developed around the PM² Methodology of the European Commission with a strong focus on its application to Horizon 2020 projects.</i>”</p>





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		<ul style="list-style-type: none"> - How to properly organise kick-off meetings - Simple techniques to manage stakeholder - Simple techniques to manage risks in projects - How to implement a results-oriented approach - How to monitor project performance - How to facilitate effective communication with project partners - How to properly close your project <p><u>Course programme:</u> available under the link given. <u>Course fee:</u> €1490 exl. VAT</p>			- Certificate of attendance Certificate – YES: Possibility to get certified – 3-Levels certification of the PM ² Alliance	Basic Certification is offered.		
5	European project design and management Public Open University Zagreb https://www.pou.hr/programi/erasmus-tecajevi/usavsavanje/e	<p><u>Form:</u> A course, 5 days, 35 hours</p> <p><u>Learning outcomes expected:</u></p> <p>At the end of the training participant will be able to:</p> <ul style="list-style-type: none"> - Comprehend how EU grants function - Understand the responsibilities of those involved in project management & coordination 	NO	YES	Exam – NO Certificate – YES: A certificate of attendance, together + if requested,	NO	YES. The course is useful for CSOs active in the lifelong learning area; applicability for all EU funds recipients.	The course may be realised/financed as the E+ KA 1





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	uropean-project-design-and-management	<p>between partners</p> <ul style="list-style-type: none"> - Understand the responsibilities of those in charge of the technical & financial progress of an funded project - Comprehend importance of applying best principles and practices for good management - Learn to identify at an early stage the financial risks related to funded projects - Will be able to write project proposals <p><u>Course programme:</u> available under the link given. <u>Course fee:</u> 350 €</p>			the Europass Mobility Certificate			
6	<p>Master in EU PROJECTS DESIGN & MANAGEMENT 2021-2027</p> <p>EUROPA INNOVATION Business School, international education division of DIARI BV, Amsterdam https://europabs.eu/en/masters-courses/master-eu-projects-design-management-plus-on-</p>	<p><u>Form:</u> On-line course, 20 Lessons; 45 hours + 10 hours of Question and Answer sessions +5 hours of extra Question time with teachers Course duration: 10 weeks. <u>Learning outcomes expected:</u> With the Master Participants will:</p> <ul style="list-style-type: none"> - Learn from the most renowned and experienced professionals in the field how to navigate the various direct funds and choose the most suitable for your project, 	NO	YES	Examination – NO Certificate – no information	NO	YES. The course is useful for CSOs active in the lifelong learning area; applicability for all EU funds recipients.	Course addressed both for the practitioners and the beginners in the field





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	line-2020-2027/?gclid=EAIaIQobChMIwPLV0pf36AIVw7TtCh3WXwUcEAAYAAEglSM_D_BwE	<p>easily finding the necessary papers and acquiring an excellent knowledge of the management systems of European funding sources</p> <ul style="list-style-type: none"> - Find inspirations and ideas for new projects - Be more productive thanks to new techniques, tools and working methods - Learn how to network, acquire more knowledge from other participants, find potential partners, exchange ideas and seek cooperative solutions to new challenges - Master Europlanning techniques and the administrative and operational management of projects; - Develop a true networking culture; - Apply the know-how acquired in the field of Europlanning, creating real projects <p>Course fee: 864€</p>						
7	The offer of the Funding Expert Academy http://www.fundingexpert.academy/	No specific benchmark-course information available at the moment (May 6 th 2020).	-	-	-	-	YES Relevance for all entities and persons working	Very enthusiastic self-promotion☺ Comment from Interfolk:





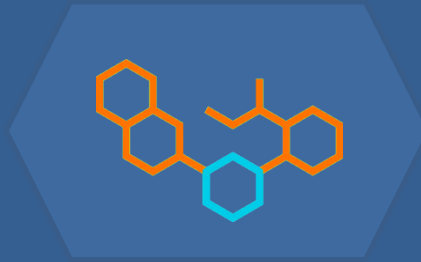
No	Name Provider Link	Short characteristic	Validation of the prior learning – YES/NO	Training offer – YES/NO	Examination & certification – YES/NO	Continuing certification – YES/NO	Applicability in the CSO sector/ adjustments to the CSO sector needs – YES/NO	Additional comments
		<p>In general there are</p> <ul style="list-style-type: none"> - e-courses - open courses and - inhouse training offered. 					<p>with/planning to work with the EU funds</p>	<p><i>The Academy offer training to achieve mastery in exploitation of European funds and get certified as Funding Expert with value! They provide physical week courses and distance courses, tutorials, lots of templates and tools about many issues as well as seminars and virtual webinars in many topic related to be a successful European project manager. They also provide certification</i></p> <p><i>NB: Some years ago, I used an Erasmus+ mobility grant to follow a 5-day course in May in Athens, where the Academy founder, Nikolas Floratos was the single teacher, and it was for me a good, inspiring and very useful course mainly about making</i></p>





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								<i>applications for the Erasmus+ programmes.</i>





Working Paper – the report on mapping existing solutions for recognition and validation of knowledge, skills and competences available for the adult learning CSOs

This report has been developed in the framework of the two-year long Erasmus plus development project, realised in the period December 2019 – December 2021, entitled: "Recommendations for international project managers competences recognition and validation for lifelong learning" (AER-V). The overall aim of the project is to support recognition and validation of knowledge, skills and competences of international project managers active in Civil Society Organisations (CSOs) in the adult education sector, acquired through formal, non-formal and informal learning.

The project is co-funded by the Erasmus+ programme of the European Union.



Erasmus+