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

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

The Partners may describe the systems already presented at the kick-off meeting or search for new ones.

Additionally, each Partner is welcome to give hints concerning European level validation and recognition systems (or its’ elements), that could be ‘competitors’ for the adult learning CSOs international project managers competences recognition and validation system to be developed by the Partnership in the next stage. These offers will be further analysed by FAIE.*

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

**COMPETENCE VALIDATION AND RECOGNITION SYSTEM 1**

**1. General information.**

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| **1. General information about the recognition and validation system:** Name, when created and by whom, what kind competence does it recognise/validate, general characteristics, scope of applicability (on the local/regional/national/European… level?), webpage. *Max. ½ page.* |
| The certificate is called [ZTEB (Zertifizierter Trainer in der Erwachsenenbildung – Certified Trainer in the Adult Education)](http://zertifizierung.wifi.at/zertifizierungwifiat/personenzertifkate/dienstleistung/trainerin-erwachsenenbildung/zertifizierung_trainerin_erwachsenenbildung). WIFI, Austria’s largest continuing education institute, has developed this certification system and was 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.**

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| **1. Validation of the prior learning.**Is it included in the system? If it is – how does it look like? *Max. ½ page.* |
| **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").
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**3. The training offer.**

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| **3. The training offer preceding the recognition and validation of competences.** What kind of trainings are there offered, in what form? How long is the training (how many hours)? What are the training modules (scope of the training)? Are there any admission criteria? How does the recruitment to the training look like? What is the price of the training? Who delivers the training/who are the trainers?*Max. ½ page.* |
| 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.**

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| **4. The examination systems to recognize and validate the competences.**What kind of ‘exams’ are there, in what form? How does the ‘exam’ look like? Are there any admission criteria? What are the criteria of ‘passing the exam’ successfully? What is the price of the ‘exam’? What is the ‘examination body’ (who examines)? What kind of document confirms the validated competences (a certificate, recommendations, others)?*Max. ½ page.* |
| **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.**

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| **5. Continuing certification requirements.**Are there any continuing certification requirements, or is the ‘certificate’ once received ‘valid for life’?If there are continuing certification requirements: How long is the ‘certificate’ valid? What needs to be one to maintain the ‘certificate’? How does the process of renewal look like? What is the price of prolonging the ‘certificate’? Who (what body) issues the ‘renewal of the certificate’?*Max. ½ page.* |
| 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.**

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| **6. What is the relevance for the adult learning CSOs and their international project managers?***Your recommendations (likes/dislikes):What solutions could the Partnership consider as good practices, benchmarks?What solutions shouldn’t be considered/ are not relevant?**Max. ½ page.* |
| 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.  |

**COMPETENCE VALIDATION AND RECOGNITION SYSTEM 2**

**1. General information.**

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| **1. General information about the recognition and validation system:** Name, when created and by whom, what kind competence does it recognise/validate, general characteristics, scope of applicability (on the local/regional/national/European… level?), webpage. *Max. ½ page.* |
| The certificate is called [wba certification](https://wba.or.at/de/). 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 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.**

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| **1. Validation of the prior learning.**Is it included in the system? If it is – how does it look like? *Max. ½ page.* |
| The 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
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**3. The training offer.**

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| **3. The training offer preceding the recognition and validation of competences.** What kind of trainings are there offered, in what form? How long is the training (how many hours)? What are the training modules (scope of the training)? Are there any admission criteria? How does the recruitment to the training look like? What is the price of the training? Who delivers the training/who are the trainers?*Max. ½ page.* |
| 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 achachieving 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 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.**

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| **4. The examination systems to recognize and validate the competences.**What kind of ‘exams’ are there, in what form? How does the ‘exam’ look like? Are there any admission criteria? What are the criteria of ‘passing the exam’ successfully? What is the price of the ‘exam’? What is the ‘examination body’ (who examines)? What kind of document confirms the validated competences (a certificate, recommendations, others)?*Max. ½ page.* |
| 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.**

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| **5. Continuing certification requirements.**Are there any continuing certification requirements, or is the ‘certificate’ once received ‘valid for life’?If there are continuing certification requirements: How long is the ‘certificate’ valid? What needs to be one to maintain the ‘certificate’? How does the process of renewal look like? What is the price of prolonging the ‘certificate’? Who (what body) issues the ‘renewal of the certificate’?*Max. ½ page.* |
| 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.**

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| **6. What is the relevance for the adult learning CSOs and their international project managers?**Your recommendations (likes/dislikes):What solutions could the Partnership consider as good practices, benchmarks?What solutions shouldn’t be considered/ are not relevant?*Max. ½ page.* |
| 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.**

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| *Have you encountered any R & V system or its’ elements (such as, for ex.* [*https://www.ecqa.org/index.php?id=32*](https://www.ecqa.org/index.php?id=32)*) that could be ‘competitors’ for the adult learning CSOs international project managers competences recognition and validation system to be developed by the Partnership in the next stage? If yes, please name the offer and add the link(s) for the information. These offers will be further analysed by FAIE.* |
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