IO2 - A2 Certification methodology Comprehensive Guide

Certified Digital Accessibility Training Project

(Project reference number: **KA2-VET-16/18**)

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Certified Digital Accessibility Training - project
Erasmus+ Key Action 2: Cooperation for innovation

Publication date: 27 September 2019

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PROJECT PARTNERS

1 Content

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2   Introduction

The reason behind the certification methodology for the Certified Digital Accessibility Training is the necessity of establishing unified reference utility tool that functions as a cornerstone for educational standards that Project Consortium wants to uphold. This document will be used in order to ensure the quality of the trainings during the future exploitation of the intellectual outputs of the project.

Main objective of constructing the certification methodology was to create a manual containing all the information, procedures and templates that can be later used to determine various aspects of issuing the certificates to third-party organizations carrying out the trainings, as well as issuing the certificates for the participants. Therefore, this document consists of the texts and templates that relate to such usage. This includes all the practical aspects of referencing the certification methodology, including the certification procedure guide and all its annexes containing templates for application form template, certification agreement template and templates for certificates themselves, as well as glossary that explains the relations between entities mentioned in those documents and auditing standard and list of corresponding questions.

However, as a by-product of the inquiry into the possibility of accreditation of the Digital Accessibility Trainings on the European level, we've gathered notes and memos from the process, to illustrate the thought process behind this effort. These notes can be found in the appendix at the end of this document.

3   Certification procedure for Certified Digital Accessibility Training

This certification system is recommended for the trainings based on teaching programs for the jobs of Digital Accessibility Manager, Digital Accessibility Tester, Digital Accessibility Developer and Digital Accessibility Designer, created as a part of Certified Digital Accessibility Training project, carried out by training provider / institutions / organizations implementing vocational trainings for adults.

DA Project Consortium strives to encourage valuable digital accessibility training and works with training providers / institutions / organizations to help them meet the training approval requirements.

4   Certification process

4.1   Requesting for Digital Accessibility training certification

The Request form for certification **(Annex No. 1)** of the training should be submitted by the Training Provider to the **Certified Digital Accessibility Training Project Office** before the planned training at least **42 days in advance**.

a) Prior to applying for, and receiving, a DA training certificate, the Provider will refrain from any advertisements suggesting they already have the right to issue certificates.
b) New requests may take up to six (6) weeks for processing.
c) The **DA Training Project Office** must be notified if a provider has a change in course content, instructors, or materials. A new application may be required. Any added instructors must be reviewed and approved by the review team of the **DIGITAL ACCESSIBILITY Training Committee** prior to teaching an approved course.
d) A member of the **DIGITAL ACCESSIBILITY Training Committee** may audit (at no charge) the course at any time while the course is active and approved by **DA Training Project Office**
e) **DIGITAL ACCESSIBILITY Training Committee** is responsible for ensuring that Certification Request Form is thoroughly completed and that all appropriate attachments are included. Special attention will be focused on Instructors. Are they qualified to teach learners? Do they have content expertise and the ability to teach the material? What proof is there of that?
f) If the **DIGITAL ACCESSIBILITY Training Committee** recommends approval of the course, then **DA Training Project Office** will register the course and issue the certificate for the training and Training Provider will be notified.
g) If the **DIGITAL ACCESSIBILITY Training Committee** recommends denial of the training certification request, the Provider will be notified by the **DA Training Project Office.**

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4.2 Agreement for certification

Based on the documents submitted by the training institution, Certified Digital Accessibility Training Project Office will prepare the Agreement for certification of the DA trainings **(Annex No. 2).**

In case of the formal or substantial errors in the provided documentation, Project Office can direct the submitting institution to fix the errors.

Project Office reserves the right to deny the application and to not provide the certification on this stage at its discretion, but is expected to provide the applicant with the reason for such decision. Applicant may then try to re-apply after 30 days.

After signing of the Agreement with the training institution, Project Office will carry the preparation for the certification of the trainings. Training Provider will also receive restricted access to the backend of the platform, that will allow grading and viewing participants assignments, but will not allow fo deviation from established courses and their materials.

4.3 Train the Trainer (optional)

Project Office, upon the request of Training Provider or the advice of DA Training Committee, may schedule the Train the Trainer event, to further familiarize the Trainers with the contents of the training.

4.4 Certification schedule

Project Office will plan the schedule for the review of training documentation, as well as conducting an audit certifying the training.

4.5 Audit of the training

An audit of the training will be conducted by the auditors appointed by the Project Office.

Audit of the training is a systemic, independent process of obtaining the information on the training proceedings and its impartial evaluation, necessary for assessing the data in context of audit criteria.

Basic criteria:

1. *Compliance of the training with the curriculum*
2. *Performance of the trainer during the training (Auditors may visit the courses in progress, check the grading of the participants assignments)*
3. *Compliance with the existing grading structure and its target goals*

The aim of the audit is to determine the compatibility of the training proceedings with the plan described in the application documents. The frequency of the audit will be dependant on the entry in the Agreement for certification. Auditing standards can be found in **Annex no. 6**.

4.6 Report on the Audit of the training

After the audit proceedings, Project Office will present the training institution with the report on the audit, including all of its aspects, as well as highlighting the areas of the training proceedings that should be improved or that require preventative action from the training institution.

4.7 Approval of the training and certification

In case of the approval of the training, after the successful audit, Project Office will issue the Certificate **(Annex No. 3)** recommending the training, as it fulfills the criteria for certification of skills and knowledge of the training participants. Owner of said certificate will be eligible to issue certificates to the participants of the trainings, while their certificate remains valid.

The Certificate will specify the scope of the approval and will be valid for 2 years, under the condition of acquiring the positive score on the control audits, as well as the promise of maintaining the quality of the training.

4.8 Costs of certification of the training

For every type of training there will be separate fee, that should be paid by the training provider to the Project Office for the certification process. The cost of the certificates will be specified in the Agreement for certification **(Annex No. 2)**.

4.9 Certification of the training participants

After the approval process of the training has positively concluded, participants of the training will be eligible to receive the certificate as a proof of the completion of their training. **(Annex No. 4)**

4.10 Availability of the certificate and early termination

Training participants will receive the certification documents that prove their knowledge and skills acquired during the training, based on the requirements specified in the teaching program.

It is of utmost importance for the participant to meet those requirements in order to receive their certificate. Any singular case of issuing certificate for the participants without them meeting said requirements will result in immediate and non-reversible end of the Certification Agreement of the training provider responsible, denial of their access to the backend of the virtual platform, and permanent loss of the right to advertise certified courses. At that point, Training Provider may no longer affiliate themselves with DA Project Office or Certificate itself.

Any other deviation from the established and agreed upon structure of the training (not consulted with DA Project Office) will result in early termination of the Certification Agreement.

5   Annex 1. Request form for Certification template

Please **e-mail** to **DA Training Project Office** at DAtraining@ DAtraining.com	Course Code:

1. Provider Name: Address:	2. Date:

3. Course Title:

4. Course Coordinator:	Phone Number:

5. Email Address:

6. Instructor(s): - **(Attach an ELECTRONIC resume for all instructors you would like approved to teach this course)**

7. Student/Instructor Ratio:

8. Who is the Intended Audience?

9. Training Endorsement:	Digital Accessibility Manager
	Digital Accessibility Tester
	Digital Accessibility Developer
	Digital Accessibility Designer

10.   Fulfillment of Facility and Equipment Requirements:

11.   Dates and Locations and schedules this training /trainings will be presented:

12. Monitoring and evaluation tools used to assure the quality of the training: **(Provide as an electronic attachment with this request)**

13. Language Proficiency Requirement (if the training is to be carried out in a language foreign to the country)   □ Native language speaker   □ Non-native language speaker

14. Description of the method of examination

15. Payment of 100 EURO if applying for issuing the certificate should be paid to the Certified Digital Accessibility Training Project Office account. Account Number: 0000 0000 0000 0000 0000 0000

As a provider of DIGITAL ACCESSIBILITY training approved by
I have read and understand the policies and procedures of the certification of the trainings:

Signature:_____

Please print, sign, scan, and email to DAtraining@ DAtraining.com

Read these instructions carefully before completing the form. Applications must be submitted **electronically**. Complete all sections of the form and attach additional sheets as necessary to completely answer all questions. Do not leave any section blank. Be sure to attach all required documentation. Missing and incomplete information will prevent us from processing your request. Please allow six weeks for processing.

Form Completion

1. Enter the name of the Provider requesting the approval and the complete mailing address.
2. Enter the Date that the request was completed.
3. Enter the Title of the course or its Classification. Please reference any courses related to this application.
4. Enter the Name of the Course Coordinator and his/her phone number. This is the person who is responsible for answering any questions pertaining to this course and/or the completion of this form.
5. Enter the email address of the Course Coordinator.
6. Attach an instructor resume for each instructor who will teach this course. All instructors must be approved prior to teaching DA trainings.
7. Enter the ratio of instructors to students.
8. Indicate who the intended audience is; e.g., vet students, web developers, web designers, etc.
9. If a training endorsement is selected, the materials provided will be reviewed to ensure they meet the qualifications outlined in the **Training Curriculum** for the corresponding training.
10. Indicate facility and equipment that may be used for this program; e.g., computers, other telecommunications equipment, etc.
11. Indicate all dates and locations where training is scheduled to be presented (if known).
12. Monitoring and evaluation tools used to assure the quality of the training.
13. Language Proficiency Requirement: The training provider should attach the confirmation of language qualifications if the training will be carried out in language foreign to the country in which the training will take place.
14. Description of the method of examination planned to use.

   E-mail the completed form with all of the required attachments to:

   DAtraining@ DAtraining.com

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6 Annex 2. Certification Agreement template

DIGITAL ACCESSIBILITY TRAINING CERTIFICATION AGREEMENT (the "Agreement") dated [DATE]

BETWEEN

[TRAINING PROVIDER'S NAME] of [TRAINING PROVIDER'S ADDRESS]
(the "Customer")

- AND -

[COMPANY SENDER'S NAME] of [COMPANY SENDER'S ADDRESS]
(the "Service Provider").

BACKGROUND:

1. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services to the Customer.
2. The Service Provider is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Service Provider (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Services Provided

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") consisting of: **auditing and certifying the Digital Accessibility Trainings: DA manager, DA tester, DA developer and DA designer (delete as appropriate)**
2. The Services will also include restricted access to the backend of the training platform and any other tasks which the Parties may agree on. The Service Provider hereby agrees to provide such Services to the Customer.

Term of Agreement

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.
4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 30 days notice to the other Party.
5. Except as otherwise provided in this Agreement, the obligations of the Service Provider will end upon the termination of this Agreement.

Performance

6. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Fees and invoices

7. The fees and amounts set out herein are in **EURO currency,** unless otherwise specified herein. All invoices shall reference the above agreement number. The fee for the certification service of any DA training is: 100 Euro

The Training provider shall pay approved invoices within 30 days of receipt of such invoice.

Reimbursement of Expenses

8. The Service Provider will not be reimbursed for expenses incurred by the Service Provider in connection with providing the Services of this Agreement.

Confidentiality

9. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Customer which would reasonably be considered to be proprietary to the Customer including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Customer and where the release of that Confidential Information could reasonably be expected to cause harm to the Customer.
10. The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Service Provider has obtained, except as authorized by the Customer. This obligation will survive indefinitely upon termination of this Agreement.
11. All written and oral information and material disclosed or provided by the Customer to the Service Provider under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Service Provider.

Return of Property

12. Upon the expiry or termination of this Agreement, the Service Provider will return to the Customer any property, documentation, records, or Confidential Information which is the property of the Customer.

Capacity/Independent Contractor

13. In providing the Services under this Agreement it is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Notice

14. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:
a) [TRAINING PROVIDER'S NAME] [TRAINING PROVIDER'S ADDRESS] Email: [RECEIVER@EMAIL.COM]
b) [COMPANY SENDER'S NAME] [COMPANY SENDER'S ADDRESS] Email: [SENDER@EMAIL.COM]

or to such other address as any Party may from time to time notify the other.

Dispute Resolution

15. In the event a dispute arises out of or in connection with this Agreement, the Parties will attempt to resolve the dispute through friendly consultation.

Modification of Agreement

16. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Time of the Essence

17. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Assignment

18. The Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

Entire Agreement

19. It is agreed upon and understood by all parties that by signing the Agreement they acknowledge that Certification Procedure regulates in detail relations between the Service Provider and the Customer not repeated herein, making the Certification Procedure document part of this Agreement.

Enurement

20. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

Governing Law

21. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the ………………………………., without regard to the jurisdiction in which any action or special proceeding may be instituted.

Waiver

22. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Audit proceedings

23. In order to grant the Customer right to issue certificates to the eligible participants of the DA trainings they provide, as well as to ensure that the educational standard of the trainings is being upheld, an audit will take place during the course of first DA training run by the Customer. Complementary audit will also take place upon request from Customer in case of approaching the expiry date on their certificate and/or as a routine control on behalf of Service Provider. In case of the former, an additional operational fee of …… Euro will be issued. In case of the latter, there will be no additional fees.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this [DATE].

[TRAINING PROVIDER'S NAME]   [COMPANY SENDER'S NAME]

7   Annex 3. Certificate for Training Provider template

CERTIFICATE

This certificate is granted as evidence that
Digital Accessibility Training provided by:

DA Training Provider

………………………………………………………….

Name of DA training Provider

complies with the requirements of DA Training Curriculum
developed under the "**Certified Digital Accessibility Training**" project
within the framework of the Erasmus + Programme.
Project reference number: KA2-VET-16/18

………………………………..

(Expiry date of the certificate)

…………………………………………….

*(Signature of Certified Digital Accessibility
Training project representative)*

……………………………..…….

(Place and date)

*[Logo of Certified Digital Accessibility
Training project responsible partner*

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8   Annex 4. Certificate for the Participant template

CERTIFICATE OF COMPLETION

This certificate is awarded to

Name Surname

……………………………………………………….
Name of DA training Participant

For successful completion of the training and examination
on the topic of:

[Name of the Training]

developed under the "**Certified Digital Accessibility Training**" project
within the framework of the Erasmus + Programme.
Project reference number: KA2-VET-16/18.

The training was provided by

……………………………………………………
*(Signature of Certified Digital Accessibility
Training project representative)*

…………………………………………………

Date of completion: …………………………

……………………………..……….
(Place and date)

[Logo of Training provider]

9   Annex 5. Glossary

DA and **Digital Accessibility** are used interchangeably.

DA Trainings, DA courses - trainings created during the Certified Digital Accessibility Project. There are four trainings: DA Manager, DA Tester, DA Designer and DA Developer.

DA Project Consortium - partnership of six organizations that created and maintain DA trainings. Those organizations are: INUK Institute for Advanced Communication Management, University of Maribor, Siedlce University, Centre for Sustainable Development "HORIZONS", STP Europa, Best Cybernetics.

Project Office, DA Project Office, Certified DA Training Project Office - one of six organizations of **DA Project Consortium**. These entities have the right to partake in certification process as Service Providers. They are responsible for the certification of trainings in their native languages in their respective countries, as well as trainings in english language in their own and other European countries.

DA Training Committee - body established by the **DA Project Office**, consisting of people with expertise in regards to the training. Each **DA Training Committee** consists of at least two experts selected by the **Project Office**. Tasks of said experts include, but are not restricted to: applications review, audits review, issuing documents necessary for the certification process, communication with applicants and customers.

Applicant, Applicant organization - training provider / institution / organization that submitted their request for certification to the **DA Project Office**.

Customer, Training Provider - organization that carries out the trainings, that also signed the Agreement for Certification and is either currently capable of issuing certificates for the participants of the training, or undergoes an audit in order to receive such capability.

Service Provider - see **Project Office**.

Participants - in all certification documents this term refers *only* to people that attend the courses, whom may be eligible to receive their certificates from **Training Provider**.

10 Annex 6. Auditing standards

Auditing criteria and their corresponding questions for the auditing process are divided to reflect upon the following qualities:

The DA Trainings should be carried based on the curriculum and lesson plan for the appropriate course by the qualified trainers approved by the Project Office.

1. Is the course's existence and proceedings provable on the Moodle platform?
2. Did the course follow the appropriate plan?
3. Was the trainer of the course prepared and knowledgeable?
4. Was the trainer of the course the same person that was mentioned in the "Request for certification" form?

Face-to-face part of the course should take place in facilities prepared for and equipped for such activity and all participants (including preparation for their special needs), in the pre-planned time frame.

5. Did the facilities in which the training took place had valid safety inspector approval?
6. Was all the equipment necessary to the course at the facilities, functioning properly?
7. Were there any participants with special needs? How were their needs addressed?
8. Was the facility prepared for all participants?
9. Was the temperature, light and air humidity on comfortable levels (compared to local climate)?

Maximum time of face-to-face activities per day cannot exceed 8 hours per day (including breaks). Lunch break should be included if activities exceed 6 hours on a given day.

10. How was the time frame for the course scheduled? Were there any planned breaks?
11. Was the facility prepared for providing space for rest, having a break or meal?

Eligibility for the course completion/certificate should be awarded only to those who reached the required threshold of completion, as presented in the course description.

12. How was the eligibility for course completion/certificate for participants determined?
13. Were all assignments graded correctly?
14. Is there a proof of participation of the students in the face-to-face part of the course?

Management and reporting should be transparent.

15. What proof is there for:
    a) training taking place?
    b) participation of the students in the training?
    c) qualifications of the trainer(s) of the course?
16. Where there any conflicts between management and trainers? If so, how were they addressed?
17. Were there any conflicts between trainers and participants? Of so, how were they addressed?
18. Were there any conflicts between management and participants? If so, how were they addressed?

Quality assurance, self-evaluation and internal steps for improvement should be taken into account.

19. What tools were used internally to assess participants satisfaction with the course?
20. What kind of changes are being made based on participants feedback? If no changes are planned, why not?

Report based on these questions should present, in clear manner.

11 Appendix: Accreditation Effort - National and European level

To hold accreditation recognized on the European level, one must have been approved by one of the member organizations of European Accreditation on national level, meaning approval for national accreditation. As such process can differ in costs and procedures between partner countries, to choose the best course of action, each partner organization prepared memos and notes describing the process on national level in each partner country. During the project meetings it was decided that, in order to maintain high financial responsibility and cost-effective solutions, only partners with more approachable processes will apply for national accreditation.

Based on memos presented below and internal discussions, it was decided that project leader, **INUK** from Slovenia and **BEST Cybernetics** from Greece will partake in an effort on national level as soon as trainings will be mature enough to present them to the public.

11.1 Slovenia

Formal accreditation can be used to certificate our training (for participants in training, for future training providers – but in that case we'll probably need some kind of training for them).

Approximately time needed: **6 months or more**.
Price: Between **180 – 220 €**

First initiative for a new NPK – fill in the prepared form. Need to fill in the information about:
● Job position and code from International Standard Classification of Occupations;
● Content - typical work units for proposed job role;
● Information about existing possibilities to get this kind of certification/qualification;
● Estimation of the need in the labour market for such certification (considering the long-term development of the economy and other activities);
● Legal regulations/legislations in Slovenia and EU countries;
● International comparability;
● Information about qualification submitter.

The Regional Committee for professional standards discusses the initiative and includes experts into the national working group, which prepare NPK (qualification). Then, national working group has to prepare proposal for qualification. Council of Slovenian experts for vocational and professional education (SI: Strokovnem svetu RS za poklicno in strokovno izobraževanje) discusses and approves the proposal. With the signature of the Minister of Labour, qualification enters official status.
In second phase: cooperation with national working group, where content of the qualification is prepared. In the end, submitter decides how to use qualification.

11.2 Poland

Approximately time needed: up to 2 years
Price: Between **initially approx. 250 €,** additional costs of auditors' work is calculated individually, but most likely will end up in the thousands of Euros

Rules for granting accreditation to institutions and centres providing lifelong learning in non-school forms in the Mazowieckie voivodship (Poland)

Legal basis:

1. Accreditation is granted by the Mazovian Education Superintendent in accordance with the provisions of art. 118 of the Act of 14 December 2016 on Educational Law (Journal of Laws of 2017, item 59 and 949);
2. Detailed conditions and procedures for granting accreditation to institutions and centres providing lifelong learning in non-school forms are specified in the Regulation of the Minister of National Education and Sport of December 20, 2003 on the accreditation of institutions and centres providing lifelong learning in non-school forms (Journal of Laws No. 227 , item 2247, as amended);
3. In the accreditation procedure, the provisions of the Administrative Procedure Code of June 14, 1960 (uniform text, Journal of Laws of 2017, item 1257), regarding the deadlines and procedure of appeals against decisions issued, shall apply.

Other legal acts regulating the process of accrediting non-school forms:

Regulation of the Minister of National Education of 18 August 2017 on continuing education in non-school forms (Journal of Laws of 30 August 2017, item 1632);

All regulations and attachments are available on the website of the Ministry of National Education.

Accreditation - this is confirmation by the superintendent of education competent for the seat of the applicant for the accreditation of the institution to meet certain quality criteria in the field of lifelong learning submitted for accreditation.

An institution may obtain accreditation if:

1. provides a base equipped with teaching aids, including:
   a) didactic rooms ensure proper course of the education process,
   b) teaching methods are used in the teaching process to enable classes to be conducted in accordance with the assumed program objectives, in particular with the use of computer technology and ICT network,
   c) the teaching base and equipment are systematically adapted to the needs of education,
   d) the database meets the conditions of health and safety of science and work;
2. employs qualified staff, including:
   a) the staff has the qualifications and professional experience relevant to the education,
   b) the work of the staff is systematically evaluated,
   c) conditions are created for continuous professional development of the staff;
3. develop and provide methodological and didactic materials, including:
   a) curricula for the conducted education include solutions in the field of new techniques and technologies,

b) evaluation of the conducted education is carried out, and its results are used to modify the curricula and the organization of education.

11.3 Greece

Shaping Qualifications in Vocational Education and Training - Basic thematic axes for the development of curricula and qualifications.

The new law provides that the specialties offered shall reflect the needs of the economy, the proposals of the regional VET boards, social partners, chambers and professional associations, and the recommendations of the Labour Ministry and OAED, the Ministry of Development and other competent ministries.

The detailed curricula are to be shaped in accordance with the guidelines laid down by ECVET. Where these exist, the job profiles certified by the National Organisation for the Certification of Qualifications and Vocational Guidance (Eoppep) will also be considered in designing the curricula by sector and specialty. The law also requires that the duration and details of the timetable and curriculum be assessed and, if this is deemed necessary, revised at least every six years.

The initial vocational training curricula are developed by the General Secretariat for Lifelong Learning - GSLL (which also supervises all the public and private vocational training providers) and certified by the National Organisation for the Certification of Qualifications and Vocational Guidance - EOPPEP. The course outline for each specialty includes:
- the job profile,
- the learning outcomes expressed as knowledge,
- the skills and competence by subject and specialty,
- the corresponding credits,
- the match-ups between specialty and candidate placement,
- the timetable and specific curriculum,
- the teaching methods,
- the equipment.

Job profiles

The job profiles developed and certified by the National Certifications Centre (Eoppep), are complete descriptions of each occupation, including:
a) the title/definition of the job and/or specialty;
b) a background history;
c) the current legislative framework;
d) breakdown of the job and/or specialty into specifications;
e) knowledge, skills and competences required to practise it;
f) proposed pathways for acquiring the necessary qualifications;
g) indicative ways of assessing the knowledge, skills and competence associated with the job.

Job profiles are drawn up in cooperation with the social partners (workers and employers) and certified by Eoppep; to date, Eoppep has drawn up and certified 202 job profiles. Job profiles were intended, among other things, to be used for the development of VET programmes and standards for the recognition and certification of qualifications.

11.4 Spain

The Methodology of elaboration of the CNCP responds to some methodological bases approved by the General Vocational Training Council, in which the General Administration, the autonomous communities and the business and union organizations participate and collaborate, in May 2003, and the review procedure/update of the CNCP that was approved by the CGFP in February 2013.

In order to define the qualifications, 26 working groups have been created - one for each professional family in the Catalog - that integrate training and technological experts selected from the proposals of the organizations represented in the General Vocational Training Council.

The direction of the groups corresponds to the National Institute of Qualifications, the body responsible for defining, preparing and keeping the CNCP updated. It actively cooperates with the Autonomous Communities, according to their productive context.

Further information regarding the procedure for the evaluation and accreditation of professional competences and the open calls in the different administrations can be obtained from:

- State Directory, Accreditation Information.
- Autonomous Directory, Accreditation Information.
- Information brochure of the accreditation process.
- TodoFP Portal of the Ministry of Education and Professional Development
- RECEX Portal of the State Public Employment Service.

There also exists a Procedural Manual: Common Support Instruments. This Procedural Manual is one of the support instruments designed to optimize the evaluation, recognition and accreditation of professional competences acquired through work experience and/or non-formal training and guarantee their homogeneity and reliability.

Co-funded by the
Erasmus+ Programme
of the European Union

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