

## ANNEX 1

### Terms and Definitions

For the Certification Scheme for persons, the following terms and definitions apply.

#### ***Applicant***

person who has submitted an application to be admitted into the certification process

#### ***Certificate***

An official document, issued by an awarding body, which records the achievements of an individual following a standard assessment procedure.

#### ***Certification (of knowledge, skills and competences)***

The process of formally validating knowledge, know-how and/or skills and competences acquired by an individual, following a standard assessment procedure. Certificates or diplomas are issued by accredited awarding bodies.

#### ***Competence***

The proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development.

#### ***Examiner***

person competent to conduct and score an examination, where the examination requires professional judgement

#### ***Invigilator***

person authorized by the certification body who administers or supervises an **examination**, but does not evaluate the competence of the candidate

#### ***Knowledge***

The outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, feelings, experiences, theories and practices that is related to a field of work or study of a person.