



SELCERT

Skills Development and Certification
for Trainers of Synchronous
Electronic Learning

CERTIFICATION SCHEME FOR CURRICULA AND TRAINING MATERIALS

**WORK PACKAGE 2: CERTIFICATION SCHEMES FOR CURRICULA AND TRAINING
MATERIALS AND CERTIFICATION SCHEME FOR THE CERTIFICATION OF PERSONS [THE
SEL TRAINER]**

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PROJECT MAIN DETAILS

Programme:	Erasmus+
Key Action:	Cooperation partnerships in vocational education and training
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Introduction.....	2
Terms and Definitions	2
Normative references.....	4
Scope	4
Consortium Description.....	4
Application process	5
7 Committees	5
8 Assessment Process.....	7
9 Certification Process	8
10 Changes to Curricula and Training materials	8



1. Introduction

The Certification Scheme is intended for the certification of the curricula and training materials that have been developed within the **SELCERT** Project for “Skills Development and Certification for Trainers of Synchronous Electronic Learning”.

This Certification Scheme for curricula and training materials contains principles and requirements for the assessment and certification of Training Materials and Curricula for the development of knowledge about online training cycle to change the attitude of trainers and make them realize that synchronous electronic learning differs from classroom training, and it should be treated differently. Special skills and different approach are needed for synchronous electronic learning. All Training Materials and the Curricula that have been developed within the **SELCERT** project can be certified as per the criteria of this scheme.

The certification scheme will provide a full picture of the certification and the assessment methods. The main objective of this certification scheme is to ensure that:

- A. all learning outcomes mentioned in the curricula and training materials are being developed to the appropriate EQF level and,
- B. all training materials are of the appropriate quality standard offering the necessary knowledge and competences for the expected learning outcomes.

The present Certification Scheme has been developed as an outcome of the **SELCERT** project by Cyprus Certification Company (CCC) with the consultation of the other **Consortium** partners. This Scheme is the only binding document regarding the certification process of any training program that has been developed within the **SELCERT** project.

2. Terms and Definitions

For the purpose of this document, the following terms and definitions apply.

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.

Curricula

A set of actions followed when setting up a training course: it includes defining training goals, content, methods (including assessment) and material, as well as arrangements for training teachers and trainers.

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.

Learning

Learning is a cumulative process where individuals gradually assimilate increasingly complex and abstract entities (concepts, categories, and patterns of behavior or models) and/or acquire skills and wider competences. This process takes place informally, for example through leisure activities, and in formal learning settings, which include the workplace.

Learning outcomes

Means statements of what a learner knows, understands and can do on completion of a learning process, which are defined in terms of knowledge, skills and competence.

Qualification

A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual's learning has reached a specified standard of knowledge, skills, and wider competences. A qualification confers official recognition of value in the labor market and in further education and training. A qualification can be a legal entitlement to practice a trade.

Skills

The ability to apply knowledge and experience needed to perform a specific task or job and solve problems.

In the context of the European Qualifications Framework, skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments).

Module

Each of a set of independent units of study or training that can be combined in several ways to form a course.

3. Normative references

- Learning Outcomes – all learning outcomes developed within the **SELCERT** project.
- Training material and Curricula assessment tool
- Assessment Report

4. Scope

This Certification Scheme describes the basic stages for the assessment process and subsequent certification of the curricula and training materials.

The curricula and all training materials that have been developed within the **SELCERT** project can be certified as per the criteria of this Scheme.

Specifically, the Scheme address the following:

- Assessment process including criteria for the nomination of the Assessment Committee members
- Certification process including for the nomination of the Certification Committee members

This is a onetime certification and will only be repeated in cases of any amendments in the context of the training Curricula and / or materials.

5. Consortium Description

SELCERT consortium consists of the following members who are the relevant stakeholders and in our case are the responsible ones for the approval of the current certification scheme:



- EURO-IDEA FUNDACJA SPOLECZNO - KULTURALNA
- M.M.C MANAGEMENT CENTER LIMITED
- DIMITRA EDUCATION & CONSULTING SA
- KYPRIAKI ETAIREIA PISTOPOIISIS LIMITED
- ASSOCIAZIONE NAZIONALE ORIENTATORI - ASNOR
- STIFTELSEN KURSVERKSAMH ETEN VID U-AUNIVERSITET
- THEOFANIS ALEXANDRIDIS KAI SIA EE

6. Application process

Members of the consortium that have undertaken the task of developing Curricula and training materials, can request the assessment and certification of this, according to the Certification Scheme.

The process is initiated by the submission to the Certification Body of the following:

- Training Curricula for the training of professionals,
- Training materials for all modules developed for the training of professionals.

All the above information must be presented in the agreed format and with the agreed specifications.

7 Committees

7.1 Assessment Committee

The Assessment Committee will evaluate the level of compliance of the submitted training Curricula and materials against the requirements of:

- the current Certification Scheme,
- the learning outcomes that were set in the Curricula for the training of the trainers,
- Blooms Taxonomy,
- EQF Level 5,
- all specification documents developed within the project.

The Assessment Committee's members will be nominated by the Cyprus Certification Company (CCC) and its term will end with the completion of the **SELCERT** project.

7.1.1 Composition of the Assessment Committee



The Assessment Committee will consist of a minimum of two members at any time, which as a team should meet the requirements of the assessor as described below.

CCC can nominate for the Assessment Committee anyone that fulfils the assessor's profile as described below:

- holds a degree or a certification (at least Level 5) in adult training,
- has expertise in training adults for at least 5 years,
- has knowledge of the Certification Scheme,
- has knowledge of the Projects' Specification documents.

The two-member committee can hold any mixture of the above qualifications.

Any person that has been involved in the development of the training Curricula and materials cannot be nominated as a member of the Assessment Committee.

When deemed necessary, the Committee may use additional experts for the evaluation of specialized topics. The number of committee members may differ, but in no case, this will be less than two. The two-member committee can hold any mixture of the above qualifications.

7.2 Certification Committee

The Certification Committee will validate the decision of the Assessment Committee.

The Certification Committee's members will be nominated by the Cyprus Certification Company (CCC) and its term will end with the completion of the **SELCERT** project.

7.2.1 Composition of the Certification Committee

CCC can nominate for the Certification Committee anyone that fulfils the profile as described below:

- knowledge of the **SELCERT** project,
- knowledge of the Certification Scheme,
- knowledge of Specification documents and guidelines that were given within the project

Any person that has been involved in the development of the training Curricula and materials or is a member of the respective Assessment Committee cannot be nominated as a member of the Certification Committee.

When deemed necessary, the Committee may use additional experts for the evaluation of specialized topics.



7.3 Impartiality and Confidentiality

The impartiality of the Committees in terms of its evaluation and decision-making process must be always safeguarded through its composition.

The members of all Committee must adhere to the principles of confidentiality and to this end they must all sign a Confidentiality Agreement. A confidentiality declaration will be signed by all Committee members.

8 Assessment Process

8.1 Assessment process for the Curricula

Responsible for the assessment and the certification of Curricula is the Assessment Committee.

The Curricula will be assessed against the qualification framework, the EQF level, Bloom's Taxonomy and project specification documents using an assessment tool.

Learning outcomes will be assessed based on whether they have been documented correctly based on Blooms Taxonomy, that have been analyzed in terms of knowledge, skills, and competencies and that are up to EQF Level 5 for the training of trainers to become Synchronous Electronic Trainers (SEL).

The results of the assessment process shall be documented in a formal report which will be forwarded to the consortium partners.

In the cases where the Assessment Committee identifies areas that do not comply satisfactorily with the requirements, then the responsible partner must re-submit the additional information for further assessment until full compliance is achieved. Additionally, the Certification Committee may provide some suggestions for future improvements to the content.

8.2 Assessment process for training materials

Responsible for the assessment and the certification of training materials (ppts, videos, etc) is the Assessment Committee.

The assessment of training materials will be based on the Curricula containing all learning outcomes of each module, all specification documents that have been developed and agreed within the consortium, and the current Certification Regulation.



The training materials will be assessed against the specification documents using the Training Material Assessment Tool and all comments will be documented on a formal report which will be forwarded to the consortium partners.

The results of the assessment process shall be documented in a formal report which will be forwarded to the consortium partners.

In the cases where the Assessment Committee identifies areas that do not comply satisfactorily with the requirements, then the responsible partner must re-submit the additional information for further assessment until full compliance is achieved.

9 Certification Process

After the assessment process is complete, the Certification Committee will validate the mentioned and award one Certificate for the Curricula and one Certificate for SELCERT training materials.

9.1 Certificate validity

The certificate that will be awarded for the Curricula and Training Materials will not have an expiry date and it will remain valid unless changes are made. In this case the procedure for certification will take place again to include all revised documents and issue another certificate.

10 Changes to Curriculum and Training materials

Changes to Curricula and Training materials, either at the competences or at the context of each module, can be made by any partner Organization of the Consortium and approved by the coordinator of the Consortium. In the case there is a need for recertification, the coordinator will be responsible to re-submit the revised module(s) to CCC for re-assessment and re certification.

In case of major changes, all additional information must be re submitted to the Certification Company for assessment and re certification.

