



SELCERT

Skills Development and Certification
for Trainers of Synchronous
Electronic Learning

WP 2: CERTIFICATION SCHEME FOR PERSONS FOR THE CERTIFICATION OF PERSONS [THE SEL TRAINER}

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1. INTRODUCTION

The Certification Scheme for Certification of persons as transformation officers is intended for the certification of persons within Educational Institutions who will have the responsibility to support Organizations towards their transformation into the Whole

Institutional Approach for sustainability and who want to grant an additional qualification through certification.

This Certification Scheme contains principles, requirements, criteria, and the process for the certification of persons. Any professional that fulfills the criteria as described in the current scheme can apply for the certification and after passing the assessment can get certified.

The present Certification Scheme has been developed as an outcome of the **SELCERT** Project for “Route to Transformation of Educational Institutions through a Whole Institution Approach to Sustainability”, 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 persons.

2. TERMS AND DEFINITIONS

For the purpose of the Certification Scheme for professionals, the terms and definitions applied are presented in ANNEX 1.

3. NORMATIVE REFERENCES

- CYS EN ISO 17024:2012: Conformity assessment — General requirements for bodies operating certification of persons.
- **SELCERT** curriculum and training materials – the frameworks and the training materials that were developed within **SELCERT** project for the training of the persons.
- Assessment tools – documents developed (e.g. multiple-choice questions, open questions, scenario-based questions etc.) within **SELCERT** project for the assessment of persons’ knowledge, skills and competences.

4. SCOPE

This Certification Scheme for the certification for persons describes all procedures that apply for obtaining, assessing, granting, maintaining, and withdrawing Certification of professionals in accordance with the requirements of the Standard CYS EN ISO 17024:2012,

requirements defined by CCC's internal procedures and other requirements set by the project.

The Certification Scheme refers to any person who wants to demonstrate knowledge and ability that was developed, as SEL Trainer at EQF Level 5 through certification.

More specifically, the Certification Scheme contains guidance and information for candidates to be certified and certified professionals for the following:

- ✓ the application and the process of assessing the persons for obtaining the certification.
- ✓ the criteria to be met for initial certification.
- ✓ the criteria for re-certification.
- ✓ the obligations of CCC for the Evaluation, Grant, Use, Maintenance, Suspension and Withdrawing of Certification.
- ✓ the obligations of certified professionals.

Certification is granted for a period of 3 years and the recertification process is described within the current Regulation.

5. DESCRIPTION OF THE CERTIFICATION

The certified professionals will be able to perform tasks as described in **SELCERT Curriculum** for each competence. They will be able to demonstrate their knowledge and ability as SEL Trainer at EQF Level 5, as described in **SELCERT** project through certification.

6. IMPARTIALITY, INDEPENDENCE, AND INTEGRITY

Cyprus Certification Company (CCC) ensures impartiality and confidentiality for its customers, at all levels of its operation.

The Independent Certification Council (ICC.), the Certification Committee, its examiners as well as all personnel, are responsible for the management of documents, data and any information that comes to their knowledge or is in their possession during their collaboration with Cyprus Certification Company, as strictly confidential.

Specifically:

Cyprus Certification Company handles all client documents in its possession in absolute confidence. All information and contents of documents and/or electronic data that may

come to the knowledge of Cyprus Certification Company and/or its inspectors remain completely confidential.

All Cyprus Certification Company's personnel operate strictly within Cyprus Certification Company's procedures and are bound by a Code of Conduct.

Through a “Risk Analysis - Safeguarding Impartiality” all activities and involvement of Cyprus Certification Company's teachers / educators have been evaluated and conclusions and specific provisions on discretion and confidentiality issues have been drawn.

Client-related information may be shared with other entities, such as the accreditation body, in a way that does not compromise confidentiality. In such cases the client will be notified.

In case legal disclosure of information to a third party is required, Cyprus Certification Company shall inform the client accordingly.

7. COMMITTEES

The Personnel Certification Scheme Committee is established for the development of this Certification Scheme, which is responsible for developing and maintaining the Scheme.

Also, to ensure CCC's operation in an objective and non-discriminatory manner and in accordance with the relevant requirements of CYS EN ISO 17024:2012, the following Committees have been established:

- Certification Committee
- Independent Certification Council

7.1. PERSONNEL CERTIFICATION SCHEME COMMITTEE

The Certification Scheme Committee consists of all members of the Consortium of **SELCERT** Project.

The members of this Committee are responsible for the development, maintenance, and revision of the Certification Scheme as appropriate. They represent fairly and objectively all the interests of the interested parties who in our case are the members of the consortium, that are related, involved or benefit from the existence of the Certification Scheme.

7.2. CERTIFICATION COMMITTEE

To ensure an objective and non-discriminatory operation, according with the relevant requirements of CYS EN ISO 17024:2012, a Certification Committee will be established by CCC.

The Certification Committee is responsible for the final approval of the professionals to be certified **as SEL Trainers at EQF Level 5**. Certification Committee's main role is to confirm that the assessment procedure, beginning from the application stage to the final stage, that is the certification of the candidates has been contacted based on CCC's procedures and the Current Regulation.

The members of this Committee are independent of the training process and the process of evaluating the persons to be certified as described in Section 8. Any person that has been involved in the training or the assessment of the teachers cannot be nominated as a member of the Certification Committee.

It may also involve individuals with specialization and experience in the areas of activity of CCC and experts for the evaluation of specialized topics e.g. leading staff, teaching staff.

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

The members of all Committees 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.

7.3. INDEPENDENT CERTIFICATION COUNCIL (ICC)

The Independent Certification Council (ICC) of Cyprus Certification Company was established by a decision of the Board of Directors of Cyprus Certification Company and it operates in accordance with the Operations Regulation of the Independent Certification Council (ICC).

The Independent Certification Council (ICC) notwithstanding the evaluation of the proper administration of the awarded Certificates the examination of objections and appeals against Cyprus Certification Company, also has an advisory role towards the Board of Directors of Cyprus Certification Company on the following topics:

- Policy and Certification Regulations
- Issues of impartiality and objectivity

- Ensuring the uninterrupted access of all interested parties to the services of Cyprus Certification Company

The Independent Certification Council (ICC) ensures impartiality with regard to decision-making, through the equivalent representation of the interested parties, in its composition, without any of the parties or interests involved being dominant.

The members of the Independent Certification Council (ICC) have knowledge, experience and broad scientific training in Cyprus Certification Company's sites of activity.

7.4. IMPARTIALITY AND CONFIDENTIALITY

The impartiality of the Committees in terms of its evaluation and decision-making process must always be 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 (**Error! Reference source not found.**) will be signed by all Committee members.

8. ASSESSMENT AND CERTIFICATION PROCESS

8.1 APPLICATION PROCEDURE - PREREQUISITES FOR INITIAL CERTIFICATION

Any professional who wants to get certified, within the Qualification framework of the **SELCERT** project he/she may apply using the certification application form in (**Error! Reference source not found.**).

For an initial certification, there are no specific personal or physical characteristics that a person must possess to be eligible for certification.

In order to take the Certification exams, all applicants must hold a degree at EQF Level 5, and have completed the are employed in any Educational Institution that is offering formal or non-formal learning independently of level (primary, secondary, Higher, VET, Adult) and are part of the following teams and in any of the following fields:

In order to take the Certification exams, all applicants must hold a degree at EQF Level 5 and have completed the Selcert training program and:

- either are certified as trainers (they need to upload their certification) or
- has attended a training of trainers with a duration of more than 40 hrs. (they need to upload their certificate) or
- has experience in training in more than 50 hours (they must upload a declaration or a letter from an Organization).

The candidates, at the stage of application, must fill the application form (**Error! Reference source not found.**) and submit to CCC all relevant documents (e.g. University Degree, certifications etc.) to be eligible for certification.

The application form contains at least the following information and data for each applicant:

- ✓ Name, surname, date of birth, address, phone number, email.
- ✓ Identification details e.g. ID card number.
- ✓ Certification for which application is being submitted.
- ✓ Academic Qualifications.
- ✓ Applicant's statement of compliance with the requirements of the current certification scheme
- ✓ Date of application and applicant's signature.

Along with the signature of this application, applicants are notified of the Certification Regulation, which they accept.

The applicants are informed that their personal data will be handled in accordance with the relevant legislation and will be kept strictly confidential.

8.2 REVIEW OF APPLICATION

The review and verification of the application is made to ensure that all required information has been submitted by the applicant. The review of the application focuses on the completeness, correctness, and validity of the data / supporting documents in relation to the minimum formal requirements for participation in the assessment procedure.

An application may be rejected if it does not meet all requirements as referred to in paragraph 8.1.

In such cases, the applicant shall be informed before conducting the examination. To prevent him / her from being excluded from the exams, the candidate could submit the correct documents.

8.3 ASSESSMENT PROCEDURE

The assessment of the candidates will be done for all competences, and will be divided into two parts, the theoretical and the practical one.

The assessment for each competence will be done using assessment tools that will be developed within the project and CCC's internal procedures.

8.3.1 EXAMINATION PROCEDURE

The theoretical assessment will include 56 multiple choice questions from the 8 modules of the training material. The questions will include per Module:

- 3 True / False Questions,
- 3 Multiple Choice Questions and
- 1 Scenario based Questions

The practical assessment consists of a 20-minute presentation. The presentation will be in a synchronous electronic learning format and the topic will be chosen by the candidate. The examiner must assess: 1 - General preparation of the course, 2 -ICT skills 3 - Ability to use active learning techniques /tools, 4 - Master in conducting and using ice breakers or energizers as activity (live), 5 - Ability to master and use evaluation tools for the evaluation of the course, 6 - Ability for verbal communication, 7 - Ability for non-verbal communication, 8 - Time management. Each skill takes maximum of 3 points. The checklist for the oral assessment can be found on Appendix 2.

The questions will be selected by a pool of questions that will be prepared by the consortium. Each time an examination paper is formed, the questions will be selected randomly by CCC's platform.

To successfully pass the exam, a candidate must receive at least 60% of the total marks.

If one of the candidates does not pass the exam successfully then he will have to take the exam for the competence again. In that case, the candidates will have to submit a new application.

9 CERTIFICATION PROCESS

After the completion of the assessment process, the Certification Committee shall validate the above and issue a Certificate for persons as **SEL Trainer at EQF Level 5.**

9.1 CERTIFICATES

The Certificates issued by CCC certify that persons have the requisite knowledge, skills, competences and the ability to train persons using Synchronous Electronic Learning. The Certificate relates exclusively to the person to whom it was granted and only for the competences covered by the assessment.

A certificate is issued upon the decision of the Certification Committee with a date of issue. Each certificate issued has a unique number and is signed by the Director of Certification.

Certificates shall include at least the following:

1. the name of the successful candidate,
2. the certificate number,
3. the type of certification,
4. scope of certification
5. the date of its issue,
6. the validity of the certification
7. the name of the certification body

All certifications are recorded in the relevant Registry maintained by CCC which is updated systematically.

9.2 CERTIFICATE VALIDITY

The certificate that will be issued for each certified person will have a validity of 3 years. After the 3 years period, the professional must retake the exams to hold the certification.

9.3 RECERTIFICATION PROCESS

If a certified person desires to extend their certification beyond the initial 3-year period, it is necessary for them to submit a new application to the organization responsible, clearly

indicating their intention to continue, no later than three months prior to the certification's expiration date.

After a positive relevant decision, the certificate will be reissued, retaining the same registration number, date of initial certification, date of re-certification, and a new 3-year validity period.

Any professional who wants to recertify his / her knowledge, skills and competences as **SEL Trainer at EQF Level 5**, **must retake the whole exam again, both written and oral exam.**

10 REQUIREMENTS FOR EXAMINERS

Examiners shall meet the requirements of the certification body. The selection and approval processes shall ensure that examiners fulfill the examiner's profile as described below.

Examiners are individuals responsible for assessing learner's achievements and for the grading of an exam. Based on the design of this certification scheme, examiners are only responsible for the development of the questions of the exam.

The examiners shall have the following minimum competency:

- **be certified trainers – at least at EQF Level 5 or hold a proof that they are trainers,**
- **have at least 2 years of teaching experience,**
- **have been involved in an online training with a duration of at least 16 hours,**
- **have been trained as examiners in the project's training.**

- **have knowledge of the Certification Scheme.**
- **have competence in the field to be examined.**
- **have been trained in the assessment tools as developed by the project.**
- **are fluent, both in writing and orally, in the language of the examination.**

If an examiner has a potential conflict of interest in the examination of a candidate, CCC shall take the necessary measures to ensure that the confidentiality and impartiality of the examination are not compromised. These measures shall be duly recorded.

Persons that will cooperate with CCC from each country and who will have the responsibility to apply the examination procedures cannot act also as trainers of **SELCERT** training materials.

All examiners shall be bound by non-disclosure agreements for the entire duration of their engagement and for a period of 5 years after the termination of the engagement.

11 REQUIREMENTS FOR OTHER PERSONNEL INVOLVED IN THE ASSESSMENT

CCC has a description of the responsibilities and qualifications of all other personnel involved in the assessment process e.g. invigilators, persons that review the applications. Declarations for confidentiality and impartiality must be signed by all personnel involved at any stage of the assessment.

11.1 INVIGILATORS

As defined within ISO 29996:2021 (Education and learning services — Vocabulary)¹, Invigilator is the authorised person who administers or supervises an assessment, ensuring fair and proper conduct of examinations.

Invigilators shall be involved in the certification mechanism process to ensure that the confidentiality, integrity and impartiality of the examination is not compromised. The invigilators are not required to have specific qualifications. The invigilator may be administrative staff member of any partner of the SELCERTproject.

During the examination, the invigilators will verify the identity of the candidates based on relevant documents, supervise the applicants to ensure compliance with the examination procedure, closely work with persons responsible for the examination to resolve any issues that may arise during the examination, prevents fraud involving the behaviours and actions of candidates during the examinations and complete the necessary paperwork (if applicable) etc.

If an invigilator has a potential conflict of interest in the examination of a candidate, CCC shall undertake the necessary measures to ensure that the confidentiality and impartiality of the examination are not compromised. These measures shall be duly recorded.

All invigilators shall be bound by non-disclosure agreements for the entire duration of their engagement and for a period of 5 years after the termination of the engagement.

12 REGISTER OF CERTIFIED PERSONS (RCP)

CCC maintains a Register of Certified Persons as SEL Trainers at EQF Level 5, which includes:

- ✓ the name of the certified person;
- ✓ ID number;
- ✓ the date of application;
- ✓ the name of responsible partner that will carry out the examination procedure,
- ✓ the examination dates
- ✓ the scope of the certification (competences);
- ✓ the date of issue;
- ✓ validity of the certification.

Details that are included in the register of certified persons may be notified to any person who has a proven legitimate interest for the **SELCERT** project.

13 OBJECTIONS, COMPLAINTS AND APPEALS

An interested party (candidate, examinee, certified professional, employer, third party, etc.) may wish to challenge the results of an examination at any stage of the examination process.

In this case, the interested party has the option of submitting its request digitally to CCC who is responsible for the exams. Within 30 calendar days, the responsible person on behalf of CCC will investigate the request, take corrective action if necessary, and notify the complainant in a digital manner.

The effective resolution of complaints and appeals is an important means of protecting CCC and interested parties from errors, omissions or inappropriate behaviors.

14 MODIFICATIONS – REVISIONS OF THE CURRENT REGULATION

This Certification Regulation may be revised, in whole or in part, only by decision of the Scheme Committee.

Any revisions shall be communicated to the certified professional, setting the time / period for their adaptation to the new requirements. In case of disagreement with the above-mentioned changes, the individual may request in writing to terminate the certification.