



Validation of formal, non formal and informal learning: The case study of Administration

Are you
a personal assistant,
executive secretary or
administrative personnel?

**Validate your
Competences and
get ISO Certified!!**

Research demonstrates that the sector of office administration is important and very popular, it will continue to be one of the first professions in demand until 2020.

EUPA_NEXT is the continuation of the successful project EUPA (Leonardo DOI) that has developed a qualification framework for administration personnel in four EQF levels (levels 2,3,4 and 5) and the assessment tool and training materials for level 2.

EUPA_NEXT aims to assign credits to the qualification framework (levels 3-5) using ECVET and develop curricula and training materials for trainers as well as e-books for learners. EUPA_NEXT will certify all curricula and training materials with ISO. Additionally, it aims to develop an assessment for certification of all the levels 2, 3, 4 and 5. It will be ISO-certified with a relatively new standard ISO17024 that certifies personal competences.

About the project

Current Activities

Methodology Guide & FOUR Qualification Frameworks of EUPA Level 2-5 with credits based on ECVET

In the context of this IO, partners were involved in the process of finalizing the methodology used in EUPA_NEXT project and also composing the methodology guide for the assignment of credits to the learning outcomes (based on ECVET) of the EUPA qualification frameworks (levels 3,4 and 5). The final product FOUR Qualification Frameworks of EUPA Level 2-5 was structured by work area and theme. Each unit had specific learning outcomes which were analyzed in knowledge, skills and competences.

Certification Schemes ISO for Training materials, curricula and accreditation of assessment (leading to job qualification)

Cyprus Certification Company was the responsible partner for this Intellectual Output. Firstly, an initial draft of the schemes were composed by the CCC and other comments were sent by the rest of the consortium. The finalization of the schemes will be completed after the development of training materials, curricula and assessment tools accordingly.

Certified EUPA_NEXT training curricula EQF Levels 2, 3,4 and 5

A great challenge for partners was the development of the training curricula. The training curricula were modular and one training curriculum was developed for each unit. For each training curriculum the learning outcomes, the suggested duration, the outline for each unit as well as the pre-requisites for participants, the suggested methodology and the types of the methodological tools to be used, were presented.

DESKTOP RESEARCH AS A PREPARATION FOR THE DEVELOPMENT OF THE TRAINING CURRICULA

Firstly, based on the learning outcomes identified in each Qualification Framework (4 in total, one QF per level), the partners responsible performed a desktop research to identify possible content that was related to those learning outcomes or possible knowledge, skills and competences one must have in order to achieve these learning outcomes.

DEVELOPMENT AND TRANSLATION OF THE CURRICULA

The development of the training curricula covered the greatest part of this IO. The curricula were developed in such a way to ensure that the learning outcomes described in the qualifications frameworks were met in a pedagogic way. The structure of the curricula used in the EUPA project was used. This structure is available at http://www.llpeupa.eu/Document_Card.aspx?DocumentID=2770. The curricula were translated in all the languages of the consortium and were pilot tested together with the piloting of the training materials.

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Erasmus +

Current Activities

Certified EUPA_NEXT training curricula EQF Levels 2, 3,4 and 5

EVALUATION, REVIEW & FINALISATION OF TRAINING CURRICULA LEVELS 3-5

The evaluation of the curricula was done in stages:

1. Just after the development of the curricula each partner (except CCC & EUMA) runned a short evaluation workshop with trainers from inside and outside the consortium. During this workshop trainers were given the qualification framework and the curricula and they had a semi structured open evaluation discussion on the curricula on several dimensions. At the end of the discussion, trainers were asked to fill in an evaluation form to evaluate the curricula. An evaluation report was composed.
2. After the pilots the curricula was evaluated through an evaluation form by trainers and participants.
3. The curricula were disseminated to managers & other stakeholders for evaluation.
4. Last but not least the curricula was evaluated by EUMA.

Fourth transnational meeting in Valencia, Spain

The fourth project meeting took place on the 1st and 2nd of June 2017 in Valencia, Spain. The consortium has finalized and approved the first intellectual outputs. The partners discussed the further steps to be taken within the finalisation of the curricula and training materials for the four EQF levels as well as the correspondent certification process.

The action plan of the consortium for the next six months has been set and deadlines were also set for the remaining activities until the completion of the project.



Upcoming Events

Following events have been scheduled:

- ✓ The fifth transnational meeting will take place in Cham in January 2018. During the meeting the consortium will review the progress of the project and will plan next steps.
- ✓ **The TRAIN THE TRAINER BY VET PROVIDERS IN THE CONSORTIUM** workshop will held in Spain, Greece, Cyprus, Slovakia and Germany during the period November 2017 to March 2018.

Next Activities

The next steps of the consortium are the following:

1. Development and translation of the training materials levels 2,3,4, and 5
2. Certification of the training materials levels 2,3,4 and 5
3. Pilot application of the training materials by trainers and evaluation of the training materials

For students in VET, administration personnel and unemployed people

EUPA_NEXT project provides a useful opportunity to students in VET, administration personnel in the labour market and also to unemployed people interested in entering the sector of office administration in order to certify and validate their knowledge, competences and skills. Therefore, these groups can benefit from the ISO17024 certification as well as from the curricula, training materials, e-books and assessment process in different ways:

-VET students as well as professionals in the office administration sector can benefit from the competency based training and assessment that will also offer them an ISO certification and probably an easier access to the employment market.

-People in the labour market in the sector of administration can validate their knowledge skills and competences through the certification. This is very important for people that have no academic criteria but they have lots of experience in the sector.

- Unemployed people can also benefit from the certification as it will provide them with a channel for accessing the employment market. The ISO certification will provide them with a means for validating their knowledge, skills and competences.

Project Partners:

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www.ccci.org.cy



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