

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

Certified EUPA_NEXT training materials levels 2-5

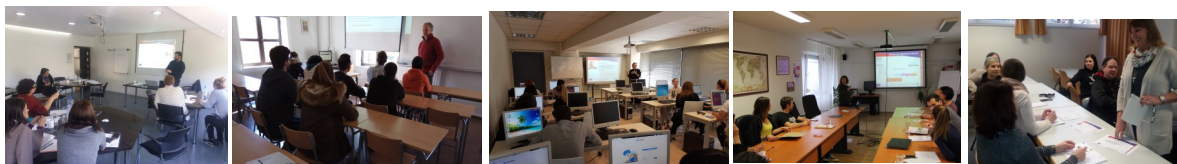
This deliverable is the ISO accredited materials for EUPA levels 2,3,4 and 5. The term training materials refers to the materials that were used in classroom training and include the trainers detailed power-point presentation and innovative methodological tools which contained written exercises/open ended questions and multiple choice questions, role plays, simulation exercises, case study analysis etc. A desktop research was made by the partners in order to help them prepare for the development of materials. The development and the translation of the training materials of levels 3,4,5 in all the languages of the consortium, was followed. The certification of the training materials of levels 2,3,4 and 5 was applied by the Cyprus Certification Company (CCC).

The **TRAIN THE MASTER TRAINER workshop** (Learning activity 2), organised by MMC, took place in Spain (CIPFP) from 29th of May 2017 to 2nd June 2017 in order to train 4 trainers from the consortium (MMC, ORBIS, CIPFP, DHMHTRA). The **TRAIN THE TRAINER BY VET PROVIDERS IN THE CONSORTIUM workshop** was held in Spain, Greece, Cyprus, Slovakia and Germany during the period November 2017 to March 2018 and 25 trainers were trained.



Picture 1:
EUPA_NEXT Learning Activity 2 (TRAIN THE MASTER TRAINER) in Spain
(May 29-June 2, 2017)

The pilot application of the training materials by trainers covered the greatest part of this IO. Materials were pilot tested in existing courses of VET providers. The pilot application was implemented in Cyprus (MMC), Greece (DHMHTRA), Germany (VHS), Slovakia (ORBIS) and Spain (CIPFP) during the period December 2017-March 2018. Each partner pilot tested different level of training materials. CIPFP, ORBIS AND DHMHTRA pilot tested level 3, MMC pilot tested level 4 and VHS pilot tested level 5. Each learning outcome was pilot tested with at least 10 participants. Different partners pilot tested different LOs (580 participants). Finally, an evaluation, review and finalization of the training materials was applied.



Picture 2:
EUPA_NEXT Pilot in
Cyprus LEVEL 4
(January, 2018)

Picture 3:
EUPA_NEXT Pilot in Spain
LEVEL 3
(March, 2018)

Picture 4:
EUPA_NEXT Pilot in
Greece LEVEL 3
(March, 2018)

Picture 5:
EUPA_NEXT Pilot in
Slovakia LEVEL 3
(December, 2017)

Picture 6:
EUPA_NEXT Pilot in
Germany LEVEL 5
(December, 2017)

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The fifth project meeting took place on the 18th and the 19th of January 2018 in Cham. The meeting agenda was focused on the Intellectual Output 7 Certified EUPA_NEXT training materials EQF Levels 2, 3,4 and 5. The consortium has **reviewed** and **finalized the comparative report of Intellectual Output 7**. Additionally, the consortium has **reviewed and finalized the qualification framework for administrative personnel and worked for the allocation of ECVET credits**. Moreover, a presentation was made of a draft certification scheme for training curricula and materials as well as a draft on the certification scheme for the assessment and a presentation of the methodological guide. In addition, issues related to the draft templates of Intellectual Output 7 were discussed. The action plan of the consortium for the next six months has been set and the next meeting has been planned.



Upcoming Events

Two more events have been scheduled:

- ✓ The sixth transnational meeting will take place in Nicosia, Cyprus in June 2018. During the meeting the consortium will review the progress of the project and will plan next steps.
- ✓ The final conference of the project EUPA_NEXT will take place also in Nicosia, Cyprus in June 2018.

Next Activities

The next steps of the consortium are the following:

1. Development and translation of the assessment tools levels 2,3,4, and 5
2. Certification of the assessment
3. Train the master examiners workshop
4. Pilot testing of the assessment and the evaluation of the assessment content

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Picture 7:
EUPA_NEXT TRAIN THE TRAINER BY VET PROVIDERS IN THE CONSORTIUM workshop. It was held in Spain, Greece, Cyprus, Slovakia and Germany during the period November 2017 to March 2018 and 25 trainers were trained.

Project Partners:

MMC Mediterranean Management Centre

www.mmclearningsolutions.com



www.orbisinstitute.sk



www.cipfp-misericordia.org



www.nuczv.sk



www.cycert.org.cy



www.ccci.org.cy



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www.vhs-cham.de



www.dimitra.gr