



Certi.MenTu

LLP-LDV-TOI-12-AT-0015

<http://www.adam-europe.eu/adam/project/view.htm?prj=10053>

Information sur le projet

Titre: Certi.MenTu

Code Projet: LLP-LDV-TOI-12-AT-0015

Année: 2012

Type de Projet: Projets de transfert d'innovation

Statut: Clôturé

Pays: AT-Autriche

Accroche marketing: L'objectif principal de Certi.MenTu–Certification pour les mentors et les tuteurs consiste à élaborer une matrice de compétences pour les tuteurs et les mentors qui servira aussi bien de base pour le développement d'un programme d'études approprié le soi--disant Curriculum qu'à la certification des connaissances non--formelles et informelles selon EN ISO 17024 – Certification de personnes.

Dans le sens d'un «transfert d'innovation» les résultats du projet IWOLTE comme par exemple le modèle d'apprentissage pour les tuteurs (vocational teachers) et pour les mentors (supervisors) ainsi que la conception des cours de formation à plusieurs unités d'enseignement seront appliqués aux contextes nouveaux et transférés à des organisations partenaires au Royaume Uni, en Chypre, en Pologne, en Grèce et en Suède.

Résumé: In Certi.MenTu, the focus was on the field of workplace learning in the vocational sector. The main purpose was to transfer the very positive experiences and results from the previous project "IWOLTE", where a learning system for vocational teachers in training institutions and supervisors in companies had been developed. A similar approach had been developed in the project "EOF-European Outplacement Framework", which had also addressed the same target group, identifying vocational teachers as "tutors" and supervisors as "mentors". Working together in Certi.MenTu, the project partnership was able to create a common picture of tutoring and mentoring in the context of workplace learning and to define the roles and scope of activities of tutors and mentors (Project goal: "Common definition of the functions of tutors and mentors in the context of an active labour market policy"). Based on this, a competence matrix according to EQF level 5 was developed for mentors as well as for tutors, describing knowledge, skills and competencies needed to live up to the role and tasks of a mentor or tutor. Unifying the various approaches of mentoring and tutoring in the vocational context was the groundwork for the development of a certification programme. The certification programme, including a series of seminars, is the first of its kind to enable certification of mentors and tutors based on an international standard. This certification process was a transfer of innovation from the previous project ISO-QUAM, which focused on certification processes on the basis of the ISO 17024:2003 Personnel Certification. In Certi.MenTu, the approaches from ISO-QUAM were adapted to the requirements and conditions in the vocational sector, the resulting certification programme, based on ISO 17024:2003, was tested during a pilot test phase by all partners (Project goals: "Transfer and further development of a series of seminars forming the basis for certification exams" and "Transfer of the certification process developed within the framework of the ISO-QUAM project")

Description: The main outputs of the project Certi.MenTu are:

- Transnational definition of the role and scope of activities of mentors and tutors
- Competence matrices for mentors and tutors according to EQF on level 5
- Certification programme for the certification of mentors and tutors according to EN ISO 17024:2003
- Implementation of the certification programme in all partner countries

In the project IWOLTE, a seminar programme for mentors and tutors, consisting of six modules, was developed and tested. Absolving the training course should enhance the competences of the target group and enable real workplace learning. The modules were created taking into account new pedagogical as well as technological knowledge.

Information sur le projet

In the project EOF a three-day training course for trainers (tutors) and HR-Managers (mentors), based on the idea that not only qualification itself, but also guidance in job search was an important measure for job acquisition after qualification, was developed. During the pilot phase of this training, mentors and tutors worked together in some modules. According to the feedback of the participants, this close cooperation led to a better understanding for the specific problems in both areas and to an approach of the vocational sector and the economy sector in the respective countries.

One of the main ideas of Certi.MenTu was to transfer the results of IWOLTE and combine them with the results of the EOF concept in order to optimize the supportive processes for learning and job search. By thorough research on challenges and trends in the mentoring and tutoring sectors in all partner countries, the roles of mentors and tutors as well as the competences needed were clearly defined and agreed. According to the results, the respective competence matrices for mentors and tutors were developed. They give a clear picture of the demands on mentors and tutors in workbased learning programmes and are the fundamental basis for the seminar programme and the whole certification process. The matrices should be evaluated in the future on a regular basis and adapted to changes in general conditions in order to identify new learning needs for mentors and tutors.

The certification process developed in Certi.MenTu is the second transfer of innovation from a preceding project, the project ISO-QUAM. The competence certification scheme was adapted and is now a possibility for competence recognition according to the standard of ISO 17024:2003 for vocational sector. Organisations and bodies are now able to plan and implement person certification schemes for tutors and mentors in training centres and companies, creating a competitive advantage for themselves and the training institutions.

By elaborating the certification programme the following objectives were met:

- Provision of a certification scheme referenced to EQF level 5 that develops and confirms the competence of certificate-holders to act as mentors or tutors for learners in the workplace.
- Development of transparent, competence-oriented standards as guidelines for quality criteria for mentoring/tutoring as a form of consulting.
- Application of the competence basis formulated in ISO 17024, development of a competency landscape as programme basis.
- Creation of an educational programme which teaches the application of specific tools, stimulates self-experience and imparts knowledge about the wide range of approaches in relationship formation (overarching approach combining different schools of thought).
- Development of a modular concept which guarantees programme homogeneity and designs the individual modules in such a way that they meet individual requirements for further education.
- Use of recertification as provided for in ISO 17024 as an element of quality enhancement and a step towards lifelong learning.
- Providing a means to acquire certification for this target group.
- Uniform, transparent definition of capabilities / competencies according to the EQF (level 5).

Thèmes: *** Marché du travail
 *** Entreprise, TPE, PME
 *** Formation continue

Sectors: *** Enseignement

Types de Produit: Site Internet
 Programme/curriculum
 Transparence et certification
 Description de nouveaux métiers
 Modules

Information sur le Les objectifs à atteindre seront les suivants:

Information sur le projet

produit:

Une définition commune des fonctions des tuteurs et des mentors dans le contexte d'une politique active du marché du travail.

Le transfert et le développement ultérieur d'une série de séminaires (6 unités d'enseignement) pour les tuteurs et les mentors qui formera la base de l'examen de certification.

Le transfert du processus de certification développé au sein du projet ISOQUAM.

L'introduction des séries de séminaires (unités d'enseignement) pour les tuteurs et les mentors dans tous les pays partenaires.

L'implémentation du processus de certification.

Les expériences du transfert ainsi que l'implémentation des unités d'enseignement et du programme de certification sont évaluées et sont à considérer comme un résultat partiel du projet.

Page Web du projet: www.certimentu.eu

Contractant du projet

Nom: Schulungszentrum Fohnsdorf
Ville: Fohnsdorf
Pays/Région: Styria
Pays: AT-Autriche
Type d'organisation: Formation initiale
Site Internet: <http://www.szf.at>

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Coordinateur

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Pays: AT-Autriche
Type d'organisation: Formation initiale
Site Internet: <http://www.szf.at>

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E-mail: c.reszler@szf.at
Site internet: <http://www.szf.at>

Partenaire

Partner 1

Nom: Vocational Rehabilitation Consultants Ltd
Ville: Exeter
Pays/Région: Devon
Pays: UK-Royaume-Uni
Type d'organisation: Entreprise de petite et de moyenne taille (jusqu'à 250 employés)
Site Internet: <http://www.vocationalrehabilitationconsultants.com>

Partner 2

Nom: "DIMITRA" Institute of Training and Development S.A.
Ville: LARISSA
Pays/Région: Thessalia
Pays: EL-Grèce
Type d'organisation: Institution de formation continue
Site Internet: <http://www.dimitra.gr>

Partner 3

Nom: INSTYTUT TECHNOLOGII EKSPLOATACJI - PIB
Ville: RADOM
Pays/Région: Mazowieckie
Pays: PL-Pologne
Type d'organisation: Institution de recherche
Site Internet: <http://www.itee.radom.pl>

Partner 4

Nom: MMC Management Centre Ltd
Ville: Nicosia
Pays/Région: Kypros / Kibris
Pays: CY-Chypre
Type d'organisation: Institution de formation continue
Site Internet:

Partenaire

Partner 5

Nom: Tjörns kommun, Barn och utbildningsförvaltningen
Ville: Skärhamn
Pays/Région: Västsverige
Pays: SE-Suède
Type d'organisation: Institution publique
Site Internet: <http://www.tjorn.se>

Partner 6

Nom: Institutionen för pedagogik och specialpedagogik
Ville: Göteborg
Pays/Région: Västsverige
Pays: SE-Suède
Type d'organisation: Université/école supérieure spécialisée/academie
Site Internet: <http://www.ips.gu.se/>

Données du projet

00_Certification Scheme Mentors_DE.pdf

http://www.adam-europe.eu/prj/10053/prj/00_%20Certification%20Scheme%20Mentors_DE.pdf

00_Certification Scheme Mentors_UK.pdf

http://www.adam-europe.eu/prj/10053/prj/00_%20Certification%20Scheme%20Mentors_UK.pdf

00_Certification Scheme Tutors_DE.pdf

http://www.adam-europe.eu/prj/10053/prj/00_Certification%20Scheme%20Tutors_DE.pdf

00_Certification Scheme Tutors_UK.pdf

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10_European Report Mentors Tutors.pdf

http://www.adam-europe.eu/prj/10053/prj/10_European%20Report%20Mentors%20Tutors.pdf

21_Description of the 6 Modules_DE.pdf

http://www.adam-europe.eu/prj/10053/prj/21_Description%20of%20the%206%20Modules_DE.pdf

21_Description of the 6 Modules_EN.pdf

http://www.adam-europe.eu/prj/10053/prj/21_Description%20of%20the%206%20Modules_EN.pdf

Données du projet

24_Final Seminar Programme_DE.pdf

http://www.adam-europe.eu/prj/10053/prj/24_Final%20Seminar%20Programme_DE.pdf

24_Final seminar programme_EN.pdf

http://www.adam-europe.eu/prj/10053/prj/24_Final%20seminar%20programme_EN.pdf

Produits

- 1 European Competence Matrix "Mentor"
- 2 European Competence Matrix "Tutor"
- 3 European Report about the Tutors and Mentors Sector - Challenges and Trends
- 4 Description of the six Modules
- 5 Final Seminar Programme
- 6 Competence Certification Scheme ISO 17024 certified Mentor
- 7 Competence Certification Scheme ISO 17024 certified Tutor

Produit 'European Competence Matrix "Mentor"'

Titre: European Competence Matrix "Mentor"

Type de Produit: Programme/curriculum

Texte marketing: The European Competence Matrix for Mentors is the result of the systematic elaboration of competences as products of learning processes, based on the chart of descriptors of the European Qualifications Framework on level 5.
Through the detailed analysis of the learning outcomes a precise idea of the prospective scope of activities and field of work of mentors was created and accordingly, the character of the required competences for the achievement of set training goals, can be derived.

Description: The European Competence Matrix for Mentors was designed on Level 5 according to the EQF. It contains a detailed description of the knowledge, skills and competences required, taking into account the scope of activities and field of work of a mentor. The European Competence Matrix for Mentors is available as download on the project homepage: www.certimentu.eu

Cible: Mentors, training centres and other training providers responsible for the training of mentors, certification bodies responsible for the certification of mentors

Résultat: European Competence Matrix for Mentors on Level 5 according to the EQF containing a description of knowledge, skills and competences of mentors in work-based learning programmes.

Domaine d'application: The Competence Matrix is a solid basis for the development of a training programme for mentors as well as for establishing criteria for gaining a certification according to ISO 17024, which is recognised throughout Europe.
Furthermore the matrix is a basis for a learning needs analysis in order to be able to individualise the training programme and/or the admission for certification, taking into account previous knowledge acquired from non formal and informal learning.

Adresse du site Internet: www.certimentu.eu

Langues de produit: suédois
polonais
grec moderne
allemand
anglais

product files

08_European Matrix Mentors_DE.pdf

http://www.adam-europe.eu/prj/10053/prd/3/1/08_European%20Matrix%20Mentors_DE.pdf

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08_European Matrix Mentors_SV.pdf

http://www.adam-europe.eu/prj/10053/prd/3/1/08_European%20Matrix%20Mentors_SV.pdf

product files

08_European Matrix Mentors_UK.pdf

http://www.adam-europe.eu/prj/10053/prd/3/1/08_European%20Matrix%20Mentors_UK.pdf

Produit 'European Competence Matrix "Tutor"'

Titre: European Competence Matrix "Tutor"

Type de Produit: Programme/curriculum

Texte marketing: The European Competence Matrix for Tutors is the result of the systematic elaboration of competences as products of learning processes, based on the chart of descriptors of the European Qualifications Framework on level 5.
Through the detailed analysis of the learning outcomes a precise idea of the prospective scope of activities and field of work of tutors was created and accordingly, the character of the required competences for the achievement of set training goals, can be derived.

Description: The European Competence Matrix for Tutors was designed on Level 5 according to the EQF. It contains a detailed description of the knowledge, skills and competences required, taking into account the scope of activities and field of work of a tutor. The European Competence Matrix for Tutors is available as download on the project homepage: www.certimentu.eu

Cible: Tutors, training centres and other training providers responsible for the training of tutors, certification bodies responsible for the certification of tutors

Résultat: European Competence Matrix for Tutors on Level 5 according to the EQF, containing a description of knowledge, skills and competences of mentors in work-based learning programmes.

Domaine d'application: The Competence Matrix is a solid basis for the development of a training programme for tutors as well as for establishing criteria for gaining a certification according to ISO 17024, which is recognised throughout Europe.
Furthermore the matrix is a basis for a learning needs analysis in order to be able to individualise the training programme and/or the admission for certification, taking into account previous knowledge acquired from non formal and informal learning.

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Langues de produit: anglais
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09_European_Matrix_Tutors_EL.pdf

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09_European_Matrix_Tutors_PL.pdf

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09_European Matrix Tutors_UK.pdf

http://www.adam-europe.eu/prj/10053/prd/4/1/09_European%20Matrix%20Tutors_UK.pdf

Produit 'European Report about the Tutors and Mentors Sector - Challenges and Trends'

Titre: European Report about the Tutors and Mentors Sector - Challenges and Trends

Type de Produit: Autres

Texte marketing: The report presents the definitions of the participating countries in terms of mentoring and tutoring as well as the different professions in which these roles exist. The report aims to compare the different definitions so as to set the framework for the development of Certi.MenTu materials and certification.
What is more, the current report presents the existing developments in the field in terms of formal and non formal learning and the impact the project is expected to have in the participating countries.

Description: A report presenting the results of the national reports as well as the comparison between the countries

Cible: Policy Makers and opinion leaders, bodies dealing with the certification of mentors and tutors, institutes dealing with the training of mentors and tutors, mentors and tutors

Résultat: The report is based on national reports developed by the participating countries in the project. It presents the results of the national reports as well as the comparison between the countries.

Domaine d'application: The European report on mentors and tutors has guided the implementation of the project as it identified how the project's deliverables could be piloted in different countries. After the project it is still an instrument for identifying the right target groups promoting the Certi.MenTu Seminarprogramme for Mentors and Tutors and the Certification for Mentors and Tutors according to ISO 17024.

Adresse du site Internet: www.certimentu.eu

Langues de produit: anglais

product files

10_European Report Mentors Tutors.pdf

http://www.adam-europe.eu/prj/10053/prd/6/1/10_European%20Report%20Mentors%20Tutors.pdf

Produit 'Description of the six Modules'

Titre: Description of the six Modules

Type de Produit: Programme/curriculum

Texte marketing: The modules for the seminar programme for mentors and tutors were developed according to the scope of activities of a mentor or a tutor in their relevant field of work in work-based learning programmes. The curriculum consists of a basic module and four (mentor) respectively five (tutor) advanced modules. Depending on prior knowledge, these modules can be completed as a course or as single units.

Description: The modules for the relative curricula for tutors and mentors are based on the respective competence matrices for mentors and tutors and on the modules developed in the IWOLTE project (www.iwolte.se). The description includes duration, prerequisites, aims and objectives in terms of learning outcomes (knowledge and skills from the tutor/mentor matrix), content of the modules and suggested teaching methodology related to the content

Cible: teachers, supervisors, trainers, mentors, tutors, advisors

Résultat: The following six modules have been developed:
Module 1 - Key Skills for Mentors and Tutors
Module 2 - Set up work-based Programme
Module 3 - Plan, negotiate and implement the Learner's Workplace Learning Programme
Module 4 - Support and encourage the Learner
Module 5 - Monitor progress and provide feedback
Module 6 - Evaluate the learning program

Domaine d'application: The seminar programme for mentors and tutors, combining the modules to a curriculum, is the basis for certification according to ISO 17024

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Langues de produit: suédois
allemand
anglais
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product files

21_Description of the 6 Modules_DE.pdf

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Produit 'Final Seminar Programme'

Titre: Final Seminar Programme

Type de Produit: Programme/curriculum

Texte marketing: The seminar programme for mentors and tutors was finalised after the six modules had been piloted by all project partners, taking into account the feedback of participants and trainers. The modular design allows adapting duration and contents of the training according to prior experience of participants evaluated by a learning needs analysis. The seminar programme is an essential part of the certification procedure for Mentors and Tutors according to ISO 17024.

Description: The seminar programme for the training of mentors and tutors was based on the relative competence matrices for mentors and tutors. The aim is to acquire the necessary knowledge, skills and competences for working as a mentor or tutor in the field of workbased learning. Most of the units were equally designed for tutors and mentors in order to enhance cooperation and exchange of ideas. There is a clear focus on practical implementation of theoretical inputs in all training sessions.

Cible: Teachers, supervisors, trainers, mentors, tutors, advisors

Résultat: For the seminar programme, the six modules were combined to a curriculum which, in addition to the acquisition of competences, guarantees admission to full certification if completed successfully.

Domaine d'application: The seminar programme is an essential part of the certification procedure which corresponds to all international standards of ISO 17024

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Langues de produit: anglais
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24_Final Seminar Programme_SV.pdf

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Produit 'Competence Certification Scheme ISO 17024 certified Mentor'

Titre: Competence Certification Scheme ISO 17024 certified Mentor

Type de Produit: Transparence et certification

Texte marketing: The current picture is of increasing importance being attached to work-based learning, with consequent skill demands being placed on those involved in managing and supporting it (including workplace mentors), coupled with training and certification for mentors that is currently patchy. The certification scheme developed in Certi.MenTu is designed to fill the gaps in this area.

Description: The present certification scheme, referenced to EQF level 5, develops and confirms the competence of certificate-holders to act as mentors for learners in the workplace. A competence matrix including transparent, competence-oriented standards as guidelines for quality criteria for mentoring, applying the competence basis formulated in ISO 17024, as well as a competence - landscape were created as a basis for the certification programme. As part of the certification scheme a modular educational programme, which teaches the application of specific tools, stimulates self-experience and imparts knowledge about the wide range of approaches in relationship formation (overarching approach combining different schools of thought) was created.
It guarantees homogeneity and due to the individually designed modules it meets personal requirements of the target group for further education. Recertification as provided for in ISO 17024 is used as an element of quality enhancement and a step towards lifelong learning.

Cible: Project partnership, external stakeholders, interested learners (teachers, trainers, advisors, supervisors), VET providers, certifying bodies, political decision makers

Résultat: The certification scheme is an important and easy to use tool for the confirmation and certification of competences of mentors achieved in formal and also in informal and non-formal learning.

Domaine d'application: The programme is designed for people acting as mentors to learners on work-based programmes and employment placements. Mentors will normally be employed in the same organisation the learner is working or placed in, although it is possible for the mentor to be an experienced practitioner in the same area of work but in another organisation. The programme is designed for a range of contexts that include mentors of:

- Vocational or higher education students on temporary placement
- Apprentices, trainees and part-time students
- Persons entering the workplace or on work placements or trials with support from a third party (e.g. an employment agency or rehabilitation organisation).

The occupational area relating to mentoring may be at any level, e.g. from an introduction to work at a basic skill level through to postgraduate professional training

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Langues de produit: allemand
anglais
grec moderne
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suédois

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Produit 'Competence Certification Scheme ISO 17024 certified Tutor'

Titre: Competence Certification Scheme ISO 17024 certified Tutor

Type de Produit: Transparence et certification

Texte marketing: The current picture is of increasing importance being attached to work-based learning, with consequent skill demands being placed on those involved in managing and supporting it (of whom tutors play the pivotal role). While training for VET teachers and trainers is generally well-organised, provision specifically for the workplace tutor role is more limited and depends on local initiatives. The certification programme developed in Certi.MenTu is designed to fill the gaps in this area.

Description: The present certification scheme, referenced to EQF level 5, develops and confirms the competence of certificate-holders to act as tutors for learners in the workplace. A competence matrix including transparent, competence-oriented standards as guidelines for quality criteria for tutoring, applying the competence basis formulated in ISO 17024, as well as a competence - landscape were created as a basis for the certification programme. As part of the certification scheme a modular educational programme, which teaches the application of specific tools, stimulates self-experience and imparts knowledge about the wide range of approaches in relationship formation (overarching approach combining different schools of thought) was created.
It guarantees homogeneity and due to the individually designed modules it meets personal requirements of the target group for further education. Recertification as provided for in ISO 17024 is used as an element of quality enhancement and a step towards lifelong learning.

Cible: Project partnership, external stakeholders, interested learners (teachers, trainers, advisors, supervisors), VET providers, certifying bodies, political decision makers

Résultat: The certification scheme is an important and easy to use tool for the confirmation and certification of competences of tutors achieved in formal and also in informal and non-formal learning.

Domaine d'application: Tutors will normally be working for an education or training body, or in an education, training or work placement role within another organisation. The programme is designed for a range of contexts that includes tutors of:

- Vocational or higher education students on temporary placement
- Apprentices, trainees and part-time students
- Persons entering the workplace or on work placements or trials with support from a third party (e.g. an employment agency or rehabilitation organisation).

The occupational area relating to the tutor's role may be at any level, e.g. from an introduction to work at a basic skill level through to postgraduate professional training.

Adresse du site Internet: www.certimentu.eu

Langues de produit: grec moderne
anglais
allemand
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Project Tags

The project belongs to the following group(s):

EQF (<http://www.adam-europe.eu/adam/thematicgroup/EQF>)

NetWBL (<http://www.adam-europe.eu/adam/thematicgroup/NETW>)