

LdV Partnership CertiTrain

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“How to proceed to go to a certification of CVET Trainer competences”

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Introduction

This document is based on the exchanges between partners during CERTITRAIN consortium meetings. The first draft was proposed after the 12 May 2014 meeting in Paris, at FFP premises. During this meeting, partners of ProCert, FFP and CRP Henri Tudor proposed as starting point the ISO 17024 standard.

This document is guideline that can be applied for the drafting of person certification scheme, whatever the profession.

ISO 17024 compliant certification scheme

To be able to develop a CVET Trainer certification scheme that can be used by certification bodies, project partners propose to develop the CVET Trainer certification scheme based on ISO 17024 requirements. This ISO (International Standardisation Organisation) standard describes conditions for application, examinations, surveillance method and recertification. It specifies information, confidentiality conditions, competence of staff, and the need for stakeholders' inputs into certification schemes.

ISO 17024 requirements are considered as a necessity to give chances to a project that would develop a CVET Trainer certification scheme to produce results that would be accepted and used by accredited certification bodies. The ISO standard itself is not enough to certify a person. It is designed to be used in conjunction with a "scheme protocol", which lays out the education, knowledge, skills and experience requirements that a certified CVET Trainer would be expected to meet.

Drafting of the certification scheme - Actors needed

A *project leader* would need to be appointed for the coordination of the European CVET Trainer certification scheme manual development. The drafting of the certification scheme manual would need to be done by an appointed *editorial committee*. This editorial committee would produce draft versions of the certification scheme manual, called working draft / draft

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scheme / final draft, following their production stage. These drafts would be submitted to an *expert committee* for comments. The iteration process would end with a final version of the certification scheme manual accepted by all interested parties.

A European CVET trainer's certification schemes manual would need to be developed with the support of minimum 28 different national interested parties. Interested parties would be invited to join the expert committee.

The collective profile of the experts committee should comply with following specifications and competences:

- technical, managerial and academic expertise of the sector concerned by the scheme project ;
- experience of national or international standardisation work;
- representation of all interested parties;
- control of English and/or development language of the standardisation project;

Certification scheme manual components

The person certification scheme manual, or would need to contain at least ten chapters. The first one would refer to the normative references. The second one would contain the terms and definitions used in the manual and needed for the purpose of the document. The third one would describe the professional profile (CVET trainer in the context of CERTITRAIN), its role and its tasks. It would also contain the prerequisite needed for the certification, and would refer to different maturity levels CVET trainers, in our context, could have regarding their respective experiences and competences. This third chapter would preferably contain also a CVET Trainer code of conduct as a competence matrix that would be used to evaluate CVET Trainers' competences by maturity level.

The fourth chapter would describe the certification process based on examination steps, e.g. a prerequisite evaluation, a self-assessment of competences, a validation of the maturity level done by an examiner based on the self-assessment result and of the evidences provided by the CVET Trainer to prove its positioning on the maturity level, an automatic evaluation of answers to multiple choice questions, and an evaluation of the CVET Trainer answers to open

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questions concerning daily practices. This chapter would also describe the organisation of the evaluation, the way the examination report will be treated, the fail and repeat exam procedures, the competences of certified CVET Trainers monitoring methods and criteria, and the recertification criteria.

The fifth chapter would specify the certification contract terms between the applicant and the certification body prior to the first certification examination. The sixth chapter would refer to the prerequisite to become examiners and to the competences examiners need to have to ensure that they have appropriate knowledge relevant to the certification scheme. This chapter details also the evaluation of examiners and their registration by the certification scheme owner. It would give also information concerning the calibration of examiners to ensure the reproducibility of the exam by any examiner. The eighth chapter would concern the certification bodies. It would need to detail the criteria to be authorised to provide CVET Trainer certification services. The ninth chapter would have to explain the certificate granting conditions, the certificate layout, and the validity period. And finally, the last chapter would have to describe the CVET Trainer certification scheme integrity programme.

Examination process propositions

Exam following non-formal/formal training sessions

- Exam of competences acquired after a non-formal training session
 - written components
 - an interview with experts
 - project work
 - presentation
- Exam of competences acquired in different kind of modules (ex. bellow).
 - Modules A and B are mandatory
 - Module C provides for the choice of specialisation.

Exam of real /simulated situation

- Assessment of a real classroom situation

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- Visiting the trainers' company or classroom to assess training ability in real circumstances
- Simulation of a training session
 - lesson plan preparation
 - short-lesson delivery (15, 20, 30 minutes)
- Certification workshop
 - role plays, simulation, written exam
 - assessment by an examiner, and/or by peers, by oneself

Oral / written competence exam

- Oral examination and interview
- Written examination
 - Case studies
 - Multiple choice
 - Open questions with pre-defined elements of answer

Evidence examination

An expert panel examines the provided evidences and validates the competences

Exam conditions

- Candidates could try three times in 24 months to pass the certification procedure.
- The certificate could be renewed every x years or have an unlimited validity
- If a trainer provides 150 hours of training in five years, the renewal could be granted on the basis of the evidence of that.
- If not, he/she would take part in a continuing training programme.
- 1, 2 or 3 examiners could be needed to evaluate competences, to increase objectivity