European Certification

Social Economy Consultant

Education and Culture DG

Lifelong Learning Programme

ADVISORY & CERTIFICATION BOARDS

SPECIFICATIONS OF FUNCTIONS AND RESPONSIBILITIES

EC-ASE: European Certificate for Consultants of Social Economy

www.entre.gr

Institute of Entrepreneurship Development

«European Certification for Consultants of Social Economy»

Beneficiary:

Institute of Entrepreneurship Development

Greece

Partners:

Academy of Humanities and Economics in Lodz

Poland

Mo.D.A.V.I. - Onlus (Movement of Voluntary Associations Italian)

Italy

University of Economics in Krakow

Poland

The project "European Certificate for Consultants of Social Economy" is materialised in the context of the European Programme Leonardo Da Vinci and is co-funded by the European Union and the Lifelong Learning Programme

The present document commits only the author and the Commission is not responsible for the possible use of information that it contains.

January 2009

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1. DESCRIPTION

The advisory and certification boards are consisted of one expert and one academic who have great experience in the sector of social economy. They are involved in focal points in the decision-making process and, as a result, constitute a significant parameter for the successful completion of the project and the achievement of the qualitative objectives.

It is proposed that the members of the board emanate from within the partner organization, in the case that this is possible. In this case, where the advisory boards come from within the organizations, the cost is recorded under staff costs, while if this is not the case, the costs are recorded under Subcontracting costs. For each member of the board it is necessary to collect the curriculum vitae in the Europass form.

An advisory and certification board will be created by each participating county, according to the total number of partners. In this case, there will be one in Greece, one in Italy and two in Poland (since there are two Polish partners in different cities).

2. RESPONSIBILITIES

The advisory and certification boards will undertake a role that will include counseling, monitoring, evaluation and support. In specific, they will be involved in the following activities:

1st WORK PACKAGE: Validation of Professional Profile of Executive of Social Economy

1.4 Professional profile of consultant

2nd WORK PACKAGE: Validation of Certification Methodology of Informal Qualifications of Executives of Social Economy

2.2 Conceptual background of methodology

2.5.1 Evaluation system of curriculum vitae

2.5.2 Evaluation system of on-line τεστ

2.5.3 Evaluation system of case studies

3rd WORK PACKAGE: Validation/Development of Certification System

3.4 Creation of evaluation tool of curriculum vitae

3.5 Validation of already existing and development of new questions for online test

3.6 Validation and adaptation of case studies

4th WORK PACKAGE: Pilot Application of Certification System

4.3 Curriculum Vitae

4.3.1 Evaluation of results

4.4 Online test

4.4.2 Evaluation of results

4.5 Case study

4.5.1 Presentation of a case study by each participant

4.5.2 Evaluation of results

4.7 Evaluation of Pilot application

3. MANAGEMENT AND COMMUNICATION

The boards will be activated upon request of the partners, so as to evaluate the sufficiency of the results. The boards will submit a respective report (standardized document) with which they will formulate their suggestions for potential modifications.

In order to achieve the most effective operation of the boards, each board will focus on the evolution of the procedure in its own country (or area of the country). However, a European Council of Evaluation and Certification will be created, which will monitor the overall procedure collectively. The European Council will essentially consist of one member of each national board. Therefore, the European Council will be composed of four (4) members. The aim of the European Council is to ensure transparency, the smooth evolution and completion of the certification procedure and to ensure harmonization, according to the requirements of all countries-partners.

The members of the European Council will have to their disposal the periodical evaluation reports of all boards and through consultation will determine a single strategy in the case that disagreements do arise.

4. PROCEDURES OF FINDING/PUBLICITY

In the context of searching for members of the boards, the following actions are proposed:

- Through the registry of the institutions
- Through an announcement on the websites of all partners and the website of the project
- Through press releases to the media

The Advisory and Certification Boards must be created by February 13 2009.

ANNEX

A: Form for recording of members

B: Report form