



European Certification &
Qualification Association

European Certification and Qualification Association

Piaristengasse 1, A-3500 Krems, Austria

Tel.: +43 (0)316 815910

Fax.: +43 316 815912

www.ecqa.org

info@ecqa.org

Certification Contract Between ECQA and Training Organisation/Provider

1. Scope of the Contract

The scope of this contract refers to the certification of a training provider to offer and perform courses for the job role (skills set) *<name of the job role>*. The contract is a proof that the ECQA has validated the training organisation application and found that all defined quality rules are satisfied by the training organisation.

2. Duties of the ECQA Association

1. ECQA acts as the independent certification body for the testing and certification of students.
2. ECQA manages the test and exam portals and maintains the testing services.
3. ECQA provides students the option to register with exam bodies / organisations and to do a computer supported test.
4. ECQA generates, prints, and signs certificates.
5. ECQA promotes the certified training organisation on the web site and in flyers as being certified to deliver courses for the specific job role *<name of the job role>*.
6. ECQA ensures the independence of testing and the use of a test system where tests are generated randomly from a European test questions pool so that training bodies cannot control the test content leading to a real independent testing process.
7. ECQA reviews the applications of trainers and certifies trainers who have to fulfil the defined quality criteria.
8. ECQA (using the exam portals) archives and maintains all test and certification data (to ensure full traceability of certification records).
9. Certificates will be issued in English.
10. ECQA grants certified training providers the right to use the ECQA logo in their brochures and training announcements.
11. The publication of certified training bodies will be done per job role in an alphabetical order.
12. ECQA keeps all communications with the training organisation confidential.

3. Duties of the Training Organisation/Provider

1. The training organisation fully commits to using and promoting the defined skills set of the job role *<name of the job role>*.
2. The training organisation in their training material covers at a minimum all learning goals (learning elements) and performance criteria (abilities of students) in the skills set.
3. The training organisation uses the ECQA logo in all promotional materials where the courses related to job role *<name of the job role>* are announced.
4. The training organisation presents the ECQA related steps to register and perform an exam inside the course.





European Certification &
Qualification Association

European Certification and Qualification Association

Piaristengasse 1, A-3500 Krems , Austria

Tel.: +43 (0)316 815910

Fax.: +43 316 815912

www.ecqa.org

info@ecqa.org

5. The training organisation explains in each course to all students to register with the *<name of the job role>* related exam and learning server.
6. The training organisation keeps all data exchanged with ECQA confidential.
7. The training organisation is fully obliged to use the exam servers and to send ECQA an attendee list and the date of the exam.
8. The training organisation shares a copy of the attendee feedback with ECQA to allow quality control of the course performance.
9. The training organisation maintains at least one certified trainer for the job role *<name of the job role>*.
10. The training organisation only uses certified trainers for holding the courses.

4. Re-Accreditation

1. The certification is valid for one year.
2. After one year a re-certification is required, the application forms need to be submitted within 4 weeks before the end of the current certificate.
3. A re-accreditation does not require to submit again all materials but to prove that qualified trainers are available and the re-signature of the contract for a further year.
4. If there is no request for re-accreditation within 3 months after the end of the valid certificate, the whole application data must be submitted for a full certification again.

5. Finances

1. The training organisation pays an annual certification fee for being certified for the job role *<name of the job role>*.
2. The certification costs have to be transferred to the ECQA account within 30 days after receipt of the certificate and signature of the contract by ECQA.

6. Liability

1. Each contracting party shall release the other from any civil liability in respect of damages resulting from the performance of this agreement, suffered by itself or by its personnel, to the extent that these damages are not due to the serious or intentional negligence of the other party or its personnel.
2. If the ECQA name, logo or certificate has been intentionally been misused by the training body ECQA request between € 10.000,- to € 30.000,- costs from the training provider to cover the loss in the reputation of the certification process.





European Certification &
Qualification Association

European Certification and Qualification Association

Piaristengasse 1, A-3500 Krems , Austria

Tel.: +43 (0)316 815910

Fax.: +43 316 815912

www.ecqa.org

info@ecqa.org

7. Changes / Duration / Cancellation

1. Changes to the contract require a written form, purely verbal agreements cannot be accepted.
2. The contract is valid for one year from <start date> to <end date>.
3. The contract can be cancelled at any time from either side with a 3 months notice. A cancellation requires a written form.

8. Law

1. Austrian law applies.
2. The law court of Vienna, Austria, applies.

Date:

Date:

<Signature and name of authorized person>
<Training Organisation>

Prof. (FH) Mag. Michael Reiner
President of ECQA

