CERTI4TRAIN

Certification for continuous vocational education and training trainers

ERASMUS+ Strategic partnership

2014-1-LU01-KA202-000037

https://sites.google.com/site/certi4train/home

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CVET trainers are:

- CVET trainers are trainers who work with adult learners either:
  - In enterprises, carrying out induction for newcomers and/or providing training
  - Outside enterprises, as freelancers or in training organisations

- CVET trainers can be distinguished as followed
  - Full time professional trainers
  - Part-time or occasional trainers

Added value of the CERTI4TRAIN trainer certification

- To obtain a recognition and a validation of professional practice
- To gain an advantage on competitors
- To bring added value for your trainees
- To gain a European recognition of your certification

- To professionalize existing functions in your organisation
- To bring added value for your partners
- To organize quality of professional practices

" The CVET trainer certification creates transparency, safety and trust through secured, reliable and comparable evaluation and monitoring procedures."

Agenda

1. Project information

2. CVET trainer competence matrix

3. CVET trainer certification scheme

4. Competence exam process

5. Online platform supporting the exam process

6. When and how can you be certified?

1.
Project information

Project objectives

- To enhance **transparency of CVET trainers' qualifications** to facilitate mobility of trainers within Europe

- To develop a **European certification scheme**

- To develop an **e-assessment tool** to support a dematerialized and online exam process

Project partners

- Luxembourg Institute of Science and Technology – LIST - Coordinator – LU – stephane.jacquemart@list.lu

- PRISMA Training Institute – PO - sonia.rosa@prisma.pt

- ProCert sàrl – FR – r.schnyder@procert.ch

- 3s Research Laboratory – AU – tanja.bacher@3s.co.at

- Helliwood media & education im fjs e.V. – DE - schneider@helliwood.com

- ViaSyst – IE - didier.blanc@viasyst.com

CVET actors experts committee

- Open to all interested parties
  - Composed of European actors representing CVET trainers, public and private training organisations, certification bodies, of persons, research centers, financing bodies and public authorities

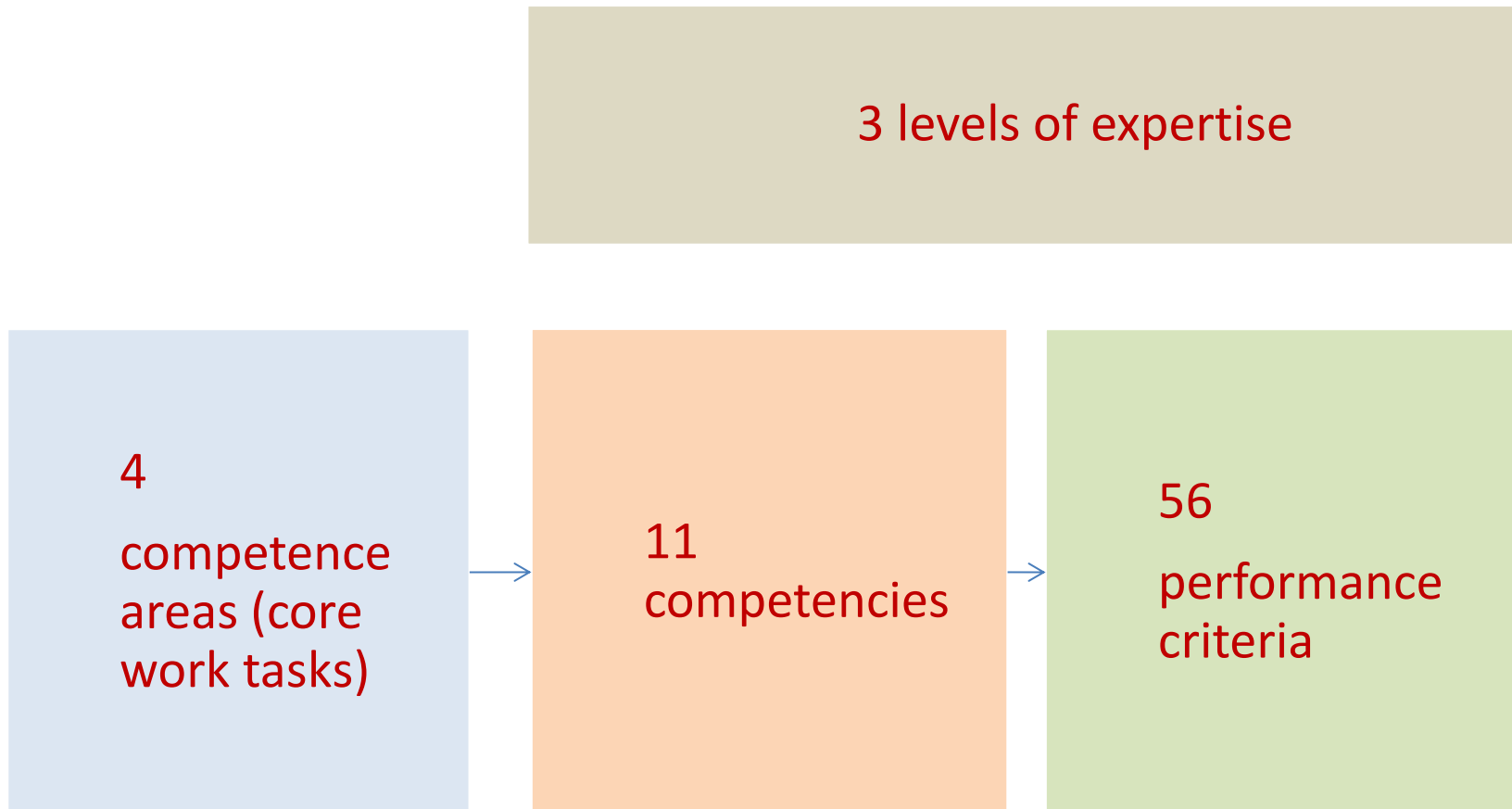- To meet the requirements of ISO 17024

Project main deliverables

- CVET trainer competence matrix
- ISO 17024 compliant CVET trainer certification scheme
- Exam platform specifications
- E-assessment platform for dematerialized examination
- Tests report
- Exploitation report

2.
CVET trainer competence matrix

CVET Trainer Competence Matrix

- Development based on :
  - State of the art
  - Desk research
  - Former European project results
  - ISO and national standards (ISO/IEC 19796-1, ISO 29990, NP 4512, NF X50-769)

  - Experts interviews
  - Experts' comments

  - Test of the exam process

Competence matrix

3 levels of expertise

4

competence areas (core work tasks)

→

11
competencies

→

56

performance criteria

Competence areas

1 PLAN
Designing training

2 DO
Implementing and facilitating training

4 ACT
Optimise training and practice

3 CHECK
Evaluating and assessing training

3.
CVET trainer Certification scheme

CVET Trainer Certification scheme

2 certifications

- "Lead trainer"
  - This certification covers the 11 competences of the 4 competence areas.

1 PLAN	2 DO
Designing training	Implementing and facilitating training
4 ACT	3 CHECK
Optimise training and practice	Evaluating and assessing training
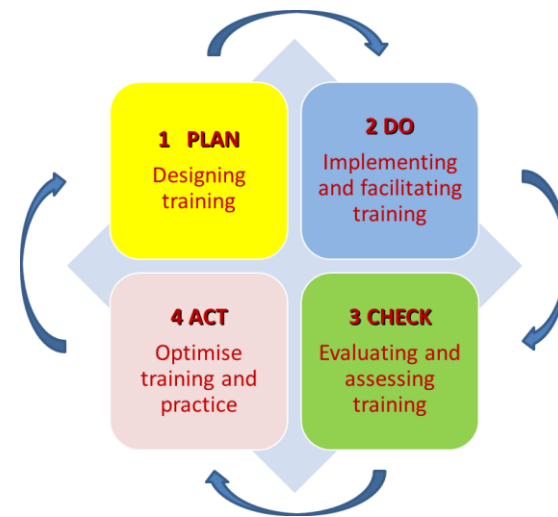
- "Trainer"
  - This certification covers the 6 competences of the DO, CHECK and ACT competence areas

4.
Competence exam process

Competence exam process
Certification, surveillance and recertification

	Initial certification	Certification surveillance Once a year	Recertification After 3 years
1. Prerequisites & Code of conduct*	x		
2. Self-assessment on competences matrix *	x		x
3. Collection of evidence	x		x
4. Multiple choice questionnaire	x		x
5. Open questions	x		x
6. 3 customer satisfaction testimonials		x	x

5.
Online platform supporting the exam

ViaSYST

Erasmus+

Accueil   Candidats   Examens

Accueil › Candidats › Houssem › Examens › Exam 2016/06/03 t présentation pour Stéphane P. › Instructions exam › Self-assessment › Plan › Needs analysis of the target group

Needs analysis of the target group - Exam 2016/06/03

PLAN - Design training

1.1 Needs analysis of the target group

Competence		Performance criteria / competence item	Candidate evaluation*	Examiner evaluation*
1.1 Needs analysis of the target group	1.1.1.	He/she is able to communicate with customers in order to understand customer needs (e.g. understanding of training needs of the customer, agreeing on training content, budget, etc.).	Yes	Yes
	1.1.2.	He/she is able to advise a customer to help him/her to identify training needs (by using different techniques e.g. active listening etc.)	Yes	Yes
	1.1.3.	He/she is able to identify training needs of adult learners by using different methods (e.g. interviews, surveys, secondary data, etc.).	Yes	Yes
	1.1.4.	He/she is able to differentiate between different kinds of training needs (e.g. training needs that require short-term or long-term trainings).	Yes	Yes
	1.1.5.	He/she is able to identify training needs the customer had not perceived before	Yes	Yes
	1.1.6.	He/she is able to look for acceptance by all interested parties on the identified training needs	Yes	Yes

Attached files	Description
📄 **Number of Lignes**	Number of Lignes

* Guidance :

Yes : I have the described competence and I am able to prove it

No : I don't have the described competence or I have the described competence but I can't prove it

Navigation sidebar:

Prerequisites candidate

Trainer profile

Training experience

Exam planning

Examen

Self-assessment

Plan

Do

Check

Act

Training Folders

Quiz & Open Questions

20

6.
Exploitation of results

Exploitation : 1 Sep. 2016

ViaSYST → Licence agreements → EFCoCert

PRISMA
INSTITUTO DE FORMAÇÃO
3s
HELLIWOOD

Membership ?

**Board of Stakeholders
composed of past EU project' partners**

CESi certification
CERTIFIER LES PERSONNES

EURO QUAL

AGEFOS PME

ADINVEST International

CVET Trainer
experts committee

Transfer

**Experts
committee**