

# Accreditation Process Framework for a Certificate (Professional units)

Reference: ADP.APF.CPU Rev. 2013

Academy model in accordance with the European VET framework

To be adapted for each applying non E.U. country

## Introduction

The accreditation of the Training Centre is a prerequisite to apply for the accreditation of a certificate.

The certificate accreditation is awarded by the Academie of Paris and signed by the Rector (Chairman) of the Academie as representative of the French Ministry of Education and Higher Education.

It is based on the French/European Frames Of Reference (*Référentiels/Standards*)<sup>1</sup> related to the certificates per profession and per level. Those documents focus on the approach by competencies and on its specific training and certification process. They are linked to the European Qualification Framework (EQF)<sup>2</sup> and to the European Credit points system ECVET<sup>3</sup> and ECTS<sup>4</sup>.

This accreditation is related to the professional units of the certificate; it is delivered in addition to the pre-existing local certificate which includes the local general knowledge basic education. The awarded accreditation includes an Accredited Certificate and a Europass Portfolio co-signed by the French and local authorities.

The accreditation award is valid for a period of 3 years. It is renewed following a recurrent simplified audit process.

The process for accrediting a certificate (professional units) involves the following phases:

- Feasibility study
- Gap Analysis Audit of the local certificate requirements;
- Accreditation award of the certificate;
- Implementation of the accredited certificate.

This process is shown in the figure below.

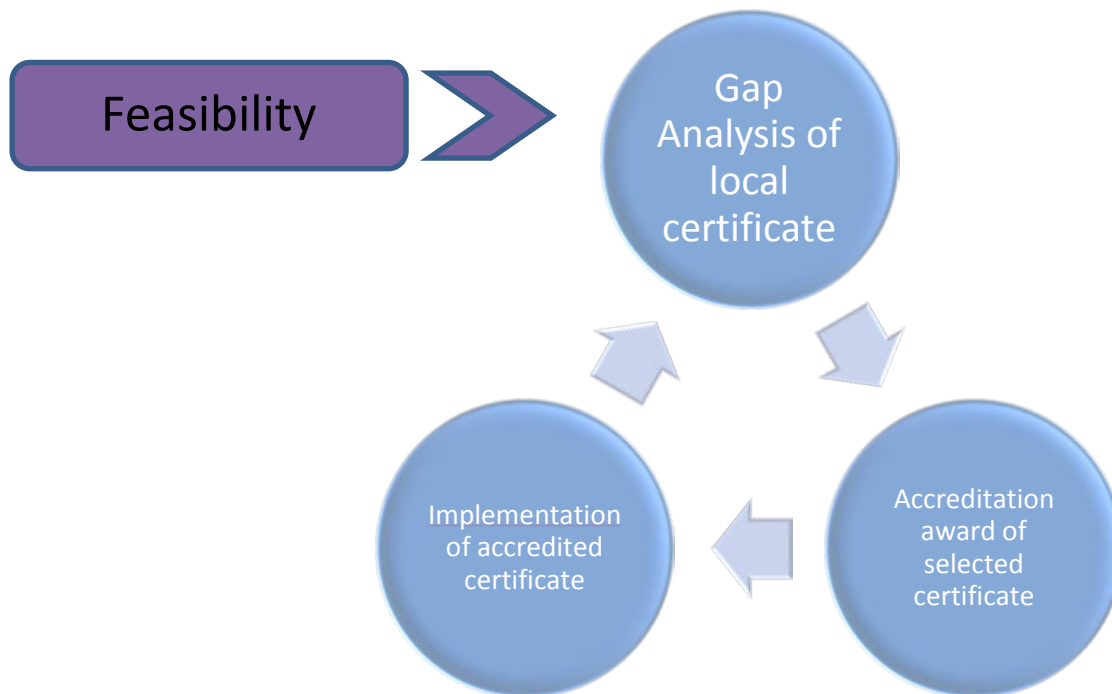
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<sup>1</sup>A Frame Of Reference is composed of a description of the professional activities and detailed tasks of the certification content and process (competences, related knowledge, evaluation criteria, certificate units' detail, exam regulation) and of the on job training process.

<sup>2</sup> EQF: European Qualification Framework for Life Long Learning – European Commission 2006 - Cedefop Key terms 2008.

<sup>3</sup> ECVET: European Credit system for VET (non academic certificates) European Commission 2006 – Cedefop Key terms 2008.

<sup>4</sup> ECTS: European Credit Transfer and accumulation System (Higher Education) – European Commission 2004 – Cedefop Key terms 2008.



## Phase 1: Feasibility study

This phase analyses the professional profiles, and related existing training tools and certifications, applying for an accredited certificate. These documents are provided by the local certification authority. They describe the activities and the provided training related to the profession.

## Phase 2: Gap Analysis Audit of the local certificate

### Description

This phase includes the following activities:

- Identification of the appropriate French/European Frame Of Reference and related certificate;
- Analysis of the local and regional environment;
- Detailed assessment of the qualification of the trainers in relation with the foreseen certificate;
- Detailed assessment of the existing training tools (documentation, equipment, resources...).

### Deliverable

Gap analyses detailed report and recommendations.

## Phase 3: Accreditation award of the new certificate

### Description:

- Translation of the French/European Frame of Reference document;
- Adaptation of the relevant identified French/European Frame of Reference within a limit of 10% of the described professional activities and according to the local stakeholders requirements;
- Supervising of the adaptation/design of the training tools:., real-situations problem solving, theoretical presentations, in-class learning exercises, workshop learning exercises, case studies, resource center learning and coaching;
- Design and local adaptation of the bilingual accredited certificate and Europass portfolio, in cooperation with the local relevant authorities.

### Deliverables

- Local Frame Of Reference;
- Relevant training tools;
- Bilingual certificate and Europass portfolio;
- Accreditation award of the certificate.

## Phase 4: Implementation of the accredited certificate

### Description

The implementation phase of the accredited certificate includes the following activities:

- Deliver a trainers' training session for the appropriation of the reference documents and operational processes;
- Design and implement the evaluation tools and process: continuous on-going evaluation, On Job training evaluation, final examination evaluation;
- Deliver the Accredited Certificate and Europass Portfolio co-signed by the relevant stakeholders (local authority, French Ministry of Education – Academie of Paris, local company hosting the trainee).

### Deliverables

- Trainers' training session;
- Validated trainees'/students' evaluation tools and process;
- Validated exam contents and process;
- Bilingual co-signed Accredited Certificates and Europass Portfolios delivered to the students/trainees.