

## **Accreditation Process Framework for a Vocational Training Centre**

REFERENCE: ADP.APF.VTC Rev. 2013

Academie of Paris model in accordance with the European VET framework  
To be adapted for each applying non E.U. country

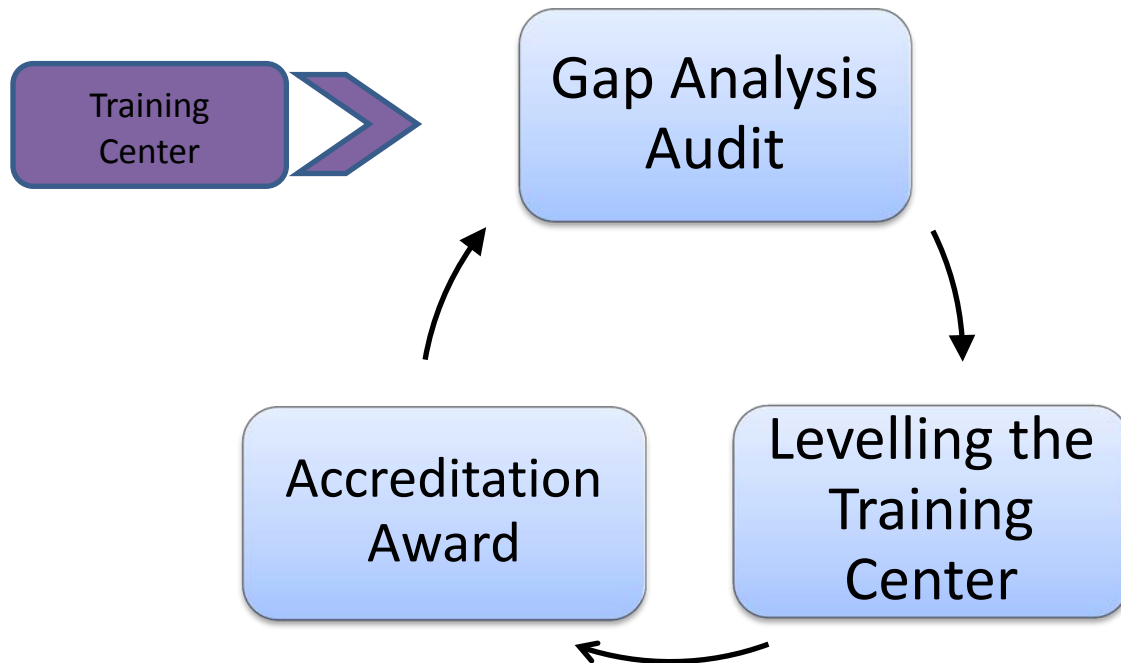
The accreditation is awarded by the Academie of Paris and signed by the Rector (Chairman) of the Academie as representative of the French Ministry of Education and Higher Education.

It is based on the Academic and European Quality Assurance requirements in Vocational Education and Training (VET) in the frame of the Life Long Learning (LLL) strategic objective.

The accreditation of part or of all the certificates delivered by the accredited training centre can be awarded through a specific process described in a separate document (ref: ADP.APF.CPU Rev. 2013).

The Academic and European VET framework process for the accreditation of a Vocational Training Center is composed of the following main phases:

- Feasibility study,
- Gap Analysis Audit of the training centre applying for accreditation,
- Levelling of the training centre,
- Accreditation award of the training centre.



## Phase 1: Feasibility Study

### Description

This is an initial assessment of the Vocational training Center applying for accreditation. It is conducted by a VET expert and allows having a rough estimate of the overall roadmap that eventually leads the Training Center to an accreditation level according to the Accreditation Process Framework for non E.U. countries.

### Deliverables

The outcome of this phase is an Expertise Mission Report describing the findings of the feasibility study with respect to the overall organization of the Vocational Training Center. It includes initial findings on the following issues:

- Courses structure, description, content and units.
- Quality assurance Policy and Procedures.
- Trainers' qualifications, Professional certificates and diplomas.
- Curriculum, Teaching notes and teaching aids.
- Subjects' outline and syllabuses.
- Field training programs and procedures.
- Workshops and labs preparation and procurements.
- Courses design and curriculum building process involving labour market stakeholders.

## Phase 2: Gap Analysis Audit of the Vocational Training Centre

### Description

In this phase a team of experts in VET audit process appointed by the Academie of Paris will:

- Analyze the missing or incomplete criteria in regard to the accreditation award requirements;
- Propose the actions to be taken in order to fulfill the gap.

The twenty main high-level requirements are described in annex 1.

In the detailed audit phase, each criterion is subdivided in more specific requirements that are adapted to the national and local environments of the applying non-E.U. VET institution.

### Deliverable

- Audit Report and Recommendations.

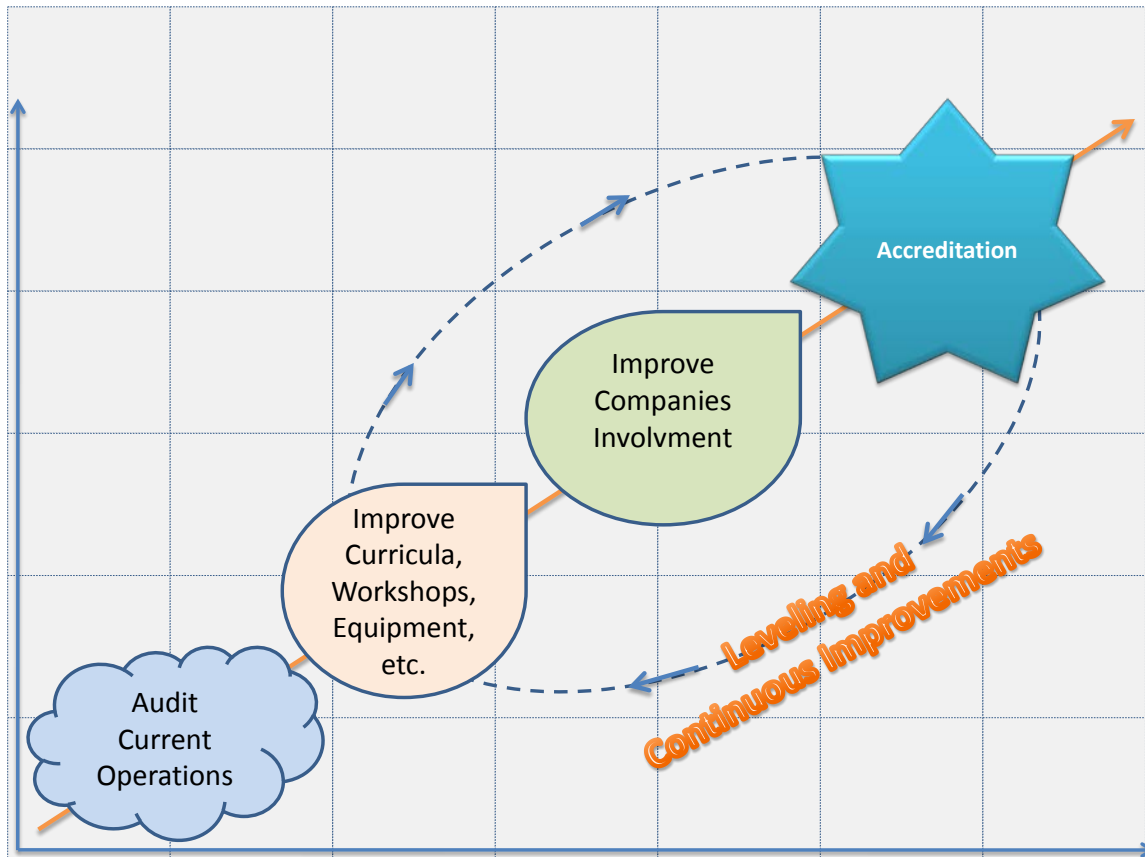
## Phase 3: Leveling of the Vocational Training Centre

### Description

The Vocational Training Centre management team takes responsibility to perform the necessary actions described in the Audit Report and Recommendations in order to “fill the gap”, respect the full list of criteria and to prepare the relevant documentation or proofs as detailed in the deliverable of Phase 1.

During this phase the appointed academic experts will intervene to follow up and assist the management team in this reengineering process and ensure the change management coaching.

These coaching missions will take place at intervals of 2 to 3 months depending on the results of phase 2 and the level of involvement of the training centre management team.



## Deliverable

At each of these coaching missions a complementary report with adapted recommendations will be issued.

## Phase 4: Accreditation award of the training centre

### Description

Following the reengineering phase performed by the training centre management team, a specific Accreditation Committee composed of experts appointed by the Academie of Paris will perform the final accreditation inspection.

The conditions to obtain accreditation award is a minimum of 15 A's and a maximum of 5 B's in regards of the required criteria described in Annex 1 (No C's and no D's are allowed).

In the case 10 A's and 10 B's are attained, a limited accreditation is awarded for a period of 1 year. At the end of this one-year period another inspection will take place in order to deliver the full certification award.

The first full accreditation is awarded for a period 3 years.

### **Deliverables**

- Final report with the 4 levels of achievement for each of the 20 required criteria (level A=highly satisfactory, level B=satisfactory, level C=insufficient, level D=inexistent)
- Accreditation Award signed by the Rector (Chairman) of the Academie of Paris.

## ANNEX 1: High-Level Accreditation Requirements

ITEMS	REQUIREMENTS	A=Highly Satisfactory B=Satisfactory C=Insufficient D=Inexistent
<b>CHARACTERISTICS OF THE SERVICE OFFERING</b>	1. Propose professional training in specialized domains and at different identified levels	
	2. Propose professional training allowing the delivery of certificates/diplomas	
	3. Propose professional training taking into account individual/special needs	
	4. Ensure responses to a training demand in a fast and permanent manner	
<b>POSITIONING WITHIN THE NATIONAL ENVIRONMENT</b>	5. Take into consideration the socio-economical needs in the specialties offer of the center	
	6. Propose a training offer in coherence with the other national training centers structures	
<b>TRAINING PROCESSES</b>	7. Design and formalize individualized training paths	
	8. Implement individualized training paths	
	9. Implement the means to allow trainees to develop a process of autonomy	
	10. Allow the recognition of the previously acquired competences, and implement their validation	

<b>ORGANIZATION AND MEANS</b>	11. Adapt the organization of the training center to the evolution of the needs	
	12. Organize a permanent availability of suitable training spaces	
	13. Ensure the availability of equipments of professional quality	
	14. Identify the actors ensuring the required functions for the operations of the training center	
	15. Ensure the availability of a qualified team	
	16. Organize the acquisition and the maintenance of resources – technical and pedagogical	
<b>REGULATION</b>	17. Ensure the management and the promotion of the training center	
	18. Ensure the management of the operations in the training center	
	19. Ensure the decision making process of the training center	
	20. Ensure the quality of the services provided by the training center	