

“Cutting-edge Digital Skills for Professional Care Givers of Persons with Disabilities and Mental Health Problems” (DDSKILLS)

4.3 Certification Scheme for the course contents

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Main Project Details

Programme:	Erasmus+
Key Action:	2: Cooperation for Innovation and the Exchange of Good Practices – Sector Skills Alliances
Project title:	“Cutting-edge Digital Skills for Professional Care Givers of Persons with Disabilities and Mental Health Problems”
Project Acronym:	DDSkills
Project Agreement Number:	612655-EPP-1-2019-1-EL-EPPKA2-SSA
Start Date:	01.01.2020
End Date:	31.12.2022

Project Partners



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1. Introduction

The Certification Scheme is intended for the certification of training materials and the curriculum that will be developed within the DDSkills Project for “Cutting-edge Digital Skills for Professional Care Givers of Persons with Disabilities and Mental Health Problems”.

This Certification Scheme for training materials and curriculum contains principles and requirements for the assessment and certification of Training Materials and DDSkills Curriculum that will be developed for the training of caregivers of persons with Disabilities and Mental Health problems to new digital skills and technologies that can prove beneficial for the end users. All Training Materials and Curriculum that will be developed within the DDSkills project can be certified as per the criteria of this scheme.

The certification scheme will provide a full picture of the assessment and certification methods. The main objective of this certification scheme is to ensure that:

- A. all learning outcomes mentioned in the DDSkills Curriculum and training materials are being developed to the appropriate EQF level (EQF level 5),
- B. the ECVET points have been assigned correctly and,
- C. the training materials are of the appropriate quality standard (using terminology offering the necessary knowledge for the expected learning outcomes).

The present Certification Scheme has been developed as an outcome of the DDSkills project by Cyprus Certification Company (CCC) with the consultation of the other Consortium partners. This Scheme is the only binding document regarding the certification process of any training program that has been developed within the DDSkills project.

2. Terms and Definitions

For the purpose of this document, the following terms and definitions apply.

Certificate

An official document, issued by an awarding body, which records the achievements of an individual following a standard assessment procedure.

Certification (of knowledge, skills and competences)

The process of formally validating knowledge, know-how and/or skills and competences acquired by an individual, following a standard assessment procedure. Certificates or diplomas are issued by accredited awarding bodies.

DDSkills Curriculum

A set of actions followed when setting up a training course: it includes defining training goals, content, methods (including assessment) and material, as well as arrangements for training teachers and trainers.

Knowledge

The outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, feelings, experiences, theories, and practices that is related to a field of work or study of a person.

Learning

Learning is a cumulative process where individuals gradually assimilate increasingly complex and abstract entities (concepts, categories, and patterns of behaviour or models) and/or acquire skills and wider competences. This process takes place informally, for example through leisure activities, and in formal learning settings, which include the workplace.

Learning outcomes

Means statements of what a learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and competence.

Qualification

A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual's learning has reached a specified standard of knowledge, skills and wider competences. A qualification confers official recognition of value in the labor market and in further education and training. A qualification can be a legal entitlement to practice a trade.

Skills

The ability to apply knowledge and experience needed to perform a specific task or job and solve problems.

In the context of the European Qualifications Framework, skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments);

Validation (of non-formal and informal learning)

The process of assessing and recognizing a wide range of knowledge, know-how, skills and competences, which people develop throughout their lives within different environments, for example through education, work and leisure activities.

Vocational education and training (VET)

Education and training which aims to equip people with skills and competences that can be used in the labor market.

3. Normative references

- ✓ Learning Outcomes – all learning outcomes developed within the DDSkills project
- ✓ Training material assessment tool
- ✓ DDSkills Curriculum assessment tool
- ✓ Assessment Report
- ✓ Normative references

4. 4. Scope

The Certification Scheme describes the basic stages for the assessment process and subsequent certification of DDSkills Curriculum and training materials.

All Training Materials and DDSkills Curriculum that will be developed within the DDSkills project can be certified as per the criteria of this Scheme.

Specifically, the Scheme address the following:

- Assessment process including criteria for the nomination of the Assessment Committee members
- Certification process including criteria for the nomination of the Certification Committee members

This is a onetime certification and will only be repeated in cases of any amendments in the context of the training DDSkills Curriculum and / or Training Materials. Assessment methodologies will use the toolkits technologies for assessing competencies acquired.

The assessment will be done in two parts, the first assessment will take place after the finalization of the above documents and the second part will be done after the training of caregivers in order to include the feedback from the trainers and the trainees.

5. Application process

Members of the consortium that have undertaken the task of developing DDSkills Curriculum and training materials, can request the assessment and certification of this, according to the Certification Scheme.

The process is initiated by the submission to the Certification Body (CCC) of the following:

- DDSkills Curriculum for the training of caregivers of persons with Disabilities and Mental Health problems at EQF level 5,
- Training materials for all four Units developed for the training caregivers of persons with Disabilities and Mental Health problems at EQF Level 5.

All above information must be presented at the agreed format and with the agreed specifications.

6. Committees

6.1 Assessment Committee

The Assessment Committee will evaluate the level of compliance of the submitted training DDSkills Curriculum and training materials against the requirements of:

- the current Certification Scheme,
- the Qualification Framework that contains all learning outcomes,
- all specification documents developed within DDSkills project.

The Assessment Committee’s members will be nominated by the Cyprus Certification Company (CCC) and its term will end with the completion of the DDSkills project.

6.1.1 Composition of the Assessment Committee

The Assessment Committee will consist of minimum two members at any time, which as a team should meet the requirements of the assessor as described below.

CCC can nominate for the Assessment Committee anyone that fulfils the assessor’s profile as described below:

- ✓ holds a degree (at EQF Level 6) in social sciences e.g., psychology, sociology, etc, or a degree in adult education or a certification in adult education at EQF Level 5,
- ✓ has expertise in working with people with disabilities and mental health problems of at least 5 years,
- ✓ has knowledge of the Certification Scheme,
- ✓ has knowledge of the Projects’ Specification documents.

The two-member committee can hold any mixture of the above qualifications.

Any person that will be involved in the development of the training DDSkills Curriculum and materials or is a member of the respective Assessment Committee cannot be nominated as a member of the Certification Committee.

When deemed necessary, the Committee may use additional experts for the evaluation of specialized topics. The number of committee members may differ, but in no case, this will be less than two. The two-member committee can hold any mixture of the above qualifications.

6.2 Certification Committee

The Certification Committee will validate the decision of the Assessment Committee.

The Certification Committee’s members will be nominated by the Cyprus Certification Company (CCC) and its term will end with the completion of the DDSkills project.

6.2.1 Composition of the Certification Committee

CCC can nominate for the Certification Committee anyone that fulfils the profile as de-scribed below:

- knowledge of the DDSkills project,
- knowledge of the Certification Scheme,

- knowledge of Specification documents and guidelines that will be developed within the project

Any person that will be involved in the development of the training DDSkills Curriculum and materials or is a member of the respective Assessment Committee cannot be nominated as a member of the Certification Committee.

When deemed necessary, the Committee may use additional experts for the evaluation of specialized topics.

6.3 Impartiality and Confidentiality

The impartiality of the Committees in terms of its evaluation and decision-making process must always be safeguarded through its composition.

The members of all Committee must adhere to the principles of confidentiality and to this end they must all sign a Confidentiality Agreement. A confidentiality declaration will be signed by all Committee members.

7. Assessment Process

7.1 Assessment process for the DDSkills Curriculum

Responsible for the assessment and the certification of DDSkills Curriculum is the Assessment Committee.

The DDSkills Curriculum will be assessed against the qualification framework and project’s specification documents using the DDSkills Curriculum Assessment Tool and each module will be assessed separately.

Learning outcomes will be assessed based on whether they have been documented correctly based on blooms taxonomy, that have been analyzed in terms of knowledge, skills, and competencies and that are up to EQF level 5.

ECVET points that were assigned will be reviewed to confirm that they were assigned correctly for each training unit.

The assessment will be done using checklists and the results shall be documented on a formal report which will be forwarded to the consortium partners.

In the cases where the assessment committee identifies areas that do not comply satisfactory with the requirements, then the responsible partner must re submit the additional information for further assessment until full compliance is achieved.

7.2 Assessment process for training materials

Responsible for the assessment and the certification of training materials is the Assessment Committee.

The assessment of training materials will be based on the Qualification Framework containing all learning outcomes of each module, all specification documents that have been developed and agreed within the consortium, the developed DDSkills Curriculum, and the current certification regulation.

The training materials will be assessed against the specification documents using the Training Material Assessment Tool and all comments will be documented on a formal report which will be forwarded to the consortium partners.

The assessment will be done in two parts, the first assessment will take place after the finalization of all training materials and the second part will be done after the training of caregivers in order to include the feedback from the trainers and the trainees. The assessment will include all materials, exercises that will be given, assessment questions etc.

The assessment will be done using checklists and the results shall be documented on a formal report which will be forwarded to the consortium partners.

In the cases where the assessment committee identifies areas that do not comply satisfactory with the requirements, then the responsible partner must re submit the additional information for further assessment until full compliance is achieved.

8. Certification Process

After the completion of the assessment process, the Certification Committee shall validate the above process and issue one Certificate for DDSkills Curriculum and one for training materials containing all certified modules.

8.1 Certificate validity

The certificate that will be awarded for the DDSkills Curriculum and Training Materials will not have an expiry date and it will remain valid unless changes are made. In this case the procedure for certification will take place again to include all revised documents and issue another certificate.

9. Changes to DDSkills Curriculum and Training materials

Changes to DDSkills Curriculum and Training materials, either at the competences or at the context of each module, can be made by any partner Organization of the Consortium and approved by the coordinator of the Consortium. In the case there is a need for recertification, the coordinator will be responsible to re submit the revised module(s) to CCC for re-assessment and re certification.

In case of major changes, all additional information must be re submitted to the Certification Company for assessment and re certification.

Appendix 1

Confidentiality Statement

I, the undersigned with
I.D. Number, acting as a Committee member at the «**CYPRUS
CERTIFICATION COMPANY (CCC)**», declare that I don't have / have any financial,
commercial, consulting or other commitment related to the processes of the company
and I accept the following:

- I will maintain the articles of association/ regulation/ procedures (where applicable) as specified by **CCC**.
- I will keep confidential all information received during the course of my work. I declare that I will not disclose in any direct or indirect way, confidential information regarding CCC or its clients or candidates, except information necessary for the performance of my work, and only to CCC.
- I agree to safeguard any information, document or product that may be placed under my control or my supervision during my cooperation with CCC and I agree not to disclose information about its construction or operation to non-authorized persons.
- Upon completion of my work with CCC (for whatever reason) and at any given time during this cooperation I agree to return immediately without keeping copies, any original or copies of documents, notes, cooperation agreements, photographs, plans, products or anything else delivered to me during the cooperation period in relation to my work.
- I understand that “**Confidential Information**” refers to all the information related to CCC and its customers.

Signature:

Date:

Appendix 2

Training Material Assessment Tool

Module:	
Theme:	
Number of Learning Outcomes:	
Target Group:	

1. Structure of the PowerPoint Presentations

	Comments
Number of slides	
Educational slides (pedagogic instructions for presentations i.e. less content, interesting pictures, consistent layout, easy on animations etc)	
Cover	
Introductory slide of the unit	
Details of the module (work area title and code, unit title and code, learning outcomes and titles etc.)	
Is the Language used appropriate for the target group?	
Exercises - slide with the title and code of the methodological tool	
Type of Exercise (Written Exercise, Video Analysis, Simulation, Multiple choice, Exercise using ICT, Role Play, Group discussion, other)	
Solution to the exercise	
Revision question slide	

Key points slide	
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2. Assessment according the curriculum developed

	Comments
Alignment with the holistic learning outcomes	
Alignment with the knowledge	
Alignment with the skills	
Alignment with the competences	
The structure of the curriculum is aligned with the training materials	

Assessor's Name:

Signature:

Date:



Appendix 3

DDSkills Curriculum Assessment Tool

Number of Modules	
Number of Learning Outcomes	

Structure of the Curriculum

	Comments
General Information about EmpathyInHealth Training Curricula	
Give analytically information for Training Curriculum Level	
Prerequisites for participation	
Certification	
Short description per each Unit	
Suggested duration (hours)	
Aims and objectives of the unit	
Learning outcomes expressed in knowledge, skills and competences	
Methodology to be used during the training of unit	

Assessor's Name:

Signature:

Date: