

Are you an office administrator or a VET student in the area of office administration?



Are you a personal assistant, executive secretary or administrative personnel?

Validate your Competences and get ISO Certified!!

EupaNext is for you

Research demonstrates that the sector of office administration is important and very popular, it will continue to be one of the first professions in demand until 2020.

EUPA_NEXT is the continuation of the successful project EUPA (Leonardo DOI) that has developed a qualification framework for administration personnel in four EQF levels (levels 2,3,4 and 5) and the assessment tool and training materials for level 2.

EUPA_NEXT aims to assign credits to the qualification framework (levels 3-5) using ECVET and develop curricula and training materials for trainers as well as e-books for learners. EUPA_NEXT will certify all curricula and training materials with ISO. Additionally, it aims to develop an assessment for certification of all the levels 2, 3, 4 and 5. It will be ISO-certified with a relatively new standard ISO17024 that certifies personal competences.

Through EUPA_NEXT you can receive the necessary training either in a classroom environment or through the use of e-books, take an assessment and validate your knowledge, skills and competences.

About the project

What can EupaNext Offer you

1

A qualification framework for administration personnel in four different levels which is based on research. The qualification framework presents the knowledge, skills and competences administration personnel should have in different EQF levels.

Therefore now you know what knowledge, skills and competences you should have and how you can progress between the levels.

ISO Certified Training Curricula for each of the units identified in the qualification framework (in four different EQF levels).

Therefore now you know what you need to study in order to gain the necessary knowledge, skills and competences.

2

Contact Us:

MMC Mediterranean Management Centre

Coordinator:

MMC Management Center Ltd.

Contact person

Mrs. Christiana Knais

Address:

16 Invrou Street,

1055, Nicosia

Cyprus

Telephone:

+357 22 466633

Fax:

+357 22 466635

Website:

**www.mmclearningsolutions.com,
www.eupanext.eu**

Email:

eu2@mmclearningsolutions.com

Facebook: [https://](https://www.facebook.com/eupammc/)

www.facebook.com/eupammc/

This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



3

Iso Certified Training materials and methodological

tools to be used by use through classroom learning. And **ebooks** to be used for self directed learning

You can gain the knowledge and skills if you don't already have them .

ISO Certified assessment (ISO 17024) in four different levels so

that you can validate your knowledge, skills and competences.

ISO is an international standard, therefore this qualification is also international.

You have the knowledge and skills. Now prove that you have them

4

Visit our website now on www.eupanext.eu



Project Partners:

MMC Mediterranean Management Centre

www.mmclearningsolutions.com



www.orbisinstitute.sk



www.cipfp-misericordia.org



NÁRODNÝ ÚSTAV
CELOŽIVOTNÉHO VZDELÁVANIA

www.nuczv.sk



www.cycert.org.cy



www.ccci.org.cy



www.euma.org

vhs Volkshochschule im Landkreis Cham e.V.

www.vhs-cham.de



ΔΗΜΗΤΡΑ
εκπαιδευτική συμβουλευτική
www.dimitra.gr

This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Erasmus+

Project Number 2015-1-CY01-KA202-011853