

# Are you a VET trainer for administration personnel?

## 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.

About the project

## What can EupaNext Offer you

1

**A qualification framework** for administration personnel in four different levels which is based on research.

*Therefore now you know what knowledge, skills and competences administration personnel should have,*

**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 teach them in order to gain the necessary knowledge, skills and competences*

2

**Iso Certified Training materials and methodological**

**tools** to be used during your training. Training materials include the powerpoint you will use as well as the exercises you can implement for each unit.

*Therefore now you have the tools for an effective training .*

3

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## 4

**A trainers' guide** presenting the training materials developed in EupaNext, interesting and fun icebreakers, hints and tips for the trainer, evaluation techniques and so many more, together with a DVD where you can find everything unique in order to make your training a unique experience. And of course to lead your participants to the required certification.

*Less preparation and better results!*

*Therefore now you just focus on the training*

**ISO Certified assessment** (ISO 17024) in four different levels so that candidates can validate their knowledge, skills and competences.

*And at the same time through their certification, you also prove the effectiveness of your training*

## 5



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

**Validate your  
Competences and  
get ISO Certified!!**

### Project Partners:

**MMC** Mediterranean Management Centre

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**Erasmus+**

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