

## About the Project



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

Validate your  
Competences and  
get ISO Certified!!

Research demonstrates that the sector of office administration is important and very popular and 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 the qualification framework for administration personnel in four EQF levels (levels 2,3,4 and 5) and the assessment tool and the 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.

## Current Activities

### Comparative Report about EQF and ECVET in the project countries

It was the objective of this first research in the EUPA\_NEXT project to identify the current situation of the countries participating in the consortium as far as EQF and ECVET is concerned. The report is split in four parts:

1. Desktop research results,
2. Evaluation of data received from stakeholder in all project countries
3. Evaluation of data received from VET providers in all project countries
4. Evaluation of data received from learners in all project countries

The research undertaken by the project partners in total involved 18 stakeholders, 78 VET providers and 325 learners who responded to a survey.

As a result, the partner consortium found out that **all project countries have developed National Qualification Frameworks with reference to the European Qualification Framework**. Moreover, ECVET activities are taking place in all project countries. However, the implementation in the education sector, the validation of learning including formal, non-formal and informal learning is still in a working process.

At the policy level EUPA\_NEXT aims to create a European Certification for Administration Personnel. ECVET credits are being assigned to learning outcomes and specific methodologies will be used to do that. The experience of the countries in ECVET is useful because applying methodologies that have not worked within those countries will probably affect the validity of EUPA\_NEXT certification in that country and this is the reason the first output deals also with country experiences regarding ECVET.

For more information, please find the EUPA\_NEXT Comparative Report at [http://www.eupanext.eu/wp-content/uploads/2016/05/EUPA\\_NEXT\\_01\\_Comparative-Report\\_with-Appendix.pdf](http://www.eupanext.eu/wp-content/uploads/2016/05/EUPA_NEXT_01_Comparative-Report_with-Appendix.pdf). The detailed national reports can be found in the annexes of the EUPA\_NEXT Comparative Report. For further information, please consult your national contact or the coordinator.

### EUPA\_NEXT Online Survey

The consortium has implemented a survey in order to assign credits to the qualification framework for Administrative personnel (Levels 2,3,4 and 5). The respondents were asked to allocate 100 points to units according to the workload in their daily work (administrators) or to the importance of the task (employer / VET providers). Based on the results of the survey, ECVET credits have been allocated to the qualification framework which is currently being finalised and will be soon available on the website of the project.

#### Contact Us:

**MMC** Mediterranean  
Management Centre

**Coordinator:**  
**MMC**  
Mediterranean  
Management Centre

**Contact person**  
Mrs. Christiana Knais

**Address:**  
16 Imvrou Street,  
1055, Nicosia  
Cyprus

**Telephone:**  
+357 22 466633

**Fax:**  
+357 22 466635

**Website:**  
[www.mmclearningsolutions.com](http://www.mmclearningsolutions.com)

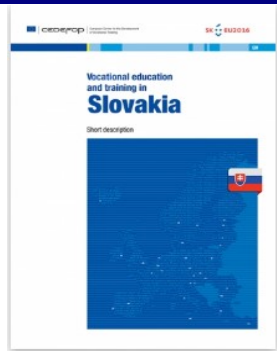
Third transnational meeting in Bratislava, Slovakia

The third project meeting took place on the 20th and the 21st of October in Bratislava. The consortium has **finalized and approved the first intellectual output**. Additionally, the consortium has **reviewed and finalized the qualification framework for administrative personnel and worked for the allocation of ECVET credits**. Moreover, issues related to the curriculum and training materials as well as their certification through ISO were discussed.

The action plan of the consortium for the next six months has been set and the next meeting and learning activity have been planned.



New publications in Europe



CEDEFOP published recently a publication which aims to contribute to better understanding of vocational education and training (VET) in Slovakia, providing an insight into its main features and highlighting recent VET policy developments. Slovakia currently holds the rotating EU Presidency. Slovakia is one of the project countries in the EUPA\_NEXT project.

Of course you can also follow the project activities, find information about the project partners, research for new European developments and last but not least download the project resources from the project website: [www.eupanext.eu](http://www.eupanext.eu)

Project Partners:

**MMC** Mediterranean Management Centre  
www.mmclearningsolutions.com

**ORBIS INSTITUTE**  
www.orbisinstitute.sk

Centre Integrat Public de FP  
**MISERICORDIA**  
VALENCIA

www.cipfp-misericordia.org

**NÁRODNÝ ÚSTAV**  
CELOŽIVOTNÉHO VZDELÁVANIA  
www.nuczv.sk

**CYPRUS CERTIFICATION COMPANY**

www.cycert.org.cy

**CYPRUS CHAMBER OF COMMERCE AND INDUSTRY**

www.ccci.org.cy

**European** Developing Excellence for Management Assistants

www.euma.org

**vhs** Volkshochschule im Landkreis Cham e.V.

www.vhs-cham.de

**ΔΗΜΗΤΡΑ** εκπαιδευτική συμβουλευτική  
www.dimitra.gr

Upcoming Events

Two more events have been scheduled:

- ✓ The fourth transnational meeting will take place in Valencia in June 2017. During the meeting the consortium will review the progress of the project and will plan next steps.
- ✓ The 2nd learning activity will take place also in Valencia in May/June 2017. The 2nd learning activity is a train the trainer event for the trainers that will implement the national trainings.

Next Activities

The next steps of the consortium are the following:

1. Finalise the qualification framework with the assignment of credits.
2. Finalise the curricula based on the qualification framework.
3. Start working on the training materials and certification schemes.

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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. Project Number 2015-1-CY01-KA202-011853