



Validation of formal, non formal and informal learning: The case study of Administration

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 raining 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

Current Activities

Accredited EUPA_Next ASSESSMENT Level 2,3,4 and 5

The objective of EUPA_NEXT was to develop a formal certification for administration personnel in all four levels (level 2,3 4 and 5) using ISO 17024 that is a relatively new standard that certifies personal competences. The assessment promoted the identification of qualifications (knowledge, skills and competences) independently on the way they have been acquired.

The following activities were implemented in the context of this Intellectual Output (IO9):

DEVELOPMENT OF TRAINERS' GUIDE

In the case of IO9 the trainers' guide is a practical guide for the trainer which presents the following:

1. The training materials at a glance
2. Icebreaking exercises to start each module
3. Hints and tips for the trainer for each training module
4. Types of methodological tools used by EUPA_NEXT
5. Detailed description of the methodological tools to be used in each training module and hints and tips for the trainer for each methodological tool
6. Methods for evaluating EUPA_NEXT workshops.

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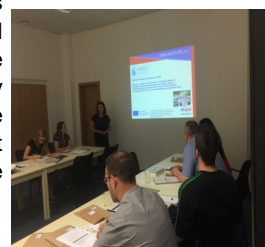
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EUPA_next Multiplier Events

Target Group: Policy Makers

Two out of ten multipliers events were aimed at policy makers. The two events were implemented by Cyprus Chamber of Commerce and Industry in Cyprus and by Orbis in Slovakia. The aim of the events was to present the main results of the project to policy makers in order to gain the support of the policy makers especially on the EUPA_NEXT certification. Additionally, the objective was to disseminate the comparative reports of the countries regarding to ECVET and EQF and the best practices guide. At the end of the presentation the policy makers evaluated the events.



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Erasmus+

EUPA_next Multiplier Events

Target Group: Administration personnel and VET students in the area of office

Five multiplier events were targeting at VET students in the area of office administration. They took place in five different partners' countries, ie Cyprus, Greece, Spain, Germany, and Slovakia. The objective of these events was to disseminate the new accredited curricula, materials and examination as well the e-books to administration personnel or VET students in the area of Office Administration. During the events some workshops were also implemented during which the participants had the opportunity to taste some of the learning materials. The duration of the events was between 4-6 hours.



Target Group: VET trainers



Two multiplier events were aimed at VET trainers. The events were implemented during the end of the project in Cyprus and Spain. As noted EUPA_NEXT materials are openly available. The objective of these events was to motivate trainers and training institutions to use the materials. The event in Cyprus took place on 29th of May 2018 at MMC, Nicosia and in Spain took place on 22 of May 2018 at Calle casa de la Misericordia, Valencia.

Target Group: Employers

This event was implemented by Cyprus Chamber of Commerce and Industry on 21st of June at Hilton Park Nicosia, Cyprus. The objective of the event was to make EUPA_NEXT a required certification by employers, for employment of administration personnel. Employers were very positive and asked to receive more information on the availability of the certification after the completion of the project.



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Project Partners:

MMC Mediterranean Management Centre
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ORBIS INSTITUTE
www.orbinstitute.sk

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NÁRODNÝ ÚSTAV
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www.nuczv.sk



www.cycert.org.cy



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www.euma.org

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