

## The Market of Administration Personnel - Reasons:

Eupa\_Next uses the market of Administration Personnel as a case study for the following reasons:

- Administration Personnel is classified amongst other associate professionals as the first profession in demand up to 2020.
- According to HRDA's employment forecasting (Human Resources Development Authority of Cyprus), administration services is of greatest average yearly increase.
- Various training programmes focus on the training of unemployed people on secretarial skills.
- Easily accessible and attractive sector especially for unemployed people.
- All companies and organizations across Europe need administrators as their role is important.

**The Eupa\_Next methodology may be used for the certification of Non-Formal and Informal Learning of non regulated professions.**

## Personal Assistant or Administration Personnel



Through EUPA\_NEXT you can improve your knowledge, skills and competences in the area of Administration Personnel. EUPA\_NEXT will promote your career through training and ISO certification in different levels.

### The following intellectual outputs may interest you:

- Four Qualification Frameworks for Administration Personnel in different EQF Levels.
- Certified EUPA\_NEXT training curricula.
- Certified EUPA\_NEXT training materials.
- Accredited Eupa\_Next Assessment Levels 2,3,4 and 5.
- EUPA\_NEXT e-books.

## Objectives of the Project:

- Assist the understanding of EQF and ECVET policies and explore different methodologies for the transfer of credits.
- Develop a total solution for administration personnel that includes curricula, training materials, ebooks and assessment.
- Provide ISO Certification for Administration Personnel.
- Find ways to achieve validation of Non-Formal and Informal Learning for Administration Personnel as well as for any non-regulated profession.

## Employer of Administration Personnel



Through EUPA\_NEXT trainings and certification you will be able to increase the productivity of your personnel as well as to provide them with a career path based on the EUPA\_NEXT levels (that correspond to the EQF Levels).

### The following intellectual outputs may interest you:

- Four Qualification Frameworks for Administration Personnel in different EQF Levels.
- Accredited Eupa\_Next Assessment Levels 2,3,4 and 5.

## VET Provider or VET Trainer



We invite you to use our curricula and training materials. Promote Eupa\_Next to your students that may then take the assessment and get an ISO certified certificate.

### The following intellectual outputs may interest you:

- Methodology Guide on the methodology to be used to assign credits to the learning outcomes of the EUPA qualification framework.
- Four Qualification Frameworks for Administration Personnel in different EQF Levels.
- Certified EUPA\_NEXT training curricula.
- Certified EUPA\_NEXT training materials.
- Accredited Eupa\_Next Assessment Levels 2,3,4 and 5.
- Trainer's guide.
- EUPA\_NEXT e-books.
- Policy Recommendation.
- Best Practices Guide.

## Policy Maker and Opinion Leader



EUPA\_NEXT is another EQF and ECVET project. Review the current situation of the countries as far as the European policies are concerned, see our views on how ECVET should be applied and learn from our lessons learned.

### The following intellectual outputs may interest you:

- Comparative report on the situation of the countries of the consortium as far as ECVET and EQF is concerned.
- Methodology guide on the methodology to be used to assign credits to the learning outcomes of the Eupa qualification framework (based on ECVET).
- Policy recommendation on the official recognition of EUPA\_NEXT
- Best practices guide: a step by step approach for the validation of Formal, Non-Formal and Informal Learning for any non-regular profession.

## At a glance:

**Title:** Validation of Formal, Non-Formal and Informal Learning. The case study of Administration Personnel.

### Project Agreement

**Number:** 2015-1-CY01-KA202-011853

**Duration:** 36 Months

**Consortium:** 9 Partners from 6 European Countries

**Project Coordinator:** M.M.C Management Centre, Cyprus

**Project Website:** <http://www.eupanext.eu/>

**Key Words:** Administrative Personnel, Personal Assistants, Secretaries, Certification (ISO), Assessment EQF (European Qualifications Framework) ECVET, Formal Learning (FL), Non-Formal Learning (NFL), Informal Learning (IL).



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Validation of Formal, Non-Formal and Informal Learning



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a personal assistant,  
executive secretary or  
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## The challenge - EUPA\_NEXT:

### As a solution for an EU issue

EUPA\_NEXT will develop a total solution for the Training and Assessment of Administration Personnel, through the development of curricula, training materials and all the relevant resources for 4 levels according to the European Qualifications Framework (EQF).

### As a solution for Administration Personnel

The solution of the Project EUPA\_NEXT is to focus on the validation of Non-Formal and Informal Learning and its permeability with Formal education pathway through the use of a formal accreditation system (ISO) for Administration Personnel.

Validate your Competences and  
get ISO Certified!

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