



European Certification &  
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# Rules and Process Steps for the Certification of ECQA Training Organization

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## Checklist for Training Organization Certification

ECQA Training Organization Certification Rules	yes	no
<p><i>ECQA Training Organization Rule 1:</i></p> <p>The training organization can declare which skill card they will cover. The skill card represents a job role certified by ECQA.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>ECQA Training Organization Rule 2:</i></p> <p>The training organization can prove that the set of training materials covers all performance criteria of the skill card.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>ECQA Training Organization Rule 3:</i></p> <p>The training organization can prove that they have at least one qualified trainer (can also be work contract based, not necessarily this requires an employment), who is accredited as ECQA certified trainer.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>ECQA Training Organization Rule 4:</i></p> <p>The training organization can prove that they have consulting, service or training experiences and success record in the field related with the skill card.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>ECQA Training Organization Rule 5:</i></p> <p>The training organization is committed to use the ECQA registration and test portals. Via these portals all certificates will be electronically maintained across Europe.</p>	<input type="checkbox"/>	<input type="checkbox"/>



## Criteria for Certification of Training Organizations

### 1. Criteria 1 and 2: Required Skill Card Coverage

**ECQA Training Organization Rule 1: The training organization can declare which skill card they will cover. The skill card represents a job role certified by ECQA.**

**ECQA Training Organization Rule 2: The training organization can prove that the set of training materials covers all performance criteria of the skill card.**

Explanation:

- ✓ The training organization applies for a certification by declaring which skill card/job role they plan to offer and by sending the training materials for an audit to the ECQA organization.
- ✓ The ECQA coordinates the work with job role related committees who are doing the actual audit. The audit checks if the training material covers all skills units, learning elements and performance criteria of the skills card as a minimum.

### 2. Criteria 3: Required Competence Coverage

**ECQA Training Organization Rule 3: The training organization can prove that they have at least one qualified trainer (can also be work contract based, not necessarily this requires an employment), who is accredited as ECQA certified trainer.**

Explanation:

- ✓ The training organization applies for a certification by sending copies of the certificates of at least one related trainer for an audit to the ECQA organization

### 3. Criteria 4: Required Organizational Background

**ECQA Training Organization Rule 4: The training organization can prove that they have consulting, service or training experiences and success record in the field related with the skill card.**

Explanation:

- ✓ If in any of the below criteria a rating “poor” is done , this will be a failure criteria for the training organization acceptance.

**How would you rate the training organization in the following areas?**

Proven Training or Consulting or Development Experience Poor Fair Good Excellent References/ Publications in the Field	<input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> poor fair good excellent
Qualified Trainer Available	<input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> poor fair good excellent
Defined Processes including Feedback Analysis	<input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> poor fair good excellent
Willingness to Apply the ECQA Regulations	<input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> poor fair good excellent
Availability of expertise in the field	<input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> ————— <input type="radio"/> poor fair good excellent

Table 1 : Qualitative Organizational Criteria

#### 4. Criteria 5: Using the Standard Registration and Test Portal Systems

**ECQA Training Organization Rule 5: The training organization can prove that they have consulting, service or training experiences and success record in the field related with the skill card.**

Explanation:

- ✓ For the self assessment and learning guide look at <http://www.ecqa.org/index.php?id=23>
- ✓ For the exam guide for exam participants look at: <http://www.ecqa.org/index.php?id=22>

The exam body guide is not public and will be sent by the test system administrator to the

accepted exam and certification organizations.

- ✓ During or latest at the end of the course the training organization asks all participants to register at the test and certification portal.
- ✓ The training organization agrees with the participants and the examination organization a date to perform the test.
- ✓ At this date the test(s) will be available online / computer-based and results will be calculated automatically.
- ✓ The system finally (ECQA) allows to automatically generate the certificates based on the test results.

