

R3.1 CERTIFICATION SCHEME FOR CURRICULUM AND TRAINING MATERIALS

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1. INTRODUCTION

The Certification Scheme is intended for the certification of the curriculum and training materials that have been developed within the ALTER TOURS Project

This Certification Scheme for curriculum – developed frameworks and training materials contains principles and requirements for the assessment and certification of all frameworks and training materials developed within the project. All Training Materials and the Curriculum that have been developed within the ALTER TOURS Project can be certified as per the criteria of this scheme.

The certification scheme provides a full picture of the certification and the assessment methods. The main objective of this certification scheme is to ensure that:

- A. all learning outcomes mentioned in the curriculum / frameworks and training materials are being developed to the appropriate EQF level for the target groups and,
- B. all training materials are of the appropriate quality standard offering the necessary knowledge for the expected learning outcomes.

The present Certification Scheme has been developed as an outcome of the ALTER TOURS Project by Cyprus Certification Company (CCC) with the consultation of the other Consortium partners. This Scheme is the only binding document regarding the certification process of any training program that has been developed within the ALTER TOURS project.

2. TERMS AND DEFINITIONS

For the purpose of this document, the following terms and definitions apply.

Certificate

An official document, issued by an awarding body, which records the achievements of an individual following a standard assessment procedure.



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Certification (of knowledge, skills and competences)

The process of formally validating knowledge, know-how and/or skills and competences acquired by an individual, following a standard assessment procedure. Certificates or diplomas are issued by accredited awarding bodies.

Curriculum

A set of actions followed when setting up a training course: it includes defining training goals, content, methods (including assessment) and material, as well as arrangements for training teachers and trainers.

Knowledge

The outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, feelings, experiences, theories, and practices that is related to a field of work or study of a person.

Learning

Learning is a cumulative process where individuals gradually assimilate increasingly complex and abstract entities (concepts, categories, and patterns of behavior or models) and/or acquire skills and wider competences. This process takes place informally, for example through leisure activities, and in formal learning settings, which include the workplace.

Learning outcomes

Means statements of what a learner knows, understands and can do on completion of a learning process, which are defined in terms of knowledge, skills and competence.

Qualification





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A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual's learning has reached a specified standard of knowledge, skills, and wider competences. A qualification confers official recognition of value in the labor market and in further education and training. A qualification can be a legal entitlement to practice a trade.

Skills

The ability to apply knowledge and experience needed to perform a specific task or job and solve problems.

In the context of the European Qualifications Framework, skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments).

Module

Each of a set of independent units of study or training that can be combined in several ways to form a course.

3. NORMATIVE REFERENCES

- Learning Outcomes – all learning outcomes developed within the ALTER TOURS project.
- Assessment Report

4. SCOPE

This Certification Scheme describes the basic stages for the assessment process and subsequent certification of the curriculum and training materials.

The curriculum and all training materials have been developed within the ALTER TOURS Project can be certified as per the criteria of this Scheme.



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Specifically, the Scheme addresses the following:

- Assessment process including criteria for the nomination of the Assessment Committee members
- Certification process including for the nomination of the Certification Committee members

This is a onetime certification and will only be repeated in cases of any amendments in the context of the training curriculum and / or materials.

5. CONSORTIUM DESCRIPTION

ALTER TOURS consortium consists of the following members who are the relevant stakeholders and in our case are the ones responsible for the approval of the current certification scheme:

- Ecole Supérieure du Commerce Extérieur
- STRATEGIC OMNIA RESEARCH AND TECHNOLOGY DEVELOPMENT LTD
- INSTITUTE OF ENTREPRENEUR SHIP DEVELOPMENT
- Razvojna agencija Sotla
- KYPRIAKI ETAIREIA PISTOPOIISIS LIMITED
- ABAT BALKANIA

6. APPLICATION PROCESS

Members of the consortium that have undertaken the task of developing curriculum and training materials can request the assessment and certification of this, according to the Certification Scheme.

The process is initiated by the submission to the Certification Body of the following:

- Training curriculum,
- Training materials

All the above information must be presented in the agreed format and with the agreed specifications.

7. COMMITTEES

7.1. ASSESSMENT COMMITTEE

The Assessment Committee will evaluate the level of compliance of the submitted training curriculum and materials against the requirements of:

- the current Certification Scheme,
- the Learning outcomes agreed to be achieved within the project,

The Assessment Committee's members will be nominated by the Cyprus Certification Company (CCC) and its term will end with the completion of the ALTER TOURS project.

7.1.1. COMPOSITION OF THE ASSESSMENT COMMITTEE

The Assessment Committee will consist of a minimum of two members at any time, which as a team should meet the requirements of the assessor as described below.

CCC can nominate for the Assessment Committee anyone that fulfils the assessor's profile as described below:

- holds a degree / master's degree (at least at EQF Level 6) on environmental sciences or sustainability etc.
- holds a degree / master's degree or a certification (at least at EQF Level 5) on sustainability
- has expertise in developing training programs for adults, at least 3 years' experience,
- knowledge of the Certification Scheme,
- knowledge of the projects' Specification documents.

The two-member committee can hold any mixture of the above qualifications.

When deemed necessary, the Committee may use additional experts for the evaluation of specialized topics. The number of committee members may differ, but in no case, this will be less than two. The two-member committee can hold any mixture of the above qualifications.

7.2. CERTIFICATION COMMITTEE

The Certification Committee will validate the decision of the Assessment Committee.

The Certification Committee's members will be nominated by the Cyprus Certification Company (CCC) and its term will end with the completion of the ALTER TOURS project.

7.2.1. COMPOSITION OF THE CERTIFICATION COMMITTEE

CCC can nominate for the Certification Committee anyone that fulfils the profile as described below:

- Knowledge of the assessment and certification processes
- knowledge of the ALTER TOURS project,
- knowledge of the Certification Scheme,
- knowledge of Specification documents and guidelines that were given within the project.

Any person that has been involved in the development of the training curriculum and materials or is a member of the respective Assessment Committee cannot be nominated as a member of the Certification Committee.

When deemed necessary, the Committee may use additional experts for the evaluation of specialized topics.

7.3. IMPARTIALITY AND CONFIDENTIALITY

The impartiality of the Committees in terms of its evaluation and decision-making process must be always safeguarded through its composition.

The members of all Committee must adhere to the principles of confidentiality and to this end they must all sign a Confidentiality Agreement. A confidentiality declaration will be signed by all Committee members.

8. ASSESSMENT PROCESS

8.1. ASSESSMENT PROCESS FOR THE CURRICULUM

Responsible for the assessment and the certification of Curriculum is the Assessment Committee.



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The Curriculum / developed frameworks will be assessed against the agreed by the consortium learning outcomes for each Module, the EQF level and project's specification documents using the Curriculum Assessment Tool and each module will be assessed separately.

Learning outcomes will be assessed based on whether they have been documented correctly, that have been analyzed in terms of knowledge, skills, and competencies.

The results of the assessment process shall be documented in a formal report which will be forwarded to the consortium partners.

In the cases where the Assessment Committee identifies areas that do not comply satisfactorily with the requirements, then the partner responsible must re submit the additional information for further assessment until full compliance is achieved. Additionally, the Certification Committee may provide some suggestions for future improvements to the content.

8.2. ASSESSMENT PROCESS FOR TRAINING MATERIALS

Responsible for the assessment and the certification of training materials is the Assessment Committee.

The assessment of training materials will be based on the Frameworks containing all learning outcomes of each module, BLOOM'S TAXONOMY, all specification documents that have been developed and agreed within the Consortium and the current Certification Scheme.

The training materials will be assessed against the specification documents using the Training Material Assessment Tool and all comments will be documented on a formal report which will be forwarded to the consortium partners.

The results of the assessment process shall be documented in a formal report which will be forwarded to the consortium partners.





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In the cases where the assessment committee identifies areas that do not comply satisfactorily with the requirements, then the partner responsible must re-submit the additional information for further assessment until full compliance is achieved.

9. CERTIFICATION PROCESS

After the assessment process is complete, the Certification Committee will validate the mentioned and award one certificate for the curriculum and one certificate for ALTER TOURS training materials.

9.1. CERTIFICATE VALIDITY

The certificate that will be awarded for the frameworks and Training Materials will not have an expiry date and it will remain valid unless changes are made. In this case the procedure for the certification will take place again to include all revised documents and issue another certificate.

10. CHANGES TO CURRICULUM AND TRAINING MATERIALS

Changes to Curriculum and Training materials, either at the competences or at the context of each module, can be made by any partner Organization of the Consortium and approved by the coordinator of the Consortium. In the case there is a need for recertification, the coordinator will be responsible to re-submit the revised module(s) to CCC for re-assessment and re certification.

In case of major changes, all additional information must be resubmitted to the Certification Company for assessment and re certification