Rules and Process Steps for

Certification of ECQA Trainers

Content

Graz, December 2010

Checklist for Trainer Certification

ECQA Trainer Certification Rules	yes	no
ECQA Trainer Rule 1: The trainer can prove experience in the specific domain related to the job role/profession (for which he/she will do the training).	☐	☐
ECQA Trainer Rule 2: The trainer has run through the certification process and has reached a summary certificate[1] concerning the certain job role/profession.	☐	☐
ECQA Trainer Rule 3: The trainer has to been coached (or acting as a co-trainer for an already accredited trainer) at least once in the teaching of the learning elements of the skills card of the profession.	☐	☐
ECQA Trainer Rule 4: The trainer can prove former consulting, development or trainer experiences.	☐	☐

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[1] This summary certificate shows that he/she passed all elements from all units of the job role. The certificate will be sent after attending the training of trainers and after passing the exam.

Criteria for the Trainer Certification

1. Criteria 1: Required Competence Coverage

ECQA Trainer Rule 1: The trainer can prove experience in the specific domain related to the job role/profession (for which he/she is doing the training).

Explanation:

✓ A study at a university and 3 years work experience in the field **OR** no university study and 8 years work experience in the field

AND

✓ Industrial references (from companies) **OR** at least 2 publications

2. Criteria 2: Required Knowledge Background

ECQA Trainer Rule 2: The trainer has run through the certification process and reached a "summary certificate" concerning the certain job role/profession.

Explanation:

✓ The trainer has to go through the certification process (pass all elements of the skill card) and proving that he/she has the knowledge and can pass the exam.

✓ Developers of the job role/profession don´t have to do the exam and don´t need a summary certificate. Because of the development of the job role he/she has proved that he/she has the required knowledge background.

3. Criteria 3: Required Minimum Coaching

ECQA Trainer Rule 3: The trainer has to been coached (or acting as a co-trainer for an already ECQA certified trainer) at least once in the teaching of the learning elements of the skills card of the profession.

Explanation:

✓ An already ECQA certified trainer has to provide a positive reference.

4. Criteria 4: Required Experience Log

ECQA Trainer Rule 4: The trainer can prove former consulting, development or trainer experiences.

Explanation:

- ✓ A list of former teachings, courses, consulting or development has to be provided in the certification process. The trainer can prove that he/she held industrial or university courses, consulted projects or related development projects before.

- ✓ If in any of the below criteria a rating "poor" is done, this will be a failure criteria for the trainer acceptance.
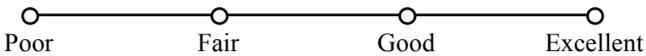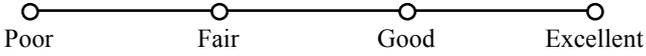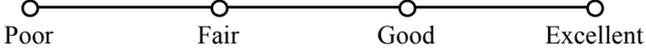
How would the trainer be rated in the following areas?

Proven former teaching, consulting or development in the field

Poor   Fair   Good   Excellent

Teachings, consulting or development are related to the skill card

Poor   Fair   Good   Excellent

Proven expertise in the field by publications or references

Poor   Fair   Good   Excellent

Table 1 : Qualitative Trainer Criteria