

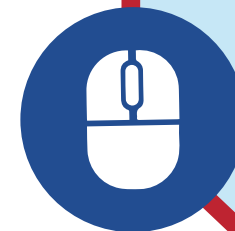
Validation of Formal, Non Formal and Informal Learning for Administration Personnel through Asynchronous Electronic Learning and Online Assessment

5th Newsletter, January 2025

The Project

e-EUPA – “Validation of Formal, Non Formal and Informal Learning for Administration Personnel through Asynchronous Electronic Learning and Online Assessment” aims to deliver state-of-the-art asynchronous e-learning for the development of the knowledge, skills and competences identified in the qualification framework developed by EUPA_NEXT, the project on which e-EUPA builds. It is a project co-funded by the European Union through the Erasmus+ programme.

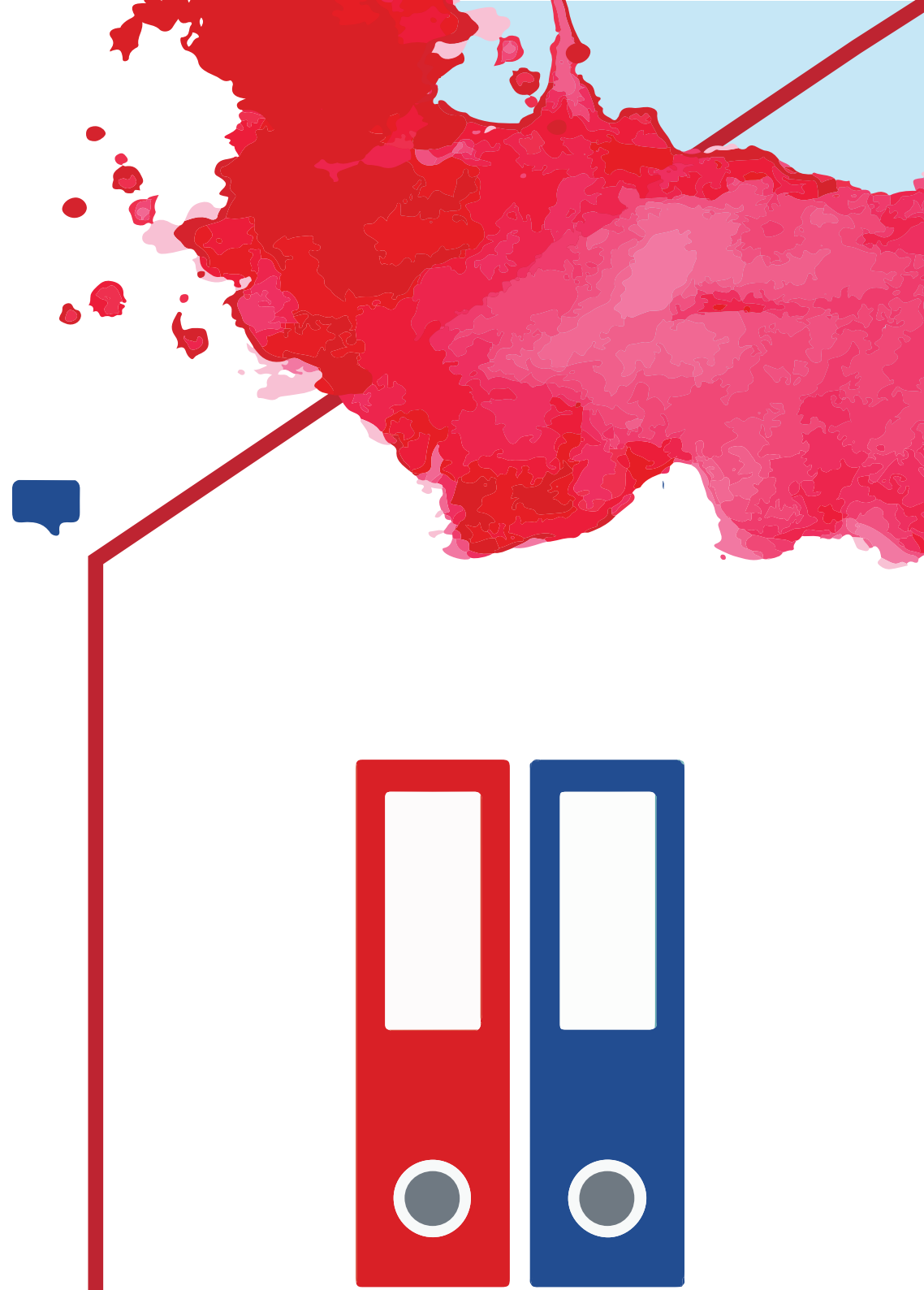
e-EUPA will provide an alternative method for learning and certification for administration personnel on four different EQF levels.



Objectives

The objectives of e-EUPA are the following:

1. To develop a methodology based on key success factors for the conversion of traditional classroom training materials into asynchronous e-learning;
2. To use this methodology to convert all the methodological tools of the previous EUPA projects (EUPA and EUPA_Next);
3. To develop state-of-the-art lectures that are not merely PowerPoints in PDF but streamed with the video recording of the trainers;
4. To develop a platform to get trained on different e-EUPA levels;
5. To develop online assessments certified with ISO17024 on four different levels for the learners that want to be certified on e-EUPA;
6. To train the trainers on the use of the asynchronous electronic learning method;
7. To sensitize the trainers on the importance of digitalization in education;
8. To support the VET providers in their internationalization, recognizing that asynchronous e-learning provides huge opportunities for international offerings in vocational training;
9. To provide the e-EUPA offering to commonly used languages of Europe, so as to ensure great impact of the project results.



Platform Development and Pilot Testing

A significant aspect of the E-EUPA project during the past few months was the pilot testing phase, which followed the adaptation and finalisation of the educational materials. The platform – developed in an asynchronous format – features a user-friendly online interface where all the educational materials are uploaded for self-paced learning.

The materials are structured across four EQF levels (Level 2,3,4 and 5), ensuring a tailored learning experience for the learners. These levels are further divided into 52 Units organised around 14 Work Areas, including among others, Administration, Communication and Marketing, Finance, ICT Skills, Team and Self-Management and Green Issues. The Units are accompanied by a series of Methodological Tools, designed to support asynchronous learning

The pilot testing phase involved two stages to assess the effectiveness of the learning materials and the overall functionality of the platform. During the first stage, learners from each consortium partner country participated, evaluating the platform through online questionnaires embedded at each level. The second stage expanded the pilot testing to learners across Europe, providing valuable feedback for further improvement and finalisation of the materials.



ISO17024 Certification

A key highlight of the project was the introduction of ISO17024 certification, offered free of charge to participants. This certification provided a valuable opportunity for administrative personnel to validate their skills and gain a competitive advantage in the job market. Learners who gained access to the asynchronous E-EUPA platform and its comprehensive educational materials were given the option to pursue this certification by successfully completing the E-EUPA exams. One exam was conducted for each of the four EQF levels (Levels 2, 3, 4, and 5) through the Cyprus Certification Company's (CCC's) platform, maintaining the flexibility and accessibility central to the project's learning approach.

The CCC – as the responsible certification body of the consortium – oversaw the entire examination and certification process, ensuring that the standards of ISO17024 were met. CCC's role included supervising the exams, maintaining a high level of integrity and credibility throughout the process.

The certification opportunity offered through the e-EUPA project was a pivotal aspect of initiative, empowering learners to validate their professional skills and enhance their career prospects. It was also one of the main highlights of the project's Final Conference, which was held in Nicosia on January 31st, 2025, marking the official completion of the e-EUPA project.

The inclusion of ISO17024 certification not only elevated the quality of the E-EUPA training program, but also reinforced its legacy of supporting continuous education and career advancements for administrative professionals.

Available courses



E-EUPA Final TPM in Nicosia, Cyprus

The Final Transnational Partner Meeting (TPM) was held in Nicosia, Cyprus in November 2024, bringing together all consortium partners to discuss the remaining tasks of the project, the ongoing pilot testing of the platform and the vital aspects necessary for the project's successful completion. The meeting played a critical role in allowing partners to address challenges, share feedback and finalise the steps needed to achieve the project's objectives. The TPM also reinforced the consortium's certification process, laying the groundwork for the successful conclusion celebrated at the Final Conference.

E-EUPA Final Conference

On January 31st, 2025, the E-EUPA project marked its successful conclusion with a Final Conference held at the Cleopatra Hotel in the heart of Nicosia, Cyprus. The event gathered 25 participants from diverse backgrounds, including educational professionals, certification experts, and administrative personnel, making it a significant occasion to celebrate the project's achievements and impact.

The primary aim of the Final Conference was to disseminate the results of the E-EUPA project, actively engage participants with the innovative E-EUPA Online Platform, and showcase the extensive educational materials developed throughout the project. Additionally, the conference provided a valuable opportunity to inform attendees about the ISO17024 certification that is available free of charge within the framework of the E-EUPA project, offering a significant advantage to those seeking to validate their professional skills.



The conference started with opening remarks and a warm welcome by Maria Xiari, Head of Social Integration and Educational Research at MMC Management Centre, who provided an overview of the project's objectives and achievements. Following this, Christos Tzamas, Senior Officer at the Cyprus Human Resource Development Authority (AnAD), presented the Administrative Personnel Framework developed by AnAD, highlighting its strategic alignment with the national workforce development goals.

The event continued with an insightful session led by Janet Armenakian, President of International Management Assistants Cyprus (IMA), who explored the changing role of administrative staff and the growing need for continuous professional development. She highlighted how the E-EUPA project addresses these challenges by offering a flexible and comprehensive learning platform designed to enhance the skills and competencies of administrative personnel.

Participants then engaged in an interactive exercise coordinated by Vasiliki Andrikopoulou, Head of Education and Development, and Maria Xiarri, focusing on discovering the core skills required for administrative roles. This exercise offered practical insights and fostered active participation, ensuring that attendees could relate the educational content to real-world professional scenarios.

Following this, Vasiliki Andrikopoulou delivered an engaging session on the advantages of asynchronous learning, emphasizing the flexibility, accessibility, and personalized learning experiences it provides. This was particularly relevant to the needs of administrative professionals who require adaptable training solutions to balance their demanding work schedules.

A key highlight of the conference was the presentation of the E-EUPA Project and the Asynchronous Online Learning Platform, delivered by Efrosyni Sava, European Programs Officer at MMC Management Centre. She provided a detailed demonstration of the platform's features, showcasing the extensive educational materials developed throughout the project. Participants had the opportunity to explore the platform, familiarize themselves with its user-friendly interface, and engage with the vast learning resources designed to enhance their professional skills.

The conference also featured an impactful presentation on the importance of skills certification and the availability of ISO/IEC 17024 certification within the context of the E-EUPA project. Kyriaki Kyriakou, Program Officer at the Cyprus Certification Company (CCC), explained the value of standardized certification for professional growth and career advancement.

The conference concluded with closing remarks and a summary of key takeaways, emphasizing the project's significant impact on bridging the skills gap for administrative personnel through innovative asynchronous learning solutions.



Visit the E-EUPA platform and gain access to a structured learning course designed for administrative professionals and don't miss out on a unique opportunity to get certified with ISO17024!

<https://elearn-eupa.projectsgallery.eu/>

Find more about the project through our website:

<https://e-eupa.projectsgallery.eu/>

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VOLKSHOCHSCHULE IM LANDKREIS CHAM EV – Germany
KYPRIAKI ETAIREIA PISTOPOIISIS LIMITED – Cyprus
RINOVA MÁLAGA SOCIEDAD LIMITADA UNIPERSONAL – Spain
UNIVERSITA' TELEMATICA INTERNAZIONALE UNINETTUNO - Italy



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