e-eupa

Certification for Administration Personnel

Validation of Formal, non-formal, and informal learning for administration personnel through asynchronous electronic learning and online assessment
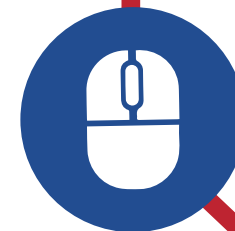
E-EUPA AT A GLANCE

Research demonstrates that the sector of office administration is a popular sector in the workforce, as well as an essential component of the corporate and business field. Considering this reality EUPA and EUPA_NEXT were successfully implemented in order to develop qualification frameworks for administrative personnel in four different EQF levels, training curricula and training materials (ISO certified) for all four EQF levels of administrative personnel, and assessment tools on the level of the unit certified with ISO17029. E-EUPA is the continuator of these successfully implemented projects which incorporates the concept of electronic learning, and especially asynchronous electronic learning. Asynchronous learning does not require real-time interaction; instead, content is available online for students to access whenever it best suits their schedules.

AIM

The aim of E-EUPA is to transform all EUPA_NEXT materials in a state-of-the-art material for asynchronous learning in the form of a platform which will be supporting learning through well-trained trainers.

E-Eupa aims to provide an alternative method for learning and certification for administration personnel in four different EQF levels.

MAIN OBJECTIVES OF THE PROJECT

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 projects (or to replace those that cannot be converted) into asynchronous e-learning.
3. To develop state of the art lectures that are not merely Power-Points in pdf but with the video recording of the trainers.
4. To develop a one stop shop platform for the learners who want to get trained in different EUPA levels.
5. To develop online assessments certificated with ISO17024 in four different levels for the learners that want to be certificated in EUPA. One assessment will exist for each unit, so once a learner achieves all the assessments of the units of the level, they will receive the certification for the level.
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 the commonly used languages of Europe so that we can ensure great impact of our results.
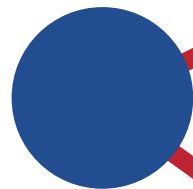
MAIN OUTPUTS

- A methodological framework for the conversion of training materials into asynchronous electronic learning.
- Two certification schemes.
  - Certification scheme for EUPA asynchronous learning materials.
  - Certification scheme for persons.
- A collection of updated EUPA materials for asynchronous electronic learning.
- Video recorded lectures for learning.
- A moodle-based E-EUPA platform for asynchronous electronic learning.
- E-EUPA online assessment tool.

MAIN ACTIVITIES OF THE PROJECT

- Workshop for exchange of ideas and brainstorming on the key success factors. This workshop will provide the opportunity for the initial stages of the methodological framework draft.
- Implementation of a learning activity with the trainers of the consortium for the partners to be familiarized and trained on the guidelines. This will provide an explanation for the asynchronous transformation.
- Workshop for brainstorming and comments by the consortium on the initial draft of the scheme.
- Workshop to review the structure of EUPA_NEXT in order to propose amendments for E-EUPA focused materials.
- A workshop for the review of the materials before their conversion into electronic form in order to be uploaded on the platform.
- Designing and applying the E-EUPA platform. Discussing the operation of the platform and pilot testing it through two different workshops.
- A learning activity of training of the trainers to use the E-EUPA platform and train them on the details of asynchronous electronic learning.
- First stage pilot testing with learners identified by the partners. Forty learners in each country of the consortium will pilot test the platform through all the levels (2,3,4,5).
- Second stage pilot testing with the promotion of the platform at a European level. This will occur through social media awareness campaigns. In total 20 users will use the platform.
- Pilot testing of the assessment tools with learners that have already participated in the previous round of piloting.

INNOVATION OF THE PROJECT

1. The project develops a methodological framework for the transformation of learning and methodological tools into an asynchronous electronic learning form.
2. It validates non-formal and informal learning through an ISO 17024 certification through asynchronous electronic learning and online assessment of it.
3. Materials are transformed and digitalized. For example, video lectures are replacing powerpoint presentations.

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