DiGREEN
GO FOR A GREEN BUSINESS

IO2 Result R11

Certification Scheme

The main task of IO2 was to develop a detailed Certification Scheme for two new certificates:

- the ECQA Certified European Green Entrepreneur, and
- the ECQA Certified Refugee Entrepreneurship Trainer - Green Economy.

The Certification Scheme includes certification of the skills cards, the trainers, training materials, self-assessment and exam questions, according to ECQA rules and procedures.

The core chapters of the Certification Scheme (Skills Cards and Certification Scheme for Candidates) have been translated into Bulgarian, French and German.

Content

1. Introduction

This report is a summary of the work done for Intellectual Output 2 (IO2). It represents Result R11 and comprises the entire certification process of two new European Job Roles and certificates:

1. ECQA Certified European Green Entrepreneur, and
2. ECQA Certified Refugee Entrepreneurship Trainer - Green Economy.

The report describes and explains:

•   the objectives of Intellectual Output IO2.

•   the complex certification process of all aspects of the new certificates:

    -   certification of the skills cards,
    -   certification of the trainers,
    -   certification of training materials,
    -   certification of self-assessment and exam questions.

•   the methodology used to achieve the goals of IO2.

•   the final outcomes and sustainability after the end of the project.

Intellectual Output 2 was led by ECQA GmbH.

2. Objectives

Intellectual Output 2 aimed to develop European certificates for green entrepreneurs who came to the EU as refugees, and for their trainers.

The outcome of the certification process was to be described in a detailed Certification Scheme (Result R11) for all stakeholders of the two new European certificates.

This Certification Scheme shall include certification of the skills cards, the trainers, training materials, self-assessment and exam questions, and, as a core chapter, a Certification Scheme for candidates to sit the oral and written exams to qualify as ECQA Certified European Green Entrepreneur, and ECQA Certified Refugee Entrepreneurship Trainer - Green Economy, according to ECQA rules and procedures.

Main objectives of IO2 were:

- to develop a certification scheme for two new certificates: 1) ECQA Certified European Green Entrepreneur, and 2) ECQA Certified Refugee Entrepreneurship Trainer - Green Economy.
- to provide project partners with a certification training and explain the complex ECQA certification process to all of them.
- to adapt the certification process to the specific needs and requirements of the Go4DiGreen project.
- to make sure that all Go4DiGreen partners follow the ECQA quality standards of certification.
- to prepare a Job Role Committee (JRC), to assure sustainability of the Go4DiGreen skill cards and exam questions after end of the project.
- to assure transferability of skills through the standardised certification methodology of ECQA, that fully comply with the European instruments EQF, ECTS and ECVET.

All objectives of IO2 have been achieved, and all related tasks for IO2 were done.

3. Methodology

IO2 was led by ECQA GmbH, and all project partners contributed their knowledge, experience and expertise in the field of digital and entrepreneurial competences, accessibility, refugee support, green economy and sustainability.

To make sure that all project partners understand certification of professionals and organisations, ECQA provided the project partners with an intense training about certification, at a very early stage of the project, in June and July 2021. The focus of the training was on ECQA certificates in the field of Green Economy and digitalisation.

ECQA explained the ECQA certification process to the project partners and trained them in applying the knowledge to the specific requirements of the Go4DiGreen certification. This was achieved through a practical online training in two parts, with break-out sessions where the participating partners were split into groups, in order to work on different aspects of the Go4DiGreen certification, see Annex 1.

At the end of the ECQA training, all Go4DiGREEN partners were able to:

- Understand certification in general and in the specific contexts of European Certification and Vocational Educational Training in the EU;
- Explain the difference between certification of persons and organisations;
- List the principles certification shall be governed by;
- Describe the scope and main processes of ECQA certification;
- Understand the various parts of the ECQA Certification Scheme.

The next step was to develop the skills card for the two certificates, based on the findings of IO1 (Focus Group interviews, feedback and input from stakeholders, Digital guidelines for vocational trainers to empower potential green entrepreneurs).

Those competences and levels were selected from the European Digital Competence Framework DigComp and from the European Entrepreneurship Competence Framework EntreComp that turned out to be most beneficial for the Go4DiGreen target groups.

Go4DiGreen target groups are recognised refugees of all ages and genders, as well as trainers and consultants in the field of entrepreneurship support, digitalisation and green economy.

The Go4DiGreen skill cards are described in Chapter 5 and annexed to this report in Annex 2 and Annex 3.

In IO3, learning materials for refugee entrepreneurs and their trainers were developed, with the findings of IO1 and IO2. All learning materials are following the quality standards and procedures of ECQA GmbH, and the Guidelines for Digital Accessibility developed by KOENA.

The ECQA certification process had to be adapted to the specific needs and requirements of the Go4DiGreen project:

- The focus of certification was moved from a full certificate to micro-certification. This was essential to face the reality that Go4DiGreen target groups turned out to be even more heterogenous in terms of level of education and digital literacy, as assumed. In addition, refugees supported by Go4DiGreen partners dropped out soon from trainings and courses. This is why the decision was made to split the comprehensive certification course into micro-certificates and smaller learning entities (training modules).

- The three skill units of Go4DiGreen were split into 15 training modules, for pedagogical reasons (to provide an encouraging learning experience), and to enable micro-certification.

4. Results

In the following chapters, the given IO2 Report describes and summarizes all relevant results of IO2, namely:

The ECCQ Certification Process:

1. ECQA Terminology
2. How ECQA certifies Go4DiGreen
3. ECQA Certification in 5 Steps

The ECQA Job Role Committee (JRC) as basis of Sustainability and Exploitation.

The Certification Scheme for Candidates who want to obtain a certificate, and become an ECQA Certified European Green Entrepreneur (or trainer).

The ECQA Certification Process

ECQA provides a world-wide unified certification scheme for new and emerging professions, job roles or job profiles. The same exam questions, exam procedures and rules, as well as the same electronic exam system (Bizexaminer) are used for certification exams in any participating country.

ECQA joins experts in the respective area and industry and supports the definition and development of the competences (knowledge, skills and attitudes) required for a new or emerging job role.

To assure the same level of quality world-wide, ECQA defines and verifies quality criteria for trainers, training organisations and training materials.

ECQA certifies, according to ECQA rules, procedures and quality guidelines:

- job roles (such as the new job roles 1) European Green Entrepreneur and 2) Refugee Entrepreneurship Trainer - Green Economy)
- persons (learners, experts, professionals),
- skill cards (skills and competences frameworks),
- training materials,
- trainers,
- training organisations,
- self-assessment questions,
- exam questions, and
- exam organisations.

The certification procedure offers modularity of certification, assuring also modularity of trainings all over the world. Only verified and approved organisations and individuals may become ECQA certified service providers, experts, trainers, etc.

The core of any ECQA Certificate is the so-called skill card. A skill card is the knowledge map of the skills units, learning elements and learning outcomes that define and standardise the qualifications of a specific profession or job role.

Skill cards are structured in Units (U), learning elements (LE) and learning outcomes (LO).

The skill cards of Go4DiGreen (see Annexes 2 and 3) are the core of the Go4DiGreen Certification, and the major outcomes of the Go4DiGreen project. The following table illustrates the ECQA the skill card structure, with the specific ECQA terminology:
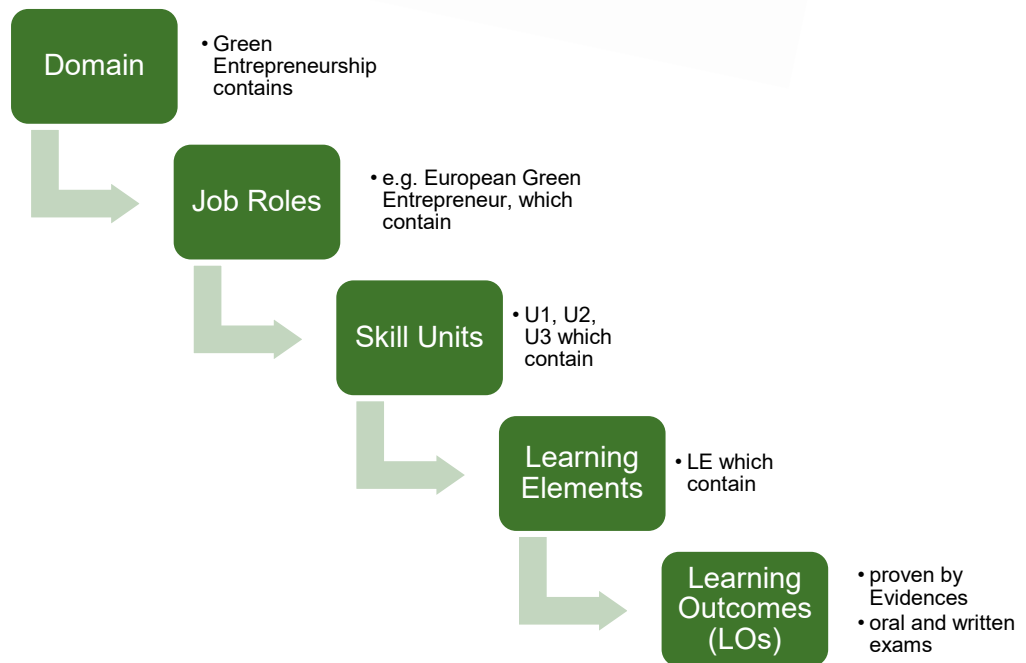
Table 1. ECQA structure of a Skill Card applied to Go4DiGreen

During 2021 and 2022, a new certification process of ECQA and ECQA GmbH has been designed. It has been applied to the Go4DiGreen certification and exploitation:

The ECQA certification of persons has 3 phases:

1. An exploration phase (with the definition of stakeholders and goals).

2. A development phase (with a Skill Card or Competence Card at the end).

3. A Roll-out (with a syllabus, trainings, exam questions, exams, and certificates).

Phases 1 and 2 are guided by the Non-Profit Organisation ECQA, phase 3 is performed by the limited company ECQA GmbH, where ECQA NPO holds 60% of shares.

The ECQA certification processes are annexed to this report in Annex 5.

For the Go4DiGreen project, this means that the Job roles 1) ECQA Certified European Green Entrepreneur, and 2) ECQA Certified Refugee Entrepreneurship Trainer - Green Economy will be embedded in the large Focus Groups Sustainability and Accessibility, where synergies with other JRCs of sustainability and accessibility professions can be reached, such as Applied Sustainability and Social Responsibility Professional, European Certification for Climate and Environmental Literacy, Smart City Professional, Digital Accessibility Mediator, Accessibility Manager, Easy-to-Read Validator and Facilitator, etc.

1. ECQA Terminology

The master thesis of Blanca Nájera about the specific terminology of ECQA, published in 2012, was one of the first documents ECQA explained and shared with the project partners. ECQA presented and discussed the most important and relevant concepts and terms (see Annex 4: ECQA Core Terminology) with the Go4DiGreen partners already at the kick-off meeting, and during the certification training (see annex 1: Certification Training)

2. How ECQA certifies Go4DiGreen

The ECQA certification process needs a good understanding of the concept of certification, and of certification steps and requirements in general. Certification is a complex topic often confusing or misunderstood.

This is why ECQA explained the ECQA certification process very early and many times to the Go4DiGreen project partners: at the kick-off-meeting, during the certification training in in June and July 2021 (see annex 1), and at Go4DiGreen online and face-to-face meetings.

A basic understanding of certification in general is needed, in order to understand the difference between general language.

For instance, a certificate of attendance is <u>not</u> a "real" certificate. In a professional understanding, and in specialised language, certification is always provided by an independent, third party (a certifying body), not by a training provider who offers a course with a certificate of attendance.

A certificate of attendance is just a confirmation that a person attended a course, not a confirmation that a person has certain skills and competences, as given in a real certificate issued by an independent third party.

The relevant Go4DiGreen certification topics, presented and discussed at meetings and during the certification training, were the following:

1. What is Certification?

2. How does ECQA certify job roles?

   - Certification in 5 steps

3. How to get certified by ECQA?

   - as professional
   - as trainer
   - as training and exam organisation

4. Who/What is ECQA?

   - Ways of working with ECQA
   - ECQA strategies for the future

The second part of the certification training was all about the concrete development of the Go4DiGreen Skill Card. The following topics were discusses:

   - How to design the Go4DiGreen Skill Card?

- The skills and competences of DigComp
- Which Digital Competences are/could be most important for green entrepreneurs? and their trainers?
- The skills and competences of EntreComp
- Which Entrepreneurial Competences are/could be most important for green entrepreneurs? and their their trainers?
- Pick the relevant skills and competences of DigComp and EntreComp

In these presentations and discussions, Dr. Gabriele Sauberer, MBA, President of the Non-Profit Organisation ECQA, explained all details around certification and the certificates issued by ECQA GmbH. ECQA NPO holds 60% of shares of the ECQA GmbH, who is project partner and the certification body of Go4DiGreen. All relevant details of the Go4DiGreen certification are summarized in the given report.

ECQA Certification is <u>independent third-party certification</u>.

ECQA is independent, because it does not act as a training body for Go4DiGreen or for any other job role. The independent certification body ECQA GmbH issues a statement (a certificate), that a person fulfilled specified requirements.

These requirements are specified in the Go4DiGreen skill cards (see Annex 2 and Annex 3), in Go4DiGreen documents, and in ECQA Guidelines.

ECQA Certification is governed by the following principles:

- Free and equal access for all applicants,
- Evaluation criteria are outlined in specified standards, it is in Go4DiGreen documents and in ECQA Guidelines,
- Scope of certification is restricted to the contents of the reference document, it is the skill card.

The processes of the ECQA are mapped onto the ISO 17024 international standard for the certification of persons, widely following the requirements of this standard.

Some of the ECQA processes and guidelines have been updated during 2021 and 2022. They are available as downloads on the new ECQA website (as of June 2023) at: http://www.jobcertification.eu/index.php/downloads.

ECQA described and explained all details about ECQA Certification, Processes, Standards and Guidelines in the following documents:

- ECQA Processes at ECQA and ECQA GmbH
- Job Role Committee (JRC) Agreement
- New: Focus Groups: Focus Groups Sustainability and Accessibility

These documents are described in chapters 4 and 5, and annexed to the given IO2 report (see Annexes 5-7).

The JRC Agreement (see annex xx) and other documents to be signed by project partners were updated and made available during and in particular at the end of the Go4DiGreen project.

3. ECQA Certification in 5 Steps

In general, the process of creating ECQA certificates for new and emerging job roles has the following five steps that were applied during the Go4DiGreen project and adapted to the sustainable exploitation of Go4DiGreen results at the end of the project:

In a **first step**, a Job Role Committee (JRC) is built and develops a skill card or competences portfolio or framework for a certain profession or job role. A Job Role Committee is an international working group with renowned experts and drivers of their industry, who signed an ECQA JRC agreement (see Chapter 4 and Annex 6) and maintain the skill card and exam questions pool on a regular basis (at least annually).

In the Go4DiGreen project, the JRC corresponds to the project consortium already built. The skill cards for

1. ECQA Certified European Green Entrepreneur (see Annex 2), and

2. ECQA Certified Refugee Entrepreneurship Trainer - Green Economy.

(see Annex 3)

was jointly developed by the Go4DiGreen partners in IO1 and IO2.

In a **second step**, the Job Role Committee develops one (1) self-assessment question and three to four (3-4) exam questions per learning outcome, following the rules and quality standards of ECQA. Ideally, this is done in parallel with step 5, see below. In the Go4DiGreen project, this was done for all Learning Elements (LOs) of the skill card, to provide written exams during and after the end of the project.

An example of multiple choice questions for the Go4DiGreen written exam is annexed to this report in Annex 8.

ECQA monitored the entire process, provided an Excel template for multiple choice questions, and performed quality evaluation and content reviews, to secure the chosen vocational levels (EQF 1-2).

Examples of multiple choice questions are given in Annex 8.

In a **third step**, multiple choice questions for self-assessment are provided online at the ECQA exam portal, free of charge, to get feedback from professionals and promote the new job role and certificate. In Go4DiGreen, self-assessment questions are included as "Quizzes" in the Online training course on the Go4DiGreen website https://go4-green-business.eu/:

Figure 1. Go4DiGreen self-assessment question on the Learning Platform

In a **<u>fourth step</u>**, a pool of exam questions (2-3 per Learning Outcome and different from the self-assessment questions) are created and made available online at the ECQA exam portal.

In Go4DiGreen, the project partners created 132 questions in total, for 3 Units and 15 training modules: The Go4DiGreen skills card is broken down into three Skill Units (Units U1, U2 and U3), and 15 Learning Elements (LEs), it is 5 LEs per Unit. For pedagogical reasons, the LEs were grouped onto 15 training modules, according to 3 parts of planning and realizing a green business. The 15 training modules contain 3-4 LEs. For each LE, there are 3 questions, see annex Annex 10.

Micro-certification is available for every training module (M01-M15) containing 1-4 LOs of the competences in section 2.2.1-2.2.3 of the Certification Scheme for Candidates. Micro-certification also is available for trainers (see Annex 11).

ECQA follows the Open University Approach: Exams are possible also without trainings, but practical requirements are to be defined by the JRC, such as, for example, one skill unit can be a project elaborated by the

examinee and presented to an ECQA Certified Assessor, or an interview before a committee.

In Go4DiGreen, the prerequisite for the admission to the examination is:

- the completion of a suitable training related to the contents according to section 2 to the extent of at least 10 ECVET/ECTS,
- or a minimum of 3 years of practical experience as a green entrepreneur (see Certification Scheme for Candidates (see Annex 10).

The evidence must be submitted by the candidate to the exam body prior to taking the examination.

In a **fifth step** that should be done in parallel with step 2, a set of training material is developed by the JRC, or existing training material is certified by ECQA GmbH.

In the Go4DiGreen project, the ideal process could be followed: Those partners who developed the training materials also developed the self-assessment (quiz) and exam questions.

The ECQA checklist for content review of the training materials could be applied to Go4DiGreen without major changes or adaptions, since one of the main accessibility criteria always has been followed, namely the Easy-to-Understand or plain language requirement: "The text is clear, simple and understandable".

Job Role Committee (JRC)

A Job Role Committee (JRC) is composed of representatives from the respective industry, academia and other stakeholders. In the past, any ECQA JRC had to comprise experts from at least three different countries, which stressed the European dimension of the job role and the JRC.

At present, JRCs are organised within and encouraged to work together in larger teams who represent Focus Groups (FGs), such as the FGs Sustainability and Accessibility in the case of Go4DiGreen. This is why JRCs do not need to be composed of at least three different countries any longer.

ECQA revised and updated its certification processes during 2021 and 2022, following a new strategy: Instead of having many different job roles that are focussed only on the particular skills necessary for their job role, ECQA and ECQA GmbH foster the creation of a large European skills and competences portfolio with Focus Groups who are sharing competences rather than skills.

An ECQA Focus Group (FG) is an international working group of distinguished experts and professionals who commit their work to safeguard the quality standards of ECQA. They work together in a cluster of job roles, e.g. in the cluster Accessibility, Innovation or Sustainability to maintain the skills cards and relevant stakeholders of these clusters.

FG members are individuals (often nominated by organisations) who are experts in the FG domain, with a high interest in European standardization.

They apply for membership in the FG by submitting their CV with a description of their motivation to join the FG. The FG votes by simple majority on their application.

ECQA JRCs and Focus Groups are key factors for the quality of an ECQA Certificate. If a job role belongs to a new or emerging profession where no or very heterogeneous training is available - which usually is the case with ECQA job roles - , the JRC also needs to apply for the certification of the job role.

This was <u>not</u> the case in the Go4DiGreen project, where the Go4DiGreen project consortium was funded by the European Commission to establish

the new job roles and certificates. This is enough proof of the relevance of an ECQA Job Role and the qualification of the JRC.

Within the Go4DiGreen project, the first JRC has been the entire project consortium that developed the skill card and the self-assessment (quiz) and exam questions.

ECQA presented and explained JRC agreements and Focus Groups to the Go4DiGreen partners, to prepare the establishment of the new JRC European Green Entrepreneur (and their trainers) within the Focus Groups Sustainability and Accessibility after the end of the Go4DiGreen project.

An example of a signed ECQA JRC Agreement for Go4DiGreen is annexed to this report in Annex 6.

The description of an ECQA Focus Group is annexed in Annex 7.

The JRC Agreement for Go4DiGreen

The Go4DiGreen Job Role Committee (JRC) Agreement should be signed by as many Go4DiGreen partners as possible, to secure the quality and sustainability of the new profile and the respective certification for European Green Entrepreneurs and their trainers.

However, for some project partners, such as the Bulgarian Council on Refugees and Migrants, the process of applying for the official signature of the council is difficult and time consuming. ECQA will reach out to this partner on a regular basis to follow-up the offer and discussions about official membership of the Bulgarian Council on Refugees and Migrants in the Focus Groups Sustainability and Accessibility.

The Go4DiGreen JRC Agreement is annexed to this report, see Annex 6.

The scope of the Go4DiGreen JRC Agreement is the collaboration between the Non-Profit Organisation ECQA, the European Certification and

Qualification Association, and a Job Role Committee (JRC) member within the Focus Groups (FGs) Sustainability and Accessibility.

The JRC agreement is a proof that ECQA has officially granted the member a position in the JRC ECQA Certified European Green Entrepreneur (and their trainer) within the Focus Groups Sustainability and Accessibility.

The role and duties of an ECQA Job Role Committee and Focus Group member, as well as the role and duties of ECQA NPO in a Focus Group are described in Annex 6 and Annex 7.

5. Summary of Go4DiGreen Certification

1. Go4DiGreen Skill cards

The Go4DiGreen target groups are recognised refugees of all ages and genders, who are considering opening a green business in the EU, as well as trainers and consultants in the field of entrepreneurship support, digitalisation and green economy.

The Go4DiGreen skill card for the job role European Green Entrepreneur (EGE) was developed by pre-selecting those competences and levels from the European Digital Competence Framework DigComp (21 competences, 8 levels) and from the European Entrepreneurship Competence Framework EntreComp (15 competences, also 8 levels) that seemed to be most beneficial for the Go4DiGreen target groups.

The pre-selection process was followed by interviews with Focus Group members, and their feedback and input to the draft skill card. The findings of this Design Thinking process in IO1 were included in the EGE Skill Card and in the Digital guidelines for vocational trainers to empower potential green entrepreneurs.

One Go4DiGreen Unit is taken from DigComp: Digital Skills for Green Business (Unit EGE.U1), because digital skills were the main focus of the Erasmus Call and of the Go4DiGreen Project. 5 Competence Areas correspond to 5 Learning Elements = 5 Training Modules:

Skill Unit 1	Go4DiGreen	DigComp
	5 Learning Elements = 5 MODULES	
U1 Digital Skills for Green Business	1. Finding and Managing Relevant Digital Content 2. Using Digital Technologies for Green Business 3. Creating Digital Content for Green Business 4. Protecting the environment, personal data and health 5. Solving digital problems	1. Competence area 1: information and data literacy 2. Competence area 2: communication and collaboration 3. Competence area 3: digital content creation 4. Competence area 4: safety 5. Competence area 5: problem solving

Two Go4DiGreen Units were taken from EntreComp: Business Skills for Green Business (EGE. U2), and Critical Skills for Green Entrepreneurs (EGE. U3). By critical skills, we understand those so-called "soft skills" or "personal skills" that are, in fact, critical success factors for those who think and act as (green) entrepreneurs.

The skills described in DigComp and EntreComp were summarized in 15 Learning Elements (LE, corresponding with "Modules"). These LEs are described in Learning Outcomes. (LOs).

The 5 chosen competence areas of DigComp correspond to 5 Learning Elements/Training Modules, see above.

The 3 chosen competence areas and 15 competences from EntreComp are included in 10 Learning Elements/Training Modules of Go4DiGreenUnit 2 and Unit 3:

Unit 2 (U2) with 5 Elements (E)

1.   U2.E1 Spotting opportunities & Creativity & Valuing ideas – Area 1 (Ideas and opportunities)

2.   U2.E2 Financial and economic literacy – Area 2 (Resources)

3.   U2.E3 Mobilising resources – Area 2 (Resources)

4.   U2.E4 Planning and management – Area 3 (Into Action)

5.   U2.E5 Learning through experience – Area 3 (Into Action)

Unit 3:

1.   U3.E1 Ethical and sustainable thinking & Vision – Area 1

2.   U3.E2 Motivation and perseverance – Area 2

3.   U3.E3 Mobilising others (Area 2) & Working with others (Area 3)

4.   U3.E4 Coping with uncertainty, ambiguity and risk (Area 3) & Self-awareness and self-efficacy (Area 2)

5.   U3.E5 Taking the initiative – Area 3 (Into Action)

Skill Unit (U)	Go4DiGreen	EntreComp
	Learning Elements 6-10	**Competence Areas**
U2 Business Skills for Green Business	6. Opportunities, creativity and ideas for Green Business 7. Financial and Economic Skills for Green Business 8. Mobilising resources for Green Businesses 9. Planning and Management for Green Business 10. Learning through Experience	6. Spotting opportunities & Creativity & Valuing ideas (Area 1: Ideas and opportunities) 7. Financial and economic literacy (Area 2: Resources) 8. Mobilising resources (Area 2: Resources) 9. Planning and Management (Area 3: Into Action) 10. Learning through Experience (Area 3: Into Action)
	Learning Elements 11-15	**Competence Areas**
U3 Critical Skills for Green Business	11. Ethical and sustainable thinking & Vision 12. Motivation and perseverance 13. Mobilising others and working with others 14. Coping with uncertainty, ambiguity and risk & Self-awareness and self-efficacy 15. Taking the initiative	11. Ethical and sustainable thinking (Area 1: Ideas and opportunities) 12. Motivation and perseverance (Area 2: Resources) 13. Mobilising others (Area 2: Resources) & working with others (Area 3: Into Action) 14. Coping with uncertainty, ambiguity and risk (Area 3: Into Action) & Self-awareness and self-efficacy (Area 2: Resources) 15. Taking the initiative (Area 3: Into Action)

After the certification training and various discussions with Focus Groups and project partners, it was decided to select only EQF Levels 1-2 for both trainees and trainers of European Green Entrepreneurship, to meet the needs of both target groups.

When the GreenComp reference framework for sustainability competences for all people, irrespective of their age and their education level, was published in 2022, the knowledge, skills and attitudes statements (Appendix 2 of GreenComp) were mapped onto the Go4DiGreen skills card for green entrepreneurs, to identify similarities and differences between DigComp, EntreComp and GreenComp.

The main finding of this mapping was that the basic sustainability competences for green entrepreneurs with a refugee background already were included in the Go4DiGreen skills card. There was no need to add or change competences.

2.   Go4DiGreen Certification Scheme for Candidates

The Go4DiGreen Certification Schemes for candidates specify the procedure how the competences of ECQA Certified European Green Entrepreneurs and their trainers is certified by ECQA GmbH. The object of certification is exclusively the competence of natural persons.

The certification is largely based on the principles of the International Standard ISO/IEC 17024:2012 Conformity assessment - General requirements for bodies certifying persons. This standard was last reviewed and confirmed in 2018. Therefore, version 17024:2012 is the current version.

The Certification Schemes for candidates contain 9 Chapters:

Contents

In Chapter 2 – Requirements for competence – the entire skill card for ECQA Certified European Green Entrepreneurs and their trainers is listed.

The skill cards for entrepreneurs and trainers are the same, because an ECQA Certified trainer must sit and successfully pass the same exam as their trainees.

Other than entrepreneurs, trainers need to be competent to train refugees who want to plan and realize a Green Business in Europe.

Therefore, the requirements for trainers differ from those of entrepreneurs when it comes to the requirements for the admission to the exam, and to some specific requirements concerning the oral and written examination:

For trainers, the prerequisite for admission to the examination is

- the completion of a suitable train-the-trainer training related to the contents according to section 2 to the extent of at least 1 ECVET/ECTS,
- <u>or</u> experience as a trainer of refugees in related fields.

For future green entrepreneurs, the prerequisite is

- the completion of a suitable training related to the contents according to section 2 to the extent of at least 10 ECVET/ECTS,
- <u>or</u> a minimum of 3 years of practical experience as a green entrepreneur

Accordingly, also the oral exam is different. Trainers will be ask on topics like:

• A question about EU Green Deal and green businesses.

• A question about practical experience with trainings of refugees.

• A question about 1 short video (3-4 minutes max.) recorded by the candidate about their motivation to become an ECQA Certified Trainer for Refugee Entrepreneurship - Green Economy.

Entrepreneurs will be asked about:

• A question about EU Green Deal

• A question about practical experience with green businesses in the EU.

• A question about 1 short video (3-4 minutes max.) recorded by the candidate about their motivation and business model for a Green Business.

Oral exams are a quality assuring element of the ECQA examination. To rely only on Multiple Choice tests would be inappropriate, in particular in times of ChatGPT and other Artificial Intelligence technologies.

The CertScheme for ECQA Certified European Entrepreneurs is annexed to this report in Annex 10, the CertScheme for trainers in Annex 11.

3. Go4DiGreen Certificates

In the Go4DiGreen project, three different types of certificates were issued:

1. **ECQA Trainer Certificates.** All Go4DiGreen partners except MGL were directly involved in the creation of training materials and developed multiple choice questions for self-assessment and exams.
They, therefore, could not sit the exam themselves, but received their ECQA trainer certificates for the new job role Refugee Entrepreneurship Trainer - Green Economy without examination.
However, they all tested the exam for some modules on the ECQA test system bizexaminer.
Their trainer certificates are a proof that they are professionals in this field, and enable them to act as a recognised and certified experts. Since they were directly involved in the creation of the Go4DiGreen Certification Scheme with certified skills cards for new job roles, certified training materials and exam questions, they qualified as the experts in green entrepreneurship trainings for refugees and migrants.

2. **ECQA Certificates for European Green Entrepreneurs**. **More than 100 persons** received an ECQA Micro-Certificate for one or two elements of the 15 Go4DiGreen Learning Elements. The skills cards for European Green Entrepreneurs and their trainers are broken down into 15 Learning Elements, see section 2.2.1-2.2.3 in the Certification Scheme for Candidates (see Annex 10). For pedagogical reasons, the Go4DiGreen Learning Elements are grouped onto 15 training modules, according to 3 parts of planning and realizing a green business. Micro-certification is available for every training module (M01-M15).

3. **Go4DiGreen Certificates of Attendance More than 70 persons received a Go4DiGreen training** for one or more of the 15 Go4DiGreen training

modules. These certificates were issued by ECQA GmbH, but signed by the Go4DiGreen trainer and sent to participants of the training by the training organisation, it is by the Go4DiGreen partner BLICK, Bulgarian Council on Refugees and Migrants, Koena, Project Phoenix and Syrian Youth.

Go4DiGreen could attract more than 170 participants of exams and trainings during the project period.

However, only micro-certificates and certificates of attendance were issued, since it was not possible for the target groups to do trainings and exams for the entire certificate, composed of 15 Learning Elements. ECQA offered all interested future green entrepreneurs and their trainers to complete the whole certificate, it is all 15 Learning Elements, to become an ECQA Certified European Green Entrepreneur or trainer **free of charge, if they register** within the project period.

If candidates register by **by 30th June** at the latest, they can prepare the missing learning elements step by step and complete the certification at their own pace within the next year.

Those candidates who only want to be certified for one or more modules for free, but not for the entire certification, can also do so until end of July.

Both online trainings and the exams can be taken in Arabic, Bulgarian, English, French and German.

For example, Go4DiGreen partner Koena scheduled the following exams, with great success:

- 19-06-2023, 12:00: 4 participants successfully passed Element 14 in French.
- 22-06-2023 10:00: 3 participants successfully passed Element 14 in French.
- 22-06-2023 16:00: 2 participants successfully passed Element 14 in French.

ECQA certificates are third-party certificates, issued by the independent certification body ECQA GmbH, for professionals who are working in various new and emerging job roles, such as European Green Entrepreneurship.

Their value is that not the training organisation, but an independent European certification body confirms that a person can professionally perform this job role, according to European standards.

4. Go4DiGreen Trainers

Go4DiGreen trainers are competent professionals in the field of digital skills, green economy and entrepreneurship for refugees and migrants, certified by ECQA GmbH.

The Go4DiGreen project partners are the first ECQA Certified trainers for the Job Role Trainer for Refugee Entrepreneurship - Green Economy.

They received their Trainer Certificates that are also called Developer Certificate. A Developer Certificate indicates that the certified person actively contributed to the development of the skill card, the training materials and the exam questions of a given job role, and therefore is not allowed to sit the exam as other trainers who did not design exam questions are obliged to do.

An example of a Go4DiGreen Trainer Certificate issued by ECQA is annexed to this report in Annex 12.

Professionals who want to become ECQA Certified Trainers for the Job Role "Refugee entrepreneurship trainer – green economy" need to follow the Rules and Process Steps for Certification of ECQA Trainers (see Annex 9).

Trainers must prove experience in the job role "Refugee entrepreneurship trainer – green economy". The work experience has to be documented by references from companies or organisations.

Required is also train-the-trainer trainings, and a minimum of coaching by an already ECQA certified Go4DiGreen trainer, with a positive feedback at the end of the coaching. A trainer candidate can also act as a co-trainer for an already ECQA certified trainer.

The trainer also needs to prove trainer experience or former consulting and development in the field of digital accessibility. A list of former teachings, courses, consulting or development has to be provided in the certification process. The trainer has to provide evidence that he or she has held industrial or university courses or performed consultancy or development projects in the field.

The certifying body ECQA GmbH has to approve or disapprove any trainer candidate. ECQA GmbH can ask Focus group members to evaluate trainer applications according to the standardised criteria.

A fail criteria is any evaluation with "poor" in the Pass/Fail criteria for ECQA Certified Trainers:

Proven former teaching, consulting or development in the field.	poor	fair	good	excellent
Teachings, consulting or development are related to the skill card.				
Proven expertise in the field by publications or references				

ECQA has standardised rules and process steps for the certification of trainers These rules are annexed to this report in annex 9.

5. Go4DiGreen Training Materials

ECQA Certified Accessible Training Materials

One of the challenges of Go4DiGreen was to make all training materials (PowerPoint presentations, Word training modules, learning videos) and the Learning Platform (https://go4-green-business.eu/) as much accessible as possible.

In this process, ECQA GmbH focussed on the harmonisation of the course design and the full coverage of the Go4DiGreen skill cards in the course, and monitored the production of the Open Educational Resources (OERs). All partners discussed and worked on proficiency levels and the quality standards for the course.

ECQA was responsible for the compliance of the training materials with ECQA standards and templates.

Go4DiGreen partner Koena, an accessibility expert, was responsible for the accessibility training of the entire project consortium, for the Accessibility Guidelines, and for the accessibility checks during the Go4DiGreen project.

Koena and ECQA GmbH worked together in a previous EU project, the Digital Accessibility project IMPACT (Inclusive Method based on the Perception of Accessibility and Compliance Testing), where ECQA and Koena made the template for ECQA Certified Training Materials fully accessible, by developing a Checklist for ECQA Certified Accessible Training Materials, see Annex 14. This checklist was used in Go4DiGreen.

All partners received an intense accessibility training, both for content creation and technical requirements of the learning platform.

6. Go4DiGreen Training Organisations

Only ECQA Certified training organisations are allowed to conduct ECQA Certified training courses with the logo of ECQA GmbH and the reference to a third party certificate.

The training materials of Go4DiGreen can be used, of course, by everybody who complies to the IPR and Creative Common Rights (see R16: Exploitation Plan). However, the ECQA logo and Certification Scheme for Candidates is copyright protected and shall not be used without prior authorisation by ECQA GmbH.

How to become an ECQA Certified Training Organisation?

The basic prerequisite to become an ECQA Certified Training Organisation is to already have at least one ECQA Certified Trainer for the respective job role, it is for the job role ECQA Certified Refugee Entrepreneurship Trainer - Green Economy. It can be an in-house trainer or an external trainer working for the training organisation.

Go4DiGreen project partners involved in the development of training materials and exam questions are the first trainers for the job role ECQA Certified Refugee Entrepreneurship Trainer - Green Economy, see Annex 13.

All training organisations, also universities, universities of applied sciences or Higher Education Institutions, wanting to become an ECQA Certified Training Organisation for one or several ECQA Certified Job Roles, need to formally apply and sign a contract with ECQA GmbH.

The application form contains a Declaration of Compliance with the Go4DiGreen skill card, certified by ECQA, and with the test systems used by ECQA GmbH.

The current test system Bizexaminer is an innovative Austrian product (https://www.bizexaminer.com/en/), and is widely used in various settings, such as in public organisations (police officers, universities, etc.)

or in internal and external testing and trainings, such as SAP and EBC*L qualification and certification: EBC*L is leader in the general business certification space in Europe, defining a new standard for foundational economic knowledge. For other case studies, please refer to: https://www.bizexaminer.com/en/case-studies/.

The declaration of Declaration of Compliance with the Go4DiGreen skill card and test systems is mandatory, and contains the following statement:

I hereby declare that our organisation will

- use and promote the test systems offered by ECQA,
- comply with ECQA Quality Standards and Rules,
- provide evidence of compliance in this application and in future audits by ECQA GmbH.

Training organisations need to provide ECQA GmbH with their general data, the signed declaration of compliance, and with the following data package:

- The Certificate of the ECQA Certified Trainer the organisation will use or assign;
- Evidence of Compliance with ECQA Quality Standards and Rules:
  - Rules and Process Steps for the Certification of ECQA Training Organisations (see Annex 15).
  - Rules and Process Steps for Certification of ECQA Trainers (see Annex 9).

Recertification

The ECQA certificate for Training Organisations is valid for 3 years provided that the conditions to maintain the certificate are met by the organisation.

To maintain the certificate, ECQA GmbH carries out surveillance audits. These audits are done every year, remotely via teleconference software or, if necessary, also on-site at the training organisation.

Based on the audit findings and conclusions of the ECQA Auditor, ECQA GmbH will decide on the issuance or maintenance of the certificate.

ECQA Auditors are formally trained auditors who have in-depth knowledge about ECQA Quality Standards and the Rules and Process Steps for the Certfication of ECQA Trainers and Training Organisations.

7. Go4DiGreen Exam Organisations

Only ECQA Certified exam organisations are allowed to conduct ECQA exams.

Go4DiGreen Exam Organisations hold examinations for the job roles ECQA Certified European Green Entrepreneur, and ECQA Certified Refugee Entrepreneurship Trainer - Green Economy are using the exam material and exam portal provided by ECQA GmbH. As of June 2023, this is the Austrian exam system Bizexaminer (https://www.bizexaminer.com/en/) that is described in the above chapter about Go4DiGreen Training Organisations

The ECQA Certified exam organisation performs certification activities strictly and exclusively according to ECQA rules.

The exam organisation has the right to perform other certification activities outside of ECQA Certification Schemes independently and without any obligation to ECQA.

All steps and requirements of the ECQA standards for the certification of exam organisations must be followed and met. They are described in the Agreement between ECQA GmbH and Exam organisation candidates.

This agreement is annexed to this report as Annex 16.

One of the most important requirements is the avoidance of any conflict of interest, according to ISO 17024:

The examiner must not be the trainer of a Go4DiGreen training for the examination candidates. Employees of the exam organisation are not allowed to perform Go4DiGreen trainings and be the examiner at the same time, to avoid any conflict of interest. Trainers would be interested that their trainees successfully pass the exam. Examiners must be impartial.

However, if the exam organisation has also a training department or enough staff, it is possible to act both as ECQA Certified Training Organisation and Exam Organisation, as long as different staff is used:

In this case, the exam organisation has to prove that examiners were not the trainers of examination candidates.

6. Exploitation and Sustainability

The Go4DiGreen Exploitation Plan (see result R16: Exploitation Plan) includes all details about how the results of Go4DiGreen will be used and further developed in the future, without EU fundind.

It also includes a chapter for all partner countries, about how partners will exploit the Go4DiGreen results:

- Internal in the organisation, in policies and procedures
- For target groups and clients, for services and educational offers
- Opportunities of further development

All partners plan to use and further develop the results of the Go4DiGreen project within their organisations and networks, and to include them in their own vocational training programs.

This will secure the financial resources necessary to continue to offer and update the training materials for refugees and their trainers, as well as the accessibility guidelines and Certification Scheme.

Please refer to the Go4DiGreen Exploitation Plan, Result R16.

Sustainability of the Go4DiGreen project is guaranteed by exploitation of its results, and by an ECQA key agreement, **the Job Role Committee (JRC) Agreement**. This agreement is described in Chapter 4 and annexed in Annex 6 of the given report.

Sustainability of Go4Digreen is also most likely due to the "hot topics" the project was about:

Sustainability, digital accessibility and inclusion have become mega-trends in our societies, in particular in the European Union.

Go4DiGreen combines all these trends: Sustainability is a core component of Go4DiGreen with the focus on green entrepreneurship. Digital accessibility could be reached as much as possible through project partner Koena, who developed the Accessibility Guidelines and the accessibility check of all training materials and the Go4DiGreen learning platform.

Digital accessibility is much more thank providing information and documents in electronic form. Digital accessibility is meant to enable all citizens and all people living in EU Members States to access information in the Internet, regardless of their abilities and disabilities.

We even have a European Standard about Digital Accessibility (EN 301 549) that is based on the global Web Content Accessibility Guidelines (WCAG) standards.

ECQA was and is involved in a series of accessibility projects, where new job roles and European certificates have been developed, for example:

ACT: Accessible Culture & Training (https://pagines.uab.cat/act/)

- ECQA Certified Accessibility Manager and
- ECQA Certified Accessibility Coordinator (Venue based)

IDE@: Implementing a Digital E-learning @lternative (http://idea.erasmus.ac-creteil.fr/)

- ECQA Certified Trainer in Inclusive Distance Learning

IMPACT: Inclusive Method based on the Perception of Accessibility and Compliance Testing (https://impact-access.eu/)

- ECQA Certified Digital Accessibility Mediator

LTA: LiveTextAccess (https://ltaproject.eu/)

- ECQA Certified Intralingual Real-Time Subtitler (Respeaker and Velotypist)

All these job roles, profiles and certificates build an accessibility cluster at ECQA, with the respective Focus Group (FG) Accessibility, see Chapter 4 and Annex 7.

The same applies to sustainability: ECQA GmbH was and is involved in a number of sustainability projects where project partners are interested in using and further developing Go4DiGreen results, see Go4DiGreen Exploitation Report, Result R16.

Since the Go4DiGreen certificate for European Green Entrepreneurs and their Trainers is embedded in the Focus Groups Sustainability and Accessibility, it will be discussed and updated on a regular basis by sustainability and accessibility experts who are members of ECQA Focus Groups.

ECQA explained Job Role Committee (JRC) and Focus Group agreements to the Go4DiGreen partners, and prepared the establishment of the new JRCs (ECQA Certified European Green Entrepreneur and ECQA Certified Refugee Entrepreneurship Trainer – Green Economy) within the Focus Groups Sustainability and Accessibility after the end of the Go4DiGreen project.

ECQA will encourage Go4DiGreen partners and partners from other sustainability and accessibility projects, where ECQA has been or currently is involved, to sign the JRC and FG Agreement.

An active JRC within the ECQA Focus Groups Sustainability and Accessibility will secure the quality and sustainability of the new profile and the respective certification for the Go4DiGreen certificates.

Why? Because JRC and FG members update relevant skills and competences on a regular basis, and review the goals and the business case for the Skills Card or CompCard. JRC members also continuously enlarge the network of the FG by inviting new FG members, see Annex 7.

All these activities and duties secure the sustainability of the certification.

7. Annexes

Annex 1: Certification Training (Result R8)

The ECQA Certification Training for all Go4DiGreen project partners took place in two parts in June and July 2021. The first part was held on 22nd June 2021, online from 09:00 to 12:30:

Agenda

- 09:00: Introduction and Breakout -Sessions
- 09:30: Third Party Certification vs First and Second Party Certification
- 10:00: Breakout-Sessions
- *10:45: Coffee Break*
- 11:00: What and How does ECQA Certify?
- 11:30: Breakout-Sessions
- 12:15: Feedback and Closing

In three breakout sessions, project partners discussed key questions of the Go4DiGreen certification:

| What do I understand by Certification? |
| Which certificates do I have – and what for? |
| What do we want to achieve with our certificates? |
| How do I argue the value of our certificates?

to focus group members?
to trainers/consultants?
to the public at large? |

The second part of the training was performed on 8 July 2021, again online, and from 09:00 to 12:12:

Agenda

09:00: Introduction and Breakout-Sessions: How to design the Go4DiGreen Skill Card?

09:30: The skills and competences of DigComp – Introduction and Breakout-Session: Which Digital Competences are/could be most important for green entrepreneurs? and for their trainers?

10:15: Coffee Break

10:30: The skills and competences of EntreComp – Introduction and Breakout-Session: Which Entrepreneurial Competences are/could be most important for green entrepreneurs? and for their trainers?

11:15: Pick the relevant skills and competences of DigComp and EntreComp

Breakout: 30 min

Plenary Summaries: 15 min

12:15: Feedback and Closing

Annex 2: Skill Card ECQA Certified Green Entrepreneur

This skill card describes the competences needed to plan and realise a Green Business in Europe. The skill card is the basis of certification, by providing a standardized format for the evaluation of an individual's qualifications. It also enables project stakeholders to identify experts in specific areas of Green Business in Europe.

Meaning of the abbreviations:

U = Skill Unit   E = Learning Element   L = Learning Outcome

EGE.U1 Digital Skills for Green Business

This unit consists of 5 elements:

1) EGE.U1.E1 - Finding and Managing Relevant Digital Content

This element is about searching, evaluating, and managing relevant information, data, and digital content. It has 3 Learning Outcomes (LOs):

EGE.U1.E1.LO1:

The learner can find relevant data, information, and digital content and explain how to access them.

EGE.U1.E1.LO2:

The learner can detect the credibility and reliability of data, information, and their digital content.

EGE.U1.E1.LO3:

The learner can organize information, data, and content to be easily stored and retrieved.

2) EGE.U1.E2: Using Digital Technologies for Green Business

This element is about choosing the appropriate and accessible digital tools. It has 3 Learning Outcomes (LOs):

EGE.U1.E2.LO1:

The learner can select digital technologies to interact with people, and to share data, information, and digital content in an accessible way.

EGE.U1.E2.LO2

The learner can choose appropriate and accessible digital tools and technologies for collaborative processes and describe cultural and generational diversity aspects to consider in digital environments.

EGE.U1.E2.LO3

The learner can identify a digital identity and describe how to protect reputation online.

3) **EGE.U1.E3: Creating Digital Content for Green Business**

This element is about creating accessible digital content for green businesses and about copyright issues. It has 3 Learning Outcomes (LOs):

EGE.U1.E3.LO1

The learner can indicate ways to edit and create accessible green content in different formats.

EGE.U1.E3.LO2

The learner can discuss ways to improve and integrate new content and information to create new and accessible green content.

EGE.U1.E3.LO3

The learner can identify rules of copyright and licenses that apply to data, digital information, and content.

4) **EGE.U1.E4: Protecting the environment, personal data, and health**

This element is about protecting people and the environment. It has 3 Learning Outcomes (LOs):

EGE.U1.E4.LO1

The learner can discuss ways to protect the environment from the impact of digital technologies and their use.

EGE.U1.E4.LO2

The learner can select simple ways to protect personal data, devices, and digital content.

EGE.U1.E4.LO3

The learner can different ways to avoid health risks while using digital technologies and to identify digital technologies for social well-being and social inclusion.

5) EGE.U1.E5: Solving digital problems

This element is about needs and creative solutions for digital problems. It has 3 Learning Outcomes (LOs):

EGE.U1.E5.LO1

The learner can identify people's needs, and choose simple ways to customize digital environments to these needs.

EGE.U1.E5.LO2

The learner can identify simple digital tools to create green knowledge and innovation.

EGE.U1.E5.LO3

The learner can recognize where own digital competence needs to be improved or updated.

EGE.U2 Business Skills for Green Business

This unit consists of 5 elements:

1) **EGE.U2.E1: Opportunities, creativity and Ideas for Green Business**

This element is about spotting opportunities, using creativity and valuing ideas in Green Business. It has 3 Learning Outcomes (LOs):

EGE.U2.E1.LO1

The learner can use own imagination and abilities to identify opportunities for creating value.

EGE.U2.E1.LO2

The learner can develop creative and purposeful ideas.

EGE.U2.E1.LO3

The learner can find examples of making the most of ideas and opportunities.

2) **EGE.U2.E2: Financial and Economic Skills for Green Business**

This element is about basic concepts in finance, economy, budget, funding and taxes. It has 3 Learning Outcomes (LOs):

EGE.U2.E2.LO1

The learner understands financial and economic concepts.

EGE.U2.E2.LO2

The learner can draw up a budget for a green activity, and find funding.

EGE.U2.E2.LO3

The learner can estimate the main tax obligations for green businesses.

3) **EGE.U2.E3: Mobilising resources for Green Businesses**

This element is about how to get and manage the resources needed for green business. It has 3 Learning Outcomes (LOs):

EGE.U2.E3.LO1

The learner can describe how resources last longer through reuse, repair and recycling.

EGE.U2.E3.LO2

The learner can discuss the principles of circular economy and resource efficiency.

EGE.U2.E3.LO3

The learner can identify sources of help and support for Green Business.

4) EGE.U2.E4: Planning and Management for Green

This element is about goals, sustainable business plans and monitoring progress of Green Businesses. It has 3 Learning Outcomes (LOs):

EGE.U2.E4.LO1

The learner can create an action plan with necessary steps to achieve goals.

EGE.U2.E4.LO2

The learner can develop a business model and define key elements of a business plan for Green Businesses.

EGE.U2.E4.LO3

The learner can monitor whether a task is going to plan, and can change plans.

5) EGE.U2.E5: Learning through Experience

This element is about reflecting and learning to learn from experience. It has 3 Learning Outcomes (LOs):

EGE.U2.E5.LO1

The learner can provide examples of temporary failures that have led to valuable achievements.

EGE.U2.E5.LO2

The learner can reflect on failures, identify their causes and learn from them.

EGE.U2.E5.LO3

The learner can filter the feedback provided by others and keep the good from it.

EGE.U3 Critical Skills for Green Business

This unit consists of 5 elements:

1) EGE.U3.E1: Ethical and sustainable thinking

This element is about ethical behavior, sustainable thinking, assessing impact and working towards a green vision. It has 3 Learning Outcomes (LOs):

EGE.U3.E1.LO1

The learner can apply ethical thinking to consumption and production processes.

EGE.U3.E1.LO2

The learner can assess the consequences and impact of ethical and sustainable ideas, opportunities, and actions.

EGE.U3.E1.LO3

The learner can work towards own green vision of the future.

2) EGE.U3.E2: Motivation and perseverance

This element is about staying focused, determined and resilient. It has 3 Learning Outcomes (LOs):

EGE.U3.E2.LO1

The learner can can anticipate the feeling of achieving goals.

EGE.U3.E2.LO2

The learner is determined and perseveres when trying to achieve goals.

EGE.U3.E2.LO3

The learner can overcome adverse circumstances related to Green Business, and can maintain effort and interest, despite setbacks.

3) EGE.U3.E3: Mobilising and Working with Others

This element is about understanding and inspiring others, and about valuing diversity of people and ideas. It has 3 Learning Outcomes (LOs):

EGE.U3.E3.LO1

The learner can persuade others by providing evidence for their arguments.

EGE.U3.E3.LO2

The learner can communicate ideas clearly to others.

EGE.U3.E3.LO3

The learner can show empathy towards others, listen actively, and value diversity as a possible source of ideas and opportunities.

4) EGE.U3.E4: Coping with Uncertainty, Ambiguity, and Risk

This element is about coping with uncertainty, ambiguity, and risk, and about believing in yourself as Green Entrepreneur. It has 3 Learning Outcomes (LOs):

EGE.U3.E4.LO1

The learner can discuss the roles that information and knowledge play in reducing uncertainty, ambiguity, and risk.

EGE.U3.E4.LO2

The learner can tell the difference between acceptable and unacceptable risks.

EGE.U3.E4.LO3

The learner can show empathy towards others, listen actively, and value diversity as a possible source of ideas and opportunities.

5) EGE.U3.E5: Taking the Initiative

This element is about taking responsibility, working independently, and taking action. It has 3 Learning Outcomes (LOs):

EGE.U3.E5.LO1

The learner can take individual and group responsibility in Green Business activities.

EGE.U3.E5.LO2

The learner can work independently in Green Business activities.

EGE.U3.E5.LO3

The learner can actively face challenges, solve problems, and seize opportunities to create value in Green Businesses.

Annex 3: Skill card ECQA Certified Trainer for Refugee Entrepreneurs – Green Economy

The skill card for trainers is the same as for green entrepreneurs (see Annex 2): All trainers are required to have the same European green entrepreneurship competences as their trainees. Trainers also need to successfully pass the same written exam as their trainees, see CertScheme for Trainers in Annex 11.

The skill card for trainers describes the competences needed to plan and realise a Green Business in Europe.

The skill card is the basis of trainer certification, by providing a standardized format for the evaluation of an individual's qualifications.

It also enables project stakeholders to identify trainers in specific areas of Green Business in Europe.

Annex 4: ECQA Core Terminology

EXAM ORGANISATION: institution or entity entitled to organize exams for certain professions or job roles, and to issue certificates to participants on behalf of the ECQA (ECQA, Nájera 2012).

FG: See Focus Group.

FOCUS GROUP (FG): Associate members of the Non-Profit Association ECQA who commit their work to maintain the skill card and exam questions for specific profes-sions or job roles in annual releases. An ECQA FG consists of a number of experts in a given profession, who initiate, develop and frequently revise job roles within the ECQA training and certification scheme.

JOB ROLE: Professional activity or profession, with a set of specific skills and compe-tences required for a state-of-the-art performance (ECQA, Nájera 2012).

JOB ROLE COMMITTEE (JRC): See Focus Group.

JRC: See Job Role Committee.

LEARNING ELEMENT: each part of a skill unit for a skill card that provides structure and content to define and assess the knowledge for a job role (ECQA, Nájera 2012).

LEARNING OUTCOMES: 'statements of what a learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and competence.' (source: European Qualifications Framework – EQF 2008). ECQA used to call them Performance Criteria until 2015.

MODULE: see Skill Unit.

PERFORMANCE CRITERIA: see Learning Outcomes.

SKILL: 'the ability to apply knowledge and use know-how to complete tasks and solve problems.' (source: European Qualifications Framework - EQF 2008)

SKILL CARD: In vocational context, knowledge map of the skill units, learning ele-ments and learning outcomes that define and standardize the required state-of-art qualifications of a specific profession. Skill cards are structured in units (called modules in academic curricula) learning elements (called units in academic curricu-la) and learning outcomes.

SKILL DESCRIPTION: ECQA has the following standard for skills description:

A DOMAIN contains

    JOB ROLES, which contain

        UNITS, which contain

            ELEMENTS, which contain

                LEARNING OUTCOMES, which must be proven by

                    EVIDENCES (exams)

SKILL UNIT: biggest component of a curriculum, also called Module (at Universities) and Unit in vocational training (European Commission, 2011). In Go4DiGreen a Unit (U) structures the skills of a Digital Accessibility Mediator into four main components (Units 1,2,3 and 4).

TRAINING ORGANISATION: entity that provides courses and trainings for one or more ECQA certified job roles, and has been officially certified by ECQA, after suc-cessful evaluation and certification, having proved to work according to ECQA re-quirements and quality criteria for Training Organisations.

Annex 5: Certification Processes at ECQA and ECQA GmbH

Certification of persons

The certification of persons has 3 phases:

1. An exploration phase (with the definition of stakeholders and goals)
2. A development phase (with a Competence Card at the end)
3. A Roll-out (with a syllabus, trainings, exam questions, exams and certificates)

ECQA® NPO organizes and is responsible for the exploration and development phase, ECQA® GmbH – or any other qualified certifying body – for the roll out.

The ECQA® process is transparent, easy, and fast – and open to all interested parties: At the beginning and at the end of the process, stakeholders are invited to provide feedback and comments, and to work in the respective Focus Group.

Start: The process starts when an individual or a group of people (physical or juridical persons) contact ECQA® with the aim to describe, harmonize or certify the competences (knowledge, skills and attitudes) of a profession or job role.

There must be an intrinsic interest of an individual or a group (consisting of at least 2 persons) in the development of a Competence Card (CompCard) or a Skills Card.

- A Competence Card (CompCard) includes the knowledge, skills and professional attitude of a given profession or job role.
- A Skills Card includes the knowledge and skills of a given profession or job role.

Exploration Phase: In the exploration phase (2 months), a Focus Group is established, and builds stakeholders, goals and a canvas (Business Plan).

An ECQA® Focus Group (FG) is an international working group of distinguished experts and professionals who commit their work to safeguard the quality standards of ECQA®. They work together in a cluster of job roles, e.g. in the cluster »Accessibility«, »Innovation« or »Sustainability« to maintain the skills cards and relevant stakeholders of these clusters.

FG members are individuals (often nominated by organisations) who are experts in the FG domain, with a high interest in European standardization. They apply for membership in the FG by submitting their CV with a description of their motivation to join the FG. The FG votes by simple majority on their application. Members of a FG should represent the given industry, come from companies, NPOs, associations, universities, training providers, etc.

If the FG is able to submit a list of at least 189 stakeholders (7 stakeholders in each of the 27 EU member states), to prove the European dimension of the CompCard, and to deliver a template with goals and the business case for the CompCard within 2 months, the development phase starts. Otherwise, the FG is cancelled.

Development Phase: In the development phase (4 months), the FG invites stakeholders to work on the CompCard: Relevant competences (knowledge, skills and attitudes) of the given profession or job role are described by the FG members in English.

FG members communicate via the ECQA® platform.

If the CompCard is accepted by the FG, it will be published at the ECQA® platform. Otherwise, the CompCard will be canceled, but the FG remains.

Every two years, ECQA® NPO asks the FG to review the CompCard and decide:

1. Amendments?
2. Remain unchanged?
3. Withdrawal?

When the CompCard is published, the roll-out phase can start, with ECQA®
GmbH or any other qualified certification body.

Roll-out: The FG develops a syllabus, trainings, exams and certificates. This
phase is managed by ECQA® GmbH or any other qualified certifying body.

Steps to develop an ECQA CompCard and Certificate

invites stakeholders to work on the CompCard: Relevant competences
(knowledge, skills and attitudes) of the given profession or job role are
described by the FG members in English.

Build Focus Group (FG)
- Submit a list of 7 stakeholder in every EU member state
- Describe the goals and business case for your CompCard
- Present your FG, documents and findings within 2 months

Develop CompCard
- Invite stakeholders from the list
- Communicate with FG via the ECQA platform
- Describe relevant competences in English
- Agree on and publish your CompCard within 4 months

Establish Certification
- Write a syllabus
- Develop or match training materials
- Agree on relevant exam questions
- Start certification with ECQA® GmbH or any other qualified certification body

CompCards and Skills cards will be managed and checked by ECQA® NPO.

Syllabus, training materials, exam questions, exams, certification and
recertification will be managed and done by ECQA® GmbH.

Annex 6: Job Role Committee Agreement for Go4DiGreen

Agreement on Job Role Committee Membership

Focus Groups **Sustainability** and **Accessibility**

1. Scope of the Agreement

The scope of this agreement refers to the collaboration between the European Certification and Qualification Association (ECQA®) NPO and a Job Role Committee (JRC) member within the Focus Groups (FGs) Sustainability and Accessibility.

The agreement is a proof that ECQA® has officially granted the member a position in the JRC(s):

- *ECQA® Certified European Green Entrepreneur, and*
- *ECQA Certified Refugee Entrepreneurship Trainer – Green Economy.*

within the Focus Groups Sustainability and Accessibility

2. The Role and Duties of an ECQA® Job Role Committee and Focus Group member

1. All job role committee and focus group members are associated members of the ECQA® Association (NPO).

   They apply for ECQA® associate membership and for membership in the FG by providing information about their role in the Go4DiGreen project, and their motiviation to join the FGs. All memberships are free of charge.

   The FG votes by simple majority on their application.

Members of a FG should represent the given industry, come from companies, NPOs, associations, universities, training providers, etc.

FG members are committed to support the goals of the FG. They:

- discuss and drive the trends and developments within the skills and competences relevant for the Focus Group.

- shape and group skills and competences to job roles or professions that characterize the labor market.

- update relevant skills and competences on a regular basis.

- enlarge the network of the FG by inviting new FG members.

- contribute to and maintain a list of FG and JRC stakeholders in each of the 27 EU member states, to prove the European dimension of the skills and competences.

- discuss and review the goals and the business case for the Skills Card or CompCard.

- promote the activities and achievements of the FG.

2. FG members participate at least twice a year in a FG meeting, taking place virtually and/or faceto-face at the ECQA® Days (ECQA® annual meetings or conferences). 3. JRC members meet at least twice a year with other JRC members to discuss JRC related tasks. Every two years, JRC reviews the Skills Card or CompCard and agrees on updates, amendments or withdrawal. The JRC meetings can take place virtually using teleconference and web-based teamwork systems.

3. The JRC member fully commits to using and promoting the defined set of skills and competences of the ECQA® JRC and FG.

4. The JRC member keeps all communication and data exchanged with ECQA® and the JRC confidential.

3. The Role and Duties of ECQA® NPO in a Focus Group

1. ECQA® NPO supports JRC and FG members with a web-based teamwork environment (ECQA® Platform) so that JRCs can exchange information on the set of skills and competences (skills cards or CompCards).

2. ECQA® NPO ensures that information about FG stakeholders and actual sets of skills and competences are available to all JRC members.

3. ECQA® NPO manages the annual updates of the sets of skills and competences in cooperation with the certification and technology partner ECQA® GmbH. ECQA® NPO holds 60% of the shares of ECQA® GmbH.

4. Every two years, ECQA® NPO asks the FG to review the Skills Card or CompCard and decide: 1) Amendments? 2) Remain unchanged? 3) Withdrawal?

5. ECQA® NPO keeps all communication with JRC and FG members confidential.

4. Liability

1. Each contracting party shall release the other from any civil liability in respect of damages resulting from the performance of this agreement, suffered by itself or by its personnel, to the extent that these damages are not due to the serious or intentional negligence of the other party or its personnel.

2. If ECQA®s registered, protected name or logo or has intentionally been misused by a JRC and FG member, ECQA® will take any necessary legal action to re-establish its reputation.

5. Changes / Duration

1. Changes to the agreement require a written form, purely verbal agreements cannot be accepted.

2. The agreement is valid from the date of signature to end of the year. The JRC and FG membership is prolonged automatically for one year unless the JRC and FG member sends a written authorized request for termination of membership.

6. Cancellation

1. ECQA® may cancel the agreement in case the JRC and FG member does not work according to the agreement. The Executive Board of ECQA® decides about termination of agreement.

2. The agreement can be cancelled at any time from either side with a 3 months notice. A cancellation requires a written form.

7. Law

1. Austrian law applies.

2. The law court of Vienna, Austria, applies.

We hereby agree to all clauses of the ECQA® Job Role Committee Membership Agreement / Role and Duties of an ECQA® Job Role Committee and Focus Group member

for the Job Role Committee:

- *ECQA® Certified European Green Entrepreneur, and*
- *ECQA Certified Refugee Entrepreneurship Trainer – Green Economy.*

Organization

Short Name	Project Phoenix
Organization	Project Phoenix

Address:	
Street + Nr.	**Sparrenlaan 14**
Post Code/City	**2930 Brasschaat**
Country	**Belgium**
Phone	**+31642926744** Mobile
Website	**www.project-phoenix.eu**

Contact Person

	Legal representative	Expert
Title		
First Name	Michael	
Surname	Goecken	
Gender	☐ Female ☒ Male ☐ Other	☐ Female ☐ Male ☐ Other
E-mail	michael@project-phoenix.eu	
Street + Nr.	Sparrenlaan 14	
Post Code	2930	
City	Brasschaat	
Country	Belgium	
Phone	**+31642926744** Mobile	

Date: 23/06/2023   Date:

_____   _____

Michael Goecken   Gabriele Sauberer, PhD, MBA
Executive Director Project Phoenix   President of ECQA® NPO

Annex 7: ECQA Focus Groups Sustainability and Accessibility

Description of ECQA® Focus Groups

1. What is an ECQA Focus Group ?

An ECQA® Focus Group (FG) is an international working group of distinguished experts and professionals who commit their work to safeguard the quality standards of ECQA®. They work together in a cluster of job roles, e.g. in the cluster »Accessibility«, »Innovation« or »Sustainability« to maintain the skills cards and relevant stakeholders of these clusters.

FG members are individuals (often nominated by organizations) who are experts in the FG domain, with a high interest in European standardization.

They apply for membership in the FG by submitting their CV with a description of their motivation to join the FG. The FG votes by simple majority on their application.

2. The role and duties of an ECQA® Focus Group member

1. All job role committee and focus group members are associated members of the ECQA® Association (NPO). They apply for ECQA® associate membership (free of charge), and for membership in the FG by submitting their CV with a description of their motivation to join the FG.

    Members of a FG should represent the given industry, come from companies, NPOs, associations, universities, training providers, etc. FG members are committed to support the goals of the FG. They:

    - o discuss and drive the trends and developments within the skills and competences relevant for the Focus Group.
    - o shape and group skills and competences to job roles or professions that characterize the labor market.
    - o update relevant skills and competences on a regular basis.

- o enlarge the network of the FG by inviting new FG members.
- o contribute to and maintain a list of FG and FG stakeholders in each of the 27 EU member states, to prove the European dimension of the skills and competences.
- o discuss and review the goals and the business case for the Skills Card or CompCard.
- o promote the activities and achievements of the FG.

2. FG members participate at least twice a year in a FG meeting, taking place virtually and/or face-to-face at the ECQA® Days (annual meetings or conferences).

3. FG members meet at least twice a year with other FG members to discuss FG related tasks. Every two years, FG reviews the Skills Card or CompCard and agrees on updates, amendments or withdrawal. The FG meetings can take place virtually using teleconference and web-based teamwork systems.

4. The FG member fully commits to using and promoting the defined set of skills and competences of the ECQA® FG and FG.

5. The FG member keeps all communication and data exchanged with ECQA® and the FG confidential.

3. Benefits of being a FG member

Focus Group members are the drivers in their communities. They shape the trends and developments in their profession, job role, and industry.

As an ECQA® Focus Group member, they have access to a powerful network of other key drivers from European and non-European countries. They get inspired by good practice, cooperation and joint events and discussions with other FG members.

4. The role of ECQA® in a Focus Group

1. ECQA® NPO supports the FG members with a web-based teamwork environment (ECQA Platform) so that FGs can exchange information on the set of skills and competences (skills cards or CompCards).

2. ECQA® NPO ensures that information about FG stakeholders and actual sets of skills and competences are available to all FG members.

3. ECQA® NPO manages the annual updates of the sets of skills and competences in cooperation with the certification and technology partner ECQA® GmbH. ECQA® NPO holds 60% of the shares of ECQA® GmbH.

4. Every two years, ECQA® NPO asks the FG to review the Skills Card or CompCard and decide: 1) Amendments? 2) Remain unchanged? 3) Withdrawal?

5. ECQA® NPO keeps all communication with FG and FG members confidential.

How to become a Focus Group Member?

Membership in an ECQA® Focus Group (FG) is per invitation by a FG member, or the FG manager. Candidates also can apply for membership in the FG by submitting their CV with a description of their motivation to join the FG. Applications need to be sent to the FG manager.

All job role committee and focus group members are associated members of the ECQA® Association (NPO). All memberships are free of charge.

Annex 8: Examples of Go4DiGreen Exam Questions

All Multiple Choice Questions (MCQs) were delivered in the ECQA template for easy and machine readable upload to the new ECQA exam software Bizexaminer. The following tables are examples of Go4DiGreen exam questions, developed and represented for the written exam.

Explanations of abbreviations, acronyms and numbering:

> MC = Multiple Choice with Single Response
> EGE.U1.E1.LO1 = Unit 1, Element 1, Learning Outcome 1
> correct:a = correct answer is: answer a

Type	Settings Result	Name Question	Text Question	Text Answer a	Text Answer b	Text Answer c	Text Answer d
MC	correct:c	EGE.U1.E1.LO1	What do search terms contain?	A search query.	A search engine.	Keywords or a phrase that you enter into a search	
MC	correct:b	EGE.U1.E1.LO1	Search terms are also known as search queries.	False	True		
MC	correct:d	EGE.U1.E1.LO1	What happens when you put your search term in quotation marks?	Nothing.	I will not find anything.	It will make the search engine search crash.	It makes the search engine search and display results specifically for that specific word or phrase.
MC	correct:a	EGE.U1.E1.LO3	Main advantage of storing data locally on your device is that you can access it independent from your internet connection.	True	False		

Excel/CSV Files are used for uploading the exam questions to the Bizexaminer exam system of ECQA GmbH.

The following example shows, how the exam question is displayed in the Bizexaminer, in Arabic language:

Annex 9: Guidelines for Go4DiGreen Trainer Certification

European Certification and Qualification Association | www.ecqa.org

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?

	Poor	Fair	Good	Excellent
Proven former teaching, consulting or development in the field	O	O	O	O
Teachings, consulting or development are related to the skill card	O	O	O	O
Proven expertise in the field by publications or references	O	O	O	O

Table 1 : Qualitative Trainer Criteria

Annex 10: CertScheme for European Green Entrepreneurs

Due to liability reasons, the CertSchemes for candidates of an ECQA exam remain the sole property of ECQA GmbH. The are copyright protected, with all rights reserved.

Certification scheme Go4DiGreen

ECQA Certified European Green Entrepreneur

Version 4.0: 2023-06-13

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Contents¶

1 Scope

This certification scheme specifies the procedure how the competence of ECQA Certified European Green Entrepreneurs is certified by ECQA GmbH.

The certification organization ECQA GmbH is an Austrian company, which is 60% owned by the non-profit organization European Certification and Qualification Association (ECQA).

The object of certification is exclusively the competence of natural persons.

The certification is largely based on the principles of the International Standard ISO/IEC 17024:2012 Conformity assessment - General requirements for bodies certifying persons. This standard was last reviewed and confirmed in 2018. Therefore, this version (17024:2012) remains current.

2 Requirements for competence

2.1 Competence Profile

Individuals certified in accordance with this certification scheme are competent to plan and realize a Green Business in Europe.

2.2 Knowledge and skill requirements

Individuals planning and realizing a Green Business in Europe must demonstrate competencies as specified in Sections 2.2.1 through 2.2.3.

2.2.1 Digital Skills for Green Business (Go4DiGreen.U1)

Certified persons must have the following competences regarding digital skills for green business:

- E1: Finding and Managing Relevant Digital Content
- E2: Using Digital Technologies for Green Business
- E3: Creating Digital Content for Green Business
- E4: Protecting the environment, personal data and health
- E5: Solving digital problems

2.2.2 Business Skills for Green Business (Go4DiGreen.U2)

Certified persons must have the following knowledge related to business skills for green business:

- E1: Opportunities, creativity and ideas for Green Business
- E2: Financial and Economic Skills for Green Business
- E3: Mobilising resources for Green Businesses
- E4: Planning and Management for Green Business
- E5: Learning through Experience

2.2.3 Critical Skills for Green Business (Go4DiGreen.U3)

Certified persons must have the following knowledge related to personal,

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social and ethical skills:

- E1: Ethical and Sustainable Thinking
- E2: Motivation and Perseverance
- E3: Mobilising and Working with Others
- E4: Coping with Uncertainty, Ambiguity and Risk
- E5: Taking the Initiative

3 Requirements for admission to the examination

Prerequisite for admission to the examination is

- the completion of a suitable training related to the contents according to section 2 to the extent of at least 10 ECVET/ECTS,
- or a minimum of 3 years of practical experience as a green entrepreneur

The evidence must be submitted by the candidate to the exam body prior to taking the examination.

4 Oral examination

The oral examination consists of a successfully passed interview before a committee (not older than 3 months).

The committee is composed of at least 2 experts in the area of European Green Entrepreneurship and migration, randomly taken from a pool of experts and assigned by ECQA.

Questions will be on topics like:

- A question about EU Green Deal
- A question about practical experience with green businesses in the EU.
- A question about 1 short video (3-4 minutes max.) recorded by the candidate about their motivation and business model for a Green Business.

Important:

The evidence of the successfully passed oral examination must be submitted by the candidate to the exam body, prior to the multiple-choice exam.

5 Multiple-Choice Exam

The examination is done in writing as a multiple-choice, single response test online. The full exam consists of 132 questions in total, from the three subject areas as per section 2.2.1 to 2.2.3.

The maximum duration of the written exam is set at 2 hours per module.

Micro-certificates contain 6-12 questions, according to the respective Learning Outcomes, see Chapter 6.

6 Micro-Certification

The skills card is broken down in 15 Learning Elements (LEs), see section 2.2.1-2.2.3. For pedagogical reasons, the LEs are grouped onto 15 training modules, according to 3 parts of planning and realizing a green business. The 15 training modules contain 3-4 LEs. For each LE, there are 3 questions.

Micro-certification is available for every training module (M01-M15) containing 1-4 LOs of the competences in section 2.2.1-2.2.3:

Part 1 *Develop your Green Business Idea*	M01_My vision is a green business (**4 LOs**: U1.E1.LO1; U1.E1.LO3; U1.E5.LO2; U2.E1.LO2). M02_I define my green business Idea (**3 LOs**: U1.E1.LO2; U3.E1.LO1; U3.E1.LO2). M03_Competences and resources needed for my business Idea (**3 LOs**: U1.E5.LO3; U3.E3.LO3; U3.E4.LO3). M04_I consider the pros and cons of green business (**4 LOs**: U2.E1.LO1; U2.E3.LO1; U2.E3.LO2; U3.E4.LO2). M05_I decide to start a green business (**3 LOs**: U2.E1.LO3; U3.E2.LO1; U3.E4.LO1)
Part 2 *Plan your Green Business*	M06_I shape my green business (**3 LOs**: U3.E1.LO3; U1.E4.LO3; U1.E4.LO1). M07_rules and obligations of a green business (**3 LOs**: U1.E1.LO1; U2.E2.LO1; U2.E2.LO3). M08_I budget for my green business (**1 LO:** U2.E2.LO2). M09_I develop my green business plan (**1 LO**: U2.E4.LO2). M10_I prepare for the start (**2 LOs**: U2.E4.LO1; U3.E2.LO3; U2.E3.LO3).
Part 3 *Realise your Green Business*	M11_I take the initiative (**3 LOs**: U1.E2.LO3; U1.E3.LO2; U3.E5.LO1). M12_I apply my competences (**3 LOs**: U3.E2.LO2; U3.E5.LO2; U3.E5.LO3). M13_I mobilise and work with others (**3 LOs**: U1.E2.LO2; U3.E3.LO1; U3.E3.LO2). M14_I promote my green business (**3 LOs**: U1.E2.LO1; U1.E3.LO1; U1.E5.LO1). M15_I am in control of my green business (**4 LOs:** U1.E4.LO2; U2.E4.LO3; U2.E5.LO1; U2.E5.LO2).

7 Evaluation Criteria

7.1 Multiple-Choice Exam

Each question is scored with a maximum of one point each. There are several answer options per question (2 or more), with <u>one correct answer per question</u>. For each learning element (E) according to section 2.2.1 to 2.2.3 at least 66% of the total score must be achieved.

7.2 Overall assessment and examination repetition

In order to pass the overall examination, at least 66% of **all** elements must be achieved. Negatively assessed elements can be repeated.

8 Issue and validity of certificates

The successful evaluation of the initial certification examination according to section 5 is a prerequisite for the issuance of a certificate.

The certificates are valid for 3 years.

9 Recertification

9.1 Criteria for renewal of the certificate

In order to renew the certificate, the certificate holder must fulfill the following criteria:

9.1.1 The certificate holder must provide evidence of relevant continuing education in European green business to the amount of at least 24 hours for the entire certification cycle. Relevant means: Participation in conferences, webinars, seminars, trainings, courses, events, both hybrid and on-site, in-house trainings, etc.

9.1.2 The certificate holder must provide evidence of current, relevant green business activity. This must be provided in the form of a description of the activity or project.

9.1.3 The recertification fee must be paid by the certificate holder and a valid e-mail address must be provided so that the new certificate can be delivered electronically.

9.2 Issue of the certificate

After meeting all criteria according to 9.1.1 to 9.1.3, the certificate is renewed for three years.

9.3 Deadlines

Recertification must take place before the certificate expires. In exceptional cases, recertification may also take place after expiry of the certificate. In this case, the following conditions apply:

9.3.1 If the recertification takes place after the expiration of the validity of a certificate within a period of maximum six months, the recertification shall be carried out in accordance with the criteria and process specified in Section 9.1. Otherwise, an audit to the extent of the initial certification shall be performed in accordance with Section 5.

9.3.2 The validity of the certificate is always based on the date of initial certification. This means that the date of the initial certification is always taken as the starting point, regardless of the date of the recertification that actually took place.

Annex 11: CertScheme for Trainer for Refugee Entrepreneurship in Green Economy

Certification scheme Go4DiGreen

ECQA Certified Trainer for Refugee Entrepreneurship - Green Economy

Version 4.0: 2023-06-13

Contents

1 Scope

This certification scheme specifies the procedure how the competence of ECQA Certified Trainers for Refugee Entrepreneurship - Green Economy is certified by ECQA GmbH.

The certification organization ECQA GmbH is an Austrian company, which is 60% owned by the non-profit organization European Certification and Qualification Association (ECQA).

The object of certification is exclusively the competence of natural persons.

The certification is largely based on the principles of the International Standard ISO/IEC 17024:2012 Conformity assessment - General requirements for bodies certifying persons. This standard was last reviewed and confirmed in 2018. Therefore, this version (17024:2012) remains current.

2 Requirements for competence

2.1 Competence Profile

Individuals certified in accordance with this certification scheme are competent to train refugees who want to plan and realize a Green Business in Europe.

2.2 Knowledge and skill requirements

Trainers of refugees who are planning and realizing a Green Business in Europe must demonstrate competencies as specified in Sections 2.2.1 through 2.2.3.

2.2.1 Digital Skills for Green Business (Go4DiGreen.U1)

Certified trainers must have the following competences regarding digital skills for green business:

- E1: Finding and Managing Relevant Digital Content
- E2: Using Digital Technologies for Green Business
- E3: Creating Digital Content for Green Business
- E4: Protecting the environment, personal data and health
- E5: Solving digital problems

2.2.2 Business Skills for Green Business (Go4DiGreen.U2)

Certified trainers must have the following knowledge related to business skills for green business:

- E1: Opportunities, creativity and ideas for Green Business
- E2: Financial and Economic Skills for Green Business
- E3: Mobilising resources for Green Businesses
- E4: Planning and Management for Green Business
- E5: Learning through Experience

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2.2.3 Critical Skills for Green Business (Go4DiGreen.U3)

Certified trainers must have the following knowledge related to personal, social and ethical skills:

- E1: Ethical and Sustainable Thinking
- E2: Motivation and Perseverance
- E3: Mobilising and Working with Others
- E4: Coping with Uncertainty, Ambiguity and Risk
- E5: Taking the Initiative

3 Requirements for admission to the examination

Prerequisite for admission to the examination is

- the completion of a suitable train-the-trainer training related to the contents according to section 2 to the extent of at least 1 ECVET/ECTS,
- or experience as a trainer of refugees in related fields.

The evidence must be submitted by the candidate to the exam body prior to taking the examination.

4 Oral examination

The oral examination consists of a successfully passed interview before a committee (not older than 3 months).

The committee is composed of at least 2 experts in the area of European Green Entrepreneurship and migration, randomly taken from a pool of experts and assigned by ECQA.

Questions will be on topics like:

- A question about EU Green Deal and green businesses.
- A question about practical experience with trainings of refugees.
- A question about 1 short video (3-4 minutes max.) recorded by the candidate about their motivation to become an ECQA Certified Trainer for Refugee Entrepreneurship - Green Economy.

Important:

The evidence of the successfully passed oral examination must be submitted by the candidate to the exam body, prior to the multiple-choice exam.

5 Multiple-Choice Exam

The examination is done in writing as a multiple-choice, single response test online. The full exam consists of 132 questions in total, from the three subject areas as per section 2.2.1 to 2.2.3.

The maximum duration of the written exam is set at 1 hour per module.

Micro-certification is available not only for refugee entrepreneurs, but also for trainers of refugees. Micro-certificates contain 6-12 questions, according to the respective Learning Outcomes, see Chapter 6.

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6 Micro-Certification

The skills card is broken down in 15 Learning Elements (LEs), see section 2.2.1-2.2.3. For pedagogical reasons, the LEs are grouped onto 15 training modules, according to 3 parts of planning and realizing a green business. The 15 training modules contain 3-4 LEs. For each LE, there are 3 questions.

Micro-certification is available for every training module (M01-M15) containing 1-4 LOs of the competences in section 2.2.1-2.2.3:

Part 1 *Develop your Green Business Idea*	M01_My vision is a green business (**4 LOs**: U1.E1.LO1; U1.E1.LO3; U1.E5.LO2; U2.E1.LO2). M02_I define my green business Idea (**3 LOs**: U1.E1.LO2; U3.E1.LO1; U3.E1.LO2). M03_Competences and resources needed for my business Idea (**3 LOs**: U1.E5.LO3; U3.E3.LO3; U3.E4.LO3). M04_I consider the pros and cons of green business (**4 LOs**: U2.E1.LO1; U2.E3.LO1; U2.E3.LO2; U3.E4.LO2). M05_I decide to start a green business (**3 LOs**: U2.E1.LO3; U3.E2.LO1; U3.E4.LO1)
Part 2 *Plan your Green Business*	M06_I shape my green business (**3 LOs**: U3.E1.LO3; U1.E4.LO3; U1.E4.LO1). M07_rules and obligations of a green business (**3 LOs**: U1.E1.LO1; U2.E2.LO1; U2.E2.LO3). M08_I budget for my green business (**1 LO**: U2.E2.LO2). M09_I develop my green business plan (**1 LO**: U2.E4.LO2). M10_I prepare for the start (**2 LOs**: U2.E4.LO1; U3.E2.LO3; U2.E3.LO3).
Part 3 *Realise your Green Business*	M11_I take the initiative (**3 LOs**: U1.E2.LO3; U1.E3.LO2; U3.E5.LO1). M12_I apply my competences (**3 LOs**: U3.E2.LO2; U3.E5.LO2; U3.E5.LO3). M13_I mobilise and work with others (**3 LOs**: U1.E2.LO2; U3.E3.LO1; U3.E3.LO2). M14_I promote my green business (**3 LOs**: U1.E2.LO1; U1.E3.LO1; U1.E5.LO1). M15_I am in control of my green business (**4 LOs:** U1.E4.LO2; U2.E4.LO3; U2.E5.LO1; U2.E5.LO2).

7 Evaluation Criteria

7.1 Multiple-Choice Exam

Each question is scored with a maximum of one point each. There are several answer options per question (2 or more), with <u>one correct answer per question</u>. For each learning element (E) according to section 2.2.1 to 2.2.3 at least 66% of the total score must be achieved.

7.2 Overall assessment and examination repetition

In order to pass the overall examination, at least 66% of **all** elements must be achieved. Negatively assessed elements can be repeated.

8 Issue and validity of certificates

The successful evaluation of the initial certification examination according to section 5 is a prerequisite for the issuance of a certificate.

The certificates are valid for 3 years.

9 Recertification

9.1 Criteria for renewal of the certificate

In order to renew the certificate, the certificate holder must fulfill the following criteria:

9.1.1 The certificate holder must provide evidence of relevant continuing education in migration and European green business to the amount of at least 24 hours for the entire certification cycle. Relevant means: Participation in conferences, webinars, seminars, trainings, courses, events, both hybrid and on-site, in-house trainings, etc.

9.1.2 The certificate holder must provide evidence of current relevant training activities in green economy. This must be provided in the form of a description of the activity or project.

9.1.3 The recertification fee must be paid by the certificate holder and a valid e-mail address must be provided so that the new certificate can be delivered electronically.

9.2 Issue of the certificate

After meeting all criteria according to 9.1.1 to 9.1.3, the certificate is renewed for three years.

9.3 Deadlines

Recertification must take place before the certificate expires. In exceptional cases, recertification may also take place after expiry of the certificate. In this case, the following conditions apply:

9.3.1 If the recertification takes place after the expiration of the validity of a certificate within a period of maximum six months, the recertification shall be carried out in accordance with the criteria and process specified in Section 9.1. Otherwise, an audit to the extent of the initial certification shall be performed in accordance with Section 5.

9.3.2 The validity of the certificate is always based on the date of initial certification. This means that the date of the initial certification is always taken as the starting point, regardless of the date of the recertification that actually took place.

Annex 12: Go4DiGreen Trainer Certificate

Go4DiGreen project partners were the first to receive their ECQA Certificate for the Job Role "ECQA Certified Refugee Entrepreneurship Trainer - Green Economy"

GO 4 DiGREEN

ECQA
European Certification &
Qualification Association

Trainer Certificate

In the name of the ECQA GmbH we hereby state that

Dr. Gabriele Sauberer, MBA

Certification No:
ECQA-Go4DiGreen-Trainer-007

Has successfully met all the requirements for the certification
as an

**ECQA Certified ECQA Certified Trainer for Refugee
Entrepreneurship - Green Economy**

All Modules

2023-06-07   Michael Reiner, CEO

Issued by ECQA GmbH
www.ecqa.org

Skills & Competences

Skill Card

Module
Module 01 - My vision is a green business
Module 02 - I define my green business Idea
Module 03 - Competences and resources needed for my business Idea
Module 04 - I consider the pros and cons of green business
Module 05 - I decide to start a green business
Module 06 - I shape my green business
Module 07 - Rules and obligations of a green business
Module 08 - I budget for my green business
Module 09 - I develop my green business plan
Module 10 - I prepare for the start
Module 11 - I take the initiative
Module 12 - I apply my competences
Module 13 - I mobilize and work with others
Module 14 - I promote my green business
Module 15 - I am in control of my green business

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Annex 13: Go4DiGreen Certificate for European Green Entrepreneurs

GO 4 DiGREEN

ECQA_ 202300016715-CR

ECQA CERTIFICATE

of

Module 14 - I promote my green business

Vincent LEFEBVRE

has fully passed

Go4DiGreen Module 14

Krems, 22.06.2023

Date

Prof. (FH) Mag. Michael Reiner
ECQA GmbH

22.06.2026

Valid until

CERTIFICATE

Skill Card

Unit 2

E2.LO1 The learner can select digital technologies to interact with people and to share data, information, and digital content in an accessible way

E3.LO1 The learner can indicate ways to edit and create accessible green content in different formats

E5.LO1 The learner can identify people's needs, and choose simple ways to customize digital environments to these needs

ECQA GmbH
Rechte Kremszeile 62

A-3500 Krems, Austria

Annex 14: ECQA Certified Accessible Training Materials – Checklist Example

1 criteria = 1 yes/no question, if YES = Passed (P), if NO = FAILED (F), if not applicable = NA. Criteria Nb = Number of the criteria

Topic	Criteria Nb	Description
1.1.Heading slide	1.1.1	Is there on the first slide the profession - logo - in good and original quality?
1.1.Heading slide	1.1.2	Does the unit title appear in the heading slide?
1.1.Heading slide	1.1.3	Does the element title appear in the heading slide?
1.1.Heading slide	1.1.4	Does "ECQA - URL www.ecqa.org" appear in the heading slide?
1.1. Heading slide	1.1.5	Are all elements readable - no overlapping text in headers or footers?
1.2. Slide with the list of Learning Outcomes	1.2.1	Are the Learning Outcomes of the Element on one of the first slides?
1.2. Slide with the list of Learning Outcomes	1.2.2	Are the correct icons used where it is relevant?
1.3. Slides related to the content of the Element	1.3.01	If an overview slide is used, it is named "Agenda" and it is placed after the slide with the list of Learning Objectives. Is your content compliant with this criteria?
1.3. Slides related to the content of the Element	1.3.02	If a summary slide is used, is it named "Summary" and placed before the References?
1.3. Slides related to the content of the Element	1.3.03	Are the slides numbered?
1.3. Slides related to the content of the Element	1.3.04	Is the text large enough to be well readable during presentation?
1.3. Slides related to the content of the Element	1.3.05	Are pictures and graphics with text large enough to be readable during a presentation?
1.3. Slides related to the content of the Element	1.3.06	Did you use the font Calibri/Lucida Sans/Fira Sans?

1.3. Slides related to the content of the Element	1.3.07	Is the size of headlines at least 36?
1.3. Slides related to the content of the Element	1.3.08	Is the size of text at least 24?
1.3. Slides related to the content of the Element	1.3.09	Is the size of references (articles, sources...) at least 18?
1.3. Slides related to the content of the Element	1.3.10	Is the size of references to authors of the training at least 14?
1.3. Slides related to the content of the Element	1.3.11	Is the text and headline colour black?
1.3. Slides related to the content of the Element	1.3.12	When text is highlighted, did you use yellow?
1.3. Slides related to the content of the Element	1.3.13	Does the title of the slides start with a capital letter?
1.3. Slides related to the content of the Element	1.3.14	Do all slides have titles in their headlines?
1.4. Exercises and/or examples slides	1.4.1	Exercises and/or examples are provided for easier understanding of the slides. Is your content compliant with this criteria?
1.4. Exercises and/or examples slides	1.4.2	Instructions for exercises are provided on the slides. Is your content compliant with this criteria?
1.4. Exercises and/or examples slides	1.4.3	Title of the exercises and/or examples slides shall be Exercise or Example, respectively. Is you content compliant with this criteria?
1.5. References slides	1.5.1	Is a list of sources used for development of the slides content provided?
1.5. References slides	1.5.2	The references are according to the quotation rules detailed in the revised Quality Management Plan D2-01 **Are the biography references presented according to this rule: "Author, Title, Date"?**
1.6. Reference to Authors	1.6.1	Is a list of the authors of the training material provided?

1.6. Reference to Authors	1.6.2	Did you add the Go4DiGreen reference number and name of the project at the end of the presentation? *2020-1-AT01-KA226-VET-092693*
1.6. Reference to Authors	1.6.3	Did you add a slide with the Go4DiGreen disclaimer bellow? The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.
1.7. Reference to Learning Outcomes	1.7.1	Is the reference of the learning outcome code indicated in the footer of each slide according to the pedagogical content? *For example: EGE.U1.E.LO1*
General	2.1	Are student notes text available as far as possible?
General	2.2	Is the student notes length appropriate according to the slides?
General	2.3	Do student notes have size 12?
3.1. Easy to read	3.1.1	Is there at least 1 image per slide, as far as possible, to illustrate the text? flaticon.com
3.1. Easy to read	3.1.2	Is the line spacing 1.15 pt?
3.2. AT Compatibility	3.1.3	Did you had a relevant title to the document? *File > Information > Properties > Title*
3.1. Easy to read	3.1.4	Avoid large blocks of text by using lists. Is your content compliant with this criteria?
3.2. AT Compatibility	3.1.5	Is each silde having a unique title?
3.2. AT Compatibility	3.1.6	Decorative images must be ignored or in background. Is your content compliant with this criteria?
3.2. AT Compatibility	3.1.7	You mustn't use a background image for images needed to be described. Is your content compliant with this criteria?
3.2. AT Compatibility	3.1.8	Did you add an alternative text to images containing information?

3.2. AT Compatibility	3.1.9	When an image needs a long description, did you add the following alternative text: "*[short description] - See details in the following slide*"?
3.2. AT Compatibility	3.1.10	When an image needs a long description, did you add a slide with the complete description of the previous image using text?
3.2. AT Compatibility	3.1.11	Did you check the reading order in Powerpoint?
3.2. AT Compatibility	3.1.12	Did you use the Accessibility Guidelines provided by Koena? And the accessibility checker when the work is complete?

Annex 15: ECQA Certification of Training Organisations

Checklist for Training Organisation Certification

ECQA Training Organisation Certification Rules	yes	no
ECQA Training Organisation Rule 1: The training organisation can declare which skill card they will cover. The skill card represents a job role certified by ECQA.		
ECQA Training Organisation Rule 2: The training organisation can prove that the set of training materials covers all performance criteria of the skill card.		
ECQA Training Organisation Rule 3: The training organisation 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		
ECQA Training Organisation Rule 4: The training organisation can prove that they have consulting, service or training experiences and success record in the field related with the skill card.		
ECQA Training Organisation Rule 5: The training organisation is committed to use the ECQA registration and test portals. Via these portals all certificates will be electronically maintained across Europe.		

Criteria for Certification of Training Organisations

1. Criteria 1 and 2: Required Skill Card Coverage

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

ECQA Training Organisation Rule 2: The training organisation can prove that the set of

training materials covers all performance criteria of the skill card.

Explanation:

✓ The training organisation 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 organisation.

✓ 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 Organisation Rule 3: The training organisation 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 organisation applies for a certification by sending copies of

the certificates of at least one related trainer for an audit to the ECQA

organisation

3. Criteria 4: Required Organisational Background

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

Annex 16: ECQA Certification of Exam Organisations

The following agreement serves as model and first draft for the specific agreements with Go4DiGreen partners who want to become ECQA Certified Exam Organisations, in order to offer and conduct exams for ECQA Certified Digital Accessibility Mediators.

Exam Organisation Agreement

Agreement between ECQA GMBH and Exam Organisation (EO)

Nr. of Agreement: **EO**-<Country Code>-<EO ID>-<sequence nr.>
(filled out by ECQA GMBH)

ECQA GMBH (VAT No. ATU70191339) is represented by Prof. (FH) Mag. Michael Reiner, ECQA GMBH CEO.

Exam Organisation (EO):
Short description, Address, Website
VAT No.>, represented by <*Name and position of authorized person*>

ECQA GMBH GmbH Representative for Monitoring of Exam Organisation:
<*Name, Addres, Postal Code/City*>

Scope of the Agreement

The scope of this contract refers to appointment of … (EO) as an ECQA GMBH Exam Organisation.

Details of the Exam Organisation are given in Appendix I.

Appointment as ECQA GMBH Exam Organisation

ECQA GMBH hereby appoints the above identified organisation as an ECQA GMBH Exam Organisation aimed to certify participants of Exams for ECQA GMBH Job Roles. The list of Job Roles is provided as an Appendix II to this Agreement and is updated according to interest of both parties.

ECQA GMBH has the right to appoint as an Exam Organisation also any other Exam Organisation without any obligation to Exam Organisation listed above.

The Exam Organisation performs certification activities for Job Roles, defined within the ECQA GMBH and listed in Appendix II to this Agreement strictly and exclusively according to ECQA GMBH rules. The Exam Organisation has the right to perform other certification activities outside of ECQA GMBH Certification Scheme independently and without any obligation to ECQA GMBH.

Duties of ECQA GMBH

1. ECQA GMBH defines the general rules for operation of ECQA GMBH Certification Scheme.
2. ECQA GMBH provides the exam portal for all Job Roles defined within ECQA GMBH Certification Scheme.
3. ECQA GMBH assures availability of exam portal at any time to support the exams organized by the Exam Organisation.
4. ECQA GMBH maintains and upgrades the exam portal considering the feedback from Exam Organisation. ECQA GMBH keeps the right to decide which improvements of the exam portal will be done and when to implement them.
5. ECQA GMBH assures the technical support for usage of exam portal.
6. ECQA GMBH assures that the pools of exam questions used within exams for all Job Roles are available, up to date, professional and large enough to assure relevant exams. At least three questions exist for each Learning Outcome within each Element of all Units to be randomly selected for an exam. Pools of test questions are updated at least every two years by ECQA GMBH Focus Groups or Exam Committees.
7. ECQA GMBH ensures independence of electronic exams by random selection of questions from the exam pool. The Exam Organisations cannot control the content of exams.
8. ECQA GMBH assures that the Exam Organisation can administer within exam portal all exams, lists of exam participants and lists of certified participants.
9. ECQA GMBH archives and maintains all test and certification data provided within the exam portal (to ensure full traceability of certification records).
10. ECQA GMBH provides the templates for certificates for a specific Job Role.
11. ECQA GMBH assures that improvement requests for certification of services will be reviewed by relevant ECQA GMBH bodies and acted upon in due time.
12. ECQA GMBH grants the Exam Organisation the right to use the ECQA GMBH logo and references to relationship with ECQA GMBH in all forms of marketing and informative materials.
13. ECQA GMBH promotes the Exam Organisation as ECQA GMBH authorised Exam Organisation on the web site, in flyers and at ECQA GMBH related conferences and other events.
14. ECQA GMBH will provide up to date information about relevant events at ECQA GMBH (in a form of electronic newsletter or similar).
15. ECQA GMBH appoints a representative to support cooperation with Exam Organisation and to manage the monitoring of Exam Organisation activities.
16. ECQA GMBH keeps all communications with the Exam Organisation confidential.

Duties of the Exam Organisation

1. An Exam Organisation (EO) holds examinations for Job Roles listed in Appendix II using exam material and exam portal provided by the ECQA GMBH.
2. An Exam Organisation implements the exams consistently with following general rules:
   - EO organizes and promotes exams for certain Job Role.
   - EO administers exams, participants of exams and certified participants using the exam portal.
   - EO files in an archive any and all data concerning the examination participants, examinations [performed] and examination results.
   - EO assures the traceability of examination activities.
     The examination must be implemented and supervised at the examination location by an examiner appointed by the Exam Organisation who is known by name, who has been suitably trained and who has entered into obligation to keep these matters confidential.

- Examiners support performance of exams by:
  - advising and supervise candidates during examinations.
  - informing participants about their results.
  - generating, printing and arranging signatures and distribution of certificates and publishing of certified participants at ECQA GMBH web page.

3. Following successful examination, the Exam Organisation shall issue a certificate to the examination candidate. EO issues certificates in English, assuring the consistency with ECQA GMBH templates for certificates and usage of ECQA GMBH logo and contact information.
4. EO offers the certification service on the market and for international participants independently of and without any obligation to any other ECQA GMBH registered Exam Organisation.
5. EO independently of ECQA GMBH defines internal organisation supporting certification services and pricing policy.
6. EO may organize the seminars to offer participants the preparation to exams. EO may hire only an ECQA GMBH registered Training Organisation to provide the trainings, but it is free to choose any organisation on the ECQA GMBH List of Registered Training Organisations. Employees of EO are not allowed to perform trainings.
7. EO shall continually publish times and dates of public examinations. The EO may also publish dates for examinations it will hold directly following training courses. In such an event, it must list all of the examinations that Training Organisations have submitted to it for publication.
8. Information on upcoming exams need to be published to ECQA GMBH at least three weeks prior to the exam. The information has to include the names (first- and last name) of the participants, the login name of the participant (ECQA GMBH exam portal) and the examination fee the participant has paid.
9. EO may charge the examination candidates with an examination fee. For this purpose, it is to prepare a Schedule of Fees in advance. The Schedule of Fees is to be made available to the examination candidates or parties who are interested in the examination, should they so demand.
10. EO reports at least bi-annually to ECQA GMBH about certification services performed. Reports should include list of examinations performed defined by:
    - - Examination date
    - - Number of examination participants
    - - Number of certified participants
    - - Amount of charged examination fee
11. EO keeps all data exchanged with ECQA GMBH confidential.

Finances

1. The minimum payment per exam is 75 Euro, independent from the examination fee of the Exam Organisation.
2. If a large number of exams is to be carried out, a reduction of the minimum 75 Euro can be negotiated prior to the exam. This option has to be agreed on by Exam organisation as well as ECQA GMBH.

Terms of the Agreement, Termination, Changes

1. The present Agreement shall commence on date of being signed by the last party. Its term shall amount to 36 months. The Agreement shall be silently extended by 24 months in each case, unless it has been terminated while observing the period of notice as set out here in below.

2. The Agreement may be terminated by either party at any time, observing a six-week period of notice, if a grave breach of contractual obligations is given which, when taking all circumstances of the individual case into account and balancing the interests of the two contractual parties, indicates that it can no longer reasonably be expected of a party to continue the present Agreement, and if said breach is not remedied within an appropriate period of time despite a written warning having been issued. This shall also apply in case of several breaches of contractual obligations which, if seen together, indicate that it cannot be reasonably expected of the respective other party to continue the present Agreement.
3. The termination is to be made in writing via registered letter.
4. Changes to the contract require a written form; purely verbal agreements cannot be accepted.

Terms of the Agreement, Termination, Changes

1. The present Agreement shall commence on date of being signed by the last party. Its term shall amount to 36 months. The Agreement shall be silently extended by 24 months in each case, unless it has been terminated while observing the period of notice as set out here in below.
2. The Agreement may be terminated by either party at any time, observing a six-week period of notice, if a grave breach of contractual obligations is given which, when taking all circumstances of the individual case into account and balancing the interests of the two contractual parties, indicates that it can no longer reasonably be expected of a party to continue the present Agreement, and if said breach is not remedied within an appropriate period of time despite a written warning having been issued. This shall also apply in case of several breaches of contractual obligations which, if seen together, indicate that it cannot be reasonably expected of the respective other party to continue the present Agreement.
3. The termination is to be made in writing via registered letter.
4. Changes to the contract require a written form; purely verbal agreements cannot be accepted.