

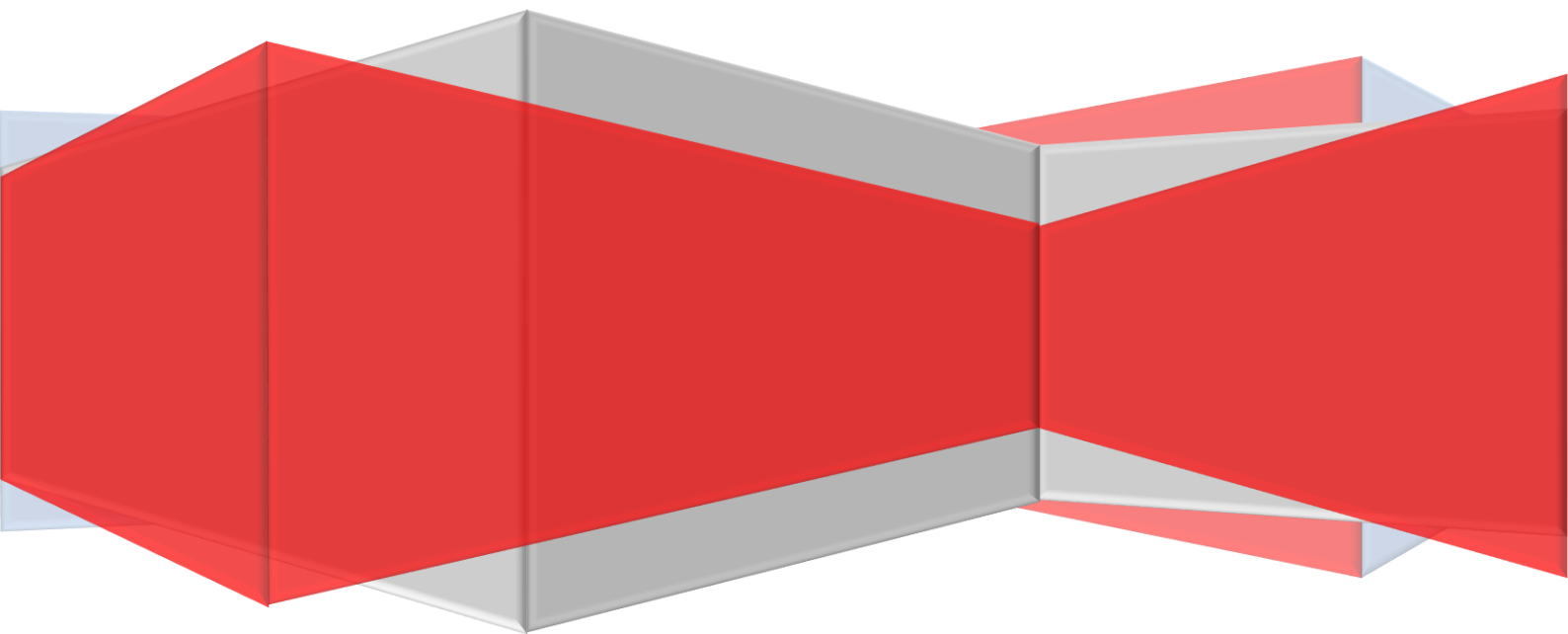
**Cultivate school entrepreneurial mindset through holistic approach
targeting teachers and pupils**



Certification Scheme for persons

IO3A3: Finalisation of the scheme

Partner Responsible: Cyprus Certification Company (CCC)



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1. Introduction

The Certification Scheme for teachers/educators as Certified Educator in Entrepreneurial Mindset at EQF Level 6, is intended for the certification of teachers/educators that want to grant an additional qualification through certification.

This Certification Scheme contains principles, requirements, criteria and the process for the certification of teachers/educators as Certified Educator in Entrepreneurial Mindset at EQF level 6. Every teacher/educator that fulfills the criteria as described in the current scheme, can apply for the certification and after passing the assessment can get certified.

The present Certification Scheme has been developed as an outcome of the **EnterSchoolMind** Project for “**Cultivate school entrepreneurial mind-set through holistic approach targeting teachers and pupils**”, by Cyprus Certification Company (CCC) with the consultation of the other **Consortium** partners. This scheme is the only binding document regarding the certification process of persons.

2. Terms and Definitions

For the purpose of this document, the terms that apply are defined in Annex 1.

3. Normative references

CYS EN ISO 17024:2012: Conformity assessment — General requirements for bodies operating certification of persons;

Competences – competences that were selected by the consortium as the 8 key competences of the project;

EnterSchoolMind Curricula – the curricula that is developed within the **EnterSchoolMind**

Qualification Framework – the qualification framework developed within the EnterSchoolMind project;

Assessment tools – documents developed within the EnterSchoolMind project for the assessment of teachers / educators’ knowledge, skills and competences.

4. Scope

This Certification Scheme for the certification of teachers / educators as Certified Educator in Entrepreneurial Mindset at EQF Level 6 describes all procedures apply for obtaining, assessing, granting, maintaining and withdrawing Certification of teachers in accordance with the requirements of the Standard CYS EN ISO 17024:2012, requirements defined by CCC's internal procedures and other requirements set by the project.

The Certification Scheme refers to any teacher / educator who wants to demonstrate knowledge and ability to the competences that were selected

as Certified Educator in Entrepreneurial Mindset of EQF Level 6 through certification.

More specifically, the Certification Scheme contains guidance and information for candidates to be certified and certified teachers / educators for the following:

- the application and the process of assessing the persons for obtaining the Certified Educator Entrepreneurial Mindset certification;
- the criteria to be met for initial certification as Certified Educator in Entrepreneurial Mindset for EQF level 6;
- the criteria for renewing certification and re-certification as Certified Educator in Entrepreneurial Mindset for EQF level 6;
- the obligations of CCC for the Evaluation, Grant, Use, Maintenance, Suspension and Withdrawing of Certification;
- the obligations of certified teachers / educators;

Certification is granted for a period of five years and the recertification process is described below in this current Regulation.

5. Consortium description

The EnterSchoolMind consortium consists of the following nine members who are the relevant stakeholders:

- M.M.C Management Center Limited (MMC)
- GRUPPO 4 SRL (GRUPPO 4)
- Cyprus Certification Company (CCC)
- Rinova LTD (RINOVA)
- DIMITRA Education & Consulting S.A. (DIMITRA)
- FH Joanneum Gesellschaft MBH (JOANNEUM)
- 15billion (15billion)
- 27 Primary School of Larissa

- Apostolos Varnavas Primary School

The EnterSchoolMind consortium has the responsibility for the current Regulation and all its revisions.

6. Description of the certification

The certified teachers / educators will be able to perform tasks as described in Qualification Framework for each competence. They will be able to demonstrate their knowledge and ability as Certified Educator in Entrepreneurial Mindset, as described in the EnterSchoolMind project through certification.

The above certification is not a professional qualification, just an additional qualification on the competences contained in the EnterSchoolMind curricula.

7. Impartiality, independence and integrity

Cyprus Certification Company (CCC) ensures impartiality and confidentiality for its clients, at all levels of its operation. The Independent Certification Council (ICC.), the Certification Committee, its examiners as well as all personnel, are responsible for the management of documents, data and any information that comes to their knowledge or is in their possession during their collaboration with Cyprus Certification Company, as strictly confidential.

Specifically:

- Cyprus Certification Company handles all client documents in its possession in absolute confidence. All information and contents of documents and/or electronic data that may come to the knowledge of Cyprus Certification Company and/or its inspectors remain completely confidential.
- All Cyprus Certification Company's personnel operate strictly within Cyprus Certification Company's procedures and are bound by a Code of Conduct.
- Through a "Risk Analysis - Safeguarding Impartiality" all activities and involvement of Cyprus Certification Company's teachers / educators have been evaluated and conclusions and specific provisions on discretion and confidentiality issues have been drawn.
- Client-related information may be shared with other entities, such as the accreditation body in a way that does not compromise confidentiality. In such cases the client will be notified.

In case legal disclosure of information to a third party is required, Cyprus Certification Company shall inform the client accordingly.

8. Committees

The Personnel Certification Scheme Committee is established for the development of this Certification Scheme, which is responsible for developing and maintaining the Scheme.

Also, to ensure CCC's operation in an objective and non-discriminatory manner and in accordance with the relevant requirements of CYS EN ISO 17024:2012, the following Committees have been established:

- Certification Committee
- Independent Certification Council

8.1 Personnel Certification Scheme Committee

The Certification Scheme Committee consists of all members of the Consortium of EnterschoolMind Project as described in Section 5.

The members of this Committee are responsible for the development, maintenance and revision of the Certification Scheme as appropriate. They represent fairly and objectively all interests of the interested parties who in our case are the members of the consortium, that are related, involved or benefit from the existence of the Certification Scheme.

8.2 Certification Committee

In order to ensure an objective and non-discriminatory operation, according with the relevant requirements of CYS EN ISO 17024:2012, a Certification Committee is established by CCC.

The Certification Committee is responsible for the final approval of the teachers / educators to be certified as Certified Educator Entrepreneurial Mindset in at EQF Level 6. Certification Committee's main role is to confirm that the assessment procedure, beginning from the application stage to the final stage that is the certification of the candidates has been contacted based on CCC's procedures and the Current Regulation.

The members of this Committee are independent of the training process and the process of evaluating the persons to be certified as described in Section 8. Any person that has been involved in the training or the assessment of the teachers cannot be nominated as a member of the Certification Committee.

It may also involve individuals with specialization and experience in the areas of activity of CCC and the Certified Educator Entrepreneurial Mindset Certification Scheme eg. experts for the evaluation of specialized topics e.g. teachers, educators, experts on management and soft skills courses.

The impartiality of the Committee in terms of its evaluation and decision-making process must be safeguarded at all times through its composition.

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

8.3 Independent Certification Council (ICC)

The Independent Certification Council (ICC) of Cyprus Certification Company was established by a decision of the Board of Directors of Cyprus Certification Company and it operates in accordance with the Operations Regulation of the Independent Certification Council (ICC).

The Independent Certification Council (ICC) notwithstanding the evaluation of the proper administration of the awarded Certificates the examination of objections and appeals against Cyprus Certification Company, also has an advisory role towards the Board of Directors of Cyprus Certification Company on the following topics:

- Policy and Certification Regulations
- Issues of impartiality and objectivity
- Ensuring the uninterrupted access of all interested parties to the services of Cyprus Certification Company

The Independent Certification Council (ICC) ensures impartiality with regard to the decision-making, through the equivalent representation of the interested parties, in its composition, without any of the parties or interests involved being dominant.

The members of the Independent Certification Council (ICC) have knowledge, experience and broad scientific training in Cyprus Certification Company's sites of activity.

8.4 Impartiality and confidentiality

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

The members of all Committee must adhere to the principles of confidentiality and to this end they must all sign a Confidentiality Agreement. A confidentiality declaration (Appendix 3) will be signed by all Committee members.

9. Assessment and certification process

9.1 Application procedure – Prerequisites for initial certification

Any teacher / educator who wants to get certified, within the Qualification framework of the EnterSchoolMind project he/she may apply using the certification application form in Annex 2.

For are initial certification, there are no specific personal or physical characteristics that a person must possess in order to be eligible for certification. In order to take the Certification exams, all applicants must have completed compulsory education according to the Table1 below.

Table 1: Prerequisites for initial Certification

Eligible for certification	Holders of an EQF level 6 degree , in any field of education
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The candidates, at the stage of application, must fill the application form (ANNEX 2) and submit to CCC all relevant documents (e.g. University Degree, Masters, PhD) in order to be eligible for certification.

The application form contains at least the following information and data for each applicant:

- ✓ Name, surname, date of birth, address, τηλέφωνο, email;
- ✓ Identification details e.g. ID card number;
- ✓ Specialization for which application is being submitted;
- ✓ Academic Qualifications;
- ✓ Applicant's statement of compliance with the requirements of the current certification scheme
- ✓ Date of application and applicant's signature.

Along with the signature of this application, applicants are notified of the Certification Regulation, which they accept.

The applicants are informed that their personal data will be handled in accordance with the relevant legislation and will be kept strictly confidential.

9.2 Review of application

The review and verification of the application is made to ensure that all required information has been submitted by the applicant. The review of the application focuses on the

completeness, correctness and validity of the data / supporting documents in relation to the minimum formal requirements for participation to the assessment procedure

An application may be rejected if it does not meet all requirements as referred to in paragraph 8.1. In such cases, the applicant shall be informed, before conducting the examination. In order to prevent him / her from being excluded from the exams, the candidate could submit the correct documents.

9.3 Assessment procedure

The assessment of the candidates will be done for each competence separately and it will contain only written examination. The assessment for each competence will be done using assessment tools that will be developed within the project and CCC's internal procedures.

9.3.1 Examination procedure

The examination will be done only using written tests. The examination duration for each test (each competence) will be 1 hour and 15 minutes and the examination paper will contain 3 different sessions as presented in **Table 2**.

Table 2: The Table contains the type and the number of questions that will be used at the examination test and the percentage of marks assigned for each part.

a/a	Session	Number of Questions	Type of questions	Percentage
1	Part A	4 simple questions	True/false questions, multiple and one choice Questions	20%
2	Part B	2 questions	Scenario based Questions	40%
3	Part C	1 question	Developmental Question	40%

The questions will be selected by a pool of questions that will be prepared by the partners of the Consortium that are responsible for the development of the training materials.

For all competences and all learning outcomes there will be a pool of questions from which at each assessment, the assessment questions will be selected randomly.

The pool of questions will contain 15 Type A questions, 4 Type B questions and 4 Type C questions for each competence. Each time an examination paper will be formed, the questions will be selected randomly by CCC's Certification Committee.

The exam will have a duration of 1,5 hours per competence. In order to successfully pass the exam, the candidates must achieve a total grade of 60%. In order to get certified at the competence, the candidates must at least pass successfully in two competences.

If one of the candidates does not pass the exam successfully then he will have to take the exam for the competence again. In that case, the candidates will have to submit a new application.

10. Certification Process

After the completion of the assessment process, the Certification Committee shall validate the above and issue a Certificate for persons as Certified Educator in Entrepreneurial Mindset of EQF Level 6 containing the competences that each candidate completed.

10.1 Certificates

The Certificates issued by CCC certify that the teacher / educator has the requisite knowledge / skills and competences in the specific EnterSchoolMind project competences. The Certificate relates exclusively to the teacher / educator to whom it was granted and only for the competences covered by the assessment.

A certificate is issued upon the decision of the Certification Committee with a date of issue. Each certificate issued, has a unique number and is signed by the Certification Manager of CCC.

Certificates shall include at least the following:

1. the name of the successful candidate,
2. the certificate number,
3. the type of certification,
4. scope of certification
5. the date of its issue,
6. the validity of the certification
7. the name of the certification body

All certifications are recorded in the relevant Registry maintained by CCC which is updated systematically.

10.2 Certificate validity

The certificate that will be issued for each teacher / educator will have a validity of 5 years. After the 5 years period, the teacher / educator can either retake the exams or demonstrate a description or self-reflection document presenting the development of their competence and implementation of their skills (probably on a specific template that will be developed).

10.3 Recertification Process

The Recertification process must take place within three (3) months prior to the expiry date of the Certificate.

Any teacher / educator who wants to recertify his / her knowledge, skills and competences as Certified Educator in Entrepreneurial Mindset of EQF Level 6, can either retake the exams or demonstrate a description or self-reflection document presenting the development of their competence and implementation of their skills (probably on a specific template that will be developed).

11. Personnel involved in the certification activities

11.1 Requirements for examiners

Examiners shall meet the requirements of the certification body. The selection and approval processes shall ensure that examiners fulfill examiner's profile as described below.

The examiners must have at least the following qualifications:

- ✓ hold a university degree at EQF Level 7 with background in business or teaching/learning;
- ✓ able to apply the examination procedures and documents as developed by the Enterschoolmind Consortium;
- ✓ have knowledge of the Certification Scheme;
- ✓ have competence in the field to be examined;
- ✓ have been trained on the assessment tools as developed by Enterschoolmind project;
- ✓ are fluent, both in writing and orally, in the language of the examination.

The examiners must adhere to the principles of confidentiality and impartiality and to this end they must all sign CCC's Confidentiality Agreement and Impartiality Declaration.

The persons that will cooperate with CCC from each country and who will have the responsibility to apply the examination procedures cannot be trainer of Enterschoolmind materials.

11.2 Requirements for other personnel involved in the assessment

CCC has a description of the responsibilities and qualifications of all other personnel involved in the assessment process e.g. invigilators, persons that review the applications. Declarations for confidentiality and impartiality must be signed by all personnel involved at any stage of the assessment.

11.2.1 Invigilators

Invigilators are persons appointed by the Consortium partners for each exam and who are responsible to oversee the proper conduct of the examinations. They may be permanent or external cooperators, without having to have the ability to assess the candidates' competence.

Generally, invigilators have the responsibility to oversee that examination procedures comply with the terms and conditions set by CCC. In particular, the supervisors confirm the candidates' identity (using candidates' relevant legal documents such as ID card), supervise the candidates during exam for compliance with the terms and conditions of the examination procedure, work with the Head of each Examination Center to resolve any problems arising during the examinations and prevent the fraudulent behaviors and actions of the candidates during the exams.

12. Register of Certified Persons (RCP)

CCC maintains a Register of Certified Persons as Certified Educator Entrepreneurial Mindset of EQF Level 6, which includes:

- ✓ the name of the certified person;
- ✓ ID number;
- ✓ the date of application;
- ✓ the name of responsible partner that will carry out the examination procedure,
- ✓ the examination dates
- ✓ the scope of the certification (competences);
- ✓ the date of issue;

- ✓ validity of the certification.

Details that are included in the register of certified persons may be notified to any person who has a proven legitimate interest for the EnterSchoolMind project.

13. Objections - Appeals

Any interested party may appeal against Cyprus Certification Company's decisions on certification issues (non-certification, suspension or revocation of certificates) within two months of its notification of the relevant decision.

The hearing of the objections is made by the Independent Certification Council.

The final decision is issued within two months from the date of the appeal and its implementation is mandatory. Until this decision comes into force, the previous decision is in force. The applicant shall be informed of the decision within 5 days from the time it is made.

Any costs incurred by Cyprus Certification Company for reviewing an objection are charged to the applicant on a case-by-case basis.

14. Consortium members' obligations

The Consortium members that will have the responsibility to run the examination procedures, they will have the obligation to inform CCC about the following:

- ✓ examination dates;
- ✓ number of candidates;
- ✓ names of examiners for each competence and invigilators if any;

The consortium members will have the obligation to collect all application prior to the exams and send them to CCC in order to be reviewed by CCC's personnel.

Moreover, the day of the exam, they will be responsible for the following:

- ✓ check candidate's identity;
- ✓ record any absences;
- ✓ implement the terms and conditions of the examination e.g. not mobile phones allowed;
- ✓ provide all forms and documents of the examination e.g. participants list;
- ✓ reproduce and distribute exam topics, in the safest and most convenient way;

- ✓ on-site surveillance / observation of candidates under consideration
- ✓ apply procedures to prevent fraudulent behaviors;
- ✓ collect examination papers and completed forms in order to be sent to CCC.

15. Modifications – Revisions of the current Regulation

This Certification Regulation may be revised, in whole or in part, only by decision of the “Certified Educator in Entrepreneurial Mindset” Scheme Committee.

Any revisions shall be communicated to the certified teachers/educators, setting the time/period for their adaptation to the new requirements. In cases of disagreement with the above-mentioned changes, the individual may request in writing to terminate the certification.

ANNEX I

Terms and Definitions

Applicant	person who has submitted an application to be admitted into the certification process
Candidate	Applicant who has fulfilled prerequisites and has admitted to the certification process
Certificate	an official document, issued by a certification body under the provisions of the International Standard ISO 17024, indicating that the named person has fulfilled the certification requirements
Certification	The process of formally validating knowledge, know-how and/or skills and competences acquired by an individual, following a standard assessment procedure. Certificates or diplomas are issued by accredited awarding bodies.
Competences	ability to apply knowledge and skills to achieve intended results
Examination	mechanism that is part of the assessment which measures a candidate's competence by one or more means, such as written, oral, practical and observational, as defined in the certification scheme
Examiner	Person competent to conduct and score an examination, where the examination requires professional judgement
Invigilator	Person authorized by the certification body who administers or supervises an examination, but does not evaluate the competence of the candidate
Impartiality	presence of objectivity
Knowledge	The outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, feelings, experiences,

	<p>theories and practices that is related to a field of work or study of a person.</p>
<p>Qualifications framework</p>	<p>A qualifications framework is an instrument for the development and classification of qualifications according to a set of criteria for levels of learning achieved. This set of criteria may be implicit in the qualifications’ descriptors themselves or made explicit in the form of a set of level descriptors. The scope of frameworks may be comprehensive of all learning achievement and pathways or may be confined to a particular sector, for example initial education, adult education and training or an occupational area. Some frameworks may have more design elements and a tighter structure than others; some may have a legal basis whereas others represent a consensus of views of social partners. All qualifications frameworks, however, establish a basis for improving the quality, accessibility, linkages and public or labor market recognition of qualifications within a country and internationally.</p>