



EUCIP Certifications and Qualifications

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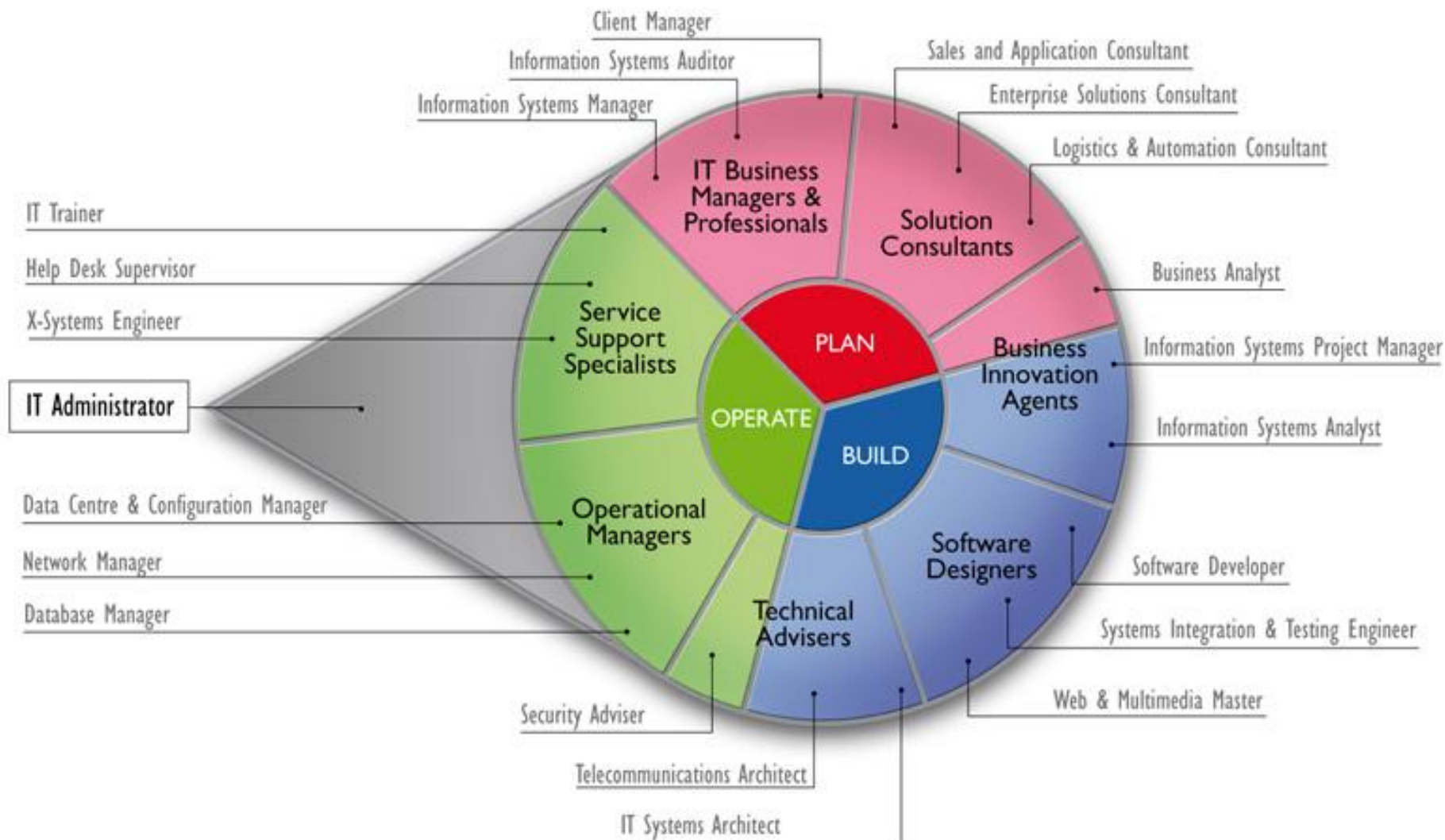


□ Certifications:

1. EUCIP Core (3 modules 1 certification)
 - Computer based, 45 MCQ questions each module
2. EUCIP IT Administrator (4 modules/certifications)
 - 2 tests per module, computer based + laboratory
3. EUCIP IT Administrator Fundamentals (1 module)
 - Computer based, 60 (mainly MCQ) questions
4. EUCIP Professional Level (21 profiles)
 - EUCIP Core + other certifications + portfolio + oral exam

□ Qualifications:

1. EUCIP Professional Qualification (21 profiles)
 - Self-assessment (at least 75%) + CV + validation with an accredited Assessor
 - Qualification is NOT a certification!





- **Profile name and short description**
 - ✓ Descrizione sintetica degli obiettivi e delle macro competenze previste dal profilo
 - ✓ Esperienza lavorativa minima richiesta per il profilo “completo” (da 18 a 60 mesi)
 - ✓ Esperienza < minimo: profilo ASSOCIATE

- **Tasks Overview**
 - ✓ Principali responsabilità e attività legate al profilo professionale

- **Essential behavioural skills**
 - ✓ Competenze personali e di carattere manageriale che caratterizzano il ruolo (soft skill); da 2 a 4 punti Eucip

- **Detailed skills required**
 - ✓ Dettaglio delle competenze tecniche previste dal profilo (hard skill)
 - ✓ Competenze articolate in livelli (deep e incisive), categorie e topics; da 28 a 30 punti Eucip

- **Sample learning modules**
 - ✓ Esempio di moduli elettivi accreditati e dei relativi punti Eucip
 - ✓ Certificazioni di fornitori, certificazioni indipendenti, corsi/esami universitari

- **External references to e-CF, SFIA skills and to profiles defined by AITTS and CIGREF**
 - ✓ Tabella di corrispondenza tra il profilo Eucip e gli skill SFIA ed i ruoli AITTS e CIGREF

Candidate application

- ❑ Prospective candidates are provided with:
 1. Introduction to the EUCIP Elective Level
 2. The relevant EUCIP Elective Profile Specification
 3. The short guide "Preparing the EUCIP Elective Level Portfolio"
 4. EUCIP Elective Level Questionnaire
 5. Coverage Map of Competences

- ❑ Prospective candidates have to satisfy 3 main prerequisites to access the exam:
 - EUCIP Core Level
 - A minimum period of relevant work experience
 - A minimum set of Elective Modules equivalent to at least to 16 EUCIP points (this is the most critical prerequisite)



Portfolio submission

- ❑ **Preliminary questionnaire submission**
 - **To evaluate quickly candidate's eligibility before portfolio preparation**
 - **Evaluation done by AICA staff**

- ❑ **Portfolio submission:**
 - **Portfolio must be submitted at least two months before exam date to AICA through an accredited Competence Centre or directly by the candidate**
 - 1. EUCIP Elective Level Questionnaire**
 - 2. Candidate CV (std EU format)**
 - 3. Competence Assessment (ECCO-EUCIP)**
 - 4. Presentation of a key job experience/project (a concise presentation, additional working documentation)**
 - 5. Title evidences; certifications and studies have to be documented, work experience is self declared and can be randomly audited**



Parte prima. Studi e formazione continua

Scuola media superiore:

Denominazione diploma conseguito Durata curricolare in n° anni

Anno conseguimento:

Studi universitari (specificare per ogni corso di laurea triennale, biennale,..):

Tabella 1 – Studi universitari

Denominazione	Durata curricolare in n° anni	Anno di completamento (anno di abbandono)	Università	Votazione finale (1)	CdL non ICT (2)

(1)(1) o in caso di abbandono numero di esami sostenuti sul totale e votazione media

(2)(2) per i corsi di laurea non ICT, denominazione degli esami sostenuti in materie ICT e votazione

Ulteriori studi formali: (es. dottorato di ricerca, master universitario) specificare la denominazione, l'Ente responsabile, la durata, l'anno di completamento, la votazione finale, gli specifici contenuti ICT:

Formazione continua: per ogni significativa esperienza di formazione attinente all'ICT per le quali si ha un attestato di partecipazione (corsi di vendor, società di formazione, aziendali, etc ; con qualsiasi modalità eccetto il “training on the job” che deve essere inserito nella sezione relativa all'esperienza lavorativa; esperienze meno significative possono essere sintetizzate qui di seguito nella tabella della Parte Seconda) specificare:

Tabella 2 – Formazione Continua

N° Prog.	Denominazione corso	Ente erogante	Durata in n° di ore	Anno completamento
1				

Parte seconda. Esperienze lavorative

Allegare il curriculum vitae più dettagliato già disponibile (il candidato, in occasione della presentazione del “portfolio” per l’esame di certificazione, dovrà presentare un cv in formato standard europeo <http://europass.cedefop.eu.int/>).

Con riferimento al proprio cv allegato, specificare i seguenti dati per ogni singolo “periodo di lavoro” (considerare come singolo “periodo di lavoro” ogni esperienza lavorativa della durata di almeno 6 mesi caratterizzata da una sostanziale stabilità del ruolo e delle attività svolte, anche se esercitate presso aziende diverse; es. 3 anni come Responsabile Telecomunicazioni in qualità di funzionario della banca X e Y; es. 18 mesi come Analista d’Organizzazione presso più aziende in qualità di professionista autonomo. In caso di candidati con una breve esperienza lavorativa, la durata minima del singolo “periodo di lavoro” può essere ridotta da 6 sino a 2 mesi):

Tabella 3 – Periodi di lavoro

N° Prog.	Ruolo ricoperto	Periodo (aaaa-aaaa)	Durata in N° mesi	N° ore lavorative totali (1)	N° giorni di formazione(2)
1					
2					
3					

(1) stima indicativa (es. un “normale” dipendente lavora 8 ore al giorno e circa 220 giorni all’anno - al netto di ferie, festività, malattie, etc - che corrispondono a 1760 ore)

(2) numero di giorni di formazione ICT (corsi ed altri eventi formali) usufruiti nel periodo non compresi tra quelli dettagliati precedentemente in “Parte prima. Formazione continua”.

Parte terza. Moduli Eucip accreditati ed altre certificazioni

Il candidato per conseguire la certificazione deve aver superato gli esami di certificazione Eucip Core Level e vantare almeno 16 “punti Eucip” conseguiti tramite esami accreditati come moduli elettivi EUCIP o altri esami/certificazioni non ancora accreditati e di cui il candidato chiede il riconoscimento ad hoc.

Certificazione Eucip Core Level.....

Esami accreditati come moduli elettivi Eucip

Elencare i moduli Eucip accreditati posseduti, la data di conseguimento e i punti Eucip:

Tabella 5 – Esami accreditati

Denominazione modulo elettivo	Ente responsabile	Data	Punti Eucip

Altri esami non ancora accreditati

In questa sezione possono essere elencati esami (non sono ammessi esami universitari) non ancora accreditati e di cui il candidato chiederà il riconoscimento ad hoc in sede di esame di certificazione.

Tabella 6 – Esami da riconoscere ad hoc

Categoria elettiva (1)	Punti Eucip	Denominazione esame (2)	Link contenuti (3)	Ente responsabile	% copertura categoria (4)

Portfolio evaluation

- ❑ Portfolio evaluation in two steps
 - Preliminary evaluation done by AICA staff and based only on documentation
 - Final evaluation done by the examination board during the oral exam

- ❑ Portfolio evaluation dimensions:
 1. Study title and continuing education 0-30
 2. Work experience 2-32
 3. Eucip Core Level 12-20
 4. Elective Modules and behavioural skills 16-32
 - The portfolio total mark range from 0 to 100
 - The pass threshold is 60, the maximum is topped at 100
 - All dimensions (excl. behavioural skills) are preliminary evaluated by AICA staff

In principle:

- 1 EUCIP Point = 25 study hours
- definition is compatible with the standards of the European Credit Transfer System
- 1h lecture → +2h “homework” = 3h study
- 1h guided practice = ½h lecture

In practice:

- Elective Level Profile Specification documents set a certain number of EUCIP Points to each category

Studies

- ❑ Study title and continuing education 0-30
 - Secondary studies 0-8
 - Three years degree 0-18
 - Additional 2-years studies 0-12
 - Further formal studies (e.g. PHD) 0-6
 - Continuing education 0-12

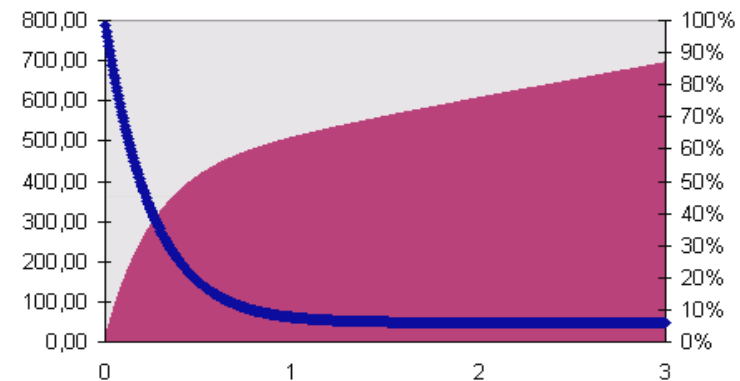
- ❑ Study title and continuing education evaluation is based on relevance to ICT (not to the specific profile)

- ❑ Evaluation is based on a local developed grid listing all national titles and associated EUCIP points

- ❑ An example of study points grid (italian grid)

Work experience

- ❑ Evaluation of competences attained through work experience is derived from ECVET (European Credit transfer system for Vocational Education and Training)
- ❑ From workload and work context/tasks are inferred learning time and outcomes
- ❑ Explicit training can be considered
- ❑ The assumption is that learning time rate is higher at the beginning and decreases as work experience goes on





Work experience

- ❑ Work experience requirements
 - Each Elective Profile requires a minimum level of experience varying from 18 to 60 months
 - Under these thresholds certification can be attained as “Associate”
 - A minimum threshold (2 months) is mandatory also for an “Associate” (stage and project work during university admitted)
- ❑ Work experience evaluation 2-32
 - Work experience is divided into work periods: different professional profiles during the working life (not too many work periods)
 - For each working period it must be calculated the actual workload (total number of working hours in the period)
 - From the actual workload, using a spreadsheet, it's inferred the learning time
 - From learning time, applying a relevance factor ranging from 1 to 7, are calculated the EUCIP points of each working period
 - The sum of all working period points gives the work experience evaluation

Work experience

- ❑ All calculations are done by a spreadsheet
 - Input: number of working periods, workload, innovation rate, % of time dedicated to education
 - Output: min. and max. value of EUCIP points of each working period

- ❑ But the result depends mainly on the relevance factor, i.e. on examiners assessment of experience-profile coherence
 - If working contents are not related to the profile, factor=0
 - If working contents are loosely related to the profile, factor=1
 - If working contents are tightly related to the profile, factor=7
 - E.g. to reach 32 points with factor 7 it takes 8/9 years
 - Candidate CV, presentation of a key job experience/project and especially Q&A during oral exam are key to assess work experience

Certified competences

- ❑ EUCIP Core Level 12-20
 - Min. 12 points equivalent to 60% passmark on all 3 modules
 - Max. 20 points equivalent to 100% passmark on all 3 modules
- ❑ Elective Modules and behavioural skills 16-32
- ❑ Behavioural (or soft) skills
 - Max. range from 1 to 5 depending on Profile
 - Key in the work market, but underweighted in all Profiles because EUCIP focus on technical skills
 - Behavioural skills are evaluated only during oral exam
- ❑ Elective Modules
 - Accredited formal verification of a EUCIP Profile competences



Elective modules types

□ Elective Modules types

1. Vendor's certifications (e.g. MS, Cisco...)
2. Vendor independent certifications (e.g. ITIL, CISSP, IT Administrator, PMI...)
3. University/school exams and diplomas (not in studies dimension)
4. Final exam of courses offered by reliable learning providers (only the exam is accredited, the course is not)

□ Accreditation types

- International (typically for types 1 and 2)
- National (typically for types 3 and 4)
- Ad hoc for a candidate (for all types)

Portfolio preliminary evaluation

- ❑ Performed by AICA staff, reviewed by the Chairman of examination board
 - For each dimension, applying international rules and local guidelines, are defined three EUCIP points values
 - Minimum and maximum: min. and max. EUCIP points value deriving from rules application
 - Proposed: EUCIP points value proposed by AICA staff to exam commission based on portfolio documents
 - Evaluation results are summarized in a Candidate Card with a suggested list of competences to be verified during oral exam

- ❑ Preliminary evaluation outcomes
 - Mandatory prerequisites are not met or maximum is under 60 EUCIP points: the candidate is not admitted to the oral
 - Maximum is above 60 but proposed points are under 60: candidate is informed of his/her weak areas and counseled to postpone exam
 - Proposed points are above 60: candidate is informed of his/her strength/weak areas and admitted to oral exam

Oral exam – Examination Board

- ❑ Examination board
 - International rules: at least 2 examiners appointed by CEPIS/Licensee; academic/working experience on Profiles; training session
 - In Italy: 3 examiners chosen by AICA

- ❑ Italian approach: 3 registers of examiners qualified by (group of) Profile
 - Examiners from University
 - Examiners from ICT industry and professionals
 - Examiner from AICA members

- ❑ Exam sessions and board appointment
 - National exam sessions organized by AICA with examiners chosen in the 3 registers

Oral exam – Modalities

- ❑ Examination board members receive in advance from AICA staff the candidate portfolio and card

- ❑ Oral exam agenda
 - Candidate presentation of key job experience/project 10'-15'
 - Q&A on presentation and portfolio contents with focus on work experience 10'-15'
 - Q&A on Profile competences not covered by Elective Modules (and on Modules ad hoc accredited) 15-20'
 - Board's preliminary discussion (without the candidate) on exam outcomes 5'-10'

- ❑ Board's discussion on all candidates results and final decisions on certification

Oral exam – Modalities

- ❑ Board decisions have many freedom degrees and many constrains
 - Board may decide within min. and max. values defined for each dimension (at an elementary level)
 - Many items have fixed values (e.g. Elective Modules, Core Level, some study titles...)
 - Behavioural skills and work experience relevance evaluation depends mainly on Board judgement
 - Board may decide not to assign certification even if the total minimum value is >60

- **Duration 3 years anni**
- **Renewal**
 - The EUCIP Professional Certified each yer has to submit a report with his/her work experiences and professional development activities (training, pubblications...)
 - Associated with each activity there is an amount of Professional Development Unit
 - The EUCIP Professional Certified has to gain 60 PDU in 3 years