**#Mentor4WBL@EU**

**ERASMUS+ Strategic KA2 Partnership**

**Project No. 2018-1-EL01-KA202-047778**

**IO3-A2**

**EU WBL Mentor 3000 Competence Certification Scheme Fundamentals and vocabulary**

**Stage: Final Draft Standard**

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# Foreword

The EU WBL Mentor 3000 ISO 17024 compliant Competence Certification Scheme (CCS) has been developed within the ERASMUS+ #MENTOR4WBL@EU 2018-1-EL01-KA202-047778 Strategic Partnership project (see <https://www.xxx>), in accordance with the EFCoCert standardization guidelines, which are compliant with the ISO directives.

An "EU WBL Mentor" experts committee gathering representative of all relevant interested parties from various EU countries has been established during the #MENTOR4WBL@EU project for commenting and reaching consensus on the successive drafts of the CCS prepared by EFCoCert. The members of the EU WBL Mentor experts committee are listed in table 1.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | First name | Country | Organisation |
| BARTSOKA | Maria | GR | OAED |
| BESKESE | Ahmet | TR | BAU |
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| TUZCUOGLU | Selcuk | TR | BAU |
| ZIARATI | Reza | UK | C4FF |
|  |  |  |  |
| **Invited Experts** |  |  |  |
| KANZANTZIDOU | Natassa | GR | IDEC |
| MISONE | Ausra | LT | Kaunas Chamber of Commerce |

Table 1 – EU WBL Mentor experts scheme committee members (\* = partners)

# Introduction

## Origin of the EU WBL Mentor CSS

The EU WBL Mentor Competence Certification Scheme (CCS) is developed as part of the ERASMUS+ Strategic Partnership project #WBL MENTOR@EU (2018-2020).

The EU WBL Mentor CCS sets the applicable requirements for:

1. the WBL Mentor prerequisites and competences,
2. the WBL Mentor certification process,
3. the personal certification bodies (PCBs) providing certification services against the EU WBL Mentor CCS.

## Mentors concerned by the EU WBL Mentor CCS

Mentors concerned by the EU WBL Mentor scheme may be company’s employees or not, delivering WBL mentoring at full or part-time.

The EU WBL Mentor CCS may be used by:

1. WBL Mentors aiming to demonstrate competence in providing WBL mentoring services,
2. organizations looking for hiring competent WBL Mentors,
3. vocational training organizations aiming to adapt their WBL Mentor training and qualification practices.

## EU WBL Mentor CCS framework

The EU WBL Mentor CCS consists of the following normative documents:

* EU EFCoCert 3000: EU WBL Mentor Competence Certification Scheme – Vocabulary
* EU EFCoCert 3001: EU WBL Mentor Competence Certification Scheme – Requirements
* EU EFCoCert 3024: EU WBL Mentor Competence Certification Scheme – Requirements for certification bodies

## EU WBL Mentor CCS impact

The EU WBL Mentor CCS reinforces the professional value, mobility and employability of WBL mentors on a European scale.

Such a certification is the best way for WBL mentors to have their competences recognized in terms of providing professional WBL mentoring services and provide all guarantees of reliability thanks to ISO 17024 accredited third-party certification.

The availability of the EU WBL Mentor CCS throughout EU is ensured by the applied scheme owner business model, in which the scheme owner, contracts and monitors PCBs offering certification services against EU WBL Mentor CCS in any country demonstrating market demand.

# Scope

This normative document specifies the terms and definitions applying to all normative documents part of the EU WBL Mentor competence certification scheme (CCS).

# Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

* ISO 9000, Quality management systems -- Fundamentals and vocabulary
* ISO 17000, Conformity assessment – Vocabulary and general principles
* ISO 17024, Conformity assessment — General requirements for bodies operating certification of persons

# Terms and definitions

For the purposes of this document, all applicable ISO 17000 and ISO 17024 and the following terms and definitions apply.

## Accreditation

third-party **attestation** (3.4) related to a **certification body** (3.3) conveying formal demonstration of its competence to carry out specific conformity assessment tasks

Source: adapted from ISO 17000

## Accreditation body

authoritative body that performs **accreditation** (3.1)

NOTE The authority of an accreditation body is generally derived from government.

Source: ISO 17000

## Certification body

body that performs **certification** (3.5) services

NOTE 1: An **accreditation body** (3.2) is not a certification body.

Source: adapted from ISO 17000

## Attestation

issue of a statement, based on a decision following **review**, that fulfilment of **specified requirements** has been demonstrated

Source: ISO 17000

## Certification

third-party **attestation** (3.4) related to products, processes, systems or persons

Source: ISO 17000

## (Competence) certification scheme

**competence** (3.8) and other requirements related to specific occupational or skilled categories of persons

Source: adapted from ISO 17024

## Scheme owner

organization responsible for developing and maintaining a **certification scheme** (3.6)

NOTE The organization can be the certification body itself, a governmental authority, or other

.Source: ISO 17024

## Competence

ability to apply knowledge and skills to achieve intended results.

Source: ISO 17024

## Assessment

process that evaluates a person's fulfilment of the requirements of the **certification scheme** (3.6)

Source: ISO 17024

## Examination

mechanism that is part of the **assessment** (3.8) which measures a **candidate's** **competence** (3.8) by one or more means, such as written, oral, practical and observational, as defined in the **certification scheme** (3.6)

Source: ISO 17024

## Examiner

person competent to conduct and score an **examination** (3.10),where the examination requires professional judgement

Source: ISO 17024

## Work-based learning (WBL)

acquisition of knowledge, know-how and skills through carrying out – and reflecting on – tasks in a vocational context, either at the workplace (such as alternance training) or in a VET institution.

Source: adapted from Cedefop, 2011.

## Mentoring

guidance and support provided in various ways to a young person or novice (someone joining a new learning environment or organisation) by an experienced person who acts as a role model, guide, tutor, coach or confidante.

Source: adapted from <https://europass.cedefop.europa.eu/education-and-training-glossary>

## WBL Mentor

person providing **mentoring** (3.13) to a **WBL Mentee** (3.15) within **WBL** (3.12) context.

NOTE 1: WBL Mentor applies for both certified mentors and candidates to be certified according to EU WBL Mentor CCS.

NOTE 2: unlike the WBL mentor, the vocation of a coach is not to allow the acquisition of professional technical knowledge and skills on a given job. In the professional environment a coach is defined as a professional adviser who supports the development of the performance of e.g. an employee, an actor, or a company manager.

Note 3: even if – as for the trainer - one of the missions of the WBL mentor is to train the WBL Mentee and support his/her knowledge aquisitition, in a VET context (such as alternance training) the trainer doesn’t have to intervene at the workplace.

## WBL Mentee

beneficiary of **mentoring** (3.13) by a **WBL Mentor** (3.14) within **WBL** (3.12) context.

## Apprenticeship

systematic, long-term training alternating periods at the workplace and in an educational institution or training centre. The apprentice is contractually linked to the employer and receives remuneration (wage or allowance). The employer assumes responsibility for providing the trainee with training leading to a specific occupation.

NOTE 1: The apprenticeship belongs to formal education and after completion the apprentice receives a formal recognised certification

NOTE 2: In French, the term ‘apprentissage’ relates to both apprenticeship and the process of learning (see ‘learning’)

Source: Cedefop, 2004.