



Lifelong
Learning Programme



PROJECT EPCRA

PROFESSIONAL EUROPEAN
CERTIFICATION FOR ROPE ACCESS

Project N° 2013-4329/539262-LLP-1-2013-1-FR-Leonardo-LMP



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JURY MEMBERS TRAINING PROGRAMME



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1. INTRODUCTION

This document was drawn up in the project « Establishment of a European certification» funded by the European Union through its sectoral programme Leonardo Da Vinci.

The main purpose of this project is to create a “European Certification” adapted for rope access technicians in the European Qualifications Framework.

Indeed, in the four partner countries, Germany, Spain, France and Norway, there are certifications recognized at national level whose formalization is sometimes incomplete or imperfect.

Preliminary meetings to the project enabled the establishment of a working group where the main objective is to analyse national certifications in each of the 4 countries.

This approach has established correspondence between various certification levels for each of the partner countries identifying potential differences or specific needs related to the culture, professional rope access backgrounds, or the types of worksites.

This work allowed partner countries to get to know each other better and to decide the draft common reference points defining the professional skills of a rope access technician irrespective of the European country in which he may work.

A consortium has been constituted with the four partner countries.

Each country is represented by three categories of partners:

- Representatives of businesses in the Rope Access sector: employer organizations made up of rope access companies across a wide variety of sectors: public works, Industry, Offshore, Energy, Events, Cleaning
- Professionals in engineering of competences or techniques on ropes
- Long life training organizations with expertise in training engineering

The aim of these partners is to create, at European level, a certification validated by these four countries to change and recognize the required skills for rope access.

This certification is composed of:

- A Referential for Professional Activities (RAPC), including descriptions of the functions, activities, tasks, conditions of realization, as well as training results in terms of knowledge, skills and competences.
- A Referential of Certification (RC), including certification units, modules grid of the training programme, ECVET credits, access conditions to AWE, Europass certificate supplement.
- Modular training programmes for rope access technicians.
- Trainers training programme.

- Jury members training programme.

These referentials have been elaborated according to Competency-Based Approach (CBA).

2. PROJECT PRESENTATION

Rope Access Technician, a versatile profession

A rope access technician is a person who achieves a safe work position or in areas of difficult access using ropes.

The career of the Rope Access Trade has become more professional over time and today the rope access industry is a flourishing sector in which security is the key component. The field of intervention of the Rope Access Technician extends to all sectors of Public Works, Building, Industry, Offshore, Energy, Telecommunication, Events and Cleaning.

This diversity of activities necessitates the rope access technician as well as the company that employs them to adapt traditional jobs knowledge to specific methods of intervention with rope whose practice requires a constant updating of techniques and ongoing professional training.

The rope access industry has become a key player in project management; it creates jobs, therefore professional organizations and companies are strongly committed in ongoing professional training for so many years.

This diversity allows rope access technicians to expand their area of skills, or enhance traditional job knowledge that may be required on certain interventions such as: rope access welder, rope access mason, rope access driller, etc.

Objectives and work

The end result is to create, using the experience of European countries, « European Certification» adapted to rope access technicians and in compliance with the European Qualifications Framework.

The tools created are:

A reference for professional activities and skills of rope access technicians

A certification standard in compliance with the EQF, which incorporates the accreditation of work experience.

A modular training programme for rope access technicians

A trainer`s training programme allowing the transfer of new references and training programmes to trainers.

A Training certification jury programme, certification assessor allowing company leaders, employees and trainers to integrate certification criteria and modalities.

These tools have been tested and piloted in each country during the project.

This new certification contributes to the promotion and harmonization of the rope access technician`s skills and will be extended to countries wishing to join in this process.

Consortium: Partners

Constitution of the consortium:



- ✓ GIPFIPAG in France, is responsible of the general coordination of the project
- ✓ National professional organizations in rope access work of four countries:
 - SFETH for France
 - ANETVA for Spain
 - FISAT for Germany
 - SOFT Sertifisering for Norway.
- ✓ Training organizations of three countries:
 - GRETA VIVA 5 for France,
 - TINDAĬ for Spain
 - SEILPARTNER GmbH for Germany
- ✓ An external auditor: CDI in Bulgaria responsible for the evaluation and quality assurance.

3. JURY MEMBERS TRAINING PROGRAMME METHODOLOGY

The drafting of the training programme approach is as follows:

- ✓ Step 1: Identification of the targeted public
- ✓ Step 2: Clarification of the targeted public training needs
- ✓ Step 3: Formulation of professionals and educational objectives
- ✓ Step 4: Writing of the training contents
- ✓ Step 5: Sequencing programme: activities planning, contents, support and participants
- ✓ Step 6: Selection of training assessment tools
- ✓ Step 7: Production of supports for trainees and trainers

4. JURY MEMBERS TRAINING PROGRAMME

 Lifelong Learning Programme	TITLE OF MODULE	TYPE	Duration
	Jury members training		1 day

Operational objectives	<ul style="list-style-type: none"> • <i>Getting used to the different references</i> • <i>Extract information necessary to the function of the jury member</i> • <i>Identify the purpose, logic and certification tests issues</i> • <i>Assess candidates in accordance with the referential of certification</i> • <i>Participate constructively in the deliberation</i>
Admission requirement	<ul style="list-style-type: none"> • <i>Professionals (trainers, employees and employers) holders of a rope access certification</i> • <i>Be accredited by the rope access profession</i> • <i>Be up-to-date of mandatory qualifications in work at height</i> • <i>Be aware of RAPC and Referential of certification</i>
Educational objectives	<ul style="list-style-type: none"> • <i>Present Leonardo project EPCRA</i> • <i>Display the methodology that enabled referential production</i> • <i>List regulatory modalities and processes to apply</i> • <i>Present the jury handbook</i> • <i>Take over assessment grids</i> • <i>Welcome and guide the candidates throughout the different tests</i> • <i>Assess the candidates according to the defined criteria of certification referential</i>

<p>Content</p>	<ul style="list-style-type: none"> • Leonardo project EPCRA : objectives, partners, productions, experimentation • European Qualification Framework and national or professional certification • Constitutive elements of RAPC • Constitutive elements of Certification Referential: <ul style="list-style-type: none"> • General architecture • Certification Units • UC description forms: modalities, assessment and acquired criteria (knowledge – skills and competences) • ECVET credits, attribution modalities • Composition of juries • Handbook on implementation of certification manual for jury members: <ul style="list-style-type: none"> ✓ Elimination conditions of a candidate ✓ Position of jury member: ethic rules ✓ Instructions ✓ • Assessment grids, technical referential and professional good practices • Objectives and deliberations progress
<p>Performance Criteria</p>	<ul style="list-style-type: none"> • Use Referential of certification • Implement the recommendations of the jury handbook • Apply modalities, assess criteria and attribution of credits • Use assessment grids
<p>Educational methodology</p>	<ul style="list-style-type: none"> • Theoretical classes. • Exchanges of practices and experiences.

5. EDUCATIONAL SCENARIO OF THE JURY MEMBERS TRAINING

The educational or learning scenario represents the description of a learning progress aimed at the accumulation of knowledge, specifying activities, resources and tools required to implement activities.

Day 1

1 hour - Welcome/introduction of participants, organisers and presentation of the jury members training programme.

1 hour - General framework: European qualifications framework, ECVET and national certifications.

1 hour - Leonardo project EPCRA ,

- Presentation
- Methodology
- Main results.

1 hour - Referential of Professional Activities and Competences:

- Constitutive elements of RAPC: functions, activities, tasks, knowledge, skills and competences

1 hour – Referential of certification:

- General architecture
- Certifications units
- UC description forms: modalities, assessment and acquired criteria

2 hours - Handbook on implementation of certification manual for jury members:

- Elimination conditions of a candidate
- Position of jury member: ethic rules
- Instructions
- Composition of jury members
- Objectives and deliberations progress

1 hour – Assessment of the training day:

Oral clarification and satisfaction questionnaire

Documentation:

Distribute documents before training (RAPC and referential of certification)

Slideshows

6. ASSESSMENT GRIDS OF JURY MEMBERS TRAINING



Programme d'éducation
et de formation
tout au long de la vie



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SATISFACTION QUESTIONNAIRE JURY TRAINING

Name (optional)

Institution (optional)

Date:

1. ACHIEVMENT OF TRAINING OBJECTIVES	<i>Achieved</i>	<i>Not achieved</i>
<i>Present Leonardo project EPCRA</i>		
<i>Getting used to the different references</i>		
<i>Suggest improvements to the contents</i>		

2. PREPARATION OF THE TRAINING, PEDAGOGICAL CONSTRUCTION, ORGANISATION	<i>Not at all satisfied</i>	<i>Unsatisfied</i>	<i>Satisfied</i>	<i>Quite satisfied</i>
<i>Preliminary information received on training content and objectives</i>				
<i>Classes, equipment</i>				
<i>Reception</i>				
<i>Learning progress</i>				
3. TOOLS AND PRODUCTIONS	<i>Not at all satisfied</i>	<i>Unsatisfied</i>	<i>Satisfied</i>	<i>Quite satisfied</i>
3.1. RAPC				
<i>How would you mark the structure of the document?</i>				
<i>How would you mark the readability of the document?</i>				
<i>How would you mark the quality of RAPC content?</i>				

<i>How would you mark the importance of the RAPC for your needs and those of your organisation?</i>											
3.2. REFERENTIAL OF CERTIFICATION											
<i>How would you mark the structure of the document?</i>											
<i>How would you mark the readability of the document?</i>											
<i>How would you mark the quality of RC content?</i>											
<i>How would you mark the importance of the RC for your needs and those of your organisation?</i>											
3.3. Rope access training programme											
<i>How would you mark the structure of the document?</i>											
<i>How would you mark the readability of the document?</i>											
<i>How would you mark the quality of the training programme content</i>											
<i>How would you mark the importance of the training programme for your needs and those of your organisation?</i>											
4. TRAINERS	<i>Not at all satisfied</i>	<i>Unsatisfied</i>			<i>Satisfied</i>			<i>Quite satisfied</i>			
<i>Professionalism of the trainers</i>											
<i>Efficacy of the trainers</i>											
<i>Clarity of explanations</i>											
<i>How would you mark the duration of the module?</i>	<i>Too short</i>			<i>Adapted</i>				<i>Too long</i>			
<i>Overall satisfaction of the training (1-Not at all satisfied; 10 – very satisfied)</i>	1	2	3	4	5	6	7	8	9	10	
<i>Comments and remarks :</i>											



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**SUPPLEMENTARY QUESTIONNAIRE
QUALITY OF THE ANIMATION OF THE JURY MEMBERS
TRAINING**

Name (optional)
Institution (optional)
Date:
Place:

TRAINER X	yes	no
<i>The pace and content of the training are adapted to the public</i>		
<i>The trainer presents the subject in an interesting and attractive way</i>		
<i>The trainer's mastery of the subject and ability to give practical examples</i>		
<i>The trainer mobilizes participants in the training process</i>		
<i>The trainer is able to adapt his training to each participant. He customizes his message, adapts to each participant's context...</i>		
<i>The trainer was encouraging and motivating</i>		
<i>The explanations were clear and understandable</i>		
<i>Comments:</i>		

TRAINER Y	yes	no
<i>The pace and content of the training are adapted to the public</i>		
<i>The trainer presents the subject in an interesting and attractive way</i>		
<i>The trainer's mastery of the subject and ability to give practical examples</i>		
<i>The trainer mobilizes participants in the training process</i>		
<i>The trainer is able to adapt his training to each participant. He customizes his message, adapts to each participant's context...</i>		
<i>The trainer was encouraging and motivating</i>		
<i>The explanations were clear and understandable</i>		
<i>Comments:</i>		

7. PRELIMINARY COMPETENCES REGISTER OF JURY MEMBERS

The preliminary competences register of jury members was formalized in a written document entitled « Guide for the jury members » outlining the accreditation procedure of jury members, their assignment, role and obligations as well as the role and obligations of the candidates during the test.

1 - Procedure of accreditation of the jury members

The members of the jury are accredited by a committee of 3 persons representing a minimum of 2 associations or professional organisations of at least 2 members of the European Union.

Prerequisite:

One member of the jury is a rope access professional: employer, employee or trainer with a minimum of three years professional experience or 2000 hours of work and/or 1000 hours of training, holder of a rope access certification, level three, issued by an organization recognized by the committee

Validation of prerequisite by the committee



Training:

Take the one day training for jury members in compliance with EPCRA training programme



Trainee juror

Observation period and gradual participation in jury

Each trainee juror will participate to a minimum of three assessments:

Assessment of Certification Unit 8 and the choice of two assessments for units 1 to 7

Validation of the juror by the committee



Member of the jury accredited

The juror must participate to a minimum of two exams sessions per year

2 - Assignment of the jury members

Being a jury member, means being able to appreciate the professionalism of the candidate and to assess technical skills

Each jury member is responsible for assessing objectively the achievements of candidates, to validate their competences and skills in relation to the referential of certification.

3 - Role and Obligations of the jury members

Each jury member, accredited by ECRA committee is responsible for:

- Ensuring the compliance of the exam site and alerting the professional association or cancelling the session in case of non-compliance of equipment;
- Participating actively in the implementation and progress of tests;
- Welcoming candidates and assisting them during the day;
- Evaluating objectively the performance of candidates;
- Appreciating their technical skills and competences to hold a job covered by the certification;
- Informing precisely certification units assess forms;
- Participating in the deliberations.

Each jury member is responsible for ensuring that candidates:

- Stand in a clean and appropriate uniform for work;
- Use equipment, in good condition, listed in a PPE register updated ;
- Wear safety or mountain boots (unless special instructions are given on certain sites) ;
- Adjust the harness securely, and always wear the helmet in working areas ;
- Take care of individuals and the workforce;
- Respect the rules of good practice all day long and during tests ;
- Respect the safety instructions given and the organization of exams ;
- Restrain their remarks towards other jury members, training organizations or other candidates.

4 – Role and obligations of candidates

The candidate is assessed all day long on technical and behavioural criteria:

- Each candidate uses his progression equipment and other regular PPE. This equipment must be in good condition and meet C.E standards.
Before the test the juror must check the conformity and good management of all equipment.
- The candidate must comply with organizational instructions and inherent security within the site configuration, and must stay in a waiting or isolated area when not being assessed.
- The evaluation of the professional attitude of candidates is just as important as the mastery of techniques. During period of assessment, the candidates must also demonstrate that their behaviour is compatible with the requirements of the profession and the image of the rope access technician.
- The candidate must comply with the instructions and decisions of the jury.
- The juror must ensure that the instructions have been clearly given and ensure that the candidate understands correctly the meaning of the instructions.

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