

# CERTIFICATION SCHEME FOR THE ASSESSMENT AND CERTIFICATION OF TRAINEES AS ASSISTANT GARDENERS



INTELLECTUAL OUTPUT [6]: CERTIFICATION SCHEME FOR THE CERTIFICATION OF  
TRAINEES AS ASSISTANT GARDENERS

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## PROJECT MAIN DETAILS

<b>Programme:</b>	Erasmus+
<b>Key Action:</b>	Cooperation for innovation and the exchange of good practices
<b>Project title:</b>	Assistant Gardener Curriculum for people with Intellectual Disabilities
<b>Project Acronym:</b>	GreenNet
<b>Project Agreement Number:</b>	2019-1-EL01-KA204-062986





## 1. Introduction

The Certification Regulation for the certification of persons with intellectual disabilities as “Assistant Gardeners”, is intended for the certification of persons that want to grant a certificate as assistant gardeners.

This Certification Regulation contains principles, requirements, criteria and the process for the certification of persons as Assistant Gardeners. Every person that fulfills the criteria as described in the current Regulation, can apply for the certification and after passing the assessment can get certified.

The present Certification Regulation has been developed as an outcome of the “GreenNet: Assistant Gardener Curriculum for people with Intellectual Disabilities” project by Cyprus Certification Company (CCC) with the consultation of the other Consortium partners.

The certification scheme will provide a full picture of the certification and the assessment methods. The main objective of this certification scheme is to ensure that:

- A. all learning outcomes mentioned in the curricula and training materials are being developed to the appropriate EQF level (EQF level 5 for trainers and EQF level 1 or 2 for trainees) and,
- B. the training materials are of the appropriate quality standard offering the necessary knowledge for the expected learning outcomes.

The present Certification Scheme has been developed as an outcome of the GreenNet project 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 any training program that has been developed within the **GreenNet** project.



## **2. Terms and Definitions**

For the purpose of this document, the following terms and definitions apply.

### **Applicant**

person who has submitted an application to be admitted into the certification process

### **Certificate**

An official document, issued by an awarding body, which records the achievements of an individual following a standard assessment procedure.

### **Certification (of knowledge, skills and competences)**

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.

### **Competence**

The proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development.

### **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

### **Knowledge**

The outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, feelings, experiences, theories and practices that is related to a field of work or study of a person.

### **3 Normative references**

**ISO/IEC 17024:2012:** Conformity assessment — General requirements for bodies operating certification of persons

Assessment tools – documents developed within the GreenNet project for the assessment of persons’ knowledge, skills and competences.

### **4 Scope**

This Certification Scheme for the certification of persons with intellectual disabilities as “Assistant Gardeners” at EQF Levels 1 or 2 describes all procedures apply for obtaining, assessing, granting, maintaining and withdrawing Certification of persons in accordance with the requirements of the Standard CYS EN ISO 17024: 2012 and other requirements defined by CCC’s internal procedures.

The Certification Scheme refers to any individual with intellectual disabilities who wants to demonstrate knowledge and ability as an “Assistant Gardener” at EQF Levels 1 or 2 through certification.

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



- the application and the process of assessing the persons for obtaining the “Assistant Gardener” certification.
- the criteria to be met for initial certification as “Assistant Gardener”;
- the obligations of CCC for the Evaluation, Grant, Use, Maintenance, Suspension and Withdrawing of Certification.
- the obligations of certified persons

## 5 Consortium Description

**GreenNet** consortium consists of the following six members who are the relevant stakeholders and in our case are the responsible ones for the approval of the current certification scheme:

- Sillogos goneon ke kidemonon atomon me anapiria TO ERGASTIRI
- The Agricultural Research Institute (ARI)
- Theofanis Alexandridis kai Sia EE (OMEGATECH)
- Association "Halfway there"
- Cyprus Certification Company (CCC)
- Andragoški zavod Ljudska univerza Velenje
- Società Italiana Disability Manager (S.I.Di.Ma.)

## 6 Description of the certification

The certified persons of EQF level 1 or 2 will be able to perform tasks as described in Curriculum. They will be able to demonstrate their knowledge and ability as Assistant Gardeners, as described in the GreenNet project through certification.



## **7. Impartiality, Independence and Integrity**

Cyprus Certification Company 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 inspectors and 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 persons 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.

### **7.1 Committees**



The Assistant Gardeners 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

### **7.1.1 Assistant Gardeners Certification Scheme Committee**

The Certification Scheme Committee consists of all members of the Consortium of GreenNet 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 - members of the consortium, that are related, involved or benefit from the existence of the Certification Scheme.

### **7.1.2 Certification Committee**

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 persons to be certified as Assistant Gardeners at EQF Levels 1 or 2.





It also involves individuals with specialization and experience in the areas of activity of CCC and the Assistant Gardeners Certification Scheme. The members of the Committee are independent of the process of evaluating the persons to be certified as described in Section 8.

Any person that has been involved in the assessment of persons cannot be nominated as a member of the Certification Committee.

When deemed necessary, the Committee may use additional experts for the evaluation of specialized topics.

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.

### **7.1.3 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 Certification Process**

### **8.1 Prerequisites for initial Certification**

For the initial certification, there are no prerequisites specified for the applicants, just the training that will take place within GreeNet project.

### **8.2 Submission of application**

Every individual with intellectual disability that is interested in certification as Assistant Gardener submits to Cyprus Certification Company (CCC) an application which includes all information required to identify the applicant, such as name, address, ID number and other information required by this certification scheme.

The signing of the application by the applicant indicates its conformity with the present Regulation.



### **8.3 Evaluation of application**

The evaluation process includes a review of documentation which is submitted by the applicant in support of his application. The review is intended to determine the applicant's competence through verification.

CCC examines the all information contained in the application and the accompanying documentation and, if necessary, it seeks additional information or clarifications.

### **8.4 Assessment procedure**

The assessment of the candidates will be done using assessment tools that will be developed within the GreenNet project and CCC's internal procedures.

The assessment will be done in teams and the examiners will assess the individuals with intellectual disabilities through observation. Once a candidate successfully completes the assessment for all modules, they will be able to get certified on the level.

Examiners will utilize an assessment questionnaire to document the correct answers of individuals with intellectual disability. The questionnaire will be completed prior to and following the training to evaluate all acquired knowledge and skills.

If one of the candidates does not pass the exam successfully then he will have the chance to take the exam again.

### **8.5 Decision for Certification**

The final decision on certification will be taken by the Certification Committee, which is independent from the process of assessing individuals as described in Section 8.4. If the



Certification Committee's decision is positive, a Certificate is issued. All certificates bear the signature of CCC Manager.

## **8.6 Granting of certificates**

The certificate belongs exclusively to the individual to whom it was awarded and only for the certification for which it was evaluated.

The certificate that will be awarded to individuals with intellectual disabilities as Assistant Gardeners, will not have an expiry date and it will remain valid unless changes are made and in this case the procedure for certification will take place again.

All documents issued by CCC and forming part of the certification process are the property of CCC.

Certified persons have the obligation to submit their certificates to CCC at any time they are requested, and they should not use them for misleading purposes.

Information of the certified persons are recorded in the CCC's Register of Certified Persons as Assistant Gardeners at EQF Levels 1 or 2 and can be made public to any member of the consortium upon request.

## **8.7 Suspending and withdrawing certification**

CCC retains the right to suspend and withdraw the certificates of certified persons as Assistant Gardeners at EQF Levels 1 or 2 who do not continue to comply with certification criteria.



The decision of suspension / withdrawing of the Certification from a certified person is taken by the Certification Committee following the recommendation of Organization's Manager.

Indicatively, the following suspension / withdrawing reasons are listed:

- false or misleading information where given by the person at the application
- misleading use of the certificate
- failure to comply with the certified person's obligations under this Regulation
- complaint with respect to the certified person
- person's request to discontinue the use of the awarded certificate

## **9 Certification Process**

After the evaluation process has been completed, the Certification Committee will validate the information above and issue a Certificate to every candidate.

### **9.1 Certificate validity**

The certificate that will be awarded to individuals with intellectual disabilities as Assistant Gardeners, will not have an expiry date and it will remain valid unless changes are made and in this case the procedure for certification will take place again.

## **10 Personnel involved in the certification activities**

### **10.1 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:



- holds a degree in holds a degree in agriculture or,
- holds a degree in occupational therapy with at least 2 years of experience working with persons with individuals with intellectual disabilities,
- has knowledge of the Certification Scheme;
- able to apply the examination procedures and documents as developed by GreenNet Consortium.
- have knowledge of the Certification Scheme.
- have competence in the field to be examined;
- 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.

## **10.2 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). A confidentiality declaration will be signed by all personnel involved in the assessment.

## **11 Register of Certified Persons (RCP)**

CCC maintains a Register of Certified Persons as Assistant Gardener of EQF Level 1 or 2, , which includes the name of the certified person, the scope of the certification, the assessment date, the date of issue and validity.

## **12 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 (ICC) and 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.

### **13 Modifications – Revisions of the current Regulation**

This Certification Regulation may be revised, in whole or in part, only by decision of the Assistant Gardener Certification Scheme Committee.

Any revisions shall be communicated to the certified persons, 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.