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EFPA accreditation for national test user certification

Accreditation by EFPA permits the accredited body to offer suitably qualified test users a European Certificate of Competence in Test Use. Certificates can be awarded at one of three levels. Currently, EFPA accreditation is only available for Levels 1 and 2 for test use in the area of work and organizational assessment.

Accreditation is granted under the following conditions:

1. There is an EFPA accredited National Awarding Committee (NAC) which can take delegated responsibility for the award of European Certificates.
2. The NAC has a means of maintaining the necessary records of people who have become qualified.
3. The NAC has in place suitable quality assurance procedures in place to ensure that people gaining qualification are indeed competent.
4. The national test user qualification scheme meets the standards, in terms of content and assessment requirements, set by EFPA for the relevant level of qualification.

The following outline step-by-step guide should be read in conjunction with the Rules governing the accreditation of national test user qualification schemes (hereafter called “the Rules”) and the relevant detailed specification of the EFPA test user standards for whichever level(s) is or are relevant to the application. Obtaining accreditation involves two steps.

1. Obtaining accreditation as a National Awarding Committee

See Section B of the Rules: Articles 14, 15, 16 and 17.

The NAC should be established by the EFPA member association in accordance with Article 15. The terms of reference of the NAC should include, but are not limited to, the responsibilities listed in Article 16.

When the NAC has been established the EFPA member Association should request accreditation of the committee from the EFPA Test User Accreditation Committee (TUAC) by writing to the EFPA Head Office. The application should set out the terms of reference and membership of the NAC and

itemise the national qualifications that it will be responsible for awarding. Each qualification should be described in terms of the target user population and the level of competence it recognises.

The application should also include a request for one or more of those qualifications to become European accredited qualifications. Prior to being accredited by the TUAC the NAC should not make a detailed submission.

Assuming that the TUAC accredits the NAC, it will then provide the NAC with detailed advice on the information it needs to provide for each qualification for which accreditation is sought.

2. Seeking accreditation of a national test user qualification

Coverage of the content of the standards

Once the NAC has been accredited by the TUAC, TUAC will advise the NAC of the information that needs to be provided. The NAC needs to demonstrate how the EFPA standards (the specification of performance criteria, context, knowledge and skills contained in Document ref# 067) map onto the national qualification. The NAC needs to document how each element of the national qualification requirements relates to the various elements of the EFPA standards.

Quality assurance

The NAC will need to provide the TUAC with documentation describing how qualifications are awarded. In particular, it needs to explain what steps are taken to ensure that assessments of competence are quality assured.

The TUAC will check that the conditions for awarding the national qualification are no less stringent than set out in the Rules (see *Sections A and C*)

Record keeping

Finally, the NAC will need to describe the procedures it has in place for recording the qualification people obtain and the manner in which the award of European certificates will be recorded. The method used to register qualified candidates should track their maintenance of competence and re-validation (see Article 3).

When the TUAC is satisfied that the NAC has met the requirements for European accreditation and the NAC has paid the accreditation fee (currently there is no fee), the NAC will be provided with a confirmation of accreditation and details of the format of the European Certificates that it may award.

3. Awarding European Certificates

The NAC may award a European Certificate to any delegate who satisfied the national requirements for qualification that have been accredited by the TUAC as meeting the EFPA standards.

EFPA will charge an administration fee for each person who is granted a European certificate. This charge will be made every 6 years on renewal of the Certificate. The current fee is 5 Euros (2012).

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As detailed in Article 16k, the NAC must provide a report each year to the TUAC detailing the numbers of people who have been awarded European certificates and describing any changes that have been made or are planned to be made to the qualification content or awarding procedures. Where the TUAC considers changes are substantial, it may require re-accreditation.

D Bartram, Chair of the EFPA TUAC, [30/08/2009, updated 10/3/2012]