



The European Technology Transfer Manager

D.11.2 Guidelines for Accreditation of Training Providers



Lifelong
Learning
Programme

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INTRODUCTION

European Technology Transfer Manager Project (ETM) has on its main objectives the development of a model system for the Accreditation of TTMs and Training Providers.

ETM project focuses on the Technology Transfer Manager (TTM) an emerging occupational profile, highly skilled and specialised, with a wide range of activities, requiring a solid multidisciplinary academic background.

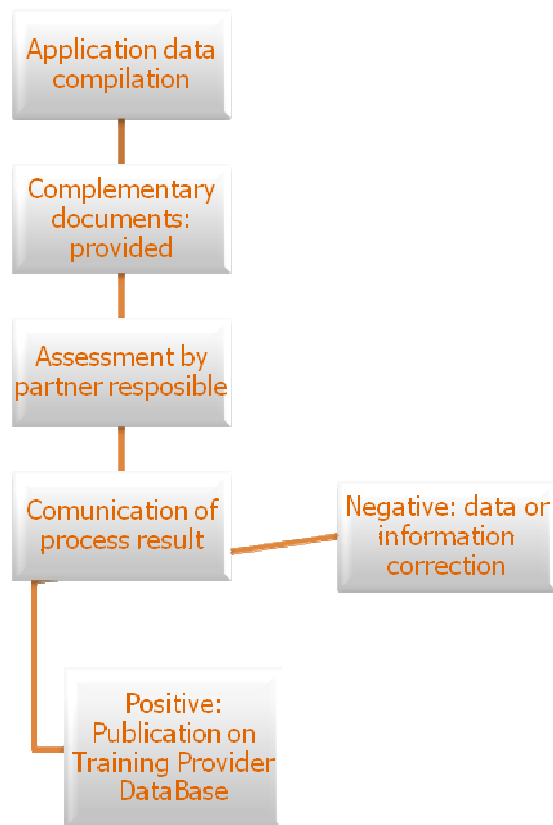
ETM consortium has developed an e-learning course leading to provide to TTM a certification. In parallel, a validation of prior learning scheme has been also elaborated and employees currently working as TTM can validate their competencies.

The training course has been developed based on the European Qualifications Framework (EQF), expressed in units of learning outcomes, corresponding to EQF level 6 and compliant with European Credit transfer and accumulation system for VET (ECVET).

Taking into account the main phases and products of the project and the important principles of sustainability and exploitation of results, it is necessary to develop a common system for the **accreditation of training providers**, in order to establish a methodology ensuring that one of the most important points of the process, the trainers selection, will be clearly explained and described. The possibility to use the training of TTM once the project will be ended, will also be possible following the established criteria.

ACCREDITATION PROCESS

The procedure that Training providers should follow in order to complete the accreditation process is the following:



APPLICATION DATA

Training providers are requested to send the following information:

1. Company Data

- a. Name of the Company.....
- b. Address.....
- c. City..... Postal Code Country.....
- d. Telephone EmailWeb page.....
- e. Contact person.....

Signature

2. Required documentation

2.1- If the Company is accredited for training: proof of evidence

2.2- If the Company is no accredited:

- a. Organization description including legal constitution documents
- b. Report of principal activities developed in the last 5 years
- c. CVs and continuous professional development evidences of the teaching staff

NEXT STEPS

- The application data, containing the requested documentation, must be completed and sent by email or by mail to the responsible partner in each country, depending on the supplier geographical area.
- The responsible partner will assess each candidature. In some cases, extra information or personal interviews could be required in order to collect all the information needed for a good assessment.
- Before 30 days after all the documents are sent, the responsible partner must communicate the results
- In case of positive result, the data will be published in a section of the ETM website:

TRAINING PROVIDERS

Company's Name	Contact Details	Brief information concerning services to provided

- The training providers should subscribe the next Agreement

AGREEMENT

Date:.....

Parties:

(Name and address of Partner) on behalf of the ETM Project Consortium

(Name and address of the Training provider)

European Technology Transfer Manager Project (ETM), financed by the European Commission, Lifelong Learning Leonardo da Vinci Programme, has on its main objectives the development of a model system for the Accreditation of TTMs and Training Providers.

ETM project focuses on the Technology Transfer Manager (TTM) an emerging occupational profile, highly skilled and specialised, with a wide range of activities, requiring a solid multidisciplinary academic background.

The Consortium ETM has provided a list of criteria and requirements for the selection of Training Providers representing the minimum standards that are considered necessary for providing courses in accordance with the framework.

The framework of this Agreement is given by two documents developed in this project:

- The Methodology for the Expertise Check up of the TTM
- The Training Course of the TTM

Letter of intent.-

- The Training Provider has sufficient expertise and resources to provide quality training programs in Technology Transfer
- The Training Provider ensure adequate teaching staff, resources and facilities to support the provision of quality courses
- The Training Provider will deliver the services in accordance with the framework of the Agreement
- The Training Provider shall mention the Project and the funding programme when publishing information of courses developed on the basis of the Framework: *"The contents of this course have been designed in accordance with the training framework for Technology Transfer Managers identified by the Consortium ETM within the Project The European Technology Transfer Manager ETM, funded by the European Commission, Lifelong Learning Leonardo da Vinci Programme"*
- The use of those documents will always be free of charges
- The Training Provider allows the ETM Consortium to publish its data in the corresponding section of the ETM website.

Signatures

Partner: Name and role

Training Provider: Name and role