



Escola Profissional do Pico

THE ACCREDITATION PROCESS IN SCHOOLS

Leonardo Da Vinci Multilateral Partnership

Ensuring modern vocational schools to educate well trained employees

Fieni – Romania

28th April to 3rd May 2014



Lifelong
Learning
Programme



The Accreditation Process in Schools

- a) What are the necessary steps to achieve the accreditation?
- For regular Level IV and Level II courses, our school is an accredited/certified school; we undergo LVA (Local Verification Actions), normally known as inspections to verify if our procedures are correct, according to the norms;
- For other short term courses (usually night courses) we need to ask for a ratification from our Regional Board of Employment and Professional Qualification;

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- In these cases we must send in a curriculum proposal with the outline of the contents of the course; the objectives; the calendar; the methodologies to be used; evaluation criteria; type of recipients; CVs of Trainers;
- Most courses' ratifications are now processed through a Certification Platform, where information is entered and ratification is delivered;
- Trainees' Certificates are also issued through this Platform.

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- Authorization Procedures for Vocational Courses (Level IV and II):
- Each year the school chooses the courses it would like to offer based on the labour market's needs and on the interests of students;
- The courses are chosen from existing certified national ordinances;
- Each year the School Consultive Council meets to decide on the courses to offer (February);

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- This proposal is sent to the Regional Board of Education, by February, accompanied by:
 - Justification of the relevance of the courses;
 - Map of the certified ordinances;
- Once the courses are approved (by March), by the Board of Education and the Board of Employment and Professional Qualification:
 - Financial applications are submitted, in April, because courses are financed by European Social Funds;
 - Advertising of courses begins (April/May);

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- The recruitment of teachers/trainers is published in local newspapers (June/July);
- Teachers apply, sending their CVs to school;
- Teachers/trainers are selected according to their qualifications/certifications (private school process);
- Maps with names, qualifications and other data pertaining to teachers/trainers, are sent to Board of Education for final approval (August);
- Once everything is approved, the school year begins (September)

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- b) What are the costs?
 - There are no costs involved
- c) What are the sources of funding for the accreditation
 - Not applicable

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- d) What are the specializations in your school?
- Our school is not specialized in a certain area;
- We try to offer a variety of courses to suit the market's needs and the interests of students;

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- Courses running at the moment:
 - **3rd Year Level IV:** Reception; Computer Systems Programming and Management; Electronics/Automation and Computers; Hygiene and Safety in the Workplace; Renewable Energies/Solar Systems;
 - **2nd Year Level IV:** Viticulture and Oenology; Computer Equipment Management;
 - **1st Year Level IV:** Electrical Installations; Tourism;
 - **2nd Year Level II:** Farm Operator (Agriculture)

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- Thank you for your attention!



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