

**TOWARDS A HOLISTIC TRANSFORMATION OF  
ORGANISATIONS INTO LEARNING WORKPLACES**

# New Certification: “Learning Workplace”

Online Information Session  
MMC Management Centre, 6 September 2022



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# The Project LEARN

- *LEARN: Towards a Holistic Transformation of Organisations into Learning Workplaces*
- Key Action 3, Support for Policy Reform, 2020
- Aim: To create a new, innovative certification for organisations and companies, which will ensure their transformation into “*Learning Workplaces*” through the establishment of a holistic and life-long learning culture within workplaces.



# The Consortium of LEARN

- 5 EU countries: Cyprus, Greece, Spain, France, Austria
- 11 partners: VET providers, chambers, and a certification company



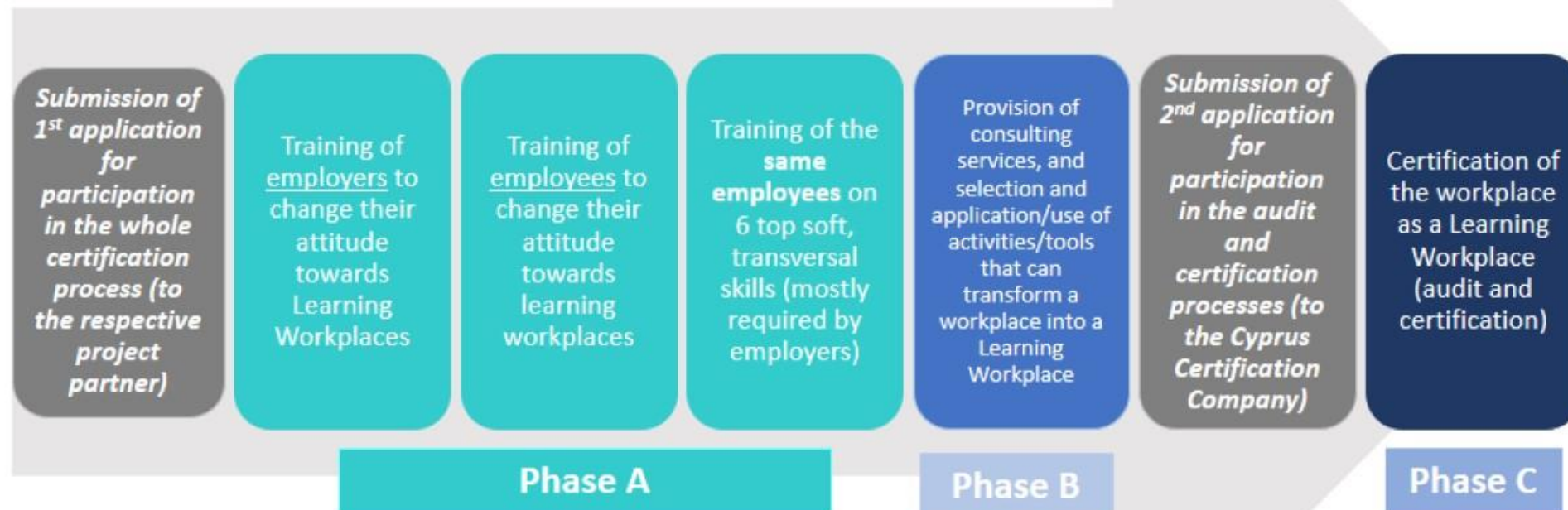
# Definition of Terms (1)

- Learning Workplace

A **workplace** that **promotes adult learning** *during work or while being at the workplace*, in order for all adults in a workplace to acquire both on-the-job and **soft, transversal skills**, which are necessary *both for their work and in their life in general*.

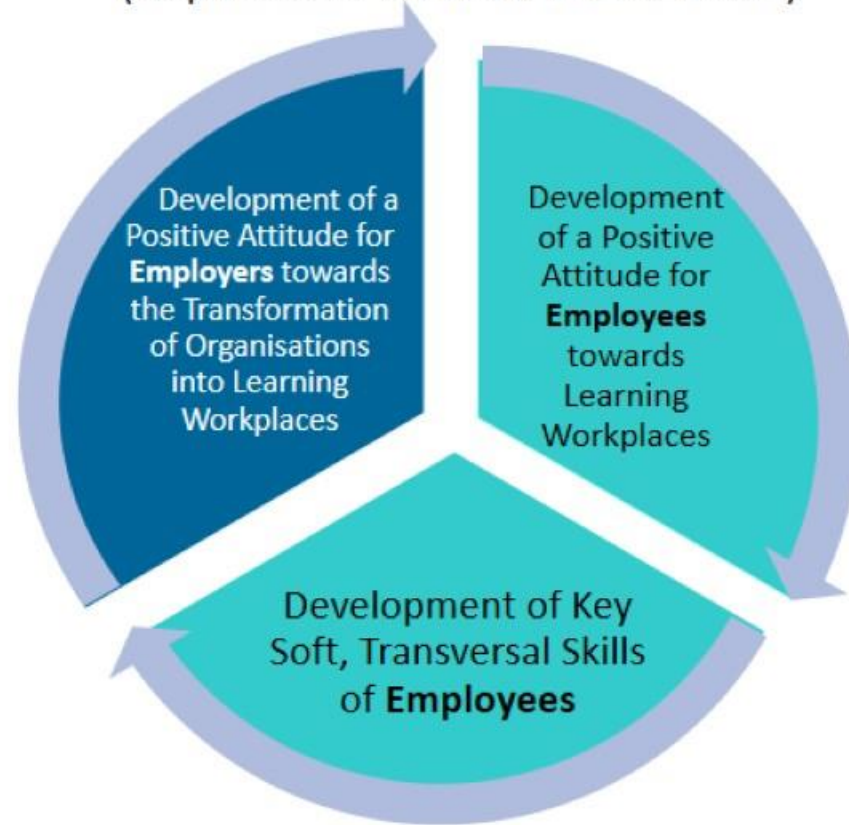


# Certification Process



# Phase A: TRAINING OF EMPLOYERS AND EMPLOYEES

(September to November 2022)



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## Definition of Terms (2)

- **Employer (or Employer Representative):** Owner, general manager, managing director, member of Board of Directors, department manager (incl. HR manager), member of HR staff.
- **Employee:** Any member of staff of all departments, except for the management staff (staff responsible for taking decisions).



## Certification Prerequisite



- ✓ Participation in all the workshops for employers and employees with the required number of participants, which depends on the size of the workplace.
- ✓ Certification of all the participating employees with ISO17024 on six key soft, transversal skills by the Cyprus Certification Company, after taking an assessment.



# Training Workshops for Employers

Development of a Positive Attitude towards the Transformation of Organisations into Learning Workplaces

- Aim: Awareness-raising on the benefits of adult learning in the workplace and attitude change of employers towards the transformation of workplaces into Learning Workplaces.
- This workshop will be implemented again, so as for interested employers who have not participated or for workplaces that were represented with a smaller number of employers than the number required to take part in.
  - *The dates of the workshops in the partner countries will be announced by each partner organisation separately (in Cyprus: 18 November 2022).*



# Training Workshops for Employees (1)

## Development of a Positive Attitude towards Learning Workplaces

- Aim: Awareness-raising on the benefits of adult learning in the workplace and attitude change of employees towards the concept of “Learning Workplaces”.
  - *The dates of the workshops in the partner countries will be announced by each partner organisation separately (in Cyprus: 30 September 2022).*
  - *First workshop for employees offered within the project.*

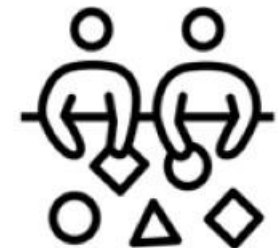


# Training Workshops for Employees (2)

## Development of Six Top Transversal Skills

- Aim: Development of employees' soft, transversal skills that are mostly required by employers nowadays.
- Participation of the *same employees* in *both workshops* (on positive attitude and transversal skills' development).

Training Module (Transversal Skill)	Duration	Dates of Workshops in Cyprus
1. Communication Skills	7 hours	7 October 2022 (Friday)
2. Learning to Learn	5.5 hours	21 October 2022 (Friday)
3. Team Building	5 hours	27 October 2022 (Thursday)
4. Resilience and Time Management	6 hours	3 November 2022 (Thursday)
5. Self-Leadership and Entrepreneurial Mindset	6.5 hours	11 November 2022 (Friday)
6. Responsibility and Ethical Practice	5 hours	18 November 2022 (Friday)
	<b>35 hours</b>	



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## Assessment and Certification with ISO17024

- All participating employees have to take an assessment on the six key transversal skills on which they will be trained and, if they succeed, to **get certified with ISO17024** (certification on personal skills).
- Assessment implementation period in all partner countries: December 2022
- ISO17024 Certification (*certification of employees*) is a **prerequisite** for workplaces to get certified as Learning Workplaces (*certification of workplaces*).



# Phase B: PROVISION OF CONSULTING SERVICES

(until March 2023)



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# Certification Prerequisite

# 2

- ✓ Selection and application/use of a specific number of activities and tools that have been developed within LEARN with the support of trained consultants.
- ✓ Learning activities, training needs analysis tools, skills' anticipation tools etc., which focus on *non-formal and informal learning*.

# Phase C: AUDIT AND CERTIFICATION

(until April 2023)

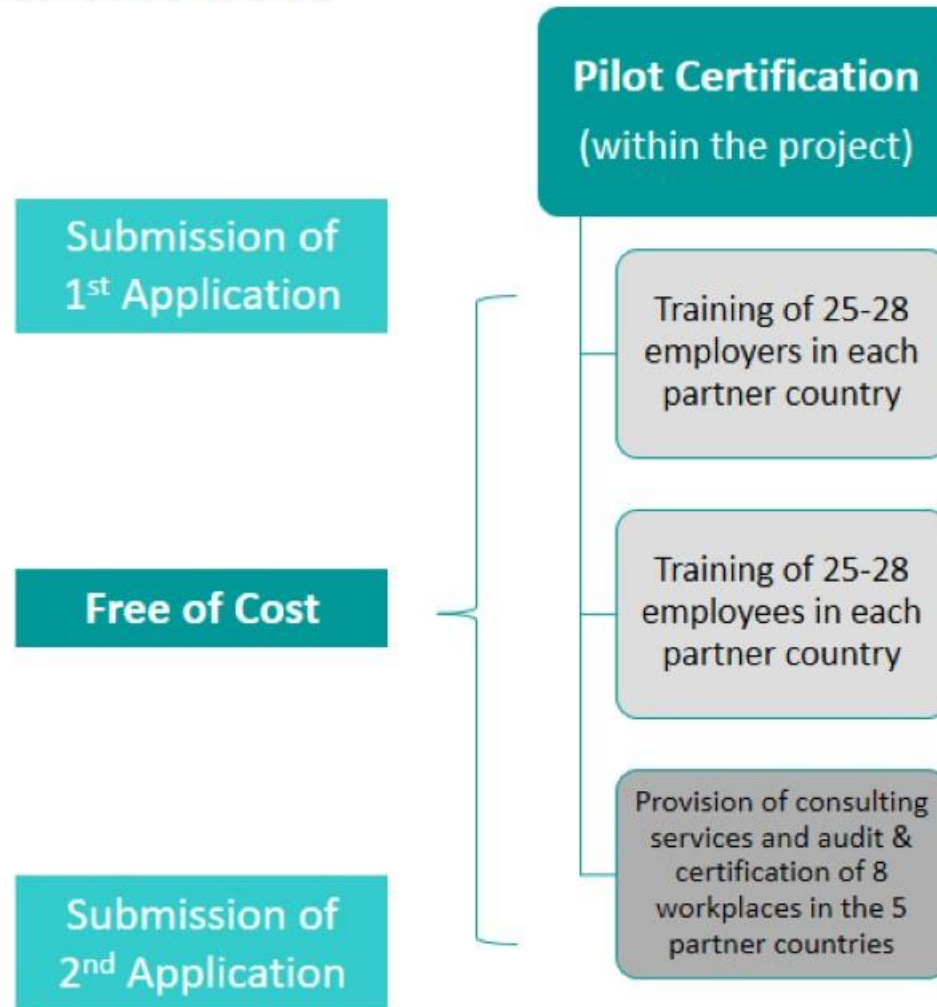


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# Pathway to Certification



# Selection of Workplaces to Get Certified

Grading System (1<sup>st</sup> Application Assessment)



Small:

**3 points**

Medium or Micro:

**2 points**

Large:

**1 point**

**Workplace Size:**

Self-employed individuals are excluded.



Participation in 1<sup>st</sup>  
Round of Workshops:

**2 points**

**Participation in Workshops  
for Employers**

Priority to those who participated in the 1<sup>st</sup> round of workshops.



Participation in 1<sup>st</sup>  
Round of Workshops:

**2 points**

**Participation in Workshops  
for Employees**

Priority to those who participated in the 1<sup>st</sup> round of workshops.



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## Definition of Terms (3)

- Size of Workplaces

Micro: 1-9 employees

Small: 10-49 employees

Medium: 50-249 employees

Large: <249 employees



SMEs: target  
workplaces



# 1<sup>st</sup> Application

To be Submitted to the Project Partners

## CYPRUS

**Deadline:**  
*30 September 2022*

## OTHER PARTNER COUNTRIES

**Deadline:**  
*Contact Partner Organisations or  
Check their Page on Project Website*

## APPLICATION FORM

Check Project Website –  
Partner Organisation's Page

## Contact Us



Project Official Website:	<a href="https://learningworkplaces.projectsgallery.eu/">https://learningworkplaces.projectsgallery.eu/</a>
Project Facebook Page:	Learning Workplaces
Project LinkedIn Page:	Learning Workplaces
Project Partner Organisations'	
Contact Details:	<a href="https://learningworkplaces.projectsgallery.eu/partners/">https://learningworkplaces.projectsgallery.eu/partners/</a>



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Thank you!



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