



**ORGANISATIONS**  
INTO Learning Workplaces

## TOWARDS A HOLISTIC TRANSFORMATION OF ORGANISATIONS INTO LEARNING WORKPLACES

# “LEARNING WORKPLACES” Certification Specification Document

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## 1. Introduction

The current Certification Specification Document contains the requirements for the Certification of Organizations as LEARNING WORKPLACES and is an integral part of the LEARNING WORKPLACES Certification Scheme.

The current Certification Specification Document has been developed within the Project “LEARN: TOWARDS A HOLISTIC TRANSFORMATION OF ORGANISATIONS INTO LEARNING WORKPLACES” which aims the development of a new Certification Scheme for the organizations which get transformed into Learning Workplaces.

The certification it is on a voluntary basis and all Organizations that would like to gain a new certification should implement the requirements of the current Certification Specification Document.

Through LEARNING WORKPLACES certification, organizations will be able to ensure that the learning of their employees is continuous, and it involves transversal and not only job-specific or technical skills’ development while also validating employees’ key transversal skills through an ISO certified assessment tool.

All requirements for granting the LEARNING WORKPLACES Certification are described in the current document.

## 2. Scope

This Certification Specification Document for the certification of Organizations as LEARNING WORKPLACES contains all requirements that need to be implemented by an organization in order to get certified as LEARNING WORKPLACE.

The Certification Specification Document applies to all Organizations who strategically would like to ensure that the learning of their employees is continuous, and it involves transversal and not only job-specific or technical skills’ development.

Every Organization who started implementing activities and tools along with the training and certification of its employers and employees can apply for the certification.

The current Certification Specification Document may be used in whole or partially to enhance an organization's training culture. However, certification of the Organization will only be feasible if all requirements described in this Certification Regulation are fulfilled without exception, unless otherwise stated in specific sections of the Regulation.

### 3. Terms and Definitions

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

**Activities** / Activities and Tools that were developed within the LEARN Project.

**Tools**

**Certificate** document issued by a certification body under the provisions of this Certification Scheme, indicating that the certified Organization has fulfilled the certification requirements

**Assessment** process that evaluates an organization's fulfilment of the requirements of a certification scheme

### 4. Normative references

The following documents are referenced in the text:

**Certification Regulation** – the regulation developed within the LEARN project that describes all procedures apply for obtaining, assessing, granting, maintaining, and withdrawing Certification of the Organizations in accordance with the requirements of the Certification Scheme.

**Certification Scheme for persons as “Certified Employee on key Transversal Skills”** - the regulation developed within the LEARN project that describes all procedures apply for the assessment of persons on key Transversal Skills.

## 5. Requirements

Any Organization who would like to get awarded the LEARNING WORKPLACE certificate shall apply the requirements of the current document.

In order to get certified, organizations must implement the following:

- A number of activities / tools that were developed within the project (ANNEX 1).
- The organization's employers or employer's representative should attend the employers training.
- A number of Organization's employees should attend the Employees' key transversal skills training and get certified.

The number of applied activities and tools, along with the number of employers and employees to get trained, varies depending on the size of the Organization.

Table 1 includes data about the categorization of the Organizations that will be used to identify the Organization's size. Each Organization should define its size before starting the implementation of the project.

*Table 1: Categorization of Organizations.*

Size	Number of Employees	Turnover
Micro	<10	≤ €2m
Small	10 – 49	≤ €10m
Medium	50 – 249	≤ €50m
Large	≥250	≥ €10m

## 5.1 Application of Activities and Tools

In total 43 activities and tools were developed within the LEARN project (ANNEX 1).

The activities and tools that were developed are categorized into 3 different categories, the Compulsory ones, Category A and Category B activities and tools (ANNEX 2).

Compulsory activities are activities that are applicable in all types of Organizations depending on the size and / or of the field of operations and are essential to be implemented so that an organization may declare to be a LEARNING WORKPLACE.

Category A activities are activities that are applicable in all types of Organizations depending on the size and / or of the field of operations.

Category B activities are activities that are not applicable in all types of Organizations depending on the size and / or of the field of operations.

The Organizations will have the obligation to apply a number of activities or tools from each category based on their size and their field of operations. Table 2 presents the numbers of activities and tools to be applied in an organization to be eligible for certification.

*Table 2: Numbers of activities and tools to be applied in an organization based on its size.*

Size	Number of compulsory activities / tools	Number of Class A activities / tools	Number of Class B activities / tools
Micro	3*	2	0
Small	5	2	1
Medium	5	3	2
Large	5	6	6

*\*Micro Organizations will have the chance to apply, either 3 compulsory activities / tools plus 2 from Class A to apply, or all 5 compulsory activities / tools.*



## 5.2 Training of Employers and employers' representatives

To develop a positive attitude towards the transformation of Organizations into Learning Workplaces, the employers and employers' representatives will have to attend the workshop designed within the project for the training of the Employers.

Employers' representatives may include the Organization's owners, Directors, Members of Boards, Managers and HR Managers.

The number of employers or employer's representatives to attend the training differs depending on the size of the Organization. Table 3 contains the numbers of employers' representatives who must attend employers training workshops.

*Table 3: Numbers of employers attending the employers training workshops.*

Size	Number of employers / employers representatives
Micro	1
Small	2-4
Medium	2-4
Large	10

### 5.3 Training and certification of employees

Apart from employer's representatives, also employees should get trained to develop a positive attitude towards the transformation of Organizations into Learning Workplaces.

Moreover, to develop transversal skills, employees should also attend the training for transversal skills and get assessed. The validation of employee's key transversal skills will be done through assessment, and it is described in the Certification Scheme for persons as "Certified Employee on key Transversal Skills".

A percentage of employees, based on the size of the Organization should attend both trainings and keep records about the attendance.

Table 4: Numbers of employees attending the employers training workshops and certified.

Size	Number of employees
Micro	20% of personnel
Small	10% of personnel
Medium	10% of personnel
Large	5% of personnel

## 6. Modifications – Revisions of the current Certification Specification Document

This Certification Regulation may be revised, in whole or in part, only by decision of the Consortium.

Any revisions shall be communicated to the certified Organizations, setting the time / period for their adaptation to the new requirements. In case of disagreement with the above-mentioned changes, the Organization may request in writing to terminate the certification.