Certification Scheme for persons

Digitization Technician at EQF Level 4

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1. Introduction

The Certification Scheme for Certification of persons is intended for the certification of persons as **Digitization Technician at EQF Level 4.**

This Certification Scheme contains principles, requirements, criteria, and the process for the certification of persons. Any professional that fulfills the criteria described in the current scheme can apply for the certification and after passing the assessment can get certified.

The present Certification Scheme has been developed as an outcome of the **BUILD SKILLS ACADEMY** project, by Cyprus Certification Company (CCC) with the consultation of the other Consortium partners. This Scheme is the only binding document regarding the certification process of persons.

1.1. About ISO/IEC 17024

ISO/IEC 17024:2012 is an international standard developed jointly by the International Organization for Standardization (ISO) and the International Electrotechnical Commission. This International Standard has been developed with the objective of achieving and promoting a globally accepted benchmark for organizations operating certification of persons.

Certification for persons is one means of providing assurance that the certified person meets the requirements of the certification scheme. Confidence in the respective certification schemes for persons is achieved by means of a globally accepted process of assessment and periodic re-assessments of the competence of certified persons.

ISO/IEC 17024:2012 can serve as the basis for the recognition of the certification bodies for persons and the certification schemes under which persons are certified, to facilitate their acceptance at the national and international levels. Only the harmonization of the system for developing and maintaining certification schemes for persons can establish the environment for mutual recognition, and ISO/IEC 17024:2012 specifies requirements which ensure that certification bodies for persons operating certification schemes for persons operate in a consistent, comparable, and reliable manner.
The requirements in ISO/IEC 17024:2012 are general requirements for bodies providing certification of persons. Certification of persons can only occur when there is a certification scheme. The certification scheme is designed to supplement the requirements included in ISO/IEC 17024:2012 and includes those requirements that the labor market needs or desires, or that are required by governments.

1.2. The Certification Scheme

This document builds on the requirements of ISO/IEC 17024:2012 and presents the technical requirements and processes to be implemented to support the certification of knowledge and skills of individuals in Building sector.

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This certification scheme has been developed by CCC in cooperation with all BUILDSKILLS ACADEMY project partners.

2. Terms and Definitions

For the purpose of the Certification Scheme for professionals, the terms and definitions applied are presented in ANNEX 1.

3. Normative references

- CYS EN ISO 17024:2012: Conformity assessment — General requirements for bodies operating certification of persons.
- **BUILD SKILLS ACADEMY** curriculum and training materials – the frameworks and the training materials that were developed within **BUILD SKILLS ACADEMY** project for the training of the persons.
- Assessment tools – documents developed (e.g. multiple-choice questions, open questions, scenario-based questions etc.) within **BUILD SKILLS ACADEMY** project for the assessment of persons' knowledge, skills and competences.

4. Scope

This Certification Scheme for the certification for persons as Energy Management Technicians at EQF Level 4 in accordance with the requirements of the Standard CYS EN ISO 17024:2012, requirements defined by CCC's internal procedures and other requirements set by the project.

The Certification Scheme refers to any person who wants to demonstrate knowledge and ability that was developed, as Digitization Technician at EQF Level 4.

More specifically, the Certification Scheme contains guidance and information for candidates to be certified and certified professionals for the following:

- the application and the process of assessing the persons for obtaining the certification.
- the criteria to be met for initial certification.
- the criteria for re-certification.
- the obligations of CCC for the Evaluation, Grant, Use, Maintenance, Suspension and Withdrawing of Certification.
- the obligations of certified persons.

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Certification is granted for a period of 3 years, and the recertification process is described within the current Regulation.

5. Description of the Certification

The certified professionals will be able to perform tasks as described in **BUILD SKILLS ACADEMY** Curricula for each competence. They will be able to demonstrate their knowledge as Digitization Technician at EQF Level 4, as described in **the BUILD SKILLS ACADEMY** project through certification.

Digitization Technician at EQF Level 4, will be able to understand Digitalization and Its Impact. Specifically, he/she will be able to:

- Grasp fundamental concepts and trends in digitalization.
- Assess the influence of digitalization on the economy and society.
- Utilizing Digital Tools and Software.
- Work with office software, cloud services, and communication platforms.
- Manage digital data and ensure proper information flow.
- Applying Best Practices in Digital Information Management
- Organize and structure digital documents efficiently.
- Protect personal data and implement cybersecurity measures.
- Developing Digital Competencies and Ethical Data Use.
- Evaluate personal digital skills and use online learning platforms.
- Apply ethical principles in digital data management.
- Enhancing Digital Collaboration and Project Management.
- Use collaboration tools for team communication and workflow optimization.
- Apply project management techniques in a digital environment.
- Describe the Legal Framework of Digitalization in Construction
- Comply with European and national legislation on digitalization.
- Implement electronic document management and digital identification processes.
- Applying E-Governance in Construction.
- Manage digitalized administrative procedures and services.
- Utilize electronic dispute resolution and public procurement systems.
- Managing Intellectual Property in Digital Construction.
- Describe copyright, patents, and trade secrets in digital environments.
- Ensure compliance with intellectual property regulations in construction.

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6. Impartiality, Independence, and Integrity

Cyprus Certification Company (CCC) ensures impartiality and confidentiality for its customers, at all levels of its operation.

The Independent Certification Council (ICC.), the Certification Committee, its examiners as well as all personnel, are responsible for the management of documents, data and any information that comes to their knowledge or is in their possession during their collaboration with Cyprus Certification Company, as strictly confidential.

Specifically:

Cyprus Certification Company handles all client documents in its possession in absolute confidence. All information and contents of documents and/or electronic data that may come to the knowledge of Cyprus Certification Company and/or its inspectors remain completely confidential.

All Cyprus Certification Company's personnel operate strictly within Cyprus Certification Company's procedures and are bound by a Code of Conduct.

Through a “Risk Analysis - Safeguarding Impartiality” all activities and involvement of Cyprus Certification Company's teachers / educators have been evaluated and conclusions and specific provisions on discretion and confidentiality issues have been drawn.

Client-related information may be shared with other entities, such as the accreditation body, in a way that does not compromise confidentiality. In such cases the client will be notified.

In case legal disclosure of information to a third party is required, Cyprus Certification Company shall inform the client accordingly.

7. Committees

The Personnel Certification Scheme Committee is established for the development of this Certification Scheme, which is responsible for developing and maintaining the Scheme.

Also, to ensure CCC’s operation in an objective and non-discriminatory manner and in accordance with the relevant requirements of CYS EN ISO 17024:2012, the following Committees have been established:

- Certification Committee

- Independent Certification Council

7.1. Personnel Certification Scheme Committee

The Certification Scheme Committee consists of all members of the Consortium of **BUILD SKILLS ACADEMY** Project.

The members of this Committee are responsible for the development, maintenance, and revision of the Certification Scheme as appropriate. They represent fairly and objectively all the interests of the

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interested parties who in our case are the members of the consortium that are related, involved or benefit from the existence of the Certification Scheme.

7.2. Certification Committee

To ensure an objective and non-discriminatory operation, according with the relevant requirements of CYS EN ISO 17024:2012, a Certification Committee will be established by CCC.

The Certification Committee is responsible for the final approval of the professionals to be certified as Digitization Technician at EQF Level 4. The Certification Committee's main role is to confirm that the assessment procedure, beginning from the application stage to the final stage, that is the certification of the candidates has been contacted based on CCC's procedures and the Current Regulation.

The members of this Committee are independent of the training process and the process of evaluating the persons to be certified as described in Section 8. Any person that has been involved in the training or the assessment of the teachers cannot be nominated as a member of the Certification Committee.

It may also involve individuals with specialization and experience in the areas of activity of CCC and experts for the evaluation of specialized topics e.g. leading staff, teaching staff.

The impartiality of the Committee in terms of its evaluation and decision-making process must always be safeguarded through its composition.

The members of all Committees must adhere to the principles of confidentiality and to this end they must all sign a Confidentiality Agreement. A confidentiality declaration will be signed by all Committee members.

7.3. Independent Certification Council (ICC)

The Independent Certification Council (ICC) of Cyprus Certification Company was established by a decision of the Board of Directors of Cyprus Certification Company and it operates in accordance with the Operations Regulation of the Independent Certification Council (ICC).

The Independent Certification Council (ICC) notwithstanding the evaluation of the proper administration of the awarded Certificates the examination of objections and appeals against Cyprus Certification Company, also has an advisory role towards the Board of Directors of Cyprus Certification Company on the following topics:

- Policy and Certification Regulations
- Issues of impartiality and objectivity
- Ensuring the uninterrupted access of all interested parties to the services of Cyprus Certification Company

The Independent Certification Council (ICC) ensures impartiality regarding decision-making, through the equivalent representation of the interested parties, in its composition, without any of the parties or interests involved being dominant.

The members of the Independent Certification Council (ICC) have knowledge, experience and broad scientific training in Cyprus Certification Company's sites of activity.

7.4. Impartiality and Confidentiality

The impartiality of the Committees in terms of its evaluation and decision-making process must always be safeguarded through its composition.

The members of all Committee must adhere to the principles of confidentiality and to this end they must all sign a Confidentiality Agreement.

8. EXAMINATION MECHANISM

8.1. General

Examination mechanisms are designed to assess candidates' qualifications based on and consistently with the profession, by any reliable and objective means as written, oral and/or practical exams, observation, etc. The examination requirements must ensure the comparability of results of each single examination, both in content and difficulty, including the validity of fail/pass decisions.

The examination mechanism includes a method which can assess and verify that the candidate possesses the knowledge and skills that have been described by certification scheme requirements, either acquired by work experience, formal or non-formal learning outcomes, or other means.

The examination mechanism for this certification scheme contains both theoretical assessment and the submission of a project.

Since certification is not a spontaneous process, from the candidate point of view, the process starts with the application.

8.2. The application

To facilitate the easy and consolidated experience of the examination process, the BUILD SKILLS ACADEMY project has decided to utilize a customized on-line platform owned by the BUILD SKILLS ACADEMY project partner CCC. This platform is a specially customized Learning Management System (hereafter referred as LMS).

To begin the application process, the candidate needs to first create an account in the LMS. The information regarding where and how the account can be created shall be provided to the applicant with the rest of the information when the activation of the certification scheme and the examination period is published.

The applicant must provide all personal information during the application process and, by accepting the relevant fields, affirms compliance with this regulation and all pertinent procedures.

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In addition, the applicant uploads electronic proof of identity and academic credentials, or qualifications as required by the certification scheme (see sub-section 8.3 'Prerequisites for applicants').
The application form includes the following information and data for each applicant:

- Name, surname, Father's name (optional), date of birth (optional), address, Telephone Number, Email, tax identification number (optional), special requests and contact details of the candidate (optional), and
- Evidence of pre-requisites as required by the certification scheme.

Any application for Certification that does not satisfy all prerequisites will be denied.
As mentioned above, the Certification Committee or any person responsible for the assessment undertakes the evaluation of the existence of the prerequisites based on the specified requirements of the certification scheme.

The applicant has the option of submitting new documents through a new application before the exams are held and up until the deadline for submitting applications to be reconsidered for the examination.
After the evaluation of completeness and approval of the application by the Committee, each candidate can find personal information, the unique candidate number, and the exam in which they desire to participate in their personal account.

8.3. Prerequisites for initial Certification

For an initial certification, there are no specific personal or physical characteristics that a person must possess to be eligible for certification.

For the initial certification, persons must fulfill the following criteria:

- Hold a School Diploma (EQF Level 4),
- Has a minimum of 2 years of professional experience in the engineering, consultancy or building sector,
- Has attended the training offer through the BUILD SKILLS ACADEMY

To ensure the integrity of the process and especially ensure that certificates are awarded to specific natural persons, it is obligatory that the person submits a valid personal identification document during the application phase among will all documents required to provide as evidence for their academic qualifications and professional experience. This document will be also used during the exams, as proof of identity.

The applicants are informed that their personal data will be handled in accordance with the relevant legislation and will be kept strictly confidential.

8.4. Review of Application

The review and verification of the application is made to ensure that all required information has been submitted by the applicant. The review of the application focuses on the completeness, correctness, and

validity of the data / supporting documents in relation to the minimum formal requirements for participation in the assessment procedure.

An application may be rejected if it does not meet all requirements as referred to in paragraph 8.3.

In such cases, the applicant should be informed before conducting the examination. To prevent him / her from being excluded from the exams, the candidate could submit the correct documents.

8.5. Examination Procedure

The examination will be done using written tests. The written examination will contain multiple choice questions, scenario based multiple choice questions and open questions. The written assessment will have a duration of 60 minutes, covering the whole course.

The questions in the test will be selected by a pool of questions that will be prepared by the responsible partners.

The pool of questions will contain multiple choice questions at different levels (e.g. multiple-choice questions with one correct answer, matching questions), scenario based multiple choice and open questions.

Each time an examination paper is formed, the questions will be selected randomly by CCC's platform.

To successfully pass the exam, the candidates must achieve a total grade of 60%.

If one of the candidates does not pass the exam successfully then he will have to take the exam for the competence again. In that case, the candidates will have to submit a new application.

For the examination, the following apply:

- The examination is conducted through a dedicated LMS platform.
- To ensure the integrity of the examination, the examination session is monitored through an invigilator. The invigilator, using either ZOOM or TEAMS tool, will guide the applicant on the steps to take, to have a view of the candidate's screen, a view (video) and sound from the candidate. These measures have been deemed mandatory to ensure the high value, quality, and integrity of the examination mechanism and certificate.
- Information, instructions for use, and encouragement for testing shall be sent to candidates prior to their examination slot.
- The duration of the assessment depends on the certification that will be chosen by the candidates.
- The examination consists of multiple-choice questions, selected randomly from the Examination Questions Bank.
- The Questions Bank will include a number of different questions from each category for evaluating the knowledge and skills of the persons. To ensure consistency of the questions, a special guideline will be provided to all examination items authors.

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- In each examination attempt, the examination items shall be selected from all different tasks and all different levels equally.
- The pass mark for the examination is 60% for each course and is derived automatically from the platform.
- The score achieved by the candidate shall be displayed at the end of the examination attempt to the candidate. If there is a problem with the integrity of the exam, the invigilator has the right to stop the process at any time before the final score is provided.
- A quality review process on the databank shall be implemented at regular intervals or if complaints exist. If deficiencies are identified, appropriate corrective actions shall be implemented in a timely manner.

9. Certification Process

After the completion of the assessment process, the Certification Committee shall validate the above and issue a Certificate for persons as Digitization Technician at EQF Level 4.

9.1. Certificates

The Certificates issued by CCC certifying Digitization Technician at EQF Level 4. The Certificate relates exclusively to the person to whom it was granted and only for the competences covered by the assessment.

A certificate is issued upon the decision of the Certification Committee with a date of issue. Each certificate issued has a unique number and is signed by the Director of Certification.

9.2. Issue and Award of Certificates

The Certification Committee is responsible for assessing the registration and examination procedure and validating the certification decision.

The Certification Committee must evaluate the following at a minimum:

- That the participant(s) is/are included in the participant list incorporated in the 'Results Report'.
- That the Pass/Fail results for every candidate is recorded in the 'Results Report' for every part of the examination.
- That the examination personnel have signed the required non-disclosure agreements and have declared no conflicts of interest exist.
- That the examination personnel confirm the registration for the examination, completion of candidate information, documentation of participation requirements, candidate acceptance declarations, and application approval.

If all the above have been verified, the Certification Committee reaches their decisions and documents them appropriately. If the decision to issue a certificate is positive, the authorised person handling the

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examination platform prepares the "Certificate Terms of Use" contract, which is issued to the candidate. Certificates are emailed to the Certified Person.

If the decision is negative following evaluation by the Certification Committee, it is recorded in the “Results Report” and then the person handling the platform notifies the candidate in writing.

Each certificate issued shall include the following information:

- The certification scheme owners,
- The name of the certification scheme,
- The name and surname of the Certificate Holder,
- A unique Uid of the Certificate Holder,
- A reference to the version of the applicable certification scheme under which the certificate is issued,
- A unique Certificate Number,
- The date the certificate is issued,
- The expiration date of the certificate,
- The contact details within the owners of scheme, where people may address requests, complaints or any other relevant issue,
- A disclaimer regarding the usage of the certificate.

To ensure traceability and validation capability of certificates, a register of certificates shall be maintained with at least the following information:

- Certification Scheme,
- Certificate Number,
- Name, Surname of the Certificate Holder,
- Date of certificate acquisition,
- Date of certificate expiration,
- The pre-requisites.

The certificates shall have a validity of 3 years.

The information related to the certification process shall be retained by the relevant partners involved in the BUILDSKILLS Academy project for a period of 6 years. Indicative information of this kind may be included: the application form, the examination notifications, the results, the various decisions of the Certification Committee (including the ones related to certification), information regarding performance evaluation, appeals, complaints, etc.

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9.3. Certificate's maintenance

The certificate shall have a validity of three years. For the period of the three years, the certified persons will not have any obligation to submit any documentation relevant to their training and work experience.

9.4. Suspension and withdrawal of a certificate

If, at any point, there is valid and validated proof that the certified person does not abide by the Certificate Terms of Use, or uses the certificate in a fraudulent, misleading or offensive manner, the certificate can be suspended. To suspend a certificate, CCC needs to convene, examine the relevant evidence and extract a majority vote for the decision to suspend the certificate.

Before reaching this point, the certified professional shall be contacted and become aware of the situation. Opportunities to remedy the situation shall be provided. In case the problems are not solved and following CCC's decision, the Certificate is suspended for a six-month period. If after the six-month period, the problems have still not been solved, then CCC withdraws the Certificate. In the event of a withdrawal, the professional no longer has the right to participate in another examination of this Scheme. The list of withdrawn certificates will be maintained by CCC.

9.5. Recertification Process

In the event that a certified person desires to extend their certification beyond the initial 3-year period, it is necessary for them to submit a new application to CCC, clearly indicating their intention to continue, no later than three months prior to the certification's expiration date.

The certified professional needs to submit a new application through CCC's LMS platform and the person responsible shall review the application and decide if the professional shall be re-certified.

Any person who wants to recertify his/her knowledge, skills, and competence as Waste Management Technician at EQF Level 4 must submit to CCC documents that show that he/ she has attended a refreshment course for at least 6 hrs. in the field.

CCC's Certification Committee will assess all submitted documents and after its positive decision, the certificate will be reissued, retaining the same registration number, date of initial certification, date of re-certification, and a new 3-year validity period.

10. Requirements for Examiners

Examiners shall meet the requirements of the certification body. The selection and approval processes shall ensure that examiners fulfill the examiner's profile as described below.

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Examiners are individuals responsible for assessing a learner's achievements and for the grading of an exam. Based on the design of this certification scheme, examiners are responsible for the development of the questions of the exam and for grading the project that will be submitted by the candidates.

The examiners shall have the following minimum competency:

- Holds a degree (at least EQF Level 7) in engineering or architecture or science, in the field that will have the responsibility to assess,
- able to apply the examination procedures and documents as developed by **BUILD SKILLS ACADEMY** Consortium.
- have knowledge of the Certification Scheme.
- have competence in the field to be examined.
- have been trained in the assessment tools as developed by the project.
- are fluent, both in writing and orally, in the language of the examination.

If an examiner has a potential conflict of interest in the examination of a candidate, CCC shall take the necessary measures to ensure that the confidentiality and impartiality of the examination are not compromised. These measures shall be duly recorded.

Persons who will cooperate with CCC from each country and who will have the responsibility to apply the examination procedures cannot act also as trainers of BUILD SKILLS ACADEMY training materials.

All examiners shall be bound by non-disclosure agreements for the entire duration of their engagement and for a period of 5 years after the termination of the engagement.

11. Requirements for other personnel Involved in the Assessment

CCC has a description of the responsibilities and qualifications of all other personnel involved in the assessment process e.g. invigilators and persons that review the applications. Declarations for confidentiality and impartiality must be signed by all personnel involved at any stage of the assessment.

11.1. Invigilators

As defined within ISO 29996:2021 (Education and learning services — Vocabulary)[1], Invigilator is the authorized person who administers or supervises an assessment, ensuring fair and proper conduct of examinations.

Invigilators shall be involved in the certification mechanism process to ensure that the confidentiality, integrity and impartiality of the examination is not compromised. The invigilators are not required to have specific qualifications. The invigilator may be an administrative staff member of any partner of the BUILD SKILLS ACADEMY project.

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During the examination, the invigilators will verify the identity of the candidates based on relevant documents, supervise the applicants to ensure compliance with the examination procedure, closely work with the persons responsible for the examination to resolve any issues that may arise during the examination, prevents fraud involving the behaviors and actions of candidates during the examinations and complete the necessary paperwork (if applicable) etc.

If an invigilator has a potential conflict of interest in the examination of a candidate, CCC shall undertake the necessary measures to ensure that the confidentiality and impartiality of the examination are not compromised. These measures shall be duly recorded.

All invigilators shall be bound by non-disclosure agreements for the entire duration of their engagement and for a period of 5 years after the termination of the engagement.

11.2. Other personnel supporting the certification process

Some of the supporting activities in relation to the operation of the certification mechanisms may be assigned to outsourced partners (e.g., the support of the online platform). In such cases, CCC has a formal agreement with a clear scope and definition of responsibilities for the third parties.

To the extent that such parties may have access to the examination content, the agreement shall include also a non-disclosure clause bounding the organization to confidentiality for the entire duration of their engagement and for a period of 10 years after the termination of the engagement.

12. PRINCIPLES

12.1. CERTIFICATE TERMS OF USE (CCC)

Certified persons must comply with the current Regulation. Certified persons must follow any revisions or additions to the Regulation if they occur for them to always be in compliance with the applicable obligations. Any revisions or additions to the Regulations will be communicated to certified persons in writing, and the responsible Organization, in its sole discretion, will designate a transitional period during which the certified person must abide by them.

Each certificate is issued to the certified person (beneficiary) but remains as property of CCC on behalf of the BUILDSKILLS ACADEMY consortium until it expires or, under extraordinary circumstances, until the certified person (beneficiary) is asked to return it for the following reasons:

- at the time of application for the examination, they had submitted information which it has been found to be false or misleading,
- misleading use of the certificate by certified persons,

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- a dispute or complaint regarding the certified person,
- a request by the certificated person to discontinue the use of the granted certificate

The Certificate belongs to the certified person, who must only use it for themselves and only for the certification for which they were certified. It must not be utilized in any way that would be deceptive, and the holder must present it upon demand.

Whether, for any reason, the certified person is unable to maintain the level of competence for which they have been certified, they must notify CCC promptly.

12.2. CONFIDENTIALITY

The personal data of applicants, candidates, and certified professionals remain confidential throughout the whole Certification process (from receiving the application until the issue of the certificate and its maintenance).

The owners of the certification scheme, upon request, provide information about the validity and the scope of the Certificates issued. In case the owners of the certification scheme are legally forced to reveal any confidential information, then the person interested will be informed.

Measures and procedures exist in all related partners of the BUILDSKILLS ACADEMY project regarding the response to information security incidents and personal data breaches.

Backups and any other measures deemed necessary are undertaken to ensure the availability, confidentiality, and integrity of the information and the systems.

12.3. DATA PRIVACY AND DATA RETENTION POLICY

The information regarding the request of a person towards the certification scheme owner shall be collected, processed as needed, disclosed only to the roles needed and retained as needed based on a specific retention policy. A data retention policy has been designed taking into consideration amongst others the purposes of processing and the current applicable legal and regulatory requirements.

Since the information related to the certification process is personal, a data privacy policy has been created for this purpose and is provided to candidates before they enroll to the LMS system.

The policy contains the following information:

- the identity and contact details of the joined data controllers – owners of the certification scheme,
- the contact details of the DPOs, where applicable,
- the intended purpose of personal data processing as well as the legal basis for processing
- the recipient or categories of recipients of the personal data, if any,
- the details of any transfer, where the owners of the certification scheme intend to transfer personal data to a third country and what additional safeguards are in place,

- the period for which the personal data will be stored, or the criteria used to determine this period,
- the process for the candidate to request access to and rectification or erasure of personal data or to restrict or object to processing, as well as data portability,
- the process for the candidate to withdraw consent,
- the right for the candidate to lodge a complaint with the relevant supervisory authorities,
- whether the provision of personal data is a statutory or contractual requirement or a requirement necessary to enter a contract, as well as whether the candidate is obliged to provide the personal data and the possible consequences of the failure to do so,
- the fact that there is no use of automated decision-making, including profiling.

13. OBJECTIONS, COMPLAINTS AND APPEALS

An interested party (applicant, candidate, examinee, certified professional, employer, third party, etc.) may wish to challenge the results of an examination at any stage of the examination process.

In this case, the interested party has the option of submitting its request digitally e.g via email to CCC. Within 30 calendar days, the person responsible on behalf of CCC will investigate the request, take corrective action if necessary, and notify the complainant in a digital manner.

The effective resolution of complaints and appeals is an important means of protecting CCC and interested parties from errors, omissions or inappropriate behaviors.

14. Modifications – Revisions of the current Regulation

This Certification Regulation may be revised, in whole or in part, only by the decision of the Scheme Committee. Any revisions shall be communicated to the certified professional, setting the time/period for their adaptation to the new requirements. In case of disagreement with the above-mentioned changes, the individual may request in writing to terminate the certification.

15. CLOSING REMARKS

The document provides information on what the BUILDSKILLS ACADEMY certification scheme covers in terms of tasks, skills and knowledge. It outlines the different bodies and roles involved in the certification process and comprehensively describes the examination mechanism and the system of rules, procedure and management for carrying out certification. Finally, the document presents how the basic principles of the certification scheme are fulfilled.

The various requirements described within this document shall be implemented when the certification scheme is activated and will remain active as long as the scheme is operational.

Co-funded by the European Union

The project Academy for Transitional Skills in the Built Environment is funded by the European Union under Grant Agreement number: 101104419.

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ANNEX 1

Terms and Definitions

For the purpose of the Certification Scheme for trainees, the following terms and definitions apply.

Applicant
person who has submitted an application to be admitted into the certification process

Certificate
An official document, issued by an awarding body, which records the achievements of an individual following a standard assessment procedure.

Certification (of knowledge, skills and competences)
The process of formally validating knowledge, know-how and/or skills and competences acquired by an individual, following a standard assessment procedure. Certificates or diplomas are issued by accredited awarding bodies**.**

Competence
The proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development.

Examiner
person competent to conduct and score an examination, where the examination requires professional judgement

Invigilator
person authorized by the certification body who administers or supervises an **examination**, but does not evaluate the competence of the candidate

Knowledge
The outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, feelings, experiences, theories and practices that is related to a field of work or study of a person.

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