

“LEARNING WORKPLACE” CERTIFICATION

Learning Workplace

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

Employers

Owners, general managers, managing directors, members of Boards of Directors, managers (incl. HR managers), HR staff of an organisation or a company.

Employees

Staff of all the departments of an organisation or a company except for the management staff.

“Learning Workplace” Certification

A new certification for organisations and companies that will adopt a strategic, holistic approach to learning in the workplace by ensuring that the learning of their employees is continuous and leads to the development of both their on-the-job and their soft, transversal skills.

Benefits

- A well-branded and recognised certification for organisations and companies that will get transformed into “Learning Workplaces”.
- A package of activities and tools suitable for the transformation of organisations and companies into “Learning Workplaces” as well as for the establishment of a life-long learning culture in the workplace.

Beneficiaries

- Small and medium-sized organisations and companies: 10-249 employees
- Micro-organisations and companies: 1-9 employees
- Large organisations and companies: <249 employees

Certification Steps

- 1** Submission of application for participation in the whole certification process *(to the respective LEARN partner) (1st phase)*
- 2** Attitude change of the employers of the organisation/company towards its transformation into a Learning Workplace through a training workshop *(the number of participants depends on the workplace size)*
- 3** Attitude change of the employees of the organisation/company towards the concept of Learning Workplaces through a training workshop *(the number of participants depends on the workplace size)*
- 4** Development of selected soft, transversal skills of the employees of the organisation/company through six training workshops, participation in assessment, and **certification with ISO17024** *(second certification provided by LEARN)*
- 5** Submission of application for the certification of the organisation/company as a "Learning Workplace" *(to the Cyprus Certification Company) (2nd phase)*
- 6** Provision of consulting services to the organisation/company *(by the respective LEARN partner)*
- 7** Selection and application of activities/usage of tools for the transformation of the organisation/company into a "Learning Workplace" *(the number of activities/tools depends on the workplace size)*
- 8** Implementation of online and on-site audit of the processes followed and the records kept by the organisation/company *(by the Cyprus Certification Company and the LEARN auditors)*
- 9** Certification of the organisation/company as a "Learning Workplace" *(by the Cyprus Certification Company)*



Selection of Workplaces to Get Certified

1. Size:

- **Small:** 3 points
- **Medium-sized or micro:** 2 points
- **Large:** 1 point

2. Participation of staff in training workshops:

- **First round of workshops “Development of a Positive Attitude towards the Importance of Transformation of Organisations into Learning Workplaces” (for Employers):** 2 points

In case that more than one organisation/company receives the same points, the date of submission of the application for participation in the certification process will be taken into consideration.



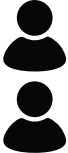
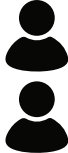
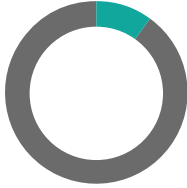
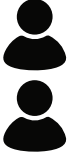
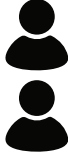

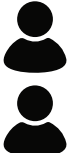


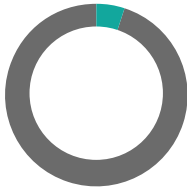


Prerequisites for Certification

1. Participation in Training Workshops for Employers and Employees (October 2022 - January 2023)

- Development of a Positive Attitude towards the Importance of Transformation of Organisations into Learning Workplaces (for Employers)** (6.5 hours)
- Development of a Positive Attitude towards Learning Workplaces (for Employees)** (6.5 hours)
- 6 Top Transversal Skills, Assessment, and Certification with ISO17024 (for Employees)** (35 hours)
 - Communication Skills (7 hours)
 - Learning to Learn (5.5 hours)
 - Team Building (5 hours)
 - Resilience and Time Management (6 hours)
 - Self-Leadership and Entrepreneurial Mindset (6.5 hours)
 - Responsibility and Ethical Practice (5 hours)

Required Number of Participants in the Workshops:

Size of Workplace	Number of Participants in the Workshop for Employers	Number of Participants in the Workshops for Employees
Micro	1 	 20% of the personnel
Small	2-4  	 10% of the personnel
Medium-sized	2-4  	 10% of the personnel
Large	10   	 5% of personnel

2. Implementation of Activities and Usage of Tools within the Workplace (February 2023 - May 2023)

Required Number of Activities to Apply and Tools to Use:

Size of Workplace	Number of Activities and Tools
Micro	Compulsory: 3 or 5 Class A: 2 or 0 Class B: 0
Small	Compulsory: 5 Class A: 2 Class B: 1
Medium-sized	Compulsory: 5 Class A: 3 Class B: 2
Large	Compulsory: 5 Class A: 6 Class B: 6



Project website:

<https://learningworkplaces.projectsgallery.eu/>

Application form (1st Phase):

<https://learningworkplaces.projectsgallery.eu/pilot-certification-in-partner-countries/>
(Select respective partner country)

Application submissions:

<https://learningworkplaces.projectsgallery.eu/partners/>
(For the submission deadline, check respective partner country's page)

Coordinator:

 **MMC** Mediterranean
Management Centre

Partners:



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CHAMBER OF
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