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DEVELOPMENT OF AN ICT SKILLS FRAMEWORK AND CERTIFICATION FOR MANAGEMENT ASSISTANTS (MAS)

P. Masouras¹, D. Schneider², G. Theofilidou³, M. Lazarou⁴, I. Ktorides⁵, A. Loutsios⁵

¹Cyprus University of Technology (CYPRUS)

²EUMA (GERMANY)

³EUMA (GREECE)

⁴EUMA (CYPRUS)

⁵Cyprus Computer Society (CYPRUS)

Under the framework of a Leonardo Da Vinci Partnership, ECDL Cyprus (European Computer Driving License) and EUMA (European Management Assistants) cooperate for the project aiming to establish a European-wide ICT Skills Framework and Certification for Management Assistants (MAs).

The project partners are ECDL Cyprus (which is the official licensee of the leading international computer skills certification programme ECDL in Cyprus) and EUMA's national groups of Greece and Germany. There is also close cooperation with and EUMA's national groups of Cyprus and UK. ECDL Cyprus is the coordinator.

The partners had identified the need for this Certification since they noticed that:

- The MAs at their work duties have to use ICT Skills extensively.
- There isn't any generally accepted ICT Skills certification for MAs.
- An ICT certification for MAs will increase their employability potential and career development prospects

To achieve this, the following procedures were set:

1. Identify the needs of IT skills for the MAs through a web-based survey among all EUMA countries
2. Set the Syllabus.
3. Prepare a demonstration test base.
4. Set the exams structure.
5. Preparation of the Computer Based Test.
6. Pilot the tests among EUMA Countries complemented by the preparatory training

It is envisaged that the project will achieve to establish a European-wide ICT Skills Framework and Certification for MAs.

This paper will elaborate on this important project, describe the challenges faced and present the progress work to-date.

keywords: [ict skills](#), [e-skills](#), [certification](#), [workplace](#), [employability](#), [career](#).