



Education and Culture DG

Lifelong Learning Programme

Leonardo da Vinci Partnership



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PRESS RELEASE 16.01.13

Development of an ICT Skills Framework and Certification for Management Assistants (MAs)

ECDL and EUMA cooperate for the MAs Project:

Under the framework of a Leonardo Da Vinci Partnership*, ECDL (European Computer Driving License) and EUMA (European Management Assistants) cooperate for the development of an ICT Skills Framework and Certification for Management Assistants (MAs). Specifically, the project partners, Cyprus Computer Society (CCS), which is the official licensee of the leading international computer skills certification programme ECDL in Cyprus, and EUMA's (international quality network of management support professionals) national groups of Greece, Germany and UK launched the project by having the first meeting last November in Nicosia.

Previously, all partners had identified the need for the creation of a MAs ICT Skills Matrix which will become a common basis for the HR to assess and measure the ICT skills of MAs and hopefully will guide the development of a professional certification for MAs in a pan-European level. They thus decided to be part of this project and establish together a European wide ICT Skills Framework & Certification for MAs by firstly identifying the MAs ICT related work duties based on the ECDL Core Syllabus's Knowledge items.

Currently, partners are working together to prepare an online survey for ICT skills related issues that will be soon disseminated to MAs across Europe (EUMA Members). The survey results will help the partners create the Matrix of common essential MAs ICT Skills, which will be used to prepare questions database, work files and test bank to finally run pilot tests and develop the MAs ICT Skills Framework & Certification.

The project will be completed at the end of 2014 and by then ECDL and EUMA hope to be able to present their work on public.

For more information please contact the Cyprus Computer Society: info@ccs.org.cy & +35722460680.

Ends

** A Leonardo da Vinci Partnership is a framework for small-scale cooperation activities between organisations working in the field of vocational education and training ("VET") which will be cooperating on themes of mutual interest to the participating organisations. For information contact the European Commission's Education and Culture DG.*



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About ECDL

ECDL (European Computer Driving License) Foundation is the certifying authority for the leading international computer skills certification programme - ECDL / ICDL. ECDL Foundation's mission is to enable proficient use of ICT that empowers individuals, organisations and society, through the development, promotion, and delivery of quality certification programmes throughout the world. With over 11 million candidates participating in a range of programmes, ECDL has set the global benchmark in end-user skills certification. For more information the ECDL programme, please visit: www.ecdl.org. ECDL in Cyprus is represented by the Cyprus Computer Society (CCS).

About EUMA

European Management Assistants (EUMA) is an international quality network of management support professionals who focus on their personal development and on the future of their profession. The encouragement of members' individual development and the continued evolution of the management support profession are a few of the Association's aims. EUMA was founded in 1974, and is currently represented in 26 countries.

www.euma.org