



## D3.2 ASA SERVICE COOPERATION FOR EXAM AND CERTIFICATION

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### *Abstract*

This document defines the service model which will be applied by the ASA WGs to evaluate the application of exam and certification providers and to establish the cooperation with exam and service providers.



## Title Page

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## Executive Summary

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This document defines the service model which will be applied by the ASA WGs to evaluate the application of exam and certification providers and to establish the cooperation with exam and service providers.

The introduction describes the ASA background and how this service is being integrated into the ASA and how evaluation criteria are structured into RED (SHALL), ORANGE (SHOULD) and GREEN (Optional) criteria to establish such a service cooperation.

Chapter 1 outlines CRITERIA FOR ESTABLISHING CERTIFIER SERVICES and describes criteria which TCs (Work Group Committees) need to evaluate.

Chapter 2 outlines TYPICAL INTERFACES AND WORK PRODUCTS IN THE COOPERATION WITH CERTIFICATION PROVIDERS and describes based on best practices extracted from Deliverable 2.3 what work products and steps are usually to be set up.

## Introduction

The ASA structure defines working groups with different services which the working groups can establish for the Automotive-mobility ecosystem.

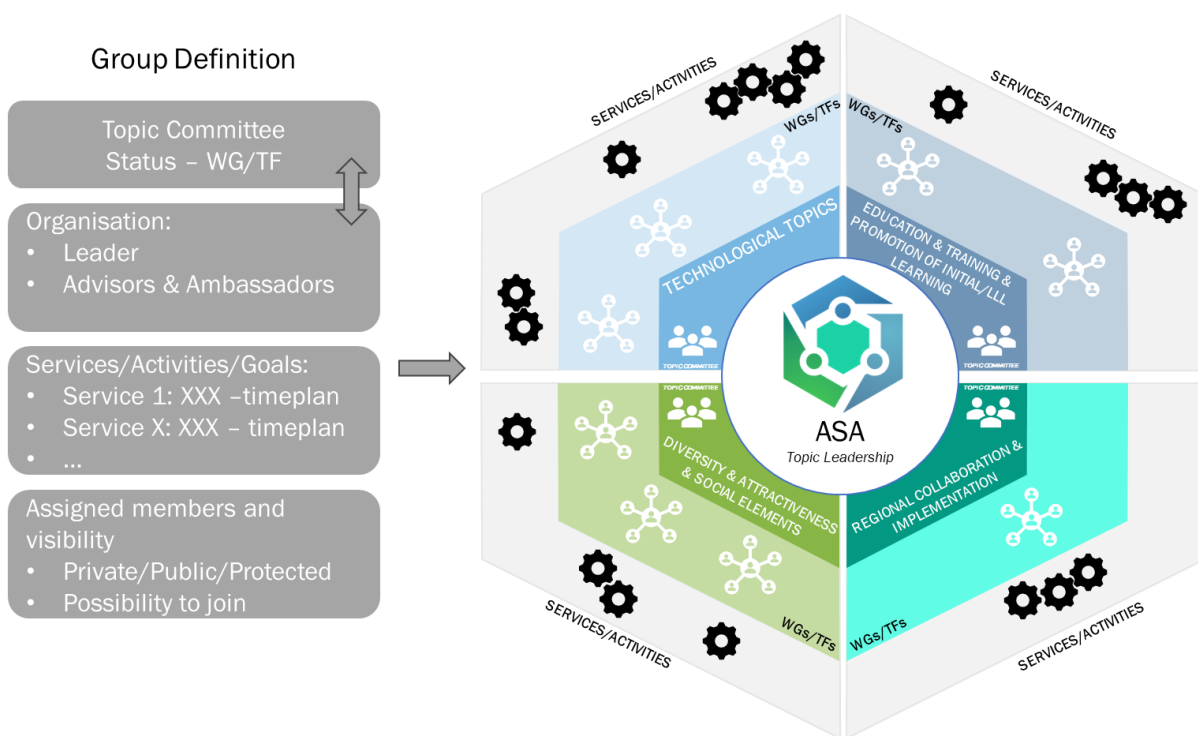


FIGURE 1: GROUP DEFINITION WITHIN THE WHOLE STRUCTURE

The below figures shows a list of services (which is non exhaustive) and in this document we describe the service for the examination and certification.



FIGURE 2: LIST OF SERVICE CATEGORIES

This service description includes:

- A list of criteria to be considered by the working groups when establishing a service cooperation with a certifier:
  - **Red:** Criteria to be provided as a minimum. If they do not exist, the ASA cooperation would be rejected. (**SHALL Criteria - mandatory**)
  - **Orange:** The criteria are recommended but are not mandatory to establish a certifier cooperation service with ASA. (**SHOULD Criteria - recommended**)
  - **Green:** These criteria are optional. However, they are seen to increase the value of an exam and certification service. (**OPTIONAL Criteria - optional**)
- Defines typical interfaces and work products to certifiers
  - Note: The work products are described as a framework and can be extended or made more detailed when establishing the concrete service model.

## 1. Criteria for Establishing the Service Model

A working group committee (TC) is a nominated / elected group of experts in the WG who will review the criteria fulfilment when a new service is being established. The TC will receive an application of an exam and certification service provider, and this application contains an explanation by the service provider how they fulfil that criteria. The work of the TC is to evaluate this application.

- In case of a violation of a RED (SHALL) criteria the application will be rejected.
- In case of a fulfilment of all RED (SHALL) criteria the application will be accepted.
- The ORANGE (Should) criteria and the GREEN (Optional) criteria do not hinder the acceptance of an application.
- Each criteria is evaluated by a scale Yes/No.
- Each application is for final decision to be reviewed by the ASA board.

### 1.1. RED (SHALL) Criteria

- Examination strategy:
  - o e.g. Exam by MCQ (test)
  - o e.g. Exam by mandatory exercises, evidences and assessment of skills (mandatory exercise assessor role). Important approach to support accreditation of prior learning and life long learning.
- Logo of ASA used in certificates
- Certificates mapped to ASA skills and competences.
- Certifier shall have a clear focus and visibility in the automotive sector
  - o more than 75% job roles serviced in the automotive area) because it supports the automotive blueprint.
  - o More than 1000 automotive certificates issued so far
- Certificates shall base on a database and carry a retrievable identifier (ISO 17024)
- Renewal policy of certificates must be defined.
- The promotion of the ASA exam and certification services cooperation (web site, flyer, ...) shall have a clear automotive focus (not to be placed in a non-automotive context)

### 1.2. ORANGE (SHOULD) Criteria

- Skills badge interface to ASA
- Services which allow an online validation of the certificates.
- Support hotline for the exam and certification services
- Defined pool of MCQ exam questions

- Defined set of mandatory exercises for skills assessment type of exams

### **1.3. GREEN (OPTIONAL) Criteria**

Exam guidelines available.

ASA cooperation is promoted on the web site



## 2. Typical Interfaces and Work Products

The below picture describes a typical workflow with work steps of different roles and the green marked work steps represent interfaces with the ASA WG.

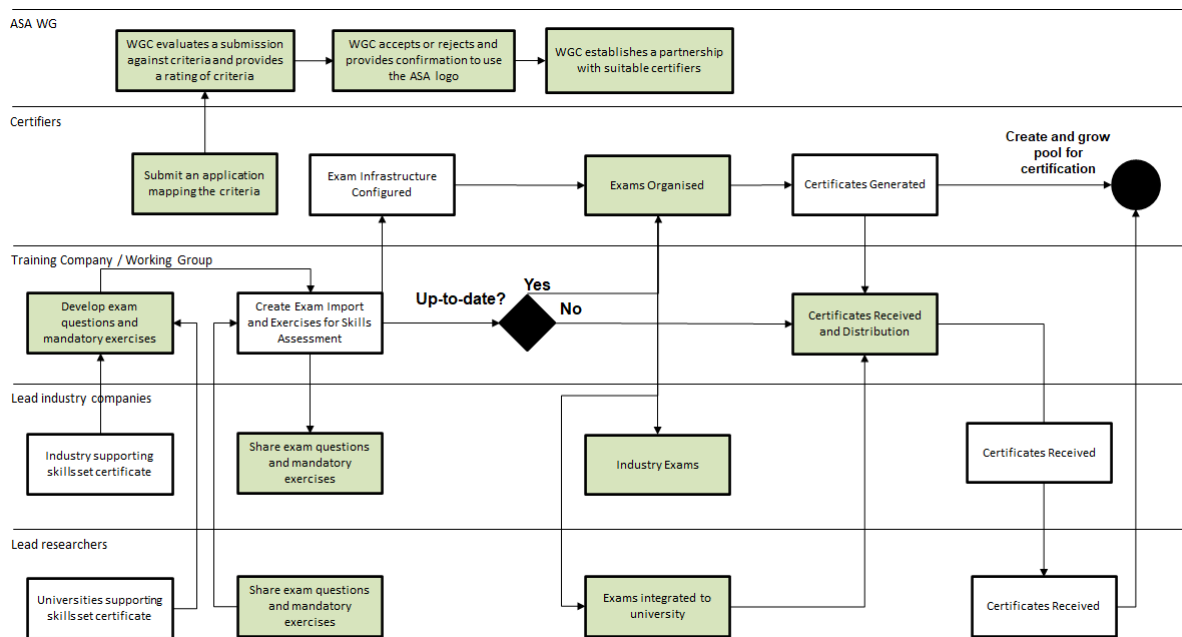


FIGURE 3: SERVICE WORKFLOW

Due to these interfaces the ASA WG can be actively involved in specific activities. It is the responsibility of the WG to refine the concrete work products and steps in a memorandum of agreement letter with the exam and service provider.

### 2.1. List of typical activities

Role	Activities
ASA TC	<ul style="list-style-type: none"> <li>TC evaluates a submission against criteria and provides a rating of criteria</li> <li>TC accepts or rejects and provides confirmation to use the ASA logo</li> <li>TC establishes a partnership with suitable certifiers</li> </ul>
Certifiers	<ul style="list-style-type: none"> <li>Exams organised: Exams can be organised and promoted together with the ASA TC</li> <li>Submit an application mapping the criteria</li> </ul>
Training Company / Working Group	<ul style="list-style-type: none"> <li>Develop exam questions and mandatory exercises: TC can participate in exam questions development or in case of new job role set up by the TC can share exam questions to the certifier.</li> </ul>

	<ul style="list-style-type: none"> <li>• Certificates received and distribution</li> </ul>
Lead industry companies	<ul style="list-style-type: none"> <li>• Share exam questions and mandatory exercises: TC can participate in exam questions development or in case of new job role set up by the TC can share exam questions to the certifier.</li> <li>• Industry Exams: Exams can be organised and promoted together with the ASA TC</li> </ul>
Lead researchers	<ul style="list-style-type: none"> <li>• Share exam questions and mandatory exercises: TC can participate in exam questions development or in case of new job role set up by the TC can share exam questions to the certifier.</li> <li>• Exams integrated to university: Exams can be organised and promoted together with the ASA TC</li> </ul>

## 2.2. List of typical work process

- Evaluation of submitted application and accept/reject letter
- Jointly defined test questions for the exam system
- Jointly defined mandatory exercises for the exam system
- Shared rules and procedures for the exam system
- Jointly defined certification for recognising skills