

## Guidelines for Delivering ERYICA Training Courses

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### 1. Introduction

For supporting capacity development in our network, ERYICA has developed over the years a coherent training system that so far consists of 11 courses (YIntro, Digital YIntro, Advanced YIntro, JIMMY, YoMIM, ALTYO, DesYIgn, eParticipation, MedYIa, INFOassadors, and infoPEERS), 5 of them also available in eLearning format (Digital YIntro, JIMMY, YoMIM, ALTYO and DesYIgn). You can find more information about them at [www.eryica.org/training](http://www.eryica.org/training).

To maintain the quality of delivery and consistency of this large offer, certain ground guidelines have to be respected by everyone involved in the process. You can find these below.

All of these courses can be organised as training for youth (information) workers, and YIntro, Digital YIntro, Advanced YIntro, YoMIM and JIMMY also as Training of Trainers.

### 2. Organising a face-to-face ERYICA Training Course

Before organising any face-to-face ERYICA training activity, please bear in mind that:

- Only ERYICA-accredited trainers can run ERYICA training courses.
- Any ERYICA training course must cover at least the hours/days foreseen in the curriculum/manual.
- Regarding the number of trainers, we recommend an 8:1 participant-to-trainer ratio, depending on the experience of the trainers.
- The recommended minimum remuneration for trainers is € 250/trainer/day plus. Coverage of the trainer fee, travel, and lodging. In certain cases, it may be that the fee is negotiated locally.
- The trainer fee shall be covered by the organiser.

#### A. ERYICA training courses organised by ERYICA members:

- If you wish to organise an ERYICA Training course, please contact the ERYICA Secretariat at [secretariat@eryica.org](mailto:secretariat@eryica.org) 3 months before the planned dates.
- Any ERYICA member or a group of ERYICA members (organising member) can take the lead to organise an ERYICA training activity with qualified ERYICA trainers and using the ERYICA training material.
- The ERYICA Training System is a service reserved for ERYICA Members, Affiliated and Co-operating Organisations, therefore only these organisations can initiate ERYICA courses. Training of trainers is reserved for Members and Affiliated Organisations.
- Before you launch a training course, contact ERYICA and ask for approval. This is mainly to ensure that the quality of the training is addressed from the beginning and that you have the support of ERYICA in various aspects, such as finding the right trainers.
- The ERYICA training activity can be organised at local, national, regional or international level, depending on the organisation(s) involved and on the origin of the participants. For online courses, please refer to the *Guidelines for Delivering ERYICA eLearning Courses*.
- The organising member can choose the language used for the training activity, and if needed, translate the training manual in line with the [ERYICA translation policy](#).
- The organising member commits to not to disclose any of this material to third parties by signing an agreement. Read more in section D below.
- The organising member shall arrange all the practical issues and bear the costs of the training activity (accommodation, training rooms, materials, meals, trainers...). Project applications might be considered to cover these costs if needed.
- Conditions of collaboration (duties, rights and obligations of each partner) are detailed in an **agreement of the three parties** (ERYICA, organiser and trainer). This document shall be signed by all parties in the preparation phase and in any case, before the training activity starts.
- If there is no certified trainer in your country, you are invited to contact the ERYICA Secretariat at [secretariat@eryica.org](mailto:secretariat@eryica.org) for support to find trainers.
- For a general description of organising the practical aspects of the training, please refer to the [Guidelines for Organising ERYICA GA and Other Events](#).

#### B. ERYICA training courses organised by ERYICA:

- Certain international trainings are organised under the initiative of ERYICA in Luxembourg or in another location in cooperation with an ERYICA member (hosting organisation).
- ERYICA and the hosting organisation will agree on the location and the dates together.
- ERYICA finds the trainers, provides the programme, bears the costs of the activity and provides extra support on the spot.
- The hosting organisation provides practical support on the spot (accommodation, training rooms, materials, reservation of meals and dinners).

- Travel and accommodation of participants will be covered by ERYICA according to the *Erasmus+ rules* in force for travel and the [Reimbursement Policy of ERYICA](#). This information will be provided to the participants beforehand.
- For a general description of organising the practical aspects of the training, please refer to the [Guidelines for Organising ERYICA GA and Other Events](#).

### 3. The basic guidelines of ERYICA training course implementation

#### A. Trainers

ERYICA Trainers shall undertake that they:

- Inform the participants on how they could complete the course to be certified. This information can be found in this document and the training manuals. In case of doubt, contact the ERYICA Secretariat.
- Communicate transparently whether the trainees have reached the envisaged learning outcomes for obtaining an ERYICA certificate.
- Follow up on the self-evaluation forms completed during the course in an assessment talk at the end of the course and judge from there if trainees have reached the envisaged learning outcomes. See details below.
- Report to ERYICA whether all participants reached the learning outcomes, the main outcomes of the assessment interviews and provide a complete list of trained persons.
- Do not deliver ERYICA training or part of a training course in a **non-ERYICA-member country**, unless it is organised by ERYICA itself. This implies that **trainers from countries that left the ERYICA network** can deliver these training courses in other ERYICA-member countries or at the European level organised by ERYICA. They cannot deliver ERYICA training courses in their home countries unless a new member joins the network.

#### B. Participants

- Participants of the training courses have to comply beforehand with the **participant profile** requirements of each course, which is detailed in the beginning of each training manual. The ERYICA Secretariat can also be contacted for further details. **The list of participants and their compliance with the participant profile has to be submitted to ERYICA prior to the training.**
- There are differences between the participant profile between a training course and the training of trainers of the same course, to ensure the quality of future delivered courses. See more under Training of Trainers below.
- It is obligatory to participate in person in face-to-face courses.
- It is possible that during an ERYICA training organisers invite a few participants from countries that are not ERYICA members, but this must be clarified beforehand, and permission and support must be asked from ERYICA.

### C. Certification

- Certificates are issued by the ERYICA Secretariat. They are numbered and registered in the list of certificates.
- To qualify for certification, training courses have to cover all areas of the training manual and the minimum time set by this manual.
- Before requesting the issue of certificates, an English summary of the contents (training programme) including the envisaged hours for each session shall be submitted to ERYICA for approval.
- The organisation in charge of a training course shall communicate the names of the participants to the ERYICA Secretariat, which is to issue the certificates. The certificates must bear the signatures of an ERYICA representative and the trainers of that training course. In addition, and upon request, the signature of the representative of the ERYICA Member organisation may be added.
- Additional details (e.g. ID number, social security number) can be included in the certificate by request of the organisers and data provided by them. Data will be treated in compliance with [ERYICA's privacy policy](#), which conforms with the amended law of 25 May 2018 of Regulation (UE) 2016/679 of the European Parliament and the Council, relating to the protection of individuals with regard to the processing of personal data - GDPR.
- ERYICA may send the printed certificates to the trainers before the completion of the training course, to conduct a certification ceremony at the end of the course. To receive the certificates in advance, the ERYICA Secretariat has to receive all required data min. 3 weeks before the certification. The trainers and the organiser must commit to returning those certificates to the ERYICA Secretariat whose holders did not complete the course or did not accomplish its learning outcomes. These certificates will be invalidated in the list of certificates of ERYICA.
- The certificate cannot be issued if a trainee did not acquire the skills and knowledge set out in the learning outcomes, remained unfamiliar with the content of the course, or missed 20% or more of the course time being present. In this case, ERYICA can issue a confirmation stating which sessions were attended or acknowledging attendance instead.
- In case a national partner is **using only a part of a training course**, it is still possible to use the relevant parts of the training manual, but it might not be called an ERYICA training and therefore no certificate will be issued for the participants. Instead, ERYICA can issue a confirmation stating which sessions were attended. Just like in the case of a regular training course, all the applicable ERYICA Training Guidelines shall be followed.
- By the form provided by ERYICA, the trainers shall send a short **evaluation material** after the course in English, together with the names of the participants to ERYICA for the certification.

### D. Training material and copyright

- Training courses, manuals, and eventual support materials (such as presentations) are in possession of ERYICA, and they are meant to support the capacity



development of Member Organisations and their networks. Therefore, these can only be used by ERYICA members and partners or in agreement with those.

- Copyright restrictions do not apply to support materials developed individually by a trainer for facilitating their work. To support the ERYICA trainers' community, we encourage sharing these with other trainers and the ERYICA Secretariat, and the most useful materials will be added to the training manual during the next update.
- ERYICA shall be made visible in the training material, e.g., handouts (logo and acknowledgement).
- The translations of materials and their design is allowed and encouraged. For each translation, the copyright has to be respected and the ERYICA logo shall be used. If you would like to translate a training manual, consult the [ERYICA translation policy](#) and contact the ERYICA Secretariat at [secretariat@eryica.org](mailto:secretariat@eryica.org) for the signing of a Translation Agreement.

#### **4. Monitoring**

- ERYICA trainings are run by accredited ERYICA trainers.
- ERYICA training courses shall obtain the approval of the ERYICA Secretariat when organised by an ERYICA Member.
- A representative of ERYICA might be invited or might attend a training course for monitoring purposes, with the aim to observe and assess the quality of the training programme.