

Global Network Group

PF.021 022 general recognition requirements for professional- & specialization training programs

All references in this document are made against the approved (valid) version of the applicable document.

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GENERAL CLAUSES

The following applies to this document:

1. Document GNG.RD.001.INT List of terms and definitions.
2. Document GNG.RD.002.INT General terms and definitions
3. Document GNG.RD.003.INT General clauses for all documents

The before mentioned documents are published on our websites and hereby to be considered as repeated and inserted.

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Introduction

Training institutes and academies/universities can have their professional- and specialization training accredited.

Recognition of the training means that the diplomas of (former) students automatically meet the standards for the professional training PF.021 or specialization training PF.022.

The recognition of training will be requested with Global Network Group. We consider the audit as a joint process that aims solely in the realization of the recognition. In doing this, we give the auditee the ability to prove the training program in more than one way. If the audit file does not meet our standards yet, we advise the auditee on necessary changes and/or improvements so that the auditee can go ahead to get to our standards. This creates a fair and thorough process to achieve recognition where there is not one sole road to becoming recognized or accredited. We do this because here at Global Network Group, we value diversity and differentiation in approaches to learning and also in our business process. The recognition will be completed in a decision.

General guidelines

Audit file

The institute must show that the requirements are being met to a satisfactory level. This level is determined by Global Network Group. In order to show this, the provider must deliver an online audit file. Global Network Group only accepts online audit files. The audit will be requested by Global Network Group.

The audit file includes:

- Trainer manual
- Cross-reference criteria - requirements – planning - topics
- Course material, readers, syllabuses
- CF.002 Registration training provider
- PF.200 certificates lead trainers or their application for certification

Trainer manual

The trainer manual includes:

- Design and planning of the training, including the planning of sessions and topics;
- Description of the practical- and skills roleplays, assignments
- Description of the homework assignments
- Overview of lead-, guest-, and assistant trainers

Requirement 1: participants

- No limitations to the number of participants

Requirement 2: trainers

Numbers

- If the size of the group is ≤ 12 participants: minimum of one lead trainer
- If the size of the group is ≥ 13 participants: minimum of two lead trainers.
- If the size of the group is ≥ 20 participants: minimum of two lead trainers and at least one assistant trainer for every 10 participants

Lead trainers

- Lead trainers possess the full certification (PF.200) or have a comparable work- and experience level for the assessment of Global Network Group.
- Lead trainers have a minimal applied scope relevant vocational experience of 5 calendar years

Guest- and assistant trainers

- Guest and assistant trainer(s) are allowed if they provide relevant support to the course that is given, for the assessment of the training provider.

Requirement 3: contact hours

- Minimum of 60 contact hours
- one contact hour = one clock hour in which there is a group and trainer, or just the group, physically present in one location
- Anomaly: for the assessment of Global Network Group
 - Indications for anomalies
 - o The number of hours must be compensated in a similar way
 - o Compulsory intervision sessions and homework assignments quality for the requirement on contact hours
 - o Online sessions and hybrid/blended-learning is allowed
 - o If the minimum amount of contact hours are met, the number of training hours are not set
 - o Minimum of 60% of the training time is to be aimed at skills training

Requirement 4: location

- Possible to hold plenary and sub-session meetings
- Online solutions are allowed

Requirement 5: literature

- There are no set guidelines as long as all provided material is contributory to the training
- The minimum a student must receive is a (digital) syllabus or reader

Requirement 6: knowledge audit (PF.023)

- PF.023 not included.
- PF.023 will be conducted by the Global Network Group or the accredited training provider if its accreditation allows this.

Requirement 7: skills audit (PF.024)

- PF.024 not included.
- PF.024 will be conducted by the Global Network Group or the accredited training provider if its accreditation allows this.

Requirement 8: mentorship (PF.024.1)

- PF.024.1 not included.
- PF.024.1 will be conducted by the accredited training provider if its accreditation allows this.

Requirement 9: admission

- The training provider verifies if the student is competent to complete a training against the requirement PF.020
- No specific regulations in accordance to scope relevant (prior) knowledge and experience