

## **Trainers Register Regulation of the Centre of Continuing Education and Lifelong Learning (KE.DI.VI.M)**

### **University of Western Macedonia**

#### **Introduction**

The Centre of Continuing Education and Lifelong Learning (C.CE.LL.) of the University of Western Macedonia is an Independent Academic Unit for Lifelong Learning, based on the national and European institutional framework for Lifelong Learning. Every action of the university and its members, which concerns education, continuing education, training, and, in general, lifelong learning, is carried out mandatorily through the Centre of Continuing Education and Lifelong Learning of the University of Western Macedonia and is governed by the rules, set by the institutional framework, the Senate, and its Rules of Procedure.

The Centre can organize and carry out any type of project related to Lifelong Learning and mainly non-formal educational programs, which lead to the awarding of corresponding certificates. In accordance with the institutional framework (law 4485/2017 article 48) the Center establishes a Register of Trainers. Director of the Register is the Director of Education and Lifelong Learning of the Centre of Continuing Education and Lifelong Learning (C.CE.LL.).

#### **1.1. Trainers of the Centre**

The trainers in the Centre's programmes are classified into the following groups:

1. The Academic staff of the University of Western Macedonia and other local and foreign Universities,
2. Special Teaching Staff, Special Scientific Staff, Special Technical Laboratory Staff of the University of Western Macedonia, preferably with a PhD or Master's degree.
3. Non-tenured staff of the University, PD 407/80, post-PhD researchers or University scholars, provided that they are members of the Register of Trainers.
4. Distinguished intellectuals, artists and scientists, who - according to Law 4386/2016 paragraph 1.a of article 70 -could be elected Professors without being PhD holders,
5. Those already included in the Register of Trainers of the University of Western Macedonia and
6. The Trainers who will be selected following relevant public invitations and will have the qualifications required by the law.

Compliance with the inclusion conditions in case 3 is judged by the Administration Council of the Center.

#### **1.2. Requirements to be added in the Register**

The Centre's Trainers Register is open to candidate applications. Enrollment in the Register is available to holders of foreign or national higher education degrees

recognized by the Hellenic National Academic Recognition and Information Center Interdisciplinary Organization for the Recognition of Academic Titles and information (DOATAP).

### **1.3. Thematic Areas**

The application for inclusion in the Register is submitted in one or more of the following subject areas:

- 1 Marketing – Sales
- 2 Agricultural economics
- 3 Sensors - Signals
- 4 Actuaries, analysts and auditors
- 5 Analysis of transactions in network systems.
- 6 Reproduction of farm animals
- 7 Development of digital systems
- 8 Floriculture
- 9 Aromatic-medicinal plants
- 10 Security of digital systems
- 11 Automation of agricultural and livestock appropriations
- 12 Databases
- 13 Industrial automation.
- 14 Industrial Design
- 15 Biotechnology in plants.
- 16 Sustainable development
- 17 Botany
18. Geoenvironmental engineering
- 19 Geoinformatics
- 20 Sculpture
- 21 Languages & cultures
- 22 Arboriculture
- 23 Public Relations
- 24 Polls
- 25 Internet
- 26 Internet of Things
- 27 Intercultural Education
- 28 Cross-border economic relations
- 29 Securing personal data
- 30 Advertisement
- 31 Knowledge management
- 32 Crisis Management
- 33 Cultural heritage management
- 34 Risk management
- 35 Management of tourism resources.
- 36 teaching of Mathematics
- 37 Teaching of New Technologies
- 38 Teaching of art

39 International Relations  
40 Computer networks  
41 Network applications  
42 Administration  
43 Human Resources Management  
44 Special Education  
45 Visual arts  
46 Virtual reality  
47 Illustration of documents  
48 Adult Education – Training  
49 Education with digital media  
50 Audit  
51 Energy  
52 Distance education  
53 Knowledge mining  
54 Educational Sciences/Education/Human resource development (HRD)  
55 Food & Nutrition Sciences  
56 Entrepreneurship  
57 Operational research (OR)  
58 IT projects  
59 Market research  
60 Corporate social responsibility (CSR)  
61 Applied arts (Iconography, Ceramics, Mosaic, Jewelry)  
62 Painting  
63 Electricity  
64 Electronics  
65 Electronic games  
66 Electronic Government  
67 Electronic commerce  
68 History  
69 Innovation  
70 Fine Arts  
71 Constructions  
72 Capital market  
73 Cinema  
74 Mobile computing systems  
75 Branch accounting, mergers and acquisitions(M&A)  
76 Social Networks and Media  
77 Social policy  
78 Vegetable production  
79 Image software  
80 Communication software  
81 Accounting  
82 Mathematics & Statistics  
83 Apiculture  
84 Mining and Geotechnical Engineering

85 Energy Engineering / Mechanics / Engineering and management of production units  
86 Small and medium enterprises  
87 Media & Communication  
88 Music  
89 New Crops  
90 New technologies  
91 Ecology  
92 Economy  
93 Behavioral Economics  
94 Audiovisual Arts (Animation)  
95 Production organization  
96 Pedagogical  
97 Energy generation and Transmission  
98 Performing Arts (Music, Theatre, Dance, Directing)  
99 Environment  
100 Regional development  
101 Information systems (IS)  
102 Quality of Agricultural Products  
103 Cultural studies and History of art  
104 Quantitative & Qualitative Research  
105 Software agents  
106 Computer programming  
107 Robotics  
108 Statistics – Data Analysis  
109 Consumer Behavior  
110 Computer-aided drafting (CAD) systems  
111 Real-time systems  
112 Systems & Services Design  
113 Product design  
114 Artificial Intelligence  
115 Software technology  
116 Food Technology  
117 Healthcare and Welfare Technology  
118 Telecommunications  
119 Telecommunications and Networks  
120 Local History  
121 Tourism  
122 ICT - Information & Communication Technologies  
123 Banking  
124 Materials  
125 Gender and Equality  
126 Physiotherapy  
127 Nutritional Physiology of Farm Animals  
128 Plant protection  
129 Finance  
130 Digital Arts

131 Digital guidance of machine tools (CNC) Digital Culture

133 Psychology

Other \_\_\_\_\_

#### **1.4 Admission to the Register of Trainers**

For the admission to the Trainers Register of the University of Western Macedonia:

1 Those who wish to be included in the Trainers Register must fill out an online application with the following information:

- a. Personal contact details
- b. Qualifications
- c. Professional experience
- d. Teaching experience in adult education (in hours)
- e. Certifications of other skills
- f. Adult Trainer Certification of National Organisation for the Certification of Qualifications and Vocational Guidance (EOPPEP) if there is one, and the corresponding certificates.

Also, those interested choose one or more thematic fields of the Trainers' Register in which they wish to join.

1. The candidate's electronic application is reviewed by the Centre's Director to ensure that the information submitted is accurate. Once verified, the candidate receives via email either a proof of submission that includes all declared information (assuming that the application is complete) or a message addressing any incomplete information so that the application can be corrected and the proof of acceptable submission can be sent.
2. Candidates submit to the Special Research Funds Account (ELKE) of the University of Western Macedonia:
  - a. an admission application to the Trainer's Register of the Center of Continuing Education and Lifelong Learning (K.E.DI.VI.M.)of the University of Western Macedonia,
  - b. the proof of an/the acceptable submission and
  - c. a Solemn Declaration that the information submitted is true and accurate.

The applications are evaluated by a committee set up by the Director of the Centre of Continuing Education and Lifelong Learning (C.CE.LL.), and if the minimum required qualifications are met, they are included in the register by the decision of the Administration Council.

The result of the evaluation is communicated to the interested parties by email. If the interested party disagrees with the result of the evaluation, they submit a request for re-evaluation to the Council of the Center within ten (10) days from the first notification.

Joining the Register of Trainers does not automatically imply participation in any of the Centre's programmes.

### **1.5. Trainers in distance learning programs**

The primary responsibility of the instructors in distance online programmes is to assist the trainees' education, reskilling and upskilling. A prerequisite for participation in those programmes may be the certified knowledge or experience in new technologies, as determined by the Scientific Director. The certified knowledge is demonstrated in accordance with the provisions of the current institutional framework.

### **1.6. Selection of trainers**

For the implementation of the training and lifelong learning programmes, each Scientific Director proceeds

1. In a call to the registered trainers in the Register,
2. In a public call for expressions of interest, and/or
3. In selection from the Centre's Trainers Register

In the first case, the call is posted on the Center's website and may include members of the Academic Staff (DEP) from all universities as well as members of the University of Western Macedonia's Laboratory Teaching Staff (E.D.I.P.), Special Education Staff (E.E.P.), and Special Technical Laboratory Staff (E.T.E.P.) who are not on the register, the option to submit an application.

In each programme's call the thematic fields, the elements that determine the teachers' availability requirements, and the specific criteria by which the candidates will be graded are specified.

A three-member committee nominated by the Scientific Director and appointed by the Council evaluates the applications for participation submitted by those who are interested, which are assessed according to the call's defined criteria.

After its approval by the Council, the ranking table is announced on the websites of the Special Account for Research Funds (ELKE) and the Centre of Continuing Education and Lifelong Learning and is notified to the Research Committee for the conclusion of the relevant contracts. Any requests for treatment regarding the ranking table are treated in accordance with what applies to the invitations of personnel carried out by the Special Account for Research Funds (ELKE).

In the second case, the Scientific Director adheres to the ELKE's guidelines for public calls for expressions of interest.

In the third case, the Scientific Director chooses the trainer(s) from a particular

thematic field(s) in accordance with the requirements of the educational program following a pertinent request for access to the Register from the Director of Training and Lifelong Learning.

Whereupon, the Scientific Director, submits to the E.L.K.E. the trainer employment approval form related to the above procedure together with a certificate from the Director of Training and Lifelong Learning, which certifies the inclusion of the teacher(s) in the specific thematic field of the register.

### **1.7. Evidence of knowledge certification through instruction or training**

The supporting documents for training in the context of non-formal education submitted by a candidate during his application should clearly include

1. The training institution, (public or private)
2. The mode of training, in-person, hybrid, or distant
3. the subject of the training
4. the duration of the training
5. the duration expressed in hours (minimum 25 hours), and
6. anything that the existing institutional framework stipulates

Otherwise, the training is not considered.

### **1.8. Adult Trainer Certification**

Insofar and where the institutional framework needs an Adult Trainer Certification, this certification is a prerequisite for being included in the Register.

### **1.9. Foreign Languages**

The certification of the level of foreign language skills is proven based on the provisions of the current institutional framework.

### **1.10. Work experience**

The certification of work experience is proven by submitting data/evidence that clearly shows the subject and period of employment, as well as the type of employment relationship.

These **data/evidence** can be:

- certificate from an insurance company in combination with a duly signed contract for work experience from a private body,
- certificate of experience/certificate of service changes for Civil servants, duly signed
- project contract with an employer's certificate in cases where the work experience is not shown by the insurance institution's certificate,

- certificate of previous service of the Financial and Administrative Support Unit (FASU/ MODY) with a certificate of the Scientific Director of the programme in the cases of employment in a research programme, etc.

### **1.11. Certification of basic IT knowledge**

The certified knowledge in new technologies and digital skills is proven in accordance with the guidelines of the relevant institutional framework.