

**Certification Scheme
Trainer Sound of Business Method**

Grades: Trainer (TT), Senior Trainer (ST)

Profile		
Trainer (TT)	Person who has the basic competence to exercise the role of Trainer on Business Creation with the Sound of Business Method	even without experience and minimum 24-hour Icep-qualified training
Senior Trainer (ST)	Person who has the "qualified" competence to exercise the role of Trainer on Business Creation with the Sound of Business Method	Work experience as per qualification requirements

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Guidelines	Contents	
Guide CEN 14	Guidelines for standardization activities on the qualification of professions and personnel	(last edition)
UNI Framework	Scheme for the development of standards in the context of non-regulated professional activities	(last edition)
ESCO	European classification of Skills, Competences, Qualifications and Occupations	
Entrecomp	Entrepreneurship Competence Framework.	
European Qualifications Framework - EQF	European Qualifications Framework, a system that makes it possible to compare the professional qualifications of citizens of European countries.	

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Qualifications and Activities		
<p>Trainer (TT)</p> <p>Senior Trainer (ST)</p>	<p>The trainer for business creation organizes and manages initial training processes, calibrating them according to the different types of users. He is able to develop and create paths both in presence and at a distance.</p> <p>In this scenario, the trainer plays a specific role in providing the service. He is a specialist in learning about business creation and is able to integrate his personal and professional skills with the needs of the learning path for business creation (training and / or support) entrusted to him to achieve the objectives indicated on the basis of the adequate professional level required by EQF. His skills are used in 3 well-defined areas:</p> <p>STRATEGIC AREA, in which he must understand the overall development context of the project; develop your own program specifying the individual points relating to the training intervention; connect and integrate in the project the own contents of the training events, the methodological approaches and the methods for verifying the results</p> <p>Specific activities:</p> <ul style="list-style-type: none"> ✓ To prepare the complete program in the constituent elements (objectives, contents, activities and methodologies, implementation times, subjects involved, teaching tools and 	<p>He has an advanced level of professional qualification. He will operate independently as he acquired mastery and critical understanding of the context. He has developed specialised problem-solving skills, necessary in research and/or innovation.</p> <p>These skills are mandatory for:</p> <ul style="list-style-type: none"> -new knowledge and procedures development, -integrating knowledge acquired in different fields, -finalising business creation and territorial development using the SOB methodology.

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	<p>supports, verification methods, methods of integration with other interventions) using in particular the methodologies developed within the Project Sound of Business</p> <ul style="list-style-type: none"> ✓ To know the main methodologies and tools of Project Cycle Management ✓ To know the main elements of the Business Model Canvas <p>MANAGEMENT AREA, in which he will have to plan in detail the individual actions or training sessions; design and produce tools for learning and development; design and process paper and computer aids; implement the planned educational program; socialize mutual expectations with the participants and define the training contract; redefine the program according to any obstacles in the learning / satisfaction processes of the participants</p> <p>Specific activities:</p> <ul style="list-style-type: none"> ✓ To check the entry levels and possibly plan compensation strategies ✓ To apply the principles and methodologies of the training contract ✓ To use teaching methodologies and technologies in a way that is relevant to target and content ✓ To carry out assessment actions on learning and / or skills consistent with the targets and the context ✓ If necessary, redefine teaching contents and methods in the most appropriate dimension ✓ To draw up intermediate / final reports on the progress of the activities carried out 	<p>The trainer will be able to manage and transform complex, unpredictable work contexts that require new strategic approaches. He will also take more responsibility for contributing to professional knowledge and practice and/or verifying the groups strategic performance.</p>
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	<p>AREA OF EXTERNAL RELATIONS, in which he will have to liaise with local development stakeholders, participants, other trainers for the integration of content, training events, methodological approaches and methods of verifying results</p> <p>Specific activities:</p> <ul style="list-style-type: none"> ✓ Effectively manage relations with internal / external interlocutors and the subjects of the teams involved in the development of projects 	
EQF Level	7 (KNOWLEDGE 7 - SKILL 5 - COMPETENCE 6)	
Cod. ESCO	none	
Linguistic equivalents	<p>(ar) مدرسة مهنية / مدرس مهني (bg) учител, професионално образование и обучение (cs) učitel odborného výcviku střední školy/učitelka odborného výcviku střední školy (da) erhvervsskolelærer (de) Lehrkraft im Bereich Berufsbildung (el) καθηγητής επαγγελματικής εκπαίδευσης/καθηγήτρια επαγγελματικής εκπαίδευσης (en) vocational teacher (es) profesor de formación profesional/profesora de formación profesional (et) kutseõpetaja (fi) ammatillinen opettaja (fr) professeur d'enseignement professionnel/professeure d'enseignement professionnel (ga) gairm-mhúinteoir (hr) strukovni učitelj/strukovna učiteljica (hu) szakoktató (is) verknámskennari (lt) profesijos mokytojas (lv) profesionālās izglītības pedagogs/profesionālās izglītības pedagoge (mt) għalliem vokazzjonali/għalliema vokazzjonali (nl) vakdocent beroepsonderwijs (no) yrkesfaglærer (pl) nauczyciel kształcenia zawodowego/nauczycielka kształcenia zawodowego (pt) Professor do ensino profissional/Professora do ensino</p>	

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profissional (ro) profesor învățământ profesional (sk) učiteľ odborného vzdelávania/učiteľka odborného vzdelávania (sl)
učiteľj/učiteľjica v poklicnem izobraževanju (sv) yrkeslärare

First Certification Requirements Table

Requirements	Grade Trainer/Senior Trainer	
	Trainer (TT)	Senior Trainer (ST)
Education	High school diploma or Bachelor's degree (1st or 2nd level)	High school diploma or Bachelor's degree (1st or 2nd level)
Qualified training	None	University Master (in legal and / or economic subjects, or relating to the training, education and orientation sector) or qualification acquired through professional experience as a Trainer of at least three years
Specific Training	Specific training course of at least 40 hours on Project Cycle Management and business development according to the method developed by the Sound Of Business Project or filling out the Online assessment on	- Specific training course of at least 40 hours qualified by Icep which will be able to evaluate as meeting the requirement also unqualified training courses as long as they are relevant to the skills subject to certification.

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	<p>the SoB Platform, (https://soundofbusiness.eu/outputs/)</p> <p>Icep will be able to evaluate as meeting the requirement also unqualified Training Courses as long as they are relevant to the skills subject to certification. In the absence of the specific training requirement, the certification will be issued with the wording "Provisional" and the candidate will undertake, under penalty of revocation, to achieve the specific training within 12 months of certification.</p>	<p>Or alternatively:</p> <ul style="list-style-type: none"> - At least 10 years of experience as a trainer in the field of business development or entrepreneurial skills
<p>Work experience</p>	<p>None</p>	<ul style="list-style-type: none"> • 2 years of experience in the field of training, education, local development animation if in possession of a 2nd level degree • 3 years of experience in the field of training, education, local development animation if in possession of a 1st level degree • 4 years of experience in training, education, local development animation if in possession of an upper secondary qualification / professional qualification

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Certification criteria	Individual dossier of credentials	Individual dossier of credentials
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Validity

	Grade	
Certification Validation	Trainer (TT)	Senior Trainer (ST)
	The validity of the Certification is three years	

Criteria and methods for evaluation, certification, surveillance, renewal, extension, suspension and revocation

The description of all the criteria and methods adopted by ICEP (including the code of conduct) are clearly described in the applicable Staff Certification Regulations (RCER) under review to which reference is made. Therefore, this Regulation is an integral part of this Certification Scheme.

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Requirements and Annual Preservation Table

Requirements	Trainer (TT)	Senior Trainer (ST)
Professional ethics	No negative reports regarding compliance with the Personnel Certification Regulations	No negative reports regarding compliance with the Personnel Certification Regulations
Correct use of certification and marks	No negative reports regarding compliance with the Personnel Certification Regulations	No negative reports regarding compliance with the Personnel Certification Regulations
Complaints	Absence	Absence
Annual fee	Acquitted if required	Acquitted if required
Professional updating and continuous improvement	<p>The certified entrepreneurial development trainer is required to fulfill the requirements annually for maintenance and every three years for renewal, as described below:</p> <ul style="list-style-type: none"> ● attendance, for at least 8 total hours per year in the thematic area of competence, of the PCM, of seminars, specialist 	<p>The certified trainer is required to fulfill what is required annually for maintenance and every three years for renewal, as described below:</p> <ul style="list-style-type: none"> ● attendance, for at least 16 hours per year overall in the thematic area of competence, of the PCM, of seminars, specialist conferences, refresher courses, qualified by Icep or by

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	<p>conferences, refresher courses, qualified by Icep or by other subjects belonging to the Sound Of Business Project Partnership</p> <ul style="list-style-type: none"> • carry out a minimum number of 30 hours per year of teaching activities in the area of local development and / or entrepreneurial skills <p>Note: the renewal of the certification will be confirmed only after the positive outcome of the assessment of compliance with the required requirements and payment of the fee for the renewal.</p>	<p>other subjects belonging to the Sound Of Business Project Partnership</p> <ul style="list-style-type: none"> • carry out a minimum number of 60 hours per year of teaching activities in the area of local development and / or entrepreneurial skills <p>Note: the renewal of the certification will be confirmed only after the positive outcome of the assessment of compliance with the required requirements and payment of the fee for the renewal.</p>
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Three-year Renewal Requirements Table

Requirements	Trainer (TT)	Formatore Senior /FS)
Professional ethics	Compliance with the provisions of the Personnel Certification Regulations	Compliance with the provisions of the Personnel Certification Regulations

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Correct use of certification and marks	Compliance with the provisions of the Personnel Certification Regulations	Compliance with the provisions of the Personnel Certification Regulations
Complaints	Absence	Absence
Annual fee	Payment if required	Payment if required
Professional continuity	at least twelve months of work in the role in the three-year period or 120 hours of teaching in the three-year period	at least fifteen months of work in the role in the three-year period or 180 teaching hours in the three-year period
Professional updating and continuous improvement	At least 24 hours of refresher training in the three-year period qualified or recognized by Icep or by another subject participating in the theoretical / practical Sound of Business Project (on the issues of local development, the growth of entrepreneurial skills and the world of work) that can be documented (attach certificates, declarations of training managers, etc.)	At least 48 hours of refresher training in the three-year period qualified or recognized by Icep or by another subject participating in the theoretical / practical Sound of Business Project (on the issues of local development, the growth of entrepreneurial skills and the world of work) that can be documented (attach certificates, declarations of training managers, etc.)

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Main Exam Topics		
	Contents	Notes
Knowledge of the Sound Of Business Method	<p>KNOWLEDGE</p> <ul style="list-style-type: none"> ✓ Can build a triangle of training participants' expectations in order to define which agreements and rules need to be agreed so that everyone's expectations can be met ✓ Knows what the basic skills for entrepreneurship are and can develop them further ✓ Can support others in developing their entrepreneurial skills ✓ Knows all the phases of Project Cycle Management ✓ Knows how to identify the Stakeholders of a project and the final beneficiaries ✓ Knows how to define the financial, managerial and coordination provisions of an entrepreneurial project and how to set up a monitoring and evaluation system ✓ Can build a Swot Analysis for strategic planning focused on the assessment of the strengths, weaknesses (Weaknesses), 	<p>Written test: is a questionnaire made up of 40 multiple choice questions covering all the topics covered by the CPS. You are asked to find the correct answer on a basis of 3. A point is given to each correct answer (and no points to wrong or missing answers).</p> <p>THE EXAM IS INTENDED TO PASS after reaching a minimum percentage of 70%</p> <p>As an alternative to the written exam</p> <p>Practical exam: consists of an interview with the Examiner in order to ascertain the real Competences of the</p>

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	<p>opportunities (Opportunities) and threats (Threats) of a project or company</p> <ul style="list-style-type: none"> ✓ Can build a Venn diagram of relationships with stakeholders ✓ Can fill in the Stakeholder table using an Analysis Matrix ✓ Can build a 'problem tree' ✓ Knows the main marketing concepts ✓ Knows and knows how to apply the principles of the Logical Framework Approach (LFA) and can build the Logical Framework Matrix (4 columns and 4 rows) ✓ Knows the Business Model Canvas ✓ Can build a Gantt chart ✓ Has good musical knowledge and can represent in the “stories” of successful musical bands ✓ Can present the various phases of PCM using tracks from a famous album or the history of a band <p>SKILLS</p> <ul style="list-style-type: none"> ✓ Promotes active participation, respect for time, management and care of common spaces, free time, ✓ Is skilled in knowing signs and gestures for non-verbal 	<p>Trainer. The exam can be carried out either in the classroom or remotely with video mode (eg Skype video) and always in the presence of CERTIFICATION BODY (Witness) supervisory staff.</p> <p>An evaluation with a maximum of 100% is foreseen (case well exposed and key topics fully defined).</p> <p>THE EXAM IS INTENDED TO PASS after reaching a minimum percentage of 60%</p>
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	<p>communication, mediating between the various proposals of the participants, conducting a democratically agreed discussion</p> <ul style="list-style-type: none"> ✓ Identify and manage the various activities aimed at achieving clearly defined objectives over a period of time and with a defined budget ✓ Leads the learner in the elaboration that an entrepreneurial project is a solution to an identified problem and involves a series of activities that are carried out to improve / change a specific situation aiming at an economic and social growth of the community ✓ Present the results of the Context & Stakeholder Analysis process to the whole group of learners ✓ Focus the participants' attention on the role of cooperation, coordination, common strategy and clear communication ✓ Is able to increase their sense of belonging to the group. ✓ Help participants identify and evaluate specific strategies for achieving their goals. ✓ Has the ability to stimulate understanding of the strategy selection process in entrepreneurial choices through the presentation of practical examples of entrepreneurial choices ✓ Describes the key elements of the intervention logic based on the 	
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	<p>hierarchy of objectives</p> <ul style="list-style-type: none"> ✓ It provokes a common reflection of the participants on the revenues (taken from the Business Canvas Model) and on the economic sustainability of their business ideas. ✓ Helps participants to focus on the “values” of their entrepreneurial initiative ✓ Teach participants what a Business Plan looks like <p>COMPETENCES</p> <ul style="list-style-type: none"> ✓ Increase interpersonal connection and understanding with possible partners about their respective origins, the motivation to share an entrepreneurial experience, the situation and circumstances of past and present life, and the future entrepreneurial projects that one wants to share; ✓ Has the competence to guide the participant in the choice between self-employment and construction of a company in a corporate or cooperative form ✓ Has the competence to increase participants' understanding of what a project is and what the key phases 	
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	<p>of Project Cycle Management (PCM) are.</p> <ul style="list-style-type: none"> ✓ Has the competence to be able to define what an entrepreneurial "project" is and what are its essential components ✓ Has sufficient expertise to carry out an adequate level of financial and economic analysis that also indicates the benefits of the project that will exceed its costs ✓ Has the skills to support participants on how to identify the context and stakeholders of a project / company ✓ Has the competence to know how to apply the BMC tool (Business Model Canvas) in real or forecast contexts; ✓ Know how to identify final targets and beneficiaries, expected results, organizational structure, budget structure, products and / or services, costs and revenues of the company 	
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Attachment

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Individual Dossier of

Sheet 1 - Personal data

Surname and name:	
Date of birth:	
Birth place	
(Municipality, Province, State):	
Nationality:	
Fiscal Code or ID number:	
Place of residence	

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(Municipality, Province, State):	
Place of domicile	
(Municipality, Province, State):	

Sheet 2 – Current position

Function currently held:

Any functions performed in other companies or schools:

Employment or collaboration relationship:

Length: from _____ to _____

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Time commitment (h / week) _____ in the function of _____

Length: from _____ to _____

Time commitment (h / week) _____ in the function of _____

Length: from _____ to _____

Time commitment (h / week) _____ in the function of _____

Sheet 3 a) – Educational experience

Period from mm/yy to mm/yy	School/University Education	Name of the course	Length (in hours/months/years)	Certificate

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Sheet 3 b) – Training

Period from mm/yy to mm/yy	Training centre/provider	Course name	Objectives/ Contents	Length (in hour)	Certificate

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Sheet 4 - Previous professional experiences in relation to the role of Trainer on Business Creation

Period from mm/yy to mm/yy	Organisation	Field	Employment relationship	Position held	Performed activities

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Sheet 4 i) - Previous professional experiences related to other functions possibly performed

Period from mm/yy to mm/yy	Organisation	Field	Employment relationship	Position held	Performed activities

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Sheet 5 - Non-professional activities impactful in terms of learning

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Period from mm/yy to mm/yy	Organisation	Field	Employment relationship	Position held

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Sheet 6 - Skills of the information society

6.1 Language skills Indicate the skills possessed by referring to the Common European Framework of Reference for language learning:

Language		Any certificates

6.2 Computer skills. Indicate the skills possessed by referring, for the general ones, to the ECDL standard, specifying the level and any certificates.

General Skills	Level	Any certificates
Elements of Information Theory		

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Computer use and file management		
Word processing		
Spreadsheet		
Databases		
Presentation tools		
IT networks		

Sheet 7 - Skills on Business Creation and the Sound of Business Method

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