

Guidelines for Delivering ERYICA eLearning 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.

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.

Training of Trainer courses cannot be organised using only eLearning methodology. For further information, see the Training of Trainers section.

2. Organising an ERYICA eLearning Course

Before organising any ERYICA eLearning activity, please bear in mind that:

- The eLearning courses of ERYICA are not massive open online courses (MOOCs) but they are designed for a group of participants similar to face-to-face training groups.
- The courses do not rely only on self-learning and individual assignments. The role of eTrainers is as important as in the case of face-to-face courses.
- Only ERYICA-accredited eTrainers can run ERYICA eLearning courses.

- Any ERYICA eLearning course must cover at least the hours foreseen in the curriculum.
- An ERYICA eLearning course shall be run by 2 eTrainers: a lead trainer and a support trainer. The two trainers share the course delivery equally. Additionally, the lead trainer undertakes all the communication with participants, the management of the course and the DOYIT eLearning platform. A third trainer shall be contracted for larger groups of over 30 participants, to share the workload and the assessment of individual assignments.
- The recommended minimum remuneration of trainers for a regular 5-week (approx. 27-hour) course is € 300/trainer/week or 1800 EUR for the lead trainer and 1200 EUR for the support trainer. In certain cases, it may be that the fee is negotiated locally.

A. ERYICA eLearning courses organised by ERYICA members:

- If you wish to organise an ERYICA eLearning course, please contact the ERYICA Secretariat at secretariat@eryica.org 2 months before the planned dates.
- Any ERYICA member or a group of ERYICA members (organising member) can take the lead to organise an ERYICA eLearning activity with qualified ERYICA eTrainers and using the ERYICA eLearning 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 an eLearning course, ask for the approval of ERYICA.
- The ERYICA eLearning activity can be organised at local, national, regional or international level, depending on the organisation(s) involved and on the origin of the participants.
- The organising member can choose the language used for the eLearning activity, and if needed, translate the online training material. Read more about this in the Platform section below.
- 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.
- ERYICA will provide the user accounts for the DOYIT Platform and the online course area (read more in the Platform section below), free of charge. The organising member will bear the costs of the trainer fees.
- Conditions of collaboration (duties, rights, and obligations of each partner) are detailed in an **agreement of the three parties** (ERYICA, organiser and eTrainer). This document shall be signed by all parties in the preparation phase and in any case before the eLearning activity starts.
- If there is no certified eTrainer in your country, you are invited to contact the ERYICA Secretariat at secretariat@eryica.org for support to find eTrainers.

B. ERYICA training courses organised by ERYICA:

- Certain international eLearning courses will be organised under the initiative of ERYICA. In this case, the trainer fee is covered by ERYICA, and participation is free of charge for representatives of Members, Affiliated and Co-operating Organisations.

3. The Platform

- The DOYIT platform can be accessed at <https://doyit.eryica.org>.
- ERYICA hosts the courses on the DOYIT platform and covers its operational costs.
- The ERYICA Secretariat provides the user accounts for participants upon request from the organising member or eTrainer.
- Only ERYICA certified trainers receive “teacher” rights on the DOYIT platform and can deliver eLearning courses.
- The ERYICA Secretariat prepares the course area for each eLearning course upon request from the organising member or eTrainer.
- ERYICA encourages the translation of the eLearning course materials and provides hosting for them free of charge. Read more in section 4.D below.

4. The basic guidelines of ERYICA eLearning course implementation

A. eTrainers

ERYICA eTrainers shall undertake that they:

- Inform the participants on how they could complete the course to be certified.
- Communicate transparently whether the participants have reached the envisaged learning outcomes for obtaining an ERYICA certificate.
- Do not deliver ERYICA eLearning courses or part of an eLearning course for participants in a **non-ERYICA-member country** (see point B below for exceptions).

B. Participants

- Participants of the eLearning courses have to comply beforehand with the **participant profile** requirements of each course, which is detailed in the beginning of each training manual (these are uploaded to the given course areas on the DOYIT platform). 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 before the training.**
- It is obligatory to complete all the activities of the eLearning course to receive the certificate.
- It is possible that for an ERYICA eLearning course 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, eLearning courses have to cover all areas of the course and the minimum time set by the course description.
- The certificates are issued upon the completion of the course, based on the course completion as shown in the Activity completion menu on the DOYIT platform.
- The certificates must bear the signatures of an ERYICA representative and the eTrainers 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.
- The certificate cannot be issued if a participant did not acquire the skills and knowledge set out in the learning outcomes, remained unfamiliar with the content of the course or did not get the completion mark for all the activities on the DOYIT platform. In this case, ERYICA can issue a confirmation stating which sessions were completed instead.
- In case a national partner is **using only a part of an eLearning course**, it is still possible to use them, but it might not be called an ERYICA eLearning course and therefore no certificate will be issued for the participants. Instead, ERYICA can issue a confirmation stating which sessions were completed. Just like in the case of a regular eLearning course, all applicable ERYICA eLearning guidelines shall be followed.

D. eLearning material and copyright

- The eLearning material, training courses and manuals 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 eventual support materials developed individually by an eTrainer 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 eLearning course during the next update.
- ERYICA shall be credited in the eLearning material.
- The translations of materials are 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 for the signing of a Translation Agreement.

5. Monitoring

- ERYICA eLearning courses are run by accredited ERYICA trainers.
- ERYICA eLearning courses shall obtain the approval of the ERYICA Secretariat when organised by an ERYICA Member.
- The ERYICA staff member responsible for training follows the completion of the course to observe and monitor the quality of the training programme.