



Eco-Innovation Skills for European Designers

Lead Beneficiary	AICQ SICEV
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Beneficiaries

P1	Slovenian Tool and Die Development Centre	TECOS	SI
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1. AIM AND SCOPE

This document is aimed to define general requirements and operating procedures for the concession, maintenance, suspension and withdrawal of the competence certification and for recertification of professionals operating in Eco-design.

This Regulation applies to the professional figure of the Eco-designer operating in the following sector:

- **TEXTILE /CLOTHES**

The requirements of this document apply to the extent that there are no requirements on the same subject provided by applicable statutory and regulatory requirements.

These requirements are generally expressed with reference to specific activities in terms of knowledge, skills and competence in accordance with the European Qualifications Framework (EQF) and are expressed to facilitate the evaluation and validation processes of the results of learning and professional experience.

With regard to the professional activities, the EQF level, in terms of knowledge, skills and competence is defined in the Annexes of this document.

In the EQF, the individual learning outcome is what an individual knows and understands at the end of a learning process. The EQF, therefore, focuses on learning outcomes, which are outlined in three categories: knowledge, skills and competence. This means that the qualifications, in different combinations, refer to a wide range of learning outcomes, including theoretical knowledge, practical and technical skills and social competence, which provide the ability to work together with other people.

1.1 GENERAL PROFILE DESCRIPTION

It is a technician who, first of all, should match his **creative skills** and a **good knowledge of raw materials** (structure and performance) with the **production processes** by adopting methodologies and tools for the **analysis of the product life cycle** in order to identify critical points and promote **improvements to reduce the environmental impact**. Secondly, he should also consider the **requirements for export and design in an eco-design logic** without losing sight of the **industrialization of the product**. Moreover, he should give a special attention to the **aspect of sustainability** from the **environmental costs** to the **ethical and social aspects**. Finally, he must be able to operate in compliance with the **legislative requirements, regulations** relating to **environmental and product safety**.

An Ecodesigner, due to his design ability considering constraints and opportunities, is a valuable resource able to interact with both production and marketing. It must be able to analyse the levels of eco-sustainability of products and processes in the textile sector. It should know, understand and apply European and international regulatory requirements from both the mandatory and voluntary certification point of view. It is able to implement eco-design techniques within the company's production processes and share a corporate responsibility with the company's stakeholders.



2. DOCUMENTS

2.1 Applicable documents

- **DIRECTIVE 1907/2006/EC**, concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation (EEC) No 793/93 and Commission Regulation (EC) No 1488/94 as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC
- **DIRECTIVE 2014/23/EU**, on the award of concession contracts
- **DIRECTIVE 2014/24/EU**, on public procurement and repealing Directive 2004/18/EC
- **DIRECTIVE 2014/25/EU**, on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC
- **ISO 14006:2011**, Environmental management systems -- Guidelines for incorporating ecodesign
- **ISO 14020:2000**, Environmental labels and declarations -- General principles
- **ISO 14021:2016**, Environmental labels and declarations -- Self-declared environmental claims (Type II environmental labelling)
- **ISO 14024:2018**, Environmental labels and declarations -- Type I environmental labelling -- Principles and procedures
- **ISO 14025:2006**, Environmental labels and declarations -- Type III environmental declarations -- Principles and procedures
- **ISO 3758:2012**, Textiles -- Care labelling code using symbols
- **ISO/TR 14062:2002**, Environmental management -- Integrating environmental aspects into product design and development
- **REGULATION (EU) No 1007/2011**, on textile fibre names and related labelling and marking of the fibre composition of textile products and repealing Council Directive 73/44/EEC and Directives 96/73/EC and 2008/121/EC of the European Parliament and of the Council

If not explicitly mentioned, it is intended that the valid edition of the above documents is the last issued.

2.2 Reference documents

- **CEN/TR 16741**, Textiles and textile products. Guidance on health and environmental issues related to chemical content of textile products intended for clothing, interior textiles and upholstery
- **DIRECTIVE 2008/98/EC**, on waste and repealing certain Directives
- **DIRECTIVE 96/61/EC**, integrated pollution prevention and control
- **Ecodesign Work Plan**, COM (2016) 773 final
- **Eco-innovation Action Plan**, COM (2011) 899 final
- **ISO 14001:2015**, Environmental management systems -- Requirements with guidance for use



- **ISO 14040:2006**, Environmental management -- Life cycle assessment -- Principles and framework
- **ISO 9001:2015**, Quality management systems -- Requirements
- **OHSAS 18001:2007**, Occupational Health and Safety Management System
- **ISO 45001:2013**, Occupational health and safety management systems -- Requirements with guidance for use"
- **PD CEN/TR 16417:2016**, Footwear. Footwear industry guideline for substances of very high concern (Annex XIV of REACH)
- **REGULATION (EC) No 1221/2009**, on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC
- **SA8000**, Social Accountability
- **UNI/TR 11359:2010**, Gestione della sicurezza dei prodotti tessili, di abbigliamento, arredamento, calzaturiero, in pelle e accessori
- **Reg. UE 679/2016** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

If not explicitly mentioned, it is intended that the valid edition of the above documents is the last issued.

3. TERMS AND DEFINITIONS

For the definitions, please refer to the definitions given by the applicable documents of paragraph 2.1.

Other definitions are listed below.

Skills

The ability to apply knowledge and use know how to complete tasks and solve problems. In the context

of the European Qualifications Framework, skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments).

Competence

Means the proven ability to use knowledge, skills and personal, social and/or methodological abilities, in

work or study situations and in professional and personal development. In the context of the European Qualifications Framework, competence is described in terms of responsibility and autonomy.

Knowledge

Means the outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is related to a field of work or study. In the context of the European Qualifications Framework, knowledge is described as theoretical and/or factual.



Qualification

Means a formal outcome of an assessment and validation process, which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards.

Definition adapted from the Official Journal of the European Union, Recommendation of The European Parliament and of the Council of 23 April 2008 on the establishment of the European Qualifications Framework for lifelong learning, Annex.

Formal learning

Learning of scientific and cultural knowledge and skills in the national secondary higher education and training system that ends with the achievement of a qualification.

Informal learning

Learning that, even irrespective of an intentional choice, is realized in the exercise of a profession in daily work situations and interactions.

Non-formal learning

Learning characterized by an intentional choice of the professional who accesses structured training activities, carried out in any field other than the formal one. It does not give rise to the issue of securities having legal value.

Validation of learning outcomes

Process of confirming that certain assessed learning outcomes correspond to the specified results required for a qualification or a part thereof. "Learning outcomes" means what a learner knows, understands and is able to accomplish at the end of a learning process. The results are defined in terms of knowledge, skills and competences. The recognition of learning outcomes, according to defined rules, by an employer or other relevant Organization, is also a process of evaluation and validation.

Formative Credit

Formal and non-formal learning recognition unit released by recognized Organizations. For the purposes of this document, the Professional Associations of national importance are part of the Organizations recognized.

Evaluation of learning outcomes

Methods and processes used to define the extent to which a person has effectively achieved particular knowledge, skills or competence.



4. GENERAL REQUIREMENTS FOR CERTIFICATION

4.1 Responsibility for decision on certification

The Certification Body is responsible for, retain authority for, and do not delegate its decisions relating to certification, including the granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification.

4.2 Management of Impartiality

The Certification Body has documented its structure, policies and procedures to manage impartiality and to ensure that the certification activities are undertaken impartially. The Certification Body top management has commitment to impartiality in certification activities. The Certification Body have a statement publicly accessible without request that it understands the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

The Certification Body acts impartially in relation to its applicants, candidates and certified persons.

Policies and procedures for certification of persons are fair among all applicants, candidates and certified persons.

Certification is not restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group. The Certification Body do not use procedures to unfairly impede or inhibit access by applicants and candidates.

The Certification Body is responsible for the impartiality of its certification activities and do not allow commercial, financial or other pressures to compromise impartiality.

The Certification Body has identify threats to its impartiality on an ongoing basis. This include those threats that arise from its activities, from its related bodies, from its relationships, or from the relationships of its personnel. However, such relationships do not necessarily present a body with a threat to impartiality.

The Certification Body has to analyse, document and eliminate or minimize the potential conflict of interest arising from its certification activities. The Certification Body has to document and is able to demonstrate how it eliminates, minimizes or manages such threats. All potential sources of conflict of interest that are identified, whether they arise from within the Certification Body, such as assigning responsibilities to personnel, or from the activities of the other persons, bodies or Organization are covered. Certification activities have been structured and managed so as to safeguard impartiality. This include balanced involvement of interested parties.

4.3 Certification Procedure

The certification of competence is voluntary. With the submission of the “Certification Application”, the candidates accept all the conditions indicated in this document and in the relative price list and undertake to respect what is defined in the Code of Conduct.

The achievement of the certification and the related registration in the relevant Register are subordinated to:

- a) meeting the prerequisites;



- b) completing and signing the application for the certification process and consent to the processing of personal data;
- d) meeting the minimum requirements for the specific professional figure
- e) passing the applicable exams;
- f) approval and certification decision by a Certification Body

These topics are detailed in the following paragraphs.

The fulfillment of the provisions of points a), b), c), d) and e) of this paragraph establishes a certification contract between the Certification Body and the professional figure and the Evaluators for a period of three years from the date of issue of the certificate, which is tacitly renewed as unless renunciation or withdrawing as better specified in this document.

4.3.1 Prerequisites for Candidates

Candidates wishing to obtain a Certification Body certification must submit documentation that provides the following information/data:

- a) **Degree of education:** the minimum qualification required.
- b) **Specific work experience:** the work experience gained in functions and activities related to the chosen profession for which certification of competence is required both as an employee and as a freelancer.
- c) **Interventions performed (if applicable):** the number of interventions carried out within the specific work experience for which certification of competence is required (eg: number of designs released, number of teaching sessions carried out, number of consultations carried out, etc.).
- d) **Training (if applicable):** Training on the methods of execution of the chosen profession and participation in training/refresher courses/seminars on issues pertaining to the aforementioned profession.
- e) **Foreign languages (if applicable):** Knowledge of foreign languages and relative degree of spoken and written knowledge.
- f) **The minimum requirements for the above information/data are provided in ANNEX A**



5. REQUEST FOR CERTIFICATION AND RELATIVE DOCUMENTATION

5.1 Documentation to be submitted

The Professional Figures wishing to obtain the certification must send to the Certification Body the relevant application, with the required documentation. The Professional Figures shall submit a certification application using the appropriate form "Application for the Certification" attaching the following documentation, preferably in electronic format:

- a) a photocopy of the Education degree;
- b) two passport-sized photographs;
- c) an Identity Document photocopy;
- d) Curriculum dated and signed by the Candidate (preferably in the EC format)
- f) a photocopy of certificates of attendance to training/courses/seminars on issues pertaining to the certification scheme of interest;
- g) objective evidence of the interventions carried out within the specific work experience for which certification of competence is required (eg: number of design released, number of teaching sessions performed, number of consultations made, etc.) – only for Senior profile;
- h) a photocopy of the Declaration of knowledge of foreign languages (if requested). This can be issued by a public or private school or by the company to which the Candidates belong, by referring to any specific language courses.

5.2 Examination of the Certification Application

5.2.1 Application instruction

The candidate's Application will be analyze in order to:

- verify the qualifications and references
- notify to the candidate any missing documentation
- notify to the candidate the results of the examination of the documentation received

5.2.2 Verification of the requested training

With reference to the training course, for the specific professional figure, the candidate shall have:

- attended a specific course on Ecodesign with evidence of passing the relevant final exam
- attended a specific course on Ecodesign or an equivalent training course.

The Candidate shall support and pass a specific examination to verify the effectiveness of the training about the techniques and methodologies typical of the chosen profession.

7. EXAMS

The passing of the final exam of the Ecosign course with a vote EQUAL or HIGHER than 70/100, in presence of the other minimum requisites required, will allow the Ecodesigner registration in the AICQ SICEV Register. In case of passing the course with a vote LOWER than 70/100, will still constitute a valid element for the purposes of the Training Requisite, resulting however necessary to realize and exceeding Examination of access to the Registry.



7.1 Planning of exam sessions

The calendar and the locations of the exam sessions and the deadlines, within which the application must be submitted, are indicated in the document "Exam sessions and rates" program which can be downloaded from the website of the Certification Body.

7.2 Examination tests

An Examination Commission carries out the assessment of Candidates' competence based on:

- a written test
- an oral test

7.3 Method of conducting the examination

During the written test, texts of rules, volumes, mobile phones, etc. are not allowed. Candidates who are found in possession of documents, books (if not formally communicated), rules and mobile phones will be immediately removed from the examination session and their exam will be canceled. For other minor infractions, candidates will be formally recalled for the first time, while if the same infringement occurs again the exam will be canceled. For the oral test (if required), two Examination Commissioners are usually involved.

The records of the Examination Commission are recorded in examination reports. All documents, information and data relating to the exam are considered strictly confidential and are not in any way disclosed to third parties in any form, unless explicitly requested and/or written authorization of the Candidates themselves.

7.4 Written test

7.4.1. Contents of the test

The written test is aimed to verify the possession, by the Candidates, of the basic knowledge and techniques necessary to effectively carry out the chosen profession. The proof consists in a questionnaire, which include at least 30 closed questions to be answered in 2 hours.

7.4.2. Evaluation criteria for the written test

To access the oral exam the Professional Figures will have to get a score **equal or higher than 70/100** in the written test. The written text contribute for the **40%** to the final vote.

7.5 Oral exam

7.5.1. Test contents

The oral exam is useful to verify:

- a) the possession, by the candidates, of the personal characteristics of the verbal communication
- b) general knowledge and competence related to their profession
- c) the specific knowledge and competence related to Certification Schemes of interest and discipline. Moreover, the knowledge of the European Union Directives and national, regional and municipal legislation applicable to the aforementioned Schemes/Sectors must also be ascertained;
- d) candidates ability to correctly support a discussion on sectoral culture issues related to the legislation of interest
- e) the possession by the Candidates of the technical and methodological competence necessary to carry out the activities pertaining to them;
- f) any lack in the written test;
- g) the real consistency of the qualifications and experiences documented by the Candidates during the Certification Application phase.

The Certification Body's certification is therefore aimed at recognizing, on the basis of objective evidence according to the ISO/IEC 17024 standard, the professional competence of the candidates and not only their knowledge and skills.

Each Commissioner express his vote, which is made up of the sum of the partial scores, assigned to the following elements:

- Personal characteristics (individual and in relationship with others);
- Knowledge and competence of a general nature;
- Knowledge and specific competence of the profession of interest;
- Sectorial knowledge (where applicable);

7.5.2. Evaluation criteria for the oral exam

To pass the oral exam the score shall be equal or higher than **70/100**. This test usually contributes for the **60%** to the final vote.

7.7.2 Criteria for final vote

The final vote shall be the weighted average of the written and oral The vote is expressed in hundredths and is rounded up if it is greater than or equal to 0.5 or below if it is lower than 0.5 (for example, 73.5 becomes 74 while 73.4 becomes 73).

To conclude positively the certification process the overall vote must be greater than or equal to **70/100**.

7.8 Communication of the result of the examination

Within two working weeks from the date of conclusion of the examination, the Candidate will receive the results of the examination and the final vote achieved.

7.9 Repetition of the exam

The Certification Application is valid for 1 year from the date of acceptance; within this deadline, which may be extended by a further six months, the certification process must be completed. Otherwise, a new Certification Application must be submitted.

Candidates can repeat how many times they want, in different sessions, the written, oral and practical tests. The passing of the written test is valid for three years for the purpose of admission to the next oral and / or practical test. After this term, the written test must be repeated.

7.10 Exam subjects.

The examination subjects include topics related to the specific Certification Profile, reported in the related in the ECOSIGN PROJECT - ECODESIGNER National Qualification Profile annex.

8. RELEASE OF THE COMPETENCE CERTIFICATION

Based on the results of the analysis of qualifications and tests, the Certification Committee, competent and independent, decides to issue the certification. The certification is issued within one month after successful completion of the exams and is subject to payment of the registration fee. The certificate is accompanied by a declaration relating to the specific experience. At the same time, the name of the Certified Professional Figure is included in the applicable Certification Body's Register, published on the website.

9. SURVEILLANCE AND MAINTENANCE OF THE CERTIFICATION, RECERTIFICATION AND EXTENSION OF SECTORAL COMPETENCE

9.1 Methods of Surveillance and Maintenance

During the period of validity of the certification, its annual surveillance and maintenance is to be considered automatically confirmed in case of:

- a) absence of complaints (or evidence of their management) by customers or other interested parties
- b) absence of Certification Body's measure against certified Professional Figures
- c) payment of the annual amount for registration to the Certification Body's Register

With regard to the point "a", Certification Body supervises the Certified Professional Figures, requesting to provide a self-declaration of "absence of complaints" (or evidence of their correct management) by costumers or other interested parties. At any time, if the above requirements are not met, the certification is suspended or withdraw according to the provisions of this document.

9.2 Recertification methods

Within 3 months from the expiry date of the Certificate (triennial, the Professional Figures certified and registered in the Registers, in compliance with the provisions for annual maintenance, they are required to:

- a) provide self-declaration for the absence of complaints (or evidence of their management) by customers or other interested parties in the last three years



- b) update the curriculum. The document must be signed, dated and possibly accompanied by statements of validation of the declarations signed by employers or customers or by using alternative methods such as letters of appointment, contracts, etc.
- c) provide the unauthenticated photocopy of attendance certificates to training /refresher courses / seminars on issues pertaining to the Certification Scheme of interest, attended in the last three years;
- d) provide objective evidence of the interventions carried out within the specific work experience

10. SUSPENSION AND WITHDRAWAL OF THE CERTIFICATION

10.1 Suspension

In cases where it is explicitly foreseen, it is possible the suspension of certification for a period of not less than 2 months but not more than 4 months.

The suspension provision can be applied:

- to sanction violations of the Code of Conduct;
- in case the Professional Figures have not submitted a request for recertification, expired for more than 3 months, extendable up to 6 months for contingent reasons reported in writing to the Certification Body Directorate;
- in the event that the Professional Figures have not paid the registration fee within 6 months, due to contingent reasons up to 9 months from the payment notice or invoice;
- in the event that the Professional Figures have submitted at the time of recertification insufficient documentation, not integrated, in the following 4 months as required by the Certification Body (see previous point 9.2);
- in the event that the Professional Figures do not sign, within 3 months from when requested, the contractual documents (Code of Conduct, etc.);
- at the request of Professional Figures;

The suspension involves for the Professional Figures:

- the obligation to suspend employment for any reason of the Certification Body trademark;
- the obligation not to qualify as Professional Figures certified by Certification Body;
- the obligation to give notice of the suspension to its customers.

10.2 Withdrawing

The provision for withdrawal of certification and cancellation can be applied:

- to sanction violations of the Code of Conduct;
- in the event that the Professional Figures have not submitted a request for recertification if the certificate is expired for more than 3 months, may be extended for up to 6 months for contingent reasons, and have not subsequently been issued within 2 months of the recertification period. The provision is implemented after a period of suspension of not less than 2 months but not exceeding 4 months and after 30 days from the sending of the notice of revocation and cancellation to the Professional Figures by registered mail;
- in the event that the Professional Figures have not paid within 6 months of the payment notice or invoice, the registration fee and have not subsequently been issued within another 3 months from the date of issue of the aforementioned notice. The provision is implemented after a period



of suspension of not less than 2 months but not exceeding 3 months and after 30 days from the sending of the notice of revocation and cancellation to the Professional Figures by registered mail;

- in the event that the Professional Figures have submitted, at the time of recertification, insufficient documentation, not integrated, in the following 6 months, as required by the Certification Body (see previous point 9.2). The provision is implemented after a period of suspension of not less than 2 months but not exceeding 4 months and after 30 days from the sending of the notice of withdrawal and cancellation to the Professional Figures by registered mail;
- at the request of Professional Figures. The provision is implemented after 30 days from the sending of the notice of withdrawal and cancellation to the Professional Figures by registered mail;

The withdrawal of the certification and the cancellation from the relative Register implies for the Professional Figures:

- the obligation to return the certificate and the identification card received from the Certification Body within 60 days from the date of withdrawal and cancellation;
- the obligation to cease employment for any reason of the Certification Body mark;
- the obligation not to qualify as Professional Figures certified by Certification Body;
- the obligation to give notice of the revocation and cancellation to its customers.

