



Certification

1. The UL6S reference systems

The UL6S competence certification criteria are based on the requirements of the NFX 06-091 standard "Requirements for the competence of improvement project managers and workshop leaders". They are included in the CNCP inventory sheets.

ISO 17024 (September 2012) "General requirements for bodies operating certification of persons" is the standard for the organisation and assessment of candidates for certification of persons.

2. The requirements for certification of individual competencies

The evaluation process depends on two situations:

- **Situation 1** : the candidate presents a certification of competences following a training course led by a training organisation or an internal training course approved by UL6S. In this first case, the skills certification process is simplified because UL6S has validated the quality level of the training courses: duration, content, exercises, case studies, instructors, pedagogical follow-up, etc., all in accordance with the standards in force.
ASQ Certification
- **Situation 2**: the candidate applies directly to the UL6S and in this case the certification process is complete.

What are the detailed certification processes?

Situation 1 : the candidate presents a certification of competences following a training course led by a training organisation or internally labelled by the UL6S.

The training organisation.

The training organisation is responsible for making the request to UL6S for the application. It must provide the candidate with the following elements:

- individual pedagogical file of the candidate: name and duration of the training followed, dates and places of the training, names of the facilitators, certificate of attendance for the whole duration of the training signed by the facilitators, results of the in-training controls and continuous assessment, progress of the case studies, exercises, level of participation of the candidate.
- Final MCQ assessment including the mark which must be greater than or equal to 70%.

The applicant.

The applicant must :

- provide a synthesis of the implementation of the methodologies and tools: operational applications in his company, case studies, exercises to demonstrate his "know-how".
- present a personal assessment of the activities related to the requested certification.
- provide the evaluation grid of the professional behaviour (know-how) filled in by a hierarchical manager of the candidate).

The assessor appointed by the UL6S is responsible for examining the candidate's file and systematically carries out a telephone interview or even a web conference to validate all the documents, knowledge, skills and attitudes.

Situation 2 : the candidate applies directly to the UL6S.

- The candidate for a skills certification fills in an application for a skills certification on a questionnaire pre-established by UL6S. Following the analysis of the completed questionnaire and a telephone interview, UL6S decides on the admissibility of the application and the candidate is requested to order following the quote issued by UL6S. UL6S will appoint an independent assessor and will be responsible for the assessment of the candidate.
- If the candidate has followed a training course not labelled by UL6S, he/she presents a certificate of the training course carried out within a training organisation or internally in his/her company specifying:
 - The title of the training
 - The duration in days and date of training
 - The program indicating the duration per theme
 - The result of the end-of-training assessment

- The candidate carries out an assessment of his/her knowledge ("knowledge" assessment) which can take different forms: MCQs, exercises, case studies, and systematically an oral interview with the assessor and his/her assessment mark must be greater than or equal to 70%.
- The candidate provides and presents to the assessor a complete file of the projects/worksites carried out in order to demonstrate his/her mastery of the tools and methodologies relevant to the requested certification.
- The candidate provides the assessor with the evaluation grid of the professional behaviour "soft skills" duly filled in by a hierarchical manager of the candidate.
- The candidate must orally present his/her project or achievements. This presentation can be made in the candidate's company, during the days organised by the UL6S or by web conference.

3. Issuance of the Certification of Competence

In view of the documents listed below, the certification committee pronounces or not the certification of competences. If certification is refused, UL6S must give reasons for its decision. The candidate may appeal against this decision to the President of UL6S by registered letter with acknowledgement of receipt. The UL6S must reply within 15 days.

List of documents for the certification committee:

- Candidate's application for certification
- Training certificate
- Result of the knowledge test (score >70%)
- Questionnaire on the candidate's "soft skills" with the examiner's opinion
- Technical file made up of projects, studies, worksites, carried out by the candidate (pdf format)
- Examiner's opinion on the oral presentation of the project

The certification committee pronounces a certification of competences of person and establishes a certificate of competences.

4. Validity of the certificate of competence

The validity period of the initial certificate is PERMANENT.

5. Use of the certificate of competence

The UL6S certified person must:

- Not use his or her certification in any way that may damage the reputation of UL6S,
- Not make any statement about their certification that UL6S may consider misleading or unauthorized,
- Not misleadingly use the certificate: certification wording.