



Savatech, d.o.o.

Družba za proizvodnjo in trženje gume-
notehničnih proizvodov in pnevmatike
Industrial Rubber Products
And Tyres



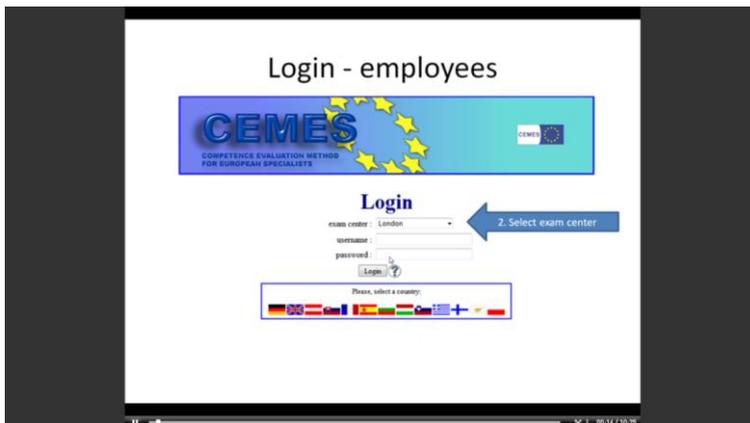
R5

THE REPORT ON TRANSFERRED AND ADOPTED BEST PRACTICE

CEMES is the trade mark for a qualified method of competence recognition and certification for managers, specialists and other employees in European companies.

The Three-Level-Method of competence recognition is a testing method for technical competences. The three levels include Multiple-Choice questions, open questions and if so a individual assessment.

The CEMES-Method of competence recognition as an examination method is a basis of a system of **European Management Certificates (EMC)**. This method was awarded by the Helsinki Award of the European Commission as the Best European Project in 2006.



Basic principles of competence certification for managers and specialists in European companies

The certificates for management competencies are subject to the same standards in all European countries. The certificates are launched within the economic area of the European Union and are awarded according to common certification regulations. They confirm that the holder possesses management competencies of a certain level in certain specialist areas, which have been defined for all European countries. It is not important how the candidate has acquired these competencies. In order to guarantee transparency and acceptance, the certification processes comply with the norms of personnel certification. This means that consulting, further education, and certification are strictly separated. The certificate validates the individual competencies of the candidate. The candidate is recommended to attend courses prior to the assessment, although this is not required in order to take the examination. In contrast to the norms of personnel certification, the candidate does not have to repeat the examination in order to maintain the certificate. The CEMES certificates (**CE**rtification **M**anagement competences **E**uropean **S**ystem) are valid indefinitely.

There are three types of **European Management Certificates (EMC)**, which reflect the typical tasks of a manager in small and medium-sized companies. The certificates are issued after the candidate has passed the assessment. There is the EMC-FM for process-oriented management, the EMC-FM for commercial competencies, and the EMC Master which contains all the competencies a successful manager of an SME should possess. The competencies correspond to the typical skills required to successfully lead a company or a part of a company. The certificate does not include any specialist competencies such as knowledge of electrical engineering, which the technical manager of an electrical engineering company needs. The certificate focuses on general processes and management operations from a manager's point of view.

Nevertheless the CEMES certification method is focused on the managerial competencies and skills; it was found a good base to set the competencies of a "rubber manufacturer".

The structure of platform allows three step method mix for a comprehensive evaluation of the candidates' competencies. The aim is to create a candidate's actual profile. Both the first steps which consist of an online Multiple-Choice-Test and online answering of open questions serve as the starting point of the third step the personal assessment by two assessors. Online based important information has been collected due to the mix of methods which allows the assessor to use when evaluating the candidate's competence level in a simultaneous shortened examination process. According to requirements the steps can be in combination or individually. These results in a modern efficient outcome oriented evaluation process of competencies which are very flexible for use.

Step 1 – Multiple Choice Test

Computer based test with immediate evaluation

Step 2 - Open questions

Open text questions which are evaluated by an assessor. The selection depends upon the relevant competencies or competence area.

Step 3 – Personalized assessment

Assessment in national CEMES examination center by an assessment team with complex case studies or a qualified educational advice. The results of step 1 and step 2 are taken into the account.

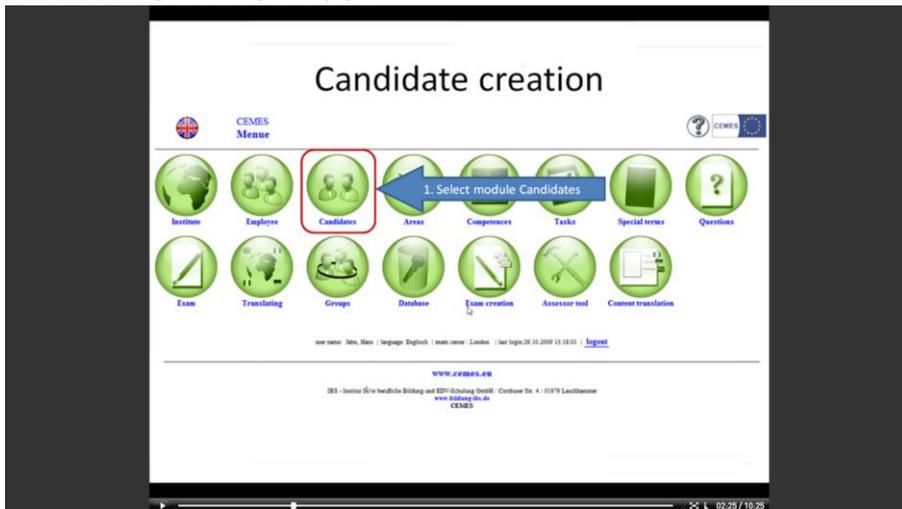
DESCRIPTION OF THE PLATFORM

The recognition of a learning performance and competencies requires a unique personal documentation. This means that the person who would like a competence documentation and recognition of learning performance has to have carried out a clear planned process. Included in this process are the examining institutions:

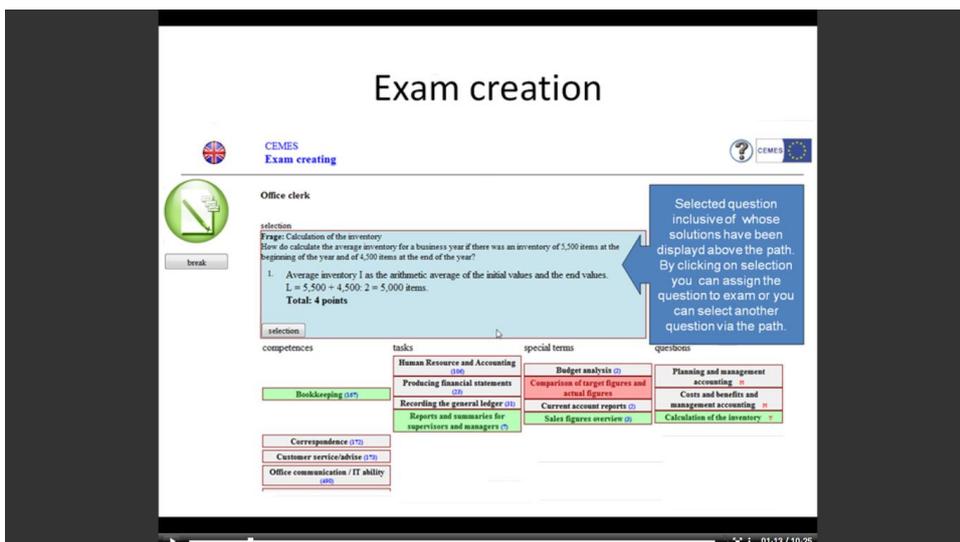
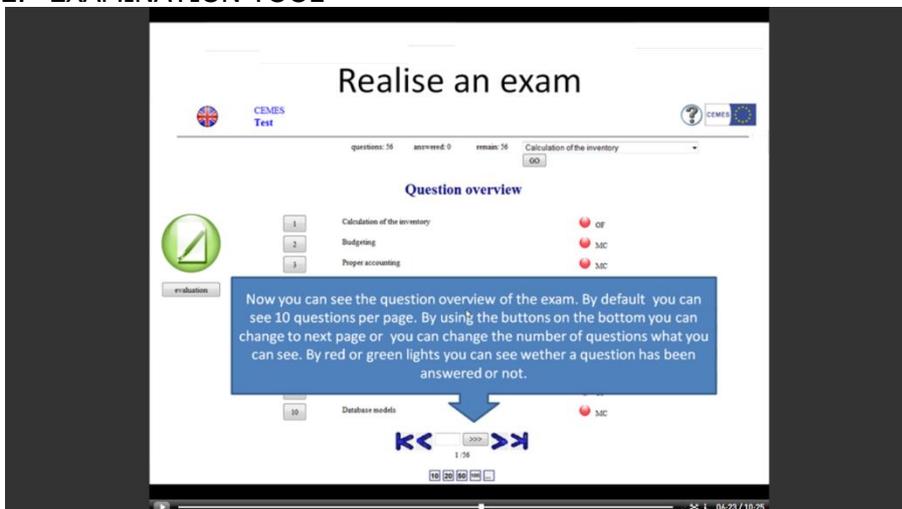
- examination centers,
- independent assessors and
- the candidates.

This internet based platform fulfills all the functions in preparation, administration, execution and evaluation of the recognition process. Nevertheless, the upgrade for the needs of Savatech, i.e. the rubber manufacturer's competencies, is necessary.

1. ADMINISTRATION TOOL



2. EXAMINATION TOOL



3. ASSESSMENT TOOL

Exam evaluation by assessor


CEMES Assessor tool


candidate 1, candidate 1

title:
Test for final conference

competence areas: 1
competences: 7
tasks: 31
special terms: 46
questions: 56

question	competence	task	special term
question 1 Calculation of the inventory	open question		
question 2 Budgeting	Multiple choice		
question 3 Proper accounting	Multiple choice		
question 4 Distinguishing between different types of costs	Multiple choice		
question 5 Revenues and expenses statement	Multiple choice		
question 6 Creditors	Multiple choice		
question 7 Break-even point	Multiple choice		
question 8 Cash flow	Multiple choice		

1 - 8 9 - 16 17 - 24 25 - 32 33 - 40 41 - 48 49 - 56

Memo 0

overview

Correct: 1
300 reply: 0
Incorrect: 47
evaluation: 0

Open question by clicking on it

Scroll to next questions

09:03 / 10:25

Exam evaluation by assessor


CEMES Assessor tool


personal data:

candidate 1, candidate 1

street: 30
Zip code city
Telephone
FAX
E-Mail

exam:
Test for final conference

passed
 failed

Confirmation

master-detail-screen

questions: 56
competences: 7
tasks: 31
special terms: 46

Correct: 1
Incorrect: 47

On overview page you can see customer data, track records of included competences, tasks, special terms and questions as well as the exam result.

Memo 0

questions

Correct: 1
300 reply: 0
Incorrect: 47
evaluation: 0

The assessor can choose passed or failed. By clicking on confirmation the exam result has been confirmed.

exam center : London | last login: 30.10.2009 09:35:45 | [logout](#)

10:19 / 10:25

FORESEEN ACTIVITIES

The initial base of the CEMES platform has to be upgraded for the needs of the rubber manufacturing industry, i.e. for the competences of the "Rubber Manufacturer". The upgrade will be performed by the BIT Media until June 30th, 2010 under the supervision of the IBS Institute.

The coordinator, Savatech will be afterwards able to input the scheme of competencies and the enlistment of questions holding and covering all the required contents of knowledge. This means that all preliminary and all final tests will be executable.

The set of questions must be completed until June 2011, when the workshops participated by the pilot group will be organized. The aim of the workshops (2) is to get acquainted with the platform and the testing system. The attendants will perform the preliminary test and afterwards final test on the platform.

Kranj, Jesenice, 30. 4. 2010

Prepared by:

Mateja Dolenc, Savatech

Maja Radinovič Hajdič, Ljudska univerza Jesenice

POVZETEK V SLOVENSKEM JEZIKU

CEMES je blagovna znamka za ugotavljanje in certificiranje kompetenc za delovna mesta vodij, specialistov ter ostalih delovnih mest v podjetjih.

Metoda testiranja kompetenc je tri-nivojska in vsebuje odprta vprašanja ter tudi individualno ocenjevanje.

CEMES metoda ugotavljanja kompetenc je osnova za pridobitev EMC certifikata in je bila leta 2006 s strani evropske komisije nagrajena kot najboljši evropski projekt v letu 2006.

Za potrebe gumarske industrije bo treba platforma nadgraditi in v nekaj segmentih tudi spremeniti. Nadgradnjo bo opravil partner BIT Media, pod nadzorom partnerja IBS Institute.

Na podlagi nadgradnje in sprememb bo lahko koordinator projekta prilagodil shemo kompetenc svojim potrebam.

ZUSSAMENFASSUNG IN DEUTSCHER SPRACHE

CEMES ist eine Schutzmarke für feststellen und Zertifizierung von Kompetenzen für die Arbeitsplätze des Führungsarbeiters, Spezialisten und alle anderen Arbeitsplätzen in die Unternehmen.

Die Testmethoden für die Prüfung von Kompetenzen sind auf die drei Niveaus; dazu gehören auch die offene Fragen als sowohl die individuelle Prüfung.

CEMES Testmethode ist eine Basis für die Erwerbung des EMC Zertifikats. Im Jahr 2006 war diese Testmethode als das beste Europäische Projekt belohnt.

Für die Bedürfnisse der Gummiindustrie müsste die Plattform ausgebaut werden und in einigen Segmenten auch geändert werden. Das werde der Partner BIT Media machen, unter Aufsicht von IBS Institut.

Auf Grund solches Ausbaus und Veränderung werde der Projektkoordinator das Kompetenzschema seinen Bedürfnissen anpassen können.