

## O5A5 : Certification Procedure

As part of O5, the CATAPULT consortium had envisaged from the start to deliver certificates to course participants in order to acknowledge their newly-gained expertise and show how they had developed professionally thanks to their participation in the course.

The certification procedure put into place was slightly revised during the project's lifetime at the end of each season of the MOOC. The consortium now believes that the procedure put into place and described below meets all the requirements and expectations of both course developers and course participants in terms of certification. The procedure is based on three factors.

### 1.A certification procedure based on level of engagement

#### Three levels of engagement

Course participants can choose to take part in the course with three different levels of engagement : browser level, tester level or creator level.

Successive revisions of course content have led the consortium to add a pre-course quiz to help registered participants determine which level of engagement would be the most suitable for them based on time available, prior knowledge and experience, own objectives for joining the course, etc. Each activity in all course modules is then clearly associated with one or other level of engagement through the use of pictograms. The expectations for each level are summarized in the following table :

Type and indicative sequence of activity	Type 1 Participant (Browser)	Type 2 Participant (Tester)	Type 3 Participant (Creator)
module introductory video outlining the contents and the objectives of the Module	X	X	X
introductory reading /video material	X	X	X
Activity 1: Quiz, poll, post or discussion activity	(X)	X	X
Activity 2: Suggested Reading		X	X
Activity 3: Creation of teaching task/material/ activity			X
Activity 4: integration of digital tool with teaching activity			X
Activity 5: Reflection			X

## One certification for each level of engagement?

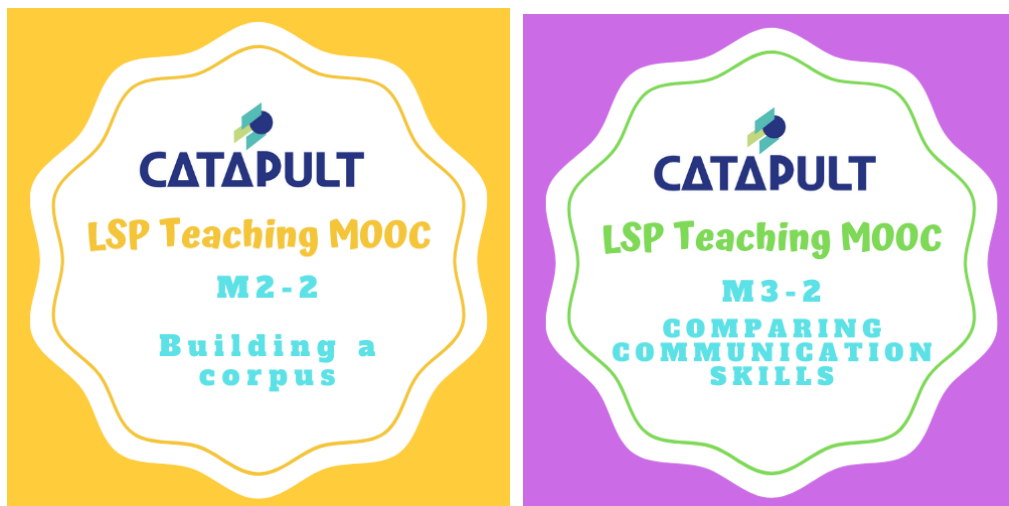
It was quite clear that the type of certification awarded to course participants would have to be dependent on their level of engagement and that someone who would have completed all types of activities in the course (reading/watching videos, quizzes, posts in the forums, end-of-module tasks, reflection tasks) would deserve greater acknowledgement than someone who would have simply browsed through the course materials.

The consortium also agreed that browser level did not really qualify for any type of certification, given that there would be no trace of browsers actually being active in the course.


## What certification for what level of engagement?

- ▶ Browser level : no certification.
- ▶ Tester level : acknowledgment of Testers' professional development was done through the delivery of badges. Each badge was
  - Associated to one specific competence
  - Awarded after the completion of quizzes
  - Colour-coded to show its affiliation to one specific module of the course (which was identified using the same colour)
  - Automatically imported in the course participants' portfolios.


Examples of badges:



Extract from one course participant's portfolio:



**Jump 4 English**  
Online Business English Lessons



**Vicky Margari** ✓

Business English Trainer | Communication skills | English for Hospitality | English for Customer Care | Edtech enthusiast

19 Certified

theon.com/VM463 | Joined Sep 18, 2020 | Last Visit: 8 days

1,768

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### ABOUT

A Business English trainer with English for Hospitality and Customer Care as a niche. I love working with people and helping them achieve their goals. I enjoy volunteering for teachers associations and I'm keen on raising Intercultural awareness and improving Intercultural communicative competences.

Country/Region: Italy  
Institution principale: CATAPULT Network  
Field of Study: Hospitality, Tourism, Customer Care, Business English, Intercultural competence

“ Aut inveniam viam, aut faciam. - Hannibal ”

Teachline

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### SKILLS

31 skills

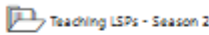
22 skills with evidence

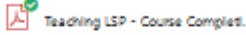
9 skills without evidence

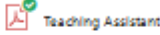
#InterculturalCompetence #Hospitality #Tourism #CustomerCare #BusinessEnglish #CommunicationAndSoftSkills  
 #CommunicatingEffectively #Problem-Solving #EducationalTechnology #LSP #KeyConcepts #ApproachesToLSP  
 #LSPClassification #EMI #CLIL #NeedsAnalysis #LessonPlanning #LessonPlanAnalysis  
 #CommunicationSkills #WorkplaceCommunication #CorpusLinguistics #CorpusBuilding #CorpusAnalysis  
 #LSPTeaching #CommunitiesOfPractice #CollaboratingWithExperts #UsingModels  
 #InnovationInEducation #EducationSystemRationalization #EdTechOverviews #Ed-Tech-Overviews

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### DOCUMENTS








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### BADGES



View all

► Creator level : acknowledgement of Creators' professional development was done through the delivery of both badges (see Tester level) and a certificate. The certificate was automatically awarded to participants at the end of the course, provided that all quizzes, assignments and course portfolio were completed.

## 2. A certification procedure based on achievement

### Completion or Achievement?

Early on, the consortium had debated the issue of completion/attendance certificates vs certificates of achievement. Although completion/attendance certificates, which are often delivered automatically by MOOC platforms upon completion of a course (regardless of the level of achievement reached by course participants), are quite popular, they don't really inform potential employers/colleagues, etc. about the actual achievements of a participant on a course. They often simply certify that the course participant has indeed clicked on all the pages of the course, which is then recognized by the system as being completed. On the other hand, certificates of achievement are only awarded to participants who have reached a minimum level/score in all the activities of the course. The minimum standards to be reached can be set by course designers.

The consortium therefore agreed that participants' professional development would be more accurately recognized through the delivery of certificates of achievement. Acknowledgement of the competences developed would be more widely shared if certificates indicated the workload and standards reached by course participants.

Example of Certificate



### 3. A certification procedure based on both manual and automatic delivery

#### Manual delivery

Badges on the Course Networking platform have to be delivered manually after checking that course participants have reached the minimum score expected (50% or more).

#### Automatic delivery

Certificates on the Course Networking platform can be delivered automatically: course creators first need to specify what the requirements are (which minimum score for which activity), and once a course participant has completed all tasks, their achievement is checked against the requirements and the certificate is then either awarded to them or not.

► The certification procedure adopted by the CATAPULT consortium, based on level of engagement, achievement and a blend of manual and automatic delivery, has proven to be highly efficient as it seems to meet all the requirements and expectations of both course developers and course participants.