

# ECDL / ICDL CTP

Despite the rigorous application of international standards on all aspects of administering the ECDL / ICDL, there had, until the development of CTP, been little control over the provision of classroom-based training by individual trainers and training organisations.

## What is it?

The Certified Training Professional (CTP) is an international qualification in IT training. As one of the ECDL Foundation's non end-user certification, CTP provides trainers and training organisations with an objective quality standard against which their own training services can be measured.

## Who is it for?

CTP is a programme suitable for both trainers and organisations. The programme has been designed to reflect the reality of professional IT training. The certification is independent of prior qualifications, as each CTP Candidate must demonstrate their competence.

## How does it work?

In order to become a Certified Training Professional, individual trainers do not have to sit and pass exams, but instead provide, through the Trainer Evidence Record, evidence that they satisfy the skills and knowledge requirements of the programme.

Evidence can be classified as:

- Documentary evidence – training plans, session plans, analysis forms, evaluation forms etc.
- Performance evidence – a video of training delivery. Evaluation of core skills including communication, instruction, questioning, and feedback.

The performance evidence is vital to the programme as there is no alternative to viewing the Trainer in an active training role.

## What are the objectives of the CTP programme?

- To promote best practice in the provision of IT training.
- To recognise and certify best practice on the part of individual trainers.
- To provide trainers with an opportunity to develop and promote their competence.
- To provide training organisations with an objective and recognisable quality mark for IT training.
- To develop a community of certified trainers that can support individual trainers.

## What are benefits of CTP for individual trainers?

- CTP provides an opportunity to develop and demonstrate skills and knowledge.
- CTP certifies best practice among IT trainers.
- CTP gives public and professional recognition of competence.
- CTP qualification will enhance career prospects as an IT trainer.

## What are the benefits of CTP for training organisations?

- Opportunity to evaluate and benchmark trainers' competence.
- Ability to standardise trainer evaluation throughout the organisation.
- Enhanced staff motivation and professional esteem for certified trainers.
- Objective target for trainers' professional development.
- Improved standard of individual training performance.
- Improved standard of organisational/departmental effectiveness.
- Ability to differentiate the organisation on the basis of objective quality standards.

## What are the benefits of CTP for the ECDL / ICDL Candidate?

- General increase in the quality of training nationwide.
- Consistency and quality of training being offered by individual centres.
- Ability to differentiate training providers on the basis of quality.
- Use of ECDL branding and CTP branding simplifies identification of providers.

