

# ESF THEMATIC NETWORK ON SIMPLIFICATION

## REPORT ON SCO PRACTICES

(Draft for the 6<sup>th</sup> Meeting of the Thematic Network - The Hague – 8-9 June, 2017)

### References:

<b>Member State / Region</b>	<b>Slovak Republic</b>
<b>Reference number (TN's map of SCO practices)</b>	<b>6</b>

### Contact details:

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<b>Type of SCO reported</b> (Please choose one of these types of SCO: flat rate financing, standard scale of unit costs, lump sum).	<b>STANDARD SCALE OF UNIT COSTS</b>
<b>Type of activities covered by the SCO</b> (Please indicate what type of activities is targeted by the SCO).	<b>IT TRAINING (ECDL)</b>

## A. PROJECT DESCRIPTION

<b>A1. Description of the type of operation</b> (Please describe in brief what types of operations are covered by SCO)
The aim of the operation to which the SSUC is applied is to support IT training of employees and unemployed. Every graduate obtains ECDL Profile Certificate with exams overview. ECDL refers to a system for the verification of knowledge and skills of common users related to work with computer technology. It is based on standards which determine the scope of required knowledge and skills in selected thematic areas (called syllabi) and global methodology for verifying whether the candidate meets the set level of knowledge and skills. The ECDL system certificates are internationally recognised documents certifying that their holder has reached the set level (standard) of knowledge and skills in the respective field on the basis of tests designed according to global methodology. ECDL syllabi define in detail the areas of knowledge and skills needed for basic use of personal computers. The areas of knowledge are divided into different

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thematic units – modules. A syllabus is formulated independent of software and hardware.

This refers both to NPs (national projects) and DDPs (demand-driven projects).

ECDL modules currently localised in the Slovak Republic:

Base modules category

M2. Computer essentials

M3. Word processing

M4. Spreadsheets

M7. Online collaboration

Standard modules category

M5. Using databases

M6. Presentation

M12. IT security

Advanced modules category

AM3. Advanced word processing

AM4. Advanced spreadsheets

AM5. Advanced database

AM6. Advanced presentation

**ECDL Profile Certificate** can be obtained one or more tests from different module categories (Base, Standard, Advanced).

**A2. Definition of outputs/results** *(Please give a short definition of outputs and/or results)*

The output of operation is the ECDL (European Computer Driving Licence) Profile Certificate obtained. The funds will be reimbursed to the beneficiary on the basis of proving of actually obtained ECDL certificates with the list of completed ECDL certification exams, while the recipient provides data on certificates and taken exams in electronic form.

Eligible expenditure of the project is expenditure for no more than one certificate for modules Base/Standard and no more than one certificate for modules Advanced for each participant.

The implementation of unit costs for training activities related to the ECDL is not covered in described SSUC.

**A3. Beneficiaries** *(please indicate the types of beneficiaries involved in the operations covered by SCO)*

for example: NGOs, private entities (entrepreneurs, professional associations), public entities – schools, legal persons directly managed by state, municipalities

**A4. Target group(s)** *(Please list target groups within projects covered by SCO)*

employees, unemployed

## **B. METHODOLOGY AND CALCULATION METHOD**

**B.1 Methodology** *(please indicate which methodology/ies has/have been used: Fair, equitable and verifiable method / use of existing EU schemes for similar types of operation and beneficiary / Use of existing own national schemes for similar types of operations and beneficiaries / use of rates and specific methods enshrined in the regulation or in a delegated act / use of a draft budget /combination of methodologies).*

*Please indicate if the concerned SCO has been covered by Art. 14(1) ESF)*

The SSUC was calculated by using a fair, equitable and verifiable method according to Art. 67 (5) (a) of the CPR and was covered by the Delegated Act under Art. 14 (1) of the ESF Regulation.

**B.2 Calculation Methods** *(please describe how the calculations have been made)*

The price for ECDL certification consists of the following parts:

- the price for index of ECDL system

The index price is established based on the price set by the Slovak Society for Computer Science, which is the only ECDL licensee in Slovakia.

- the price for taking an ECDL test

The price for making one test was set as an average price based on a market research according to the type of the test separately for tests for modules Base and Standard and separately for modules Advanced

- the price for issuing an ECDL certificate

At sitting the price of issuing ECDL certificate we base from the price of Slovak Society for Computer Science which is the only holder of ECDL license in Slovakia.

For more information click on Annex listed in part I.

**B.3 Data source** *(please indicate the type of data used and the data source)*

**market research** - the website of the Slovak Society for Computer Science used for the setting of the price for the ECDL index and for the issue of the ECDL certificate, and the websites used for the market survey of the prices of certification exams are provided in the annex specifying the calculation of the prices of certification exams

## **C. IMPLEMENTATION OF SCO** *(Please describe in brief what implementation rules and conditions have been set out).*

The funds will be reimbursed to the beneficiary on the basis of proving of actually obtained ECDL certificates with the list of completed ECDL certification exams, while the recipient provides data on certificates and taken exams in electronic form.

These documents must be submitted and attached to the request for payment together with the document “Additional Monitoring Data”.

The MA/IB records these data into an electronic register of certificates and will check their accuracy and eligibility.

MA/IB verifies the authenticity of the certificates and exams at the Slovak Society for Computer Science.

The MA/IB will carry out on-the-spot inspections during the project implementation process. Every demand-driven project must be subject to at least one on-the-spot inspection during implementation. With regard to national projects, at least one on-the spot inspection will be carried out per year. The control will aim to verify whether ECDL certification has actually taken place – according to binding instructions (annex to the Grant Contract).

**D. AUDIT TRAIL** *(Please provide a brief description of the audit trail for the concerned SCO, including documents, key contents/conditions and procedures).*

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**E. ASSESSMENT BY THE AUDIT AUTHORITY(IES) INCLUDING EVENTUAL EX ANTE ASSESSMENT** *(If relevant, please explain how the audit authority has been involved in preparation and assessment of the SCO).*

SSUC was consulted with AA. The key comments aimed at overlapping of SCO/UC/expenditures and at precise control mechanism during first level control of Requests for Payment and during on the spot control. MA/IB added precise control mechanism.

**F. IMPACT OR ADDED VALUE FOR THE MA, BENEFICIARIES AND OTHER STAKEHOLDERS** *(Please explain how you have perceived impact/added value of the SCO for the MA, beneficiaries and other stakeholders).*

For the MA/IB:

1. preparing of calls – simplifying of the rules for direct costs
2. selection process - simplifier and faster evaluation
3. fist level control - MA focuses only on certificates

For the beneficiaries:

1. budget - easier setting of direct cost amounts
2. eligibility - cost eligibility is based on certificate verification, there is no need to submit any further documentation
3. first level control - faster verification of expenditure eligibility

**G. SPECIFIC ISSUES FACED WITHIN CALCULATION AND IMPLEMENTATION OF THE SCO** *(Please indicate any issues/problems/challenges you have experienced when setting out or implementing the SCO, i.e. high workload, state aid, public procurement, national legislation, revenues etc.)*

Setting out the SSUC was a very long and demanding process before calls for proposals could be launched - data collection and their verification, negotiating with the European Commission, and setting out detailed guidance for applicants and beneficiaries.

**H. LESSONS LEARNED AND POINTERS** *(Please indicate any unforeseen practical implications that have emerged and any key lessons you have learned from the development and implementation of the concerned SCO practice).*

N/A - no projects under implementation, just call for proposals were published.

**I. ANNEXES OR LINKS TO ONLINE DOCUMENTS** *(Please list documents or links to online documents like complete methodology, calculation methods, documents submitted to the Commission, guidance for MAs and beneficiaries, calls for proposals, audit trail, legal acts etc.).*



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