

Cat 2 - Non-accredited courses including onsite and online courses based on course duration to be translated into ECTS study hrs 25/1 ECTS credits on Formal Learning weightings

Eg: *Participation in Course era Online Short Courses in Digital Marketing Level 5 (CPD Hours - 6)*

Event Title	EQF Level	Date of Award	Awarding Body	CPD Hours

Cat 3 - Private study with details of study programme and submission of appropriate project work (assignment, online interview, etc)

Eg: *Work related assignment to research export opportunities to Dubai and relevant terms and conditions (CPD Hours - 20)*

Event Title	EQF Level	Date of Award	Awarding Body	CPD Hours

The estimated ECTS score for the informal learning qualifications submitted by the User is calculated on the following basis:

- The number of hours allocated for Events, seminars, conferences, courses, and home study at EQF/MQF Level 4 are converted to ECTS with each 25 hours equivalent to 1 ECTS. The collected ECTS is translated to 25% of the submitted ECTS credits at EQF/MQF Level 6
- The number of hours allocated for Events, seminars, conferences, courses, and home study at EQF/MQF Level 5 are converted to ECTS with each 25 hours equivalent to 1 ECTS. The collected ECTS is translated to 50% of the submitted ECTS credits at EQF/MQF Level 6
- The number of hours allocated for Events, seminars, conferences, courses, and home study at EQF/MQF Level 6 are converted to ECTS with each 25 hours equivalent to 1 ECTS. The collected ECTS is translated to 75% of the submitted ECTS credits at EQF/MQF Level 6
- The number of hours allocated for Events, seminars, conferences, courses, and home study at EQF/MQF Level 7 are converted to ECTS with each 25 hours equivalent to 1 ECTS. The collected ECTS is translated up to 100% of the submitted ECTS credits at EQF/MQF Level 6

Non-Formal Learning

Non-formal learning – includes any personal involvement in philanthropic, hobbies or other external interests, any personal triumph or challenge reflecting strength of character, leadership and perseverance and any other extraordinary life experience.

Category 1 - Personal involvement in philanthropic, hobby, external interests

Eg: Reading of Biographies and autobiographies of Entrepreneurs and Industry Leaders i.e. Richard Banson, Bill Gates, Elon Musk etc./ Viewing of Business themed movies such as The Founder, American Story, Henry Ford, The Social Network, Steve Jobs etc.

Category 2 - Personal triumph or challenge overcome reflecting strength of character, leadership, perseverance etc

Eg: Participation in Malta Marathon as part of Fund Raising Activities

Category 3 - Other extraordinary life experience

Eg: Voluntary work with Drug Rehabilitation Programmes led by Caritas

Users must select the appropriate ranking according to the number of hours undertaken for one of the identified activities.

Category/Ranking	1	2	3	4	5	6	7	8	9	10
Category 1										
Category 2										
Category 3										

Please Note:

Ranking 1 is equivalent to minimum 25-49 hrs
Ranking 2 is equivalent to minimum 50-74 hrs
Ranking 3 is equivalent to minimum 75-99 hrs
Ranking 4 is equivalent to minimum 100-124 hrs
Ranking 5 is equivalent to minimum 125-149 hrs
Ranking 6 is equivalent to minimum 150-174 hrs
Ranking 7 is equivalent to minimum 175-199 hrs
Ranking 8 is equivalent to minimum 200-224 hrs
Ranking 9 is equivalent to minimum 225-249 hrs
Ranking 10 is equivalent to minimum 250+ hrs

Prior Work Experience

Work experience – Select the Category option which applies to you.

- Cat 1 0 - 4 years of entrep./SME experience Middle Management - Basic
- Cat 2 4 - 5 years of entrep./SME experience Middle Management - Basic
- Cat 3 6 - 8 years of entrep./SME experience at Senior Management - Intermediate
- Cat 4 8+ years of entrep./SME experience at Senior Management - Advanced

Write a brief biography about their experience in entrepreneurship/SME Management according to the selected category

Select top ten performing areas from the following twenty-five identified soft and hard skills related to SME management. Applicant can also add one other skill set which you deem to be relevant, but which was not included in the list. For each selected skill, the applicant need to write about why the skill was selected and the experience gained in this skill. Applicant is expected to write a maximum of 500 words for each selected skill set.

- Vision & Strategic Thinking
- Managing people
- Managing resources
- Managing finances
- Time management
- Managing projects
- Social media
- Project management
- Word processing
- Spreadsheets
- Presentation software
- In-person communication
- Email communication
- Listening skills
- Communication in your mother tongue
- Telephone communication
- Business planning
- Sales & Customer support
- Marketing & Market research
- Business Risk Analysis
- Staff appraisal/evaluation
- Leadership
- Mentoring/Coaching
- Building Work related networks
- Creativity & innovation
- Other ...

A score of 3 is allocated for each selected skill. However, depending on the chosen category the score will change due to its weighting. This score will then be converted to ECTS credit estimate.

Category 1: 40% of score
Category 2: 60% of score
Category 3: 80% of score
Category 4: 100% of score

Cat 1 0 - 4 years of entrep./SME experience Middle Management - Basic
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Cat 3 6 - 8 years of entrep./SME experience at Senior Management - Intermediate
Cat 4 8+ years of entrep./SME experience at Senior Management - Advanced

Declaration

I the undersigned hereby confirm the veracity and authenticity of all the information provided, including those set out in the annexes and hereby authorize Advenio eAcademy to carry out any due diligence checks which may be deemed appropriate.

By ticking this box, I am hereby granting explicit consent to Advenio eAcademy to process my personal information solely for the purpose of programme registration in line with the requirements of the Data Protection Act, Cap. 440 of the Laws of Malta and the General Data Protection Regulation (GDPR) (EU) 2016/679.

Signature

Name Surname

Date

Additional Documents Required

Applicants are advised to submit the application form, along with the following documents to admin@aea.academy to complete the application process. Once the documents are reviewed applicants will be notified regarding the evaluation interview schedule.

1. Certificate of completion and relevant transcript to confirm each accredited course/programme details and the level and ECTS credits awarded in formal learning.
2. Certificate of completion to confirm each course/event details and the level and CPD hours awarded for informal learning category 1 & 2.
3. A signed declaration by the applicant confirming the subject matter studied with details on the topics covered and the study hours involved for informal learning category 3.
4. A signed declaration by the applicant confirming his/her role and defining in detail the activities included in this area and the hours involved. This declaration is to be countersigned by an independent party from within the organisation/s involved confirming the validity of the declaration made by the applicant for non-formal learning categories.
5. In support of the elements listed in informal & non-formal learning, there should be a brief description (250 words) of Event / Activity / Book / Movie / Documentary listed and for each what was their relevance to the applicant's knowledge and know-how.
6. Updated Euro pass CV and reference letter/letters. These must refer to at least 5 out of the 10 selected skills in the Stage 1 – Step 4. Also, a declaration by the User confirming the number of years of SME experience which is to be countersigned by an independent party such as a key supplier, customer, etc confirming the validity of the statement can be submitted.
7. IELTS Level 5 Scoresheet/English Language Proficiency Certificate
8. Reference Letter (In English)
9. Signed Motivation letter (In English) explaining applicant's interests in and motivation to join the programme.