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Erasmus+
Cooperation partnerships in vocational education and training
(KA220-VET)

PROJECT NUMBER: 2022-1-EL01-KA220-VET-000087645



COURIERS GO GREEN

CGG Persons Certification Scheme
“CGG PCS MSD 004 Persons Certification Agreement”

Project acronym: **Couriers Go Green**
Project full title: **Underpin Courier and Transportation Companies to Green their Operations**

Deliverable No.	05		
Workpackage No.	WP 3	Workpackage Title	Development of CGG Educational Package.
Activity No.	3.7	Activity Title	CGG Certification
Date of preparation of this version:	2/8/2024		
Authors:	ISONIKE Ltd		
Status (F: final; D: draft; RD: revised draft):	F		
File Name:	CGG-PR. Person Certification Agreement.docx		
Version:	1		
Date	2/8/2024		



Revision History

Version No.	Date	Details
0.1	2/8/2024	1 st draft issued
1	02/09/2024	Final

Reviewers list

Name	Company	Date	Signature

List of abbreviations

Abbreviation	Definition
CGG	Couriers Go Green
PCS	Persons Certification Scheme
GO Expert	Governance and Operations Expert
GM Expert	Governance and Management Expert
GOM Expert	Governance, Operations & Management Expert

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1 Introduction

The present document provides the Persons Certification Agreement between the Certification Body (ISONIKE) and the Applicants for Certification .

The text of the present undertaking is provided within the ***CGG PCS QFO 002 Application form***. As provided of the Application, all Candidates who submit the Application must have read and accepted the present Agreement. Alternatively, they may sign a copy of the present document.

This is a prerequisite for participating into the persons certification process.

2 Persons Certification Agreement between the Certification Body and the Applicants for Certification for the CGG PCS

This Certification Agreement ("Agreement") is made between:

- **Certification Body:** ISONIKE Ltd (on behalf of CGG Project), responsible for overseeing the CGG Persons Certification Scheme, hereinafter referred to as "CB."
- **Applicant:** [Insert Name] an individual seeking certification under the CGG Persons Certification Scheme, hereinafter referred to as "Applicant."

Effective date: [Insert Effective Date].

2.1 Scope of Certification

The CGG Persons Certification Scheme offers certification for individuals who have completed CGG training in the following modules:

- **Module A:** Governance
- **Module B:** Management
- **Module C:** Operations

Trainees may choose to attend the training material and go for certification for any combination of the below certification schemes:

- **Modules A & C (Governance + Operations)**
- **Modules A & B (Governance + Management)**
- **Modules A, B & C (Governance + Management + Operations)**

Information and details on each scheme are provided in the following documents respectively :

- **CGG PCS SCH 001 GO Expert**
- **CGG PCS SCH 002 GM Expert**
- **CGG PCS SCH 003 GOM Expert**

2.2 Requirements for Certification

To achieve certification, candidates must:

- Complete the relevant CGG training modules.
- Meet the prerequisites for each certification scheme (see section B1. with certification criteria).
- Pass the required assessments.
- Adhere to the code of conduct.

2.3 Description of the Assessment Process

The assessment process for certification includes the following steps:

1. **Training Completion:**
 - Candidates complete the relevant training modules (Module A, B, and/or C).
2. **Application Submission:**
 - Candidates submit an application form along with required documentation to demonstrate eligibility.

3. Review of Application:

- The certification body reviews applications to ensure candidates meet the prerequisites.

4. Examination:

- Candidates must pass the CGG e-Test (examination) that assesses the required competencies for the chosen certification scheme.
- Each CGG e-Test contains 10 Questions per module. The questions are chosen in random by the e-Test platform from a questions bank. Time allowed is 15 minutes per module. The marking is done automatically by the system.

- CGG e-Test marking scheme and pass mark

- The marking scheme is % of the correct answers on each module.
- Pass mark (for pass decision):

- 60% overall for the e-test
- 50% for each module.

E.g.

- #1: A candidate with mark 55% on module A and 65% on Module B will Pass.
- #2: A candidate with mark 90% on module A and 45% on Module B will Fail.

- Candidates may resit the exam only once. If they do not pass for a second time, they will be required to repeat the respective modules of the CGG training course.

5. Certification Decision:

- Based on the examination results and the fulfilment of certification criteria, a certification decision is made.

6. Issuance of Certificate:

- Successful candidates receive a certificate indicating their certification status.

7. Recertification (currently inactive):

- Certified persons must comply with ongoing requirements, including continuing education and periodic re-assessment, to maintain their certification.

2.4 Applicant's Rights

Applicants have the right to:

- Receive clear and accurate information about the certification process, requirements, and criteria.
- Be treated fairly and impartially throughout the certification process.
- Appeal certification decisions if they believe an error has been made.
- Access their assessment results and feedback.

2.5 Duties of a Certified Person

Certified persons are expected to:

- Adhere to the code of conduct, which includes ethical standards, maintaining confidentiality, and acting with integrity.
- Demonstrate ongoing competence through continuous professional development.

- Report any changes that may affect their certification status.
- Comply with the relevant provisions of the certification scheme.
- Make claims regarding certification only with respect to the scope for which certification has been granted.
- Not use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body considers misleading or unauthorised.
- Discontinue the use of all claims to certification that contain any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body.
- Not use the certificate in a misleading manner.

2.6 Fees

Participants in the context of CGG Project, there are no fees associated with the certification process.

2.7 Consent for Personal Data Processing (GDPR Compliance)

By signing and submitting the present Application, the Applicant consents to the processing of their personal data by the CB and the CGG Project Partners for the purposes of certification. This includes:

- Collecting and storing personal information provided in the application form.
- Using personal data to assess eligibility and manage the certification process.
- Sharing relevant information with authorized personnel involved in the certification process.
- Retaining personal data as required by legal and regulatory obligations.
- Sharing certification information with third parties interested to validate the certificate.

The Applicant's personal data will be processed in accordance with the General Data Protection Regulation (GDPR) and the CB's data protection policy. The Applicant has the right to access, rectify, or request the deletion of their personal data by contacting the CB at cgg.pcs@isonike.eu.

2.8 Termination of Agreement

This Agreement may be terminated by either party under the following conditions:

- By the CB: For non-compliance with the code of conduct, failure to meet certification requirements, or unethical behaviour.
- By the Applicant: By providing written notice to the CB.

2.9 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of Republic of Cyprus .

ISONIKE Ltd	Applicant
Signature:	Signature:

 <small>COURIERS GO GREEN</small>		PR
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Name: Date:	Name: Date:
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By signing this Agreement, the Applicant agrees to the terms and conditions outlined above and consents to the processing of their personal data in accordance with GDPR requirements.

3 List of figures

N/A



4 List of Tables

N/A



5 References

- *CGG PCS QFO 002 Application form*

