

General Information	
PIC	906968237
OID	E10065431
Full legal name (National language)	ICEP sro
Full legal name (Latin characters)	ICEP Institute of European Certification of Personnel s.r.o.
Acronym	ICEP sro
National ID (if applicable)	SK 45 288 402 (VAT)
Department (If applicable)	
Address	Vysoká 26
Country	Slovakia
Region	Bratislava
P.O. Box	
Postal code	811 06
CEDEX	
City	Bratislava
Website	http://iceponline.com/
Email	euproject@iceponline.com
Telephone 1	+421238101732
Telephone 2	+421905435026
Fax	
Profile	
Type of Organisation	Accreditation, certification or qualification body
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	No

Partner Description

Icep sro is the Institute of European Certification of Personnel.

Our Activities

- Certification of Competence
- IT Certifications: Certiport © Service Provider
- European Projects

Mission

Our **mission** is to certify the verifiable formal and non-formal competences of professionals and individuals, through a set of standardised requirements, procedures and quality assurance measures, in accordance to International Standards.

Our **vision** is to contribute to the establishment and expansion of a solid international certification system in the job sector and in volunteering, through the provable qualification of professionals and individuals.

Icep is **committed** to promoting the acquisition, development and recognition of professional, digital and personal competences of individuals. Icep practices Corporate Social Responsibility and it operates in light of ethical integrity, absence of prejudice, impartiality, respect for human rights and dignity, fairness and equality, principles of sustainability and international cooperation.

Our Competence Centres

An **Icep Approved © Competence Center** is a training organisation that delivers its activities according to standards of learning-oriented efficiency and effectiveness, based on the Icep **CertiSkill** requirements. The **Competence Centre** is also an **Examination Centre** for the certification of non-formal competences and can deliver Icep-qualified training courses that give access to accredited or non-accredited certifications. **Competence Centres** also have access to the Icep dedicated online platform competenceinstitute.com, enabling them to: deliver synchronous training, track the attendance of participants and produce proof of the training provision; hold distanced examinations for achieving the certification.

Accreditations

Certification of competence is subject to supervision. Certification bodies are controlled by the competent authorities, as part of the accreditation approval process. In Slovakia, the Slovak National Accreditation Service (SNAS, member of MLA), is the designated institution for the accreditation of certification bodies according to ISO / IEC 17024:12, requiring independence, competence and impartiality. In fact, the Certification of Competence can only represent an added value if the assessment and certification process is performed by an **Independent Third Party**. Icep has been granted a SNAS accreditation, reference code: **O-020**.

Certification of Competence

Competence is defined as “the ability to apply knowledge and skills to achieve intended results” [ISO 19011:2011].

The **Certification of Competence** attests that the certified professional or individual has proved to be in possession of the knowledge, skills, personal attributes and qualifications required for certification. Certification **requirements** are included in a tailored **Certification Scheme**, designed and produced to adhere to International Standards defining a specific professional profile or competence area. The **verification** is carried out through **assessment** and **examination**, implemented by the Certification Institute as an Independent Third Party.

Our Certifications

- Accredited Certification of Personnel
- Competences acquired in a non-formal setting
- Non-accredited Certification of Personnel
- Icep Approved © Courses
- Transversal Competences

Quality Process

Aiming to achieve a coherent certification procedure, Icep has established an **outcome-based** reference approach for certifications, conforming to European and International standards and operating in accordance to common regulations and goals. To implement a **coherent** and **transparent** process, Icep verifies that **all actors** involved in the certification process:

- are fully aware and respectful of the **confidential** nature of the information they handle;
- consistently guarantee the **absence** of conflicts of interest;
- have an objective and **impartial** approach to the activities and to candidates applying for certification or already certified persons.

In addition, a **Committee for the Safeguarding of Impartiality**, consisting of members not belonging to the Organisation and representing all parties involved in the process, oversees all Certification activities implemented.

In its commitment to ensuring an efficient service provision, Icep has also developed an internal procedure providing for a careful periodic **analysis** of all potential risks connected to each stage of the certification process and for the elaboration of related management strategies. Icep also adopts a **Quality Policy Protocol**, to commit to employ all necessary resources in order to increase the performance of its employees and improve internal processes.

More about us

Established in 2009 in Bratislava and headquartered in Vysoka, 26 – 81106 Bratislava – Slovakia, Icep sro is active at **international** level: it is also present in Italy, having a branch office in Via della Costituzione, 31 – 46124 Reggio Emilia – Italy; moreover, Icep has built international connections and partnerships throughout Europe.

Relevant activities and experience

Our Euproject Department

Icep specialises in Eu-funded projects, in particular focusing on Education & Training and in Socio-economic inclusion of vulnerable people. Department members are experienced in managing all stages of a project: elaborating a proposal, leading or co-leading a partnership in implementing activities and monitoring finances, performing evaluation of results and disseminating outcomes.

• Mobilities

Our team is active in the planning and implementation of both Incoming and Outgoing International Learning Mobilities, as part of a European alliance of partners operating in the context of E+ KA1

• Target groups

Youth, Adults, Women, Migrants, VET teachers and learners, Entrepreneurs, Schools. Icep contributes to raise awareness and to provide visibility and value to the skills of vulnerable people, exchanging national approaches and experiences. In fact, our role as Certification Provider is our central contribution to a project consortium, supporting the project in achieving a successful positive impact on direct beneficiaries and on target groups at large.

• Activities

- Validation of competences acquired in non-formal and informal learning: Icep contributes to establish systems aiming to identify, document, assess and certify all forms of learning, in order to validate competences for both career advancement and further education and training
- Develop and disseminate Protocol for Certification of Competences and guidelines on validation
- Conduct case and thematic studies, research on validation systems and the projects topics
- Managing the project implementation: contributing to output production, organising learning activities and events, disseminating results.

Certification process

- Identification of the specific competences of the Profile to be certified, identified in national and international official taxonomies: ISO, ESCO, ISCO, EQF
- Preparation of a specific Certification Protocol and Scheme
- Submission of application documents
- Examination, either in person or online on our dedicated platform competenceinstitute.com
- Issue of digital certificate
- Monitoring the continued fulfilment of requirements of the certified person over time.

Our areas of interest

• Entrepreneurship & Innovation

Icep is the leading applicant of the consortium implementing the project “The Sound of Business”, aiming to transfer the competences needed to create and run a business through an innovative non-formal approach based on the idea that music can be a cue to train adults about management, entrepreneurship and business.

• Digital sector

Icep is the National Service Provider of Certiport © - a leader in the certification sector for the validation of digital competences. Moreover, Icep is a partner in the project “Journey to the World of Robotics”, delivering learning opportunities in the sectors of digital technologies and robotics to the aging population and seniors, thus promoting their integration and enabling them to develop transversal competences such as problem solving, creativity, innovation and team-working.

• *Youth employment*

Icep is a partner of “YouthCoops”, pursuing the aim of implementing innovative learning practices to create a positive environment for Young People to engage in Social Cooperative Entrepreneurship in their local communities, thus bringing Youth organisations closer to cooperatives and social entrepreneurship.

• *Migration*

Icep is involved in “Youth Connections”, aiming to create strong links among young refugees, asylum seekers, immigrants and European Youth through creative work and cultural activities, in order to tackle discrimination and foster social inclusion, encouraging young multicultural communities to become actors of change through local initiatives planned at European level.

Our team

• **Mr. Cataldo Riggi**

Mr. Riggi holds a degree in Economic Policies and a Master Degree In Sanitary Policies. He is the legal representative and general director of Icep. Experienced in the management and coordination of ESF-funded activities, he is the main expert in Certification of Competence and coordinates the procedures for creation and validation of certification schemes. He is also in charge of financial management and reporting.

• **Ms. Anna Barseghyan**

Ms. Barseghyan holds a Bachelor’s degree in General Journalism and a Master’s degree in Media, Communications and Society. She is a journalist and media specialist carrying 8 years of expertise in media production; she is also a Cultural Mediator providing counselling and support for the integration of migrants. She is a Project Manager, responsible for the coordination and implementation of various projects, communication and dissemination strategies and engagement of partners and audience.

• In addition, Icep boasts a roster of several external experts and collaborators, selected and involved in project activities according to their specific expertise and potential for contributing to the achievement of project objectives and results.

Our European Union granted projects

EU Programme	Year	Project Identification	Applicant	Role
Erasmus +	2020	<i>Journey to the world of robotics</i> 2020-1-KA204-OOD28259	EnsoEu	Partner
Erasmus +	2019	<i>Youth Connections</i> 2019-2-UK01-KA205-O62270	MEH Ltd. (UK)	Partner

Erasmus +	2018	<i>YOUth COOPs</i> 2018-2-ESO2-KA205-011519	Tribeka Training Lab (Spain)	Partner
Erasmus +	2018	<i>The Sound of Business</i> 2018-1-SK01-KA204-046325	ICEP s.r.o	Applicant
Erasmus +	2016	<i>Hey! Teachers, don't leave the kids alone</i> 2016-1-ITO2-KA201-024342	E.R.F.O.P. ONLUS	Associated partner

Accreditation

Accreditation Type	Accreditation Reference
SNAS - Slovak National Accreditation Service ISO/IEC 17024:12	O-020

Legal Representative

Title	Mr
Gender	Male
First Name	Cataldo
Family Name	Riggi
Department	
Position	Legal representative
E-mail	icep@iceponline.com
Telephone 1	+39 3383389930
The address is not different from the one of the organisation	

Contact Person

Title	Mrs
Gender	Female
First Name	Anna
Family Name	Barseghyan
Department	
Position	Project Manager
E-mail	euproject@iceponline.com
Telephone	+421 911515748
The address is not different from the one of the organisation	