



LeadSUS (Leadership in Sustainability - Sustainability Manager)

LeadSUS Platform Guide

Leadership in sustainability - Sustainability Manager



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1 INTRODUCTION

After following a LeadSuS training course, you have the opportunity to apply for certification. This document describes the various types of certification available and explains how to register for online learning and certification through the ECQA - European Certification and Qualification Association. This document also describes the rules and guidelines for certification.

The ECQA is a not-for-profit association which was created as a result of a number of EU-supported initiatives over the past ten years within which educational establishments decided to follow a joint process for the certification of individuals working within industry as part of the European Union's Lifelong Learning Program.

The LeadSus online platform relies on the ECQA (European Certification and Qualification Association) Infrastructure which uses three systems to provide the training and exam:

1. ECQA Skill & Exam Portal (www.ecqa.org), which allows:
 - a. Registering to the system
 - b. Browsing through the training structure (Skill card)
2. ECQA e-learning platform (<http://trainings.ecqa.org>), which allows:
 - a. Studying the learning materials
 - b. Submitting the exercises
 - c. Participating in discussions
3. GoToMeeting, which allows:
 - a. Live webinars and video/voice sessions with attendees

IMPORTANT: All the below steps are also presented in the multimedia tutorials located on the [LeadSuS](#) webpage under the menu **Training** → **Online Training**:

Learn about platform usage:

(Video 1) (Video 2)

2 CERTIFICATION TYPES

Within the LeadSuS training, individuals can be trained at the **Foundation** and **Advanced** Level.

2.1 Foundation Level Certificate

For the foundation level certificate an online multiple choice exam has to be performed. Participants will receive a certificate if they pass at least one element with more than 66% (see examination rules).

2.2 Advanced Level Certificate

For the advanced level certificate, the participant must full the following criteria

- Pass all elements in foundation level
- Prepare a project assignment and upload it to the online platform. The assignment must be rated positive by a trainer
- Pass the advanced level online multiple choice exam

3 HOW TO REGISTER FOR THE ONLINE LEARNING

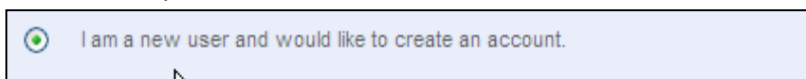
1. Go to: www.leadsus.eu
2. Select **Training** from the top menu then **Online Training** and click on the following icon:



IMPORTANT:

You need to register only once.

3. Click on the option 'I am a new user and would like to create an account'.

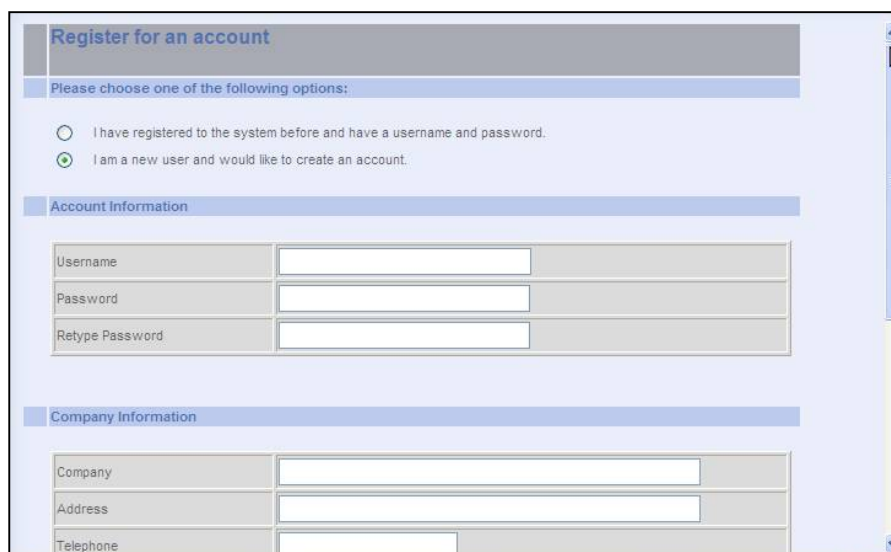


4. Fill out the form completely and click **Finish!**
You will be forwarded to the ECQA Skill & Exam System.

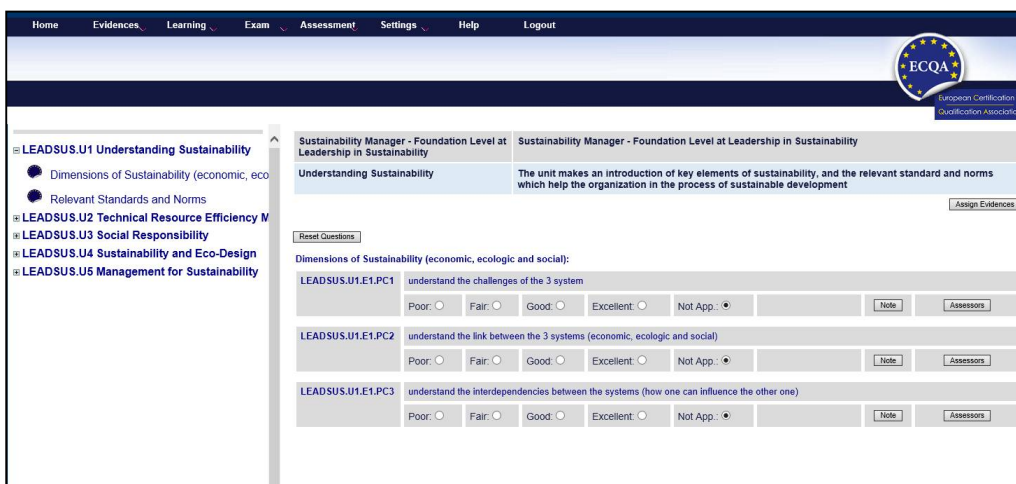
IMPORTANT:

Please make sure that you have entered your personal details correctly, as this data will be used for further contact with you. The surname and first name you enter (under 'Contact details') will appear on the attendance certificate.

Don't use whitespaces for your username and/or password



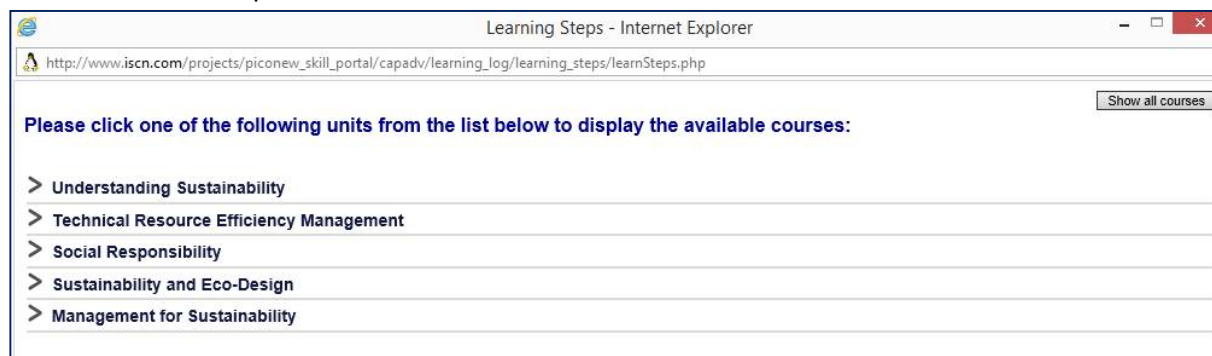
5. After logging in to the ECQA Skill & Exam System you have the following options:
 - **Browse the Skill Card elements by clicking on the units and elements in the left frame.**
 - **Enter the Online Training**
 - **Perform an ECQA exam**



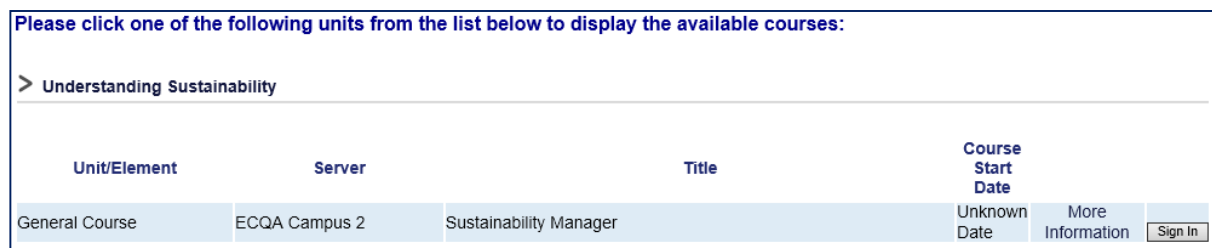
6. To attend the online training please select **Learning->Courses** from the Menu



7. A new window will open with a list of units.



8. Click on the learning unit e.g. Understanding Sustainability to get a list of the courses. To sign in for the training click on the **Sign In** button. The username and password from the ECQA Skill & Exam Portal are transferred to the Learning Management System Moodle and you will be automatically redirected to the Online Moodle Training.



The first time you visit the Online Moodle Training you need to read the code of conduct and agree to it by clicking on the **Enrol me** button!

CONGRATULATIONS! You have successfully registered to the online learning platform

IMPORTANT: A dedicated Multimedia Tutorial was prepared on how to use the online training environment located on the [LeadSuS](http://www.leadsus.eu) webpage under the menu **Training** → **Online Training**.

IMPORTANT: Once you have registered to Moodle you can use the direct link to the Moodle online training: <http://trainings.ecqa.org> or visit the [LeadSuS](http://www.leadsus.eu) webpage and select **Online Training** from the Menu **Training** and click on the following icon:

Go directly to the on-line Learning platform here (if you already have an account):

