



european school of administration

## Overview of the 2014/15 Certification exercise <sup>1</sup>

### *The candidates*

In total, 74 candidates completed the training programme from 7 EU institutions, the European External Action Service and 2 Agencies. The selection of the candidates was, as always, the responsibility of each institution/agency.

The breakdown of candidates was as follows:

<b>Institution</b>	<b>Number of candidates</b>
European Parliament	7
Council of the EU	4
European Commission	51*)
Court of Justice of the EU	3
European Court of Auditors	1**)
European Economic and Social Committee	1
Committee of the Regions	1
European External Action Service	3
Office for Harmonisation in the Internal Market, Alicante	2
Fusion for Energy, Barcelona	1
<b>Total</b>	<b>74</b>

\*) including 2 candidates who were selected in 2013/14 and who postponed their participation to 2014/15 for duly justified reasons; excluding one candidate who was selected in 2014/15 and who postponed the participation to 2015/16 for duly justified reasons

\*\*\*) 2 candidates were selected for 2014/15 exercise but one postponed to 2015/16 for duly justified reasons

There is no limit in the Staff Regulations to the number of candidates that can be selected each year, nor to the number of candidates who may succeed. However, they do specify that no more than 20% of all AD appointments in an institution in a year can be made from among certified staff. In practice, the institutions take this limit into account when deciding on the number of candidates to select.

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<sup>1</sup> The information provided refers to the Certification programme for candidates selected in the exercise launched by the institutions in 2014.

<b>N° of candidates having followed the training programme in Brussels and Luxembourg</b>		
<b>Institution</b>	<b>Brussels</b>	<b>Luxembourg</b>
European Parliament	5	2
Council of the EU	4	-
European Commission	45	6
Court of Justice of the EU	2	1
European Court of Auditors	-	1
European Economic and Social Committee	1	-
Committee of the Regions	1	-
European External Action Service	2	1
Office for Harmonisation in the Internal Market, Alicante	2	-
Fusion for Energy, Barcelona	1	-
<b>Total</b>	<b>63</b>	<b>11</b>

<b>Language used during the training programme and for the exams</b>			
	<b>Brussels</b>	<b>Luxembourg</b>	<b>TOTAL</b>
<b>English</b>	48	11	59
<b>French</b>	15	0 *)	15

\*) due to an insufficient number of Luxembourg-based candidates to follow the training programme in French, it was not possible to create a viable training group in French, and candidates therefore followed the training programme in Brussels

<b>Gender distribution by Institution</b>		
<b>Institution</b>	<b>Male</b>	<b>Female</b>
European Parliament	5	2
Council of the EU	4	-
European Commission	25	26
Court of Justice of the EU	1	2
European Court of Auditors	1	-
European Economic and Social Committee	1	-
Committee of the Regions	-	1
European External Action Service	2	1
Office for Harmonisation in the Internal Market, Alicante	-	2
Fusion for Energy, Barcelona	-	1
<b>Total</b>	<b>39</b>	<b>35</b>

## ***The training programme***

The training programme consisted of 25 days of classroom-based training divided into 2 blocks plus the equivalent of 10 days individual study period in between. The purpose of this programme is to help candidates acquire or strengthen their skills in a number of key areas necessary to become an effective administrator. They were then tested on these skills in four different examinations.

The structure of the training programme was very similar to that of previous years:

	<b>Modules</b>	
<b>Block 1</b> (1 - 24/25 June 2015)	1	Starting the journey
	2	Presenting with impact 1
	3	Reaching sound decisions 1
	4	Negotiating successfully
	5	Writing with impact 1
<b>Block 2</b> (21 September – 2 October 2015)	6	Reaching sound decisions 2
	7	Writing with impact 2
	8	Presenting with impact 2

Candidates were required to follow the whole training programme, the only exception being for duly justified medical or personal reasons. From a total of 1850 candidate-days (classroom-based training), there were only 8 days of absence on these grounds.

Candidates were divided into 7 groups, 1 of which was based in Luxembourg and 6 in Brussels. Wherever possible, a gender balance was kept as well as a balance between the institutions (and in the case of the Commission, the DGs).

## ***Evaluation of the training programme***

The School continued its policy of asking candidates to evaluate the training programme at the end of each of the blocks in relation to content, delivery and course material.

Additionally, the School asked each of the groups to appoint a spokesperson in order to provide further feedback in a meeting with the Director of the School.

Below is a summary of candidates' evaluation of the 2014/15 training programme:

<b>Satisfaction levels Scale 1 (poor) - 4 (very satisfied)</b>	<b>% of candidates satisfied or very satisfied</b>
Development of new skills	96.43%
Trainers	99.11%
Course materials	96.43%
<b>Overall satisfaction (blocks 1 &amp; 2)</b>	<b>99.11%</b>

Evaluation by module:

	<b>Modules</b>	<b>% of candidates satisfied or very satisfied</b>
<b>Block 1</b>	Starting the journey	98.04%
	Presenting with impact 1	88.24%
	Reaching sound decisions 1	74.51%
	Negotiating successfully	92.15%
	Writing with impact 1	98.04%
<b>Block 2</b>	Reaching sound decisions 2	95.08%
	Writing with impact 2	88.52%
	Presenting with impact 2	98.36%

## ***The examinations***

In order to be "certified", candidates had to sit and pass four examinations.

The examinations for the 2014/15 exercise were structured as follows:

- E1** Assessment of candidates' negotiation skills, reasoning and creative thinking, and their interpersonal and persuasion skills through observing a group exercise.

The examination consisted of a discussion in groups of 5 or 6 candidates, and for the first time one group of 7 candidates, to choose, in the framework of an annual campaign to reduce the number of fatal road accidents, the project to be awarded a certain sum of money for five years. Each candidate in the group assumed the role of a project manager at the National Office for Road Safety (NORS). They had to defend their project as strongly as possible whilst, at the end of the meeting, the group had to agree on a final proposal in order not to lose the entire sum of money for the NORS.

The exercise involved individual preparation followed by group discussion, the latter of which was observed and marked by the Examining Board.

- E2** Assessment of candidates' abilities to analyse information and to solve problems, to think strategically (seeing the bigger picture) and to write effectively.

Candidates were given a file relating to 3 projects concerning the rehousing of 150 elderly people following the closure of a care home. By assuming the role of a member of the Social Assistance Board (SAB), candidates were asked to analyse and summarise the advantages and disadvantages of three potential projects and to make a reasoned proposal to the Chair of the SAB as to which one to select including suggestions for dealing with any possible opposition.

Candidates typed their texts on computer.

- E3** Assessment of candidates' ability to find, understand and process information, to present a case logically and coherently and to communicate convincingly.

This exam was composed of two parts: a 10-12 minutes presentation on a general topic, communicated 10 working days before the examination date, followed by a 10 minute question & answer session.

- E4** Assessment of candidates' ability to organise and prioritise, to solve problems and to demonstrate awareness of customer and stakeholder interests.

Candidates assumed the role of the manager of the European Cultural Centre 'Enlightenment House' in charge of organising an exhibition on the occasion of the fifth anniversary of the death of a world-famous artist. In this context, candidates received background information on the activities of the Centre and a series of e-mails related to setting up the exhibition. They were required to solve 15 problems by identifying the best and worst course of action for each problem from 4 possible options. The best and worst option had been determined in advance.

Overview of the results of the examinations:

<b>2014/15 Candidates *)</b>	<b>N° / Percentage</b>
Candidates who passed all four examinations	37
Overall pass rate	50.68%
Pass rate for women	58.82%
Pass rate for men	43.59%
Failed 1 examination	27
Failed 2 examinations	7
Failed 3 examinations	2
Failed 4 examinations	0
Pass rate for examination E1	86.49%
Pass rate for examination E2	75.68%
Pass rate for examination E3*)	73.97%
Pass rate for examination E4	100.00%
Pass rate for those taking training and examinations in English	55.93%
Pass rate for those taking training and examinations in French	28.57%

\*) excluding one candidate who did not complete all the examinations

<b>Candidates re-sitting in 2015</b>	<b>Percentage</b>
Overall pass rate	57.38%

Depending on the provisions of the implementing rules of each of the institutions, candidates who were unsuccessful in one or more of the examinations can re-sit them without going through the selection process again. The general rule is that candidates are allowed to re-sit examinations no more than twice.

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