



EIT Food

Learning Services

# EIT Label for Non-Degree Accreditation Application FAQs

# Contents

Welcome .....	3
Frequently Asked Questions .....	3
Why should I apply for accreditation with the EIT Label?.....	3
How do I submit my application? .....	3
How long will it take for my application to be processed? .....	3
How long is the accreditation period?.....	4
What happens if my application is unsuccessful?.....	4
How will others know the course has been accredited?.....	4
Can local languages be used?.....	4
Do I have to do the Designing Learning Outcomes and .....	5
Assessment course?.....	5
What happens if we are still finalising our course programme? .....	5
How much detail about the teaching team do I need to provide? .....	5
What should I include in the educator briefing and why is it needed? .....	5
Do I need to include a reading list? .....	5
Do I need to formally assess the learners or is proof of attendance/completion enough?.....	6
What type of assessments should I include?.....	6
What do I provide to learners as proof they have successfully completed the course? .....	6
Is there a minimum or maximum number of teaching hours? .....	6
Do I need to provide any financial information? .....	7
Where can I get help?.....	7

## Welcome

These FAQs draw on queries raised by training providers which are common to many courses. They are regularly updated as new points arise and are intended to be used in conjunction with the EIT Food Learning Services Accreditation Handbook. The handbook contains more detailed explanations and resources to assist you in the application process.

## Frequently Asked Questions

### Why should I apply for accreditation with the EIT Label?

- The EIT Label is proof of the quality and excellence of your course
- It allows you to demonstrate that your course has been benchmarked against respected standards in the food industry
- Inclusion in the EIT Food course catalogue will give you access to the European market
- It is a marker of your credibility as a training provider
- For those internal to EIT Food, carrying the label will contribute positively to achieving your KPIs and specifically KPI EITHE07

### How do I submit my application?

Please submit your application online at: [https://myeitfood.smapply.io/prog/eit\\_food\\_accreditation/](https://myeitfood.smapply.io/prog/eit_food_accreditation/)  
Supporting documentation can be uploaded on the platform and you will receive automated notification of successful submission

### How long will it take for my application to be processed?

Applications are reviewed by our independent reviewers twice a year. The application deadlines for each submission window are published on the EIT Food Learning Services website.

The review process usually takes 4-6 weeks. We aim to notify all applicants of the outcome of their submission within 8 weeks of the submission deadline.

## How long is the accreditation period?

Accreditation is for 4 years with a mid-term review at 2 years. Following this, we welcome re-applications for which there will be a streamlined process

## What happens if my application is unsuccessful?

You will be provided with detailed feedback as to why the application fell short of the accreditation criteria and you will be offered support to re-apply should you wish.

## How will others know the course has been accredited?

You will be issued with the EIT Label mark of accreditation and a formal certificate to evidence the quality of your courses. This can be used on your promotional and course materials.



## Can local languages be used?

- Yes. The application form must be completed in English but courses can be delivered in whichever language is most suitable for the learners.
- Where courses are delivered in another language, the supporting material in the application does not need to be in English unless it would be helpful to aid the reviewers.

## Do I have to do the Designing Learning Outcomes and Assessment course?

- Yes. It is mandatory for at least one team member who is responsible for developing the course learning outcomes, curriculum and programme to complete this course and it is recommended that all educators complete it.
- Setting effective learning outcomes is crucial to the design of your course and all other aspects such as the curriculum, reading list, syllabus and assessment flow from the ILOs. Spending time getting this right will pay off in the quality and rigor of your teaching and learning as well as the learner experience.

## What happens if we are still finalising our course programme?

An indicative course programme is acceptable for application purposes. You do not need to have the whole schedule finalised, but you must be able to show your proposed programme will allow learners to achieve the learning outcomes you have specified. This will be revisited at the mid-term review at which point you will be expected to show the reviewers a detailed programme.

## How much detail about the teaching team do I need to provide?

- You do not need to upload details of individual contributors to your course such as CVs, resumes or biographies as the accreditation period is for four years and educators and contributors are likely to change during this time.
- Reviewers look for evidence that you will engage educators who have the required knowledge, skills and depth and breadth of experience to enable your learners to achieve the intended learning outcomes. What range of backgrounds should your educators come from? What types of qualifications and/or experience are you looking for? For example, do they need scientific qualifications or direct experience of sustainable farming?

## What should I include in the educator briefing and why is it needed?

- This is part of your teaching strategy and ensures all your educators are focused on delivering the intended learning outcomes in the most effective way for your learners.
- You should think about how you will brief your teaching team on the proficiency level and course curriculum, the type of teaching activities and delivery methods, and the underlying methodologies and pedagogical approach you are taking to ensure the learning outcomes are met and that the learners have a positive learning experience.

## Do I need to include a reading list?

- Yes. A reading list is required as reviewers need to see the range of theory and resources you are drawing on to build your course and educate your learners. The reading list can be changed and added to and will be revisited at the mid-term review.

## Do I need to formally assess the learners or is proof of attendance/completion enough?

- Assessment is very important as it evidences that the learners have achieved the intended learning outcomes.
- All intended learning outcomes must be assessed. This does not mean you need an assessment for each ILO as one assessment may cover a number of or even all of your ILOs.
- It is therefore important that all your ILOs are assessable and aligned with the EIT Food Competency Framework, proficiency level, and capabilities your course is focused on.
- Attendance and class participation requirements are fine to have but do not demonstrate mastery of ILOs or the quality of teaching.

## What type of assessments should I include?

- There are numerous assessment mechanisms to choose from. You are free to use whichever assessment type you think will allow learners to demonstrate achievement of the ILOs.
- Assessments must be proportionate to the course content and proficiency level and you are advised to avoid complex assessment methodologies.

## What do I provide to learners as proof they have successfully completed the course?

- You should provide all learners with a 'proof of successful completion' document. A copy of this will be requested at the mid-term review.
- EIT Food has a proof of completion document template which training providers can use. This template is mandatory for courses internal to EIT Food.
- Courses accredited with the EIT Label are eligible to work with EIT Food Assessment Services to develop independent certification aligned with ISO17024 for your course.

## Is there a minimum or maximum number of teaching hours?

There are no prescribed learning hour requirements as each course is unique. However, there is a suggested range of learning hours for each proficiency level. This guidance can be found in Appendix 2 of the Applicant Handbook.

## Do I need to provide any financial information?

At the application stage, we do not ask for full information on the long-term financial sustainability of your course as the EIT Label accreditation process is fully focused on assessing the quality of teaching and learning.

- If you are successful in your application to carry the EIT Label, the EIT Food team will contact you for further information on fees, expected revenue and financial arrangements.
- For courses internal to EIT Food, carrying the EIT Label and the number of successful completions has an impact on your KPIs. Please contact us or your programme manager for details.

## Where can I get help?

Please contact the team at: [accreditation@eitfood.eu](mailto:accreditation@eitfood.eu) with any questions. We will do our best to support you or direct you to someone who can help.