Note on the interpretation of the *Internal Guidance on Lecturers and Trainers IG-015-02*

Further to the *Internal Guidance on Lecturers and Trainers* (hereafter referred to as IG-015-02, or *Internal Guidance*), this document provides an internal guidance note on the implementation of the requirements to be met by individuals for inclusion in the EUAA Training Pool and their subsequent engagement as trainers, in accordance with Section 3.1 of the IG.

EUAA trainers play a central role in strengthening Member States' capacity to implement the Common European Asylum System (CEAS), as emphasized in both the *Training Quality Assurance Framework* and the *Training and Learning Strategy*.

In accordance with the *EUAA Regulation* and the *Decision of the Executive Director no. 16/2024 on the Terms of Reference for Experts in the EUAA Training Pool*, the Agency maintains a pool of qualified experts who contribute to the design, development, and delivery of EUAA training activities, and also serve as assessors and verifiers.

Internal Guidance IG-015-02 provides the overarching framework for ensuring the competence, selection, performance monitoring, and professional development of EUAA trainers. As set out in the Internal Guidance, trainers delivering EAC training modules or future EUAA study programmes may be classified under one of the eight categories listed in Section 3.

Regarding the criteria for the selection and deployment of trainers for the delivery of EUAA training, and with a view to ensuring consistent quality of training implementation, the IG is understood to apply to all **accredited sessions**, regardless of the framework in which such sessions are organised. At the same time, the conditions set in the IG and their interpretation as per this document should equally guide the selection of trainers nominated for the delivery of non-accredited training sessions in EAC modules.

Implementation of the existing requirements:

According to *Internal Guidance 015-02*, trainers are required to fulfil the following requirements:

   A. **Requirements (to be met alternatively) linked to didactical knowledge/experience:**
   - a.1. The completion of the module Becoming an EUAA Trainer and Assessor (BETA); or
   - a.2. A recognised EU-accredited qualification/award in training/teaching (EQF/MQF level 4 or above); or
   - a.3. Prior experience in teaching/delivering training.

and

   B. **Requirements (to be met alternatively) linked to content knowledge/expertise in the specific thematic area**:
   - b.1. The completion of an EAC content-related module (and assessment if available); or
   - b.2. Prior experience in an area relevant to the module to be delivere

For the purpose of selection and deployment of trainers to deliver EUAA training, these requirements will be interpreted and verified as follows:

	Requirement	Interpretation and evidence	Additional considerations
A. Didactical knowledge/ experience	a.1. completion of the module Becoming an EUAA Trainer and Assessor (BETA)	• Certificate of BETA Module completion OR • Record of BETA Module completion as verified in the EUAA database, if certificate cannot be provided. Evidence: BETA certificate OR verification in EUAA database.	This criterion ensures that individuals engaged as trainers possess sufficient knowledge or practical experience in designing, delivering, or facilitating learning for adults. As EUAA training targets professional practitioners (asylum and reception officials), prior didactical experience demonstrates that a trainer can communicate complex concepts effectively, foster learner engagement, and adapt methods to diverse adult learning needs.
	a.2. recognised EU-accredited qualification/award in training/teaching (EQF/MQF level 4 or above);	• Qualification/award/diploma indicating level 4 or above (based on copy of diploma/award) E.g: train-the-trainer certificate from an accredited provider in the EU, etc.	
	a.3. prior experience in teaching/delivering training	• Having held professional training or teaching roles (experience as a lecturer, tutor, or instructor in a recognised educational institution (e.g. university, training centre, academy, or professional school). OR • Having held professional training responsibilities (as a trainer, facilitator, or coach) in professional or vocational contexts (e.g. public administration training, NGO or international organisation capacity-building activities). This must include experience with assessed or certified training, and/or experience in conducting assessments in the context of training delivery.	Considering the specificity of EUAA's context, (optional) access to the BEA Module DEMO will be granted to all trainers who have not completed the BETA Module (those deployed to deliver EUAA training based on fulfilling the requirements listed under letters a.2. and a.3.), in view of familiarising them with the training and assessment policies in EUAA training delivery. Assessment of the eligibility criterion of didactical knowledge / experience (a.3) shall be

		Evidence: CV (clearly highlighting the training/teaching experience to be assessed by the EUAA), institutional references (including statement of TNCP) or programme/course documentation indicating teaching responsibilities, etc.	carried out by EUAA upon receipt of at least one type of evidence. For MSs trainers, CVs shall be shared by TNCPs: - together with the nomination of trainers for EUAA sessions; or together with the request for the opening of a national accredited session.
B. Content knowledge/ expertise	b.1. completion of the relevant EAC module	• Certificate of achievement for the Content OR • Record of Module completion as verified in the EUAA database, if a certificate cannot be provided. Evidence: Training certificate OR verification in EUAA database.	The purpose of this requirement is to ensure that trainers delivering EUAA training possess verified and up-to-date knowledge of the specific thematic area of the module/content to be delivered. This ensures that trainers are not only skilled in pedagogy but are also credible, authoritative,

| | b.2. prior experience in an area relevant to the module to be delivered | • EUAA content module assessment (CMA), carried out in line with the *Internal guidance on the recognition of prior learning as prescribed in the Training Quality Assurance Framework* (IG Reference No: IG-017-02)

OR

• Demonstrable professional experience (e.g. employment or consultancy) of at least 2 years within an area corresponding to the module's content linked to asylum, reception, migration, or related child protection contexts (e.g. case officer, reception manager, vulnerability officer, legal advisor).

OR

• Academic or research experience: academic research, publications, or teaching in the relevant field (e.g. EU asylum law, vulnerability assessment, Dublin procedure).

Evidence: CV clearly highlighting the experience to be assessed by the EUAA; letters of reference, job descriptions; list of published reports, policy papers, or research outputs, etc. | and able to contextualise learning within real operational and legal frameworks.

Assessment of eligibility criteria on content knowledge / expertise (b.2) shall be carried out by EUAA upon receipt of CVs.
For MSs trainers, CVs shall be shared by TNCPs:
- together with the nomination of trainers for EUAA sessions; or
- together with the request for the opening of a national session. |

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