



## EFA CERTIFICATION RE-CERTIFICATION APPLICATION FORM STANDARD FRAMEWORK



This form should be completed by the EFA Member to apply for re-certification by EFA of the National Fundraising Certificate. It should be completed together with the EFA Certification application table for the Standard Framework (Excel document).

Please submit this form at least 2 months in advance of the end of the current period of certification to ensure that there is no break in EFA Certification.

Please return this form when completed to:

Denise Dawes, Executive Officer  
European Fundraising Association

All information provided will be treated  
as confidential.

denise.dawes@efa-net.eu

### 1. EFA MEMBER'S DETAILS

Name of Association/Organisation:

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### 2. NATIONAL FUNDRAISING CERTIFICATE

Our objective is to ensure that the National Fundraising Certificate being assessed meets the criteria outlined in the EFA Certification Standard Framework and the Accreditation and Certification Guidelines, in particular regarding the process for evaluating delivery and ensuring quality control.

#### Name of the National Fundraising Certificate

Name of Approved Course:

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Date of Creation:

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No of Students:  
(who have completed the  
course successfully)

2022	
2021	
2020	

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**National Fundraising Certificate**

*Please continue on a separate page, if necessary, and attach any relevant documents*

1. How has quality been controlled through monitoring and evaluation, and who has been involved in this process?

*(Up to 300 words)*

2. Learning Outcomes

- a) Explain how you set your learning outcomes. What frameworks or taxonomies do you use? For what do you set learning outcomes – is it only the entire course, modules or individual classes or lectures? How many do you set per course/class/lecture? How do you ensure these are tailored to students' needs?
- b) Give examples of three or four sets of learning outcomes from various classes so we can get a feel of the type of learning outcomes you set.

*(Up to 300 words)*

3. How are professional standards / ethics / philanthropic values covered in the programme?

- a) Do you have a class that looks at what regulation and legislation applies to fundraising?
- b) Do you have specific classes that cover ethics? What do they cover?
- c) What theories and frameworks are you covering in your classes about ethics?
- d) What ethical dilemmas do you discuss in your classes? What are the main ethical issues you discuss? How do you teach students to resolve these?
- e) If you don't have dedicated classes on standards and ethics, how are these incorporated into the rest of your programme?

*(Up to 300 words)*

4. Choosing required readings for the course

It is important that reading lists contain the most relevant and robust knowledge that students need to develop the skills and competencies to pass the course and be successful fundraisers.

EFA does not seek to approve your readings lists, since you are in the best place to judge which readings are appropriate to your course. But we do consider your processes for compiling those required reading lists.

- a) Do you have a process for compiling readings lists that sets criteria for inclusion on the list? If so, please describe what that process is. Please detail how you assess the quality of the reading and discriminate between different categories of source material, such as academic papers, market research and books written by fundraising practitioners, and whether you use a textbook for the whole or much of the course

*(Up to 300 words)*

- b) If you do not have such a process, please describe how you do compile your required reading lists.

*(Up to 300 words)*

- c) Sample reading list. Please list here the five sources on your recommended reading list that you consider are five most important that students should read.

*(Up to 300 words)*

5. Process for appointing faculty staff and continuous professional development\*

- a) How to you select teachers/tutors/lecturers for your course to ensure that the most suitable and competent people become part of your faculty? Please tell us the criteria you use to assess candidate tutors. This might include, for example:

- Experience/expertise as a fundraiser
- Experience/expertise as a trainer
- Experience/expertise as a teacher/lecturer/educator
- And/or any other criteria you take into account

*You'll notice we have specified experience as a trainer and experience as an educator separately. That's because training and education are not the same thing. Training is about instructing someone how to do a particular thing, such as building a website or using database software. At the end of the training, the trainee should have acquired new skills or be better at the skills they already have. Education provides a knowledge base and the competencies to understand and apply it, such as critical thinking. There are different skills and competencies required to successfully deliver training and education.*

(Up to 300 words)

- b) How do you keep your teachers informed and up-to-date about the knowledge they'll need to successfully teach your courses, both in terms of knowledge about fundraising practice, and pedagogy (teaching practice)?

(Up to 300 words)

*\* Presently, the answers you give to both parts of this question are not used to assess whether your application meets EFA accreditation standards, but are to help us build up a picture of how EFA members select tutors for their courses and ensure their continued excellence as faculty members.*

**Educational Partner** (please provide details below and continue on a separate page, if there is more than one educational partner)

Name of Institution:

Contact Person:

Position:

Address:

Tel:

Fax:

Email:

Website:

### **3. EFA CERTIFICATION CRITERIA**

Please provide the following documents for evaluation by the EFA Certification Committee:

- We attach the completed EFA Certification application table for the **Standard Framework** (Excel document provided together with this form)
- We attach a copy of the syllabus / course handbook (in English)
- We attach a summary of the most recent evaluation of the course (in English)
- We attach a list of course lecturers with short biographical details (in English)
- We attach a copy of the certificate awarded to students

*NB: The Certification Committee can require that further evidence be provided.*

### **4. APPLICATION FOR EFA CERTIFICATION**

We hereby apply for EFA Certification. We declare that the information given on this form is true to the best of our knowledge.

**EFA Member**

Signed:

(President or Principal)

Name:

Association/Organisation:

Date:

**Educational Partner**

If the application is successful, we, the educational partner, agree that the course which our organisation delivers will become EFA Certified.

Signed:  
(President or  
Principal)

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Name:

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Institution:

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Date:

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