# POLISH LOCAL COMMUNITY TRAINING MATERIALS RECOGNITION PROCESS FOR IREB® CERTIFICATION SCHEMES

# CHANGE HISTORY

| Version | Date | Comments |
|---:|---|---|
| 0.1 | 2020.06.01 | *First version of the process.* |

# CONTENT

# INTRODUCTION TO IREB® LOCAL COMMUNITY RECOGNITION

The aim of the process is to confirm whether the bodies involved in the **IREB®** trainings meet certain standards and quality criteria for education. Recognition is given to training materials and trainers. The recognition is carried out by bodies acting as the **IREB® local community.** In Poland, the role of the **IREB®** local community is played by SJSI.

**IREB® trainings recommended by the local community may be conducted only by recognised trainers, based on recognised training materials.**

The **IREB®** mark is a registered trademark and may not be used for trainings without the appropriate permission. Any misuse of the trademark will be reported to IREB for appropriate action.

This document describes the recognition process for trainers, in accordance with the guidelines of the IREB® local community in Poland in this respect.

# TRAINING MATERIALS RECOGNITION PROCESS

IREB® courses recognised by IREB® local community may only be conducted using recognized training materials.

Below there is the most typical, simplified recognition path for training materials recognition. A more detailed process and its possible variations are described below.

| Step | Responsibility | Description |
|---:|---|---|
| 1 | Applicant | ***Submission of training materials for recognition:***<br><br>(1) *Sending a correctly filled in document TRAINING MATERIALS RECOGNITION SUBMISSION, together with relevant documents (the list of documents is available from the form) to irebrecognition@sjsi.org*<br><br>(2) *Paying the recognition fee in accordance with the valid price list available on the SJSI website and sending a confirmation of payment together with the application to irebrecognition@sjsi.org*<br><br>Note: *We encourage you to inform SJSI Recognition Board about starting preparation for the process. This will allow an earlier formation of a team of experts to verify the materials and consequently shorten the recognition process itself.* |
| 2 | SJSI Recognition Board | *SJSI Recognition Board (RB) acknowledges **receipt of the training materials**, carries out an **initial formal verification** (checking that all required materials have been included in the application) and appoint a team of **independent reviewers**.* |
| 3 | SJSI Recognition Board | *The materials are subject to **technical verification**. It is assumed that this stage lasts about 3 weeks from the date of appointment of the reviewing team. As a result of this task, a report from the materials review is created, together with a possible list of required and suggested corrections. The report is forwarded to the Applicant.* |
| 4 | Applicant | *The applicant shall study the review report, make any necessary changes to the materials, update the version of the materials and send it for further verification. It is assumed that this task takes about 1 week.* |
| 5 | SJSI Recognition Board | *The review team **reviews the corrections** made and **updates the review report**. If all necessary changes have been made, the Recognition Board shall **contact SJSI Board of Directors** with a request to grant the recognition certificate. Otherwise, it contacts the Applicant once again indicating the necessary changes.* |
| 6 | SJSI Board of Directors | *SJSI Board, on the basis of the application and the recommendation of the Recognition Board, issues a decision on granting the certification.* |

| 7 | SJSI Recognition Board | *After a positive decision of SJSI Board, the Recognition Board sends a recognition certificate to the Applicant. The certificate is provided in electronic form.* |
|---|---|---|
| 8 | SJSI Recognition Board | *There is information in SJSI media about granting a new certification.*<br><br>*Note: There is a possibility to place an additional promotional information about the Applicant. In order to publish the text, a proposal for publication should be sent to SJSI Recognition Board.* |

Depending on the quality of the materials submitted, the number of procedure steps and the workload required for material verification may change. The specified time intervals may vary slightly.

## VALIDITY OF THE RECOGNITION CERTIFICATE

A recognition certificate is granted for a specific certification level, language version and for a specific version of materials. The certificate is valid until the validity of a given version of the syllabus on the basis of which the materials were prepared.

## INVOICE FOR CERTIFICATION

If the document TRAINING MATERIALS RECOGNITION APPLICATION specifies the data to issue an invoice, after the completion of the works, the Applicant will receive an invoice from the SJSI in electronic form.

If the Applicant requires a paper version of the invoice - this information should be added to the application form.

Please be informed that it is possible to issue a pro-forma invoice. In order to obtain it, one should contact the Recognition Board electronically at irebrecognition@sjsi.org

# TRAINING MATERIALS RECOGNITION APPLICATION

| MATERIALS OWNER | NAME AND SURNAME/COMPANY NAME |
|---|---|
| CONTACT DATA | PHONE, EMAIL ADDRESS |
| INVOICE DATA | COMPLETE DATA FOR INVOICE (LACK OF INFORMATION IS UNDERSTOOD AS RESIGNATION FROM THE INVOICE) |
| CERTIFICATION SCHEME | ☐ IREB® - FOUNDATION LEVEL - Certified Professional for Requirements engineering *(CPRE)*<br>☐ IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering *(CPRE)* - Requirements Elicitation<br>☐ IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering *(CPRE)* - Requirements Modeling<br>☐ IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering *(CPRE)* - Requirements Management<br>☐ CPRE® - RE@Agile Primer<br>☐ CPRE® - Advanced Level RE@Agile IREB® |
| LANGUAGE | ☐POLISH<br>☐ENGLISH |

THE APPLICATION FOR RECOGNITION SHOULD BE MADE UPON PAYMENT OF THE RECOGNITION FEE, THE PAYMENT CONFIRMATION SHOULD BE SEND TO THE FOLLOWING ADDRESS:

irebrecognition@sjsi.org.

TOGETHER WITH THE APPLICATION (SIGNED AND SCANNED VERSION), THE FOLLOWING DOCUMENTS SHOULD BE PROVIDED[1]:

- TRAINING AGENDA
- A COVERAGE MATRIX FOR ALL LEARNING OBJECTIVES IN A GIVEN SYLLABUS (LEARNING OBJECTIVE - SLIDE NUMBER/EXERCISE BY WHICH THE OBJECTIVE WAS ADDRESSED)[2]

**Note:** TERMS USED IN THE TRAINING MATERIALS AND THEIR INTERPRETATIONS MUST BE COMPLIANT WITH THE DEFINITIONS AS PROVIDED IN THE CURRENT VERSION OF THE IREB GLOSSARY.

- TRAINING PRESENTATION (SLIDES)

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[1] THE MATERIALS CAN BE SENT TO THE GIVEN E-MAIL ADDRESS OR PROVIDED IN ANOTHER, ELECTRONIC FORM.

[2] SJSI HAS NO REQUIREMENTS FOR THE FORMAT OF SUCH INFORMATION (IT CAN BE A SIMPLE TABLE WITH LEARNING OBJECTIVES IN ONE COLUMN AND SLIDE NUMBER/EXERCISE NUMBER/ DESCRIPTION OF HOW TO ADDRESS THE OBJECTIVES IN THE OTHER)

- ANY OTHER MATERIALS USED DURING THE TRAINING (INCLUDING REALISTIC EXAMPLES OF A SOFTWARE OR SYSTEM DEVELOPMENT PROJECT FOR LEVELS K2 AND HIGHER, EXERCISES WITH SOLUTIONS, ETC.)

- PAYMENT CONFIRMATION OF THE RECOGNITION FEE

**THE MATERIALS SUBMITTED SHOULD BE UNIQUELY IDENTIFIABLE (I.E. THEY SHOULD HAVE A UNIQUE VERSION NUMBER), AS CERTIFICATION IS ONLY ISSUED FOR A SPECIFIC VERSION OF THE MATERIALS.**

**INCOMPLETE APPLICATIONS WILL BE REJECTED.**

*In accordance with the Personal Data Protection Act of 10 May 2018 (Journal of Laws, item 1000)), I agree to the processing of my personal data included in the recognition application for the needs of the recognition process. I also agree to the processing and publication of information about the granted certification.*

*By submitting the application I undertake to respect the requirements described in the version of the recognition process in force at the time of submitting the application, available on the SJSI website, and to provide the necessary information to carry out this process and enable SJSI to verify the quality of conducted training courses and assess the satisfaction of participants.*

*At the same time I acknowledge that violation of certification rules (e.g. calling certified materials despite lack of certification, using other version of materials than recognized version during IREB® trainings, etc.) gives SJSI the right to impose sanctions on the subject (e.g. stopping all certifications held by the subject, informing the industry community by means of IT media about applied practices, imposing additional requirements in the recognition process on the subject, etc.).*

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**PLACE, DATE**                                              **SIGNATURE**