





THE EAZA ACADEMY

The **EAZA Academy** is a professional development facility run by the Association for the benefit of its Members. With specialized courses ranging from Basic Breeding Programme Management through Exhibit Design and Educational courses, the Academy is the leading professional development network for European Zoos. Courses are held either at the EAZA office, in Amsterdam, at selected Member venues across Europe and online.

1 EAZA ACADEMY COURSE vs EAZA ACADEMY RECOGNISED COURSE



An **EAZA Academy Course** can be proposed by the EAZA Academy itself, any EAZA office department, or by an EAZA Committee, Working Group, or TAG.



An **EAZA Academy Recognized Course** can be proposed by a collaborative organization, which may or may not be an EAZA member.

2 TYPES OF TRAINING

Organisations can request approval for the following training types:

Live online / In-person short-term training courses

Approval will be given for particular course dates.

Self-paced online training courses

Approval will be given for a period of time, typically 1 year.
Renewal is subject to successful review.

Long-term training courses (e.g. in-house staff development programmes)

Approval will be given for a period of time, typically 1 year.
Renewal is subject to successful review.

Any costs will be payable on a per cohort basis

3 DOCUMENTATION REQUIREMENTS

To be considered for approval as an EAZA Academy Recognised Course, the following documents must be submitted electronically to the EAZA Academy Manager, Academy@eaza.net

Before submitting your proposal, please carefully read **Annex I 'EAZA Academy Aims'**.

COURSE TEMPLATE

The course template is a standard document detailing information such as the target audience, number of taught hours, fees, and content. This information will be accessible to everyone through the EAZA Academy section on the EAZA website.

Note: The following documents are available upon request: Blank template, Guidance template and Example

QUALITY ASSURANCE

Evidence of quality assurance systems may include information relating to customer service statements, course review processes, student evaluations etc.

EVALUATION PROCEDURES

Key elements of evaluation relate to the ability to measure the value and impact of the training. It is important to be able to use evaluations to feedback into continually improving the training experience.

The EAZA Academy has produced a standard set of course evaluation questions that can be used for guidance and/or adapted for use if none are already in place.

CURRICULUM VITAE

It is acknowledged that teaching staff may change during the course approval period. In such cases, any new staff CVs should be submitted to the EAZA Academy Manager for updating.

COST OPTION

Statement of chosen cost option. Please see point 4 regarding the available cost options.



4 COST OPTIONS

EAZA Academy charges a base fee per course to review paperwork and grant the use of the EAZA Academy Recognised Course logo. These costs and options apply per course for specific agreed delivery date(s) and are reviewed on a regular basis.



	EAZA MEMBER	NON-EAZA MEMBER	
OPTION 1	400 €	800 €	Cost to review paperwork and grant the use of the EAZA Academy Recognised Course logo.
	0 €	N.A.	If an EAZA Member and receives a subsidy of at least €1200 from an EAZA Member and/or other fundings.
OPTION 2	400 €	800 €	+ 20€ per registration (online course) + 30€ per registration (in-person course at EEO)

Option 1, collaborative organizations keep course fees;

Option 2, EAZA reimburses course fees to the collaborative organizations upon completion of the course.

ADDITIONAL ASSESSMENTS FEES

The base fee is for trainings of up to 8 hours/1 day. For longer courses requiring more time for the EAZA Academy to assess the materials, a charge of 110€ per additional 8 hours/1 day of content will apply. This additional assessment fee will only apply the first time a training is assessed, unless there are significant changes to the training material when the training is reviewed again.

If a collaborative organization intends to host an in-person course at the EAZA Executive Office, they are responsible for covering catering expenses and any necessary material purchases. Additionally, availability of rooms is subject to consideration. The maximum capacity of the room is 20 participants.

EXAMPLES

For a 1-day online course run under option 2, the total cost is 800€ + 20€ per registration

For a 1-day in-person course run under option 2, the total cost is 800€ + 30€ per registration

For a 2-day online course run under option 1, the total cost is 910€

For a 2-day online course run under option 2, the total cost is 910€ + 20€ per registration

For a 2-day in-person course run under option 2, the total cost is 910€ + 30€ per registration

5 RESPONSIBILITIES



	OPTION 1		OPTION 2	
	EAZA	CO	EAZA	CO
Paperwork approval	✓		✓	
Production of PDF certificates	✓ ¹		✓ ¹	
Course evaluation review	✓		✓	
Participant registration admin		✓	✓	
Invoicing		✓	✓	
Graduate list provision		✓	✓	
Communication with participants		✓	✓ ²	
Room setting (in-person courses)		✓	✓ ²	
Tutor liaison management		✓		✓
Certificates distribution		✓		✓
Course evaluation production		✓		✓

CO – Collaborative Organisation

1- If requested

2- Only if the course is at the EAZA Executive Office

6 GENERAL CONDITIONS

LOGO USE

Upon receipt of payment and approval, the training course will be granted EAZA Academy approval, enabling the use of the EAZA Academy Recognised Course logo in advertisement.

ADVERTISEMENT

The training is promoted through channels such as EAZA website, eNews, social media and at appropriate meetings and conferences.

APPROVAL DURATION

Approval is specific to the agreed course and timescale of course delivery. It is understood that the Academy Manager will receive satisfactory participant details and evaluation documentation within the agreed timescale after each training course. Should the collaborating partner wish to continue with EAZA Academy approval for future course delivery the training course will be re-evaluated against EAZA membership demands and EAZA Academy aims. It can then either be re-approved for a new time period or its approval will be withdrawn.

ONLINE TRAINING

If the collaborative organization intends to host an online course, it is their responsibility to ensure they have the required technological resources to facilitate it, including eventual technical support to participants.

SUBSIDISED COURSE

If this option is being requested for long-term training courses for staff development, the requesting organisation must not charge their staff additional fees to participate in training.



COLLABORATIVE TRAINING COURSE AGREEMENT



Collaborative organisation(s):

EAZA member

Non-EAZA member

Course title:

Course date(s):

Please select the cost option:

Option 1

Option 2

Comments:

The collaborative partner(s) and EAZA Academy hereby agree to abide by the responsibilities and activities in relation to the courses and chosen cost option as detailed above.

Collaborative partner(s) representative

Name:

Organisation:

Signature:

Date:

EAZA Academy Representative

Name:

Organisation: European Association of Zoos and Aquaria (EAZA)

Signature:

Date: