

PE system

Human Insight certified





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Introduction

We see great development of the growing global network. In order to continue to support this growth and the current and future network with the standard they are used to from us, we think it is important to keep quality high. In doing so, we want to be able to offer a stronger role in supporting our partners, customers, and AEM-Cube®, ACT-Cube®, RPA-Cube and Qi Index practitioners to continue to deliver the best quality worldwide.

In addition, it is important that all our certified customers and partners can work with the latest materials at all times, are aware of developments and remain up-to-date. All this made us decide to take a professionalisation step in our certification process by introducing a Permanent Education (PE) system.

By using the PE system, we want to continue to stimulate our network to keep knowledge and skills up-to-date and at a high level through various contact moments, channels and materials. For example, more varied content will be offered, there will be more collaboration opportunities, and the chance of gathering knowledge will be increased, both offline and online.

This document contains all information related to the PE system that is important for our certified network. If you still have questions after reading this brochure, you can always contact us via info@human-insight.com.



PE-systeem

In the interest of exercising the Human Insight tools and the value of your certificate, we want to stimulate your knowledge through skills and expressions around the Human Insight tools and keep the ideas current and up-to-date. In stimulating this, a PE system contribution of twenty hours per calendar year will apply from 1 July 2021.

For whom

The PE system applies to all Human Insight certified partners, customers and practitioners worldwide (see Appendix I for an overview of the network breakdown).

Human Insight certified trainers no longer have a PE system obligation but a separate trainer system.

For practitioners who joined the Human Insight network during the year, the PE system applies pro-rata (rounded up). For example, if you were certified in September, a proportional PE contribution applies for the months October to December.

For licensed partners, the PE system applies per certified practitioner in the organisation but the PE activities can be performed as an organisation (in-house).

When you are certified as a Human Insight certified practitioner for multiple Human Insight products, the PE system can be spread over the number of certificates.

Starting point

The starting point for the implementation of the PE system is that it is initially left to the professionalism of the partner/customer/practitioner to assess whether the PE activities can be regarded as PE activities within the

framework of the system. In this document, we provide an overview with several examples of activities that are suitable. As part of the random substantive check, it will be sporadically tested whether the PE activities contributed to meet the requirements.

If you have any doubts about a particular activity, please contact us at info@human-insight.com or call +31 (0)85 822 982 7.

Hour regulation

Each year a surplus or deficit, with a maximum of ten PE hours, may be carried forward to the following calendar year. A deficit must be made up in the first half of the following year.

PE activities

To participate in the PE activities and follow the system, there is an obligation of at least five assessments per calendar year. When this number is reached, the other PE hours will also apply.

Explanation

Within the possible activities, a distinction is made between:

- Participating and following events, training, calls and workshops;
- Carrying out development or sales activities.

An activity should also:

- Be 100% relevant for the obtained certificate;
- To be current and from Human Insight itself;
- Contain an educational aspect.

In addition to the activity examples mentioned, partners can contribute to other activities that contribute to the development and/or deepening of professional knowledge and skills required for the exercise.

Preparation for attending workshops/training/events is not considered a PE activity.

Preparation for giving workshops/training/events can be included as a PE activity. Following up on these activities does not count as PE activity.

E-learning, webinars and correspondence courses can be submitted as a PE activity if the subject matter applies to the certificate obtained and the overall education. Participation must be demonstrated with evidence.



Activities overview

We would like to give several examples of activities that can contribute to the development and/or deepening of the professional knowledge and skills required for the exercise of your certificate and which can be used as a PE activity:

Activity	Ways to participate	Maximum number of PE hours
Participate in the annual webinar "New Developments"	live or replay	1 hour
Participate in a Practitioner Workshop* or Masterclass**	online/offline live	3 hour
Facilitating individual feedback	online/offline live	4 hours (4 individual talks)
Facilitating a team session	online/offline live	4 hours (2 team sessions)
Publishing articles in relevant books, magazines and/or on the website	online/offline	10 hour
Publishing a dissertation on a relevant topic using the Human Insight tools and/or philosophy	online/offline	10 hour
Participate in an open account call or independently schedule a call with the Human Insight Account Managers to discuss strategy and new developments	online/offline	1 hour
Following and/or giving a training and/or workshop	online/offline	3 hour
Participate in a module at the Human Insight online Academy	online	3 hour
Self-study by means of product and material collection for current knowledge gathering	online/offline	1 hour

* The Practitioner Workshops are given around a specific theme.

** The Masterclasses are based on your own input and always have a different interpretation.

These activities that contribute to the development and/or deepening of the professional knowledge and skills can be used once (or when otherwise indicated) per calendar year as a PE activity and must be relevant to the certificate or certificates obtained.

Determining time use

Participation in PE activities is valued in actual time spent, not including breaks.

Exemption

In the event of special circumstances that result in a partner not being able to meet the PE obligation, it is possible to submit a motivated request for a (partial) exemption in writing. Human Insight will consider the facts and circumstances and assess whether they offer scope to grant an exemption.

In principle, busy work, a stay abroad, and business problems do not justify a deviation from the process. The exemption is mainly intended for cases of long-term illness and personal circumstances where partners cannot be expected to be able to fulfil the PE activities.

A waiver request can be sent to info@human-insight.com.

PE registration

The registration of PE activities will, in the first instance, be executed by the partner/customer/practitioner him or herself. That assumes that this comes from intrinsic motivation and inquisitiveness. Registration can be noted in such a way based on an hour registration per checked item.

When publication or research is used as a PE activity, we would like to receive the document as proof. Participation in a course/workshop/training will be tracked by Human Insight through an attendance list.

Presence at or participation in externally monitored PE activities must be demonstrated through evidence showing that and for how long the PE activity has been participated.

Evidence can consist of:

- Proof of participation;
- A statement from the third party of participation in the PE activity;
- An attendance list with name, signature, start and end time.

This evidence must show the program including an overview of times and breaks, names of possible trainers/teachers, subjects and target group (see Appendix II: PE system registration form (example)).

Evidence relating to contributed PE activities (insofar as not previously known to Human Insight) must be kept at least until the end of the following calendar year, in which the PE activities were carried out, and if checked upon request during an end-of-year meeting to be transferred to Human Insight. After the signature of Human Insight, the evidence may be removed at Human Insight's request.

Interim termination of employment at a (licensed) office

Partners that were employed by a licensor's office and who switched to another non-licensed employer or started their own business during the year are responsible for reporting and complying with PE activities for the current year.

PE assessment

End of year statement

During the desired/scheduled or random end-of-year meeting at the end of the calendar year, the PE activities will be discussed. Take into account the question of argumentation, gathering knowledge and/or the burden of proof.

Check

Every year, random checks will be carried out to determine whether the customer/partner/practitioner has fulfilled the 20-hour obligation and whether the requirements set by the PE system have been complied with in terms of content.

Failure to achieve the PE activities

If a practitioner does not meet the PE obligation, Human Insight sets them a term within which the practitioner must still fulfil the obligations. If the practitioner did not meet the PE obligation by the end of this period, Human Insight may decide to revoke the certificate and terminate the partnership.

To emphasise that Human Insight believes compliance with the PE system is essential for quality assurance, a sanctions policy has been drawn up that, in Human Insight's view, allows practitioners to self-correct but also does justice to practitioners who have complied with the PE system.

Termination of the certificate means that the practitioner is no longer authorised to buy and/or sell Human Insight assessments or facilitate feedback and/or sessions with them.

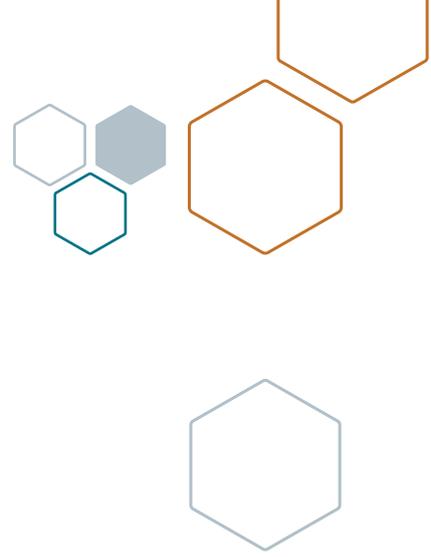
Questions

If there are any questions about the PE system, you can contact us via:

info@human-insight.com or +31 (0)85 8229827.

Appendix I:**Subdivision Human Insight network**

Term	Definition
Certified	A participant who has completed certification training.
Partner	A certified person who complies with the PE system conditions of assessment and the PE conditions.
Business partner	A partner who develops and creates content in collaboration with Human Insight. And (in our own country) puts the ideas on the map.
Trainer	'Train the trainer' certificate obtained, gives Human Insight training independently.
License holder	A partner who has entered into a license for the administration of the assessments.



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