



EdTech Diploma Series

Qualification Specification, Credit Framework and Assessment Architecture

1. Purpose and Scope

1.1 Purpose

This document is the complete qualification specification for the EdTech Diploma Series — a three-tier ladder of credit-bearing qualifications delivered jointly by GenevaTech Business School and the Innoversity. It establishes:

- The level and credit value of each qualification, referenced to EQF, QF-EHEA, nqf.ch-HS, ECTS, and UK RQF
- Entry requirements, learning outcomes, and assessment architecture for each tier
- The articulation pathway into GTBS degree programs
- Quality assurance, delivery, and evaluation arrangements

1.2 Scope

This document covers three qualifications:

Tier	Qualification	EQF Level	ECTS
1	Diploma in EdTech & AI	Level 4	12
2	Professional Diploma in EdTech	Level 5	18
3	Advanced Diploma in EdTech	Level 5 (advanced)	12
	Total		42

1.3 Intended Audience

Audience	Use
Prospective candidates	Understanding of levels, credits, and pathways
Academic governance bodies	Approval and ratification
Accreditation and recognition bodies	Verification of standards

Audience	Use
Employers and professional bodies	Recognition of credentials

2. Executive Summary

The EdTech Diploma Series is a three-tier, credit-bearing qualification ladder that takes candidates from foundational digital teaching competence to advanced professional mastery, with a total accumulation of 42 ECTS credits.

Tier	Qualification	EQF Level	ECTS	TQT	Assessment
1	Diploma in EdTech & AI	4	12	360 hrs	Grouped coursework + assessment
2	Professional Diploma in EdTech	5	18	540 hrs	Advanced test + guided learning
3	Advanced Diploma in EdTech	5 (advance)	12	360 hrs	Coursework (6 ECTS) + Fieldwork (6 ECTS)

Key Features

- ECTS-articulated — all qualifications carry European credit, supporting portability and stackability
- EQF-referenced — learning outcomes aligned to European level descriptors
- Assessment-led progression — advancement based on demonstrated competence
- Work-integrated — the Advanced Diploma includes supervised fieldwork
- Internationally recognized — accepted by GTBS for degree program articulation
- Swiss-governed — delivered under GTBS academic authority

3. Definitions and Abbreviations

Term	Definition
CAS	Certificate of Advanced Studies (Swiss continuing education, minimum 10 ECTS)
CPD	Continuing Professional Development
DAS	Diploma of Advanced Studies (Swiss continuing education, minimum 30 ECTS)
Dublin Descriptors	Generic descriptors for Bachelor's, Master's, and Doctoral cycles (QF-EHEA)
ECTS	European Credit Transfer and Accumulation System
EQF	European Qualifications Framework
nqf.ch-HS	Swiss Qualifications Framework for Higher Education

Term	Definition
QF-EHEA	Qualifications Framework for the European Higher Education Area
RPL	Recognition of Prior Professional Learning
RQF	Regulated Qualifications Framework (England, UK) — comparability reference
TQT	Total Qualification Time

4. Regulatory and Credit Framework

4.1 European Qualifications Framework (EQF)

The EQF is the common European reference framework linking national qualifications systems. Each of its eight levels is defined by descriptors in terms of knowledge, skills, and responsibility and autonomy.

EQF Level	Typical Qualification	Relevant Descriptor Focus
4	Upper secondary / post-secondary	Factual and theoretical knowledge in broad contexts; range of cognitive and practical skills; self-management within guidelines
5	Short-cycle tertiary / foundation	Comprehensive, specialized knowledge; comprehensive range of skills for creative solutions to abstract problems; management and supervision
6	Bachelor's level	Advanced knowledge; advanced skills demonstrating mastery; management of complex technical or professional activities

4.2 Qualifications Framework for the European Higher Education Area (QF-EHEA)

The QF-EHEA describes three cycles (Bachelor's, Master's, Doctoral) through the Dublin Descriptors. Qualifications in this series sit below the first cycle — at the entry level to higher education and the short-cycle/foundation level.

4.3 European Credit Transfer and Accumulation System (ECTS)

Principle	Standard
Full-time academic year	60 ECTS
1 ECTS	25–30 hours of total student workload
Award basis	Demonstrated achievement of learning outcomes
Function	Transfer, accumulation, and stackability

GTBS adopts 25-30 hours per ECTS for Swiss/EU alignment, applying the conservative figure for credit allocation.

4.4 UK RQF Comparability

The UK RQF is referenced for comparability and UK articulation. Under RQF rules:

Size Category	UK Credit Range
Award	1–12
Certificate	13–36
Diploma	37+

One UK credit equals 10 hours of learning. The conversion convention of 2 UK credits = 1 ECTS is noted for transparency.

5. The Competency Framework

5.1 Core Competency Domains

All Diploma Series qualifications map to the five validated competency domains:

#	Domain
1	Digital Pedagogy
2	Classroom Technology Integration
3	Learning Management Systems
4	Content Creation and Curation
5	AI-Enhanced Teaching

5.2 Extended Domains

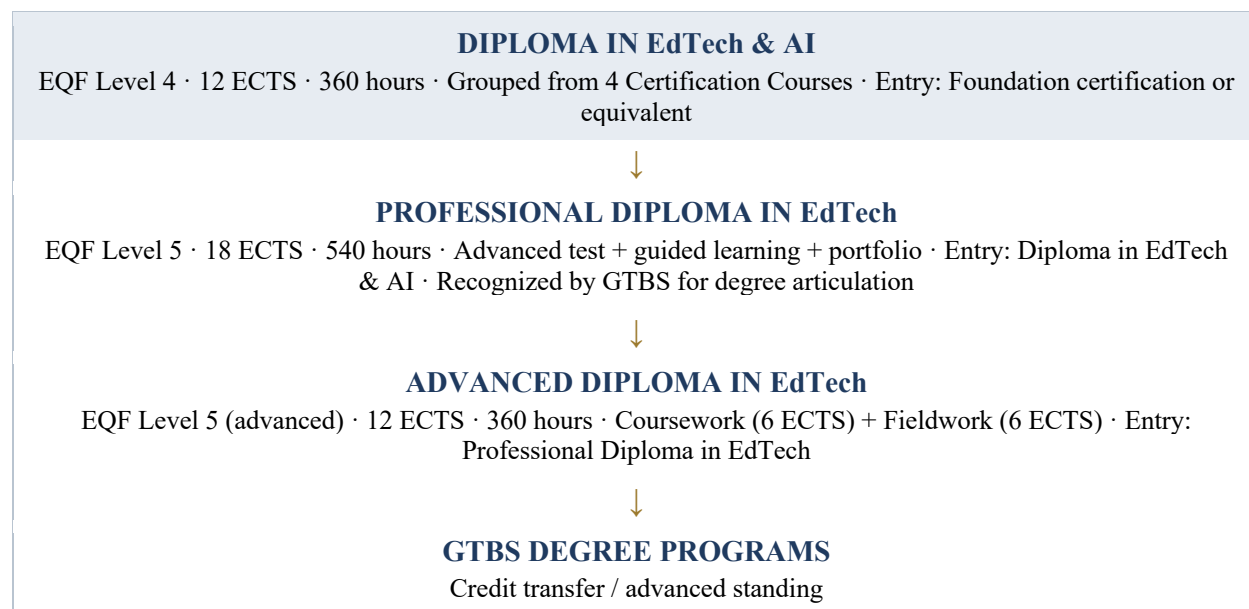
#	Domain	Introduced At
6	Online Teaching and Virtual Classroom Management	Level 4
7	Teaching and Learning Analytics	Level 5
8	EdTech Leadership and Change Management	Level 5
9	Digital Safeguarding and Data Ethics	Level 5 / Licence
10	EdTech Entrepreneurship and Innovation	Level 5 (specialist)

5.3 Qualification-to-Domain Mapping

Qualification	Primary Domains	Secondary Domains
Diploma in EdTech & AI	1–6	7
Professional Diploma	1–8	9
Advanced Diploma	1–10	All

6. Program Architecture – The Three Tiers

The three qualifications form a single, progressive ladder from foundation-level competence to advanced professional mastery and degree articulation:



A parallel track — the EdTech Practice Licence — is also available to pursue.

7. Tier 1 – Diploma in EdTech & AI

7.1 Qualification Overview

Element	Specification
Qualification Title	Diploma in EdTech & AI
EQF Level	Level 4
ECTS Credits	12
UK Credits (comparability)	36–37
Total Qualification Time	360 hours
Awarding Body	GenevaTech Business School
Delivery Mode	Blended — online

7.2 The Grouping Principle

The Diploma is awarded upon completion of any four approved EdTech Certification Courses (4 × 90 hours = 360 hours), subject to:

Condition	Requirement
Completion window	All 4 courses within 3 years
Pass requirement	Pass in each course's final assessment
Cumulative portfolio	Submission of a reflective portfolio linking the four courses

7.3 Endorsed Named Pathways

Award Title	Composition
Diploma in EdTech & AI (Core)	Any four Certification courses
Diploma in EdTech & AI (Specialist – Content & Media)	2 core + Content Creation + one other
Diploma in EdTech & AI (Specialist – Analytics & Data)	2 core + Analytics + one other
Diploma in EdTech & AI (Specialist – Innovation & Enterprise)	2 core + Entrepreneurship + one other

7.4 Entry Requirements

Candidates must satisfy one of the following:

Route	Requirement
Route A –GTBS Certification	Completion of four approved EdTech Certification Courses from GTBS/Innoversity
Route B – Equivalent Qualification	Recognized teaching qualification with demonstrated EdTech components
Route C – Degree plus EdTech Coursework	Bachelor's degree in Education, Computer Science, or a related field with relevant EdTech coursework
Route D – Experiential	Minimum 2 years teaching in a technology-enhanced environment, supported by a portfolio of practice

Routes B–D are subject to determination by the Equivalency Committee.

7.5 EQF Level 4 Descriptor Applied

EQF Level 4 Requirement	Diploma Alignment
Factual and theoretical knowledge in broad contexts within a field of work or study	Digital pedagogy, LMS administration, AI tools, online teaching
Range of cognitive and practical skills to generate solutions to specific problems	Designing digital lessons; configuring LMS; applying AI tools
Exercise self-management within the guidelines of work or study contexts	Independent project work within defined parameters
Supervise the routine work of others, taking some responsibility for evaluation	Peer mentoring and collaborative practice

7.6 Learning Outcomes

Upon successful completion, candidates will be able to:

1. Demonstrate comprehensive understanding of pedagogy in digital and blended learning environments.
2. Effectively utilize and administer Learning Management Systems for instruction and assessment.
3. Integrate a range of digital tools — interactive boards, multimedia, AI applications — into classroom practice.
4. Design and deliver digital learning content aligned with curriculum standards.
5. Apply formative and summative assessment strategies appropriate for digital learning contexts.
6. Reflect critically on their own digital teaching practice and identify areas for development.

7.7 Assessment

Component	Weight	Description
Course-level assessments	80%	Aggregate of the four courses' assessments
Cumulative portfolio	20%	Reflective portfolio linking learning across all four courses

Pass requirement: $\geq 70\%$ overall, with a pass in each contributing course.

7.8 Award

Successful candidates receive the Diploma in EdTech & AI by GenevaTech Business School, stating:

- Qualification title and named pathway
- EQF Level 4
- 12 ECTS credits
- 360 hours TQT
- Date of award

8. Tier 2 – Professional Diploma in EdTech

8.1 Qualification Overview

Element	Specification
Qualification Title	Professional Diploma in EdTech
EQF Level	Level 5
ECTS Credits	18
UK Credits (comparability)	54
Total Qualification Time	540 hours

Element	Specification
Awarding Body	Innoversity & GenevaTech Business School (joint award)
Delivery Mode	Online — advanced test plus guided learning

8.2 Entry Requirements

Requirement	Detail
Mandatory	Diploma in EdTech & AI (Level 4, 12 ECTS)
Alternative	Equivalent qualification as determined by the Academic Council

8.3 EQF Level 5 Descriptor Applied

EQF Level 5 Requirement	Professional Diploma Alignment
Comprehensive, specialized, factual and theoretical knowledge within a field of work or study, and awareness of the boundaries of that knowledge	Advanced EdTech strategy, policy, analytics, ethics, and emerging technologies
Comprehensive range of cognitive and practical skills required to develop creative solutions to abstract problems	Strategic planning; institution-wide design; data-informed decision-making
Exercise management and supervision in contexts of work or study activities where there is unpredictable change	Leading digital transformation; managing change; supervising others
Review and develop performance of self and others	Mentoring, evaluating, and developing teaching staff

8.4 Learning Outcomes

Upon successful completion, candidates will be able to:

1. Lead digital transformation initiatives within educational institutions.
2. Design and implement institution-wide EdTech strategies and policies.
3. Apply advanced instructional design principles to develop comprehensive digital curricula.
4. Utilize learning analytics and data to inform pedagogical and institutional decisions.
5. Navigate ethical, legal, and policy frameworks governing educational technology.
6. Evaluate and adopt emerging technologies for educational improvement.
7. Mentor and develop colleagues in digital teaching practice.

8.5 Workload Composition

Component	Estimated Hours
Guided study modules and resources	150
Advanced test preparation (self-directed)	200
Portfolio development and reflective practice	100
Assessment (test and associated tasks)	90
Total	540

8.6 Assessment

Component	Weight	Description
Advanced Online Proctored Test	70%	4-hour test; live proctored; 70% pass mark
Portfolio and reflective practice	30%	Documented evidence of advanced practice and reflection

Pass requirement: $\geq 70\%$ overall, with a pass in both components.

8.6.1 Advanced Test Format

Component	Detail
Duration	4 hours
Question types	Advanced case studies; problem-solving scenarios; analytical essays; strategic planning exercises
Proctoring	Live proctoring
Passing score	70%
Attempts	Maximum 2 per registration

8.6.2 Portfolio Requirements

Candidates submit a portfolio including:

- A strategic EdTech plan for an institution or department
- Evidence of advanced practice (e.g., curriculum design, policy development)
- A reflective commentary linking practice to theory
- A professional development plan

8.7 Award

Successful candidates receive the Professional Diploma in EdTech by GenevaTech Business School, stating:

- Qualification title
- EQF Level 5
- 18 ECTS credits
- 540 hours TQT
- Date of award
- Recognition by GTBS for articulation into degree programs
- Progression eligibility to the Advanced Diploma

9. Tier 3 – Advanced Diploma in EdTech

9.1 Qualification Overview

Element	Specification
Qualification Title	Advanced Diploma in EdTech
EQF Level	Level 5 (advanced)
ECTS Credits	12 (6 coursework + 6 fieldwork)
UK Credits (comparability)	36
Total Qualification Time	360 hours
Awarding Body	GenevaTech Business School
Delivery Mode	Online coursework + supervised fieldwork

9.2 Entry Requirements

Requirement	Detail
Mandatory	Professional Diploma in EdTech (Level 5, 18 ECTS)

9.3 Program Components

Component	ECTS	Hours	Nature
Coursework	6	180	Three advanced modules, online
Fieldwork	6	180	Supervised practice-based project
Total	12	360	

9.4 Coursework Component (6 ECTS – 180 Hours)

Module	Content
Advanced Topics in Educational Technology	AI in education; immersive technologies (VR/AR); adaptive learning systems; learning analytics
EdTech Leadership and Change Management	Leading digital transformation; managing stakeholder resistance; building institutional capacity
Research Methods in Educational Technology	Quantitative and qualitative approaches; program evaluation; impact assessment

Delivery: fully online, self-paced with facilitated discussion and synchronous webinars.

Assessment: module-based assignments, a research proposal, and a reflective journal.

9.5 Fieldwork Component (6 ECTS – 180 Hours)

Element	Requirement
Nature	Supervised, practice-based project in a real educational setting

Element	Requirement
Setting	School, college, training center, or virtual school
Duration	Minimum 6–8 weeks of engagement
Scope	Design, implement, and evaluate an EdTech intervention or initiative
Deliverables	Project proposal (approved by supervisor); implementation report with evidence of practice; impact assessment and recommendations; final presentation to expert panel
Supervision	Assigned supervisor from GTBS faculty or partner network
Assessment	Project quality; evidence of impact; reflective practice; presentation

9.6 Learning Outcomes

Upon successful completion, candidates will be able to:

1. Critically analyze and apply advanced theoretical frameworks in educational technology.
2. Lead and manage complex EdTech projects from conception to evaluation.
3. Design and implement research-informed EdTech interventions.
4. Evaluate the impact of technology-enhanced learning initiatives.
5. Contribute to the body of knowledge in educational technology through reflective practice and research.
6. Demonstrate advanced professional competence through work-integrated learning.

9.7 Assessment

Component	Weight	Description
Module assignments	40%	Three module-based assignments
Research proposal	10%	Approved research or project proposal
Fieldwork project	50%	Implementation report, impact assessment, presentation

Pass requirement: $\geq 70\%$ overall, with a pass in the fieldwork project.

9.8 Award

Successful candidates receive the Advanced Diploma in EdTech by GenevaTech Business School, stating:

- Qualification title
- EQF Level 5 (advanced)
- 12 ECTS credits (6 coursework + 6 fieldwork)
- 360 hours TQT
- Date of award
- Recognition by GTBS for advanced standing in degree programs

10. Level and Credit Determination

10.1 Level and Credit Architecture

Qualification	EQF Level	TQT	ECTS	UK Credits (Comparability)
Diploma in EdTech & AI	Level 4	360	12	36–37
Professional Diploma	Level 5	540	18	54
Advanced Diploma	Level 5 (adv.)	360	12	36
TOTAL SERIES		1,260	42	126–127

10.2 Comparable Qualifications

Qualification	EQF Level	ECTS	Duration (Part-Time)
Diploma in EdTech & AI	4	12	6 months
Swiss CAS	5	10+	6–12 months
Professional Diploma	5	18	9 months
Swiss DAS	5	30+	12–24 months
Bachelor's Degree	6	180	3 years (full-time)

Interpretation: the Diploma Series qualifications are short-form qualifications at EQF Levels 4 and 5, smaller in scope than Swiss CAS/DAS awards, but at comparable academic levels. They represent focused, professional upskilling credentials rather than full degree programs.

11. Assessment Framework

11.1 Assessment Summary by Tier

Tier	Assessment Type	Proctoring	Pass Mark	Retake Policy
Diploma in EdTech & AI	Course assessments + cumulative portfolio	As applicable	70%	Per course policy
Professional Diploma	Advanced online test + portfolio	Live proctoring	70%	2 attempts
Advanced Diploma	Coursework + fieldwork	Faculty assessment	70%	Resubmission permitted

11.2 Assessment Principles

1. Outcome-based — every assessment item maps to a defined learning outcome.
2. Authentic — tasks reflect real professional practice wherever possible.
3. Transparent — criteria and weightings published in advance.
4. Moderated — sampling and external moderation applied.

5. Secure — proctoring and identity verification for high-stakes tests.

11.3 Assessment Blueprint

Qualification	Instrument	Duration	Pass Mark	Weighting
Diploma in EdTech & AI	Course assessments	Per course	70%	80%
Diploma in EdTech & AI	Cumulative portfolio	2 weeks	70%	20%
Professional Diploma	Advanced online test	4 hours	75%	70%
Professional Diploma	Portfolio and reflection	Ongoing	Satisfactory	30%
Advanced Diploma	Module assignments	Per module	70%	30%
Advanced Diploma	Research proposal	—	70%	10%
Advanced Diploma	Reflective journal	Ongoing	Satisfactory	10%
Advanced Diploma	Fieldwork project	6–8 weeks	70%	50%

12. Articulation and Progression

12.1 Internal Progression

From	To	Requirement
Certification Courses	Diploma in EdTech & AI	Complete any 4 approved courses
Diploma in EdTech & AI	Professional Diploma	Pass advanced test + portfolio
Professional Diploma	Advanced Diploma	Complete coursework + fieldwork

12.2 External Articulation – GTBS Degree Programs

Qualification	Recognition
Diploma in EdTech & AI (12 ECTS)	Entry qualification to Professional Diploma
Professional Diploma (18 ECTS)	Recognized and accepted by GTBS for articulation into degree programs
Advanced Diploma (12 ECTS)	Recognized and accepted by GTBS for advanced standing in degree programs

12.3 Credit Accumulation

The full series yields 42 ECTS credits, representing approximately 70% of a full academic year of study. This enables:

- Credit transfer into GTBS degree programs
- Advanced standing reducing degree duration
- Stackability with other ECTS-bearing qualifications

12.4 Progression to Practice Licence

Licence Tier	Diploma Requirement
Associate EdTech Licence	Certificate in EdTech or equivalent
Professional EdTech Licence	Diploma in EdTech & AI
Advanced EdTech Licence	Professional Diploma or Advanced Diploma

13. Quality Assurance

13.1 Governance Structure

Body	Composition	Responsibility
Academic Council	Dean, Program Directors, External Academic Members	Qualification approval, level and credit ratification
Programs Committee	Head of Programs, Faculty Leads, Partner Representative	Curriculum design, assessment oversight
Quality Assurance Committee	Dean, Academic Council representative, External QA expert	ESG compliance, internal review, external moderation
Examination Board	Assessment specialists, external moderator	Test integrity, pass/fail decisions, appeals
Equivalency Committee	Faculty and partner representatives	Review of non-standard entry applications

13.2 Quality Assurance Mechanisms

1. Test bank development — items developed by subject matter experts; validated through pilot testing
2. Psychometric analysis — regular analysis of reliability, validity, and item discrimination
3. External moderation — sampling and independent review
4. Candidate feedback — systematic collection and analysis
5. Annual program review — comprehensive stakeholder review
6. Workload mapping documentation — for every qualification

13.3 Accreditation Documentation Set

1. Qualification specifications
2. Assessment framework and blueprints
3. Candidate handbook
4. Quality assurance manual
5. Articulation agreement
6. Workload and credit mapping documents

14. Delivery Model

Aspect	Approach
Mode	Online — live virtual classes plus self-paced LMS study
Live platform	Zoom / Microsoft Teams
Learning platform	GTBS LMS
Assessment platform	Secure online proctored testing system
Language	English (with support materials as required)
Scheduling	Designed for working professionals

15. Fees and Financial Framework

Item	Fee in CHF	Basis
Diploma / Certificates	100 per ECTS	Upon registration / admission
Diploma assessment	100	Upon test registration
Resubmission/retake	100	Per resubmission or retake
Diploma issuance	50	Upon completion of diploma
Diploma reissue	50	Per replacement