

ALPS Certificate Program

Overall Structure of the ALPS Certificate Program

The Academic Link Center at Chiba University has organized the ALPS program since 2015. Under this program, the ALPS Certificate Program (120 hours) has been provided since the 2017 academic year as a systematic training program to enhance expertise in educational and learning support. In addition to the 120-hour program, the ALPS Certificate Program Short Course A (Educational Support) and ALPS Certificate Program Short Course B (Learning Support), each requiring 64 hours, have been offered since 2023. These two short courses allow participants to take either an Educational Support Module or a Learning Support Module, depending on their interests, in addition to a compulsory Core Module comprising basic topics.

The ALPS Certificate Program (120 hours) and each of its short courses (64 hours) are designed as training programs aligned with the six objectives outlined in the Rubric for Educational and Learning Support Professionals (2023).

Those who complete the themes shown in the table for each program/course are issued a certificate of completion certifying that they have completed the program in accordance with the provisions of Article 105 of the School Education Act.¹

¹ Under this Article, a certificate of completion will be issued to those who finish the curriculum outlined in the table. Universities establish a systematically organized special program of study (a certificate program) for working adults and other members of society and issue a certificate of completion to those who complete it. According to the regulations of the Ministry of Education, Culture, Sports, Science and Technology, a certificate program must consist of at least 60 hours of study.

Program/Course characteristics

ALPS Certificate Program (120 hours)	ALPS Certificate Program Short Courses (64 hours)
<ul style="list-style-type: none">Participants acquire comprehensive knowledge by taking courses on all topics.	<ul style="list-style-type: none">Participants acquire knowledge and expertise in accordance with own interests.
<ul style="list-style-type: none">Participants can learn to the level A of the Rubric for Educational and Learning Support Professionals (2023).	<ul style="list-style-type: none">Participants can learn to the level B of the Rubric for Educational and Learning Support Professionals (2023).
<ul style="list-style-type: none">Participants engage in group research in face-to-face classes and online meetings.	<ul style="list-style-type: none">Participants can complete the course online.
<ul style="list-style-type: none">Participants explore individual research topics under the guidance of the supervisor.	<ul style="list-style-type: none">Simultaneous interactive online classes allow participants to deepen their learning together.

Themes of the ALPS Certificate Program (120 hours) and ALPS Certificate Program Short Courses

(64 hours)

Theme classification (class format)	Module	Theme	Themes that must be completed by program/course		
			ALPS 120 hours	Educational Support 64 hours	Learning Support 64 hours
Basic themes (Fully online)	Core	1) Policy trends in higher education	YES	YES	YES
		2) Understanding own school	YES	YES	YES
		3) Survey and analysis of students/learning	YES	YES	YES
		4) Understanding of and support for the difficulties faced by students	YES	YES	YES
		5) Responding to the internationalization of higher education	YES	YES	YES
	Educational Support	6) Digital transformation in education and learning	YES	YES	
		7) Support for the development of teaching materials and copyrights	YES	YES	
		8) Design and evaluation of educational programs	YES	YES	
	Learning Support	9) Academic advising	YES		YES
		10) Design and evaluation of learning environments	YES		YES
		11) Educational/ learning methods and learning support services	YES		YES

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Comprehensive themes (Online and In- person)		12) Educational and learning support management (1)	YES		
		13) Educational and learning support management (2)	YES		
Integrated themes (Online and In-person)		14) Project research and practical training (1)	YES		
		15) Project research and practical training (2)	YES		

*Participation in ALPS seminars, ALPS symposiums, and other meetings as additional content

The Status of the ALPS Certificate Program

The ALPS Certificate Program is accredited as a “Brush Up Program for Professionals” by the Minister of Education, Culture, Sports, Science and Technology. The ALPS Certificate Program is also a course eligible for Specialized Practical Education and Training Benefits under the Ministry of Health, Labour and Welfare’s Education and Training Benefit System in Japan.

Curriculum Map

The ALPS program presents the correspondence between the 15 themes of the ALPS Certificate Program and the Competencies/Rubric for Educational and Learning Support Professionals (2023) in the form of a “curriculum map.” The map provides a visual overview of the competencies the participant can acquire in each theme. Participants in the program strive to improve their professional abilities in educational and learning support systematically.

Objective in the rubric	15 themes of the ALPS Certificate Program															
	Basic themes														Comprehensive themes	Integrated themes
	Core					Educational support			Learning support			Educational and learning support management (1)	Educational and learning support management (2)			
	Policy trends in higher education	Understanding own school	Survey and analysis of students/learning	Understanding of and support for the difficulties faced by students	Responding to the internationalization of higher education	Digital transformation in education and learning	Support for the development of teaching materials and copyrights	Design and evaluation of educational programs	Academic advising	Design and evaluation of learning environments	Educational/learning methods and learning support services		Project research and practical training (1)	Project research and practical training (2)		
	Understanding the university <ul style="list-style-type: none">Understanding higher education, society, and educationUnderstanding your university	C	B	C	-	C	-	-	B	C	C	B	C	B	A	A
	Understanding students, learning, and educational support <ul style="list-style-type: none">Understanding students' circumstancesGrasping educational contentDesigning and providing student support, learning support, and educational supportImproving student support, learning support, and educational support activities	C	-	B	B	C	B	B	B	B	B	C	B	A	A	
	Developing knowledge of and skills for performing assigned duties <ul style="list-style-type: none">Developing knowledge of assigned dutiesGathering, organizing, analyzing and disseminating informationDesignating issues and solving problemsGaining and utilizing a variety of experiences through assigned duties	C	C	C	C	C	B	C	-	C	-	C	B	A	A	
Objective in the rubric	Interacting with students <ul style="list-style-type: none">Possessing knowledge of dealing with studentsBeing conscious of basic attitude toward dealing with studentsDealing with a diverse student population	-	-	-	B	B	C	-	-	B	-	-	C	B	A	A
	Working with others <ul style="list-style-type: none">Working on a teamBuilding an interpersonal networkCooperating and collaborating with faculty and staffCooperating and collaborating with stakeholders	B	C	C	C	C	B	C	B	B	B	B	C	B	A	A
Objective in the rubric	Envisioning new directions for educational and learning support <ul style="list-style-type: none">Being capable of envisioning leading/advanced educational and learning supportUsing new technologies in educational and learning support	-	-	C	-	-	B	B	C	-	-	C	C	B	A	A

The map shows where each theme corresponds to the levels S, A, B, and C of each objective of the rubric