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Syllabus

RPA

Fundamentals

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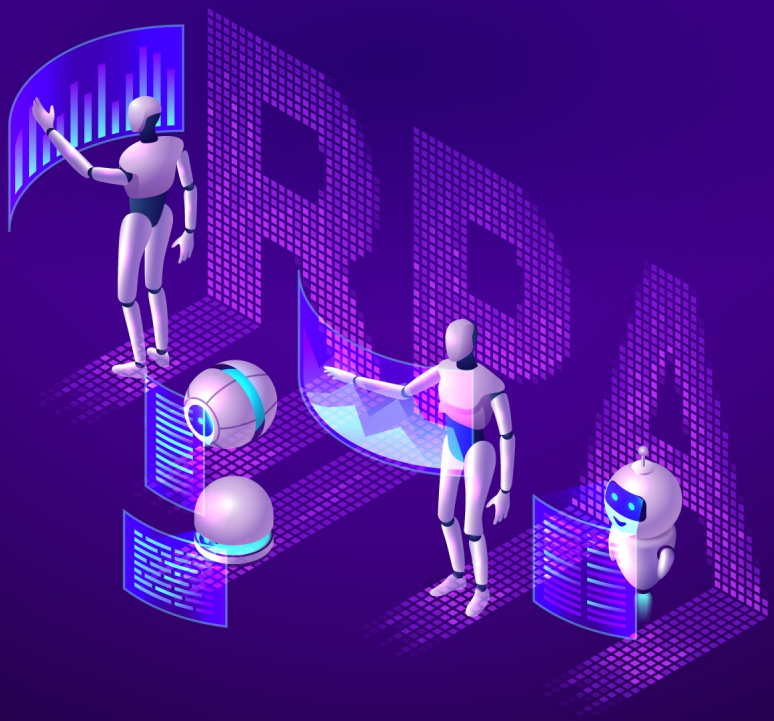

2021

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RPA Fundamentals

Our goal at CertMind is to certify the skills of professionals working in the Technology context. To achieve this, we seek to ensure that professionals demonstrate their skills and knowledge through the application of an International Certification Exam.

Certification category

Main category: Emerging Technologies

Subcategory: RPA Fundamentals

Scope of certification

The purpose of the RPA Fundamentals Certification is to provide the professional with: (1) a practical understanding of the basic concepts and terminology of RPA, (2) the knowledge for the basic design and implementation in UiPath and Automation Anywhere, (3) an overview to plan and execute an RPA project in an organization, considering the possibilities, aspects to evaluate and best practices.

Prerequisites

- Be of legal age, according to the minimum age determined by law (according to the National Identity Card that must be uploaded to the platform).
- Have basic knowledge of reading, writing and basic arithmetic: addition, subtraction, multiplication and division.
- Reading and acceptance of the Code of Ethics available on the platform before taking the certification exam.

Code of Ethics

All certified professionals must know, accept and abide by the Code of Ethics, which is available for consultation on the platform.

Recommendations

- It is highly recommended that the professional attends a formal RPA Fundamentals training of at least 28 hours, segmented into 7 sessions of approximately 4 hours.

Required competencies and job description

In order to ensure that the professional has the minimum competencies and knowledge that can be applied in a real environment, the following topics are addressed in the exam:

Module	Job Description	Required competencies
1. Discover RPA	Understand the concept and usefulness of RPA.	1. What is RPA? 2. Why use RPA? 3. What should be automated? 4. What can be automated? 5. What RPA tools are available? 6. Identify the types of automation 7. Benefits of RPA 8. Limitations of RPA 9. RPA life cycle
2. Select candidates to automate	Evaluate and select suitable candidates for RPA automation.	1. High-level benefit análisis 2. Prioritize RPA candidates 3. Evaluate candidate processes 4. Determine the resources required 5. Feasibility análisis 6. Define metrics 7. Calculate complexity
3. Introduction to UiPath	Understanding the main functions and commands of UiPath.	1. Conociendo UiPath Community Edition 2. About UiPath (Studio, Robot, Orchestrator) 3. Aprender UiPath Studio 4. Task recorder 5. Flowcharts and Sequences 6. Modeling processes with UiPath

Module	Job Description	Required competencies
4. Introduction to Automation Anywhere	Know the main functions and commands of Automation Anywhere.	1. What is AAE Client? 2. Recorders and AA: Smart, Screen y Web Recorder 3. AA Workbench 4. Commands in cycle in AA 5. IF-ELSE command in AA 6. Email commands in AA 7. MetaBots
5. Management of an RPA project	Identify the steps, practices and possibilities for managing an RPA project.	1. Planning 2. Process automation plan 3. Determine savings and costs 4. Calculating ROI 5. Centers of Excellence 6. Roles: Business Analyst, Developer, RPA Solution Architect, RPA Supervisor 7. Following best development practices 8. How to evaluate suppliers? 9. Applying Scrum to RPA 10. Applying Lean and Six Sigma to RPA

Evaluation of competencies

CertMind performs two types of assessment to ensure that the professional has the required competencies:

1. **Multiple choice questions with only one answer:** this evaluation modality consists of theoretical questions of multiple-choice single answer that seek to measure the degree to which the professional has understood the theoretical concepts of the certification.
2. **Case study:** It is structure is similar to that of the questions mentioned in the previous section, the difference being that, instead of asking about a particular concept, it presents a description of a situation that takes place in the real context and that must be analyzed by the professional in such a way that he/she can first identify the problem and then evaluate which of the options presented reflects the best solution to the problem situation.

Competition	Questions (1)	Case study (2)
Understand the concept and usefulness of RPA.	x	x
Evaluate and select suitable candidates for RPA automation.	x	x
Understanding the main functions and commands of UiPath.	x	x
Know the main functions and commands of Automation Anywhere.	x	
Identify the steps, practices and possibilities for managing an RPA project.	x	x

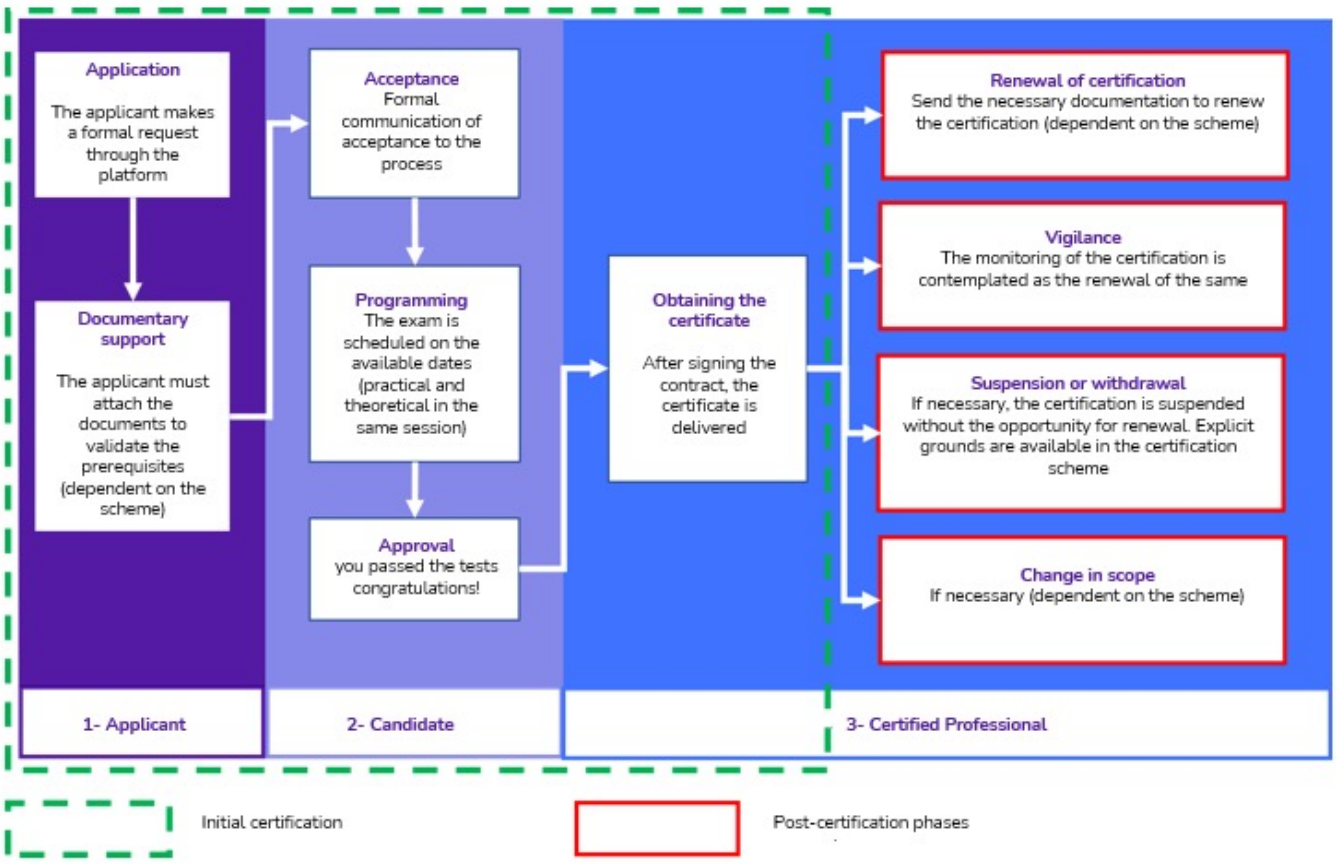
Who should take this exam?

This exam is ideal for individuals or teams interested in learning the fundamentals of organizational process automation through RPA.

Roles such as: technology personnel, process engineers, industrial engineers, operations managers, or project managers and leaders.

Certification process

The following chart shows the general life cycle for obtaining a certification:



Certification process

Each of the phases for obtaining certification for the first time is described below; the phases after obtaining the certificate (red-bordered boxes) will be explained later.

1. **Request for certification:** the applicant submits his or her certification application, on the QuizLab platform or through the partner company (where the applicant has taken his or her training). Once the application is approved, the applicant's profile is created in CertMind.

2. Documentary support: the applicant must attach in the CertMind platform his or her identity document and additionally complete the registration of his or her resume (CV).

3. Verification and acceptance: the platform verifies the applicant's compliance with the prerequisites, once verified, the application is accepted and the applicant becomes a candidate for the certification process.

4. Programming: the call for the presentation of the exam is made, directly on the platform or through its representative. The format of the exam is explained below:

- **Type:** 40-question, multiple-choice, single-answer online exam.
- **Duration:** 60 minutes.
- **Minimum passing grade:** 28/40 or 70%.
- **Additional time:** If the professional does not take the exam in his/her native language, he/she will have an additional 15 minutes and is also allowed to use a dictionary.
- **Supervision:** CertMind monitors the tests to ensure that they are performed correctly and transparently through the Invigilator Program (also known as "Proctor"). To learn more about this surveillance mechanism, please visit the following website www.certmind.org
- **Open book:** No.
- **Modality:** Available online only on the CertMind platform.
- **Validity :** 3 Years.
- **Others:** All applicants are required to read and accept the company's code of ethics and terms and conditions.

Levels of Difficulty: Bloom's Taxonomy

Bloom's Taxonomy is a theory known in the educational sector because many teachers consider it suitable for evaluating the cognitive level acquired in a subject. The objective of this theory is that after a learning process, the learner acquires new skills and knowledge. The following table presents a description of the categories of Bloom's taxonomy present in the certification exam, as well as a description of in the certification exam, as well as the percentage of each type of question in the exam.

Module	Level 1	Level 2	Level 3
Description	**Knowledge. It can comprise remembering a wide range of elements, from specific data to complete theory. But all that is needed is to bring to mind the appropriate information.**	**Compression. This can be demonstrated by passing, or translating, material from one form to another (words to numbers), interpreting the material (explaining or summarizing), and estimating future trends (predicting consequences or effects).**	**Application. Refers to the ability or capacity to use the material learned in concrete, new situations.**
Percentage of questions present in the exam	68%	22%	10%

Note: For more information on the monitoring system visit our web site https://certmind.org.

5. Obtaining the certificate: once the exam is passed and the terms and conditions contract is accepted, the certification is delivered.

Renewal, surveillance and withdrawal of certification

This phase occurs after the professional has obtained his or her certification. Renewal refers to the reissuance of the certification once its validity has come to an end. Surveillance refers to CertMind's supervision of the professional's performance during the period between certification and recertification to ensure compliance with the stipulations of this certification scheme. The activities that the certified professional must perform in order to obtain recertification are described below:

1. Application for recertification: before the certification becomes invalid, the certified professional submits his or her recertification application on the QuizLab platform. In case the certification loses its validity, the professional must go through the certification process again.

2. Registration of PUC's: the certified professional is required to register 15 PUC's every 3 years for certification renewal.

For more information about the Professional Update Credits (PUC) system visit our website https://certmind.org. The certified professional must attach the supports that accredit the PUC's in the CertMind platform.

3. Validation of documentation: the platform verifies compliance with the PUC's of the certified professional, once verified, the recertification application is accepted.

4. Obtaining recertification: Once the documents have been validated, the new certification is delivered.

Criteria for suspension or withdrawal of certification

Certification will be withdrawn from the professional in the following cases:

1. Failure to comply with the code of ethics.
2. Failure to comply with the requirements of the scheme.
3. Unsatisfactory results of the surveillance process.
4. Inability to continuously meet the competency requirements of the scheme.

Changes to the certification scheme

The RPA Fundamentals certification scheme does not contemplate changes in scope as there are currently no extensions or reductions in scope or level of certification.

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