



Co-funded by the
Erasmus+ Programme
of the European Union



INTELLECTUAL OUTPUT Nº 1

**Study and analysis on the professional families and qualifications
existing in Europe to adapt the Transversal-Competence**



PROYECTO / PROJECT nº: 2015-1-ES01-KA202-16167

RURALITY: Recognition and validation of a cross competence in rural community development



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1. SPAIN

The National Institute of Qualifications (from now on, INCUAL) was created by Royal Decree 375/1999, of 5th of March, assigned to the Ministry of Education and with organic dependency of the Main directorate of Professional Training and functional dependency of the General Council of Professional Training, as its organ of support to reach the goals of the National Qualifications System and Professional Training.

The competences of INCUAL are, among others, the development, elaboration and update of the National Catalogue of Professional Qualifications and the elaboration of the necessary instruments of support for the evaluation and certification of the professional competences acquired through the labor experience and non-formal methods of training.

The **National System of Qualifications and Professional Training (NSQPT)** is a set of instruments and actions necessary to promote and to develop the integration of the professional training offers, by means of the National Catalogue of Professional Qualifications. Also, it looks to promote and to develop the evaluation and certification of the corresponding professional competences, so that the professional and social development is favored and the necessities of the productive system are covered.

Their basic principles are the following ones:

- The personal development in the exercise of the right to work and the free election of a profession or activity.
- The satisfaction of the necessities of the productive system and employment throughout life.
- The access, in equal conditions, of all citizens to the different modalities of professional training.
- The participation and cooperation of social agents with public powers.
- The adjustment of the training and the qualifications to the European Union criteria.
- The participation and cooperation between the different Public Administrations.
- The promotion of the economic development paying attention to the different necessities that the productive system presents in each region.

In the development of the National System of Qualifications and Professional Training the important collaboration is promoted between Social Agents and the Public Administrations, the universities, the Chambers of Commerce and the training organizations.

In order to identify and to update the qualification necessities, as well as for its definition and the one of the required training, collaboration and consulting procedures will be established with the different productive sectors and the social interlocutors.

Purposes:

- To enable the workers for the professional exercise.
- To promote a quality training offer.
- To provide information and direction on professional training and qualifications for employment.
- To favor the entrepreneurial spirit by means of the incorporation of the offer of training actions that enables the performance of business activities and on one's own account.
- To evaluate and to certify the professional qualification officially, whatever the form to acquire it.
- To favor the public and private investment in the qualification of workers and to take advantage of the resources dedicated to professional training.

Instruments and Actions:

- The National Catalogue of Professional Qualifications, of modular structure, includes the contents of the professional training associated to each qualification.
- A procedure of recognition, evaluation, accreditation and registry of the professional qualifications.
- The information and direction in the matter of professional training and employment.
- The evaluation and improvement of the quality of the National System of Qualifications and Professional Training, to provide the best information about its function and its adjustment to the individual training necessities and those of the productive system.

The National Catalogue of Professional Qualifications (NCPQ):

The National Catalogue of Professional Qualification (NCPQ) is the instrument of the National System of the Qualifications and Professional Training (SNCFP) who orders the professional qualifications capable of recognition and accreditation, identified in the productive system based on the appropriate competences for the professional exercise.

It includes the more significant professional qualifications of the Spanish productive system, organized in professional families and levels. It constitutes the base to elaborate the training offer of the titles and certificates of professionalism.

The NCPQ includes the content of the associated professional training to each qualification, in agreement with a structure of articulated training modules.

The National Institute of Qualifications is in charge of defining, elaborating and maintaining updated the NCPQ and the corresponding Modular Catalogue of Professional Training.



Aims and functions:

- To adapt the professional training to the requirements of the productive system.
- To integrate the offers of professional training. From this Catalogue the Occupational Professional Training and the Regulated Professional Training is designed, reason why it serves as common frame for both training systems.
- To exert as a reference for the evaluation and the recognition of the competences acquired by informal and non-formal paths.
- To promote the training throughout life.
- To elevate the quality of the professional training as a whole, satisfying the necessities with the users to elevate the social demand of this type of training.
- To transparent the labor market, so that the adjustment between work offer and work demand is facilitated.
- To foment a better qualification of the active population, by means of the permanent training throughout life, both premises of the SNCFP.
- To improve the professional information and orientation.
- To enhance the quality and evaluation of the SNCFP.

The Catalogue is organized in professional families and levels. Thus, 26 professional families have been defined – attending to criteria of affinity of the professional competence of the occupations and jobs detected and five levels of qualification, according to the degree of knowledge, initiative, autonomy and responsibility necessary to make this labor activity.

Project RURALITY tries to incorporate a new cross-sectional competence “Communitarian Rural Development Horizonte2020” in 7 of those 26 professional families, including only the levels of qualification 2 and 3:

Level 2: Competence in certain activities that can be executed with autonomy. Capacity to use instruments and own techniques. Knowledge of technical and scientific foundations of the activity of the process.

Level 3: Competence in activities that require control of techniques and are executed with autonomy. Responsibility of supervision of technical and specialized work. Understanding of the technical and scientific foundations of the activities and the process.

This cross-sectional competence consists of a training module that includes the following contents:

1. Rural communitarian development.
2. The new PAC and the rural development.
3. New niche of employment and rural entrepreneurship.
4. Horizonte2020: I+D+i as a source of employment and opportunity in rural areas.
5. Ecotourism in natural spaces: Natura 2000 Network, Reserves of the Biosphere and Natural Parks.

AGRARIAN PROFESSIONAL FAMILY

LEVEL 2

1. Professional qualification: Organic agriculture

General competence: to conduct the operations of implantation, maintenance, production and harvesting of cultures in an organic agricultural operation, applying to criteria of quality, sustainability and profitability, fulfilling the legislation of organic agriculture, quality control and prevention of labor risks.

Competence units:

- To prepare the land and to implant cultures in organic farms.
- To handle the land/soil and to make the cultural workings and harvesting in organic farms.
- To handle tractors and to construct agrarian facilities, making its maintenance.
- To control and to handle the sanitary state of the agro-ecosystem.

Professional field: who develops its professional activity in public or private companies, as much as on his own account, dedicated to organic culture.

Productive sectors: located within the agrarian sector in the following productive activities: Organic fruit farms. Organic vegetable farms. Organic herbaceous farms. Production companies of plants for organic gardening. Investigation and experimentation institutions in organic agriculture. Companies that give services to organic agriculture. Nurseries and school gardens. Organic product certification Companies. Farm schools. Nature classes.

Occupations and relevant jobs:

- Qualified worker for other people in organic farming.
- Qualified worker by own account in organic farming.

Training Modules:

- Terrain preparation and implantation of cultures in organic farms.
- Handling of the soil, operations of culture and harvesting in organic farms.
- Mechanization and agrarian facilities.
- Prevention and handling of the land-ecosystem's health.

2. Professional qualification: Organic cattle ranch

General competition: To conduct the operations of cattle handling in organic farms, of organic animal production and/or animal products, as well as the operations of implementation, advantage, maintenance and harvesting of herbaceous cultures and grass, in an ecological cattle operation, applying to criteria of quality, sustainability and

profitability, fulfilling the norm of ecological production, quality control and prevention of applicable labor risks.

Competence Units:

- To prepare the land and to implant grass and herbaceous cultures in organic cattle farms.
- To make the herbaceous workings of production and harvesting of grass and cultures for feeding in organic cattle ranch.
- To build and maintain the facilities, machinery and equipment of the cattle ranch.
- To conduct operations of rational handling of cattle in organic farms.
- To raise animals and organic animal products.

Professional field: Develops there professional activity in the department of production in the area of organic cattle raising, dedicated to animal production or organic animal products in public or private organizations, in big, medium and small companies, as much as self-employed or employed by others, regardless of their legal form. Develops there activity depending if there is or isn't a superior supervisor. Who may be in charge of personnel sometimes, on and off or on a regular basis. In the development of the professional activity the principles of universal accessibility are applied in agreement with the applicable norm.

Productive sectors: It is located in the farming sector, within the subsector of organic cattle ranch in the following productive activities: Organic cattle farms. Companies who pay services to organic cattle ranches. Institutions of investigation and experimentation in organic cattle production. Nature Classes. School farms. Organic product certification companies.

Occupations and relevant jobs: in terms of the relation of occupations and jobs are used with a generic and all-embracing character of women and men:

- Qualified workers in organic cattle ranches.
- Qualified workers of agriculture and cattle farming.
- Qualified workers of cattle ranches.

Training modules:

- Terrain preparation and implantation of grass and herbaceous cultures.
- Organic work production and harvesting of grass and herbaceous cultures.
- Facilities, machinery and equipment of cattle farms.
- Organic animal raising and animal products.

LEVEL 3

1. Professional qualification: Management of reforestation and forestry.

General competence: To program and to organize the necessary activities for the reforestation, the hydrological and forest correction and the accomplishment of reforestation treatments, to conduct topographic operations in agriculture work, gardening and wilderness, as well as to coordinate the human resources and available materials fulfilling the norm applicable of prevention of labor risks and respecting natural areas.

Competence units:

- To conduct topographic operations in agriculture work, gardening and wilderness.
- To manage the operations of reforestation and hydrology and forest correction.
- To manage the forest product treatments.
- To manage the logging machinery, equipment and facilities.

Professional field: Develops there professional activity in the department of logging production dedicated to forestation and reforestation, the hydrology and forest correction, the accomplishment of treatments and the protection and defense of forest masses in public or private organizations, in big, medium and small companies, as much as self-employed or employed by others. Develops there activity depending if there is or isn't a superior supervisor. Who may be in charge of personnel sometimes, on and off or on a regular basis. In the development of the professional activity the principles of universal accessibility are applied in agreement with the applicable norm.

Productive sectors: It is located in the agrarian sector, within the forest subsector, in the following productive activities: reforestation companies, hydrological and forest correction companies, forest product treatments and that work in construction and maintenance of forest roads.

Occupations and relevant jobs: in terms of the relation of occupations and jobs are used with a generic and all-embracing character of women and men:

- Companies in charge of reforestation.
- Companies in charge of hydrological and forest work corrections.
- Companies in charge of fighting against forest plagues and diseases.
- Topography practices.
- Forest and of natural areas technicians.
- Qualified workers in forest activities and natural areas.
- Forest managers or foremen.
- Hunting activities workers.
- Urban parks conservation, historical and botanical garden workers.
- Companies in charge of forestry treatments.



Training modules:

- Topographic operations in agriculture, gardening and mountain work..
- Reforestation and hydrological-forest correction management.
- Management of forestry treatments.
- Management of machinery, equipment and facilities of logging..

2. Professional qualification: Agriculture production management.

General competence: To manage the production of an agricultural company, programming and organizing the available material and human resources and the necessary work applying criteria of economic profitability and fulfilling the environmental norm, of quality control, food safety and prevention of labor risks.

Competence units:

- To manage the operations of harvesting and agricultural product conservation.
- To manage the machinery, equipment and facilities of agricultural farms.
- To program and to organize the cultivation operations.
- To manage the workings of terrain preparation and implantation of cultures.

Professional field: Develops there professional activity in the area of management of the agricultural production of big, medium and small public or private companies, as much as self-employed or employed by others. They are able to organize, to control and to make plague treatments according to the activity regulated by the effective norm.

Productive sectors: Located in the agrarian sector, within the agricultural subsector in the following productive activities:

- Commercial agricultural farms.
- Agricultural investigation and experimentation Institutions.
- Agrarian companies of supplies and services.

Occupations and relevant jobs:

- Agriculture manager or foreman.
- Manager of agricultural production, by own account or working for others.
- Person in charge of Agricultural warehouse.
- Person in charge of soil treatment equipment.

Training modules:

- Programming and control of harvesting and agricultural product conservation.
- Management of the machinery, equipment and facilities of agriculture farms.
- Organization and control of culture operations.
- Management of terrain preparation and implantation of cultures.



3. Professional qualification: Management of forest exploitations.

General competence: To organize and to supervise the necessary activities for the exploitation of forest products, managing the available material and human resources, applying quality criteria, economic profitability and sustainability of natural areas, diminishing the impact on the environment and respecting the effective norm, especially the one of the environment and the prevention of labor risks.

Competence units:

- To organize and supervise to the operations of inventory and pursuit of the natural habitat.
- To manage the logging machinery, equipment and facilities.
- To manage the non wooden forest products.
- To manage the lumber forest products.

Professional field: Develops there professional activity in large, medium and small companies, public or private, on their own account or on the account of others, dedicated to the forest uses, according to the established planning, following, in their case, instructions of the person in charge of the production and being able to be in charge of other workers.

Productive sectors: Located in the agrarian sector, within the forest subsector, in the following developed productive activities in:

- Loggings.
- Forestry Companies.

Occupations and relevant jobs: The terms of the following relation of occupations and jobs are used with generic and all-embracing character of women and men:

- Forest manager or foremen.
- Manager of forest use companies.

Training modules:

- Inventory and pursuit of the natural habitat.
- Management of the logging machinery, equipment and facilities.
- Management of the non wooden forest products.
- Management of the lumber forest products.

4. Professional qualification: Management of the animal hunting production.

General competence: To organize and supervise the production of hoofed animals, birds, rabbits and hares intended for hunting, as well as the facilities, machinery, material and equipment of the cattle production, managing the available human resources, applying quality criteria, economic profitability and animal well-being and respecting the effective norm, including the environmental one and the prevention of labor risks.

Competence units:

- To manage the production of hoofed animals for hunting.
- To manage the facilities, machinery, material and equipment of the cattle production.
- To manage the production of rabbits and hares for hunting.
- To manage the production of birds for hunting.

Professional field: Develops their professional activity in large, medium and small companies, public and private, on their own account or on the account of others, dedicated to the animal hunting production, according to the established plans, following, in their case, instructions of the person in charge of the production and also being able to be in charge of other workers.

Productive sectors: Located in the agrarian sector, in the scope of the animal hunting production (hoofed animals, birds, rabbits and hares), in the productive activities developed in:

- Public administration: public hunting areas and wild fauna recovery centers.
- Hunting facilities.
- Cattle ranches.
- Service companies of repopulation of hunting grounds and hunting property.
- Hunting grounds.

Occupations and relevant jobs:

- Manager or foremen of cattle ranches, in general.
- Manager or foremen of hunting facilities.
- In charge of hunting productions or that may lodge hunting species in institutions of investigation and experimentation.
- In charge of hunting productions in nature classes, school farms, zoos or other facilities that lodge and raise hunting species.
- In charge of facilities, machinery, material and equipment of cattle ranches.
- Person in charge of production in unions or other hunting societies.
- Person in charge in service companies of related to the hunting production.

Training modules:

- Management of the production of hoofed animals for hunting.
- Management of the facilities, machinery, material and equipment of cattle ranches.
- Management of rabbits and hares population for hunting.
- Management of bird population for hunting.

5. Professional qualification: Management of the cattle raising.

General competence: To manage the cattle production, programming and organizing the available material and human resources and the necessary works, applying criteria of economic profitability and fulfilling the environmental norm, of quality control, animal health and well-being, food safety and prevention of labor risks.

Competence units:

- To manage the processes of new animal raising, reproducers and youngsters, and milk.
- To manage the facilities, machinery, material and equipment of the cattle ranch.
- To manage the processes of birds and eggs production.
- To manage the processes of new animal raising production and bait.

Professional field: Develops there professional activity in the area of cattle production of large, medium and small companies, public or private, on their own account or on the account of others, following, in their case, instructions of the person in charge of the production and being able to be in charge of workers.

Productive sectors: Located in the agrarian sector, in the following productive activities:

- Cattle operations of any kind.
- Institutions of investigation and experimentation in cattle production.
- Service Companies to cattle ranches.

Occupations and relevant jobs:

- Manager or foremen of cattle ranch, in general.
- Person in charge of the production in unions, transformation agrarian societies or other associations of cattle dealers.
- Person in charge of the production in ranches or cattle companies.
- con la producción ganadera.
- Person in charge of artificial insemination in cattle ranches or centers of semen collection.
- In charge of machines and cattle equipment.

Training modules:

- Management of the processes of young animal raising, reproducers and youngsters, and milk.
- Management of the facilities, machinery and equipment of the cattle ranches.
- Management of the production of birds and eggs.
- Management of the processes of bait and young animal production.

6. Professional qualification: Management of the hunting-fishing uses.

General competition: To program, organize and supervise the inventory and repopulation of animal and vegetable species of the natural habitat and to work on the improvement of the habitat of continental hunting and fishing species, legally controlling the populations of predators, managing the available material and human resources, applying quality criteria and economic profitability, and respecting the effective norm, including the environmental one and prevention of labor risks.

Competence units:

- To manage the work resulting from the planning and pursuit of the continental fishing habitat.
- To manage the work resulting from the planning of the habitat of hunting species.
- To organize and to supervise the operations of inventory and pursuit of the natural habitat.
- To control the populations of predators of the continental hunting and fishing species.
- To manage the hunting species repopulation.

Professional field: Develops there professional activity in companies of any size, public and private, on their own account or on the account of others, dedicated to the management of the continental fishing habitat and the hunting species, as well as to the management of hunting and fishing boundaries, repopulation, legal control of predators, organization and support work as well as hunting/fishing guides of this type of activities, according to the established planes, following in their case, instructions of the person in charge of the production and being able to be in charge of other workers.

Productive sectors: Located in the agrarian sector, within the forest subsector and in the scope of the hunting-fishing management, in the productive activities developed in:

- Public administration in this sector.
- Companies dedicated to the inventory, planning and management of the natural habitat.
- Companies dedicated to the management of fish and crab populations, repopulations and adjustment and maintenance of the continental fishing habitat.



- Companies dedicated to the management of hunting boundaries, hunting repopulation and to the adjustment and preparation of hunting space, “key in hand”, for these aims.
- Companies dedicated to the control of the physical-chemical and biological quality of waters and accomplishment of censuses and pursuit of the continental fish populations.
- Companies related to forestry and other forest activities.
- Service Companies of forestry support.
- Animal hunting and capture and related services.
- Predator control Companies.
- Fishing and aquaculture.
- Construction companies of infrastructures for the organization of the management of the continental fishing habitat or the hunting species.
- Concessionary companies of hydroelectric uses.
- Companies that work in nature tourism.
- Botanical gardens, zoo parks and natural reserves.
- Universities, institutes and other organizations related to the investigation and experimentation in this sector.

Occupations and relevant jobs:

- Person in charge or foremen of activities of technical attendance for the inventory, planning and pursuit of the continental fishing habitat and habitat of hunting species.
- Person in charge or foremen of hunting animals, fish and crab repopulation.
- Person in charge or foremen of adjustment work of the continental fishing habitat and the hunting species.
- Person in charge of a natural park, administration of a hunting reserve, public boundary, among others, from the administration as well as university and investigation centers.
- Specialized Worker in activities of legal control of predators or invading species.
- Coordinator of rural monitoring works.
- Person in charge of hunting-fishing tourism companies.

Training modules:

- Management of the works on the continental fishing habitat.
- Management of the works on the habitat of the hunting species.
- Inventory and pursuit of the natural habitat.
- Control of the predator populations of the continental fishing and hunting species.
- Management of the logging machinery, equipment and facilities.
- Management of the hunting species repopulation.

7. Professional qualification: Management of the production and harvesting of mushrooms and truffles.

General competition: To organize, to supervise and, in their case, to conduct the operations of production of mushrooms, truffles and quality infected plants, as well as the identification and harvesting of fungi, managing the available material and human resources, applying to criteria of quality and economic profitability, and respecting the effective applicable norm, including the environmental one and of prevention of labor risks.

Competence units:

- To manage the intensive culture of saprophytic mushrooms.
- To manage the operations of quality infections and production of mycorrhized plants.
- To manage the extensive culture of saprophytic and mycorrhized fungi.
- To manage the harvesting of mushrooms and truffles.
- To manage the machinery, equipment and facilities of the agricultural farm.

Professional field: Develops there professional activity in the area of production of companies, public and private, on their own account or on others account, dedicated to the production of mushrooms and truffles, mycorrhized plants and harvesting of fungi, following, in their case, instructions of the person in charge of the production, and being able to be in charge of other workers.

Productive sectors: Located in the agrarian sector, within the subsectors agricultural and forest, in the following productive activities:

- Producing mushroom and truffle companies.
- Commercializing mushroom and truffle companies..
- Companies or breeding producers of mycorrhized plants.
- Companies producers of mycelium.
- Transformation companies of mushrooms and truffles.
- Producing and comercializing companies of products used in culture of saprophytic and mycorrhizal fungi.
- Mycological interpretation centers, mycological museums and companies that work in environmental education.
- Public or private organizations related to activities of rural tourism.
- Universities, institutes and other public or private organizations related to the investigation and experimentation in this sector.

Occupations and relevant jobs:

- Person in charge of mushroom and truffle culture.
- Person in charge of production of mycorrhizal plants.
- Person in charge of harvesting of mushrooms and truffles.
- Person in charge of mycological uses.

Training Modules:

- Management of the intensive culture of saprophytic mushrooms.
- Management of the mycorrhization operations and production of mycorrhized plants.
- Management of the extensive culture of saprophytic and mycorrhized fungi.
- Management of the harvesting of mushrooms and truffles.
- Management of the machinery, equipment and facilities of the agricultural farm.

HOSTELRY AND TOURISM PROFESIONAL FAMILY

LEVEL 2

1. Professional qualification: Rural lodging

General competence: To manage and to commercialize rural lodgings, so that the established economic and quality objectives are obtained, basic services of lodging, restoration and information are provided making sure the good state of the facilities, respecting the norms of safety and hygiene practices and environmental protection.

Competence units:

- To act under norms of security, hygiene and environmental protection in hostelry.
- To manage and to do reception services in own lodgings in rural and/or natural surroundings.
- To assure the maintenance and use conditions of spaces, facilities and dowry in rural lodgings.
- To prepare and to serve breakfasts, simple food menus and relevant dishes of the area.
- To manage and to commercialize own services of the rural lodging.

Professional field: Develops there activity in tourist lodgings located in rural surroundings, like houses or apartments, rural shelters and hotels, or other establishments of similar nature, as a proprietor who manages, serves or assures its benefit, or as a qualified employee who does his job under the dependency of the corresponding hierarchic superior or proprietor.

Productive sectors: This qualification is located in the sector of hostelry and, specially, in the subsector of tourist lodging in rural areas, although also it can be located in sectors such as education or social services, in which frame certain types of non tourist rural lodgings are included.

Occupations and relevant jobs:

- Manager of rural lodgings.

- Rural hostelry employee.

Training Modules:

- Security, hygiene and environmental protection in hostelry.
- Reception and attention to the client in own lodgings of rural and/or natural surroundings.
- Maintenance and cleaning in rural lodgings.
- Restoration in lodgings located in rural and/or natural surroundings.
- Management and commercialization of rural lodgings.

LEVEL 3

1. Professional qualification: Local touristic promotion and information to the visitor.

General competence: To promote and to commercialize local tourist destinations, managing tourist information services and participating in the creation, commercialization and tourist management of products and services of the local surroundings, using, in necessary case, the English language.

Competence units:

- To manage touristic information and distribution units.
- To communicate in English, with an independent user level in the tourist activities.
- To create, promote and manage local services and touristic products.
- To manage tourist information.

Professional field: Develops their activity, fundamentally, in public or public-private entities whose purpose is the tourism planning and territorial development. They exert their functions like personnel of contact with the service users or in supervised management positions, depending on the size and complexity of the structure which they form part, or that may work for a private company.

Productive sectors: Develops there activity, fundamentally, in visitor centers, municipal offices of tourism information, offices of congresses, patronages, partnerships or any other public, local or autonomic entities. In their professional scope they pay quick information and advising, collaborate in activities of planning, tourist product creation and promotion and manage units of tourist information and distribution.

Occupations and relevant jobs:

- Tourism promoter.
- Tourism informer.
- Office manager of tourism information.
- Agent of local tourism development.

- Company technician of tourism consultancy.
- Company quality coordinator and tourism services organizations.

Training modules:

- Management of tourism information and distribution units.
- Professional English speaking for tourism.
- Local products and tourist services.
- Tourist information.

INDUSTRY FOOD PROFESIONAL FAMILY

LEVEL 3

1. Professional qualification: Milk and lactic industries.

General competence: To manage a unit or section in the milk industry, programming, preparing and supervising the material and human resources, as well as the work necessary to reach the objectives fixed to the production plans, food safety, quality and environmental protection.

Competence units:

- To manage the supplies, the warehouse and the expeditions in the food industry and to create support activities to the commercialization.
- To program and to manage the production in the food industry.
- To cooperate in the implantation and development of the quality plan and environmental management in the food industry.
- To develop the processes and to determine the operative procedures for the elaboration of milk for consumption and milk products.
- To control the milk product and consumption milk elaboration and its automatic systems of production.
- To apply techniques of analytical and sensorial control of the process of milk products and consumption milk elaboration.

Professional field: Develops there professional activity in the production area, product development and services and organization of the food industry, in relation to the quality department and equipment maintenance, dedicated to the elaboration of consumption milk in its diverse presentations and milk products in general, private organizations, large or medium companies, working for others. Develops there activity depending, in each case, of a superior or not. Who may be in charge of personnel sometimes, on and off or on a regular basis. In the development of the professional activity the principles of universal accessibility according to the applicable norm is applied.

Productive sectors: Located in the productive sector of production of milk, yogurts, fermented milk and similar, normal, enriched or special consumption milk, powder milk, concentrated and others, butters, ice creams and similar, cheeses.

Occupations and relevant jobs:

- Person in charge of supplies.
- Person in charge of production.
- Production line chiefs or head of plant in the milk industries.
- Managers of small cheese industries.
- Collaborator of the inspector-auditor of quality and environmental control.
- Quality control technicians in food industries.
- Técnicos de laboratorio de industrias alimentarias.
- Person in charge of nourishing industries.
- People in charge of quality.

Training Modules:

- Management of the warehouse and commercialization in the food industry.
- Organization of a unit of food production.
- Management of the quality and environment in food industry.
- Processes in the milk products and consumption milk industry.
- Milk products and consumption milk elaboration.

SAFETY AND ENVIRONMENT PROFESSIONAL FAMILY

LEVEL 2

1. Professional qualification: Rural and Marine Watcher

General Competence: Monitor and protect property ownership and rights in rural and marine environment, avoiding the criminal acts or offenses being committed and enforcing regulations.

Competence units:

- Monitor and enforce hunting regulations and conservation of species.
- Avoid committing damage to agricultural land and the environment.
- Monitor and enforce fishing regulations, aquaculture conservation areas and fish species and the protection of industrial establishments and / or commercial aquaculture.

Professional field: It operates in rural and marine environment monitoring and protecting property and rights, framed or not in security companies.



Productive sectors: Rural properties, agricultural fields, livestock and forestry with their own land. Hunting properties, fishing establishments-maritime coastal areas, aquifers and fishing preserves areas, rural recreation facilities and enclosed spaces to display species.

Occupations and relevant jobs:

- Particular field Watcher.
- Hunting watcher.
- Marine fishery watcher

Training modules:

- Monitoring and protection of hunting activities.
- Monitoring and protection of rural and maritime property.
- Monitoring and protection of fish farming activities.

LEVEL 3

1. Professional qualification: Control and protection of natural environment.

General competence: Managing natural environment by controlling and monitoring of natural areas, and the use, restoration, maintenance, management and protection of natural resources, in compliance with the regulations in prevention of occupational risks and applicable regulations.

Competence units:

- Control and monitor natural areas and its public use.
- Check the exploitation of forest and mineral resources.
- Control the use of hunting and fishing resources.
- To monitor and assist in restoration operations, maintenance, management and protection of natural resources.

Professional field: Development of professional activity in management services of natural spaces, in control activities field and protection of the natural environment and the environment in the areas of control and surveillance of natural areas, and use, restoration, maintenance, management and protection of natural resources. Professional activity is carried out autonomously as contracted, in the public area, whether the General Administration of the State, regional or local governments, and the private sector, with private clients and large, medium and small businesses. His professional

activity is subject to regulation by the competent authority. In the development of professional activity universal accessibility principles apply in accordance with applicable regulations.

Productive sectors: Located in the service sector management of natural areas, in the subsectors related to the control and protection of natural, forestry and agricultural environment.

Occupations and relevant jobs:

- Forestry or similar agents.
- Foresters and / or forestry agents
- Control of natural spaces technicians.
- Environmental or similar agents.

Training modules:

- Activities for public use and protection of the natural environment.
- Control and monitoring of the exploitation of natural resources.
- Control and monitoring of the use of hunting and fishing resources.
- Control and monitoring of restoration, maintenance, management and protection of natural spaces.

2. Professional qualifications: Environmental management.

General competence: Elaborate documentation, perform commissioning, maintenance and propose actions to improve the environmental management system (EMS) approved by the organization.

Competence units:

- Manage regulatory documentation Environmental Management System of the organization.
- Assess environmental risks for the prevention of accidents.
- Run the implementation and maintenance of Environmental Management System.
- Document the environmental aspects of the organization.

Professional field: Develops his career in public and/or private, third sector, universities and research centers. It depends hierarchically and functionally of the superior responsible. Collaborates with the other departments heads.



Productive sectors: Located in all productive sectors.

Occupations and relevant jobs:

- Coordinator of environmental management systems.
- Scheduler environmental activities.
- Environmental Documentalist.
- Technical environmental management.

Training modules:

- Regulations and internal environmental management policy of the organization.
- Prevention of environmental risks.
- Environmental management systems.
- Environmental aspects of the organization.



PHYSICAL ACTIVITY AND SPORTS PROFESSIONAL FAMILY

LEVEL 2

1. Professional qualification: Guide for itineraries in low and medium mountain.

General competence: To determine itineraries and guide users by field of low and medium mountain using existing techniques and climbing materials, mountain climbing or skiing, in safety and respect for the environment, adapting to users, achieving satisfaction, quality service and expected cost limits.

Competence units:

- Identify and organize itineraries for low and medium mountain.
- Attend as first responder in case of accident or emergency situation.
- To guide and boost people for low and medium routes and snowy mountain terrain of Nordic type.
- Proceed effectively and safely by land low and medium mountain and snowy terrain of Nordic type.

Professional field: Exercise your activity in the field of sports and recreational activities in nature and active, sports or adventure tourism in the areas of programming, organization, development, monitoring and evaluation itinerary for low and medium mountain for all user. Professional activity is carried out autonomously as contracted, in the public arena, whether general, regional or local governments, and the private sector, in large and small businesses:

- Companies active, adventure sports or leisure.
- Tourism businesses: hotels, campsites, hostels, cottages. Travel agency.
- Ski resorts with complementary activities offering off-season.
- Shelters and mountain lodges.
- Schools and service companies' extracurricular activities.
- Holiday camps, farms, schools, camps.
- Sports federations and sports and social clubs.
- Companies guides.
- Business management of natural parks.
- Business services human resources training.
- Private clients.

Productive sectors: Sports, entertainment and leisure. Tourism.

Occupations and relevant jobs: Guide hiking, mountaineering for low and medium mountain, crossing low and medium mountain, snow shoeing routes Nordic type.

Training modules:

- Itineraries low and medium mountain.
- First aid
- Driving itineraries people for low and medium mountain.
- Techniques progression in low and medium mountain.

ENERGY AND WATER PROFESSIONAL FAMILY

LEVEL 3

1. Professional Qualification: Managing water use efficiency.

General competence: Collaborate in the management of integrated water cycle promoting its efficient use, and develop project autonomous catchment facilities, water treatment, supply, sanitation and water purification, organizing and controlling assembly and maintenance, to achieve the best yields system, including its energy efficiency and its use through reuse techniques, applying the criteria of quality, meeting plans prevention of occupational and environmental risks of the company and current regulations.

Competence units:

- Perform diagnostics and proposals for energy optimization of water networks and facilities.
- Develop water facilities projects on a small scale.
- Perform diagnostics and proposals for improvement of water facilities and networks.
- Manage the efficient use of water in buildings.
- To promote the efficient use of water.
- To organize and supervise the assembly and maintenance of water facilities on a small scale.

Professional field: He develops his professional activity, both self-employed basis, in companies or organizations of any size, public and private, linked to integrated water cycle, and engaged on the promotion, inspection, assembly, maintenance and use of facilities catchment, drinking water, supply-distribution and purification of water, depending, where applicable, functional and hierarchically superior, and you may also have lower-level staff position.

Productive sectors: Located in the sector of water supply, sanitation activities, waste management and decontamination in the sub-collection, purification and distribution of water and collection and treatment of wastewater.

Occupations and relevant jobs:

- Technical management of water use efficiency.
- Technical water distribution systems.
- Delineate designer of autonomous water facilities.
- Charge autonomous assembly and maintenance of water facilities.
- Promoting the efficient use of water.

Training modules:

- Performing Diagnostics and proposals for energy optimization of water networks and facilities.
- Development of projects of water facilities on a small scale.
- Making the diagnosis and proposals for improvement of water facilities and networks.
- Efficient use of water in buildings.
- Promoting efficient use of water.
- Organization and supervision of installation and maintenance of water facilities on a small scale.

SERVICES AND SOCIOCULTURAL COMMUNITY PROFESSIONAL FAMILY**LEVEL 3****1. Professional qualifications: Community Revitalization**

General competence: Programming, organizing, supporting and evaluating community development activities in collaboration with the intervention team, institutions and social partners in the articulation of community processes that promote citizen participation and active involvement.

Competence units:

- Establish and maintain relationship with agents and key community: population, technicians and administrations, streamlining the interaction between them.
- To promote citizen participation in community projects and resources.
- Streamlining the planning, development and evaluation of interventions and community projects and citizen participation held between the different agents that make up a community or a territorial area.
- Intervene, support and assist in the creation and development of associations.
- Establish communication strategies and dissemination of different projects and community activities.
- Apply processes and mediation techniques in managing conflicts between community workers.

- Incorporate gender perspective into social intervention projects.

Professional field: He develops his professional activity in the area of community services, in the department of implementation of programs and projects of socio-cultural, socio-communitarian and/or citizen participation in entities public or private nature, size businesses small, medium or micro both self-employed basis, regardless of their legal form and/or non-profit organization. It operates depending, where applicable, functional and/or hierarchically superior. You can have your staff sometimes seasonally or stably. In the development of professional activity universal accessibility principles apply in accordance with applicable regulations.

Productive sectors: Located in the area of community and cultural services in the subsector on the detection, intervention and outreach programs and community projects, resource management and promotion of citizen participation and partnership.

Occupations and relevant jobs:

- Community Animators.
- socio-cultural.
- Technical Community.
- Agents of local development.

Training modules:

- Agents of the community process.
- Citizen participation.
- Methodology for community revitalization.
- Development and support associations.
- Techniques and tools and dissemination of information on community revitalization.
- Management of conflicts between community workers.
- Promotion of equal opportunities between women and men.

2. BULGARIA

On 1 February 2012, the Bulgarian government approved the National Qualifications Framework (NQF). It has been developed following the Recommendation of the European Parliament and the Council for establishment of the European Qualifications Framework (EQF) for lifelong learning.

The NQF of Bulgaria encompasses the whole education system and all its qualifications. It includes nine levels, including level zero (preparatory level). Levels 1 to 4 correspond to the stages of education and qualification acquisition within the systems of general and vocational education and training. Level 5 includes training at a vocational college for acquisition of the fourth level of vocational qualification after the completion of secondary education. Levels 6 to 8 relate to qualifications acquired in the higher education system: 'bachelor's', 'master's' and 'doctorate'. The separate levels are defined on the basis of a learning outcomes-oriented approach. They are described in terms of knowledge (theoretical and/or practical) and competences (personal and professional).

The National Qualification Framework is accessible here:

http://www.navet.government.bg/bg/media/NQF_bg.pdf

The National Agency for Vocational Education and Training (NAVET)

The National Agency for Vocational Education and Training (NAVET) is a specialised body to the Council of Ministers of the Republic of Bulgaria.

It works to put into practice the national and European priorities related to the improvement of the access to and the quality of the vocational education and training in compliance with the needs of the labour market and the requirements of the economy in the context of lifelong learning.

Some of the functions of NAVET include the following:

- Develop and present to the Minister of Education and Science for approval the official **List of professions** for vocational education and training (http://www.navet.government.bg/en/media/LPVET_2014.pdf) as well as the **State educational requirements** for acquiring professional qualification.
- In addition, NAVET participates in the development of **state educational requirements** (<http://www.navet.government.bg/en/ser/>) in the system of public education and the assessment system related to the vocational education and training. Furthermore, it makes proposals for improving the system of vocational education and training based on analysis of the activities of the vocational training centres and the centres for information and vocational guidance.



List of professions:

The structural elements of the List of professions for vocational education and training are professions and specialties.

Professions and specialties are classified in professional fields by level of education and level of professional qualification.

The names of the professions in the List are linked to the sphere of activity. For the third qualification level the professional title is “technician”, for the second – “operator” and for the first – “worker”. The attribute to the title is related to the specific activity (e.g. machine technician, electrician, mining technician, machine fitter, machine operator, etc.). There are other possible names corresponding to the activity itself: organiser, technologist, etc.

Training for each profession is defined by:

- the minimum education requirement;
- the duration (time) of training;
- the level of professional qualification acquired.

The professions include a different number of specialties.



Appendix 1

LIST OF PROFESSIONS FOR VOCATIONAL EDUCATION AND TRAINING

Adopted by Ordinance № ПД 09-413/12.05.2003 r., altered and amended by Ordinance № ПД 09-04/08.01.2004 r., Ordinance № ПД 09-34/22.01.2004 r., Ordinance № ПД 09-255/09.04.2004 r., Ordinance № ПД 09 – 274 / 18. 02. 2005 r., Ordinance № ПД 09-1690/29.09.2006 r., Ordinance № ПД 09-528/29.06.2007r., Ordinance № ПД 09-1891/30.11.2007r., Ordinance № ПД 09-298/19.02.2009r., Ordinance № ПД 09-1803/29.10.2009r., Ordinance № ПД 09-621/18.05.2010r., Ordinance № ПД 09-1728/01.12.2010 r., Ordinance № ПД 09-748/13.06.2011 r., Ordinance № ПД 09-1805/09.12.2011 r., Ordinance № ПД 09-538/23.05.2012 r., Ordinance № ПД 09-59/21.01.2013 r., updated by Ordinance № ПД 09-182/25.02.2013 r. and Ordinance № ПД 09-74/20.01.2014 r.

FIELDS OF EDUCATION											
Professional fields		Professions		Specialities		Professional qualifications levels				Occupations and single unit groups from the National Classification of Professions and Occupations	
						I II III IV					
1	2	3	4				5	6			
21	ARTS										
211	Fine arts	211010	Artist - fine arts	2110101	Painting			•	3471-3002 2452-8013 2452-8020 3476-3017 3476-3018		
				2110102	Mural painting			•	3471-3002 2452-8013		
				2110103	Drawing			•	3471-3002 2452-8013 2452-8015		
				2110104	Sculpture			•	3471-3002 2452-8013 2452-8010		
				2110111	Illustrations and book design			•	3471-3002 2452-8013 2452-8017 3471-3008 3476-3017 3476-3018		
212	Music and performing arts	212010	Musician -instrumentalist	2120101	Piano			•	2453-8013 3473-3001		
				2120102	Violin			•	2453-8013 3473-3001		
				2120103	Viola			•	2453-8013 3473-3001		
				2120104	Violoncello			•	2453-8013 3473-3001		
				2120105	Contrabass			•	2453-8013 3473-3001		
				2120106	Flute			•	2453-8013 3473-3001		

The List is an open system and updates are done in the same manner as when it was initially compiled. According to Art. 54, point 2 of the Vocational Education and Training Act, proposals for changes in the List of professions for vocational education and training can be made by the relevant ministries. The proposals are considered by the corresponding Expert committees with the Agency and then are approved by the Managing Board. Periodically, each year, the Agency initiates an update of the List. The List is published in the specialized editions of Ministry of Education and Science, in the newsletter of the Agency and other specialised publications for the purpose.

<http://www.navet.government.bg>

Fields of education

There are 17 different fields of education within the List of professions, each of them comprising several professional fields with different professions and specialties.

The fields of education are as follows:

1. Arts
2. Humanities
3. Journalism, mass communication and information
4. Business and administration
5. Physical sciences



6. Information technologies
7. Engineering and engineering industries
8. Manufacturing and processing
9. Architecture and construction
10. Agriculture, forestry and fisheries
11. Veterinary
12. Public healthcare
13. Social services
14. Personal services
15. Transport
16. Environmental protection
17. Public safety and security

Professional fields

Each of the above fields of education includes several professional fields. Each field usually comprises several professional qualifications. For instance, the AGRICULTURE, FORESTRY AND FISHERIES Field of Education comprises 4 professional fields (Plant growing and livestock breeding, Gardening, Forestry and Fisheries) with many professions and specialities within them.

Each professional qualification is secured by specific state qualification requirements.

State qualification requirements

The state educational requirements are developed and updated by the National Agency for Vocational Education and Training and are approved by orders of the Minister of Education and Science in coordination with the respective ministries and administrative units. The state educational requirements for acquiring professional qualifications define the obligatory professional competencies required for practicing the profession and they are mandatory for all training institutions entitled to organize training courses and to issue the corresponding Certificates of vocational qualification or training upon their completion.

Among others, the state educational requirements by professions define the learning objectives, learning outcomes competences, knowledge, skills, theoretical and practical training facilities requirements, requirements for trainers, etc. In addition, they provide information regarding individual career planning, developing curricula and syllabi, developing proposals for changes in the content of vocational training, etc.



Fields of education corresponding to the concept of the transversal competence under the Rurality Project:

Listed below are the selected fields of education and the corresponding professional fields within them which are suitable to be enriched with newly created content under the Rurality project.

Fields of education		Professional fields
I.	MANUFACTURING AND PROCESSING	1. Technologies in food and beverage industry
II.	AGRICULTURE, FORESTRY AND FISHERIES	1. Plant growing and livestock breeding 2. Gardening (parks and gardens) 3. Forestry 4. Fisheries
III.	PUBLIC HEALTHCARE	1. Therapy and rehabilitation
IV.	SOCIAL SERVICES	1. Social work and counselling
V.	PERSONAL SERVICES	1. Hotels, restaurants and catering 2. Travel, tourism and leisure time 3. Sports 4. Domestic services
VI.	ENVIRONMENTAL PROTECTION	5. Environmental protection technologies

3. SLOVAKIA

The National Qualifications Framework of the Slovak Republic

In March 2011, set of level descriptors for a comprehensive National Qualifications Framework (NQF) for lifelong learning was approved by the Ministry of Education, Science, Research and Sports. It includes qualifications from all subsystems of formal education and training (VET, general education and higher education).

The work is based on the government decision on EQF implementation in Slovakia, adopted in February 2009. This was confirmed by the Act on Lifelong Learning, stipulating the legal background for development of a national qualification system and framework.

A national register of qualifications – the backbone of the national qualification system and the NQF – was established with the aim of including all national full and partial qualifications with qualifications and assessment standards.

Apart from its transparency function and ease of referencing to the EQF, a comprehensive NQF has the following specific objectives:

- link education and labour market needs better;
- improve the transparency and consistency of qualifications;
- support validation of non-formal and informal learning and enhance lifelong learning.

An eight-level structure was approved to cover the main characteristics of the national qualification system and also be compatible with the EQF in terms of principles, categories and level descriptors. Level descriptors are defined as knowledge, skills and competence (*Annex 1: The National Qualification Framework of Slovak Republic*). However, they will be subject to further revisions with more focus on skills descriptor to be in line with other national documents and to allow for inclusion of non-formal qualifications.

The National Qualifications Framework is a public register that contains the description of qualifications recognized in Slovakia. Its aim is to create a uniform and transparent system of recognition of qualifications. Based on the assumption that the skills, knowledge and competencies that are necessary to obtain the qualification, can be achieved by different ways and methods of education and training:

- Formal education - takes place at school and leads to a diploma or certificate,
- Non-formal learning - takes place on various educational institutions outside of school education
- Informal learning - occurs as a natural part of our lives anywhere and anytime - in the family, at the workplace, within our hobbies, and so on.



The core of the National System of Qualifications are qualification cards, in which the public finds qualification and evaluation standards.

- Qualification standard - a summary of the knowledge, skills and competences, necessary to acquire adequate qualifications.
- Evaluation standard - a summary of criteria, organizational and methodological procedures to evaluate and assess the proficiency for implementation of the skills.

The official website of The National Qualifications Framework of the Slovak Republic:
<http://www.kvalifikacie.sk>

Sector: Trade, marketing, gastronomy and tourism

Qualification: Regional Guide

Level in NQF: 4

Qualification standard:

Knowledge

- describe the principles of first aid
- describe the history and cultural history of Slovakia at Secondary educational level curriculum
- describe the history of art and architecture, development periods and styles and their characteristic features
- describe the most important political, social and economic events, in the context of the history of Slovakia, which greatly affected the region
- describe the sights of the region's cultural heritage (historical and cultural monuments of secular and religious architecture, archaeological finds and sites, historical parks and gardens, historical cemeteries, monuments of folk architecture, Engineering and Industrial Sites)
- describe the significant architectural monuments of architecture of the 20th and 21st century the region
- describe the significant monuments of fine arts of the region
- characterize the location and physical and geographical conditions of the region (relief, climate, waters, flora, fauna and protected areas) and their importance for tourism
- characterize human geographical conditions of the region (population, settlements, economy, transport and services) and their importance for tourism
- characterize administration division of the region as part of the legal and political system of the Slovak Republic
- appoint important historical and contemporary personalities of the region, local natives



- describe habits, customs, traditions, folklore, rumours and legends of the region
- characterize the current cultural and social life of the region, cultural facilities (galleries, museums, theatres, concert halls and others.), educational and cultural institutions, regular cultural and social events
- characterize tourism as an economic sector, its institutional arrangements, forms and types of tourism products and tourism service providers in the region
- appoint attractive locations for tourism, leisure and sport in the region / area
- characterize the local gastronomy, its specifics
- describe the methodology and ethics of tour guide activities
- describe techniques for working with a group (group management, handling a group, risk assessment, crisis management and conflict management)
- describe the methods and techniques of communication while guiding
- describe techniques for guidance of persons with special needs (children, elderly, handicapped)
- define the principles of creation of guide manual for the selected thematic areas (processing of information related to tour, information for tour participants, the organizational and technical support)

Skills

- professionally and clearly present the acquired knowledge of the region / area during the interpretation
- effective use of information from available sources
- use of maps during the interpretation
- apply time management, operational ability to shorten or extend the duration of the tour, due to time schedule or in case of bad weather, in order to provide participants with the most comprehensive information
- apply communication and presentation skills within the work as a guide (adaptation to the demands of students, intercultural communication, selection and linking of information in response to client questions, overcoming stress, flexibility, assertiveness, empathy, self-reflection))
- lead the group and individuals in the areas of tourism and leisure
- customize presented interpretation according to the audience (nationality, age, expertise) by selecting the appropriate information
- adapt to the requirements of persons with special needs (children, elderly, handicapped)
- apply techniques of working with a group (participants motivation, risk assessment, crisis management and conflict management)
- communicate in a foreign language, both in written and spoken form
- provide first aid
- apply grammar rules of the Slovak language and a foreign language



Competences

- ability to put into practice the ethical and professional rules of tour guide activities
- ability to apply principles of social behaviour and disembarking
- the ability of cultured verbal expression
- ability to respect cultural diversity
- ability to estimate the audience and adapt to their interests and requirements by selecting of appropriate information
- ability to independently plan and organize own work tasks and group work
- ability to anticipate and solve possible conflicts during the tour guide activities
- responsibility for the quality of services provided

Sector: Agriculture, veterinary and fisheries

Qualification: Beekeeper

Level in NQF: 3

Qualification standard:

Knowledge

- define the principles of Occupational health and safety
- define the basics of economics and marketing in beekeeping
- define the laws, regulations and other administrative regulations regarding beekeeping, processing and marketing of bee products
- identify the locations suitable for beekeeping
- define different types of bee disease
- define the biology of the honey bee
- characterize different methodologies of beekeeping

Skills

- observe the principles of health and safety and fire protection
- evaluate the condition and quality of bee colonies and bee products
- manifold the hives
- maintain beekeeping equipment and beekeeping tools
- collect and process bee products
- work with hive and bee colonies
- take care of the hives throughout the year
- treat and cure bee
- keep the beekeeping records



Competences

- autonomy in decision making
- autonomy in organizing and planning work
- autonomy in the manufacture of products
- autonomy in analyzing and solving of problems
- responsibility for the quality of own work
- responsibility for the performance of own tasks and responsibilities
- ability to work in a team

Sector: Water, Waste & Environment

Qualification: Environmental Protection Specialist

Level in NQF: 5

Qualification standard:

Knowledge

- define ecology, ecosozology, geography, landscape ecology, thematic cartography
- define the starting points of environmental protection for the selected area
- describe the legislation in the field of nature conservation and environmental protection
- characterize the properties and importance of relevant habitats and their typical species
- describe interspecies relations and relations between landscape elements
- define environmental impacts and evaluate their impact on protected areas
- recognize common and diagnostically important plants and animals
- describe the options of species and territorial protection within the selected area
- describe the options of maintaining the diversity of species and habitats

Skills

- follow the development of legislation in the field of ecology, nature, landscape and resources conservation, both on national and EU level
- apply the provisions of laws and regulations in the field of nature conservation and environmental protection



- analyze natural and ecological conditions in selected areas (eg. Protected Landscape Areas, National Parks or small-sized Protected Areas)
- make an inventory of tree species, habitats and make phytosociological records by standard methods
- prepare the documents for the design and studies in the field of nature protection
- propose preventive measures for nature conservation
- process documentation on nature conservation within the § 54, item 2, letter. a), b), d), e) of Act 543/2002 on nature and landscape protection
- process management programs according to § 54 item 4 point. a), b), c) of the Act 543/2002 on nature and landscape protection
- provide information, advice, guidelines and consultation services in the field of nature protection

Competences

- independently analyze and solve problems within environmental protection
- independent and creative work
- the ability of continuous education in the related qualifications and related disciplines
- responsibility for the performance of own tasks and duties
- ability to deal with conflicts of interest
- ability to communicate and promote the proposed solutions



Co-funded by the
Erasmus+ Programme
of the European Union





Annex 1:

The National Qualifications Framework of the Slovak Republic								
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
<i>Knowledge</i>	Must have basic general factual and theoretical knowledge at the level of remembering and understanding required for the work in familiar conditions	Must have basic factual and theoretical knowledge at the level of remembering and understanding required for the work in familiar conditions, including small modifications, with guidance of a superior Must be able to apply knowledge of simple facts and ideas	Must be able to apply basic factual knowledge, principles and processes, general concepts in an occupational area or field of study Must be able to apply basic theoretical knowledge in performing simple tasks within an occupational area or field of study	Must be able to analyse factual knowledge, principles and processes, general concepts in broadly defined contexts within an occupational area or field of study Must be able to analyse theoretical knowledge in performing more complex tasks in broadly defined contexts within an occupational area or field of study	Must be able to analyse and synthesise extensive and specialised, factual knowledge, principles and processes, general concepts in broadly defined contexts within an occupational area or field of study and must have an awareness of boundaries of that knowledge Must be able to analyse and synthesise theoretical knowledge in performing complex tasks in broadly defined contexts within an occupational area or field of study and must have an awareness of boundaries of that knowledge	Must have crosscutting knowledge of a field of study, with an emphasis on applications, at a level corresponding to the current state of knowledge Must have broad knowledge and understanding of a specialised area, including the knowledge of practical connections and relations to related fields	Must have deep and crosscutting knowledge of a specialised area including knowledge of connections and relations to related fields Must have knowledge and understating of theories, methods and procedures used in a field, with potential applications in science and research	Must have a systematic, self-contained and comprehensive body of knowledge of a specialised area, including the knowledge and understanding of relations to other parts of a field and to related fields Must have deep understanding of theories, sophisticated methods and procedures of science and research meeting the highest international criteria
<i>Skills</i>	Must be able to apply basic knowledge in an activity taking place in familiar situations under unchanged conditions Must be able to	Must be able to identify the activities and sequence of particular steps in a work activity Must be able to carry out, in a high quality,	Must be able to orientate oneself in routine technical and non-technical documentation, norms and standards used within a field of study	Must be able to orientate oneself in specific technical and non-technical documentation, norms and standards used within a field of study	Must be able to orientate oneself in a broad range of technical and non-technical documentation, norms and standards used within a field of study	Must be able to actively acquire information and use it to solve practical problems in a field of study Must be able to solve practical	Must be able to actively acquire new knowledge and information, integrate and use it in applications for the development of a field	Must be able to actively acquire new knowledge and information, critically analyse and re-evaluate it and use it, both, in theory and in practical applications for



	carry out simple activities under supervision of a superior, with limited responsibility in a controlled process	simple routine operations under familiar conditions Must be able to use simple methods, tools, materials in familiar conditions	Must be able to apply simple, concrete, creative and logical thinking required to select and use appropriate information, work procedures, methods, tools, raw materials, machinery, etc. in accordance with routine conditions and performance standards of partial or complex tasks	Must be able to apply basic abstract logical thinking required to select and use appropriate information, work procedures, methods, tools, raw materials, machinery, etc. in accordance with varying conditions and specific performance standards of complex tasks	Must be able to apply abstract logical thinking required to generate and develop creative solutions of specific information, abstract work procedures and problems under unpredictable conditions Must be able to perform complex specific activities and, progressively, use methods, tools, equipment and materials in partially unpredictable conditions and propose simple methods and procedures	problems in a field using current research and development procedures, exercising critical judgement of their expediency and adequacy	Must be able to creatively solve theoretical and practical problems in a field, using the theory, and research and development procedures Must be able to contribute to the development of a field of study by acquiring new knowledge in solving relevant tasks	the development of a field of study Must be able to apply and creatively refine and develop theories and research, development and innovation procedures in a field of study and develop new ones Must be able to identify the world scientific and innovation developments in a field of study and in related fields and use it in steering and developing a field, while integrating knowledge from different fields
Competences	Must be able to communicate in the mother tongue, fluently and aptly, both in writing and orally, and transfer the information within the working group Must be able to take part in simple responsible activities, be aware of one's own share of responsibility	Must be able to think logically in simple concrete tasks required of him or her in simple situations Must be able to identify a problem in routine situations, formulate basic information on the problem and its solution for others, and be aware of his/her own position within a team	Must be able to complete tasks and adapt one's own behaviour within the guidelines of common work contexts Must be able to take and assume responsibility for the accomplishment of independent tasks within an occupation or field of study Must be able to	Must be able to complete and take some responsibility for complex tasks and adapt one's own behaviour within the guidelines of work or study contexts that are predictable, or subject to change Must be able of self-management and supervision of a group of people, with	Must be able to complete and manage complex tasks, including supervision in contexts of work or study activities where there is unpredictable change Must be able to take and assume full responsibility for the management, limited responsibility for the evaluation and development of	Must be able to solve professional tasks and coordinate partial activities and take responsibility for the performance of the team Must be able to identify and evaluate ethical, social, and other implications of investigated problems Must be able to	Must be able to solve problems, coordinate the courses of actions in teams, and take decisions, autonomously and responsibly, in a changing environment Must be ready to take responsibility for one's own activity and decisions, with account taken of broader social	Must be able to plan for and initiate solutions of complex problems/projects, including formulating of objectives, tools, and methods in the area of the development of a field Must be able to assess and modify own professional activity in a broader context, in relation to long-term impact on the



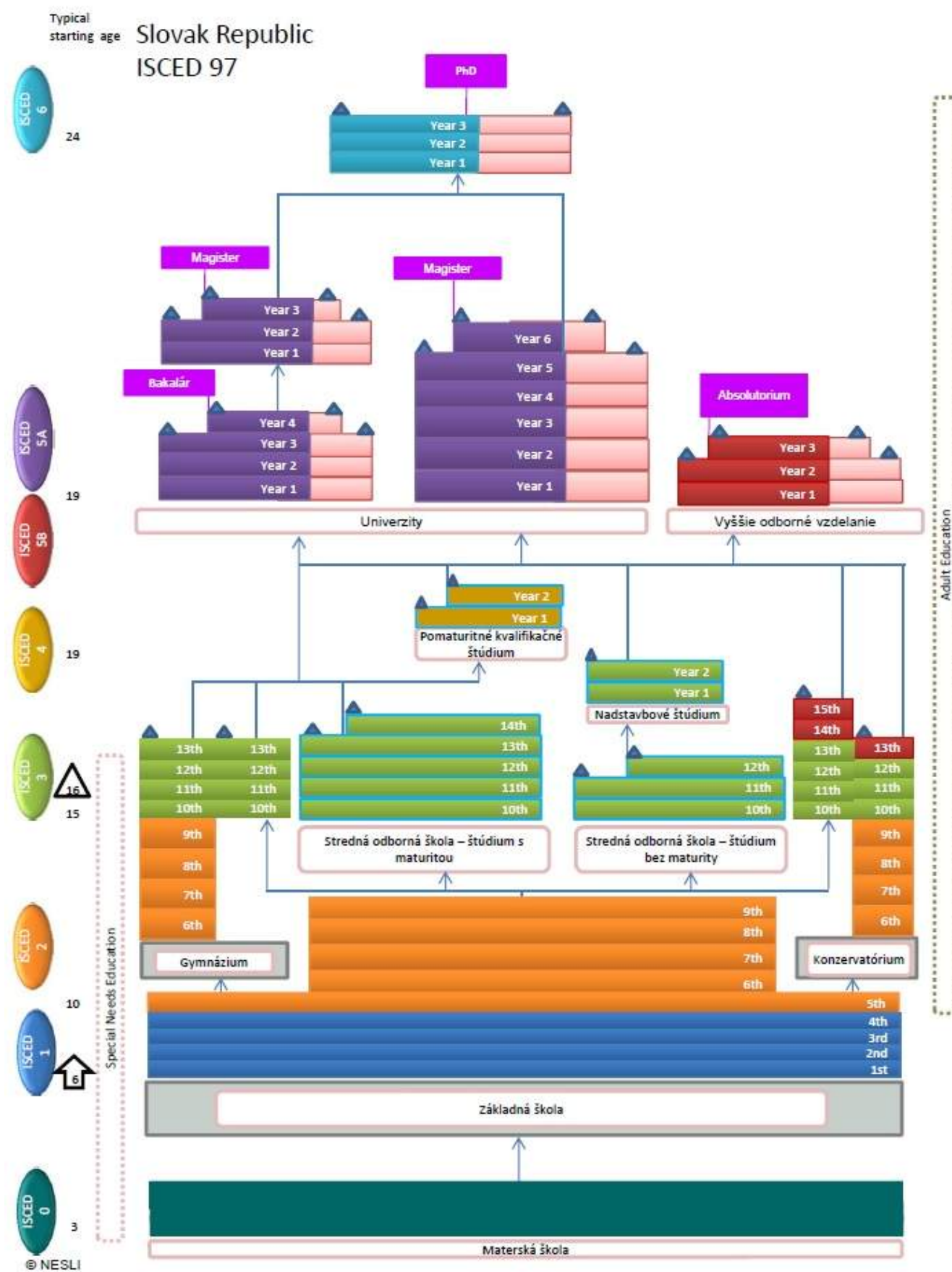
			manage a smaller group of people, with some degree of autonomy in common contexts	some degree of autonomy, in contexts that are usually predictable, but may be subject to change	activities, evaluate and develop one's own performance and that of others in unpredictable work or study contexts	acquire new knowledge independently and actively extend one's own knowledge	implications Must be able to formulate information on the progress and outcomes of the solution of tasks, discuss professional views with experts	field and from the aspect of social, ethical, environmental and other criteria Must be able to formulate information on outcomes and conclusions of the scientific, research and development work at an international level, and manage comprehensive research tasks and teams
<i>Link to the relevant level of the system of formal education</i>	<p>Completion of the first stage of primary school education;</p> <p>Completion of the last grade of primary school in pupils with mental disability;</p> <p>Non-completion of education at a primary school;</p>	<p>Completion of the second stage of primary school education;</p> <p>Completion of the first grade of a five-year programme at a secondary school to which are enrolled pupils from the eighth grade of primary school;</p> <p>Completion of the fourth grade of an eight-year educational programme at a secondary school;</p> <p>Completion of the third grade of an educational programme of a practical school</p>	<p>Completion of the educational programme in a vocational apprentice school that ends with a final examination;</p> <p>Completion of a three-year or maximum four-year educational programme at a secondary vocational school;</p>	<p>Completion of a four-year or maximum eight-year educational programme at a <i>Gymnasium</i> (=academically oriented secondary school),</p> <p>Completion of a four-year or maximum five-year educational programme at a secondary vocational school;</p>	<p>Completion of at least a two-year and maximum three-year educational programme of an upper secondary (post-Abitur) further education at a secondary vocational school, of special-subject study or upper vocational study;</p> <p>Completion of a six-year educational programme at a conservatory;</p> <p>Completion of a continuous eight-year educational programme at a dancing conservatory;</p>	Completion of study of a first-degree higher education programme	Completion of study of a second-degree higher education programme	Completion of study of a third-degree higher education programme



		Completion of a two-year educational programme at a secondary vocational school;						
<i>Document of education attained at a given level of the qualifications framework</i>	Pupil's school report with a supplement	Student's school report with a supplement; Certificate of final examination	Certificate of apprenticeship	Certificate of School Leaving Examination (=matura, Abitur, A-level), Certificate of apprenticeship only in cases where the education ended with the School Leaving Examination (Abitur) as well	Certificate of the graduation examination	Higher education diploma and a supplement to the diploma received upon completion of study in a first-degree higher education programme	Higher education diploma and a supplement to the diploma received upon completion of study in a second-degree higher education programme	Higher education diploma and a supplement to the diploma received upon completion of study in a third-degree higher education programme



Annex 2: Transposing of ISCED 97 system into educational system of Slovak Republic





4. TURKEY

AGRARIAN PROFESSIONAL FAMILY

LEVEL 2

1. Professional qualification: Organic agriculture

General competence: to conduct the operations of implantation, maintenance, production and harvesting of cultures in an organic agricultural operation, applying to criteria of quality, sustainability and profitability, fulfilling the legislation of organic agriculture, quality control and prevention of labor risks.

Competence units:

- To prepare the land and to implant cultures in organic farms.
- To handle the land/soil and to make the cultural workings and harvesting in organic farms.
- To handle tractors and to construct agrarian facilities, making its maintenance.
- To master the relevant legislation and to assimilate the general principles of organic farming
- To provide the sustainability of the agro-ecosystem and to take measures relating to the environment and human health.
- To have knowledge of the importance of working together, issues such as organic culture and organic agriculture and social responsibility, etc.

Professional field: who develops its professional activity in public or private companies, as much as on his own account, dedicated to organic culture.

Productive sectors: located within the organic agrarian sector in the following productive activities: Organic fruit farms. Organic vegetable farms. Organic herbaceous farms. Production companies of plants for organic gardening. Investigation and experimentation institutions in organic agriculture. Companies that give services/consultancy to organic agriculture. Nurseries and school gardens. Organic product certification Companies. Farm schools. Agricultural Faculties, Vocational Agricultural Schools, vocational courses, schools that organic agriculture is included in the curriculum, Nature schools and classes.

Occupations and relevant jobs:

- Qualified worker for companies active in organic farming.
- Qualified worker by own account in organic farming.



Training Modules:

- Basic elements that make organic farming different from conventional agriculture, organic farming, selection of appropriate materials and agriculture production
- Basic knowledge of legislation applicable in the EU Countries
- Organic lifestyles.
- Soil preparation in fields and implantation of cultures in organic farms.
- Handling the operations of culture, harvest and pest management in organic farms.
- Agricultural mechanization and maintenance of agrarian facilities.
- Work safety and environmental health
- Prevention, supporting and sustaining the health of land-ecosystem.
- Marketing and branding.

2. Professional qualification: Organic cattle ranch

General competition: To conduct the operations of cattle handling in organic farms, of organic animal production and/or animal products, as well as the operations of implementation, advantage, maintenance and harvesting of forage crops (herbaceous cultures) and grass needed in an ecological cattle operation, Being aware of the importance and benefits of crop production; applying to criteria of quality in production processes, fulfilling the criteria of sustainability and profitability, fulfilling the norm of ecological production, obtaining knowledge and experience for quality control and prevention of applicable labor risks.

Competence Units:

- To have theoretical and practical knowledge on the regulation of the basic characteristics of organic farming
- To prepare the land and to implant grass and herbaceous (forage crops) cultures in organic cattle farms.
- To produce forage crops, and harvest of grass and cultures needed for feeding in organic cattle ranch.
- To build and maintain the facilities, machinery and equipment of the cattle ranch.
- To conduct operations of rational handling of cattle for sustainable production in organic farms.
- To have knowledge/experience on raising animals and handling organic animal products.

Professional field: Develops professional activity in the department of production in the area of organic cattle raising, dedicated to animal production or organic animal products in public or private organizations, in big, medium and small companies, as much as self-employed or employed by others, regardless of their legal form. Develops professional activities depending on if there is or isn't a superior supervisor. Who may be in charge of personnel sometimes, on and off or on a regular basis. In the development of the



professional activity, the principles of universal accessibility are applied in agreement with the applicable norm.

Productive sectors: It is located in the farming sector, within the subsector of organic cattle ranch in the following productive activities: Organic cattle farms. Companies who pay services to organic cattle ranches. Institutions of investigation and experimentation in organic cattle production. Agricultural Faculties, Vocational Agricultural Schools, vocational courses, schools that organic agriculture is included in the curriculum, Nature schools and Classes. Organic product certification companies.

Occupations and relevant jobs: in terms of the relation of occupations and jobs are used with a generic and all-embracing character of women and men:

- Qualified workers in organic cattle ranches.
- Qualified workers of agriculture and cattle farming.
- Qualified workers of cattle ranches.

Training modules:

- Terrain preparation, appropriate crop selection and implantation of grass and herbaceous cultures (forage crops).
- Production, care, pest management and harvest of grass and herbaceous cultures in line with the principles of organic farming.
- Maintenance of facilities, machinery and equipment of cattle farms.
- Animal production for a sustainable organic farm
- Production of organic animal products.
- Marketing and branding.

LEVEL 3

1. Professional qualification: Management of reforestation and forestry.

General competence: To program and to organize the necessary activities for the reforestation, the hydrological (water conservation) and rejuvenation and improvement of forested areas, and the accomplishment of reforestation treatments, to conduct topographic operations in agriculture work, natural park, gardening and wilderness, as well as to coordinate the human resources and available materials, resources fulfilling the norm applicable of prevention of labor risks and comprehending the importance of natural areas and respecting the environment..

Competence units:

- To conduct topographic operations in agriculture work, natural parks, gardening and wilderness.
- To manage the operations of reforestation, hydrology (water conservation) and rejuvenation and improvement of forested areas.



- To manage the works related to the forest product production and treatments.
- To manage the logging machinery, equipment and facilities.

Professional field: Develops professional activities in the department of logging production dedicated to forestation and reforestation, the water conservation (hydrology) and rejuvenation and improvement of forested areas, the accomplishment of treatments, sustaining, protection and defense of forest masses in public or private organizations, in big, medium and small companies, as much as self-employed or employed by others. Develops activity depending if there is or isn't a superior supervisor. Who may be in charge of personnel sometimes, on and off or on a regular basis. In the development of the professional activity, the principles of universal accessibility are applied in agreement with the applicable norm.

Productive sectors: It is located in the agrarian sector, within the forest subsector, in the following productive activities: public or private companies active in reforestation, water conservation (hydrological) and rejuvenation and improvement of forested areas, forest product treatments and that work in construction and maintenance of forest roads.

Occupations and relevant jobs: in terms of the relation of occupations and jobs are used with a generic and all-embracing character/qualifications of women and men:

- Public or private companies in charge of reforestation.
- Public or private companies in charge of water conservation (hydrological) and forest work corrections.
- Public or private companies in charge of fighting against forest pests and diseases.
- Topography practices.
- Forest and of natural areas technicians.
- Qualified workers in forest activities and natural areas.
- Forest managers or foremen.
- Qualified workers needed for hunting activities.
- Works related to the natural and urban parks conservation and historical sites and botanical garden workers.
- Public or private companies in charge of forestry treatments.

Training modules:

- Topographic operations in agriculture, gardening and mountain work..
- Reforestation and hydrological-forest correction management.
- Management of forestry treatments.
- Processing and marketing of forest products
- Management of natural areas, parks, historical sites and botanical gardens
- Management of needed machinery, equipment and facilities of logging..



2. Professional qualification: Agriculture production management.

General competence: To manage the production processes of an agricultural company, programming and organizing the available material and human resources and the necessary work applying criteria of economic profitability and fulfilling the environmental norm of quality control, food safety and prevention of labor risks.

Competence units:

- To plan the works and resources involved in the resources-harvest and marketing process
- To program, organize and manage the implementation of the necessary procedures in agricultural activities.
- To manage the operations of production, harvest and agricultural product conservation and transport.
- To provide sustainable management and use of the machinery, equipment and facilities of agricultural farms.
- To contribute to the marketing and branding
- To program and to organize the cultivation operations.
- To manage the workings of terrain preparation and implantation of cultures.

Professional field: Develops professional activity in the area of appropriate management of the agricultural production of big, medium and small public or private companies, as much as self-employed or employed by others. They are able to organize, control and provide treatments according to the activities regulated by the effective norms.

Productive sectors: Located in the agrarian sector, within the agricultural subsector in the following productive activities:

- Commercial agricultural farms.
- Agricultural investigation and experimentation Institutions.
- Agrarian companies of commodity, supplies and services.

Occupations and relevant jobs:

- Agriculture manager or foreman.
- Manager of agricultural production, by own account or working for others.
- Person in charge of Agricultural products warehouse.
- Person in charge of agricultural machinery and equipment.



Training modules:

- Planning and organization of agricultural production and resources.
- The organization of cultural processes
- Land preparation and cultivation of products
- The programming of the harvest of agricultural products
- storage, protection and control of agricultural products.
- Management of the machinery, equipment and facilities of agriculture farms.
- Sustainable management and use of agricultural machinery, equipment and facilities.

3. Professional qualification: Management of forest and forest products exploitations.

General competence: To organize and to supervise the necessary activities for the exploitation of forest products, managing the available material and human resources, applying quality criteria, economic profitability and sustainability of natural areas, diminishing the impact of activities on the environment and respecting the effective norm, especially the one of the environment and the prevention of labor risks.

Competence units:

- To organize and supervise to the operations of inventory and pursuit of the natural habitat.
- To manage the logging machinery, equipment and facilities.
- .
- To manage the lumber forest products.
- To manage the non wooden forest products

Professional field: Develops professional activity in large, medium and/or small companies, public or private, on their own account or on the account of others, dedicated to the forest uses, according to the established planning, following, in their case, instructions of the person in charge of the production and being able to be in charge of other workers.

Productive sectors: Located in the agrarian and forestry sectors, within the forest subsector, in the following developed productive activities in:

- Ağaçların kesilmesi ve kerestelerin hazırlaması faaliyetleri (Loggings).
- Public institutions and private companies specialized in the forestry.
- Organizations working in the field of the processing and marketing of forest products.



Occupations and relevant jobs: The terms of the following relations of occupations and jobs are used with generic and all-embracing characters of women and men:

- Forest manager or foremen.
- Manager of forest use companies.
- Managers or employees of companies working in the processing and marketing of forest products

Training modules:

- Inventory and pursuit of the natural habitat.
 - Management of the logging machinery, equipment and facilities.
 - Management of the non wooden forest products.
 - Management of timber and by-products
- Storage and processing of forest products

4. Professional qualification: Management of the animal production for hunt and hunting.

General competence: To organize and supervise the production of hoofed animals, birds, rabbits and hares intended for hunting, as well as the facilities, machinery, materials and equipment of the cattle production, managing the available human resources, applying quality criteria, economic profitability and animal well-being and respecting the effective norm, including the environmental criteria and the prevention of labor risks.

Competence units:

- To manage of the production of hoofed animals for hunting.
- To manage the facilities, machinery, material and equipment of the cattle production.
- To manage the production of rabbits and hares for hunting.
- To manage the production of birds for hunting.

Professional field: Develops professional activity in the large, medium and/or small public and/or private companies dedicated to the production of hunting animals, on their own account or on the account of others, according to the established planes, following, in their case, instructions of the person in charge of the production and also being able to be in charge of other workers.

Productive sectors: Located in the agrarian sector, in the scope of the hunting animal production (hoofed animals, birds, rabbits and hares), in the productive activities developed in:



- Public administration: public hunting areas and wild fauna recovery and protection centers.
- Hunting facilities.
- Animal production facilities.
- Service companies of repopulation of hunting grounds and hunting properties.
- Hunting grounds.

Occupations and relevant jobs:

- Manager or foremen of cattle ranches, in general.
- Manager or foremen of facilities established for hunting.
- In charge of productions of hunting species in the institutions of investigation and experimentation.
- In charge of productions of hunting species in nature classes, school farms, zoos or other facilities that lodge and raise hunting species.
- In charge of facilities, machinery, material and equipment in the production of hunting species.
- Person in charge of production in unions or other hunting societies.
- Person in charge of services companies of related to the production of hunting species.

Training modules:

- Management of the production of hoofed animals for hunting.
- Management of the facilities, machinery, material and equipment of hunting animal production centers.
- Management of rabbits and hares population for hunting.
- Production of birds for hunting and management of bird population for hunting.
- Management of machineries, materials, equipment and facilities in the animal production.

5. Professional qualification: Management of the cattle raising.

General competence: To manage the cattle production, programming and organizing the available material and human resources and the necessary works, applying criteria of economic profitability and fulfilling the environmental norm, of quality control, animal health and well-being, food safety and prevention of labor risks.

Competence units:

- To manage the processes of new animal raising, reproducers and youngsters
- To manage animal feeding, and milk production processes.
- To manage the facilities, machinery, material and equipment of the cattle ranch.
- Poultry breeding, reproduction, chick care
- To manage the processes of production of birds and eggs production.
- To manage poultry facilities, machinery, materials and equipment.
- To manage the processes of new animal raising production and bait.



Professional field: Develops professional activity in the area of cattle production in large, medium and/or small public or private companies, on their own account or on the account of others, following, in their case, instructions of the person in charge of the production and being able to be in charge of workers.

Productive sectors: Located in the agrarian sector, in the following productive activities:

- Cattle operations of any kind.
- Institutions of investigation and experimentation in cattle production.
- Service companies to the cattle raising ranches.

Occupations and relevant jobs:

- Manager or foremen of cattle raising ranch, in general.
- Person in charge of the production in unions, transformation of agrarian societies or other associations of cattle dealers.
- Person in charge of the production in ranches or cattle companies.
- Person in charge of artificial insemination in cattle ranches or centers of semen collection.
- In charge of machines and cattle equipment used in the ranches/production centers.

Training modules:

- In general, animal husbandry and care, baby care, artificial insemination. Management of animal feeding and milk production process.
- Management of the facilities, machinery and equipment used in the cattle ranches.
- Management of the production of birds and eggs.
- Management of the processes of bait and young animal production.

6. Professional qualification: Management of the hunting-fishing.

General competition: To program, organize and supervise the inventory and repopulation of animal and vegetable species in their natural habitats, ensure the continuity of the populations of these animals and plant species in their natural areas and to work on the improvement of the habitat of continental hunting and fishing species, legally controlling the populations of predators, managing the available material and human resources, applying quality criteria and economic profitability, and respecting the effective norm, including the environmental one and prevention of labor risks.

Competence units:

- To manage the works resulting from the planning and pursuing the continental fishing habitat.



- To manage the works resulting from the planning of the habitat of hunting species.
- To organize and to supervise the operations of inventory and pursuing the natural habitat.
- To control, inventory and monitor the populations of predators threatening the continental hunting and fishing species.
- To manage the repopulation of hunting and fishing species.

Professional field: Develops professional activity in public and private companies of any size, , on their own account or on the account of others, dedicated to the management of the continental fishing habitat and the hunting species, as well as to the management of hunting and fishing boundaries, repopulation, legal control of predators, organization and support work as well as hunting/fishing guides of this type of activities, according to the established planes, following in their case, instructions of the person in charge of the production and being able to be in charge of other workers.

Productive sectors: Located in the agrarian sector, within the forestry and fishery subsectors and in the scope of the hunting-fishing management, in the productive activities developed in:

- Related public administration in hunting/fishing sectors.
- Companies dedicated to the inventory, planning and management of the natural habitat.
- Companies dedicated to the management of fish and crab populations, repopulations and adjustment and maintenance of the continental fishing habitat.
- Companies dedicated to the management of hunting boundaries, hunting repopulation and to the adjustment and preparation of hunting space, “key in hand”, for these aims.
- Companies dedicated to the control of the physical-chemical and biological quality of waters and accomplishment of censuses and pursuit of the continental fish populations.
- Companies related to forestry and other forest activities.
- Service Companies of forestry support.
- Companies related to hunting and animal capture and similar services.
- Companies controlling the populations of predators.
- Companies dealing with fishing and aquaculture.
- Construction companies of infrastructures for the organization of the management of the continental fishing habitat or the hunting species.
- Concessionary companies of hydroelectric uses.
- Companies that work in nature tourism.
- Botanical gardens, zoo parks and natural reserves.
- Universities, institutes and other public or private organizations related to the investigation and experimentation in this sector.



Occupations and relevant jobs:

- Person in charge or foremen from activities of technical attendance for the inventory, planning and pursuing of the continental fishing habitat and habitat of hunting species.
- Person in charge or foremen from repopulation, planning, supporting and protection of hunting animals, fish and crab.
- Person in charge or foremen from adjustment work of the continental fishing habitat and the hunting species.
- Person in charge of a natural park, administration of a hunting reserve, public boundary, among others, from the administration as well as university and investigation centers.
- Specialized worker in control of predators or invading species under legal framework.
- Coordinator of monitoring and inventory of rural areas.
- Person in charge of hunting-fishing tourism companies.

Training modules:

- Management of the works on the continental fishing habitat.
- Management of the works on the habitat of the hunting species.
- Inventory and pursuit of the natural habitats.
- Control of the predator populations of the continental fishing and hunting species.
- Keeping the populations of invasive species under constant control
- Management of the logging machinery, equipment and facilities.
- Management of the repopulation of hunting and fishing species.

7. Professional qualification: Management of the production and harvesting of mushrooms and truffles.

General competition: To organize, to supervise and, in their case, to conduct the operations of production and production period of mushrooms, truffles and quality infected plants, as well as the identification and harvesting of fungi, managing the available material and human resources, applying to criteria of quality and economic profitability, and respecting the effective applicable norm, including the environmental one and of prevention of labor risks for people who are involving in the production processes.

Competence units:

- To manage the intensive culture of saprophytic mushrooms.
- To manage the operations of appropriate and quality infections and production of mycorrhized plants.
- To manage the extensive culture of saprophytic and mycorrhized fungi.
- To manage the harvesting of mushrooms and truffles.
- To manage the machinery, equipment and facilities of the production areas.



Professional field: Develops professional activity in the area of production of companies, public and private, on their own account or on others account, dedicated to the production of mushrooms and truffles, mycorrhized plants and harvesting of fungi, following, in their case, instructions of the person in charge of the production, and being able to be in charge of other workers.

Productive sectors: Located in the agrarian sector, within the subsectors agriculture and forest, in the following productive activities:

- Producing mushroom and truffle companies.
- Commercializing mushroom and truffle companies..
- Companies or breeding producers of mycorrhized plants.
- Companies producers of mycelium.
- Transformation companies of mushrooms and truffles.
- Producing and public or private commercializing companies of products used in culture of saprophytic and mycorrhizal fungi.
- Mycological interpretation centers, mycological museums and companies that work in environmental education.
- Public or private organizations related to activities of rural tourism.
- Universities, institutes and other public or private organizations responsible from the investigation and experimentation in this sector.

Occupations and relevant jobs:

- Person in charge of mushroom and truffle culture.
- Person in charge of production of mycorrhizal plants.
- Person in charge of trade and harvesting of mushrooms and truffles.
- Person in charge of mycological uses.
- Person in charge of equipment and the facilities in the production areas

Training Modules:

- Basic mycology and general characteristics of fungi cultured
- Management and production of intensive culture of saprophytic mushrooms.
- Management of the mycorrhization operations and production of mycorrhized plants.
- Management of the extensive culture and production processes of saprophytic and mycorrhized fungi.
- Pest control in the production process of Sporophytic and mycorrhizal fungi and adjusting the production conditions in the production facilities.
- Management of the harvesting, packaging and marketing process of mushrooms and truffles.
- Management of the machinery, equipment and facilities of the production areas.



HOSTELRY AND TOURISM PROFESIONAL FAMILY

LEVEL 2

1. Professional qualification: Rural lodging

General competence: In order to obtain established economic and quality objectives managing and commercializing rural lodgings, , basic services of lodging, restoration and information are provided making sure the good state of the facilities, respecting the norms of safety and hygiene practices and environmental protection.

Competence units:

- To act under norms of security, hygiene and environmental protection in hostelry.
- To manage and to do reception services in own lodgings in rural and/or natural surroundings.
- To assure the maintenance and use conditions of spaces, facilities and dowry in rural lodgings.
- To prepare and to serve breakfasts, simple food menus and relevant dishes of the area.
- To manage and to commercialize own services of the rural lodging.
- to have knowledge on related general history and cultural heritage of the area and to transfer this knowledge to the others

Professional field: Develops there activity in tourist lodgings located in rural surroundings, like houses or apartments, rural shelters and hotels, or other establishments of similar nature, as a proprietor who manages, serves or assures its benefit, or as a qualified employee who does his job under the dependency of the corresponding hierarchic superior or proprietor.

Productive sectors: This qualification is located in the sector of hostelry and specially in the subsector of tourist lodging in rural areas., Although it can also be located in sectors such as education, spor or social services, in which certain types of non tourist rural lodgings are also included in this subsector.

Occupations and relevant jobs:

Both men and women have the competence can be employed in the following occupations;

- Qualified person and/or manager in rural lodging facilities.
- Qualified employee in rural hostelry.

Training Modules:

- Security, hygiene and environmental protection in hostelry.



- Reception and attention to the client in own lodgings of rural and/or natural surroundings.
- Maintenance and cleaning in rural lodgings.
- Restoration in lodgings located in rural and/or natural surroundings.
- Management and commercialization of rural lodgings.
- Knowledge regarding the general historical and cultural structure of the region

LEVEL 3

1. Professional qualification: Guidance and information to local tourists.

General competence: To promote and to commercialize local touristic destinations to tourism, managing tourist information services and participating in the creation, commercialization and tourist management of products and services of the local surroundings, using, in necessary case, the English language.

Competence units:

- To manage the transfer of touristic information and related units.
- To have ability of communication in English (or in another language), with an independent user level in the tourist activities.
- To create, manufacture, promote and manage local services and touristic products.
- To manage tourist information.

Professional field: Develops activity, fundamentally, in public or public-private entities whose purpose is the tourism planning and territorial development. They exert their functions like personnel of contact with the service users or in supervised management positions, depending on the size and complexity of the structure which they form part, or that may work for a private company.

Productive sectors: Develops activity, fundamentally, in tourism information and visitor centers, municipal offices of tourism information, offices of congresses, patronages, partnerships or any other public, local or autonomic entities. In their professional scope they pay quick information and advising, collaborate in activities of planning, tourist product creation and promotion and manage units of tourist information and distribution.

Occupations and relevant jobs:

- Tourism promoter.
- Tourist guidance and counseling. Office manager of tourism information centers.
- Manager or expert person in the local tourism development centers.
- Company technician of tourism consultancy.
- Company quality coordinator and tourism services organizations.



Training modules:

- Management of tourism information and distribution units.
- human relations in tourist services, knowledge transfer and promotion
- Professional English (or any other language) speaking for tourism.
- Local products and tourist services.
- The general characteristics of the region (the geographic location and characteristics, socio-cultural structure, history and cuisine, etc.)
- Tourist information.

INDUSTRY FOOD PROFESIONAL FAMILY

LEVEL 3

1. Professional qualification: Milk and milk product industries.

General competence: To manage a unit or section in the milk industry, programming, preparing and supervising the material and human resources, as well as the work necessary to reach the objectives fixed to the production plans, food safety, quality and environmental protection.

Competence units:

- To manage the storage and transfer of products and materials in milk and dairy products
- To program and manage the production in the food industry.
- To create activities for supporting the commercialization and branding
- To cooperate in the implantation and development of the quality plan and environmental management in the food industry.
- To develop the processes and to determine the operative procedures for the elaboration of milk for consumption and milk products.
- To control the milk product and consumption milk elaboration and its automatic systems of production.
- To apply techniques of analytical and sensorial control of the process of milk products and consumption milk elaboration.

Professional field: Develops professional activity in the production area, product development and services and organization of the food industry, in relation to the quality department and equipment maintenance, dedicated to the elaboration of consumption milk in its diverse presentations and milk products in general, private organizations, large or medium companies, working for others. Develops there activity depending, in each case, of a superior or not. Who may be in charge of personnel sometimes, on and off or on a regular basis. In the development of the professional activity, the principles of universal accessibility is applied according to the applicable norm.



Productive sectors: Located in the productive sector of production of milk, yogurts, fermented milk and similar, normal, enriched or special consumption milk, powder milk, concentrated and others, butters, ice creams and similar, cheeses.

Occupations and relevant jobs:

- Person in charge of supplies used in the production.
- Person in charge of production.
- Production line chiefs or head of plant in the milk industries.
- Managers of small cheese industries.
- Collaborator of the inspector-auditor of quality and environmental control.
- Quality control technicians in food industries.
- Técnicos de laboratorio de industrias alimentarias.
- Person in charge of nourishing industries.
- People in charge of quality.

Training Modules:

- Management of the packaging, warehouse and commercialization in the food industry.
- Organization of a unit of food production.
- Management of the quality and environment in food industry.
- Processes in the milk products and consumption milk industry.
- Milk products and consumption milk elaboration.
- Analytical and sensorial control of milk products and consumption milk.

SAFETY AND ENVIRONMENT PROFESSIONAL FAMILY

LEVEL 2

1. Professional qualification: Rural and Marine Habitat Watcher

General Competence: Monitor and protect property ownership and rights in rural and marine environment, avoiding the criminal acts or offenses being committed and enforcing regulations.

Competence units:

- Monitor and enforce hunting regulations and conservation of species which under protection.
- Conduct studies to avoid committing damage to agricultural land and the natural environment.



- Monitor and enforce fishing regulations, aquaculture conservation areas and fish species and the protection of industrial establishments and / or commercial aquaculture.

Professional field: Operates in rural and marine environment to monitor and protect the properties and rights, framed or not in security companies.

Productive sectors: Rural properties, agricultural fields, livestock and forestry with their own land. Hunting properties, fishing establishments-maritime coastal areas, aquifers and fishing preserves areas, rural recreation facilities and enclosed spaces to display species.

Occupations and relevant jobs:

- Particular field watcher.
- Hunting areas watcher.
- Marine fishery areas watcher

Training modules:

- Monitoring and protection of hunting areas and activities.
- Monitoring and protection of rural and maritime property.
- Monitoring and protection of fish farming activities.

LEVEL 3

1. Professional qualification: Control and protection of natural environment.

General competence: Sustainable managing of natural environment by controlling and monitoring the natural areas, and the use, restoration, maintenance, management and protection of natural resources, in compliance with the regulations in prevention of occupational risks and applicable regulations.

Competence units:

- Control and monitor natural areas and its public use.
- Check and prevent the exploitation of forest and mineral resources.
- Regular control of the use of hunting and fishing resources.
- To monitor and assist in restoration operations of natural areas, maintenance, management and protection of natural resources.

Professional field: Development of professional activity;



- in the management services of natural areas,
- in control activities field and protection of the natural environment and the environment
- in the areas of control and surveillance of natural areas, and use, restoration, maintenance, management and protection of natural resources.

Professional activity is carried out autonomously as contracted, in the public area, whether the General Administration of the State, regional or local governments, and the private sector, with private clients and large, medium and small businesses. The professional activity is subjected to regulation by the competent authority. In the development of professional activity, universal accessibility principles are applied in accordance with applicable regulations.

Productive sectors: Located in the service sector active in management of natural areas, in the subsectors related to the control and protection of natural areas, forestry and agricultural environment.

Occupations and relevant jobs:

- Forestry or similar agents.
- Foresters and / or forestry agents
- Control of natural spaces technicians.
- Environmental or similar agents.

Training modules:

- Activities for public use and protection of the natural environment.
- Control and monitoring of the exploitation of natural resources.
- Control and monitoring of the use of hunting and fishing resources.
- Control and monitoring of restoration, maintenance, management and protection of natural spaces.



2. Professional qualifications: Environmental management.

General competence: Inventory, elaborate documentation, perform commissioning, maintenance and propose actions to improve the efficiency of environmental management system (EMS) approved by the organization.

Competence units:

- Manage regulatory documentation Environmental Management System of the organization.
- Assess environmental risks for the prevention of accidents.
- Run the implementation and maintenance of Environmental Management System.
- Document the environmental aspects of the organization.

Professional field: Develops his career in public and/or private, third sector, universities and research centers. It depends hierarchically and functionally to the superior responsible. Collaborates with the other department's heads.

Productive sectors: Located in all productive sectors.

Occupations and relevant jobs:

- Coordinator of environmental management systems.
- Scheduler environmental activities.
- Environmental Documentalist.
- Technical environmental management.

Training modules:

- Regulations and internal environmental management policy of the organization.
- Prevention of environmental risks.
- Environmental management systems.
- Environmental aspects of the organization.



PHYSICAL ACTIVITY AND SPORTS PROFESSIONAL FAMILY

LEVEL 2

1. Professional qualification: Guide for itineraries in low and medium altitude mountains.

General competence: To determine itineraries and guide users by field of low and medium height mountains using existing techniques and climbing materials, mountain climbing or skiing, in safety and respect for the environment, adapting to users, achieving satisfaction, quality service and expected cost limits.

Competence units:

- Identify and organize itineraries for climbing or skiing in low and medium altitude mountains.
- Attend as the first responder in case of accident or emergency situation.
- To guide and boost people for low and medium altitude mountains routes and snowy mountain terrain of Nordic type.
- Proceed effectively and safely by land low and medium altitude mountains and snowy terrain of Nordic type.

Professional field: Exercise your activity in the field of sports and recreational activities in natural areas and active, sports or adventure tourism in the areas of programming, organization, development, monitoring and evaluation itinerary for low and medium altitude mountains for all user. Professional activity is carried out autonomously as contracted, in the public arena, whether general, regional or local governments, and the private sector, in large and small businesses:

- Companies active in adventure sports or leisure.
- Tourism businesses: hotels, campsites, hostels, cottages. travel agency.
- Ski resorts with complementary activities offering off-season.
- Shelters and mountain lodges.
- Schools and service companies' extracurricular activities.
- Holiday camps, farms, schools, camps.
- Sports federations and sports and social clubs.
- Companies guides.
- Business management of natural parks.



- Business services human resources training.
- Private clients.

Productive sectors: Sports, entertainment and leisure. Tourism.

Occupations and relevant jobs: Guide hiking, mountaineering for low and medium altitude mountains, crossing low and medium altitude mountains, snow shoeing routes Nordic type.

Training modules:

- Determine the itineraries low and medium height mountains.
- Basic principles of guidance for hiking, climbing and skiing in the low and medium altitude mountains
- Driving itineraries people for low and medium altitude mountains.
- Techniques progression in low and medium mountain.
- First aid

ENERGY AND WATER USE PROFESSIONAL FAMILY

LEVEL 3

1. Professional Qualification: Managing water use efficiency.

General competence: Collaborate in the management of integrated water cycle promoting its efficient use, and develop project autonomous catchment facilities, water treatment, supply, sanitation and water purification, organizing and controlling assembly and maintenance, to achieve the best yields system, including its energy efficiency and its use through reuse techniques, applying the criteria of quality, meeting plans prevention of occupational and environmental risks of the company and current regulations.

Competence units:

- Perform diagnostics and proposals for energy optimization of water networks and facilities.
- Develop water facilities projects on a small scale.
- Perform diagnostics and proposals for improvement of water facilities and networks.
- Manage the efficient use of water in buildings.



- To promote the efficient use of water.
- To organize, supervise and control of the assembly and maintenance of water facilities on a small scale.

Professional field: Person develops his professional activity, both self-employed basis, in companies or organizations of any size, public and private, linked to integrated water cycle, and engaged on the promotion, inspection, assembly, maintenance and use of facilities catchment, drinking water, supply-distribution and purification of water, depending, where applicable, functional and hierarchically superior, and you may also have lower-level staff position.

Productive sectors: Located in the sector of water supply, sanitation activities, waste management and decontamination in the sub-collection, purification and distribution of water and collection and treatment of wastewater.

Occupations and relevant jobs:

- Technical management to increase the water use efficiency.
- Technical water distribution systems.
- Delineate designer of autonomous water facilities.
- Charge autonomous assembly and maintenance of water facilities.
- Promoting the efficient use of water.

Training modules:

- Performing Diagnostics and proposals for energy optimization of water networks and facilities.
- Development of projects of water facilities on a small scale.
- Making the diagnosis, fixing failures and proposals for improvement of water facilities and networks.
- Efficient use of water in buildings.
- Promoting efficient use of water.
- Organization and supervision of installation and maintenance of water facilities on a small scale.



SERVICES AND SOCIOCULTURAL COMMUNITY PROFESSIONAL FAMILY

LEVEL 3

1. Professional qualifications: Community Revitalization

General competence: Programming, organizing, supporting and evaluating community development activities in collaboration with the intervention team, institutions and social partners in the articulation of community processes that promote citizen participation and active involvement.

Competence units:

- Establish and maintain relationship with agents and key community: population, technicians and administrations, streamlining the interaction between them.
- To promote citizen participation in community projects and resources.
- Streamlining the planning, development and evaluation of interventions and community projects and citizen participation held between the different agents that make up a community or a territorial area.
- Intervene, support and assist in the creation and development of associations.
- Establish communication strategies and dissemination of different projects and community activities.
- Apply processes and mediation techniques in managing conflicts between community workers.
- Incorporate gender perspective into social intervention projects.

Professional field: He develops his professional activity in the area of community services, in the department of implementation of programs and projects of socio-cultural, socio-communitarian and/or citizen participation in entities public or private nature, size businesses small, medium or micro both self-employed basis, regardless of their legal form and/or non-profit organization. It operates depending, where applicable, functional and/or hierarchically superior. You can have your staff sometimes seasonally or stably. In the development of professional activity universal accessibility principles apply in accordance with applicable regulations.

Productive sectors: Located in the area of community and cultural services in the subsector on the detection, intervention and outreach programs and community projects, resource management and promotion of citizen participation and partnership.

Occupations and relevant jobs:

- Community Animators.
- Socio-cultural.
- Technical Community.
- Agents of local development.



Training modules:

- Agents of the community process.
- Providing the citizen participation.
- Methodology for community revitalization.
- Community development and support associations.
- Techniques and tools and dissemination of information on community revitalization.
- Management of conflicts between community workers.
- Promotion of equal opportunities between women and men.



5. ITALY

European Qualification Framework (EQF)

The Recommendation of the European Parliament and the EU Council of 23 April 2008 established the European Qualification Framework (EQF), with the aim "to establish a common reference framework serving as a translation device between different qualifications systems and their levels, whether for general and higher education or for vocational education and training".

The recommendation requires the Member States to use the European Qualifications Framework as a reference tool for compare the qualifications levels of the different national systems and "to promote both lifelong learning and equal opportunities in the knowledge-based society".

From a technical point of view the EQF "is a referencing grid, functional to correlate and position the various qualifications released in the member states "of the European Union. The "comparison is based on common reference levels, related to learning outcomes (results learning) and placed into an eight-level structure".

On December 20 of 2012 at the State-Regions Conference it was signed the agreement by which it adopted the "First Italian report referencing of qualifications to the EQF European Framework "in which" placed "the Italian qualifications within the eight levels provided by the EQF.

The Framework of referencing of the Italian qualifications

This is the synopsis of the referencing of national qualifications to the public levels of the European framework of qualifications for lifelong learning as stated in Annex B to the Agreement in the State-Regions Conference on 20 December 2012.

EQF Level	Qualification Type
1	Final license Diploma of the cycle of education
2	Certification of basic skills acquired in the performance outcome of compulsory education
3	Certificate of professional operator status
4	Professional Technical Diploma
	High school diploma
	Diploma of technical education
	Diploma of Vocational Education
	Technical Higher top certificate
5	Higher Technical Diploma

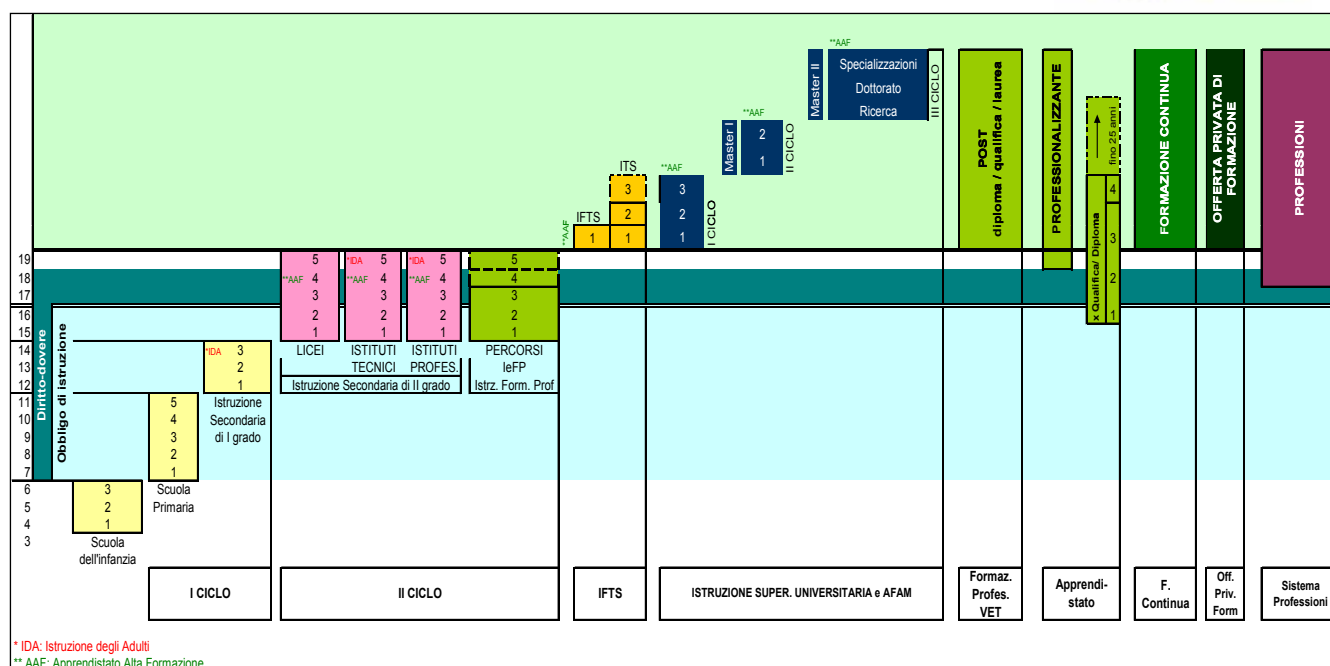


6	Degree
	I level Academic Diploma
7	Magistral Degree
	Second level Academic diploma
	Specialization Diploma or master
	First level university Master
	Academic Specialization Diploma
8	Ph.D.
	Academic research training diploma
	Master's degree
	University Master's Degree
	Academic Specialization Diploma
	Specialization Diploma or Master

For the 2 and 3 point the competent authority are the Italian Regions

The Italian National Qualifications Framework are the same of Slovakian Annex 1

Italian system of lifelong learning



Competent Authority (Competent Authority)

All persons responsible for the establishment of the paths and the issuance of qualifications in different countries.

Education system of education and training

In Italy the new system of education and training provided for by Law no. 53 of 2003 consists of:

- kindergarten (three years)
- first cycle, which includes primary school (five-year) and the secondary school level (three years)
- second cycle, which includes the system of high schools (five-year), the technical and vocational schools (five years) and education and vocational training (of varying lengths).

Vocational education and training

Vocational education and training (leFP), a regional responsibility, consists of the following types of offer:

- three-year courses for the achievement of an educational qualification;
- four-year courses, to achieve a professional degree.

Vocational training

Targeted training to the growth of knowledge and skills that the labor market in order to favor the quantitative and qualitative development of employment. It can be given to young people who already have degrees, who wish to acquire specific professional skills to increase their chances in the labor market, but also to workers employed or looking



for a relocation wishing to update or upgrade their professional skills (continuing education).

The institutional organization of reference in the field of vocational training is the region, which defines the annual and multi-annual training plans, decentralized expertise in provinces or territories, attributes to entities, including private, recognized the implementation skills, provides funding, even with the competition of the Government or the European Union.

So in Italy the national education system is one of the training is regional. The professional profiles are organized into business sectors and areas of activity, which they mainly refer. Each professional figure represents a set of characteristics of professionalism; in this sense, it is defined as "broadband," because it assumes a broad spectrum value and constitutes a functional reference to the organization of the standard system.

As part of the National Directory (art. 8 Legislative Decree 13/2013), it is created and made operational a national framework of regional professional qualifications and related skills, which is a reference in terms of professional content.

The descriptive sequence is the unified national reference for the regional qualifiers and allows you to:

- Check and compare the professional content (skills and profiles) described in the various regional directories;
- Make possible the readability and recognition on the basis of a common representation of the work;
- Have a performance parameter for the feedback (eg technical talks and practical tests)

The architecture of the Tuscany Regional System of Skills is composed of three pillars

I) TRAINING STANDARDS

Standards for vocational training courses:

- Standards for the design of the paths in relation to the learning objectives in output, measured on the EQF levels;
- Standards related to content as regards the keys competences (transposition Recommendation December 2006);
- Path standards differentiated by "sectors" training.

II) PROFESSIONAL STANDARDS

Regional Repertory of Professional Figures:

- 24 information sheets on regional economic sectors (each complete with ATECO 2002 references);
- About 260 descriptions of professions (ISCO each complete with references, ISTAT Professions);
- About 1100 Practice Areas, Knowledge about 5,000, about 5,000 Capacity;
- Standard procedures for the management and the implementation of the Directory.



III) STANDARD FOR RECOGNITION AND CERTIFICATION

Standards for the certification of skills and validation processes of experiences:

- Standard for certification processes;
- Standards for the recognition and validation processes of the experience of non-formal / informal even in the granting of qualifications / certificates

The descriptors of the professional:

Name of the figure	This indicates the name assigned to the professional described and indexed figure
Industry Reference	1st level of the classification system of the professional figures
Scope of business	2nd level of the classification system of the professional figures
Reading level	Specifies the degree of complexity of the role exercise identified according to the three groups (A, B, C); allows the connection with the European training levels
Brief description of the figure	Indicates the main tasks performed by the figure, the description of the prerequisites (qualifications, etc.), Development trends and working environments possible
Conversion Indexes	Explicit correspondences between the professional in question and the figures identified and described by the main institutional actors of the country (the NACE classification systems, ISCO, NUP 2006 ISTAT, EXCELSIOR, the repertoire of ISFOL professions and surveys on the needs created by OBNF, EBNA, ENFEA, regional repertoires, the graduating classes of the university system)
Expertise	Proven ability to use knowledge, skills and personal, social and / or methodological abilities, in work or study situations and in professional and personal development

The panel is, in fact, organized on the basis of a classification of economic professional sectors (NACE + CP), i.e. a system that combines the classification codes of economic activities (NACE) and professions (CP) and aggregates in 24 sectors (what in Ruralidad call families) all activities and expertise within the labor market.

Each of the 24 sectors is divided according to a descriptive sequence that provides for the identification of the production processes of goods and services, the identification of areas of activity (ADA) and the individual activities they involve.



Sectors to refer

15. OPERATOR OF FOOD AND BEVERAGE

	PROCESS WORK-ACTIVITY '	COMPETENCES	SKILLS	KNOWLEDGE
C. PREPARING FOOD	<ul style="list-style-type: none"> - Preparing raw materials (consumption or further processing). - Preparation finished. - Arrangement of assembled products. 	6. Choose and prepare the raw materials and the semi-finished products according to the quality standards defined and in compliance with sanitation regulations	<ul style="list-style-type: none"> • Apply the selection criteria of materials first • Preparing raw materials for the preparation of meals • Apply processing techniques raw material 	<ul style="list-style-type: none"> • deli items • the product category Factors relating to matters first: varieties and derivatives, products Regional food and wine, properties organoleptic and jobs • Quality of food Standard • Techniques of the preliminary work and finished in the kitchen • Tools for food preparation
D.1 PREPARING FOOD AND MEALS READY FOR THE END CUSTOMER	<ul style="list-style-type: none"> - Kitchen and food. - Preparation dishes. 	1. Make the preparation of simple dishes, according to the quality standards defined and in compliance with rules sanitation regulations.	<ul style="list-style-type: none"> • Use the main cooking techniques food preparation • Divide into portions of the foods to be set up directly into the kitchen • Apply technical and control protocols raw materials and semifinished products 	<ul style="list-style-type: none"> • dietary elements related to nutrients food, eating habits, metabolic diseases • self-control protocols related to hygiene and safety • Techniques of classical cooking



16. OPERATOR TO PROMOTION AND HOSPITALITY SERVICES

	PROCESS WORK- ACTIVITY '	COMPETENCES	SKILLS	KNOWLEDGE
E.1 PROVISION OF TOURISM SERVICES	- Sale Product / tourist service.	1. Make accessible the opportunities and tourist services available.	<ul style="list-style-type: none"> • Apply packet sales techniques tourism and travel • Contact facilities, services and institutions public and private • Identify product solutions and proposals / service corresponding to the requests 	<ul style="list-style-type: none"> • Elements of history, art, geography and culture of the territory • Regional Tourism System • Technical assistance and customer reception • Techniques structuring tour packages

20. OPERATOR OF FOOD AND AGRICULTURE TRANSFORMATION

	PROCESS WORK- ACTIVITY '	COMPETENCES	Skills	Knowledge
C. PROCESSING, PACKAGING AND STORAGE PRODUCTS FOOD	<ul style="list-style-type: none"> - Supply and storage raw, semi-finished materials. - processing and production of food, conservation and storage. 	6. Carry out the procurement, storage and conservation of raw materials and semi-finished products, by applying the regulatory profiles hygiene.	<ul style="list-style-type: none"> • Apply procedures, methods and techniques treatment of raw materials and semifinished products • Use procedures and control methods the physico-chemical, 	<ul style="list-style-type: none"> • physico-chemical-organoleptic aspects of raw materials and primary products from transform • Features and food quality criteria • Raw materials and primary food products to transform • Food Hygiene Regulations



			<p>organoleptic and of raw materials and merchandise semifinished</p> <ul style="list-style-type: none"> • Apply conservation and technical storage of raw materials 	<ul style="list-style-type: none"> • Technical control and analysis
		<p>7. Perform processing operations, packaging, preservation and storage of products , by applying the regulatory profiles hygiene.</p>	<p>Use tools, equipment and machinery for the processing and preservation feed</p> <ul style="list-style-type: none"> • Use tools, equipment and machinery for packaging • Apply procedures, methods and techniques processing and food processing equipment • Use procedures and control methods the physico-chemical, organoleptic and commodity product • Apply procedures and methods packaging of the products • Apply conservation and technical storage products 	<p>Food processing cycle</p> <ul style="list-style-type: none"> • Preservatives • processing and technologies Phases • Food Hygiene Regulations • Tools, equipment and machinery for the packaging • Tools, equipment and machinery food processing • Storage and Storage Techniques • Technical control and analysis • Storage Technologies • Transformation Technologies • Technologies and storage methods • packaging Types



21. OPERATOR AGRICULTURAL

GENERAL PATH	PROCESS WORK-ACTIVITY '	COMPETENCES	SKILLS	KNOWLEDGE
A. PLANNING AND ORGANIZATION YOUR WORK	Planning of work steps assigned.	1. Define and plan of operations steps making on the basis of instructions received and system of relationships, optimizing processes working and use of the means of production.	Adopt methods of planning time and intervention mode as a function of the phases of process development • Apply methods of planning and organization in respect of activities safety, hygiene and protection environmental industry specifications • Adopt methods and procedures for the monitoring and verification of the conformity of supporting the enhancement processing constant of output standards	<ul style="list-style-type: none"> • Safety instructions, hygiene, environmental protection industry • Main terminologies technical sector • Processes and working cycles of the various addresses of production • Techniques for Organizational Communication • Monitoring techniques • Planning Techniques
		2. Prepare for and take care of workspaces Generally, in order to counter fatigue and professional diseases.	Apply procedures, protocols and techniques hygiene, cleaning and reorganization of work spaces • Adopt organizational	<ul style="list-style-type: none"> • ergonomic elements • Procedures, protocols, hygiene techniques, cleaning and tidying



			operational solutions consistent with the principles of ergonomics	
B. MANAGEMENT COMPANY	Operations related to the choice address production and management company.	3. Collaborate in the productive address choice and in the management of the company.	<ul style="list-style-type: none"> • Adopt methods and operational techniques in able to give profitability and value in individual processes to economic goods and inputs • Identify the type of intervention in relation the product to be obtained • Use information and / or instructions for introduce the various stages of processing • Apply methods and techniques for managing work time • Use the reporting methods to describe results obtained both on the technical plan that management 	<ul style="list-style-type: none"> • Economic goods and factors of production • Elements of agricultural law • reference elements for ecology sector • Elements of Agricultural Economics • Elements of agricultural valuation • Phases and techniques in the productions • Industry production Addresses • Main terminologies technical sector • processes and the industry work cycles • specific IT tools • Techniques for Organizational Communication • Planning Techniques • Types of alternatives to support



				incident production
		4. To collaborate in the preparation and filing of fiscal and administrative documents specific sector.	<ul style="list-style-type: none"> • Applicare procedure per l'implementazione dei flussi informativi a supporto della gestione amministrativo-contabile • Effettuare operazioni contabili di base attinenti all'attività 	<ul style="list-style-type: none"> • General Accounting Items • Administrative-Tax legislation • Accounting programs
C. OPERATION AND MAINTENANCE MACHINES, TOOLS, EQUIPMENT AND FACILITIES	Preparation and use of machinery, tools, instruments, systems and structures. - Care and maintenance of machines and tools. - Preparation and housing care, hospitalizations.	5. Schedule the use, prepare and use in autonomy and security machinery, tools, equipment and structures in the different nature of the production processes livestock, agricultural, flower-culture, forestry.	Identify the use of machine capabilities, tools, instruments, installations and structures on basis of the indications of support <ul style="list-style-type: none"> • Apply procedures and techniques preparation machines, tools, plant and structures 	<ul style="list-style-type: none"> • Machinery, equipment and their operation when used in production processes • Techniques for preparation • Techniques and methods of use of the machines and tools
		6. Make the care, cleaning and maintenance of machines, tools, equipment and facilities, as well as the housing of	Carry out maintenance and repair work of the machines, tools, installations and structures <ul style="list-style-type: none"> • Use methods to test operation of machinery, 	<ul style="list-style-type: none"> • assumptions to make small repairs to the machines, installations and structures • hydraulic elements related to the field



		machines and tools.	instruments and installations • Apply procedures and cleaning techniques and ordinary repairs • Apply procedures and methods for the housing of machines and tools	<ul style="list-style-type: none"> mechanical elements related to the field housing Forms hospitalizations Forms
D. TRANSFORMATION OF AGRICULTURAL PRODUCTS	agricultural products artisanal Transformation - Packaging and storage of agricultural products - Storage of agricultural products - Sale of primary products company	7. Making agro-industrial changes and food primary products of the company, adapting techniques to different circumstances	Apply techniques and basic methods for transformation of the company's products • Check the physical-chemical, organoleptic and microbiological products from transform and processed ones, using even in simple chemical analysis and examinations microbiological	• methods and processing techniques artisan of primary agricultural products foodstuffs
		8. Run the packaging and preservation products.	Apply guidelines and regulations regarding hygiene, safety and quality required from the market • Apply methods and techniques packaging • Apply methods and techniques storage • Apply to the products for sale	Common analysis regarding the content and product quality. • Material properties of products • Forms and techniques for the conservation • Forms and techniques for



			protection devices and identification expected	packaging <ul style="list-style-type: none"> • specifications, regulations and standards in this regard • hygiene • Standards, criteria and quality parameters • Rules on the protection and the identification of products • commercialize
		9. Perform storage and sale of products.	Apply methods and storage techniques of products <ul style="list-style-type: none"> • Apply product sales techniques 	<ul style="list-style-type: none"> • Storage Techniques • Sales Techniques
A.1 ANIMAL BREEDING PATH	breeding	1.Perform the fundamental operations relating to livestock production.	<ul style="list-style-type: none"> • Apply techniques and methods of breeding • Apply techniques and prevention methods and care of animals • Apply techniques for the preparation and administration of the food ration • Apply techniques and methods of assistance reproduction and childbirth 	<ul style="list-style-type: none"> • Characteristic s of feeds and fodders • Characteristic s and needs of the animals from breeding • nutritional needs of animals in various forms production • reproduction and fertilization Forms • Forms and administratio n of fodder techniques and feed • Methods of



				<p>delivery assistance</p> <ul style="list-style-type: none"> • Methods of prevention • Techniques and practices to produce at maximum yield and for the respect of animal health and consumer • Types, specific methods of breeding and care • Treatment and storage of food
A.2 TREE CROPS, HERBACEOUS, FLOWER CULTURAL AND HORTICULTURAL PATH	- Plant, cultivation and breeding	1.Perform the fundamental operations relating to cultivation of woody plants, herbaceous and horticultural	<p>Apply ordinary treatment techniques and extraordinary soil</p> <ul style="list-style-type: none"> • Use protection systems of the ground and water • Apply techniques and implantation techniques, cultivation, reproduction and maintenance of woody, herbaceous plants, horticultural • Use procedures and methods for collecting products 	<p>Elements of soil fertilizers</p> <ul style="list-style-type: none"> • site requirements and related climatic conditions the different crops • Nutritional Needs • Fertilizers and manures • methods, forms and techniques of fighting pests, diseases, disorders phytopathologic • Main systems and forms of productions • Main planting



				techniques, production and maintenance of plant • Principal of the product box collection techniques
A.3 FORESTRY, ENVIRONMENTAL PROTECTION AGENCY PATH	Creating new forest plants. - Productions to forest. - Care, maintenance and defense of the environment wild and natural.	1.Create and manage wooded areas, for the purpose of protection of land and the production of timber for energy or constructive purposes.	Apply methods and practices related planting of new woodland • Use of intervention techniques to encourage the growth and timber production	• Methods, techniques and tools in the works in wood • Techniques and methods of cultivation, d'impianto and reforestation • Techniques to encourage and l'accrescimento o wood production • Types of woody plants and shrubs typical of the territory
		2.Start to care and protection environment and natural woodland.	Apply techniques for the care and protection of the forest, grassland and roads communication • Apply methods and techniques greening, protection of soil and waterways • Use of intervention techniques to	Diseases and parasites in the field of forestry • Basic Methods for environmental control • defense and care of the land system and waters • Techniques for environmental



			protect and protection of natural beauty territory and landscape	l care and Scots natural
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Understanding State-regions introduces the mechanism of correlating the qualifiers in the National Framework.

According to this mechanism, the that- regional qualifications in terms of skills - patrolling the same working activities of a group of correlation, identified as aggregate of work activities within an Area of activity, are automatically considered equivalent to each other, limited to manned activities and following proper validation by the technical Group.

The National Framework of regional qualifications therefore it constitutes a single reference at the national level:

n both for the correlation between similar qualifications between them for manned professional content;

n both the identification, validation and certification of skills.

in summary in ADA (Area of Activities) we have the possibility to meet sectors (families) to realize a cross competence

The "Name" descriptor identifies the Professional figure which included the development of some distinctive features in terms of activities and operational complexity, the based naming standards defined for all the Figures that make up the Repertoire regional.

The "Sectors" and "Areas of activity" are the organization criteria of Professional roles.

The reference areas represent a macro dimension of the economic and productive system Tuscan, homogeneous by type of productive activity and / or goods / services produced, where they belong Repertoire of the Regional Figures. Professional Figure organized by sector are also further grouped into areas of activity, on the basis of unmanned operation. The descriptor "professional level or complexity of operation" specifies the degree of complexity of exercise of professionalism of the professional Figure and it is defined through a Standard classification of levels of complexity.

The "Description" descriptor is intended to summarize the distinctive elements that allow you to place the

Figure in its context and scope. The "Conversion Indexes" descriptor collects, distinguishing, references to major systems official classification for statistical purposes (ISCO, ISTAT CPI Professions, NACE) and references to other descriptive repertoires made in Italy by other institutions (HTE, IeFP, directories regional). The systems that are referenced by the Repertoire Figures are identified on the basis their significance at the national level and their level of upgrade.

The "Operation Areas or Area of Activity (ADA)", no fewer than three and no more than nine, are the reference key of the description of each professional as Figure denote the essential content of the professional characteristic of Fig. Such content, described briefly through a "Title", it is declined in terms of the expected performance



overall in the "Description of performance" and find one correspondence with the unit Skills necessary for the performance of the performance. Each unit describes Skills The structured set of Knowledge and Capacity, each in a number not less than three and not exceeding ten, deemed essential to oversee the activities area to which it relates.

it is important for the qualification in Tuscany our Agent keep in mind these types listed below

Minimum durability standards of ADA (area of activity) for Employee Figures is 110 hours
Minimum durability standards of ADA for Technical Figures is 75 hours
Minimum durability standards of ADA for Responsible Figures is 60 hours

In Tuscany a profile similar to what we are studying an it is QUALIFIED FOR THE ANIMATION RURAL DEVELOPMENT but that profile no longer be activated by 23/07/2009

For Instance we describe that professional profile:

Description:

It 'a professionalism that has been in the business service sector activities. It promotes initiatives in the economic / social field, acting as a link between the public and private. It promotes and manages initiatives and collaborates throughout the design process. It supports stakeholders and involves institutions for overall management and optimal use of initiatives. It works assuming the responsibilities of the technical role that plays, including professional updating.

Basic Contents:

- group work methodologies;
- management of the working groups;
- techniques and methods of communication;
- methods of introduction and dissemination of innovations;
- methods of analysis and planning of the territory;
- methods of promotion and activation of participation;
- technical design and planning of interventions;
- computerized methods applied to information management and processing and dissemination of data;
- methods of presentation of requests for financing and preparation of
- documentation;
- evaluation methods of investment and economic analysis of the initiatives;
- form of financing and management of the measures;
- market strategies and trade promotion related to marketing initiatives;



- information services for entrepreneurial activity;
- characteristics of the environment and social context and in marginal rural areas;
- aggregation methods in rural and marginal areas;
- to promote the image development for the enhancement of an area according to its potential;
- drafting elements of the Community programs related projects on the promotion of rural development;
- agricultural and territorial program for the promotion of rural development;
- contract of employment and main regulations governing the employment relationship;
- prevention and protection standards in the workplace

Technical and professional contents:

- analysis of the needs and expectations of the population of a territory and proposed lists priorities of interventions;
- promoting the participation of stakeholders in the initiatives and highlighting the type of request and intervention points towards which to direct the available resources;
- collaboration with institutions, organizations, economic and business entities for the performance of the identified interventions;
- examination of initiatives and proposed meetings on the basis of information collected from the subjects interested, and drafting of the proposal and programming aimed at quality documents intervention;
- design, in collaboration with those involved, the initiative (identification of
- partnerships, sources of financing and construction period);
- of the quantification of the entity must and evaluation of self-sustainability of initiative;
- preparation of the necessary documentation to the presentation of the proposal in function of financing channels identified for the construction;
- participation in the implementation of projects and cooperation in the different stages activating systems promotion, monitoring and evaluation of initiatives;
- promotion of interventions in protected areas aimed at the exploitation of environmental resources;
- interpersonal relationships upstream and downstream for the levels of responsibility;
- the expected evolution of their professional role

Transversal contents

Entry Requirements:

- Education second cycle: title certifying the completion of the path relative to the second cycle education (high schools or vocational education and training system); or vocational training: professional qualification of second level corresponding to the profile level professional in the sector / subsector of reference; or Education first cycle: diploma secondary school cycle + biennial work experience in the field of null reference



Selection criteria:

- evaluation of the curriculum and previous work experience;
- aptitude testing and preparation for the role;
- evaluative discussion of the motivations and the organizational and communication skills (they are prerogatives necessary motivation and interest in socio-economic development of the territory)

Career opportunities:

- institutions or promoters of development agencies;
- Industrial unions, chambers of commerce, craft associations, local Institutes for promotion of credit, local authorities, etc. ;
- institutions and companies or associations interested in the promotion of rural development

Duration:

- 1100 hours

Professionalism teacher:

- diploma or degree;
- industry expert;
- tutor

Equipment and teaching aids:

- classroom equipped with overhead projector, magnetic, furniture and audio-visual aids and sheets information technology;
- equipped classrooms for group work and discussions

Notes

* The animator, for intrinsic feature of its role, must acquire a sense of initiative, decision-making skills, powers of observation, open-mindedness and willingness to talk with the People, maturing interest in the problems of others and for the realization of activity innovative and original. The course will develop the preparation of participants communication and organization of resources. The interest as regards the local traditions, habits and customs, crafts, folk celebrations, typing of products and food and wine traditions are a cultural prerequisite for the performance of the role.

Equally important will be the development of organizational capacity and availability the introduction of innovations. An important part will be devoted to stimulating the originality of the solutions, the ability to understand, adapt and change, types of valuable initiatives to reportable the characteristics and local needs.



6. PORTUGAL

The National Qualifications Framework of Portugal

The National Qualifications Framework (NQF) in Portugal consists as a framework of reference that classifies all the qualifications produced in the scope of national the education and training system, independently of the way of access, as defined in the Ordinance n.º 782/2009, of 23rd of July. That is, the qualifications no longer have as base the duration, the contents and the education methods, but instead the learning results that are associated to each level of qualification. The NQF allows to compare the acquired skills independently of the way they were acquired, in formal, informal or non formal contexts. The NQF, exists since October 1st of 2010, created by the Decree n.º 396/2007, of December 31st and is regulated by Ordinance n.º 782/2009, of July 23rd, that revokes the application of the structure of the training levels established by the decision n.º 85/368/CEE, of the Council, of July 16th.

National Qualifications Framework Structure

The NQF is structured in 8 levels of qualification, each one defined by a set of indicators that specify the learning results corresponding to the qualifications in a certain level. The NQF adopted same the eight levels of qualification of the EQF (European Qualifications Framework)

The levels of qualification consist as indicators of the complexity and/or depth of knowledge and capacities, of the autonomy and responsibility that an individual must be able to demonstrate that he has in a certain level of qualification.

In this sense, each one of the levels is described using a scale of indicators that characterize the result expected for each level in particular, in terms of Knowledge, Ability and Attitudes.

The starting point – Construction of the EQF

The EQF appears as an answer to the requests of the state-members, the social partners and other people interested in the elaboration of a common reference that allows to increase the transparency of the qualifications and helps in the comparison between qualifications obtained in different state-members. The works involved specialists of the 32 countries and was in public discussion in all of Europe during the year of 2005. The formal adoption happened in February of 2008.

The referencing process of the NQF to the EQF

The referencing process of the NQF to the EQF occurred between 2009 and 2010, was carried through by a technical team and accompanied by a Commission consisting of representatives of the National Agency for Qualification, of Direcção-Generalidade of



Ensino Superior (DGES), of the General Direcção- of Innovation and Desenvolvimento Curricular (DGIDC), of the General Direcção- of the Job and the Relations of Trabalho (DGERT) and of the Agency of Acreditação and Avaliação of Ensino Superior (A3ES).

Within the NQF there is the **National Catalogue of Qualifications (NCQ)**.

What it is the National Catalogue of Qualifications?

The NCQ is an instrument...

- of strategical management of the national qualifications of non superior level
- of regulation of training offers of double certification whose public financing will be subject to conformity face to the referentials contained in it
- that integrates only referentials of qualification for the double certification training (adult training and lifelong learning, in a first phase) and for processes of recognition, validation and certification of competences (RVCC)

How it is organized currently?

The qualifications that integrate the NCQ are structured in **areas of education and training**. To each qualification corresponds a professional profile and a referential of training.

The NCQ integrates **274 qualifications** for **39 areas of education and formation**:

114 confer level 2 of qualification of the QNQ (it includes 9th grade)

125 confer level 4 of qualification of the QNQ (it includes 12th grade)

35 confer level 5 of qualification of the QNQ (it includes 12th grade)

Currently the CNQ only integrates qualifications of non superior level (levels 2, 3, 4 and 5).



PROFESSIONAL QUALIFICATIONS:

Areas of education and training:

1. Agriculture and Animal Production

- Level 2:
 - Agriculture operator.

General description:

Perform tasks relating to the production of agricultural products of vegetable origin, applying techniques, methods and production methods compatible with the conservation of resources and environmental protection, taking into account the needs of crops and the soil and climate conditions and respecting the standards of product quality, food safety and security, hygiene and health at work.

Activities:

1. Proceed to preparing the land for sowing and for installation of crops or plantations, through the set production (e.g. perform the tillage necessary for the correct establishment of culture or planting, in order to provide good conditions for the germination and/or rooting.).
2. Install cultures and plantations, according to the cultural operations to be carried out and the production mode set (e.g. assembling of shelters and coverings for the protection and development of the plants).
3. Make the cultural operations necessary for the development of cultures and plantations, taking into account the growing habits of the species, soil and climate conditions, the conduct of outdoor or protected crops, according to the method and the mode of production set (e.g. perform the staking of plants using different tutors and support frames, according to the species concerned).
4. Proceed with the harvest of the crops and plantation products, taking into account its characteristics, the purpose and the mode of production (e.g. carry out the harvest production, either manually or mechanically, taking into account the different products and the purposes for which they are intended).
5. Make the cutting operations, storage and conservation of the forage production, according to the method established, ensuring the proper preservation of foods and minimizing the environmental impact (e.g. make the cut forage, using appropriate techniques, in order to ensure green food for animals).
6. Driving, operating and regulating agricultural machinery and equipment appropriate to the activities to be carried out, taking into account the rules of safety at work and



environmental protection (e.g. drive and operate agricultural tractors depending on the work to be carried out and the products, materials and equipment to be carried, in accordance with the rules of the highway code and safety standards).

7. Perform the maintenance of equipment and facilities (e.g. cleaning of equipment and facilities, applying the products and ensuring the proper storage of waste and effluents resulting from it).

8. Register data relating to operations performed, for technical use and accounting procedures, in order to control the results and the productivity of the farm (e.g. conduct technical/economic daily records of tasks performed with machinery and equipment and the respective consumption).

9. Perform simple operations related to farming and forestry activities (e.g. carry out food distribution, taking into account the needs of various species and livestock breeds).

Personal Knowledge:

- Organize activities in order to respond to service requests, interacting with the other elements of the team's work.
- Decide on the most appropriate solutions to solve problems of less complexity arising from the exercise of the activity.
- Adapt different organizational contexts and new technologies, methods and modes of production.
- Integrate the good agricultural practices, according to modes of production, the standards of protection and improvement of the environment, food safety and quality, public health, safety, hygiene and health in agricultural work and animal welfare, in carrying out the activities and tasks.

- Level 4:
 - Technician of agricultural and animal production.

General description:

Schedule, organize, guide and perform the activities of a farm and/or cattle ranch, applying techniques, methods and modes of production compatible with environmental preservation and protection standards and animal welfare and product quality, food safety, public health and safety at work.

Activities:

1. Schedule, organize and carry out operations and tasks necessary for the implementation of the annual plan of farming and livestock, according to the method of production.
2. Organize and guide the implementation of the operations and tasks involved in agricultural and animal production, ensuring the quantity and quality of the products



and the fulfillment of the norms of protection of the environment, food safety, occupational health and safety and animal protection.

3. Organize and guide the implementation of the operations and tasks of storage, packaging or transport and conservation of agricultural or livestock products intended for marketing, having regard to the applicable rules and the requirements of customers.
4. Perform the operational management and control of the maintenance, conservation and repair of tractors and other vehicles, machinery, installations, equipment and farm implements and livestock.
5. Ensure the management and treatment of effluents and agricultural and livestock residues, according to the legislation in force.
6. Driving agricultural vehicles operate and regulate farm equipment and livestock machinery having regard to the rules of safety at work and environmental protection.
7. Ensure the operational link with suppliers of raw materials, goods and services, in accordance with established contractual.
8. Explore and apply information and communication technologies in the implementation of the agricultural and livestock operations and the collection and processing of information.
9. Systematize technical and economic information, and draw up reports on agricultural or livestock activity.
10. Control the execution of the projected budgets and make the necessary adjustments.
11. Identify new markets, marketing forms, forms of recovery of agricultural and livestock products and investment needs, preparing proposals and budgets.

Personal Knowledge:

Lead and coordinate work teams, organizing, informing, motivating and empowering workers so as to ensure the achievement of objectives. •Decide on the most appropriate solutions in the organization and implementation of the operations and tasks. •Update and apply in different organizational contexts new technologies, methods and modes of production. •Act, organize and lead others to act in accordance with good agricultural practices, modes of production, product quality standards, food safety, public health, environmental protection, animal protection and safety and health at work.



2. Hostelry and restaurants

- Level 2:
 - Operator of hotel maintenance.

General description:

Perform maintenance and simple repairs in the water and sewerage networks, wooden structures, masonry and metal, in refrigeration equipment and air conditioning and low-voltage electrical installations in buildings and hotels, taking into account the standards of environmental protection, safety, hygiene and health at work.

Activities:

1. Prepare the work to be carried out using appropriate techniques and procedures (e.g. analyze technical documentation on equipment in order to identify the characteristics and functioning of the same and to prepare the repair/maintenance to run).
2. Carry out maintenance and repairs simple sanitary water networks and sewage, namely, hot and cold water pipes and fittings, sewer, heating and cooling equipment and water equipment of swimming pools and gardens, taking into account the technical specifications and the measures of protection of the environment, safety, hygiene and health to adopt (e.g. check the operation of the sanitary water networks and sewage, heating equipment and cooling equipment and water of swimming pools and gardens, diagnosing eventual damage).
3. Carry out maintenance and repairs simple wooden structures, masonry and metal, taking into account the technical specifications and the measures of protection of the environment, safety, hygiene and health to adopt (e.g. check the operation and condition of doors, Windows and other structures in wood, metal and masonry structures, diagnosing eventual anomalies and signs of wear of materials).
4. Carry out maintenance and simple repairs in the electrical installation, in particular, low-voltage electrical installations, electrical systems, intercommunication and safety signage and electrical frames, taking into account the technical specifications and the measures of protection of the environment, safety, hygiene and health to adopt (e.g. check the operation of the low-voltage electrical installations, electrical signaling systems, and security and intercom electric frames, diagnosing eventual anomalies).
5. Carry out maintenance and simple repairs of refrigeration, freezing and air conditioning, having regard to the technical specifications and the measures of protection of the environment, safety, hygiene and health to adopt (e.g. check the operation of the refrigeration, freezing and air conditioning, diagnosing eventual anomalies).
6. Cleaning and conservation of the instruments and tools of work using the appropriate products.



7. Carry out the supply and storage of materials and accessories needed maintenance and repair operations, making the procurement of parts and consumables ensuring proper storage and conservation and your controlling stocks.

8. Register maintenance operations and repairs carried out by identifying the malfunctions detected, the procedures adopted and other relevant information about the work.

Personal Knowledge:

•Take initiative to find appropriate solutions in problem-solving. •Adapt to the evolution of materials, equipment and new technologies. •Integrate the rules and procedures for the protection of the environment, safety, hygiene and health in the exercise of your professional activity.

3. Tourism and Leisure

- Level 4:
 - Technician of information and tourism promotion
 -

General description:

Provide information, promote and market tourism products and services, as well as, to customer service and the reception of customers to ensure quality service and satisfaction of these.

- Level 4:
 - Technician of Environmental and rural Tourism

General description:

Performs reception services in rural accommodation and information, organization and animation of events, participating in the implementation of measures for the recovery of tourism in rural areas.

Activities:

1. Collaborate in the conservation, protection and enhancement of the natural and rural spaces (e.g. participate in the implementation of protection measures and nature conservation).



2. Organize and perform the service and receiving customers in rural accommodation (e.g. organize reserve operations in accordance with the requests and planning the occupation and the distribution of the services).
3. Organize and boost environmental and rural animation activities in open spaces and/or closed, according to the needs and motivations of customers (e.g. develop environmental and rural animation programmes, defining, in particular, the activities to be carried out, the objectives to be achieved, the duration of each activity, the accommodation and the budget).
4. Perform or cooperate in prospecting new clients, as well as in the management of customer.
5. Prepare reports and other documents concerning the monitoring your activity.
6. Provide first aid and basic health care and well-being.

Personal Knowledge:

•Communicate, both internally and external to the Organization, with different interlocutors. •Facilitate the interpersonal relationships within and external to the organization. •Act and do act in conformity with the standards of safety, hygiene, health and environmental protection in the exercise of your professional activity. •Demonstrate accuracy and responsibility in compliance with the standards and procedures of management systems in the field of quality in the performance of your professional activity. •Demonstrate commitment, responsibility and initiative in order to find appropriate solutions for problem solving. •Leading, cheer and motivate customers to use the services of the organization. •Manage conflicts. •Adapt different customers (behavior and expectations, ...) and work contexts. •Decide in good time in order to resolve unforeseen situations. •Work with orientation to goals and under pressure of deadlines.

- Level 5:
 - Technician of Environmental and rural Tourism

General description:

Conceive, plan, organize and monitor programs of open air activities of nature tourism, framing themselves customers participants, under the technical and tourist point of view, in activities corresponding to your area and level of expertise and participating in the management and maintenance of facilities and equipment.



Activities:

1. Conceive, plan and organize tourist animation programs, in specific technical areas, in the wild or in premises equipped for that purpose, basing your performance by applicable law, by the limits imposed by the area and your level of expertise and the principles of sustainable tourism (e.g. design of tourist products and services of outdoors, differentiated according to the customers ' profile, promoting your marketing).
2. Monitor and boost tourist animation programs, ensuring the technical framework and tourism, management of the Group and the failure to follow the safety rules and good practice of the activity (e.g. operating in the field of outdoor tourist activities, in accordance with the legislation in force and with the safety rules and good practices of the activity).
3. Promote responsible participation of participants of tourist animation activities, respect for natural resources, socio-cultural and heritage communities (e.g. Ensure the responsible behavior of all involved in the activity).
4. Assess tourism activities outdoors (e. g. apply the organizational procedures of evaluation of the programming of the activities of tourist animation; Analyze and evaluate the results achieved in the framework of the activities developed).
5. Responsible for the management and maintenance of the facilities and equipment required for the company's activities for which it is responsible (e. g. identify the applicable legislation (facilities, equipment, hygiene and safety) and control the respective maintenance and safety procedures).

Personal Knowledge:

- Identify with the goals and the culture of the company, acting on the basis of the different work contexts.
- Act in accordance with ethical and deontological principles while respecting the framework and the limits of your professional experience.
- Demonstrate creativity for the creation of attractive products to customers.
- Act autonomously taking responsibility and safety as values and quality factors.
- Demonstrate a firm stance, safe and inspiring trust.
- Demonstrate a firm stance, safe and inspiring trust.
- Demonstrate ability to note the customer, adjusting your intervention in accordance with the needs of well being.
- Demonstrate adaptability to changing circumstances.



- Take appropriate decisions in unforeseen situations.
- Demonstrate accuracy and responsibility in compliance with the organizational rules and procedures. 12. Express empathy and respect.
- Express empathy and respect.
- Facilitate interpersonal skills both internally and outside the company.
- Gerir e motivar equipas de trabalho.
- Prioritize goals and work under pressure of deadlines.
- Motivate customers to acquire the services of the company.

4. Social Work and Guidance:

- Level 4:
 - Technician of Familiar Support and Support to the Community.

General description:

Provide basic health and human care to users and/or customers in condition of weakness in home care, institutional context or in the provision of personal care and community social support services covered, taking into account the technical direction and the ethical and deontological principles.

Activities:

1. Prepare the service relative to care to be lended, selecting, organizing and preparing the materials, products and equipment to be used safely.
2. Provide basic care of hygiene, comfort and health to be assisted in different contexts, taking into account the features and needs of the assisted and in accordance with the guidelines of the coaching staff (e.g. ensure the maintenance of hygiene, personal appearance and comfort of the assisted person).
3. Perform the tasks related to the meal service, in accordance with the guidelines of the coaching staff (e.g. cook basic meals according to their needs, using the equipment and utensils).
4. Perform cleanup tasks and arrangements of spaces, equipment and clothing.
5. Collaborate in preventing the monotony and isolation of assisted, in accordance with the guidelines of the coaching staff (e.g. encourage the participation of socio-cultural activities and assisted leisure appropriate to the situation of assisted).



6. Articulate with the coaching staff, transmitting the relevant information about the services provided, reporting abnormal situations relating to assisted.

Personal Knowledge:

- Respect the principles of professional ethics inherent to the profession.
- Adapt to different situations and family and institutional contexts.
- Take care of your personal presentation.
- Interact with understanding, patience and sensitivity in interacting with clients, family and/or caregivers.
- Motivate others to the adoption of hygiene and comfort.
- Promote good interpersonal skills.
- Respect privacy, intimacy and individuality of others.
- Interact with affective and emotional balance in the relationship with the other.
- Take the initiative to find appropriate solutions to solve unforeseen.
- Working in multidisciplinary teams.
- Auto control in critical and limit situations.

5. Sports:

- Nivel 2:
 - Exercise specialist

General description:

Planning, design, guide and drive all programs and sports activities fitness (fitness) developed in sports facilities sports services in the area of the maintenance of the physical condition, as well as participate, under the coordination and supervision of the Technical Director, the evaluation and prescription of sports activities, in checking the quality of the services provided and in the implementation of measures leading to your improvement , on customer loyalty and promoting accession to the sport and the acquisition of healthy lifestyles.

Activities:

1. Assess the physical condition in an integrated manner of the practitioner according to the guidelines of the Technical Director (TD) (e. g. apply predefined assessment protocols; Process the data collected in the assessment protocols).
2. Advise, prescribe and plan the most suitable sports activities in accordance with the overall assessment of the practitioner and according to the coordination and supervision of the TD (e. g. prescribe sports activities for component of physical condition).
3. Lead and guide the programs of sports activities previously established (e. g. Welcome and guide the practitioner in the completion of your training program, using the most effective pedagogical forms).
4. Promote the acquisition of healthy lifestyles associated with exercise (e. g. boosting the practice of physical exercise as a means of maintaining physical and mental health).



5. Collaborate in programs and customer loyalty (e. g. use of information and communication techniques and appropriate to the different situations of your professional intervention).
6. Participate in the definition and implementation of maintenance plans and organization of space and equipment (e.g. Participate in the identification of standards for use of equipment to ensure the quality and safety of sports activities).
7. Collaborate in the evaluation of the quality of the services provided, propose and implement measures aiming at the improvement of that quality in order to retain customers, conducting by the code of ethics (e. g. Apply evaluation tools of quality).

Personal Knowledge:

- Acting in accordance with the legal and regulatory framework of professional activity.
- Acting in accordance with the ethical principles, codes of ethics and quality standards.
- Demonstrate capacity for critical reflection on the professional activity in a perspective of development and continuous improvement of their professional skills.
- Relate and to fit in work teams and in multidisciplinary teams.
- Acting in accordance with healthy lifestyles, not using prohibited substances and methods.
- Acting in accordance with healthy lifestyles, not using prohibited substances and methods.
- Demonstrate organizational skills, activity planning and time management.
- Reveal in your professional intervention, proactive update of knowledge and continuous training.
- Reveal in your professional intervention, proactive update of knowledge and continuous training.
- Reveal in your professional intervention, proactive update of knowledge and continuous training.
- Adapt yourself to new situations and forms of work organization.
- Adapt yourself to new situations and forms of work organization.
- Adapt themselves to new technologies and to the variety of equipment used.
- Relate and adapt to different user profiles.
- Demonstrate self-control in critical situations of limit.

6. Environmental protection – Transversal programs:

- Level 4:
 - Technician of water treatment systems.

General description:

Perform complex operations associated with the management, operation and maintenance of treatment systems and water transport (supply and/or residual), in accordance with the procedures implemented, based on the rules and regulations of hygiene, quality, safety and environmental protection.



Activities:

1. Develop and implement the program of operating routines and other technical specifications, in order to adopt the procedures appropriate for the work to be carried out.
2. Ensure the daily routine of hygiene and tidiness of the workstation.
3. Perform complex operations associated with exploration in the areas of collection, storage, treatment and transport of high waters and monitor the operation and adjustment of machines and equipment (e. g. Enter and verify the parameters of operation and adjustment of machine and equipment according to the instructions received and the program of operating routines).
4. Check the quality of the water according to the parameters in force (e. g. Make water samples for further analysis, on the basis of the parameters to be assessed).
5. Perform control tests of water, according to the parameters to be assessed.
6. Ensure the provision of treatment systems and water transport (e.g. Proceed to the reception and storage of reagents, materials and auxiliary means).
7. Ensure complex maintenance tasks of machinery and equipment (e.g. Ensure that the organs, machines and equipment are in good condition).
8. Act and report situations of accident or incident to the level of quality, environment and safety, according to instructions and established procedures.

Personal Knowledge:

- Interact with the other elements of the task force, with a view to respond to service requests.
- Demonstrate punctuality, initiative, autonomy and rigour.
- Adapt different organizational contexts and new technologies, methods and equipment of treatment systems and water transport.
- Comply with accountability procedures, rules and regulations stipulated.
- Decide on the most appropriate solutions to solve problems.
- Integrate good practices of hygiene, safety and environmental protection in the implementation of the operations of treatment systems and water transport.



Co-funded by the
Erasmus+ Programme
of the European Union

