

1. TITLE OF THE CERTIFICATE ⁽¹⁾
Personalitöötaja I
⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾
HR administrator I
⁽¹⁾ if applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES
<ul style="list-style-type: none"> - Fills out personnel documents according to given instructions and legislation governing the field - Collects statistical data on the labour resources of the organisation - Participates in the conduct of personnel surveys - Prepares notifications relating to personnel work and is able to differentiate between public and confidential information - Participates in the process of staff planning, and evaluation of positions and employees - Is able to prepare a recruitment advert, assess the documents of the applicants, make a preliminary selection, prepare the interviews, draft responses to the participants in a vacancy competition - Participates in the process of employee training and development

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾
Is usually employed by various organisations and institutions as a human resource administrator (e.g., recruitment assistant, assistant human resource manager, human resource secretary, human resource official, etc.).
⁽¹⁾ If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Name and status of the national/regional authority providing accreditation/recognition of the certificate Sector Skills Council approved by a Regulation of the Government of the Republic

^(*)Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu/en/home>

Level of the certificate (national or international) Estonian Qualification Framework level 3 European Qualification Framework level 3	Grading scale / Pass requirements 1. Written test with multiple-choice questions (70 % of the examination) 2. Interview with open questions (30 % of the examination). Duration of the interview is 10 minutes.
Access to next level of education/training Human Resource Administrator II Human Resource Specialist II Human Resource Specialist III Human Resource Manager IV Human Resource Manager V	International agreements
Legal basis Occupational Qualifications Act (RT I 2008, 24, 156; 01.09.2008)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification.

- professional secondary vocational education (in the field of personnel work), or
- secondary education and professional complementary education (in the field of personnel work)

More information (including a description of the national qualifications system) available at:

www.kutsekoda.ee