



Euroopa Liit  
Euroopa Sotsiaalfond



Eesti tuleviku heaks



Republic of Estonia

## 1. TITLE OF THE CERTIFICATE <sup>(1)</sup>

**Sotsiaaltöötaja, tase 7**

<sup>(1)</sup> in the original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE <sup>(1)</sup>

**Social Worker, level 7**

<sup>(1)</sup> if applicable. This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCIES

### Planning and organization of work

- Preparation of service documentation, creation and/or surveillance of conditions corresponding to the criteria.
- Doing awareness raising work.
- Maintaining records and assessment of a service/activity.
- Planning the work of employees.
- Collection of data and maintaining a register of provided social services and social benefits and the beneficiaries.
- Planning of development of the domain and monitoring of its execution.
- Planning of financial resources and monitoring of its execution.

### Organization and provision of services

- Finding out the need for services in the service area.
- Mapping of service providers, organization of services.
- Organization of payment of social benefits, execution of disbursements.
- Preparation and submission of expertise.

### Management, supervision and offering support to practitioners

- Supervision and offering support to practitioners.
- Organization of conferences and other collective work formats.
- Administration of the domain of social work on the level of an organization, including setting the development goals, conducting and evaluation of activities.
- Monitoring the observance of safety requirements.

### Self-development

- Reflexion and professional self-development.
- Participation in collegial counselling (co-vision), distribution of new professional knowledge.
- Participation in trainings.
- Participation in work instruction/supervision.
- Conducting researches and analysis on given field.

### Working with clients

- Establishing contact with a person in need of assistance.
- Establishing relevant conditions for working with clients and supervising colleagues.
- Sustain cooperative relationship, data collection and processing.
- Assessment of client's needs and setting of objectives.
- Performance of the work with client.
- Winding up cooperation with the client, organization of continuity of assistance.
- Client support in protection of their rights.

### <sup>(\*)</sup>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>

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- Implementation of case management.

- Assistance in crises.

Social counselling

- Notification about the possibilities of social protection.

- Counselling for increasing the availability of resources of client's physical and social environment.

- Assistance for clients, families and groups in solving specific problems and for favouring coping in the future.

Work with groups

- Orienting the client to participate in a group work.

- Initiating a group.

- Carrying out the group work.

- Termination of the group.

- Documentation of the group work.

Awareness raising and preventive work in the community, activation of the community

- Work with the public.

- Preventive work in the domain of social work.

- Activation of the community.

- Organization of mutual assistance in the community.

Creation, maintaining and strengthening the network of specialists.

- Creation and activation of the network.

- Organization and administration of network meetings.

- Coordination of teamwork.

Development of the domain

- Planning of researches, ordering and/or conducting research projects.

- Starting, management and participation in development plans, programmes and projects in the social domain.

- Participation in the process of policy formation.

7. The social worker level 7 specialises at least in one of the following specialisations: child and family welfare, social work with children and families, child protection, social work with the disabled, social work with people with special mental needs, social work with the elderly, social work with the homeless, social work with the unemployed, social work in health care, victim support, school social work, social work with addicts, social work with cultural minorities and minorities, social work in rural communities.

#### 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(1)</sup>

Social worker, specialist in social work, social counsellor, child protection worker

<sup>(1)</sup> If applicable

#### 5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate
The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Sector Skills Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international)	Grading scale / Pass requirements
Estonian Qualifications Framework, level 7 European Qualifications Framework, level 7	passed/fail
Access to next level of education/training	International agreements
<b>Legal basis</b> 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.

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

[www.kutsekoda.ee](http://www.kutsekoda.ee)