

TERMS USED IN OCCUPATIONAL QUALIFICATION STANDARD

- **Subject** – Also ‘field’ or ‘topic’ in the context of a pre-school childcare institution (*e.g. field-specific*).
- **Digital tool and device** – Digital hardware and software.
- **Evaluation model** – A comprehensive set of methods, criteria and principles for evaluating the learning process and learning outcomes, e.g. a formative assessment model.
- **Instruction** – Affording guidance and feedback to a learner, colleague or others in order to support their learning or teaching activities.
- **Inclusive education** – A process in which the social and learning needs of all learners are taken into account, where all learners provided with the best opportunities for development in accordance with their needs and abilities.
- **Colleague** – A member of teaching staff, including teachers, students and lecturers.
- **Partner** – Individuals (learners, parents, colleagues, support specialists, support persons, etc.), institutions and organisations and their representatives with whom cooperation is pursued.
- **Occupational qualification exam** – The process of awarding a qualification during which the awarding body assesses a person's competence for an occupation.
- **Parent** – A parent, legal representative or legal guardian of a learner.
- **Mentoring** – Supporting and empowering a colleague's professional development, e.g. using coaching techniques.
- **Counselling** – Supporting learners, parents and colleagues to notice and identify problems and to deal with and resolve them.
- **Organisation** – Any educational establishment, e.g. a school, kindergarten or vocational training centre.
- **Project** – A specific holistic task, event or other undertaking.
- **Reflection** – Analysing, interpreting and evaluating activities, experiences and responses with the aim of supporting one's own development and learning or that of another person.
- **Expertise** – Knowledge of something as a whole, including knowledge based on scientific research.

- **Activity research** – A survey or enquiry conducted by practitioners to improve the quality of certain (speciality-specific) activities.
- **Support person** – A person who assists a child in development activities, guides and motivates them in their daily lives and assists in communication with family members or outside the home.
- **Support specialist** – In addition to a teacher, an employee supporting a learner's learning activities, e.g. a psychologist, speech therapist, special-needs educator, social educator, learning support teacher, special-needs education coordinator, teacher's assistant, assistant teacher, career counsellor, day care teacher or medical assistant. A support specialist can also be responsible for supporting the self-reflection and development of teachers.
- **Need** – Need(s) in the broader pedagogical sense, including a learner's need for assistance in a subject, the need for learning skills, special needs, etc.
- **Teaching** – A purposeful decision-making and behavioural process focused on learners' development, based on learning principles, developmental theories and a curriculum, in which teaching and educating (including the work of a class teacher) are interrelated. Teaching also takes place in the form of excursions, projects, class events, etc.
- **Learning objective** – The objective(s) set for learning.
- **Learning environment** – The combination of factors that influence learning (learning methods, learning resources, fellow students, the learning space, the virtual environment, teachers with their competences and concepts of teaching, etc.); a mental and physical environment in which learners and a teacher work together to achieve common (learning) objectives. Learning and upbringing are regarded as inseparable parts of a greater whole.
- **Learning community** – A network whose activities are based on a common goal to learn together, including learning from one another's experience.
- **Learning skills** – The skills necessary for learning, e.g. reading skills and self-reflection skills.
- **Learning activities** – Activities aimed at a learner's self-development and activities supporting the development of a learner, including learning and teaching. Excursions, projects, class events, etc. are also considered learning activities.
- **Learning resources** – Learning materials and methodological resources for both learners and teachers, including digital tools, worksheets, assignments and other learning materials, learning environments, learning objects, etc.
- **Learner** – Any person participating in learning activities, regardless of their age or level of education, including pre-school children and students.