

1. TITLE OF THE CERTIFICATE <sup>(1)</sup>**Täiskasvanute koolitaja, tase 7**<sup>(1)</sup> in the original language2. TRANSLATED TITLE OF THE CERTIFICATE <sup>(1)</sup>**Adult educator, level 7**<sup>(1)</sup> if applicable. This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCIES

Adult educator, level 7 is a specialist who has undergone educator training, who has education experience and who supports the learning and self-development of adults in a purposefully created learning situation. He/she takes the characteristics of the adult learners and the group processes into account and supports personal development. Level 7 adult educator guides and changes learning situations which are complex, unpredictable and require new strategic treatment. He/she plans variable learning opportunities for the learners according to the needs of the target group and the learning outcomes of the curriculum. He/she compiles and/or develops curricula. He/she is responsible for the planning and conduct of learning as well as for the achievement of results.

Level 7 adult educator popularises lifelong learning, participates in network work, development, creative activity and research. He/she contributes to the professional knowledge and activity and guides, advises or educates other educators.

In the case of adult educator, level 7 it is possible to specialise as an adult educator-communication instructor. Communication training is a method of active learning where the intensity of learning is guaranteed by triple feedback to the learners – communication instructor, group members and video. The main part of the training consists of practical exercises where the learners have a chance to analyse their behaviour themselves and, if necessary, change by the support of instructors and other group members. The communication in the training is based on the win-win approach. The communication instructor helps the trainees to develop their communication skills and improve attitudes necessary for mastering the skills.

Work includes:

1. Preparation of learning process
  - Determining the learning needs of the study group and the target group
  - Preparing the curriculum and planning the training
  - Preparing the contents of the training
  - Preparing, selecting, adapting and updating the learning materials and aids
2. Conduct of learning process
  - Supporting the learners in setting their learning objectives
  - Designing the learning environment
  - Guiding the learning process
  - Directing group processes
  - Assessing the achievement of learning outcomes
3. Analysis and assessment of learning process

<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>

- Collecting information
  - Analysing information
  - Assessing
  - Notifying the interested parties of the learning results
4. Development, creative activity or research in the domain of adult education
- Contributing to the development, creative activity or research of the adult education domain
  - Designing and implementing principles of lifelong learning
  - Participating in the work of networks and/or work groups
  - Advising and instructing adult educators
5. Professional self-development
- Assessing his/her own activity in the learning process
  - Keeping his/her physical, mental and emotional health
  - Professional development
- Communication training
6. Cooperation with co-instructors
- Pre-training cooperation with co-instructors
  - Cooperation in the simultaneous instruction of communication training
  - Analysis after the communication training with co-instructors
7. Planning and guiding of group processes
- Preparing communication training by taking into account the group process
  - Guiding the group process in the course of communication training
8. Use of video methodology
- Preparing video exercises
  - Conducting video exercises and guiding participants
  - Analysing video exercises, providing feedback
  - Guaranteeing confidentiality
9. Teaching communication models and competences
- Teaching communication models
  - Modelling communication skills
  - Promoting development of communication skills

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

The vocation of adult educator does not preclude the existence of a common official title. The holder of the vocation may work in various offices.

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

#### 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the body awarding the certificate</b>	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>
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
<b>Level of the certificate (national or international)</b>	<b>Grading scale / Pass requirements</b>
Estonian Qualification Framework level 7 European Qualification Framework level 7	passed/fail
<b>Access to next level of education/training</b>	<b>International agreements</b>
Adult educator, level 8	
<b>Legal basis</b>	
Occupational Qualifications Act (RT I, 10.12.2010, 12; 01.01.2011)	

## 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)