

1. TITLE OF THE CERTIFICATE - ET ⁽¹⁾**Noorsootööjuht, EKR tase 7**⁽¹⁾ In the original language2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾**Youth work manager, EstQF Level 7**⁽¹⁾ If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES

A youth worker creates the conditions for a young person's multifaceted development, basing their work on the values and organisation principles of the field, and chooses a suitable activity or method based on the characteristics, goal, target group, location and circumstances of the specific area of youth work. A youth worker can work in a paid position or as a volunteer. A youth worker values the development of their own professional skills and those of their colleagues.

A Level 7 youth work manager primarily works to improve the youth field* and leads processes related to change. They manage and guide colleagues, teams and/or institutions, create collaboration opportunities in their own and related fields and develop networking opportunities. The work of a Level 7 youth work manager requires interaction with the general public. When needed, they also work directly with young people.

A youth worker works in state institutions, local governments and their institutions, private- or third-sector institutions such as comprehensive schools, hobby schools, youth centres, youth organisations, youth camps, summer work camps, religious organisations, libraries and cultural or sports institutions.

A youth work manager possessing the EstQF Level 7 Occupational Qualification Certificate can perform the following tasks:

1. Organising and improving youth work

- Formulates measurable strategic goals for the field in collaboration with a network of youth workers, based on the evidence-based needs and interests of young people and using relevant, up-to-date and field-specific sources. Initiates research or participates in the work of research groups, where necessary.
- Designs development programs and projects in collaboration with the network, based on the goals and priorities of the youth field; plans the resources needed for their implementation.
- Monitors the execution and effectiveness of and the purposeful use of resources in development programs and projects relevant to their job. Plans changes, where necessary.
- Mediates and explains topics concerning young people and developments in the field to the general public and the professional community, acting as a spokesperson for the field.

*Non-formal learning is purposeful voluntary learning that takes place according to an organisational framework with specific interest groups in various environments.

2. Management and guidance

- Sets measurable and achievable goals for their team/organisation. Creates an action plan (including individual activities) and resources to achieve these goals.

^(*) 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/et/home>

- Selects the best solution based on the available options and information and implements it.
- Issues tasks and clear instructions; motivates and inspires others; provides relevant feedback.
- Creates a supportive, trusting work culture in their team/organisation. Supports the development of a positive work environment.
- Monitors the execution of the action plan, analyses the results and, where necessary, plans changes to actions. Helps others understand the need for the changes that were made, offers support and guidance.
- Identifies and manages risks that could affect the achievement of their goals.
- Uses both established and new science-based methods and technology to achieve their goals. Shapes and leads innovation in the field.
- Plans their colleagues' coaching process and supports them in acquiring professional skills and knowledge. Analyses a colleague's work together with said colleague and provides feedback on how to make their work/activities more effective and efficient.

3. Ensuring a safe environment

- Coordinates the analysis of environmental risks and the determination of mitigating measures.
- Creates a safe physical and psychosocial environment* for young people, one that supports the development of intimate relationships, by implementing the measures determined in the risk analysis.
- Introduces the rules and safety requirements of ensuring a safe environment to their colleagues (and young people, where necessary) and monitors their implementation.

*Psychosocial environment factors include creating a friendly and supportive atmosphere, supporting teamwork and active learning, prohibiting physical and psychological violence, valuing and fostering creativity, creating equal opportunities and cooperating with the home.

4. Professional self-development

- A youth worker regularly analyses themselves in the context of their work and improves themselves professionally. Implements acquired knowledge and skills in their work.
- Monitors, evaluates and values their physical and mental health; turns to a professional for help where necessary.
- Asks for, receives and gives constructive feedback.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾

Youth worker, instructor for extracurricular activities, activity leader, camp counsellor, group leader, volunteer

⁽¹⁾ 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	Occupational Qualification Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international)	Grading scale / Pass requirements
Estonian Qualification Framework level 7 European Qualification Framework level 7	passed/fail
Access to next level of education/training	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

More information (including a description of the national qualifications system) available at:
www.kutsekoda.ee