

**Model Europass
Supplement to a Certificate of
Vocational Qualifications of the Occupation
“Production Process Organizer”
in the Project “*European Qualifications Framework
– a tool linking various systems of teaching Production
Process Organizers*” - EQF**

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Training materials developed in the project
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Introduction

A key product of the project “*European Qualifications Framework – a tool linking various systems of teaching Production Process Organizers*” is a modular vocational training curriculum comprised of 117 training units developed using the MES (*Module of Employable Skills*) methodology covering the scope of information required in the proposed Europass Supplement to a certificate of vocational qualifications.

According to Polish regulations, a graduate of a post-lower secondary vocational school who passes an external examination of vocational qualifications may obtain a Europass Supplement to a certificate of vocational qualifications. The Europass Supplement describes the profile of skills and competences of the holder of the certificate. The Supplement helps the employer to understand the meaning of the certificate. It is specific to the occupation and has the same structure in all EU Member States. In Poland, Supplements are issued free of charge by District Examination Boards in Polish and, by request of the certificate holder, also in English.¹ Graduates should file an application for a Supplement with the headmaster of the school from which he or she graduated. A Europass Supplement neither replaces the original certificate of vocational qualifications nor authorises formal recognition of the certificate by institutions in other countries, but it facilitates the holder’s mobility on the European labour market.²

The presented model Europass Supplement to a certificate of vocational qualifications for the occupation “Production Process Organizer” has been prepared for a selected scope of work in this new occupation under qualifications K1 – Production process management and K2 – Work environment development, which are situated at EQF/NQF level 5 corresponding to post-upper secondary education. There is no occupation in Polish post-lower secondary education whose profile would correspond to the occupation “Production Process Organizer”. Therefore, the developed model has been adjusted to the occupation **Production Organization Technician** (311917), which exists in the classification of occupations for the labour market.

¹ The structure of the Supplement is uniform in all EU Member States, but the Polish Supplement additionally includes the certificate number and the first and last name of the holder (Regulation of the Minister of Education and Science of 15 February 2006).

² For more information see the website www.europass.org.pl.

1. Proposed New Structure of EUROPASS Supplement to a Certificate of Vocational Qualifications

1.1. Assumptions for Amendments

- Necessary harmonisation with the European Qualifications Framework (EQF) for life-long learning. EQF is a common European reference system which will link national systems and qualification frameworks of different countries. Poland has adopted the National Framework for Polish Tertiary Education³ and is working to develop the Polish Qualifications Framework (PQF), a counterpart of the National Qualifications Framework (NQF), for which 8 qualification levels have been defined in line with the eight reference levels of EQF. The levels cover the full scale of qualifications from elementary to advanced.
- Necessary inclusion of qualification levels relevant to the Europass Supplement in relation to EQF/PQF and ISCED.⁴ The levels of qualifications in vocational education and training are as follows:
 - level 3, corresponding to lower secondary vocational school qualifications (ISCED 2011 level 2);
 - level 4, corresponding to upper secondary vocational school qualifications (ISCED 2011 level 3);
 - level 5, corresponding to post-secondary vocational school qualifications (ISCED 2011 level 4).

It should be noted that the new classification ISCED 2011 has expanded the existing levels of ISCED 1997, as shown below.

³ Curriculum Autonomy of Higher Schools. Qualifications Framework for Tertiary Education. Project of the Ministry of Science and Higher Education “National Qualifications Framework in Tertiary Education as a Tool Improving the Quality of Education,” Priority IV PO KL, Measure 4.1. Sub-measure 4.1.3, Warsaw 2010.

⁴ International Standard Classification of Education (ISCED 2011). 36 C/19, 5 September 2011.

Table 19. Correspondence between ISCED 1997 and ISCED 2011 levels

ISCED 1997	ISCED 2011
-	ISCED 01
ISCED 0	ISCED 02
ISCED level 1	ISCED level 1
ISCED level 2	ISCED level 2
ISCED level 3	ISCED level 3*
ISCED level 4	ISCED level 4*
ISCED level 5	ISCED level 5
	ISCED level 6
	ISCED level 7
ISCED level 6	ISCED level 8

* content of category slightly changed

Source: *International Standard Classification of Education (ISCED 2011)*. 36 C/19, 5 September 2011, (Annex, page 63)

ISCED 2001 level 4 covers post-lower and post - upper secondary schools, which largely corresponds to ISCED 1997 level 4. However, (comprehensive education) programmes which provide secondary school level qualifications are generally classified as ISCED 2011 level 3 although they were often classified as ISCED 1997 level 4. ISCED 2011 levels 5, 6 and 7 jointly correspond to ISCED 1997 level 5. ISCED 2011 level 8 corresponds to ISCED 1997 level 6.

- An attempt at matching the qualifications of the occupation “Production Process Organizer” with relevant EQF/PQF levels and ISCED levels. The model focuses on EQF/PQF level 5 and ISCED (1997, 2011) level 4, as presented in Table 1.

Table 1. Matching qualifications of the occupation “Production Process Organizer” with EQF/PQF/ISCED

“Partial” qualifications of the occupation	EQF/PQF level		
	Level 5	Level 6	Level 7
K1 – Production process management	x	x	x
K2 – Work environment development	x	x	x
K3 – Cost management		x	x
K4 – Production process quality management			x
Production Organization Technician - ISCED level 4			
Production Process Organizer			

The scope of qualifications covering qualifications K1 and K2 of the occupation “Production Process Organizer” at EQF/PQF level 5 and ISCED level 4 makes up a profile of skills and competences of the occupation Production Organization Technician (311917). The profile will comprise selected vocational tasks covered by qualifications K1 and K2. It is assumed that Production Organization Technician handles in particular the planning of tasks at work places and the organization of optimum production processes, especially the harmonisation of supporting and production activities.

1.2. Scope of Information of the EUROPASS Supplement: Proposed Amendments (Polish Perspective)

- 1) Title of the Certificate** – this section presents the title of the certificate of vocational qualifications to which the supplement is appended. Considering that many occupations comprise specific partial (component) qualifications, it is advisable to list their names. The existing supplement form only names the overall occupation. The name of the occupation and the names of relevant qualifications should be entered both in the original language version and in the foreign language translation. The names of qualifications listed in the supplement should be covered by the National Qualifications Register and are expected to be assigned an identification number. This section should also include the identification number of the occupation according to the applicable classification of occupations of vocational education and training, which in Poland is a part of the classification of occupations for the labour market. The existing classification of occupations of vocational education and training does not include a separate occupation “Production Process Organizer.”
- 2) Profile of skills and competences** – this section should present a specific description of the skills and competences acquired in the course of education or training ending with the award of the certificate. As a target, the requirements should be consistent with learning outcomes defined in the core curriculum of the occupation. The new core curriculum of teaching school occupations comprises three categories of learning outcomes for school occupations: knowledge, skills, and competences. In the new core curriculum, competences are understood as social and personal competences, and they are common to all school occupations. Therefore, it is proposed that this section should include both skills and competences, which is in line with the expectations of employers and consistent with learning outcomes under EQF and NQF.
- 3) Range of occupations accessible to the holder of the certificate** – this section should list the occupations accessible to the holder of the certificate including the

names of occupations and specialties used in the classification of occupations for the labour market.

- 4) **Official basis of the certificate** – this section should name the institution which has awarded the certificate and its supervisory authorities, the pass requirements of the vocational qualifications examination, access to the next level of learning, international agreements for the recognition of qualifications (if any), as well as the regulation which constitutes the legal basis for the award of the certificate. It is proposed to add to this section information about the EQF and PQF levels and updated ISCED 2011 levels. The legal basis and the pass requirements of the vocational qualifications examination should also be amended following the implementation of the new core curriculum of teaching occupations in vocational education and training as of the school year 2012/2013. The pass requirements for the theory part of the examination should not be divided into part 1 and 2.
- 5) **Officially recognised ways of acquiring the certificate** – this section should specify the form of education or training or the type of school leading to the award of the certificate (or a separate qualification of the occupation) including the percentage share of theory and hands-on learning in the curriculum. According to the new core curriculum of teaching occupations⁵ and the new framework teaching plans,⁶ teaching time in secondary or post-secondary technical schools using traditional subject-based curricula should be divided 50/50 between theory and hands-on teaching. This does not apply to modular curricula, which integrate theory and hands-on learning.
- 6) **Additional information** – this section presents additional information: websites of the institutions which offer more information about the vocational education and training system in Poland, including the national qualifications system and the Polish Qualifications Framework.

⁵ Regulation of the Minister of National Education *concerning the core curriculum of teaching occupations* (draft, 15.09.2011).

⁶ Regulation of the Minister of National Education *concerning framework teaching plans of higher schools* (draft, 13.10.2011).

Summary

It should be noted that this proposal presents a proprietary solution developed in the project *European Qualifications Framework – a tool linking various systems of teaching Production Process Organizers - EQF*. As a target, the solution should be consistent with the decisions of (European and national) institutions responsible for the Europass Supplement to a certificate of vocational qualifications.

In the light of the needs of the economy, the occupation “Production Organization Technician” may be recommended for future inclusion in school occupations in order to educate and train mid-range technicians in production organization with a focus on small and medium-sized production enterprises.

This, however, requires a new core curriculum to be developed for this occupation and the introduction of the occupation to the classification of occupations of vocational education and training. The Minister of the Economy should be the lead minister responsible for the occupation; hence, relevant recommendations should be addressed to the Minister of the Economy.

In the interim (until the official introduction of the occupation to the classification of school occupations), the proposed profile of skills and competences of the occupation “Production Organization Technician” may be used to create specialisations among others of the following school occupations: Logistic Technician, Wood Technology Technician, Sanitary Equipment Technician, Paper Industry Technician, Glass Technology Technician. In addition, the description may serve as a point of reference for organizers of courses offered on the labour market to improve qualifications and competences of these occupations.

DRAFT



EUROPASS CERTIFICATE SUPPLEMENT No. ... *



Republic
of Poland

NAME(S) AND SURNAMES OF CERTIFICATE HOLDER.....

1. TITLE OF THE CERTIFICATE ¹⁾	
Certificate of vocational qualifications in the occupation of	Production Organization Technician
Identification number of the occupation in the national classification	311917
Qualifications covered by the certificate	K1 – Production process management K2 – Work environment development
¹⁾ Original language version	

2. TRANSLATED TITLE OF THE CERTIFICATE ¹⁾

¹⁾ Where applicable. Translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES
<p>The holder of the certificate of vocational qualifications of the occupation Production Organization Technician has the ability to:</p> <ul style="list-style-type: none"> – design and organize own work place; – plan and organize production processes; – plan resources (people, machines, materials); – balance and optimize production capacities; – improve and optimise production processes; – monitor the execution of on-going production plans; – manage demand for materials; – improve and optimise working time; – manage materials on stock; – optimise and reduce production costs; – organize the start-up of new technologies and machines in a production area; – analyze and improve logistic processes; – participate in the implementation of information technologies in the production area; – participate in workflow management, tool management, energy management; – participate in product development management, environmental production, security of production systems; – manage a team of subordinates and ensure their professional development; – follow technical standards and rules of proper interpersonal behaviour; – be creative and consistent in executing tasks; – foresee the results of undertaken actions; – work in a team; – comply with the rules of culture and ethics; – upgrade knowledge and improve vocational skills; – react to changes in the work environment; – handle stress in occupational activity; – protect business secret; – comply with occupational health and safety regulations, fire protection regulations and environment protection regulations while performing occupational tasks;

– provide first aid to people hurt in accidents at work.

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

Production Organization Technician, Logistic Technician, Wood Technology Technician, Sanitary Equipment Technician, Paper Industry Technician, Glass Technology Technician, Milk Processing Technician, Leather Products Technology Technician, Ceramic Technology Technician, Chemical Technology Technician.

¹⁾ Where applicable.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name of the body awarding the certificate District Examination Board of	Name of the authority supervising the body awarding the certificate Minister of National Education
Level of the certificate (national or international) ISCED 4 Polish Qualifications Framework qualifications level - PQF 5 European Qualifications Framework qualifications level EQF 5	Pass requirements of the vocational qualifications examination The examination is comprised of two stages: Stage 1 written At least 50% of the maximum score Stage 2 hands-on At least 75% of the maximum score
Access to the next level of education/training If the holder of the certificate has a secondary school graduation certificate, s/he may continue education in a tertiary institution.	International agreements _____
Legal basis of awarding the certificate Currently applicable Regulation of the Minister of National Education of 30 April 2007 concerning the terms and conditions of grading, classifying and promoting pupils and students and performing tests and examinations in public schools. Note: The Regulation will be amended as of the school year 2012/2013 following the introduction of a new core curriculum in teaching occupations.	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

The holder of the certificate has passed an examination of vocational qualifications after having obtained a post-upper secondary school graduation certificate.

Description of vocational education / training */	Percentage share in the curriculum (%)
• Theory	50
• Hands-on	50

*/ The percentage share concerns vocational education and training with subject-based curricula. Modular curricula integrate theory with hands-on learning. The choice of a teaching curriculum type (subject-based or modular) is decided by the school headmaster on the approval of the Teachers' Assembly and the responsible body.

Additional information: District Examination Board of, e-mail:
For more information (including a description of the national qualifications system) visit the websites:.....

National Information Point: