



Europass Certificate Supplement (*)



Estonia



1. TITLE AND LEVEL OF THE CERTIFICATE ; LANGUAGE CODE - ET

Hoolekandeaastuse juht V

(¹) in the original language

2. TITLE AND LEVEL OF THE CERTIFICATE (TRANSLATED) (¹)

Director of social care home V

(¹) If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

Holder of Director of social care home level V certificate:

- collects and analyses information influencing the work of the social care home, creates an information system necessary to smooth running of the social care home
- proceeds in his/her work from the priorities of the agency, involves interest groups, other staff members and experts in developing the work
- analyses and assesses the agency's operating strategy, adjusts the operating strategy, when required, and sets annual tasks and prepares activities plans
- carries out assessment and analysing of the objective set in the development and activities plan and supplements, when required the activities and development plans
- is familiar with human resources management, develops and formulates human resources strategies and policies
- possesses knowledge in the field of interpersonal communication, and is capable of presenting and explaining the development plan to the staff and collaboration partners
- possesses knowledge on basics of economics, accounting and financial management
- analyses systemically the economic aspects of the work of the agency, and establishes the resources required for carrying out optimum activities
- prepares the budget based on the available resources, ensures effective use of resources, organises accounting
- defines the structure and distribution of tasks of the agency, develops the service standards of the agency, the procedure for carriage of affairs, the procedure rules
- defines the principles of control of the agency, and develops and implements the internal auditing system of the agency
- monitors, governs, and adjusts, if required, the daily business of the agency, analyses the daily work, is capable of prompt resolution of problems that may arise in the everyday work
- is capable of delegating work tasks based on the structure of the agency, creates well functioning teams
- motivates the key members of the teams in achieving the objectives of the agency, and gives them feedback
- carries out development interviews of the staff members, incl. providing of feedback, sets up the system for remuneration, assessment and training of the staff
- using the available resources creates the optimum motivation system for the agency, recognises, encourages of the staff members and gives them feedback on the basis of their work results
- develops and implements the internal inspection and auditing system and organises the provision of feedback to the staff members based on the inspection and audit results
- prepares the financial activities analyses and inspection plan, organises auditing and its analysis
- arranges execution of contracts with collaboration partners or customers within the scope of his/her powers, arranges negotiations, meetings, recognition events with the collaboration partners
- organises, as required and possible, press coverage of the activities of the agency
- establishes contacts with other social care agencies

(*) Explanatory note

This document is designed to provide additional information about a specific certificate. Without the certificate this document does not have any legal status, it does not substitute for the original of a professional certificate, and does not grant the right for recognition of a professional certificate of relevant authorities of other states. The format of the description is based on the following texts: Council Resolution 93/N 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/N 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.eu.int>

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<ul style="list-style-type: none"> - is familiar with his/her work, is capable of planning of time required for the same, and adjust as appropriate - is capable of distinguishing in the course of his/her work between important issues and issues of less importance - is capable of conducting himself/herself appropriately and sparingly in stressful situations - acts with integrity, in an unbiased and transparent manner, avoids situations involving corruption hazard, respects the general public and the co-workers - ensures credibility by behaving with integrity and dignity, and by dedicated and conscientious work - sets himself/herself high objectives, continuously develops his/her knowledge of the developments in the relevant field, monitors the developments within the country and abroad - through continuous self-education applies his/her best abilities to promote the social care sector

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

Directors of social care homes work with social care agencies for children, the elderly and persons with special needs, and in social rehabilitation centres.

⁽¹⁾ If applicable.

5. GROUNDS FOR ISSUING THE CERTIFICATE

<p>Name and legal form of the issuing authority</p> <p>Tallinn Social Work Centre Registry code is 75023800 Kaupmehe 4, Tallinn 10114</p> <p>The principal area of activity of the Tallinn Social Work Centre is development of social work, based on a combination of practical work, research, training and development.</p> <p>http://www.swcenter.ee</p>	<p>Name and legal form of the certifying authority</p> <p>Estonian Qualification Authority Kutsekoda Mustamäe tee 16 11317 Tallinn, Estonia Tel +372 679 1700 Fax +372 679 1701 e-mail kutsekoda@kutsekoda.ee www.kutsekoda.ee</p> <p>The private-law foundation Kutsekoda (Professions Chamber), established with State participation, was formed in 2001 in order to continue developing the professional qualifications system launched by the Estonian Chamber of Commerce and Industry in 1997. The objective of the Professions Chamber is setting up and developing of an integrated and organised professional qualifications system, establishing prerequisites for achieving comparability of the qualifications of Estonian employees as well as acknowledgement of other countries, and acting as the authorised processor of the State Register of Professions.</p>
<p>Professional qualifications level (national and/or international)</p> <p>National Estonian Professions Qualifications System Level V</p>	<p>Form and method of awarding of the profession</p> <p>Director of social care homes proves his/her professional qualifications with relevant documents.</p>
<p>The next professional qualifications level that may be applied for</p>	<p>International treaties</p>
<p>Legal Grounds</p> <p>Professions Act (RT I 2008, 24, 156; 01.09.2008)</p>	

6. OFFICIALLY RECOGNISED WAYS OF OBTAINING A PROFESSIONAL CERTIFICATE

Prerequisites for applying for the certificate (level of education or training, work experience, refresher training, etc.) If required, state the duration.

Prerequisites	Duration (hours, weeks, months, years)
Experience in the field of social care	3 years
Management experience	3 years
In-service training intended for directors of social care agencies	With the volume of 6 credit points

Level of education (required/recommended): higher education

Additional information (including the description of the vocational system) is available at:

www.kutsekoda.ee