



Europass Certificate Supplement (*)



Estonia



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

Sotsiaalhooldaja I

(¹) in the original language

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

Social care worker I

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

3. PROFILE OF SKILLS AND COMPETENCES

Holder of the social care worker I level certificate:

- is familiar with principles and attitudes of customer servicing, and behaviour based on this knowledge, and is able to render services in a manner sparing for the customer and the environment
- is capable of noticing and understands the condition of the customer, and is able of rendering the customer safe services, applying occupational health and safety rules, is able to render first aid in the case of accidents
- is familiar, and is capable of complying with professional ethics requirements
- is familiar with various ways and forms of interpersonal communication and knows how to apply them in his/her work, is capable of finding the language of communication suited for a particular customer, matching the customer's level of development and language of communication
- knows how to handle customers with different cultural background and condition, and resolve conflict situations
- is familiar with and is able to apply self-validating behaviour
- is capable of noticing factors influencing the customer's living environment, based on the customer's cultural level and habits
- is capable of noticing changes in the customer's coping abilities, and involve the customer in assessing his/her coping
- is aware of the volume of assistance the customer requires, and is capable of supporting the customer
- is familiar of the bases of physical, psychic and social health and welfare of a person, is capable of noticing factors damaging and promoting of health
- is aware of the labour legislation and the Estonian legislative acts pertaining to his/her professional activities
- is familiar with occupational safety requirements, and adheres to them in his/her work
- is capable of seeing a person as a whole, proceeding from the peculiarities of the person
- is familiar with the conditions and procedure of rendering social welfare services
- at providing assistance to the customer proceeds from the customer's coping and the prescribed list of services
- is capable of supervising, assisting and supporting the customer in organising dignified living, meeting his/her physical and psychosocial needs, involving a network, where necessary
- uses in his/her work customer activating measures
- is familiar with and is capable of utilising the basics of communication, is capable of supporting the client in interacting with those closest to him/her
- is familiar with, and is capable of monitoring the customer and his/her eating habits, is familiar with the basics of dietary issues
- is capable of supplying foodstuff to the customer, having regard to the customer's wishes and needs, and of preparing food suited for the customer
- is capable of assisting the customer with eating, having regard to food hygiene and suitability of foodstuffs
- is familiar of problems related to nutrition, and nutritional habits of different cultures

(*) 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 the domestic hygiene rules, accident prevention requirements, and is capable of organising cleaning work, being aware of the principles of involvement of clients - is capable of arranging cleaning and washing services, and providing assistance with heating related activities - is familiar with safe usage of domestic equipment and modern upkeep and domestic maintenance products - is familiar with principles of textiles maintenance - is capable of organising domestic pest control using modern products - is capable of noticing the customer's need of assistance in hygiene related activities, and assist the customer in independent handling of hygiene procedures, knowing, when rendering assistance, the skills required to perform hygiene procedures - is capable of noticing the need to tidy the customer's appearance, notice the need for beauty services, provide the customer information on rendering and performing the service - is capable of acting in dangerous situations, and is familiar with general first aid principles - is capable of noticing changes in the customer's health, call the physician, and make a physician's appointment for the customer - is capable of reading instruction leaflets of pharmaceuticals - is capable of noticing any decline in the coping abilities of the customer, the need for technical aid, to use information on the existence and availability of technical aid - is capable of preparing his/her own timetable and plan the customer's day - is familiar with teamwork principles, is capable of participating in a team as a person being supervised

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾
Social care workers work in open care or in a social care institution.
⁽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 10617 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 Professional Qualifications System Level I</p>	<p>Form and method of awarding of the profession</p> <p>Level I social care worker proves his/her vocational skills with relevant documents.</p>

The next professional qualifications level that may be applied for Social care worker II	International treaties
Legal Grounds Professions Act (RT I 2008, 24, 156; 01.09.2008)	

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)
Passing of vocational training courses	With the volume of 4 credit points
Level of education (required/recommended): basic education	
Additional information (including the description of the vocational system) is available at: www.kutsekoda.ee	