



1. TITLE OF THE CERTIFICATE ⁽¹⁾

Personalispetsialist III, EKR tase 5

⁽¹⁾ in the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾

Human resource specialist III, EstQF level 5

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

3. PROFILE OF SKILLS AND COMPETENCIES

A holder of human resource specialist III professional certificate has the following competences:

- composition and implementation of an organisation and personnel strategy
- administration of personnel records and employment relations
- personnel planning, work analysis, evaluating positions
- recruitment and selection
- remuneration
- developing and training of employees
- internal communication and relations management within organisations
- conducting personnel surveys
- collective employment relations and social partnership
- work environment and occupational health

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

Human resource specialists work in various enterprises and institutions as chief specialists of personnel, training specialists, recruitment specialists, personnel consultants or other similar positions.

⁽¹⁾ If applicable

^(*) 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.eu.int>

5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the body awarding the certificate The qualification certificate is awarded by the Awarding Body appointed by the Professional Council.</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Estonian Qualification Authority 'Kutsekoda' Mustamäe tee 16 10617 Tallinn, Estonia Ph. +372 679 1700 Fax +372 679 1701 E-mail kutsekoda@kutsekoda.ee www.kutsekoda.ee</p> <p>The private law foundation 'Kutsekoda' (Professions Chamber) was established in 2001 in cooperation with the Estonian Government to continue the creation of the system of professions started in 1997 by the Estonian Chamber of Commerce and Industry. The objectives of the Professions Chamber include establishment and development of an integrated and organised professional qualifications system, establishment of prerequisites for achieving comparability of the qualifications of Estonian employees and acknowledgement of other countries, as well as management of the state register of professions as the authorised processor.</p>
<p>Level of the certificate (national or international) EstQF level 5 EQF level 5</p>	<p>Grading scale / Pass requirements Attestation of level III professional qualifications proceeds as follows:</p> <ol style="list-style-type: none"> 1. Written examination 2. Interview 3. Submission and defence of a portfolio or 4. Combination of previous
<p>Access to next level of education/training Human resource manager IV, EstQF level 6</p>	<p>International agreements</p>
<p>Legal basis Professions Act (RT I 2008, 24, 156; 01.09.2008)</p>	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<p>Working as a personnel specialist requires:</p> <p>a) professional higher education (in the area of personnel administration) and 2 years of work experience (in the area of personnel administration) or</p> <p>b) higher education, 90 hours of professional in-service training (in the area of personnel administration) and 2 years of work experience (in the area of personnel administration)</p>
<p>More information available at: www.kutsekoda.ee</p>