



ESF program "Development of the system of qualifications"

# OCCUPATIONAL QUALIFICATION STANDARDS

## Architectural Conservationist, Level 8

The **Occupational Qualification Standards** are documents that describe the work, a set of skills, knowledge and attitudes or competency requirements for successful performance of the work.

The occupational qualification standard of **Architectural Conservationist, Level 7** forms a basis for the compilation of Master's level education and continuing education and for assessment of the competence of persons awarded the occupational qualification.

<b>Occupational title</b>	<b>Estonian Qualifications Framework (EQF) level</b>
<i>Architectural Conservationist, Level 9</i>	7

## Part A

### DESCRIPTION OF WORK

#### A.1 Description of work

Architectural Conservationist, Level 8 is based on the modern approach to environmental philosophy and principles of sustainable development, with the aim of preserving cultural diversity and conservative attitude to cultural heritage. Knowledge, skills, experience, attitudes and education of Architectural Conservation enable one to become involved in the work that values and preserves the architectural heritage for present and future generations. An Architectural Conservationist deals with research and inventory of buildings (including construction work, technical, industrial and historical monuments), and built-up areas (including the cultural heritage sites, environmental heritage sites, national parks). The work includes compilation and counseling of protection conditions, expert assessments, restoration concepts, preservation plans and management of these operations. An Architectural Conservationist is familiar with the Estonian and international legislative documents and charters of heritage preservation, principles, methods and practice of conservation, restoration and maintenance, architecture and art history, history of formation of areas with cultural value and the principles of their planning and conservation, architectural and engineering terminology, and has knowledge of heritage conservation philosophy, theory and history. An Architectural Conservationist works in an interdisciplinary profession which requires the ability to understand the needs of various parties in evaluating the conservation of building heritage, is a good communicator and participant in teamwork. In his or her work, an Architectural Conservationist adheres to professional ethical standards and continuous professional development is essential.

The Architectural Conservationist Level 6 is an employee with professional training but little practical experience. On the performance of tasks, follows the given instructions accurately and might require supervision from a higher level specialist. They investigate, document and analyze the history, the condition and the values of the buildings and the built-up areas and make suggestions for preservation. They are responsible for the performance of the duties assigned to him or her.

The Architectural Conservationist Level 7 is a responsible specialist with professional training and practical experience who works independently. They supervise the Architectural Conservationist Level 6, investigate, document and analyze the history and the condition of buildings and built-up areas and determine the values. They compile the conditions for protection and use the special conditions of protection for cultural heritage preservation, conservation and restoration instructions, internal and external finishing solutions of buildings and built-up areas and perform cultural heritage protection surveillance. Advises and manages the work related to the protection and preservation of building heritage. They are familiar with the contemporary theories and new methodologies of conservation of buildings.

The Architectural Conservationist Level 8 is a top specialist with professional training and extensive practical experience, with a wide horizon and open way of thinking who works independently and on his or her own responsibility. Investigates, records and analyzes the history and condition of high-value buildings and built-up areas that are targets of high levels of public interest, explains the values and compiles and evaluates the conditions for the protection, preservation, conservation instructions, methodologies and restoration concepts. Advises and manages the work related to the protection and preservation of a building's heritage. They are able to give more complex expert evaluations in their respective fields. They analyze and generalize the experience and information gained in the specialty practice and share the results with the professional community and the public. They mediate the international specialized information for local specialists and vice versa. They are familiar with the contemporary theories and new methodologies for conservation of buildings. They participate in

international cooperation, works groups or in professional events.
<b>A.2 Work Units</b>
A.2.1 Research of buildings and built-up areas. A.2.2 Preparation of manuals, conditions, and proposals. A.2.3 Expert evaluations of the cultural value of buildings and built-up areas. A.2.4 Surveillance of cultural heritage. A.2.5 Supervision and counseling. A.2.6 Planning for action. A.2.7 Promotion of the specialty.
<b>THE SELECTED WORK UNITS</b>
A.2.8 Working in state agencies and local governments. A.2.9 Management of a work group.
<b>A.3 Working environment and the specificity of the work</b>
The Architectural Conservationist works both indoors and outdoors. In the research of buildings the safety requirements and in the office premises the health protection requirements must be followed. The workload can be uneven. The work requires moderate physical effort, taking place in different natural conditions and weather conditions and being exposed to different social environments.
<b>A.4 Work equipment</b>
The Architectural Conservationist uses in his or her work the relevant tools for examining and documentation of buildings, a variety of communication techniques, office and design software and conventional office tools.
<b>A.5 Personal characteristics necessary for the work: aptitude and personality traits</b>
The Architectural Conservationist traits are: engages in logical thinking and generalization, attention and ability to focus, independence, decision making courage, punctuality, cooperation ability, willingness to communicate, need for learning and achievement, perseverance, dedication, sense of commitment and sense of mission.
<b>A.6 Professional training</b>
A Master's level education in the specialty or other relevant professional education (architecture, building, conservation, history), with the continuing education and work experience in architectural conservation and restoration.
<b>A.7 The most common job titles</b>
Architectural restorer, architectural conservationist, heritage advisor, heritage inspector, a specialist in the areas of scenic value, the restorer-project manager.

## Part B

### COMPETENCY REQUIREMENTS

#### B.1. Structure of the occupational qualification

When applying for the occupational qualification of **Architectural Conservationist Level 7**, certification of the mandatory competencies, B.2.1-B.2.7 and B.2.10-B.2.11 is required. Additionally, it is possible to certify the selected competencies B.2.8-B.2.9.

#### B.2 Competencies

#### MANDATORY COMPETENCIES

B.2.1 Research of buildings and built-up areas.	ECT Level 7
<u>Performance indicators</u>	
<ol style="list-style-type: none"> <li>1. Collects basic data on the object, using archival materials and the inspection of the place.</li> <li>2. Creates an action plan for research of buildings and built-up areas indicating the research objectives, the scope and methods to be used. When preparing the action plan takes into account the balance between performance and preservation of architectural heritage.</li> <li>3. Creates an action plan for studying the monument in accordance with the Heritage Conservation Act.</li> <li>4. Explores the archive and bibliographic materials with the help of which he or she explains the existence of the historical sources (documents, drawings, photographs, plans, maps, etc.), and on the basis of the data collected prepares an analysis, which aims to provide an overview of the development and construction stages of the building or the built-up area and to obtain baseline data for performing field research and evaluation of values.</li> <li>5. Identifies and documents (describes, surveys, photographs), the situation of the building, fixing the use of the building, the architectural appearance, parts of the building, visible building and finishing materials and their conditions.</li> <li>6. Defines and documents the structures and components with a cultural value, listing, surveying, photographing and marking their location on the drawings and/or diagrams.</li> <li>7. Performs inventory and documents the situation of the built-up area for determination of the cultural values and milieu specific character. Identifies the characteristic planning and building structure (structure of streets or roads and plots, location of buildings, the characteristic sizes, and heights, etc.), using appropriate methods. Defines the age of the buildings, the characteristic building types, materials and components, the state and preservation, using appropriate methods. Describes the planting and landscaping, fences, pavements, small forms, etc., bringing out the distinctive and exceptional.</li> <li>8. Performs building historical studies (field studies). Performs sondages, openings and shafts for identification of the building stages and the preliminary appearance of the object, using appropriate techniques and tools. Identifies the earlier finishing layers, embedded components, and structures, and identifies their dimensions, the preservation, and their state. If necessary, takes samples for determining the characteristics or the origin of the materials (stone, mortar, plaster, wood, paint, etc.), involving, if necessary, a materials scientists and sends the samples for laboratory tests. Documents the course of the research.</li> <li>9. Prepares a research report which provides an overview of the research and research methods, and evaluates the performance of the goals set in the research plan. Prepares an analytical summary of the research findings together with the results and assessment, and makes suggestions for further research and the subsequent activities.</li> <li>10. Formalizes the report and as a part thereof, the illustrative materials and graphic documentation (photos, maps, drawings, charts, etc.), which are executed in a clear, understandable manner and understandable to other parties (e.g., the owner, the customer, the designer, etc.).</li> <li>11. Explores the monuments and prepares a research report in accordance with the Heritage</li> </ol>	

Conservation Act.

**B.2.2 Preparation of manuals, conditions, and proposals.**

**ECT Level 7**

Performance indicators

1. Submits a list of activities necessary for maintaining the buildings heritage, determines the frequency of performance and the suitable forms of care for the traditional construction and finishing materials to ensure the preservation of heritage.
2. Makes a summary of the results of previous studies, the building history, the condition, and the values on the basis of which he or she determines how and to what extent the architectural heritage must be preserved or restored and, if necessary, provides for additional studies.
3. Evaluates the impact of proposed changes on the cultural value of the building and the built-up area. Defines how and to what extent the buildings or built-up areas can be changed, based on the regional specificity, building traditions and style critical considerations. Formulates the conditions, limitations and recommendations balancing the protection and development, to ensure the preservation of cultural values.
4. Creates special conditions of heritage conservation for conservation, restoration and construction of a monument in accordance with the Heritage Conservation Act.
5. Draws up the special conditions of heritage conservation on plans accordance with the Heritage Conservation Act and Planning Act.
6. If necessary, on the basis of research or the terms of the protection, participates in preparation of a preservation plan for buildings or built-up areas, defines the general requirements for the preservation and renewal which ensure the comprehensive preservation of the object and its context.
7. As a result of sondages and style critical knowledge makes balanced proposals for finishing solutions.
8. Creates the drawings of facades showing the damage, the color tones of all parts of the facade and the distinguished preserved aspects, restorable and replaceable parts and the joint fillings.
9. Describes the maintenance and restoration methods appropriate for finish layers and facade details.
10. Pursuant to the Heritage Conservation Act, creates the main design of the external finishing of the monument for the works, which is not a building in the meaning of the Building Act.

**B.2.3 Expert evaluations of the cultural values of buildings and built-up areas.**

**ECT Level 7**

Performance indicators

1. Provides evaluations to buildings and built-up areas, using the results of the conducted studies and appropriate methods.
2. Prepares an expert assessment of determination and termination as a monument according to the Heritage Conservation Act.
3. Evaluates the impact of the planned spatial changes on cultural heritage in accordance with current legislation.

**B.2.4 Surveillance of cultural heritage.**

**ECT Level 7**

Performance indicators

1. Regularly visits the construction site and supervises the compliance of the construction works with the design and participates in the construction meetings.
2. Monitors the suitability of the used methodologies, techniques and building materials from the cultural heritage conservation point of view.
3. Systematically documents the construction activities according to the Heritage Conservation Act.
4. Draws up a cultural heritage surveillance report in accordance with the Heritage Conservation Act.

<b>B.2.5 Supervision and counseling.</b>	<b>ECT Level 7</b>
<u>Performance indicators</u>	
<ol style="list-style-type: none"> <li>1. Provides professional counseling to designers, planners, owners, clients, state agencies and local governments.</li> <li>2. If necessary, prepares teaching and instructional materials.</li> <li>3. Supervises the level 6 specialists and trainees.</li> </ol>	

<b>B.2.6 Planning of action.</b>	<b>ECT Level 7</b>
<u>Performance indicators</u>	
<ol style="list-style-type: none"> <li>1. Sets short or long-term goals for his or her actions, based on the need to preserve cultural heritage and considering the possibilities of the parties.</li> <li>2. Plans the work process, methodology, volume of work and resources (labor, time, money, tools, etc.), ensuring high quality and timely execution of tasks, collecting the necessary information, analyzing and interpreting it.</li> </ol>	

<b>B.2.7 Promotion of the specialty.</b>	<b>ECT Level 7</b>
<u>Performance indicators</u>	
<ol style="list-style-type: none"> <li>1. Participates in the development of the field of cultural heritage preservation, refining the methodology and technology.</li> <li>2. Collaborates with researchers and professionals related to the field of investigation of the object and in the analysis of the results.</li> </ol>	

#### OPTIONAL COMPETENCIES

<b>B.2.8 Working in state agencies and local governments.</b>	<b>ECT Level 7</b>
<u>Performance indicators</u>	
<ol style="list-style-type: none"> <li>1. Manages or advises the work of the field associated with the preservation of the cultural heritage building (part of the building heritage), involving the necessary specialists and being based on the legislation, public interest and good practice.</li> </ol>	

<b>B.2.9 Management of a work group.</b>	<b>ECT Level 7</b>
<u>Performance indicators</u>	
<ol style="list-style-type: none"> <li>1. Manages the projects and/or a working group related to the preservation of the cultural heritage.</li> <li>2. Sets short or long-term goals for his or her actions, based on the need to preserve a cultural heritage and considering the possibilities of the parties.</li> <li>3. Plans the work process, methodology, volume of work and resources (labor, time, money, tools, etc.), ensuring high quality and timely execution of tasks.</li> <li>4. Adapts to changing situations, re-organizing the work of the working group and is open to new solutions to emerging issues.</li> <li>5. Contributes to the emergence of a positive working atmosphere.</li> </ol>	

#### TRANSVERSAL COMPETENCIES

<b>B.2.10 Communication</b>	<b>ECT Level 7</b>
<u>Performance indicators</u>	
<ol style="list-style-type: none"> <li>1. Clearly expresses his or her opinion, does not hide information, and is able to bring out the main points of discussion. In providing arguments, uses professional knowledge and appropriate communication techniques.</li> <li>2. Is aware of the diversity of attitudes and values.</li> <li>3. Creates and maintains good relationships with clients and colleagues. Communicates well with people at all levels, including the general public. Creates and maintains viable professional cooperation networks.</li> </ol>	

ESF program "Development of the system of qualifications"

4. Expresses himself or herself intelligibly in both speech and writing. Shares and mediates professional information, using appropriate communication and presentation techniques.
5. Is able to handle conflicts and implements the principles of conflict resolution, uses assertiveness techniques in problem situations.
6. Listens to other specialists and consults with them.
7. Participates in meetings, conferences, discussions and workshops using active listening techniques. Performs in professional public events, using appropriate communication techniques.

Knowledge:

1. Basics of communication psychology.

**B.2.12 Architectural Conservationist, Level 7, transversal competencies**

**ECT Level 7**

Performance indicators

1. His or her work is based on profession-related legislation and international documents (see Annex 1).
2. His or her work is based on the knowledge of heritage conservation philosophy, theory and history and the history of architecture, art and urban building and architectural and building terminology.
3. His or her work is based on the recognized principles, methods and practices of preservation, conservation, restoration and maintenance of building heritage.
4. Administers, analyzes, synthesizes and is able to evaluate professional information critically.
5. Identifies situations that require expertise in other fields, performing expert analysis, involves the relevant specialists (art historian, art conservationist, a materials scientist, archaeologist, architect, landscape architect, civil engineer, dendrologist, a geographer, etc.).
6. Defines the cultural value of buildings and built-up areas and is able to mediate them also to non-professional persons.
7. Takes balanced decisions, so as to maintain the architectural, artistic and cultural coherence and integrity of the object and its context.
8. Creates a specialized text and graphical documentation using the appropriate software.
9. Adapts to changing situations and reorganizes his or her work and if necessary, the work of his or her trainees/subordinates.
10. Is guided in his or her work by the Code of Ethics of the Conservationist/Restorer.
11. Masters the Estonian language at level B2 and the specialty terminology (see Annex 3).
12. Masters an official language at level B1 (see Annex 3).
13. Has computer skills in accordance with the modules AO1-AO4, AO6, AO7 and AO12 (see Annex 2 points 1, 3, 5).
14. Complies with safety requirements.

Knowledge:

1. International conventions and charters of protection of cultural heritage, preservation, conservation and restoration of cultural heritage.
2. Architectural, building and urban building history, heritage landscapes.
3. Principles of preserving the environment of cultural value and spatial planning.
4. Architectural and building terminology.
5. Cultural heritage history, modern theories and practices of cultural heritage conservation.
6. Traditional construction and finishing materials, their properties and places of use.
7. Methods of care, conservation, and restoration suitable for historical materials.
8. Historic structures.
9. Underlying causes of damage of the construction and finishing materials and actions preventing decay.
10. Basics of the conservation chemistry and biology.
11. Occupational safety.



Euroopa Liit  
Euroopa Sotsiaalfond



Eesti tuleviku heaks



SIHTASUTUS  
Kutsekoda

ESF program "Development of the system of qualifications"

12. Basics of photography.
13. Basics of compilation of texts and graphical documentation.
14. Public speaking and presentation techniques.

## Part C

### GENERAL INFORMATION AND ANNEXES

<b>C.1 Information for the preparation and approval of the occupational standard, the awarding body, and a reference to the location of the occupational standard in the classifications</b>	
1. The marking of the occupational standard in the occupational qualification register	19-24042014-02/4k
2. The occupational qualification standard compiled by the names of people and organizations	Ilme Mäesalu, National Heritage Board Juhan Kilumets, Rändmeister OÜ Krista Laido, Estonian Academy of Arts Lilian Hansar, Estonian Academy of Arts Maari Idnurm, EEB Project OÜ Maris Mändel, Estonian Academy of Arts Oliver Orro, Estonian Academy of Arts Tiina Linna, the Union of Estonian Architects
3. Occupational qualification standard approved by	Professional Council of Culture
4. Professional Council Decision No.	19
5. Date of Professional Council Decision.	24.04.2014
6. Occupational standard valid until	23.04.2019
7. Occupational standard version number	4
8. Reference to the Classification of Occupations (ISCO 08)	26
9. Reference to the European Qualifications Framework (EQF)	7
<b>C.2 Occupational title in a foreign language</b>	
English: <i>Architectural Conservationist</i>	
<b>C.3 Annexes</b>	
Annex 1: Legislation Annex 2 Computer skills Annex 3 Language skill levels descriptions	

## Legislation

1. Heritage Conservation Act and its implementing regulations
2. 2013 Principles for Capacity Building through Education and Training in Safeguarding and Integrated Conservation of Cultural Heritage. ICOMOS-CIF 2013  
[http://cif.icomos.org/pdf\\_docs/CIF%20Meetings/Guidelines/ICOMOS\\_CIF\\_PrinciplesCapacity\\_EN\\_20130930.pdf](http://cif.icomos.org/pdf_docs/CIF%20Meetings/Guidelines/ICOMOS_CIF_PrinciplesCapacity_EN_20130930.pdf)
3. 2010 Competences for Access to the Conservation-Restoration Profession – E.C.C.O., Brussels, 2010  
[http://www.coe.int/t/dg4/cultureheritage/heritage/Source/CDPATEP/Plenary\\_Session/CDPA\\_TEP\\_2009\\_17\\_EN.pdf](http://www.coe.int/t/dg4/cultureheritage/heritage/Source/CDPATEP/Plenary_Session/CDPA_TEP_2009_17_EN.pdf)
4. 2004 E.C.C.O. (2004). PROFESSIONAL GUIDELINES (III): Basic Requirements for Education in Conservation-Restoration. Adopted by E-C.C.O.General Assembly Brussels 1 March 2002 Updated at the General Assembly Brussels 2 April 2004  
<http://www.encore-edu.org/ecco3.html>
5. 2003 E.C.C.O. PROFESSIONAL GUIDELINES (II): Code of Ethics. Adopted by General Assembly, Brussels 7 March 2003 <http://www.encore-edu.org/ecco2.html>
6. 2002 E.C.C.O. (2002) PROFESSIONAL GUIDELINES (I): The Profession. E-C.C.O. General Assembly 1 March, Brussels <http://www.encore-edu.org/ecco1.html?tabindex=3&tabid=170>
7. 2001 ENCoRE Clarification Paper 2001: Clarification of Conservation/Restoration Education at University Level or Recognised Equivalent ENCoRE 3rd General Assembly 19 – 22 June 2001, Munich, Germany <http://www.encore-edu.org/ENCoRE-documents/cp.pdf>
8. 1997 The document of Pavia. Preservation of Cultural Heritage: Towards a European profile of the conservator/restorer European summit. Pavia 18 – 22 October 1997.  
<http://www.encore-edu.org/Pavia.html>
9. 1993 ICOMOS Guidelines on education and training in the conservation of monuments, ensembles and sites (Colombo, Sri Lanka, 1993) <http://www.icomos.org/charters/education-e.pdf>
10. 1984 ICOM-CC The Code of Ethics, The Conservator-Restorer: a Definition of the Profession, 1984 <http://www.encore-edu.org/ICOM1984.html>