

# Occupational standard

## Spatial planner (EstQF level 7)

**The occupational standard is a document** that describes the job and competence requirements, i.e. a set of skills, knowledge and attitudes required for successful job performance in a particular occupation.

### Application areas of the occupational standard

- 1) Drafting of curricula and training programmes meeting the requirements of labour market.
- 2) Evaluation of competence of the people, incl self-evaluation and conformity evaluation upon awarding an occupational qualification.
- 3) Description and introduction of occupational qualifications.
- 4) Career planning and creation of a basis for lifelong learning.
- 5) Identification of personnel training needs and planning of training.
- 6) Drafting of job descriptions and recruitment of employees.
- 7) Comparison of occupational and educational qualifications.

<b>Occupational qualification title</b>	<b>Estonian qualifications framework (EstQF) level</b>
<i>Spatial planner, level 7</i>	<i>7</i>

## PART A JOB DESCRIPTION

### A.1 Job description

Spatial planning is the basis for spatial development and conscious design. As a result of a spatial plan spatial solutions of various level of detail establishing different guidelines, possibilities and limitations are prepared, which form the grounds for the development of an integral natural and built and to be built environment enhancing a high standard of living.

The main purpose of a spatial plan is to promote common value supporting public interests in a sustainable spatial environment balancing the needs and interests of the widest possible range of members of the society. Spatial planning must, in a balanced manner, take into account long-term directions and future needs of economic, social, cultural, natural and built environment. As a result of the planning process a comprehensive document consisting of text and technical drawings is drawn up, which is the basis for preserving and developing the existing values and creating new ones. A spatial planner (hereinafter *a planner*) is the leader of a planning team who understands and manages the planning process from the substantive and administrative aspect and personally participates in preparing a spatial plan (eg as an architect, landscape architect, human geographer, structural engineer).

A planner understands the processes taking place in the environment by using necessary baseline studies, when wording the goals of spatial development prepares spatial solutions, participates in describing and justifying them, creates an integral perception of spatial development by balancing public and private interests, environmental processes, historical-cultural meanings and considering technical, aesthetical, social and economic possibilities.

Preparing a spatial plan is a team work. If the purpose of the spatial plan is to set the baseline for urban environmental design, a planner forms the team in the manner that the complete spatial solution is prepared by a qualified architect (specifically in planning building structures) and/or a landscape architect (specifically in planning urban landscapes) if the planner lacks the described qualifications (excl justified exceptions). In preparing a spatial plan, cooperation between interested parties and a justified consideration over decisions are of major importance.

Decisions concerning spatial environment are made by public institutions who have been granted the relevant legal right depending on the type of a spatial plan. A person with the qualification of a planner is competent to prepare spatial plans and, when working in a certain institution, to draw up decisions concerning spatial environment, incl decisions on initiation, approval, supervision and adoption of a spatial plan. This occupational standard describes a planner's competence to participate, as a specialist in one's professional field, in each stage of the preparation and administration of a spatial plan. The further described text does not refer to the rights and obligations given to the government and local authority by law.

A planner works ethically and responsibly and, among other things, follows good administrative, engagement, planning, building design and building practice.

This occupational standard is an input into the curriculum of a master's level spatial environment planning programme or an integration into other master's level curricula.

<p><b>A.2 Units</b></p> <p><b>OBLIGATORY UNITS:</b></p> <p>A.2.1 Structuring, administrating and executing the complete process of planning</p> <p>A.2.2 Arranging cooperation with interested parties and decision-makers and engaging the public according to the type of planning, level of generalisation and other specifics during the whole planning process</p> <p>A.2.3 Identifying and analysing the specifics of built and natural environment and participating in it according to one's field of profession</p> <p>A.2.4 Preparing spatial visions and strategies together with the planning team</p> <p>A.2.5 Arranging the preparation and preparing a balanced and justified planning solution in one's professional field</p> <p>A.2.6 Preparing the principles and conditions for executing a spatial plan</p> <p><b>OPTIONAL UNITS:</b></p> <p>A.2.7 Strategic assessment of environmental impact and supervision</p> <p>A.2.8 Preparing special conditions of heritage conservation for spatial plans</p> <p>Tasks related to the units are described in Annex 1, „Units and tasks“</p>
<p><b>A.3 Working environment and specific aspects of work</b></p> <p>In the job of a planner the important aspects are communication and preparing planning solutions. A planner works in local governments and state authorities and in companies providing a consultancy service on spatial planning. The work takes partly place outside and at meetings. The work may in periods be mentally stressful or creative, at the same time the regulations concerning spatial planning must be taken into account. During the planning process the work load may be spread unevenly.</p>
<p><b>A.4 Tools</b></p> <p>In one's job a planner uses regular office tools, different communication tools, office software, CAD and GIS software and other tools.</p>
<p><b>A.5 Personal characteristics necessary for this job: abilities and personality traits</b></p> <p>Spatial perception, spatial imagination, creativity, diversity, logical and analytical thinking, sense of generalisation, independence and decision-making skills for separating the important from the unimportant in the process of planning, determination, sense of responsibility and correctness, teamwork and communication skills (incl honesty towards cooperation partners), stress and criticism tolerance.</p>
<p><b>A.7 Occupational training</b></p> <p>A planner has a professional higher education at the master's degree level. The subjects of planning described in Part B of the occupational standard are included in the minimum of a 5-year study programme of spatial planning, architecture, landscape architecture or geography. Another option is to pass master's studies in spatial planning after graduating from a 3-year study in the referred or close disciplines.</p>
<p><b>A.7 Possible job titles</b></p> <p>A planner works as an official in a state authority or a local government or as a consultant preparing a spatial plan. The possible job titles may be eg a planner, spatial planner, planning specialist, architect-planner, landscape architect-planner, geographer-planner etc.</p>
<p><b>A.8 Regulations</b></p>

## PART B COMPETENCE REQUIREMENTS

### **B.1. The structure of the occupational qualification**

Verification of competencies B.2.1 - B.2.6 and ja B.2.9 (transfersal competence) is required upon applying for this profession. If desired, an applicant may also verify an optional competence B.2.7 or B.2.8.

The assessment of competencies takes place in the course of the master's level studies, the qualification is awarded after passing the study programme. In other cases the assessment methods include documentary evidence and portfolio, interview, engaging an expert if necessary, according to the procedures for awarding an occupational qualification.

### **B.2 Competences**

#### **OBLIGATORY COMPETENCES**

<b>B.2.1 Structuring, administrating and executing the complete process of planning</b>	<b>EstQF level 7</b>
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> <li>1) with reference to public interests and values and the expectations of different social groups and the interests of parties, identifies the need for a spatial plan and determines its goals, level of generalisation and spatial extent according to the acts of law;</li> <li>2) identifies the need for a strategic assessment of environmental impact taking into consideration the space to be planned and the specifics of the environment, the goals and the specifics of the spatial plan and its estimated importance and extent;</li> <li>3) identifies the interested parties according to the purpose to achieve the widest and most balanced agreement as possible;</li> <li>4) with reference to the location of the space to be planned, the type of planning, the level of generalisation and complication, determines the stages of a spatial plan and prepares an estimated time schedule;</li> <li>5) with reference to the specifics of the planning, forms a planning team of competent and cooperative specialists, coordinates their work and builds team-spirit, divides tasks appropriately and fairly;</li> <li>6) works in an organised manner, efficiently and follows lawful instructions;</li> <li>7) makes choices in the course of the preparation of a spatial plan;</li> <li>8) documents procedural activities responsibly and to a sufficient extent.</li> </ol>	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> <li>1) Estonian planning system and principles;</li> <li>2) administrative procedure and operational procedures.</li> </ol>	
<b>B.2.2 Arranging cooperation with interested parties and decision-makers and engaging the public according to the type of planning, level of generalisation and other specifics during the whole planning process.</b>	<b>EstQF level 7</b>
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> <li>1) communicates with the public and interested parties in the earliest stage possible to determine their needs;</li> <li>2) in order to achieve an agreement on the planning solution works in cooperation, initiates communication, hears out the parties, with reference to the purpose of the spatial plan selects and takes into account important information;</li> <li>3) with reference to the type and specifics of a spatial plan uses different engagement methods and communication techniques;</li> </ol>	

<p>4) introduces and justifies the goals and solutions of a spatial plan understandably and rightfully, consults the parties, does not hide information and knows how to point out discussion topics relevant from the perspective of the purpose of the spatial plan;</p> <p>5) ensures equal availability of appropriate information to all interested parties, following the established operational procedures.</p>
<p><u>Supporting knowledge:</u></p> <p>1) the strategies and methods of communication, engagement and leadership;</p> <p>2) the skills of using communication tools, incl mass media channels;</p> <p>3) the skills of using presentation techniques;</p> <p>4) the ability to explain the topics related to a spatial plan understandably both orally and in written;</p> <p>5) the ability to justify the planning solution in an arguemented manner.</p>

<b>B.2.3. Identifying and analysing the specifics of built and natural environment and participating in it according to one's field of profession</b>	<b>EstQF level 7</b>
<p><u>Performance indicators:</u></p> <p>1) collects and analyses systematically appropriate data taking into account the generalisation level, planning area, location and specifics of the spatial plan, using different sources of information (eg databases, on-site inspections etc);</p> <p>2) identifies relevant needs, possibilities, opinions, legal and agreed limitations relevant for further activities, taking into account the expectations of the society and the interested parties and uses preventative participation methods to identify them;</p> <p>3) identifies the structure of space and use of the planning area and the relations between them (eg urban, architectural and landscape relations) according to the information collected beforehand and, if necessary, engaging professional specialists;</p> <p>4) points out the specifics of economic, social, cultural, natural and built environment of a spatial plan by using special knowledge and experience of different fields and by giving rational assessments on the basis of existing information and making appropriate decisions on further activities (starting points).</p>	
<p><u>Supporting knowledge:</u></p> <p>1) the ability to use information analysis methods and the principles of drawing conclusions;</p> <p>2) spatial analysis (incl settlement structural, architectural, landscape architectural analysis) and theories and the ability to use analysis techniques;</p> <p>3) knowledge about environmental space and the ability to express it;</p> <p>4) the principles of social organisation;</p> <p>5) the basics of natural and human geography;</p> <p>6) the basics of macroeconomics;</p> <p>7) the principles of the functioning of cultural and social relations and their interdependence.</p>	

<b>B.2.4. Preparing spatial visions and strategies together with the planning team</b>	<b>EstQF level 7</b>
<p><u>Performance indicators:</u></p> <p>1) in cooperation with the planning team and interested party(ies) words and/or visualises the vision based on source information, generates new ideas, thoughts and solutions;</p> <p>2) in cooperation with decision-makers considers and selects necessary spatial approaches or strategies for executing the vision and offers different variants;</p> <p>3) prepares and words the goals of spatial development;</p> <p>4) prepares the principles of solutions of a spatial plan taking into account all topics related to the</p>	

spatial plan.	
<u>Supporting knowledge:</u>	
1)	knowledge of global developments and social tendencies;
2)	strategies for long-term development and planning methods;
3)	different strategies of using and planning space and the ability to visualise them;
4)	the possibilities of using and planning space in natural and to be built environment and assessing the consequences;
5)	general knowledge about and relations to all the related fields of activity which influence the vision of a planning (eg economy, culture, ecology, structures etc).

<b>B.2.5. Arranging the preparation and preparing a balanced and justified planning solution in one's professional field</b>	<b>EstQF level 7</b>
<u>Performance indicators:</u>	
1)	together with the planning team prepares spatial preliminary solutions which consider the specifics of the location (taking into account both spatial and time measure), guided by the vision;
2)	in preparing preliminary solution variants considers, together with the planning team, spatial quality, public space and related networks and land use;
3)	considers solutions and other conditions deriving from building possibilities and limitations;
4)	as a planner assesses and compares the impact of economic, social, cultural, natural and to be built environment;
5)	in cooperation with the decision-makers and interested parties analyses the variants of preliminary solutions and selects the most suitable;
6)	based on prior decisions prepares, together with the planning team, a complete and justified planning proposal which, among other things, takes into consideration public interests and values;
7)	if necessary, modifies the spatial solution and the process.
<u>Supporting knowledge:</u>	
1)	the theories of planning and developing spatial environment;
2)	the specifics of different types of spatial plans, incl objectives, possibilities and relations and harmony between them;
3)	the basics of spatial composition and knowledge about space quality;
4)	preparing the drawings part of a spatial plan;
5)	preparing the textual part of a spatial plan;
6)	requirements for drawing up a spatial plan.

<b>B.2.6. Preparing the principles and conditions for executing a spatial plan</b>	<b>EstQF level 7</b>
<u>Performance indicators:</u>	
1)	identifies and words the appropriate responsibilities of different parties (contractual, if necessary);
2)	prepares an operational plan or countdown of applicable steps for a spatial plan, taking into consideration local circumstances and the technical and economic possibilities of execution;
3)	prepares conditions for further planning and/or building design and principles of consideration, taking into consideration practicability, sustainability, good administrative practice and logical development;
4)	sets performance indicators for efficient implementation of a spatial plan;
5)	identifies the principles for reviewing a spatial plan (incl the time period, if necessary) following

the estimated developments.
<u>Supporting knowledge:</u>
1) the principles of social organisation and possibilities of identifying interactive rights and obligations;
2) the relations between strategical documents of the government and local authorities;
3) the tasks of the government and local authorities in executing a spatial plan;
4) the nature of contractual relations for concluding contracts and agreements necessary for executing a spatial plan;
5) the stages of development activity;
6) the important indicators (incl statistical) for assessing and reviewing the efficiency of executing a spatial plan, being familiar with them and analysis of data.

### OPTIONAL COMPETENCES

<b>B.2.7 Strategic assessment of environmental impact and supervision</b>	<b>EstQF level 7</b>
<u>Performance indicators:</u>	
1) with reference to the spatial plan and legislation carries out a preliminary analysis, identifies the assessment need and, if necessary, engages experts from other fields, as a result prepares an assessment programme and makes necessary modifications in it;	
2) with reference to the spatial plan and legislation, plans the work flow, forms a work group, arranges the preparation and disclosure of the assessment programme, engages necessary experts; identifies and engages interest groups;	
3) presents and explains the results of assessment, if necessary, arranges supplementing and/or modifying the assessment report based on the propositions and the results of supervision;	
4) according to the chosen methodology collects and analyses relevant source information and as a member of the working team assesses the spatial, cultural, ecological, social, functional, aesthetical etc aspects of environmental impact, cooperates with experts if necessary;	
5) with reference to the specifics of a spatial plan, prepares measures for alleviating possible negative effects, strengthening positive effects and monitoring of the environment;	
6) prepares a programme and a report and participates at disclosure;	
7) working in a relevant institution prepares the decisions necessary for strategic assessment of environmental impact.	
<u>Supporting knowledge:</u>	
1) is familiar with environmental law;	
2) knows environmental approaches and development tendencies;	
3) knows spatial relations and their interdependence in the environment;	
4) knows necessary research and assessment methods.	

<b>B.2.8. Preparing special conditions of heritage conservation for spatial plans</b>	<b>EstQF level 7</b>
<u>Performance indicators:</u>	
1) identifies relations between cultural heritage and a spatial plan;	
2) prepares an overview of the history and features of valuable buildings and gives an assessment on the impact of the spatial plan on valuable buildings;	
3) uses archived records and makes on-site inspections;	
4) prepares special conditions of heritage conservation.	
<u>Supporting knowledge:</u>	
1) philosophy and history of cultural heritage;	
2) history of building and settlement;	

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| 3) | the skills of using archives and archived records; |
| 4) | the principles and techniques of restoration.      |

<b>B.2.9. Transfersal competence</b>	<b>EstQF level 7</b>
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> <li>1) in the course of planning follows the location and development needs approach which involves considering the specifics of the planned to be space and its surroundings;</li> <li>2) is guided by the level, purpose and specifics of a spatial plan;</li> <li>3) coordinates the work of a planning team effectively;</li> <li>4) manages the planning process purposefully and creatively;</li> <li>5) makes decisions within the extent of one's job description in a justified and timely manner taking into account diverse information;</li> <li>6) balances interests, understanding how a single phenomenon is a part of a bigger system and reaches the core of complicated problems;</li> <li>7) expresses oneself clearly and understandably.</li> </ol>	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> <li>1) the theories of spatial planning and knowledge of one's professional field in the context of spatial planning;</li> <li>2) the principles of spatial development and the impact of single decisions on spatial development;</li> <li>3) the principles of applying energy saving principles in a spatial plan;</li> <li>4) the principles of team management, incl task dividing skills;</li> <li>5) knowing the methods and techniques related to spatial planning (incl spatial analysis, future studies)</li> <li>6) the methods of engagement and the principles of cooperation;</li> <li>7) the principles of project management, incl time and financial management;</li> <li>8) general knowledge about the fields of engineering connected to planning, eg the principles of planning roads-streets and other engineering structures;</li> <li>9) official language at level C1;</li> <li>10) visualisation skills;</li> <li>11) the legal system, the basics of public and private law;</li> <li>12) relevant acts of law and instructions;</li> <li>13) the basics of environmental protection, the principles of the functioning of natural, economic, social and cultural environment and relations between them;</li> <li>14) Estonian planning system;</li> <li>15) information management, incl preparing and drawing up documents, the principles of record management and archiving;</li> <li>16) communication theories and psychology.</li> </ol>	
<p><u>Assessment method(s):</u>                      Transfersal competences are assessed integrated with other competences described in the occupational standard.</p>	



## PART C

### GENERAL INFORMATION AND ANNEXES

<b>C.1 Information on the preparation and approval of the occupational standard, on the body awarding occupational qualifications, and reference to the location of the occupational standard in classifications</b>	
1. Designation of the occupational standard in the register of occupational qualifications	19-28032012-05/1k
2. Occupational field and qualification	Professional field: spatial planning Occupational qualification: a spatial planner
3. Close occupational field and qualification	Architecture, landscape architecture, geography
4. The occupational standard is compiled by:	Andres Levald, Union of Estonian Architects, E-Konsult OÜ Ilmar Heinsoo, Union of Estonian Architects, Architectural and Engineering Company ARX OÜ Mart Hiob, Estonian Landscape Architects' Union, Artes Terrae OÜ Merje Muiso, Estonian Ministry of the Interior Pille Metspalu, Estonian Association of Spatial Planners, Hendrikson & KO OÜ Tõnu Laigu, Union of Estonian Architects, QP Arhitektid OÜ Toomas Paaver, Union of Estonian Architects, Linnalahendused OÜ Kaur Lass, Head OÜ (engaged expert) Jüri Soolep, Estonian Academy of Arts (engaged expert)
5. The occupational standard is approved by	Sectoral Council for Culture
6. No. of the decision of the Sectoral Council	11
7. Date of the decision of the Sectoral Council	28.03.2012
8. The occupational standard is valid until (date)	27.03.2017
9. The qualification certificate issued under this qualification standard is valid until	
10. Occupational standard version No.	1
11. Reference to the Classification of Occupations (ISCO 08)	code 216, Major group 2 „Professionals“
12. Reference to the level in the European Qualifications Framework (EQF)	EQF tase 7
13. Is the basis for the curriculum(a):	Master's studies
<b>C.2 Title of occupational qualification in foreign languages</b>	
In English - Spatial planner, land use planner, urban planner (also city planner, town planner), regional planner, environmental planner.	
in German - Raumplaner, Regionalplaner, Stadtplaner, Landschaftsplaner.	
in Russian - градостроительный проектировщик, градостроительный планировщик, территориальный планировщик	
<b>C.3 Annexes</b>	



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Annex 1 Units and tasks

Annex 2 Computer skills criteria

Annex 3 The scale of language level assesment

Annex 4 Professional terms

## UNITS AND TASKS

<b>1 Structuring, administrating and executing the complete process of planning</b>
1.1 Identifying the need for a spatial plan. Determining its purpose, level of generalisation and spatial extent.
1.2 Identifying the need for a strategic environmental impact assessment.
1.3 Identifying interested parties, if necessary, forming a steering committee of decision-makers, key persons and specialists and assigning tasks.
1.4 Determining the procedural steps of planning and preparing a time schedule.
1.5 Forming a planning team of competent specialists taking into account the specifics of the planning.
1.6 Documenting the activities.
<b>2 Arranging cooperation with interested parties and decision-makers and engaging the public according to the type of planning, level of generalisation and other specifics during the whole planning process.</b>
2.1 Engaging the public and communicating with interested parties.
2.2 Cooperation with the aim of achieving an agreement.
2.3 Introducing and justifying the purpose of the spatial plan.
2.4 Ensuring the availability of information.
<b>3 Identifying and analysing the specifics of built and natural environment and participating in it according to one's field of profession</b>
3.1 Collecting, arranging and analysing source information and opinions.
3.2 Identifying needs, possibilities and limitations.
3.3 Identifying, together with professional specialists, spatial and functional structure and relations, incl urban, architectural and landscape relations.
3.4 Indicating the specifics of economic, social, cultural environment and natural and built environment.
<b>4 Preparing spatial visions and strategies together with the planning team</b>
4.1 Identifying tendencies and key factors, their interaction and analysis.
4.2 Providing visions.
4.3 Considering and selecting spatial approaches for implementing the visions.
4.4 Providing the principles for the planning solution.
<b>5 Arranging the preparation and preparing a balanced and justified planning solution in one's professional field</b>
5.1 Planning three-dimensional, time- and place-related environment.
5.2 Preparing, comparing and selecting the planning solution.
5.3 Planning public space.
5.4 Planning related networks.
5.5 Planning land use.
5.6 Planning building possibilities and restrictions.
<b>6 Preparing the principles and conditions for executing a spatial plan</b>
6.1 Assigning responsibilities to different parties.
6.2 Ranking the implementation order of the spatial plan.
6.3 Determining the conditions and principles of consideration for planning and/or building design.
6.4 Establishing the principles for the planning reviews.



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<b>7 Strategic assessment of environmental impact and supervision</b>
7.1 Managing the strategic assessment of environmental impact (incl engaging experts).
7.2 Preparing a preliminary assessment.
7.3 Preparing the programme for strategic assessment of environmental impact.
7.4 Engaging interested parties and the wider public.
7.5 Drawing up the impact assessment report, incl the analysis of impact specifics, providing mitigating and monitoring measures.
<b>8 Preparing special conditions of heritage conservation for spatial plans</b>
8.1 Identifying relations between cultural heritage and a spatial plan.
8.2 Completing an overview of the history and features of valuable buildings. Giving assessments on the impact of a spatial plan on valuable buildings.
8.3 Using archived records. On-site inspection.
8.4 Preparing special conditions of heritage conservation.



ESF programm „Kutsete süsteemi arendamine“

## Annex 4

### Professional terms used in the occupational standard

Spatial planning – democratic and functional long-term planning for spatial development which coordinates and integrates the development plans of various fields and which, in a balanced manner, takes into account long-term directions and needs in the development of the economic, social, cultural and natural environment.

Spatial plan – a document which is drawn up as a result of the planning process. A spatial plan consists of text and technical drawings which complement each other and constitute a single whole.

Type of spatial plans – the generalisation level of the planning and planning tasks based on the objective and administrative level of planning (at the moment of preparing the occupational standard the valid Estonian Planning Act lists the following types of planning: national spatial plan, county-wide spatial plan and its thematic plans, comprehensive plan and its thematic plans and detailed spatial plans).