



**Case Study 4, Estonia, Third sector, 2010**

| The case study, the story   | Evidence, material – content   |
|---|--|
| <p><b><u>The context</u></b></p> <p><b>3<sup>rd</sup> sector case</b><br/> <b>Association of Estonian Adult Educators ANDRAS</b></p> <p>ANDRAS is an official institution, attributing professional qualifications for adult educators<br/>           Twice per year candidates can apply for the qualification. They are expected to present certificates of formal studies and work experience.</p> | <p><a href="http://www.andras.ee">www.andras.ee</a> (attributing qualification)<br/> <a href="http://www.kutsekoda.ee">www.kutsekoda.ee</a> (qualification standards)</p> <ol style="list-style-type: none"> <li>1. The application for professional qualification takes place on the basis of personal written application and there is a fee. is chargeable.</li> <li>2. In the attribution of the professional qualification and the issue of the professional certificate, the professional council of AEAE Andras shall proceed from the Professions Act, this Procedure, the statute of operation of the professional council and the professional standards of category II, III, IV and V of adult education specialist/ 'andragogue'.</li> <li>3. The applicant must submit documents and for evaluation. The submission of the following documents serves as a prerequisite for the application for professional qualification:               <ol style="list-style-type: none"> <li>1) Formal application;</li> <li>2) Copy of identity document;</li> <li>3) Copies of documents evidencing the level of education and/or previously attributed professional qualification;</li> <li>4) Copies of documents evidencing the act of passing in-service training;</li> <li>5) CV, stating the career and presentations given at conferences/ seminars, list of publications, level of language skills and other required information;</li> <li>6) Description of former educational and training activities;</li> <li>7) Letter of recommendation;</li> <li>8) Proposal of educational and training institution;</li> <li>9) Learners' opinion.</li> </ol> </li> <li>4. If the documents are submitted incompletely, the professional council will give the applicant a deadline for the missing evidence and the submission of additional documents and information. If the s missing evidence is not produce in time, the application will be regarded as not submitted and the applicant will be informed about it.</li> <li>5. In order to attribute profession and evaluate a correspondence to the level of professional qualification, the professional council is entitled to demand additional</li> </ol> |

|  |  |
|--|--|
| <p><b>People</b></p> <p><b>VNFL-IFL candidate (s):</b><br/>Two persons who applied for the qualification of the adult educator.<br/>They presented all the certificates, documents and professional portfolio.</p> <p><b>To sum up: the process</b><br/><b>VNF-IFL is operated case by case. Tools for systematic approach might be developed but not any decision has been made so far.</b></p> | <p>information. The professional council is entitled to check the validity of submitted information</p> <p>6. The professional council adopts attestation resolutions on a case to case basis, evaluating each applicant's correspondence to the level of applied professional qualification on the basis of submitted documents and information.</p> <p>7. The professional qualification of adult education specialist/ andragogue is evaluated on the basis of documents and the results of a professional examination. First-time application for level II, III and IV professional qualification of adult education specialist/ andragogue presumes passing of a professional examination</p> <p>8. On the basis of submitted documents, professional qualification to their will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>▪ Certificate of education evidences the existence of required level of education and correspondence of the applicant's knowledge/skills to requirements specified in the professional standard;</li> <li>▪ In-service training certificate proves that the applicant for professional qualification is involved in on-going self-development and keeps up with the newest achievements in own field/speciality;</li> <li>▪ Document on conducting a training session proves that the applicant's length of service is sufficient for the level of professional qualification applied for;</li> <li>▪ CV reflects lecturing at conferences/ seminars and the existence of published works; plus a note on foreign language proficiency level;</li> <li>▪ Letter of recommendation from a person who knows the applicant's role as a trainer and confirms that the person recommended is successful in providing adult trainings (incl. in a foreign language, if necessary);</li> <li>▪ Proposal of educational and training institution for the attribution of professional qualification to the applicant evidences the correspondence of the applicant's competencies to level II professional qualification;</li> <li>▪ Learners' positive opinion confirms that the applicant has been successful in the provision of training;</li> </ul> |
| <p><b>Tools</b><br/>Certificates, portfolio, interviews</p>  | <p><b>A concrete example of the process</b> (elements of the above)</p> <ul style="list-style-type: none"> <li>▪ Two candidates presented their documents and portfolio. They did not present any documents evidencing the act of passing in-service training.</li> <li>▪ The professional council has given the applicant a deadline for the liquidation of shortcomings and the submission of additional documents and information.</li> <li>▪ Counselling was available for the applicants.</li> <li>▪ These two candidates presented their work experience and informal learning to be evaluated and validated in the attributing process.</li> </ul>  |

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>▪ They presented portfolio and after they were interviewed.</li><li>▪ The work experience and informal learning has been recognized and the professional qualification was attributed them.</li></ul> |
|--|---|

Evidence from the process is **Minutes of validation candidates for professional qualification of adult educator in May 2010**