

PROFESSIONAL STANDARD

**ADULT EDUCATOR/
ANDRAGOGUE III, IV, V**

PREFACE

The professional standard of an adult educator is the set of requirements for the adult educator's professional qualification III, IV, and V agreed by the institutions concerned.

The first version of the professional standard outline was compiled by the adult educator working group formed by the Professional Council of Financial Intermediation and Business Activities including:

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In January-February 2002, an opinion poll concerning the professional standard outline was conducted. Representatives of employers and adult education institutions were involved.

In compiling the final version of the adult educator's professional qualification III, IV, and V, the suggestions and remarks obtained during the opinion polling were considered and also the following specialists were included:

Talvi Märja	ETKA Andras
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In compilation, primarily Estonian experiences and needs, also the Adult Education Act have been considered.

The adult educator's /andragogue's professional qualification III, IV, and V was compiled for the first time.

The professional standard, including adult educator's /andragogue's professional qualification III, IV, and V, is authorised by the Professional Council of Financial Intermediation and Business Activities upon the decision no 12 on February 03, 2003

The professional qualifications included in the professional standard have been entered in a register

1. AREA OF APPLICATION

- 1) to determine the qualification requirements for the employees
 - 2) to develop curricula and training programmes
 - 3) to determine the requirements for the examination, verification and assessment of the professional qualifications
 - 4) to give a basis for comparison of the international professional qualifications' documents
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2. THE TERMS AND SPECIFICATIONS OF THE QUALIFICATION SYSTEM

Professional standard – the agreed set of requirements for the necessary knowledge, skills, proficiencies, experiences, values and personal characteristics of a certain level deriving from the professional qualification.

Professional qualification – the level of competence in the given profession that is accepted on the basis of either regulated, post-experience or international requirements.

The profession of an adult educator /andragogue does not require the determination of the basic, I and II level as there are no respective activities in the given profession. The professional qualification of adult educator /andragogue begins at the III level, similarly IV and V level have been determined.

The descriptions of the levels of professional qualification

I level – completing elementary duties of appointment in similar situations; the main vocational skills and knowledge have been acquired either through training or work; working under somebody's supervision; managing delimited duties and the respective responsibilities.

II level – in addition to professional skills and knowledge, there is the requirement of competence and experience; management of various duties and the respective responsibilities; presumed cooperational skills in teamwork.

III level – professional maturity and expertise; versatile professional skills and knowledge acquired through training and/or experience; readiness for providing instruction in professional skills and knowledge; managing complex duties in altering environment; readiness for responsibility for the allocation of resources and the work of others.

IV level – in addition to professional knowledge and skills, there is the requirement for competencies, practical experience and occupational knowledge; managing numerous varying complex duties in altering environment; responsibility for the allocation of resources and the work of others.

V level – the knowledge and execution of the basic theoretical concepts of the field of activity; first-rate vocational, occupational and professional knowledge; completion of tasks requiring systematization, development and instruction; managing duties requiring procedural competence in varying and unexpected situations; extensive independence; responsibility for making and executing decisions.

Requirements for professional competence

- General skills and knowledge – the specific professional qualification requirements for the general skills and knowledge concerning the field of activity
- Basic skills and knowledge – the specific professional qualification requirements for the skills and knowledge necessary for working in the profession
- Specific skills and knowledge – requirements for the skills and knowledge with regard to specialization within the given profession
- Supplementary skills and knowledge – recommended requirements for the skills and knowledge, either enhancing and improving the basic skills or related to the supplementary qualification.
- Personal characteristics – requirements for the personal characteristics and physical abilities necessary for working in the given profession.

The descriptions of the level of specific skills and knowledge

Basic level – the knowledge of terms, facts and concepts, the competence in using practical skills and methods.

Intermediate level – the interpretation and comparison of terms and facts, establishing associations; the competent use of a large number of acquired practical skills.

Advanced level – the analysis and systematization of facts and the consequent process of making decisions and suggestions; proficiency in the knowledge of generalizing, anticipating and using evaluation criteria; the use of highly specialized skills and knowledge within the field of activity.

3. THE CODES USED WITH REGARD TO PROFESSIONAL STANDARD

According to the Estonian Statistical Classification of Economic Activities¹, adult education is categorized under the field of education, code 8042

In the Standard Classification of Occupations² adult educator belongs to the main group of the Teaching Professionals, code 2300.

¹ Adapted version of the Statistical classification of economic activities in the European Community (NACE)

² Adapted version of the International Standard Classification of Occupations (ISCO-88)

4. PROFESSIONAL QUALIFICATION

In Estonian - Täiskasvanute koolitaja /andragoog III, IV, V
In English - Adult Educator III, IV, V
In Finnish - Aikuiskouluttaja III, IV, V
In Russian - Преподаватель взрослых III, IV, V

5. THE DESCRIPTION OF PROFESSION

An adult educator / andragogue is a specialist intermediating skills and/or knowledge to adult people, directing their formation of comprehension and attitudes, and supporting the self-development of adults in adult general education, job-related and/or continuing training, popular education courses, study circles and other circumstances related to a purposeful learning situation. He/she creates a positive and motivating learning environment that assists the learners in accomplishing the goals of their learning in the best possible manner. In order to reach better results, he/she includes additional resources (other instructors, specialists, learners etc) need becoming evident. The vocation of adult educator /andragogue is a partial qualification. (The main qualification in case of adult educators means the profession or vocation acquired either at a university or in the course of main or supplementary training at a vocational education institution.)

The adult educator's /andragogue qualification could be applied by a person of any profession or vocation, who teaches adult people. Having the qualification confirms the educator's level of professional competence and could be regarded as a means for enhancing the educator's competitiveness on the educational market and as a guarantee for the user of the educator's services – learners, persons ordering services, employers. The adult educator works either at any adult educational institution notwithstanding its form of ownership or independently (sole proprietor).

The official title of **the adult educator /andragogue** could be **andragogue, adult teacher, lecturer, supervisor, tutor** etc.

Adult learning differs from the learning of children and young people. Adult learners are marked by various age, experience, prior education and social status. They have their individual established system of knowledge, thinking habits, prejudices, stereotypes, values and attitudes, which are all brought along to the learning situation. From the educator adult learners expect first-rate competence and respect for their status.

Teaching adults requires knowledge of the theoretical basis of adult education, basic concepts of teaching adults and the peculiarities of adult learning, and also proficiency in the respective teaching methods.

The requisites for applying for **the adult educator /andragogue** professional qualification are:

Adult educator /andragogue III³:

- a) vocational, secondary or higher education (or university education);
- b) successful passing of adult educator's qualification training⁴ or higher education in andragogy;
- c) at least 3-year working experience as an adult educator
- d) a letter of recommendation by an acknowledged Estonian adult educator.

Adult educator /andragogue IV:

- a) Master's degree;
- b) passing of supplementary courses in andragogy⁵ ;
- c) at least 5-year working experience as an adult educator;
- d) presentations at conferences and seminars;
- e) two letters of recommendation by two acknowledged Estonian adult educators.

Adult educator /andragogue V:

- a) research degree or Ph.D. degree;
- b) at least 10-year working experience as an adult educator;
- c) presentations at national and international conferences and seminars;
- d) published scientific research work in the field of adult education;
- e) two letters of recommendation by acknowledged Estonian adult educators and at least one by acknowledged foreign adult educator.

The application of the qualification certificate of **adult educator /andragogue** is voluntary for educators until stated otherwise by the legislative acts.

6. THE PROFESSIONAL SKILLS REQUIREMENTS FOR ADULT EDUCATOR/ANDRAGOGUE

6.1. General skills and knowledge

6.1.1. The basics of social studies (philosophy, sociology, history, cultural studies): III, IV intermediate level; V advanced level

6.1.2. Legislation

³ May not work in the field of formal adult education without professional or vocational higher education.

⁴ 10 credit points, including at least 160 hours of face-to-face teaching

⁵ At least 60 hours within the past 3 years if the Master's degree is not obtained in the field of andragogy.

- 1) The Estonian legislation regulating the field of education, especially the parts concerning adult education: III intermediate level; IV, V advanced level
 - 2) The EU legislation concerning education: III elementary level; IV intermediate level; V advanced level
- 6.1.3 The basics of educational philosophy and sociology: III elementary level; IV intermediate level; V advanced level
- 6.1.4 The employment policy: III elementary level; IV, V intermediate level
- 6.1.5 The basics of economics: III elementary level; IV, V intermediate level
- 6.1.6 Organisational management, including organisational culture and psychology: III intermediate level; IV, V advanced level
- 6.1.7 Working environment and occupational health: III, IV, V advanced level
- 6.1.8 Computer skills: AO1 - AO7 (Appendix A)
- 6.1.9 Languages (Appendix B):
- 1) two foreign languages, one of them preferably English: III intermediate level; IV, V advanced level

6.2. Basic skills and knowledge

- 6.2.1 Andragogy: III intermediate; IV, V advanced level
- 1) the basic andragogical and adult education terminology
 - 2) the methodological basis of adult education
 - 3) the specific peculiarities of adult learning and training
 - 4) the roles of adult educator/ andragogue
 - 5) the methods in adult learning, incl. methods of feedback and control
 - 6) building a group and group dynamics
 - 7) team work in adult training
 - 8) starting-up with the course
 - 9) the progression and development of adult education
- 6.2.2 Developmental psychology: III intermediate; IV, V advanced level
- 6.2.3 Social psychology: III intermediate; IV, V advanced level
- 6.2.4 Communicative skills: III intermediate; IV, V advanced level
- 1) social skills
 - 2) listening skills
 - 3) handling conflict situations
 - 4) negotiation techniques
 - 5) public speaking, including presentation techniques

- 6.2.5 Having a review of adult education trends, priorities and actual state in Estonia, member states of the European Union, in Europe in general and in the world: III intermediate; IV, V advanced level
- 6.2.6 Orientation in different areas of adult education (general, labour market oriented and liberal/popular adult education): III intermediate; IV, V advanced level
- 6.2.7 Mastery in seeing and designing/forming connections between adult education and development of the society/community: III intermediate; IV, V advanced

6.3. Personal characteristics and abilities

- 1) Learning ability
- 2) Readiness for co-operation
- 3) Commitment
- 4) Stress management
- 5) Tolerance
- 6) Self-control
- 7) Decision-making ability
- 8) Adaptability
- 9) Open-mindedness
- 10) Creativity

7. PERIOD OF VALIDITY

The professional standard is valid for 4 years. If need, the standard may be altered before the end of the term of validity.

ELEMENTARY COMPUTING SKILLS

The computer driving licence - AO (*ECDL- European Computer Driving Licence*) is a European qualification standard of computing skills covering the basic level of the practical skills in using application software. (The AO certificate is not compulsory in applying for a professional qualification)

7 modules:

AO1 – Basic Concepts of Information Technology and Information Society

AO2 – Using the Computer and Managing Files

AO3 – Word Processing

AO4 – Working with tables

AO5 – Databases

AO6 – Presentation

AO7 – Information and Communication

AO1 BASIC CONCEPTS OF INFORMATION TECHNOLOGY AND INFORMATION SOCIETY

1. Basic terms
2. Hardware
3. Memory
4. Software
5. Computer network
6. Computers in everyday life
7. Information technology and society
8. Security, legal protection and legislation
9. Estonia and information technology

AO2 USING THE COMPUTER AND MANAGING FILES

1. Elementary knowledge
2. Desktop
3. Files and folders
4. Simple reduction of files
5. Printing administration

AO3 WORD PROCESSING

1. Start
2. Main operations
3. Design (sheeting)
4. Working with existing documents
5. Printing a worksheet
6. Other skills

AO4 WORKING WITH TABLES

1. Elementary skills
2. Main operations
3. Formulas and functions
4. Design (sheeting)
5. Diagrams and objects
6. Printing a worksheet

AO5 DATABASES

1. Beginning: using an existing database
2. Creating a new database
3. Using different forms
4. Looking for information
5. Reports

AO6 PRESENTATION

1. Elementary skills
2. Main activities
3. Forming
4. Graphics and diagrams
5. Printing and distributing
6. Effects of slide presentation
7. Watching a slide presentation

AO7 INFORMATION AND COMMUNICATION

1. Elementary skills of using a web site
2. Navigation in web
3. Search in web
4. Bookmarks
5. Elementary skills of using E-MAIL
6. Correspondence
7. Addressing mode
8. Mailbox administration
9. Links and newsgroups

DESCRIPTION OF THE LEVELS OF LANGUAGE KNOWLEDGE

The following requirements are based on the language proficiency categories of the Estonian Language Act for the official language with further extension of the requirements to foreign languages.

(According to the Government of the Republic Regulation of 29 January 1996,) three language proficiency levels can be distinguished:

- **basic level** – limited oral and elementary written language skills. The individual copes in familiar language situations, understands clear speech on common topics, comprehends the contents of simple texts and can fill the basic documents and write short factual texts;
- **intermediate level** – limited oral and written language skills. The individual copes in diverse language situations, comprehends a speech of regular speed, understands without difficulty the contents of texts concerning everyday life, can write texts concerning one's field of activity;
- **advanced level** – oral and written language skills. The individual expresses himself easily notwithstanding the language situation, understands fast speech, comprehends without difficulty the contents of complex texts, can write texts of various style and functions.