Requirements for a Competence-based Qualification

FURTHER QUALIFICATION FOR HANDICRAFTS 2007

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DATE 1 June 2007

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Provisions on which the competence to issue the
Regulation are based:
Act 631/1998, Sect. 13, Par. 2

Repeals Regulation No.:

REQUIREMENTS OF THE FURTHER QUALIFICATION IN HANDICRAFTS

The National Board of Education has approved the requirements for the Further qualification in Handicrafts, which are to be followed from 1 July 2007 until further notice.

The Qualification Committee, the organiser of the competence tests and the training provider may neither fail to comply with nor deviate from the Requirements of the Qualification.

When arranging training preparatory to the qualification, the training provider decides about the content and arrangements of the training according to the requirements of the qualification. Those participating in the training shall be provided with an opportunity to take the competence-based tests as part of the training.

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1 Roles and objectives of competence-based qualifications

1.1 Competence-based qualifications

Competence-based qualifications are independent of the method of acquisition of vocational skills. Competence acquired in education and training and working life and through personal interests shall be dealt with as a whole in such a way that it can be utilised in demonstrations of vocational skills required to achieve the qualifications, i.e. competence tests.

The structure of the competence-based qualifications shall be modular. They shall consist of sets of assignments derived from working life and its development needs, and they shall be characterised by unity of the functional and theoretical basis, diversity of vocational skills as well as integration of the work process and its outcomes. Each part of the qualification shall constitute a sector of vocational competence, which can be isolated from a natural work process into an independent and assessable module. The competence tests shall be arranged and performed flexibly, one part of the qualification at a time. Instead of an entire qualification, the objective may also be completion of one or several specific parts of the qualification.

The foundation for the description of vocational skills requirements shall be a classification of occupational qualifications by type that is considered to be most suitable for a particular occupational field. The description shall concentrate on the requirements of the core functions of the occupation, on a command of operating processes and on extensive occupational practice. The requirements shall also cover the language skills and social capabilities needed in working life.

1.2 Preparatory training for competence-based qualifications

No preconditions concerning participation in training may be formally set for participation in competence tests. Nevertheless, the qualifications are mainly completed in connection with different forms of preparatory training.

Each provider of preparatory training shall confirm its curriculum in compliance with the requirements of the relevant competence-based qualification. The
training and the competence tests included shall be structured in accordance with the parts of the qualification concerned. It is the responsibility of each training provider to arrange competence tests as part of preparatory training. Students shall be responsible for participating in the tests as part of their studies.

The core subjects included in upper secondary vocational qualifications completed as upper secondary vocational education and training are not compulsory in training preparing for an upper secondary vocational qualification completed as a competence-based qualification. Notwithstanding, their objectives shall be taken into account in the curriculum and in provision of training, where applicable.

1.3 General criteria for methods of demonstrating vocational skills and for assessment of performance in tests

Assessment of competence tests requires systematic collection of materials, decision-making and documentation concerning the vocational and functional working capabilities of those taking the qualification in relation to the vocational skills requirements and assessment criteria determined in the requirements of the relevant competence-based qualification.

Assessment shall focus on performing and functioning at work. As a general rule, specific skills or competencies shall be assessed directly on the basis of the corresponding function at work.

The competence test environment shall be authentic or as realistic as possible. Assessment shall make diverse use of different and primarily qualitative assessment methods, such as observation, interviews, surveys, previously documented demonstrations, as well as self- and group assessment. Competence tests shall be arranged to correspond to each part of the qualification, so as to enable assessment of the achievement of the objectives central to occupational proficiency.

The targets of assessment indicate those areas of competence which receive special attention during assessment. The targets shall be linked to core skills, command of the knowledge that forms the foundation for work, command of working methods, tools and materials as well as command of the work process. Both the targets of and the criteria for assessment shall be derived from the vocational skills requirements of the corresponding part of the qualification. The assessment criteria, based on the targets of assessment, describe and specify
different levels of performance. The criteria indicate the thresholds used to separate performances at different levels.
2 Description of the further qualification in handicrafts

2.1 Qualification modules

The further qualification in handicrafts consists of three compulsory (1, 2 and 3) qualification modules, namely:

1. Product design
2. Product manufacturing
3. Production and operations of a handicrafts business

The qualification shall be complete once all parts have been completed to an acceptable standard.

The specific field of the person taking the qualification shall be defined in the individual skills demonstration plan. This field shall also be indicated on the Qualification Certificate under the heading Additional Information. Examples of specific fields include custom picture framing, doll-making, rope-making or manufacturing of art glass.
3 Vocational skills required in the further qualification in handicrafts and guidelines for assessment

In this qualification, 'handicrafts worker' refers to a craftsperson, entrepreneur or employee of a handicrafts business who engages in a handicraft in order to gain a profitable living from it. A handicrafts worker may offer products, services or performance of work. Machines are also often used in the production, but not to the same extent as in mass production, and the series produced by the business are fairly small. The role of manual work in finishing the product is considerable.

3.1 Product design

Candidates taking this qualification module are familiar with craft traditions in their field and are able to utilize it for aesthetic effect in the design, manufacture and marketing of products. The candidate makes use of different methods of acquiring information and follows developments in the field in order to maintain and develop his or her vocational skills.

The candidate knows the significance of interaction skills and strives to develop his or her abilities to act in a customer-oriented manner, and cooperates with various stakeholder groups as needed.

The candidate knows the legislation related to design rights and copyrights.

<table>
<thead>
<tr>
<th>Vocational skills requirements</th>
<th>Assessment targets and criteria</th>
</tr>
</thead>
</table>
| Candidates taking this qualification module are familiar with the handicrafts tradition and culture in their field. | Handicraft tradition and culture  
Candidates taking this qualification module  
• are able to utilize handicrafts tradition and culture in designing, manufacturing and marketing products. |
| Candidates taking this qualification module can search for information from different sources in order to maintain and develop their vocational skills. | Acquisition and use of information  
Candidates taking this qualification module  
• can find, assess and use information in their field according to the language requirements of the field  
• can make use of ICT in the various segments of planning, design, manufacture and marketing and can monitor developments in the field. |
<table>
<thead>
<tr>
<th>Candidates taking this qualification module have a command of the process of product design and development, collaborating with designers and manufacturers as needed.</th>
<th><strong>Product development process</strong>&lt;br&gt;Candidates taking this qualification module&lt;br&gt;• know the stages of the product development process&lt;br&gt;• can design and develop customer-oriented, safe and financially profitable products&lt;br&gt;• can network and collaborate in product design, manufacturing and marketing&lt;br&gt;• can take into account the environment for which the product is being made&lt;br&gt;• monitor developments in the field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates taking this qualification module can design products and know the significance of design for the final result.</td>
<td><strong>Product design</strong>&lt;br&gt;Candidates taking this qualification module&lt;br&gt;• can select a design method appropriate for the product&lt;br&gt;• can produce images, scale models, mock-ups and prototypes necessary for the product and the customer&lt;br&gt;• can make and read work drawings&lt;br&gt;• can present the planned design to customers and members of their working community&lt;br&gt;• can monitor trends and apply aesthetic criteria in design.</td>
</tr>
<tr>
<td>Candidates taking this qualification module can design products and know the significance of design for the final result.</td>
<td><strong>Design right and copyright</strong>&lt;br&gt;Candidates taking this qualification module&lt;br&gt;• ensure that their activity is ethically correct in terms of design rights&lt;br&gt;• know the regulations on the use of product images and comply with them.</td>
</tr>
<tr>
<td>Candidates taking this qualification module can make use of aesthetic principles and visual information in their activities.</td>
<td><strong>Aesthetic skills</strong>&lt;br&gt;Candidates taking this qualification module&lt;br&gt;• can take into account aesthetic qualities in product development and in their own activity, including displays, packaging and marketing&lt;br&gt;• understand the significance of mental images and visual quality in the creation of business image and in product appeal.</td>
</tr>
<tr>
<td>Candidates taking this qualification module can behave interactively in their work.</td>
<td><strong>Interaction skills</strong>&lt;br&gt;Candidates taking this qualification module&lt;br&gt;• can collaborate with skilled craftspeople, experts in different fields and customers.</td>
</tr>
</tbody>
</table>
Methods of demonstrating vocational skills

In this qualification, ‘candidate’ refers to a craftsperson, entrepreneur or employee of a handicrafts business who engages in a handicraft in order to gain a profitable living from it.

The competence test shall be arranged according to a skills demonstration plan drawn up and approved in advance, at a workplace or at the training provider’s facilities in real processes that meet the conditions and characteristics of production in the field concerned. Where needed, the test may be complemented by interviews, questionnaires or other documents.

Preferably, this qualification module shall be taken in connection with the other qualification modules. In cases where the competence test is arranged in conjunction with other qualification modules, the organiser shall ensure that it will be possible to separate the assessment into an entity of its own.

3.2 Product manufacturing

A candidate taking the further qualification in handicrafts knows the manufacturing processes of products in the field concerned. The product is made to a high quality, using techniques and materials appropriate for the field. The product may also be a service or performance of work. Candidates taking this qualification module are familiar with the handicraft tradition and traditional manufacturing methods in their field. Candidates are also aware of environmental issues and take them into account in their work.

For this qualification module, the specific vocational field of each candidate shall be defined in an individual skills demonstration plan. Examples of specific fields include custom picture framing, doll-making, rope-making or manufacturing of art glass.

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| Candidates taking this qualification module can plan work processes in their field. | Planning of work process
Candidates taking this qualification module
• can plan the order of work for making a product in their field
• can select appropriate work methods
• can draw up a work schedule incorporating the customer’s wishes. |
| Candidates taking this qualification module know the most commonly used materials and supplies in their field and know their properties and how they are procured. | Knowledge of materials  
Candidates taking this qualification module  
• can choose and procure the materials and supplies needed and calculate the quantities needed  
• can compare prices, bearing in mind factors that affect the profitability of their operations, customer needs, the quality of the end result and the environment  
• can produce instructions for use and care of the product. |
| --- | --- |
| Candidates taking this qualification module can use the tools and machines in their field and know how to operate and maintain them safely. | Tools and machines  
Candidates taking this qualification module  
• can make choices appropriate to each situation among the tools and machines available to them and can use them in a skilled and safe way  
• can carry out the daily maintenance operations required of the user of machines and tools, as required by the work. |
| Candidates taking this qualification module can make products in their field in a skilled and customer-oriented manner | Product manufacturing  
Candidates taking this qualification module  
• can manufacture products appropriately and economically  
• in making and finishing the product, can take into account the customer’s requirements in terms of functionality, economy and aesthetics  
• work safely and speedily using the tools and machines selected  
• can follow instructions and work drawings  
• where necessary, can make, procure and use the tools, patterns and other equipment needed for the work. |
| Candidates taking this qualification module know the significance of sustainability and take ecological aspects into account. | Environmental competence  
Candidates taking this qualification module  
• comply with everyman’s rights when procuring natural materials  
• when procuring, using or recycling materials, bear in mind the impact on nature and the environment of the various materials  
• can use natural resources appropriately and economically in the work. |
| Candidates taking this qualification module know the consumer rights in the field concerned, as well as a business operator’s main obligations and responsibilities in manufacturing and marketing products. | Consumer protection  
Candidates taking this qualification module  
• know the scope of consumer protection and its central concepts: consumer, business and consumer goods  
• are familiar with the central legislation and regulations on consumer protection, product safety and product liability applicable to handicrafts and know the authorities monitoring consumer protection |
• know the duty of care of a business and, in designing and manufacturing their products, can take into account factors that crucially affect safety.

Candidates taking this qualification module know the significance of ergonomics, occupational safety and well-being at work in their field.

Occupational safety and ergonomics
Candidates taking this qualification module
• know the occupational safety regulations for the field concerned and can act according to them
• understand the significance of ergonomics, occupational safety, health and coping at work and can make use of them (e.g. correct work positions and lighting)
• can use machines and appliances safely
• can create a safe work environment.

Methods of demonstrating vocational skills

In this qualification, ‘candidate’ refers to a craftsperson, entrepreneur or employee of a handicrafts business who engages in a handicraft in order to gain a profitable living from it.

The competence test shall be arranged according to a skills demonstration plan drawn up and approved in advance, at a workplace or at the training provider’s facilities in real processes that meet the conditions and characteristics of production in the field concerned. The extent of the product to be made during the test is defined on the basis of the vocational skills requirements. Where needed, the test may be complemented by interviews, questionnaires or other documents.

Preferably, this qualification module shall be taken in connection with the other qualification modules. In cases where the competence test is arranged in conjunction with other qualification modules, the organiser shall ensure that it will be possible to separate the assessment to form an entity of its own.

3.3 Production and operations of a handicrafts business

The candidate knows the requirements of carrying on an occupation or running a business. He or she can examine the potentials and risks of starting and developing a business operation. Candidates taking this qualification module can price their products or services. They know their responsibilities in making, selling and marketing products and services.

The candidates are aware of their vocational competencies and set goals for developing their competence. They are capable of cooperation when working either independently or as employees.
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Candidates taking this qualification module know their potentials and competencies for carrying on an occupation or acting as entrepreneurs. They know the risks and potentials of the handicrafts sector when working in the employment of others or independently.</td>
<td><strong>Awareness of personal vocational competence and entrepreneurial capability</strong>&lt;br&gt;Candidates taking this qualification module  &lt;br&gt;- can assess their personal characteristics and vocational skills and their vocational development needs  &lt;br&gt;- can describe the future opportunities and threats of their field or their business  &lt;br&gt;- can analyse responsibilities and obligations of working as an entrepreneur  &lt;br&gt;- can assess the profitability of their activity and their earning potential as entrepreneurs  &lt;br&gt;- can draft a business idea.</td>
</tr>
<tr>
<td>Candidates taking this qualification module are familiar with the quality systems in their field.</td>
<td><strong>Quality assessment methods</strong>&lt;br&gt;Candidates taking this qualification module  &lt;br&gt;- understand the significance of quality assessment systems and the potential they provide for developing operations and are able to act in accordance with them.</td>
</tr>
<tr>
<td>The candidates know the obligations of product safety and product liability associated with their activity and can apply them in their activities.</td>
<td><strong>Product safety and product liability in the production and business activities of a handicrafts business</strong>&lt;br&gt;Candidates taking this qualification module  &lt;br&gt;- know the consequences of product defects and delays in service delivery and the principal legislation concerning pricing and marketing  &lt;br&gt;- can draw up product information concerning their own products  &lt;br&gt;- can describe the content of product liability and what creates liability for damages  &lt;br&gt;- know the requirements of product safety.</td>
</tr>
<tr>
<td>Candidates taking this qualification module are familiar with the options for starting a business and forms of business and can develop financially profitable business activities on the basis of a business idea</td>
<td><strong>From business idea to profitable business operations</strong>&lt;br&gt;Candidates taking this qualification module  &lt;br&gt;- can make a business plan with the help of experts  &lt;br&gt;- can compare different forms of companies and choose one that is appropriate for their activities  &lt;br&gt;- can make simple profitability calculations and interpret the financial statements of their own business  &lt;br&gt;- can utilize expert services in the taxation and insurance questions and financial management of their business</td>
</tr>
</tbody>
</table>
| Candidates taking this qualification module know the operational and financial requirements and effects of production. | **Production** Candidates taking this qualification module  
- can assess the impact on profitability of one-off and serial production, commissioned work and subcontracting work  
- can organize production, bearing in mind high and low seasons, auxiliary work and other factors affecting profitability. |
|---|---|
| Candidates taking this qualification module can price their products profitably. | **Pricing** Candidates taking this qualification module  
- know the competitive situation of their product and can price their product, bearing in mind the local, regional or national product supply  
- can price products so that all fixed and variable costs affecting the price and the effect of the sales channel are taken into account  
- know the effect of pricing on profitability  
- can comply with VAT regulations. |
| Candidates taking this qualification module can sell and market their products. | **Marketing and sales** Candidates taking this qualification module  
- can select appropriate target groups  
- can present their products or services orally to the target group  
- can create brochures and other marketing materials either independently or together with experts, using the language required by the market  
- can select the marketing channels and sales methods most appropriate for their products and services  
- can apply customer orientation in their activity. |
| Candidates taking this qualification module are aware of their core competencies and can make use of networks in their business activities. | **Networking in business activities** Candidates taking this qualification module  
- know their own core competencies and resources and can complement them through cooperation with others, bearing in mind the needs of both customers and the entrepreneur.  
- are able to act in networks, making use of the competences of networking partners. |
| Candidates taking this qualification module recognize the factors affecting their work capability and can act within the boundaries set by them. | **Well-being at work** Candidates taking this qualification module  
- can draw up daily, weekly and annual schedules, bearing in mind the physical, mental and social factors affecting their well-being  
- can assume responsibility for preserving their resources and for maintaining and developing their vocational competence  
- can pay attention to factors affecting well-being at work, such as a pleasant working environment. |
Methods of demonstrating vocational skills

In this qualification, ‘candidate’ refers to a craftsperson, entrepreneur or employee of a handicrafts business who engages in a handicraft in order to gain a profitable living from it.

The competence test may consist of making a preliminary business plan for the candidate’s business, complemented by reports on the requirements and risks of the activity. The test shall also include the candidate’s personal assessment and development plan on his or her own potential and capabilities for entrepreneurial activity.

Preferably, this qualification module shall be taken in connection with the other qualification modules. In cases where the competence test is arranged in conjunction with other qualification modules, the organiser shall ensure that it will be possible to separate the assessment to form an entity of its own.
The Finnish National Board of Education has adopted these Requirements of the Competence-based Qualification in compliance with the Vocational Adult Education Act.

Competence-based qualifications are a way of taking a qualification specifically designed and developed for the adult population.

Competence-based qualifications are planned and implemented in close co-operation between experts in the educational sector and the world of work.