

Individual assessment card

Vocational technical education – Economy Technician

Levels and progression

The gained skills and qualifications are assessed over three levels: level one, two and three. These levels correspond to the levels used for other qualifications within the national qualifications framework.

Key Skills Level 1 - the student acquired basic skills and can take responsibility for some basic decisions. The student isn't able to work in on his/her own and requires constant substantive supervision. He/she has the communicative abilities at a basic level.

Key Skills Level 2 - the student is capable of responding to the demands of more complex activities. He/she demonstrates more explicit reasoning ability and personal responsibility in making decisions about how tasks are organized. He/she requires substantive supervision while exercising some more complex tasks.

Key Skills Level 3 - the student has substantial autonomy and responsibility for managing activities. He/she has ability to develop a strategy for using key skills over an extended period of time, monitor and critically reflect on progress and adapt strategy, as necessary, to achieve the quality of outcomes required. He/she apply his/her key skills in communication, working with others and problem solving, in an integrated way, in order to improve his/her learning and performance in managing professionally challenging work.

Score

2 pt. –Key Skills Level 3

1 pt. – Key Skills Level 2

0 pt. – Key Skills Level 1

| Qualification : EKA.05. | Units of Learning | Outcome Learning | Outcome Knowledge | Skills/Attitude | Points 0-1-2 |
|--|---|---|--|--|-----------------|
| | Work planning and work organization | Organization of the workplace according to the applicable requirements of the work ergonomics, health and safety procedures, the fire and environment protection. | The student learns the rules applying to the health and safety procedures, the fire and environment protection rules. | He/she recognizes the threats to life and health. | |
| | | | The student learns the rules applying to the working place organizing, according to the health and safety procedures, the fire and environment protection rules. | He/she recognizes harmful agents in the workplace | |
| | | | | He/she organizes the working place according to the health and safety procedures | |
| | | | | He/she gives the first aid to those injured during the accidents at work, if needed. | |
| | Efficient planning and management of the given tasks | Work planning. Organizing the workplace. | The learner gets information concerning the given industry. | He /she respects the principles of the courteousness and ethics and applies the public communication rules at workplace. | |
| | | | The student learns how to plan and implement the given tasks within the specific time period and also how to monitor the execution of the given tasks and the ways of their modifying. | The student plans and implements the given tasks within the specific time period. He/she monitors the execution of the given tasks and the ways of modifying of the previously planned tasks. He/she conduct s his/her self-assessment of the completed job. | |
| The student develops emotional intelligence. | | | He/she applies the stress management techniques, assertiveness principles in the interpersonal communication, social expressions and greetings in the written and oral communication as well as is creative and open to changes. | | |

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| | Office correspondence in an organizational unit | Office documents | The student learns various types of official letters. | He/she applies the correspondence rules concerning documents and confidential data as well as labels the drafting. | |
| | | | The student learns how to sort out and archive the documentation, identify and prepare the documents concerning the personal data processing as well as the rules relating to handling confidential data. | He/she sorts out and archives the documentation, identifies and prepare the personal data documents. | |
| | Sale | Sale processing. | The student learns how to calculate the net and gross price of the product, taxation on goods and services according to various tax rates. The learner gets acquainted with the sales result of the ready-made product and goods. | He/she calculates the net and gross price of the product, taxation on goods and services according to various tax rates as well as | |
| | | | | He/she determines the sales result of the ready-made product and goods. | |
| | | | | He/she draws up the sales documents. | |
| | Accounting and payroll services | Human resource policies in the organizational unit. | The student gets acquainted with the stages and ways of the employees recruitment. | He/she identifies the employee's personal files, determines the personal files needed to sign the employment contract as well as the civil and law agreement. | |
| | | Payroll services. | The student learns how to draft the job announcements, employment contracts as well as civil and law agreements. | He/she distinguishes and archives the job announcements, employment contracts as well as civil and law agreements. | |
| | | | The student gets acquainted with the employees' payment system in the | He/she distinguishes between various gross pay components, drafts payroll lists and pay slips. | |

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| | | | organizational unit. | The student uses the office software to prepare the purchase, sales and tax documentation, drafts the internal and external office documentation as well as creates documents containing graphics, tables and charts. | |
| | Public and legal settlements in the organizational unit | Settlements in the inland revenue office. | The student learns various types of taxes, how to recognize the reductions and exemptions as well as tax return forms. | The student distinguishes between various types of taxes, recognizes the reductions and exemptions, chooses the proper tax return forms and determines the due date of tax settlement concerning direct and indirect taxes. | |
| | Additional skills and qualifications | | | | |