Functions and Function Descriptions

1. Requirements for the Qualification Levels

1.1 Junior Level Qualification: EQF 4 (3):

Knowledge: EQF 4: Wide spectrum of theoretical and factual knowledge in an area of work or study

Practical Ability: EQF 4: A series of cognitive and practical skills necessary to find solutions for special problems in an area of work or study

Competence: EQF 3: Assumes responsibility for the completion of work or study tasks; adjusts own behavior to the relevant circumstances when solving problems

1.2. Senior Level Qualification: EQF 5 (4)

Knowledge/Understanding: EQF 5: Comprehensive, specialized theoretical and factual knowledge in an area of work or study as well as awareness of the limits of these skills

Practical Ability: EQF 5: Comprehensive cognitive and practical skills necessary to develop creative solutions for abstract problems

Competence: EQF 4: Acts autonomously within the action parameters of work or study contexts usually known but which can, however, change; supervise the routine work of other persons, in which a certain responsibility is assumed for the assessment and improvement of the work or study activities

2. Markup tags for Learning Perspectives

References to the learning contents via perspectives in teaching and disseminating knowledge

TWOD ICON: Teaching approaches without deliberation: dissemination of knowledge and facts: definitions, functions and functionalities, characteristics, properties, examples, aspects, criteria

TWD ICON: Teaching approaches with deliberation: dissemination of knowledge and facts, comprehension and reflection: definitions, functions and functionalities, characteristics, properties, examples, aspects, criteria, prerequisites, restrictions, suitability, application and deployment scenarios, use, objectives, advantages and disadvantages

MPP ICON: Teaching approaches practical ability/application: dissemination of skills, methods, principles, processes, procedures

3. Markup tags for Learning Objectives

References to the learning objectives to be achieved in acquiring knowledge and the qualification level to be achieved as per EQF

ICON w: Knowledge Junior Level EQF 4: Knowledge: Reproduction of factual knowledge, terms, simple definitions, data, events or rough visualizations of theories, remembering and reproduction of facts, terms, concepts and answers

ICON x: Knowledge/Application: Junior Level EQF 4: Use of facts, application of methods, implementation, realization of processes

ICON y: Knowledge/Understanding Senior Level EQF 5:
Knowledge: Reproduction of factual knowledge, terms, simple definitions, data, events or rough visualizations of theories and Understanding: formulating and explaining issues in one's own words, presentation of theories, constructs and laws, understanding of contexts, organizing, comparing, interpreting, describing, reproduction of main ideas with respect to facts, terms, ideas and concepts in one's own words

ICON z: Practical Ability/Application Senior Level EQF 4: Use of facts, application of methods, implementation, realization of processes, independent problem-solving, even in new situations

4. Functions and Functionalities of the Profiling Tool

1. Checkboxes for the competence and qualification levels

    - Checkboxes for the selection of learning contents

2. Rating scale of five stars for the competence and qualification levels

    - For self-evaluation of the emphasis of the competence and qualification levels

3. Selection button, Junior Level

    - Checks all checkboxes for the competence and qualification levels of the "Junior Level" competence profile

4. Selection button, Senior Level

    - Checks all checkboxes for the competence and qualification levels of the "Senior Level" competence profile

5. Select All

- Checks all checkboxes

6. Reset

- Deletes all checks in the checkboxes

7. Drucken

- Prints all contents checked in the checkboxes

8. PDF Export

- Generates a PDF file with all contents checked in the checkboxes

5. Application scenarios

Creating individual or specific competence and qualification profiles:

- o   For drafting specialized job profiles and roles
- o   For targeted personnel acquisition and formulation of job openings
- o   For personnel development and development of employees' specific competences
- o   For the development of new educational opportunities and curricula
- o   For locating and defining individual training contents and objectives
- o   For the development of individual and need-based training concepts

Use of the tool:

- o   Individual checking of checkboxes for all relevant contents
- o   Definition of the required (target profile) or present (actual profile) emphasis of the competence and qualification levels via the rating scale
- o   Printing or PDF export of the selection

6. Preparation of the tekom qualification consultation

- o   For gap analysis and identification of individual training needs

Use of the tool:

- o   Selection of the competence and qualification requirements for the target certification level using the button "Junior Level" or "Senior Level"
- o   Self-evaluation of the present (actual profile) emphasis of the competence and qualification levels via the rating scale
- o   Printing or PDF export of the selection

7. For the development of training opportunities and for qualification of training participants as per the tekom certification system

- o   For definition of learning contents and teaching perspectives
- o   For definition of learning objectives

Use of the tool:

- o   "Junior Level" button: Marks all learning contents for the Junior Level and gives references to the learning objectives to be achieved
- o   "Senior Level" button: Marks all learning contents for the Senior Level and gives references to the learning objectives to be achieved
- o   "Teaching Approaches" button: Shows which perspective should be pursued in disseminating knowledge
- o   Printing or PDF export of the selection

8. Knowing the requirements of the tekom certification exam

- o   Knowing the requirements of the competence profile and Junior Level qualification level
- o   Knowing the requirements of the competence profile and Senior Level qualification level

Use of the tool:

- o   "Junior Level" button: Marks all learning contents for the Junior Level and gives references to the learning objectives to be achieved
- o   "Senior Level" button: Marks all learning contents for the Senior Level and gives references to the learning objectives to be achieved
- o   "Teaching Approaches" button: Shows which perspective is important in disseminating knowledge
- o   Printing or PDF export of the selection