



Erasmus + Strategic Partnership Project

Erasmus + Stratejik Ortaklık Projesi

“New approaches to strengthened cooperation facilities for VET institutions and labour market”

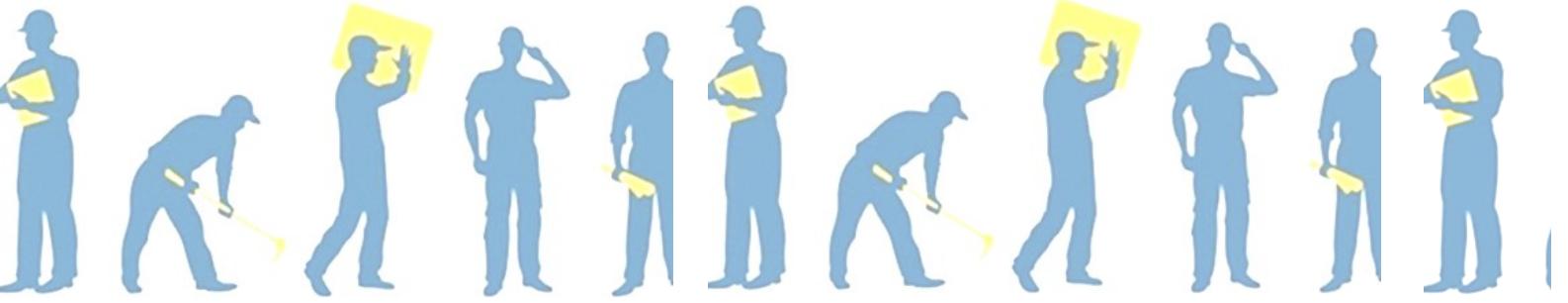
NecVET

VOCATIONAL INFORMATORY KITS (VIK) MESLEKİ BİLGİLENDİRME KİTLERİ

Vocational Qualifications – O7

Mesleki Yeterlilikler – O7

**NecVET
2014-2016**





New approaches to strengthened cooperation facilities for VET institutions and labour market (NecVET)

Mesleki eğitim kurumları ve işgücü piyasası için güçlendirilmiş işbirliği olanaklarına yeni yaklaşımlar
(NecVET)

This publication is prepared for dissemination of the project NecVET (*New approaches to strengthened cooperation facilities for VET institutions and labour market*) results. The NecVET is supported by EC funding under Erasmus + KA2 Strategic Partnership for Vocational Education (2014 -2016). This partnership includes the institutions in Turkey, Greece, Poland, Spain and Italy involved in Vocational subjects and education activities. The views expressed in this edition are those of authors in the NecVET consortium and are, under no circumstances, those of the Turkish National Agency, European Commission and its affiliated organizations.

Bu yayın NecVET projesinin sonuçlarının yaygınlaştırılması için hazırlanmıştır. NecVET projesi Avrupa Komisyonu tarafından Erasmus + Mesleki Eğitim için Stratejik Ortaklıklar başlığı altında 2014-2016 yılları arasında finanse edilmektedir. Ortaklık yapısı Türkiye, Yunanistan, Polonya, İspanya ve İtalya'dan mesleki konular ve eğitim aktiviteleri ile ilgili kurumları içermektedir. Bu yayın içerisinde açıklanan görüşler NecVET konsorsiyumu içindeki yazarına aittir ve hiçbir koşul altında Türk Ulusal Ajansı, Avrupa Komisyonu ve ilgili kurumları bu görüşlerden dolayı sorumlu tutulamaz.

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Bu proje Erasmus + Mesleki Eğitim için Stratejik Ortaklıklar (KA2) çerçevesinde 2014-2016 yılları arasında Türk Ulusal Ajansı tarafından desteklenmektedir.

**This overall report has been prepared by 6 institutions from 5 different countries in 6 languages as an Erasmus + Strategic Partnership Project's output.
For more information about NecVET project please visit www.necvet.eu**

Bu kapsamlı rapor Erasmus + Stratejik Ortaklık projesinin bir çıktısı olarak 5 ülkede yerleşik, proje ortağı olan, 6 kurum tarafından 6 farklı dilde hazırlanmıştır. NecVET projesi hakkında daha fazla bilgi için lütfen www.necvet.eu adresini ziyaret edin.

Erasmus + Partnership Project in Vocational Education NecVET Partnership Structure Erasmus + Mesleki Eğitimde Stratejik ortaklık projesi NecVET Ortaklık Yapısı

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Çubuk Mesleki Eğitim Merkezi	Ortak	Türkiye	Hasan ÜZÜM

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Introduction

Young labour force who is already going on their vocational education process in a VET institution will be a part of EU labour market in the near future. When free movement of labour in line with the principles of EU is considered, knowing occupations and related occupational standarts and qualifications closely will be advantageous for EU citizens in employment process.

It's aimed that minimum qualifications of common vocational departmens in VET institutions among partner countries will be collected within the framework Erasmus + Strategic Partnership for Vocational Education project "*New approaches to strengthened cooperation facilities for VET institutions and labour market (NecVET)*". By this way, minimum qualifications belongs to 50 departments in 10 sectors in 5 partner countries have been investigated. Çubuk District Directorate for National Education has lead role in this study as coordinator institution and these material has been produced in collaboration with partner institution/organizations in order to put them to VET institution's service.

Vocational qualifications informatory kits of sectors and departments determined in this study will contribute to the VET students and graduates in the framework free movement of labour force in EU.

Çubuk District Directorate for National Education

Giriş

Mesleki Eğitim Kurumlarında halihazırda öğrenim gören gençler AB İşgücü piyasasının bir parçası olacaklardır. AB ilkeleri doğrultusunda işgürünün serbest dolaşımının mümkün olduğu düşünüldüğünde herbir AB üyesi ülkedeki mesleklerin ve ilişkin standart ve yeterliliklerin yakından bilinmesi AB vatandaşlarının istihdamı açısından yarar sağlayacaktır.

“New approaches to strengthened cooperation facilities for VET institutions and labour market (NecVET)” adlı Erasmus + Startejik oprtaklık projesi kapsamında ortak ülkelerdeki ortak Mesleki Eğitim (ME) alanlarına ait asgari mesleki yeterliliklerin belirlenmesi amaçlanmıştır. Bu yolla 10 sektördeki yaklaşık 50 alana ait 5 ülkedeki asgari yeterlilikler araştırılmıştır. Koordinatör kurum olarak Çubuk İlçe Milli Eğitim Müdürlüğü araştırma sürecine liderlik etmiş ve ortak ülkelerle işbirliği halinde bu materyal hazırlanarak Mesleki Eğitim Kurumlarımızın hizmetine sunulmuştur.

Bu çalışmada belirlenen sektör ve alanlara ait mesleki yeterlilikler bilgilendirme kitleri AB içerisinde işgürünün serbest dolaşımı kapsamında mesleki eğitim öğrencilere ve mezunlarımıza katkı sağlayacaktır.

Çubuk İlçe Milli Eğitim Müdürlüğü

VOCATIONAL INFORMATORY KITS (VIK) **MESLEKİ BİLGİLENDİRME KİTLERİ**

Vocational Qualifications – O7
Mesleki Yeterlilikler – O7

ICT
Bilgi İletişim Teknolojileri

<i>Mesleki Alan Adı:</i> Name of Vocational Department:	“Ağ işletmenliği” / "ICT Technician"		
Asgari Yeterlilikler / Minimum Qualifications			
<i>Türkçe / Turkish</i>		<i>İngilizce / English</i>	
Açık kaynak kodlu işletim sisteminin kurulumunu ve temel ayarlarını yapmak Açık kaynak kodlu işletim sisteminin araçlarını kullanmak Açık kaynak kodlu işletim sisteminin yönetimini gerçekleştirmek İhtiyaca uygun ağ yapısını oluşturmak Yerel alan ağ (LAN) sistemlerini yönetmek Geniş alan ağ (WAN) sistemlerini yönetmek Kablosuz ağları yönetmek Ağ simülasyonu yapmak Ağ için uygun Ethernet standardını belirlemek Ağ güvenliğini sağlamak TCP/IP protokolünü kullanmak Alt ağ oluşturmak Ağ hizmetlerini yönetmek Yönlendiriciyi yapılandırmak Yönlendirici yazılımını kullanmak Temel yönlendirmeleri yapmak Yönlendirme şeklini belirlemek Uzaklık vektörü iletişim kuralı ile yönlendirme yapmak E-Posta sunucu yazılımını kurmak E-Posta sunucusunu yapılandırmak E-Posta sunucu yazılımını yönetmek E-Posta sunucu yazılımında koruma ve yedekleme yapmak E-Posta sunucu yazılımında arıza bulmak ve çözmek Sunucu işletim sistemini kurmak Sunucu rollerini yönetmek Sunucu servislerini yönetmek Sunucu ağ mimarisini yönetmek Sunucu Active Directory yapısını yönetmek Sunucu güvenliğini sağlamak Sunucuyu ileri düzey yönetmek Donanım kavramlarının yabancı dildeki karşılıklarını kullanmak Yazılım ve ağ kavramlarının yabancı dildeki karşılıklarını kullanmak Teknik yazışma işlemlerini gerçekleştirmek		Doing the basic settings and installation of an open resource coded operating system Using the tools of an open resource coded operating system Managing an open resource coded operating system Building the necessary networking structure Managing local networking (LAN) systems Managing wide area (WAN) networking systems Managing wireless networks Doing network simulations Determining the appropriate Ethernet standard for the network Ensuring network security Using TCP/IP Protocol Developing a sub network Managing network services Structuring the director Using the director software Directing via distance vector communication rule Installing an e-mail server software Configuring an e-mail software server Managing an e-mail software server Saving and back-upping in an e-mail software server Identifying and eliminating the problems in an e-mail software systems Installing a server operating system Managing server roles Managing a server network architecture Managing a server Active Directory Advance managing of a server Using the foreing language equivalents of hardware terms Using the foreing language equivalents of software and networking terms Performing technical writing procedures	
<i>Eğitim Süresi</i> Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“ICT Technician” “Istituto tecnico - Indirizzo Informatica e Tele comunicazioni – Articolazione Informatica”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Scegliere dispositivi e strumenti in base alle loro caratteristiche funzionali. • Descrivere e comparare il funzionamento di dispositivi e strumenti elettronici e di telecomunicazione. • Gestire progetti secondo le procedure e gli standard previsti dai sistemi aziendali di gestione della qualità e della sicurezza. • Gestire processi produttivi correlati a funzioni aziendali. • Configurare, installare e gestire sistemi di elaborazione dati e reti. • Sviluppare applicazioni informatiche per reti locali o servizi a distanza. 		<ul style="list-style-type: none"> • Selecting devices and tools according to their functional characteristics. • Describe and compare the functionalities of devices, electronic instruments and telecommunication tools. • Manage project according to the procedures and standards established by the company quality and safety management systems. • Manage production processes related to company functions. • Configure, install, and manage datasystems and networks. • Develop computer applications for local area networks or remote services. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(ICT Technician) Υποστήριξης Συστημάτων, Εφαρμογών και Δικτύων Η/Υ Support for Computer Systems, Applications, and Networks	
Minimum Qualifications for Graduation		
Ελληνικά / Greek	Αγγλικά / English	
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u></p> <p>1. Αναγνωρίζει τα βασικά ηλεκτρονικά εξαρτήματα και τα χρησιμοποιούμενα υλικά σε ένα υπολογιστικό σύστημα ή σε ένα δίκτυο υπολογιστών.</p> <p>2. Επεξηγεί την καθορισμένη επαγγελματική ορολογία που έχει καθιερωθεί στο πεδίο της εργασίας του.</p> <p><u>ΔΕΞΙΟΤΗΤΕΣ</u></p> <p>1. Αναπτύσσει απλές εφαρμογές διαδικτύου και πολυμέσων.</p> <p>2. Χειρίζεται τα βασικά λειτουργικά συστήματα.</p> <p>3. Χειρίζεται τις βασικές συσκευές ενός υπολογιστικού συστήματος.</p> <p>4. Εφαρμόζει οδηγίες και ρυθμίσεις που αναφέρονται σε τεχνικά εγχειρίδια υλικού και λογισμικού.</p> <p>5. Εγκαθιστά ένα απλό τοπικό δίκτυο υπολογιστών και το διασυνδέει με το Διαδίκτυο.</p> <p>6. Ανιχνεύει βλάβες υπολογιστικών συστημάτων και επικοινωνίας υπολογιστών και τις αποκαθιστά ή προτείνει τρόπους επίλυσής τους.</p> <p>7. Χρησιμοποιεί εργαλεία ανάπτυξης και ελέγχου εφαρμογών Διαδικτύου και πολυμέσων.</p> <p>8. Χρησιμοποιεί εργαλεία ελέγχου καλής λειτουργίας του υλικού και των δικτυακών υποδομών.</p> <p>9. Υλοποιεί προγράμματα τεχνικής υποστήριξης και παραμετροποίησης δικτυακών υποδομών.</p> <p>10. Αναγνωρίζει και χρησιμοποιεί τα κατάλληλα πρωτόκολλα διασύνδεσης συσκευών και επικοινωνίας.</p> <p>11. Λαμβάνει προληπτικά μέτρα ασφάλειας κατά τη διαδικασία διάγνωσης και επισκευής βλαβών των υπολογιστικών συστημάτων.</p> <p>12. Διαμορφώνει ένα υγιεινό και ασφαλές περιβάλλον εργασίας.</p> <p>13. Διερευνά τις ανάγκες της επιχείρησης (πελάτη) ή του ιδιώτη σε προϊόντα υλικού και λογισμικού.</p> <p>14. Επικοινωνεί με χρήστες / πελάτες και προωθεί δικτυακό εξοπλισμό και δικτυακές υπηρεσίες.</p> <p>15. Χειρίζεται και αξιοποιεί λογισμικά αυτοματισμού γραφείου.</p> <p>16. Συντάσσει γραπτές αναφορές σχετικά με το χρονικό προγραμματισμό, την πορεία και τα αποτελέσματα των εργασιών του.</p>	<p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p><u>KNOWLEDGE</u></p> <p>1. Identifies the basic electronic components and materials used in a computer system or computer network.</p> <p>2. Uses the specified professional terminology established within the scope of his employment.</p> <p><u>SKILLS</u></p> <p>1. Develops simple web and multimedia applications.</p> <p>2. Operates the key operating systems.</p> <p>3. Operates the basic devices of a computer system.</p> <p>4. Implements guidelines and rules referred to technical manuals for hardware and software.</p> <p>5. Installs a simple local computer network and connects it to the Internet.</p> <p>6. Detects failures to computer systems and computer communication systems in order to restore them or propose ways to resolve them.</p> <p>7. Uses tools for the development and control of Internet and multimedia applications.</p> <p>8. Uses good operation control tools for the hardware and network infrastructures.</p> <p>9. Implements programmes for the technical support and customization of network infrastructures.</p> <p>10. Identifies and uses the suitable protocols for the interconnection of devices and for communication.</p> <p>11. Takes preventive safety measures during the diagnosis and repair procedure of malfunctions in computing systems.</p> <p>12. Establishes a healthy and safe working environment.</p> <p>13. Investigates the needs of the company (client) or the individual in hardware and software products.</p> <p>14. Communicates with users / customers and promotes networking equipment and network services.</p> <p>15. Operates and utilizes office automation software.</p> <p>16. Prepares written reports about the</p>	

<p>ΙΚΑΝΟΤΗΤΕΣ</p> <p>1. Εφαρμόζει αποτελεσματικά και αποδοτικά στην πράξη γνώσεις που απέκτησε και δεξιότητες που ανέπτυξε.</p> <p>2. Αναπτύσσει βασικές ικανότητες καλής συμπεριφοράς, επικοινωνίας και συνεργασίας τόσο στον εργασιακό του χώρο, όσο και στην επικοινωνία του με πολίτες / πελάτες.</p> <p>3. Αναπτύσσει βασικές ικανότητες επαγγελματικής υπευθυνότητας, συνέπειας και ευσυνειδησίας.</p> <p>4. Αξιοποιεί τις γνώσεις και δεξιότητές του σε διαφορετικά περιβάλλοντα εργασίας, αναλαμβάνοντας πρωτοβουλίες και προσαρμόζοντας τή συμπεριφορά του στις εκάστοτε συνθήκες.</p> <p>5. Αξιοποιεί εγχειρίδια αναφοράς ή χρήστη για την αντιμετώπιση προβλημάτων, την απόκτηση γνώσεων, τη βελτίωση της αποδοτικότητάς του και την επαγγελματική του ολοκλήρωση.</p> <p>6. Εκτιμά τις προσωπικές του μαθησιακές ελλείψεις και ανάγκες, αντιλαμβανόμενος επιπλέον την ταχεία εξέλιξη των ΤΠΕ, και επιλέγει τρόπους και εκπαιδευτικά μέσα για την κάλυψη αυτών των αναγκών.</p> <p>7. Ενδιαφέρεται για την επαγγελματική του ανέλιξη και πρόοδο σε ανότερο επίπεδο εκπαίδευσης.</p> <p>8. Επιλύει, είτε μόνος του, είτε ζητώντας την κατάλληλη βοήθεια από τρίτους (ανάλογα με την περίπτωση), προβλήματα που ενδέχεται να παρουσιασθούν κατά την εκτέλεση των εργασιών του.</p> <p>9. Εκφράζει περιβαλλοντική ευαισθησία (αξιοποίηση επισκευασμένου υλικού, ανακύκλωση κλπ.).</p>	<p>planning, progress and results of operations.</p> <p>COMPETENCES</p> <p>1. Applies effectively and efficiently the knowledge obtained and the skills developed.</p> <p>2. Develops basic skills of good behavior, communication and cooperation both at work, and with regard to his communication with citizens / customers.</p> <p>3. Develops basic skills of professional accountability, consistency and diligence.</p> <p>4. Applies prior knowledge and skills in different work environments by taking initiatives and adapting his behaviour to the circumstances.</p> <p>5. Uses reference or user manuals for troubleshooting, knowledge acquisition, improve performance and professional integration.</p> <p>6. Understands his personal learning deficiencies and needs, given also the rapid development of ICT, and selects ways and educational resources to meet those needs.</p> <p>7. Is interested in his professional advancement and progress to a higher level of education.</p> <p>8. Resolves, either alone, or by seeking appropriate help from others (as appropriate), the problems that may occur during the execution of his work.</p> <p>9. Expresses environmental sensitivity (use of repaired material, recycling etc.).</p>		
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department: "ICT technician" Technik informatyk			
Minimum Qualifications for Graduation			
Polski/Polish	Angielski/English		
<p>E12 Montaż i eksploatacja komputerów osobistych oraz urządzeń peryferyjnych</p> <ul style="list-style-type: none"> • Przygotowanie stanowiska komputerowego do pracy • Użytkowanie urządzeń peryferyjnych komputera osobistego • Naprawa komputera osobistego <p>E13 Projektowanie lokalnych sieci komputerowych i administrowanie sieciami</p> <ul style="list-style-type: none"> • Projektowanie i wykonywanie lokalnej sieci komputerowej • Konfigurowanie urządzeń sieciowych • Administrowanie sieciowymi systemami operacyjnymi <p>E14 Tworzenie aplikacji internetowych i baz danych oraz administrowanie bazami</p> <ul style="list-style-type: none"> • Tworzenie stron internetowych • Tworzenie baz danych i administrowanie bazami danych • Tworzenie aplikacji internetowych 	<p>E 12 Installation and use of PC and peripheral equipment</p> <ul style="list-style-type: none"> • Preparation PC for usage • Usage of peripheral equipment • PC maintenance <p>E 13 Design of local computer networks and networks administration</p> <ul style="list-style-type: none"> • Design and implementation of local computer network • Configuration of network equipment • Administration of network operating systems <p>E 14 Creation of web applications and databases and database administration</p> <ul style="list-style-type: none"> • Website creating • Database development and administration • Web application development 		
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school) 2 lata/ years (szkoła policealna/ post secondary non - tertiary level)	Country	Poland

Name of Vocational Department:	"ICT Technician" "Técnico superior en Administración de sistemas en Red"		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Administrar sistemas operativos de servidor, instalando y configurando el software, en condiciones de calidad para asegurar el funcionamiento del sistema. • Administrar servicios de red (web, mensajería electrónica y transferencia de archivos, entre otros) instalando y configurando el software, en condiciones de calidad. • Implantar y gestionar bases de datos instalando y administrando el software de gestión en condiciones de calidad, según las características de la explotación. • Evaluar el rendimiento de los dispositivos hardware identificando posibilidades de mejoras según las necesidades de funcionamiento. • Determinar la infraestructura de redes telemáticas elaborando esquemas y seleccionando equipos y elementos. • Integrar equipos de comunicaciones en infraestructuras de redes telemáticas, determinando la configuración para asegurar su conectividad. • Administrar usuarios de acuerdo a las especificaciones de explotación para garantizar los accesos y la disponibilidad de los recursos del sistema. • Diagnosticar las disfunciones del sistema y adoptar las medidas correctivas para restablecer su funcionalidad. • Gestionar y/o realizar el mantenimiento de los recursos de su área (programando y verificando su cumplimiento), en función de las cargas de trabajo y el plan de mantenimiento. 		<ul style="list-style-type: none"> • Manage server operating systems, Internet point and configuring the software, in terms of quality to ensure the functioning of the system. • Manage network services (web, have electronics and transfer of files, among others) booth and setting up the software, in terms of quality. • Implement and manage booths databases and managing the software of management of quality, according to the characteristics of the exploitation. • Evaluate the performance of the overlay hardware identifying possibilities of improvements according to operational needs. • Developed infrastructure of telematics networks developing schemas and selecting equipment and items. • Integrated communications at telematics network infrastructure equipment, determining the settings to ensure its connectivity. • Manage users according to the specifications of exploitation to ensure access and availability of the resources of the system. • Diagnose the malfunctioning of the system and take corrective measures to restore its functionality. • Manage I servicing your area's resources (programming and verifying compliance), and the workloads depending on the maintenance plan. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Bilgisayar Teknik Servisi” / "Computer Technical Service"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Açık kaynak kodlu işletim sisteminin kurulumunu ve temel ayarlarını yapmak	Doing the basic settings and installation of an open resource coded operating system		
Açık kaynak kodlu işletim sisteminin araçlarını kullanmak	Using the tools of an open resource coded operating system		
Açık kaynak kodlu işletim sisteminin yönetimini gerçekleştirmek	Managing an open resource coded operating system		
Elektrik elektronik devre ve şemalarını, bilgisayar ortamında çizerek simülasyonunu yapmak	Making simulations of electrical and electronical circuits and diagrams in the computer		
Elektrik elektronik devre ve şemalara ait baskı devreleri bilgisayar ortamında çizmek	Soldering and preparing printed circuits		
Lehim Yapmak ve Baskı Devre Hazırlamak	Assembly and dismantle of SMD		
SMD montajı ve demontajı yapmak	Making a power source		
Güç kaynağı yapmak	Performing operations with integrated circuits		
Tümleşik devreler ile çalışma yapmak	Performing operations with arithmetical curcuits		
Aritmetik devreler ile çalışma yapmak	Performing operations with Flip-Flops		
Flip - floplar ile çalışma yapmak	Performing operations with transistors		
Sayıcılar ile çalışma yapmak	Conducting modulation applications		
Kaydediciler ile çalışma yapmak	Assembly of the mainboard into the tower case		
Transistörler ile çalışma yapmak	Assembly of the processor onto the mainboard		
Modülasyon uygulamaları yapmak	Assembly of the memory units onto the mainboard		
Anakartı kasa içerisine monte etmek	Assembly of internal harware drivers		
İşlemciyi anakart üzerine monte etmek	Assembly of expansion slot cards		
Bellek birimlerini anakart üzerine monte etmek	Performing the initial opening of computer		
İç donanım sürücülerini monte etmek	Making monitor connections		
Genişleme yuvası kartlarını monte etmek	Making printer connections		
Bilgisayarın ilk açılışını yapmak	Making connections of video processing equipments		
Bilgisayar ekranlarının bağlantısını yapmak	Providing protective maintenance for computer environment		
Bilgisayar yazıcılarının bağlantısını yapmak	Installing the necessary programmes for computer maintenance		
Görüntü işleme cihazlarının bağlantısını yapmak	Eliminating hardware problems		
Bilgisayar ortamı için koruyucu bakım yapmak	Eliminating software problems		
Bilgisayarın bakımı için gerekli programların kurulumunu yapmak	Eliminating operation system problems		
Donanımsal sorunları gidermek	Eliminating network problems		
Yazılım sorunlarını gidermek	Eliminating open source coded operating system problems		
İşletim sistemleri sorunlarını gidermek	Making microinspector programming card		
Ağ sorunlarını gidermek	Performing digital procedures with microinspector		
Açık kaynak kodlu işletim sistemi sorunlarını gidermek	Performing circuit control with microinspector		
Mikrodenetleyici programlama kartını yapmak	Performing sensor and transducer applications		
Mikrodenetleyici ile dijital işlemler yapmak	Performing motor applications		
Mikrodenetleyici ile çevrim kontrolü yapmak	Preparing a server operation system for use		
Sensör ve transduser uygulamaları yapmak	Realising data managing		
Motor uygulamaları yapmak	Managing the index (directory) services of server operation systems		
Sunucu işletim sistemini kullanıma hazırlamak	Providing network management		
Veri yönetimini gerçekleştirmek	Managing network systems		
Sunucu işletim sisteminin dizin hizmetini yönetmek			
Ağ yönetimini sağlamak			
Ağ hizmetlerini yönetmek			
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Computer Technical Service” “IeFP - Tecnico Elettronico”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Condurre le fasi di lavoro sulla base delle specifiche di progetto, presidiando l'attività di realizzazione e/o manutenzione di sistemi/reti elettronici e informatiche • Identificare situazioni di rischio/potenziale per la sicurezza, la salute e l'ambiente nel luogo di lavoro, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione • Recepire i bisogni del cliente coniugandoli con le opportunità tecniche e tecnologiche disponibili • Predisporre installazioni di reti informatiche e di telecomunicazione e sistemi di controllo/integrati • Elaborare documenti relativi alle attività ed ai materiali • Identificare le esigenze di acquisto di attrezzature e materiali, curando il processo di approvvigionamento • Effettuare le verifiche di funzionamento diretti e sistemi, predisponendo la documentazione 		<ul style="list-style-type: none"> • Conducting the working phases depending on the specifications of the project, overseeing the activities of construction and/or maintenance of electronic systems and computer networks • Identify potential situations at risk in the workplace related to safety, health and environment, by promoting the adoption of correct behaviors for prevention • Identify customer needs, and mapping them with the technical and technological opportunities available. • Set up computer networks and integrated control systems • Develop documents relating to the activities and materials to be used • Identify the needs for equipment and materials purchase, taking care of the procurement process • Carrying out the operational checks of networks and systems, and preparing the documentation 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	Υποστήριξης Συστημάτων, Εφαρμογών και Δικτύων H/Y Support for Computer Systems, Applications, and Networks (Computer Technical Service)
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ</p> <p>1. Αναγνωρίζει τα βασικά ηλεκτρονικά εξαρτήματα και τα χρησιμοποιούμενα υλικά σε ένα υπολογιστικό σύστημα ή σε ένα δίκτυο υπολογιστών.</p> <p>2. Επεξηγεί την καθορισμένη επαγγελματική ορολογία που έχει καθιερωθεί στο πεδίο της εργασίας του.</p> <p>ΔΕΞΙΟΤΗΤΕΣ</p> <p>1. Αναπτύσσει απλές εφαρμογές διαδικτύου και πολυμέσων.</p> <p>2. Χειρίζεται τα βασικά λειτουργικά συστήματα.</p> <p>3. Χειρίζεται τις βασικές συσκευές ενός υπολογιστικού συστήματος.</p> <p>4. Εφαρμόζει οδηγίες και ρυθμίσεις που αναφέρονται σε τεχνικά εγχειρίδια υλικού και λογισμικού.</p> <p>5. Εγκαθιστά ένα απλό τοπικό δίκτυο υπολογιστών και το διασυνδέει με το Διαδίκτυο.</p> <p>6. Ανιχνεύει βλάβες υπολογιστικών συστημάτων και επικοινωνίας υπολογιστών και τις αποκαθιστά ή προτείνει τρόπους επίλυσής τους.</p> <p>7. Χρησιμοποιεί εργαλεία ανάπτυξης και ελέγχου εφαρμογών Διαδικτύου και πολυμέσων.</p> <p>8. Χρησιμοποιεί εργαλεία ελέγχου καλής λειτουργίας του υλικού και των δικτυακών υποδομών.</p> <p>9. Υλοποιεί προγράμματα τεχνικής υποστήριξης και παραμετροποίησης δικτυακών υποδομών.</p> <p>10. Αναγνωρίζει και χρησιμοποιεί τα κατάλληλα πρωτόκολλα διασύνδεσης συσκευών και επικοινωνίας.</p> <p>11. Λαμβάνει προληπτικά μέτρα ασφάλειας κατά τη διαδικασία διάγνωσης και επισκευής βλαβών των υπολογιστικών συστημάτων.</p> <p>12. Διαμορφώνει ένα υγιεινό και ασφαλές περιβάλλον εργασίας.</p> <p>13. Διερευνά τις ανάγκες της επιχείρησης (πελάτη) ή του ιδιώτη σε προϊόντα υλικού και λογισμικού.</p> <p>14. Επικοινωνεί με χρήστες / πελάτες και προωθεί δικτυακό εξοπλισμό και δικτυακές υπηρεσίες.</p> <p>15. Χειρίζεται και αξιοποιεί λογισμικά αυτοματισμού γραφείου.</p> <p>16. Συντάσσει γραπτές αναφορές σχετικά με το χρονικό προγραμματισμό, την πορεία και τα αποτελέσματα των εργασιών του.</p>	<p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p>KNOWLEDGE</p> <p>1. Identifies the basic electronic components and materials used in a computer system or computer network.</p> <p>2. Uses the specified professional terminology established within the scope of his employment.</p> <p>SKILLS</p> <p>1. Develops simple web and multimedia applications.</p> <p>2. Operates the key operating systems.</p> <p>3. Operates the basic devices of a computer system.</p> <p>4. Implements guidelines and rules referred to technical manuals for hardware and software.</p> <p>5. Installs a simple local computer network and connects it to the Internet.</p> <p>6. Detects failures to computer systems and computer communication systems in order to restore them or propose ways to resolve them.</p> <p>7. Uses tools for the development and control of Internet and multimedia applications.</p> <p>8. Uses good operation control tools for the hardware and network infrastructures.</p> <p>9. Implements programmes for the technical support and customization of network infrastructures.</p> <p>10. Identifies and uses the suitable protocols for the interconnection of devices and for communication.</p> <p>11. Takes preventive safety measures during the diagnosis and repair procedure of malfunctions in computing systems.</p> <p>12. Establishes a healthy and safe working environment.</p> <p>13. Investigates the needs of the company (client) or the individual in hardware and software products.</p> <p>14. Communicates with users / customers and promotes networking equipment and network services.</p> <p>15. Operates and utilizes office automation software.</p> <p>16. Prepares written reports about the</p>

ΙΚΑΝΟΤΗΤΕΣ			
<p>1. Εφαρμόζει αποτελεσματικά και αποδοτικά στην πράξη γνώσεις που απέκτησε και δεξιότητες που ανέπτυξε.</p> <p>2. Αναπτύσσει βασικές ικανότητες καλής συμπεριφοράς, επικοινωνίας και συνεργασίας τόσο στον εργασιακό του χώρο, όσο και στην επικοινωνία του με πολίτες / πελάτες.</p> <p>3. Αναπτύσσει βασικές ικανότητες επαγγελματικής υπευθυνότητας, συνέπειας και ευσυνειδησίας.</p> <p>4. Αξιοποιεί τις γνώσεις και δεξιότητές του σε διαφορετικά περιβάλλοντα εργασίας, αναλαμβάνοντας πρωτοβουλίες και προσαρμόζοντας τή συμπεριφορά του στις εκάστοτε συνθήκες.</p> <p>5. Αξιοποιεί εγχειρίδια αναφοράς ή χρήστη για την αντιμετώπιση προβλημάτων, την απόκτηση γνώσεων, τη βελτίωση της αποδοτικότητάς του και την επαγγελματική του ολοκλήρωση.</p> <p>6. Εκτιμά τις προσωπικές του μαθησιακές ελλείψεις και ανάγκες, αντιλαμβανόμενος επιπλέον την ταχεία εξέλιξη των ΤΠΕ, και επιλέγει τρόπους και εκπαιδευτικά μέσα για την κάλυψη αυτών των αναγκών.</p> <p>7. Ενδιαφέρεται για την επαγγελματική του ανέλιξη και πρόοδο σε ανότερο επίπεδο εκπαίδευσης.</p> <p>8. Επιλύει, είτε μόνος του, είτε ζητώντας την κατάλληλη βοήθεια από τρίτους (ανάλογα με την περίπτωση), προβλήματα που ενδέχεται να παρουσιασθούν κατά την εκτέλεση των εργασιών του.</p> <p>9. Εκφράζει περιβαλλοντική ευαισθησία (αξιοποίηση επισκευασμένου υλικού, ανακύκλωση κλπ.).</p>	<p>planning, progress and results of operations.</p> <p>COMPETENCES</p> <p>1. Applies effectively and efficiently the knowledge obtained and the skills developed.</p> <p>2. Develops basic skills of good behavior, communication and cooperation both at work, and with regard to his communication with citizens / customers.</p> <p>3. Develops basic skills of professional accountability, consistency and diligence.</p> <p>4. Applies prior knowledge and skills in different work environments by taking initiatives and adapting his behaviour to the circumstances.</p> <p>5. Uses reference or user manuals for troubleshooting, knowledge acquisition, improve performance and professional integration.</p> <p>6. Understands his personal learning deficiencies and needs, given also the rapid development of ICT, and selects ways and educational resources to meet those needs.</p> <p>7. Is interested in his professional advancement and progress to a higher level of education.</p> <p>8. Resolves, either alone, or by seeking appropriate help from others (as appropriate), the problems that may occur during the execution of his work.</p> <p>9. Expresses environmental sensitivity (use of repaired material, recycling etc.).</p>		
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	"Computer Technical Service" “Técnico en Sistemas Microinformáticos y Redes”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Instalar y configurar software básico y de aplicación, redes locales cableadas, inalámbricas o mixtas y conectadas a redes públicas. Instalar, configurar y mantener servicios multiusuario, aplicaciones y dispositivos compartidos en un entorno de red local. Montar y configurar ordenadores y periféricos. Determinar la logística asociada a las operaciones de instalación, configuración y mantenimiento de sistemas microinformáticos. Diagnosticar disfunciones en sistemas microinformáticos y redes mediante pruebas funcionales. Replantear el cableado y la electrónica de redes locales en pequeños entornos y su conexión con redes de área extensa. Ejecutar procedimientos establecidos de recuperación de datos y aplicaciones ante fallos y pérdidas de datos en el sistema. Elaborar documentación técnica y administrativa del sistema, elaborar presupuestos y asesorar al cliente.. 		<ul style="list-style-type: none"> Installing and configuring basic and application software, local networks wired, wireless or mixed and connected to public networks. Install, configure and maintain multi-user services, applications and shared on a local network environment devices. Installing and configuring computers and peripherals. Determine the logistics associated with the operations of installation, configuration and maintenance of microcomputer systems. Diagnose malfunctions in microcomputer systems and networks using functional tests. Rethinking the wiring and electronics local networks in small environments and their connection to wide area networks. Run recovery procedures established data and applications against failures and data loss in the system. Prepare technical and administrative documentation system, budgeting and advise the client.onfigurar basic software and application, local wired networks, wireless or mixed and connected to public networks. Install, configure and maintain multi-user services, applications and shared on a local network environment devices. Installing and configuring computers and peripherals. Determine the logistics associated with the operations of installation, configuration and maintenance of microcomputer systems. Diagnose malfunctions in microcomputer systems and networks using functional tests. Rethinking the wiring and electronics local networks in small environments and their connection to wide area networks. Run recovery procedures established data and applications against failures and data loss in the system. Prepare technical and administrative documentation system, budgeting and advise the customer. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Veritabanı Programcılığı” / “Database Programming”		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Açık kaynak kodlu işletim sisteminin kurulumunu ve temel ayarlarını yapmak Açık kaynak kodlu işletim sisteminin araçlarını kullanmak Açık kaynak kodlu işletim sisteminin yönetimini gerçekleştirmek Nesne Tabanlı Programlama Ortamını Kullanarak Programlamaya Başlamak Metotlar yazmak ve kapsam uygulamak Karar ve Döngü İfadeleri Kullanmak Sınıflar ve Nesneleri Yönetmek Değerleri ve Başvuruları Kullanmak Numaralandırma ve Yapılar ile Değer Türleri Oluşturmak Dizileri ve Koleksiyonları Kullanmak Kalıtım ve Arayüz ile Çalışmak Bileşenler Oluşturmak Program akışını kesmek ve olayları işlemek Windows Uygulamaları İle Çalışmak Veriyi Yönetmek Web Uygulamaları Oluşturmak Raporlama ve projenin kurulum projesi oluşturmak Veritabanını tasarlama Veritabanını oluşturma Veritabanında sorgulama yapmak Yönetimsel fonksiyonları kullanmak Ağ veritabanını kurmak Tablo işlemlerini yapmak Ağ veritabanı yönetimini sağlamak Gelişmiş (görsel) internet uygulamalarıyla başlangıç işlemleri yapmak XAML tasarım araçlarını kullanmak Kontrolleri kullanmak ve veri bağlama işlemlerini yapmak Yazılım geliştirmek Etkileşimli web uygulamaları yapmak	Doing the basic settings and installation of an open resource coded operating system Using the tools of an open resource coded operating system Managing an open resource coded operating system Starting programming using Object Based Programming medium Writing methods and applying scope Using decision and cycle terms Using values and applications Establishing Value Types via numbering and structures Using tracks and collections Working with heritage and interface Forming components Cutting programme flow and processing events Working with Windows applications Managing data Forming web applications Reporting and establishing an installation project Designing a database Making inquiry in a database Using administrative functions Doing table operations Providing a network database management Performing start up operations via advanced (visual) internet applications Using XAML design tools Developing a software Performing interactive web applications		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“ICT Technician” (Database Programming) “Istituto tecnico - Indirizzo Informatica e Telecomunicazioni – Articolazione Informatica”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Scegliere dispositivi e strumenti in base alle loro caratteristiche funzionali. • Descrivere e comparare il funzionamento di dispositivi e strumenti elettronici e di telecomunicazione. • Gestire progetti secondo le procedure e gli standard previsti dai sistemi aziendali di gestione della qualità e della sicurezza. • Gestire processi produttivi correlati a funzioni aziendali. • Configurare, installare e gestire sistemi di elaborazione dati e reti. • Sviluppare applicazioni informatiche per reti locali o servizi a distanza. 		<ul style="list-style-type: none"> • Selecting devices and tools according to their functional characteristics. • Describe and compare the functionalities of devices, electronic instruments and telecommunication tools. • Manage project according to the procedures and standards established by the company quality and safety management systems. • Manage production processes related to company functions. • Configure, install, and manage datasystems and networks. • Develop computer applications for local area networks or remote services. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(Database programming) Υποστήριξης Συστημάτων, Εφαρμογών και Δικτύων Η/Υ Support for Computer Systems, Applications, and Networks	
Minimum Qualifications for Graduation		
Ελληνικά / Greek	Αγγλικά / English	
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u></p> <p>1. Αναγνωρίζει τα βασικά ηλεκτρονικά εξαρτήματα και τα χρησιμοποιούμενα υλικά σε ένα υπολογιστικό σύστημα ή σε ένα δίκτυο υπολογιστών.</p> <p>2. Επεξηγεί την καθορισμένη επαγγελματική ορολογία που έχει καθιερωθεί στο πεδίο της εργασίας του.</p> <p><u>ΔΕΞΙΟΤΗΤΕΣ</u></p> <p>1. Αναπτύσσει απλές εφαρμογές διαδικτύου και πολυμέσων.</p> <p>2. Χειρίζεται τα βασικά λειτουργικά συστήματα.</p> <p>3. Χειρίζεται τις βασικές συσκευές ενός υπολογιστικού συστήματος.</p> <p>4. Εφαρμόζει οδηγίες και ρυθμίσεις που αναφέρονται σε τεχνικά εγχειρίδια υλικού και λογισμικού.</p> <p>5. Εγκαθιστά ένα απλό τοπικό δίκτυο υπολογιστών και το διασυνδέει με το Διαδίκτυο.</p> <p>6. Ανιχνεύει βλάβες υπολογιστικών συστημάτων και επικοινωνίας υπολογιστών και τις αποκαθιστά ή προτείνει τρόπους επίλυσής τους.</p> <p>7. Χρησιμοποιεί εργαλεία ανάπτυξης και ελέγχου εφαρμογών Διαδικτύου και πολυμέσων.</p> <p>8. Χρησιμοποιεί εργαλεία ελέγχου καλής λειτουργίας του υλικού και των δικτυακών υποδομών.</p> <p>9. Υλοποιεί προγράμματα τεχνικής υποστήριξης και παραμετροποίησης δικτυακών υποδομών.</p> <p>10. Αναγνωρίζει και χρησιμοποιεί τα κατάλληλα πρωτόκολλα διασύνδεσης συσκευών και επικοινωνίας.</p> <p>11. Λαμβάνει προληπτικά μέτρα ασφάλειας κατά τη διαδικασία διάγνωσης και επισκευής βλαβών των υπολογιστικών συστημάτων.</p> <p>12. Διαμορφώνει ένα υγιεινό και ασφαλές περιβάλλον εργασίας.</p> <p>13. Διερευνά τις ανάγκες της επιχείρησης (πελάτη) ή του ιδιώτη σε προϊόντα υλικού και λογισμικού.</p> <p>14. Επικοινωνεί με χρήστες / πελάτες και προωθεί δικτυακό εξοπλισμό και δικτυακές υπηρεσίες.</p> <p>15. Χειρίζεται και αξιοποιεί λογισμικά αυτοματισμού γραφείου.</p> <p>16. Συντάσσει γραπτές αναφορές σχετικά με το χρονικό προγραμματισμό, την πορεία και τα αποτελέσματα των εργασιών του.</p>	<p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p><u>KNOWLEDGE</u></p> <p>1. Identifies the basic electronic components and materials used in a computer system or computer network.</p> <p>2. Uses the specified professional terminology established within the scope of his employment.</p> <p><u>SKILLS</u></p> <p>1. Develops simple web and multimedia applications.</p> <p>2. Operates the key operating systems.</p> <p>3. Operates the basic devices of a computer system.</p> <p>4. Implements guidelines and rules referred to technical manuals for hardware and software.</p> <p>5. Installs a simple local computer network and connects it to the Internet.</p> <p>6. Detects failures to computer systems and computer communication systems in order to restore them or propose ways to resolve them.</p> <p>7. Uses tools for the development and control of Internet and multimedia applications.</p> <p>8. Uses good operation control tools for the hardware and network infrastructures.</p> <p>9. Implements programmes for the technical support and customization of network infrastructures.</p> <p>10. Identifies and uses the suitable protocols for the interconnection of devices and for communication.</p> <p>11. Takes preventive safety measures during the diagnosis and repair procedure of malfunctions in computing systems.</p> <p>12. Establishes a healthy and safe working environment.</p> <p>13. Investigates the needs of the company (client) or the individual in hardware and software products.</p> <p>14. Communicates with users / customers and promotes networking equipment and network services.</p> <p>15. Operates and utilizes office automation software.</p> <p>16. Prepares written reports about the</p>	

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<p>1. Εφαρμόζει αποτελεσματικά και αποδοτικά στην πράξη γνώσεις που απέκτησε και δεξιότητες που ανέπτυξε.</p> <p>2. Αναπτύσσει βασικές ικανότητες καλής συμπεριφοράς, επικοινωνίας και συνεργασίας τόσο στον εργασιακό του χώρο, όσο και στην επικοινωνία του με πολίτες / πελάτες.</p> <p>3. Αναπτύσσει βασικές ικανότητες επαγγελματικής υπευθυνότητας, συνέπειας και ευσυνειδησίας.</p> <p>4. Αξιοποιεί τις γνώσεις και δεξιότητές του σε διαφορετικά περιβάλλοντα εργασίας, αναλαμβάνοντας πρωτοβουλίες και προσαρμόζοντας τή συμπεριφορά του στις εκάστοτε συνθήκες.</p> <p>5. Αξιοποιεί εγχειρίδια αναφοράς ή χρήστη για την αντιμετώπιση προβλημάτων, την απόκτηση γνώσεων, τη βελτίωση της αποδοτικότητάς του και την επαγγελματική του ολοκλήρωση.</p> <p>6. Εκτιμά τις προσωπικές του μαθησιακές ελλείψεις και ανάγκες, αντιλαμβανόμενος επιπλέον την ταχεία εξέλιξη των ΤΠΕ, και επιλέγει τρόπους και εκπαιδευτικά μέσα για την κάλυψη αυτών των αναγκών.</p> <p>7. Ενδιαφέρεται για την επαγγελματική του ανέλιξη και πρόοδο σε ανότερο επίπεδο εκπαίδευσης.</p> <p>8. Επιλύει, είτε μόνος του, είτε ζητώντας την κατάλληλη βοήθεια από τρίτους (ανάλογα με την περίπτωση), προβλήματα που ενδέχεται να παρουσιασθούν κατά την εκτέλεση των εργασιών του.</p> <p>9. Εκφράζει περιβαλλοντική ευαισθησία (αξιοποίηση επισκευασμένου υλικού, ανακύκλωση κλπ.).</p>	<p>planning, progress and results of operations.</p> <p>COMPETENCES</p> <p>1. Applies effectively and efficiently the knowledge obtained and the skills developed.</p> <p>2. Develops basic skills of good behavior, communication and cooperation both at work, and with regard to his communication with citizens / customers.</p> <p>3. Develops basic skills of professional accountability, consistency and diligence.</p> <p>4. Applies prior knowledge and skills in different work environments by taking initiatives and adapting his behaviour to the circumstances.</p> <p>5. Uses reference or user manuals for troubleshooting, knowledge acquisition, improve performance and professional integration.</p> <p>6. Understands his personal learning deficiencies and needs, given also the rapid development of ICT, and selects ways and educational resources to meet those needs.</p> <p>7. Is interested in his professional advancement and progress to a higher level of education.</p> <p>8. Resolves, either alone, or by seeking appropriate help from others (as appropriate), the problems that may occur during the execution of his work.</p> <p>9. Expresses environmental sensitivity (use of repaired material, recycling etc.).</p>		
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:		"Database Programming" "Técnico superior en Administración de sistemas en Red"	
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Administrar sistemas operativos de servidor, instalando y configurando el software, en condiciones de calidad para asegurar el funcionamiento del sistema. • Administrar servicios de red (web, mensajería electrónica y transferencia de archivos, entre otros) instalando y configurando el software, en condiciones de calidad. • Implantar y gestionar bases de datos instalando y administrando el software de gestión en condiciones de calidad, según las características de la explotación. • Evaluar el rendimiento de los dispositivos hardware identificando posibilidades de mejoras según las necesidades de funcionamiento. • Determinar la infraestructura de redes telemáticas elaborando esquemas y seleccionando equipos y elementos. • Integrar equipos de comunicaciones en infraestructuras de redes telemáticas, determinando la configuración para asegurar su conectividad. • Administrar usuarios de acuerdo a las especificaciones de explotación para garantizar los accesos y la disponibilidad de los recursos del sistema. • Diagnosticar las disfunciones del sistema y adoptar las medidas correctivas para restablecer su funcionalidad. • Gestionar y/o realizar el mantenimiento de los recursos de su área (programando y verificando su cumplimiento), en función de las cargas de trabajo y el plan de mantenimiento. 		<ul style="list-style-type: none"> • Manage server operating systems, Internet point and configuring the software, in terms of quality to ensure the functioning of the system. • Manage network services (web, have electronics and transfer of files, among others) booth and setting up the software, in terms of quality. • Implement and manage booths databases and managing the software of management of quality, according to the characteristics of the exploitation. • Evaluate the performance of the overlay hardware identifying possibilities of improvements according to operational needs. • Developed infrastructure of telematics networks developing schemas and selecting equipment and items. • Integrated communications at telematics network infrastructure equipment, determining the settings to ensure its connectivity. • Manage users according to the specifications of exploitation to ensure access and availability of the resources of the system. • Diagnose the malfunctioning of the system and take corrective measures to restore its functionality. • Manage I servicing your area's resources (programming and verifying compliance), and the workloads depending on the maintenance plan. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“WEB Programcılığı” / “WEB Programming”		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Açık kaynak kodlu işletim sisteminin kurulumunu ve temel ayarlarını yapmak Açık kaynak kodlu işletim sisteminin araçlarını kullanmak Açık kaynak kodlu işletim sisteminin yönetimini gerçekleştirmek Web projesinin analizini gerçekleştirerek tasarım ilkelerine uygun hazırlıkları yapmak HTML kodları ile basit web işlemlerini yapmak HTML kodları ile gelişmiş web işlemlerini yapmak Stil şablonu (CSS) yapılandırmasını gerçekleştirmek Web projesi için temel düzenlemeleri yapmak Nesne işlemlerini yapmak ve site yönetimini gerçekleştirmek Veritabanı işlemlerini yapmak Betik dili yardımıyla script oluşturmak Programlama için gerekli yazılımı kullanmak Web sitesi yapısını oluşturmak Web sayfalarını biçimlendirmek Veri tabanını tasarlamak Veri tabanını oluşturmak Veri tabanında sorgulama yapmak Yönetimsel fonksiyonları kullanmak Web sayfaları için resimler hazırlamak Resimler ile web araçları hazırlamak Web sayfaları için animasyonlar hazırlamak Animasyonlar ile web araçları hazırlamak Eylem kodlarını kullanarak etkileşimli animasyonlar hazırlamak Eylem kodlarını kullanarak gelişmiş animasyonlar hazırlamak Açık kaynak kodlu programlama için gerekli ortamı oluşturarak temel programlama işlemlerini yapmak Form işlemlerini yapmak ve oturum yönetimini gerçekleştirmek Grafik ve nesne yönelimli programlama işlemlerini yapmak E-posta işlemlerini yapmak ve hazır web sistemlerini kullanmak	Doing the basic settings and installation of an open resource coded operating system Using the tools of an open resource coded operating system Managing an open resource coded operating system Making preparations in accordance with design principles by realizing web Project analysis Performing simple web operations with HTML codes Performing advanced web operations with HTML codes Realising the structuring of Style Template (CSS) Performing basic designs for web Project Performing object operations and realising site management Performing database operations Forming a script via aid of Betik language Using the necessary software for programming Forming the structure of a web site Configuring web pages Designing a database Forming a database Making inquiry in a database Using administrative functions Preparing pictures for web pages Preparing web tools using pictures Preparing animations for web pages Preparing web tools using animations Preparing interactive animations using action codes Preparing advanced animations using action codes Performing basic programming operations by forming the necessary media for open source coded programming Performing form operations and realising session administration Performing graphichs and object oriented programming operations Performing e-mail operations and using ready web systems		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“ICT Technician” (WEB Programming) “Istituto tecnico - Indirizzo Informatica e Telecomunicazioni – Articolazione Informatica”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Scegliere dispositivi e strumenti in base alle loro caratteristiche funzionali. • Descrivere e comparare il funzionamento di dispositivi e strumenti elettronici e di telecomunicazione. • Gestire progetti secondo le procedure e gli standard previsti dai sistemi aziendali di gestione della qualità e della sicurezza. • Gestire processi produttivi correlati a funzioni aziendali. • Configurare, installare e gestire sistemi di elaborazione dati e reti. • Sviluppare applicazioni informatiche per reti locali o servizi a distanza. 		<ul style="list-style-type: none"> • Selecting devices and tools according to their functional characteristics. • Describe and compare the functionalities of devices, electronic instruments and telecommunication tools. • Manage project according to the procedures and standards established by the company quality and safety management systems. • Manage production processes relatedto company functions. • Configure, install, and manage datasystems andnetworks. • Develop computer applications for local area networks or remote services. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(WEB programming) Υποστήριξης Συστημάτων, Εφαρμογών και Δικτύων Η/Υ Support for Computer Systems, Applications, and Networks
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ</p> <p>1. Αναγνωρίζει τα βασικά ηλεκτρονικά εξαρτήματα και τα χρησιμοποιούμενα υλικά σε ένα υπολογιστικό σύστημα ή σε ένα δίκτυο υπολογιστών.</p> <p>2. Επεξηγεί την καθορισμένη επαγγελματική ορολογία που έχει καθιερωθεί στο πεδίο της εργασίας του.</p> <p>ΔΕΞΙΟΤΗΤΕΣ</p> <p>1. Αναπτύσσει απλές εφαρμογές διαδικτύου και πολυμέσων.</p> <p>2. Χειρίζεται τα βασικά λειτουργικά συστήματα.</p> <p>3. Χειρίζεται τις βασικές συσκευές ενός υπολογιστικού συστήματος.</p> <p>4. Εφαρμόζει οδηγίες και ρυθμίσεις που αναφέρονται σε τεχνικά εγχειρίδια υλικού και λογισμικού.</p> <p>5. Εγκαθιστά ένα απλό τοπικό δίκτυο υπολογιστών και το διασυνδέει με το Διαδίκτυο.</p> <p>6. Ανιχνεύει βλάβες υπολογιστικών συστημάτων και επικοινωνίας υπολογιστών και τις αποκαθιστά ή προτείνει τρόπους επίλυσής τους.</p> <p>7. Χρησιμοποιεί εργαλεία ανάπτυξης και ελέγχου εφαρμογών Διαδικτύου και πολυμέσων.</p> <p>8. Χρησιμοποιεί εργαλεία ελέγχου καλής λειτουργίας του υλικού και των δικτυακών υποδομών.</p> <p>9. Υλοποιεί προγράμματα τεχνικής υποστήριξης και παραμετροποίησης δικτυακών υποδομών.</p> <p>10. Αναγνωρίζει και χρησιμοποιεί τα κατάλληλα πρωτόκολλα διασύνδεσης συσκευών και επικοινωνίας.</p> <p>11. Λαμβάνει προληπτικά μέτρα ασφάλειας κατά τη διαδικασία διάγνωσης και επισκευής βλαβών των υπολογιστικών συστημάτων.</p> <p>12. Διαμορφώνει ένα υγιεινό και ασφαλές περιβάλλον εργασίας.</p> <p>13. Διερευνά τις ανάγκες της επιχείρησης (πελάτη) ή του ιδιώτη σε προϊόντα υλικού και λογισμικού.</p> <p>14. Επικοινωνεί με χρήστες / πελάτες και προωθεί δικτυακό εξοπλισμό και δικτυακές υπηρεσίες.</p> <p>15. Χειρίζεται και αξιοποιεί λογισμικά αυτοματισμού γραφείου.</p> <p>16. Συντάσσει γραπτές αναφορές σχετικά με το χρονικό προγραμματισμό, την πορεία και τα αποτελέσματα των εργασιών του.</p>	<p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p>KNOWLEDGE</p> <p>1. Identifies the basic electronic components and materials used in a computer system or computer network.</p> <p>2. Uses the specified professional terminology established within the scope of his employment.</p> <p>SKILLS</p> <p>1. Develops simple web and multimedia applications.</p> <p>2. Operates the key operating systems.</p> <p>3. Operates the basic devices of a computer system.</p> <p>4. Implements guidelines and rules referred to technical manuals for hardware and software.</p> <p>5. Installs a simple local computer network and connects it to the Internet.</p> <p>6. Detects failures to computer systems and computer communication systems in order to restore them or propose ways to resolve them.</p> <p>7. Uses tools for the development and control of Internet and multimedia applications.</p> <p>8. Uses good operation control tools for the hardware and network infrastructures.</p> <p>9. Implements programmes for the technical support and customization of network infrastructures.</p> <p>10. Identifies and uses the suitable protocols for the interconnection of devices and for communication.</p> <p>11. Takes preventive safety measures during the diagnosis and repair procedure of malfunctions in computing systems.</p> <p>12. Establishes a healthy and safe working environment.</p> <p>13. Investigates the needs of the company (client) or the individual in hardware and software products.</p> <p>14. Communicates with users / customers and promotes networking equipment and network services.</p> <p>15. Operates and utilizes office automation software.</p> <p>16. Prepares written reports about the</p>

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Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:		"Web Programming" "Técnico Superior en Desarrollo de Aplicaciones Web"	
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Configurar y explotar sistemas informáticos, adaptando la configuración lógica del sistema según las necesidades de uso y los criterios establecidos. • Aplicar técnicas y procedimientos relacionados con la seguridad en sistemas, servicios y aplicaciones, cumpliendo el plan de seguridad. • Gestionar servidores de aplicaciones adaptando su configuración en cada caso para permitir el despliegue de aplicaciones web. • Gestionar bases de datos, interpretando su diseño lógico y verificando integridad, consistencia, seguridad y accesibilidad de los datos. • Desarrollar aplicaciones web con acceso a bases de datos utilizando lenguajes, objetos de acceso y herramientas de mapeo adecuados a las especificaciones. • Integrar contenidos en la lógica de una aplicación web, desarrollando componentes de acceso a datos adecuados a las especificaciones. • Desarrollar interfaces en aplicaciones web de acuerdo con un manual de estilo, utilizando lenguajes de marcas y estándares web. • Desarrollar componentes multimedia para su integración en aplicaciones web, empleando herramientas específicas y siguiendo las especificaciones establecidas. • Integrar componentes multimedia en el interface de una aplicación web, realizando el análisis de interactividad, accesibilidad y usabilidad de la aplicación. • Desarrollar e integrar componentes software en el entorno del servidor web, empleando herramientas y lenguajes específicos, para cumplir las especificaciones de la aplicación. • Desarrollar servicios para integrar sus funciones en otras aplicaciones web, asegurando su funcionalidad. • Integrar servicios y contenidos distribuidos en aplicaciones web, asegurando su funcionalidad. • 		<ul style="list-style-type: none"> • Installing and configuring basic and application software, local networks wired, wireless or mixed and connected to public networks. • Install, configure and maintain multi-user services, applications and shared on a local network environment devices. • Installing and configuring computers and peripherals. • Determine the logistics associated with the operations of installation, configuration and maintenance of microcomputer systems. • Diagnose malfunctions in microcomputer systems and networks using functional tests. • Rethinking the wiring and electronics local networks in small environments and their connection to wide area networks. • Run recovery procedures established data and applications against failures and data loss in the system. • Prepare technical and administrative documentation system, budgeting and advise the cliente.onfigurar basic software and application, local wired networks, wireless or mixed and connected to public networks. • Install, configure and maintain multi-user services, applications and shared on a local network environment devices. • Installing and configuring computers and peripherals. • Determine the logistics associated with the operations of installation, configuration and maintenance of microcomputer systems. • Diagnose malfunctions in microcomputer systems and networks using functional tests. • Rethinking the wiring and electronics local networks in small environments and their connection to wide area networks. • Run recovery procedures established data and applications against failures and data loss in the system. • Prepare technical and administrative documentation system, budgeting and advise the customer.. 	
Training Period	2.000 h.	Country	Spain

VOCATIONAL INFORMATORY KITS (VIK) **MESLEKİ BİLGİLENDİRME KİTLERİ**

Vocational Qualifications – O7
Mesleki Yeterlilikler – O7

Administration

Yönetim

Mesleki Alan Adı: Name of Vocational Department:	“Halkla İlişkiler” / "Public Relations"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Fikir haklarına uygun hareket etmek	Acting with respect to freedom of speech		
Basında meslek etiği gereklerine uymak	Complying with work ethics in press		
Haberleşme ile ilgili yasal düzenlemelere uymak	Complying with legal regulations regarding communication		
Etkin iletişim kurmak	Communicating effectively		
Sağlıklı iletişim kurmak	Establishing group communication		
Grup iletişimini kurmak	Establishing organisational communication		
Örgüt iletişimini kurmak	Making news analysis		
Haber analizi yapmak	Keeping track of agenda		
Gündemi takip etmek	Collecting news		
Haber toplamak	Writing news		
Haber yazmak	Preparing small and medium format machines		
Küçük ve orta format makinelerini hazırlamak	Setting up a camera		
Fotoğraf makinelerini ayarlamak	Taking photos with respect to composition&lighting rules		
Kompozisyon kurallarına ve ışığına uygun uygun fotoğraf çekmek	Commenting on the effects of press on social development		
Basının toplumsal gelişme üzerindeki etkisini yorumlamak	Studying the birth and development of Turkish press		
Türkiye' de basının doğuşu ve gelişimini incelemek	Studying the birth and development of radio and tv		
Radyo ve televizyonun doğuş ve gelişimini incelemek	Preparing presentations		
Sunu oluşturmak	Presenting presentations		
Sunuş yapabilmek	Using dramatic activities in daily activities		
Günlük aktivitelerde dramatik etkinlikleri kullanmak	Making general arrangements in a photograph		
Fotoğrafta genel düzenlemeler yapmak	Working on the specific areas on the photograph		
Fotoğraf üzerinde belirli alanlarda çalışmak	Performing graphic set-ups in the computer		
Bilgisayarda grafik düzenlemeler yapmak	Optimizing and archiving photos		
Fotoğrafları optimize etmek ve arşivlemek	Establishing public relations in the institution		
Kurum içi halkla ilişkileri oluşturmak	Using written tools		
Yazılı araçları kullanmak	Using verbal tools		
Sözlü araçları kullanmak	Using visual/technological tools		
Görsel/teknolojik araçları kullanmak	Keeping a good communication with the press		
Basınla ilişkileri yürütmemek	Establishing organisations		
Organizasyon düzenlemek	Carrying out sponsorship services		
Sponsorluk hizmetlerini yürütmek	Implementing public relations approach		
Halkla ilişkiler yaklaşımını uygulamak	Writing news for magazines		
Dergi haberi Yazmak	Analysing internet broadcast		
İnternet haberciliğini çözümlemek	Doing research about target groups		
Hedef kitleye yönelik araştırma yapmak	Planning campaigns in public relations		
Halkla ilişkilerde kampanya planlamak	Performing simple web operations with HTML codes		
XHTML kodları ile basit web işlemlerini yapmak	Performing advanced web operations with HTML codes		
XHTML kodları ile gelişmiş web işlemlerini yapmak	Performing basic designs for web Project		
Web projesi için temel düzenlemeleri yapmak	Performing object operations and realising site management		
Nesne işlemlerini yaparak site yönetimini gerçekleştirmek			
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Public Relations” “IeFP - Tecnico dei Servizi di Promozione e Accoglienza”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> Condurre le fasi di lavoro sulla base dello stato degli ordini, coordinando le attività dei ruoli operativi. Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione. Curare l'allestimento del servizio di accoglienza, informazione e promozione. Collaborare alla predisposizione del piano promozionale, curandone la diffusione e l'aggiornamento. Identificare le esigenze di acquisto di prodotti/servizi individuando i fornitori e curando il processo di approvvigionamento. Formulare proposte di prodotti/servizi, interpretando i bisogni e promuovendo la fidelizzazione del cliente. Organizzare convegni ed eventi-tipo, curandone gli aspetti logistici, economici e le modalità di attuazione. 		<ul style="list-style-type: none"> To carry on the working phases depending on the status of orders, by coordinating activities of operational profiles. Identifying potential situations at risk for the safety, health and environment by adopting appropriate behavior of prevention. Managing the preparation of the reception, information and promotion services. To collaborate in the preparation of the promotional plan, taking care of the activities related to dissemination. Identify the needs that led to purchase of products/services by identifying the suppliers and taking care of the procurement process. Formulate proposals for products/services, interpreting customer needs and promoting customer fidelity. Organize conferences and events, taking care of logistics, economics and implementation aspects. 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	(Public Relations) Υπαλλήλων Διοίκησης και Οικονομικών Υπηρεσιών Administrative and Financial Services Personnel	
Minimum Qualifications for Graduation		
Ελληνικά / Greek	Αγγλικά / English	
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u></p> <p>1. Κατανοεί τη σχετικότητα των θεωρητικών γνώσεων και των πληροφοριών που σχετίζονται με ένα πεδίο εργασίας ή σπουδών.</p> <p>2. Αξιολογεί και ερμηνεύει δεδομένα για την καθιέρωση βασικών αρχών και εννοιών σε ένα συγκεκριμένο πεδίο εργασίας.</p> <p>3. Κατανοεί δεδομένα και διαδικασίες κατά την εφαρμογή πιο πολύπλοκων εργασιών.</p> <p>4. Επιλέγει και χρησιμοποιεί τις σχετικές γνώσεις που αποκτήθηκαν για να φέρει εις πέρας συγκεκριμένες δράσεις.</p> <p><u>ΔΕΞΙΟΤΗΤΕΣ</u></p> <p>1. Επιδεικνύει αποτελεσματικότητα στην πραγματοποίηση σύνθετων εργασιών και σε άγνωστα και μη προβλέψιμα περιβάλλοντα.</p> <p>2. Επικοινωνεί πιο σύνθετες πληροφορίες και επιλύει προβλήματα με την εφαρμογή βασικών μεθόδων, εργαλεών, υλικών και πληροφοριών που παρέχονται σε ένα περιορισμένο περιβάλλον μάθησης.</p> <p>3. Τηρεί λογιστικά βιβλία</p> <p>4. Εκδίδει, συγκεντρώνει, ελέγχει και κωδικοποιεί τα παραστατικά του λογιστηρίου της Οικονομικής μονάδας</p> <p>5. Παρακολουθεί την κίνηση λογαριασμών των πελατών</p> <p>6. Φροντίζει να εισπράττει λογαριασμούς και να εξοφλεί οφειλές</p> <p>7. Διεκπεραιώνει τραπεζικές εργασίες καθώς και εργασίες σχετικές με τα ασφαλιστικά ταμεία</p> <p>8. Συντάσσει, δακτυλογραφεί και διεκπεραιώνει αλληλογραφία, εκθέσεις, αναφορές και κάθε είδους έντυπα</p> <p>9. Ταξινομεί και αρχειοθετεί εισερχόμενα και εξερχόμενα έγγραφα</p> <p>10. Συγκεντρώνει οικονομικές πληροφορίες από όλα τα τμήματα</p> <p>11. Παρακολουθεί τα αποθέματα διαφόρων αγαθών</p> <p><u>ΙΚΑΝΟΤΗΤΕΣ</u></p> <p>1. Εφαρμόζει γνώσεις και δεξιότητες για την εκτέλεση κάποιων εργασιών συστηματικά.</p> <p>2. Προσαρμόζεται, κατά την επίλυση προβλημάτων, σε περιστάσεις, συμμετέχοντας ενεργά σε δομημένα περιβάλλοντα μάθησης.</p> <p>3. Ως εποπτευόμενος, συνήθως μέσα στο πλαίσιο του</p>	<p>(Public Relations) Υπαλλήλων Διοίκησης και Οικονομικών Υπηρεσιών Administrative and Financial Services Personnel</p> <p>Minimum Qualifications for Graduation</p> <p>Ελληνικά / Greek</p> <p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u></p> <p>1. Κατανοεί τη σχετικότητα των θεωρητικών γνώσεων και των πληροφοριών που σχετίζονται με ένα πεδίο εργασίας ή σπουδών.</p> <p>2. Αξιολογεί και ερμηνεύει δεδομένα για την καθιέρωση βασικών αρχών και εννοιών σε ένα συγκεκριμένο πεδίο εργασίας.</p> <p>3. Κατανοεί δεδομένα και διαδικασίες κατά την εφαρμογή πιο πολύπλοκων εργασιών.</p> <p>4. Επιλέγει και χρησιμοποιεί τις σχετικές γνώσεις που αποκτήθηκαν για να φέρει εις πέρας συγκεκριμένες δράσεις.</p> <p><u>ΔΕΞΙΟΤΗΤΕΣ</u></p> <p>1. Επιδεικνύει αποτελεσματικότητα στην πραγματοποίηση σύνθετων εργασιών και σε άγνωστα και μη προβλέψιμα περιβάλλοντα.</p> <p>2. Επικοινωνεί πιο σύνθετες πληροφορίες και επιλύει προβλήματα με την εφαρμογή βασικών μεθόδων, εργαλεών, υλικών και πληροφοριών που παρέχονται σε ένα περιορισμένο περιβάλλον μάθησης.</p> <p>3. Τηρεί λογιστικά βιβλία</p> <p>4. Εκδίδει, συγκεντρώνει, ελέγχει και κωδικοποιεί τα παραστατικά του λογιστηρίου της Οικονομικής μονάδας</p> <p>5. Παρακολουθεί την κίνηση λογαριασμών των πελατών</p> <p>6. Φροντίζει να εισπράττει λογαριασμούς και να εξοφλεί οφειλές</p> <p>7. Διεκπεραιώνει τραπεζικές εργασίες καθώς και εργασίες σχετικές με τα ασφαλιστικά ταμεία</p> <p>8. Συντάσσει, δακτυλογραφεί και διεκπεραιώνει αλληλογραφία, εκθέσεις, αναφορές και κάθε είδους έντυπα</p> <p>9. Ταξινομεί και αρχειοθετεί εισερχόμενα και εξερχόμενα έγγραφα</p> <p>10. Συγκεντρώνει οικονομικές πληροφορίες από όλα τα τμήματα</p> <p>11. Παρακολουθεί τα αποθέματα διαφόρων αγαθών</p> <p><u>ΙΚΑΝΟΤΗΤΕΣ</u></p> <p>1. Εφαρμόζει γνώσεις και δεξιότητες για την εκτέλεση κάποιων εργασιών συστηματικά.</p> <p>2. Προσαρμόζεται, κατά την επίλυση προβλημάτων, σε περιστάσεις, συμμετέχοντας ενεργά σε δομημένα περιβάλλοντα μάθησης.</p> <p>3. Ως εποπτευόμενος, συνήθως μέσα στο πλαίσιο του</p>	<p>Αγγλικά / English</p> <p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p><u>KNOWLEDGE</u></p> <ol style="list-style-type: none"> Understands the relevance of theoretical knowledge and information related to a field of work or study. Evaluates and interprets data to establish basic principles and concepts in a specific field of work. Understands data and procedures in the implementation of more complex tasks. Selects and uses relevant knowledge acquired to carry out specific actions. <p><u>SKILLS</u></p> <ol style="list-style-type: none"> Demonstrates effectiveness in carrying out complex tasks in unknown and unpredictable environments. Communicates more complex information and solves problems by applying basic methods, tools, materials and information provided on a limited learning environment. Keeps accounts Collects, verifies and encodes the accounting documents of the Economic Unit Monitors customer accounts Arranges to collect bills and repay debts Carries out banking work and work related to pension funds Types and handles mail, reports and all kinds of printed documents Classifies and archives incoming and outgoing documents Gathers financial information from all sectors. Monitors the stocks of various goods <p><u>COMPETENCES</u></p> <ol style="list-style-type: none"> Applies knowledge and skills to perform some work systematically. Adjusts, when solving problems, in circumstances, by actively participating in structured learning environments. Under supervision, usually in the context

<p>επαγγέλματος, χρησιμοποιεί τη δική του πρωτοβουλία με καθορισμένη ευθύνη και αυτονομία.</p> <p>4. Αποκτά βασικές ικανότητες ως βάση για τη δια βίου μάθηση.</p> <p>5. Οργανώνει και διεκπεραιώνει συσκέψεις, ταξίδια, συναντήσεις και συνεντεύξεις ανωτέρων στελεχών</p> <p>6. Διεκπεραιώνει δραστηριότητες δημοσίων σχέσεων</p>	<p>of the profession, uses his own initiative with defined responsibility and autonomy.</p> <p>4. Acquires basic skills as a basis for lifelong learning.</p> <p>5. Organizes and carries out meetings, travel, meetings and interviews senior executives</p> <p>6. Handles public relations activities</p>		
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	"Public Relations" "Técnico Superior en Marketing y Publicidad"		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Realizar las gestiones necesarias para la constitución y puesta en marcha de una empresa comercial planificando y gestionando la obtención de los recursos financieros necesarios que procuren la rentabilidad económica y financiera de la empresa. Obtener, analizar y organizar información fiable de los mercados aplicando técnicas estadísticas y establecer un sistema de información eficaz (SIM), que sirva de apoyo en la elaboración de acciones de marketing. Organizar grupos de encuestadores y/o entrevistadores y realizar encuestas y/o entrevistas planificando el trabajo de campo, utilizando las técnicas y procedimientos establecidos para cumplir los objetivos fijados en el plan de investigación comercial. Asistir en la elaboración y seguimiento de las políticas y planes de marketing analizando las variables de marketing mix para conseguir los objetivos comerciales definidos por la empresa. Elaborar el plan de medios publicitarios de la empresa combinándolos adecuadamente y realizar su seguimiento y control para que se ejecute en su totalidad. Gestionar el lanzamiento e implantación de productos y/o servicios en el mercado, aplicando las estrategias de marketing y acciones promocionales adecuadas, de acuerdo con lo establecido en el plan de marketing de la organización. Planifica y realiza acciones de marketing digital gestionando páginas web y sistemas de comunicación a través de Internet para cumplir con los objetivos de la política de comercio electrónico de la empresa Elaborar materiales publipromocionales e informativos, respetando la normativa vigente en materia de publicidad y utilizando técnicas y aplicaciones informáticas de edición y diseño en diversos soportes para difundirlos según los planes programados. Organizar y gestionar eventos de marketing y comunicación interpretando el briefing, contratando proveedores, actores y agentes, asistiendo y dirigiendo los eventos para cumplir con lo establecido en el plan de comunicación empresarial. Comunicarse en inglés con fluidez, tanto de palabra como por escrito, con todos los operadores y organismos que intervienen en operaciones comerciales. 			
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Müşteri Temsilciliği” / "Costumer Services"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Fikir haklarına uygun hareket etmek	Acting with respect to freedom of speech		
Basında meslek etiği gereklerine uymak	Complying with work ethics in press		
Haberleşme ile ilgili yasal düzenlemelere uymak	Complying with legal regulations regarding communication		
Etkin iletişim kurmak	Communicating effectively		
Sağlıklı iletişimini kurmak	Establishing group communication		
Grup iletişimini kurmak	Establishing organisational communication		
Örgüt iletişimini kurmak	Making news analysis		
Haber analizi yapmak	Keeping track of agenda		
Gündemi takip etmek	Collecting news		
Haber toplamak	Writing news		
Haber yazmak	Preparing small and medium format machines		
Küçük ve orta format makinelerini hazırlamak	Setting up a camera		
Fotoğraf makinesini ayarlamak	Taking photos with respect to composition&lighting rules		
Kompozisyon kurallarına ve ışığına uygun fotoğraf çekmek	Commenting on the effects of press on social development		
Basının toplumsal gelişme üzerindeki etkisini yorumlamak	Studying the birth and development of Turkish press		
Türkiye’ de basının doğuşu ve gelişimini incelemek	Studying the birth and development of radio and tv		
Radyo ve televizyonun doğuş ve gelişimini incelemek	Preparing presentations		
Sunu oluşturmak	Presenting presentations		
Sunuş yapabilmek	Using dramatic activities in daily activities		
Günlük aktivitelerde dramatik etkinlikleri kullanmak	Making general arrangements in a photograph		
Fotoğrafta genel düzenlemeler yapmak	Working on the specific areas on the photograph		
Fotoğraf üzerinde belirli alanlarda çalışmak	Performing graphic set-ups in the computer		
Bilgisayarda grafik düzenlemeler yapmak	Optimizing and archiving photos		
Fotoğrafları optimize etmek ve arşivlemek	Studying the aims of the firm and needs of the market		
İşletmenin amaçlarını ve piyasa şartlarını incelemek	Representing the firm in exhibits and expositions		
Sergi ve fuarlarda firmayı temsil etmek	Doing personal care		
Kişisel bakım yapmak	Determining customer characteristics		
Müşteri özelliklerini belirlemek	Enhancing customer satisfaction		
Müşteri memnuniyetini artırmak	Establishing a healthy communication with the customer		
Müşteri ile sağlıklı iletişim kurmak	Preparing daily sales programme		
Günlük satış programını hazırlamak	Doing work plan		
İş planı yapmak	Analysing features related to the concept of advertisement		
Reklam kavramı ile ilgili özellikleri analiz etmek	Doing research and situational analysis on advertisement		
Reklam ortamını çözümlemek	Doing advertisement planning		
Reklamla ilgili araştırma ve durum analizi yapmak	Keeping track of creative works related to written press		
Reklam planlaması yapmak	Keeping track of creative works in audio visual media		
Yazılı basına yönelik yaratıcı çalışmaları takip etmek			
Görsel işitsel medyada yaratıcı çalışmaları takip etmek			
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Costumer Services” “IeFP - Tecnico dei servizi di impresa”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Curare le relazioni di front – office con clienti, fornitori e altri soggetti di riferimento per i diversi ambiti professionali • Predisporre le modalità e gli strumenti di gestione e controllo dei flussi comunicativi e informativi in entrata e in uscita rispettosia agli interlocutori esterni che interni • Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione • Effettuare le operazioni di carattere amministrativo e contabile 		<ul style="list-style-type: none"> • Managing front – office relationships with customers, suppliers and other parties in the different professional fields • Establishing the modalities and tools for managing and monitoring both in and out communication and information flows with respect to both external and internal stakeholders • Identify potential situations at risk for the safety, health and the environment, by promoting the adoption of correct behavior of prevention • Perform administrative and accounting operations 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	(Costumer Services) Υπαλλήλων Διοίκησης και Οικονομικών Υπηρεσιών Administrative and Financial Services Personnel
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
O/H κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ 1. Κατανοεί τη σχετικότητα των θεωρητικών γνώσεων και των πληροφοριών που σχετίζονται με ένα πεδίο εργασίας ή σπουδών. 2. Αξιολογεί και ερμηνεύει δεδομένα για την καθιέρωση βασικών αρχών και εννοιών σε ένα συγκεκριμένο πεδίο εργασίας. 3. Κατανοεί δεδομένα και διαδικασίες κατά την εφαρμογή πιο πολύπλοκων εργασιών. 4. Επιλέγει και χρησιμοποιεί τις σχετικές γνώσεις που αποκτήθηκαν για να φέρει εις πέρας συγκεκριμένες δράσεις. ΔΕΞΙΟΤΗΤΕΣ 1. Επιδεικνύει αποτελεσματικότητα στην πραγματοποίηση σύνθετων εργασιών και σε άγνωστα και μη προβλέψιμα περιβάλλοντα. 2. Επικοινωνεί πιο σύνθετες πληροφορίες και επιλύει προβλήματα με την εφαρμογή βασικών μεθόδων, εργαλεών, υλικών και πληροφοριών που παρέχονται σε ένα περιορισμένο περιβάλλον μάθησης. 3. Τηρεί λογιστικά βιβλία 4. Εκδίδει, συγκεντρώνει, ελέγχει και κωδικοποιεί τα παραστατικά του λογιστηρίου της Οικονομικής μονάδας 5. Παρακολουθεί την κίνηση λογαριασμών των πελατών 6. Φροντίζει να εισπράττει λογαριασμούς και να εξοφλεί οφειλές 7. Διεκπεραιώνει τραπεζικές εργασίες καθώς και εργασίες σχετικές με τα ασφαλιστικά ταμεία 8. Συντάσσει, δακτυλογραφεί και διεκπεραιώνει αλληλογραφία, εκθέσεις, αναφορές και κάθε είδους έντυπα 9. Ταξινομεί και αρχειοθετεί εισερχόμενα και εξερχόμενα έγγραφα 10. Συγκεντρώνει οικονομικές πληροφορίες από όλα τα τμήματα 11. Παρακολουθεί τα αποθέματα διαφόρων αγαθών	The holder of a Vocational Upper Secondary School degree of this specialty: KNOWLEDGE 1. Understands the relevance of theoretical knowledge and information related to a field of work or study. 2. Evaluates and interprets data to establish basic principles and concepts in a specific field of work. 3. Understands data and procedures in the implementation of more complex tasks. 4. Selects and uses relevant knowledge acquired to carry out specific actions. SKILLS 1. Demonstrates effectiveness in carrying out complex tasks in unknown and unpredictable environments. 2. Communicates more complex information and solves problems by applying basic methods, tools, materials and information provided on a limited learning environment. 3. Keeps accounts 4. Collects, verifies and encodes the accounting documents of the Economic Unit 5. Monitors customer accounts 6. Arranges to collect bills and repay debts 7. Carries out banking work and work related to pension funds 8. Types and handles mail, reports and all kinds of printed documents 9. Classifies and archives incoming and outgoing documents 10. Gathers financial information from all sectors. 11. Monitors the stocks of various goods
ΙΚΑΝΟΤΗΤΕΣ 1. Εφαρμόζει γνώσεις και δεξιότητες για την εκτέλεση κάποιων εργασιών συστηματικά. 2. Προσαρμόζεται, κατά την επίλυση προβλημάτων, σε περιστάσεις, συμμετέχοντας ενεργά σε δομημένα περιβάλλοντα μάθησης. 3. Ως εποπτευόμενος, συνήθως μέσα στο πλαίσιο του	COMPETENCES 1. Applies knowledge and skills to perform some work systematically. 2. Adjusts, when solving problems, in circumstances, by actively participating in structured learning environments. 3. Under supervision, usually in the context

<p>επαγγέλματος, χρησιμοποιεί τη δική του πρωτοβουλία με καθορισμένη ευθύνη και αυτονομία.</p> <p>4. Αποκτά βασικές ικανότητες ως βάση για τη δια βίου μάθηση.</p> <p>5. Οργανώνει και διεκπεραιώνει συσκέψεις, ταξίδια, συναντήσεις και συνεντεύξεις ανωτέρων στελεχών</p> <p>6. Διεκπεραιώνει δραστηριότητες δημοσίων σχέσεων</p>	<p>of the profession, uses his own initiative with defined responsibility and autonomy.</p> <p>4. Acquires basic skills as a basis for lifelong learning.</p> <p>5. Organizes and carries out meetings, travel, meetings and interviews senior executives</p> <p>6. Handles public relations activities</p>		
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	"Costumer Service" "Técnico en Gestión Administrativa"		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Tramitar documentos o comunicaciones internas o externas en los circuitos de información de la empresa. • Elaborar documentos y comunicaciones a partir de órdenes recibidas o información obtenida. • Clasificar, registrar y archivar comunicaciones y documentos según las técnicas apropiadas y los parámetros establecidos en la empresa. • Registrar contablemente la documentación soporte correspondiente a la operativa de la empresa en condiciones de seguridad y calidad. • Realizar gestiones administrativas de tesorería, siguiendo las normas y protocolos establecidos por la gerencia con el fin de mantener la liquidez de la organización. • Efectuar las gestiones administrativas de las áreas de selección y formación de los recursos humanos de la empresa, ajustándose a la normativa vigente y a la política empresarial, bajo la supervisión del responsable superior del departamento. • Prestar apoyo administrativo en el área de gestión laboral de la empresa ajustándose a la normativa vigente y bajo la supervisión del responsable superior del departamento. • Realizar las gestiones administrativas de la actividad comercial registrando la documentación soporte correspondiente a determinadas obligaciones fiscales derivadas. • Desempeñar las actividades de atención al cliente/usuario en el ámbito administrativo y comercial asegurando los niveles de calidad establecidos y relacionados con la imagen de la empresa /institución. 		<ul style="list-style-type: none"> • Processing documents or internal or external communications circuits company information. • Establishing documents and communications from orders received or information obtained. • Classify, record and archive communications and documents as the proper techniques and parameters established by the company. • Accounting record supporting documentation relevant to the operations of the company in safety and quality. • Treasury perform administrative tasks, following the rules and protocols established by management in order to maintain the liquidity of the organization. • Perform administrative tasks in the areas of recruitment and training of human resources of the company, in line with current legislation and enterprise policy, under the supervision of the upper head of the department. • Provide administrative support in the area of labor management of the company in line with current regulations and under the supervision of the upper head of the department. • Perform administrative tasks in business recording the corresponding tax liabilities arising from certain support documentation. • Perform the activities of customer / user in the administrative and commercial area ensuring quality levels established and related with the image of the company / institution. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Fuar Organizasyonu” / "Fair Organization"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
<p>Kişisel bakım yapmak Müşteri özelliklerini belirlemek Müşteri memnuniyetini artırmak Müşteri ile sağlıklı iletişim kurmak Günlük satış programını hazırlamak Kişisel bakımını yapmak Sağlıklı beslenmek Sağlıklı diyet yapmak Protokol ve görgü kurallarını uygulamak Nokta-Çizgi ile Özgün Yüzey düzenlemek Karakalem Tekniği ile Objeleri Hacimlendirmek Formları Tasarı İlkelerine Göre Yüzey İçinde Düzenlemek Yüzey Düzenlemelerini Renklendirmek Doku Yorumlarıyla Yüzey Oluşturmak Özgün Strüktür Uygulamaları Yapmak Organizasyon projeleri geliştirmek Organizasyonun bütçesini hazırlamak Olağan dışı durumlar için plan hazırlamak Sunuş yapabilmek Basınla ilişkileri yürütmemek Organizasyon düzenleme Sponsorluk hizmetlerini yürütmemek Halkla ilişkiler yaklaşımını uygulamak Randevu ve konuk kabulü programını yapmak Toplantı organizasyonu yapmak Seyehat organizasyonu yapmak Problem çözmek Teknik hizmet sistemlerini temin etmek Reklam ve tanıtım hizmetlerini temin etmek Seyahat ve konaklama hizmetlerini temin etmek Destek hizmetlerini temin etmek yiyecek ve içecek hizmetlerini temin etmek Organizasyonda mekân tasarımları yapmak Stant ve Vitrin düzenlemek Masa ve sandalye giydirmek Mekâni süslemek Fuar/kongre öncesi hazırlıkları yapmak Müşteri ve stant hizmetlerini yürütmemek Fuarcılık sektörünü araştırmak Organizatör firmanın fuar sürecini takip etmek Fuarın pazarlama ve satışını yapmak Katılımcı firma fuar öncesi hazırlıklarını takip etmek Katılımcı firmanın fuar sırasında ve sonrasında çalışmalarını takip etmek Fuar etkinliklerini planlama Yurt içi fuar uygulamaları dosyası oluşturmak Yurt dışı fuar uygulamaları dosyası oluşturmak Küçük ve orta format makinelerini hazırlamak Fotoğraf makinesini ayarlamak Kompozisyon kurallarına ve ışığına uygun fotoğraf çekmek Fotoğrafta genel düzenlemeler yapmak Fotoğraf üzerinde belirli alanlarda çalışmak Bilgisayarda grafik düzenlemeler yapmak Fotoğrafları optimize etmek ve arşivlemek</p>		<p>Doing personal care Determining customer characteristics Enhancing customer satisfaction Establishing a healthy communication with the customer Preparing a Daily sales programme Doing one's personal care Leading a healthy nutrition Having a healthy diet Applying protocol rules and good manners Arranging a unique surface with dot-line Volumizing objects using charcoal technique Arranging forms in surface in line with design rules Livening up surface arrangements Forming surfaces with texture interpretations Performing unique structure applications Developing organisation procedures Preparing the budget of an organisation Making plans for extraordinary situations Making presentations Keeping a good communication with the press Establishing organisations Carrying out sponsorship services Implementing public relations approach Making appointment and guest admission planning Doing a meeting organisation Doing travel organisation Problem Solving Providing technical service systems Providing advertising and publicity services Providing travel and accomodation services Providing support services Providing catering services Designing places for organisations Arranging stands and displays Dressing tables and chairs Decorating places Making preparations before expositions and conferences Running customer and stand services Doing research on exposition sector Following the exposition process of the organising firm Marketing and doing sales of the exposition Keeping track of preparations for the exposition of the attending firm Keeping track of the attending firm's operations during and after the exposition Planning exposition events Making a national exposition activities file Making an international exposition activities file Preparing small and medium format machines Setting up a camera Taking photos with respect to composition&lighting rules Making general arrangements in a photograph Working on the specific areas on the photograph Performing graphic set-ups in the computer Optimizing and archiving photos</p>	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Public Relations” (Fair Organization) “IeFP - Tecnico dei Servizi di Promozione e Accoglienza”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> Condurre le fasi di lavoro sulla base dello stato degli ordini, coordinando le attività dei ruoli operativi. Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione. Curare l'allestimento del servizio di accoglienza, informazione e promozione. Collaborare alla predisposizione del piano promozionale, curandone la diffusione e l'aggiornamento. Identificare le esigenze di acquisto di prodotti/servizi individuando i fornitori e curando il processo di approvvigionamento. Formulare proposte di prodotti/servizi, interpretando i bisogni e promuovendo la fidelizzazione del cliente. Organizzare convegni ed eventi-tipo, curandone gli aspetti logistici, economici e le modalità di attuazione. 		<ul style="list-style-type: none"> To carry on the working phases depending on the status of orders, by coordinating activities of operational profiles. Identifying potential situations at risk for the safety, health and environment by adopting appropriate behavior of prevention. Managing the preparation of the reception, information and promotion services. To collaborate in the preparation of the promotional plan, taking care of the activities related to dissemination. Identify the needs that led to purchase of products/services by identifying the suppliers and taking care of the procurement process. Formulate proposals for products/services, interpreting customer needs and promoting customer fidelity. Organize conferences and events, taking care of logistics, economics and implementation aspects. 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	(Fair Organization) "Marketing technician" Technik organizacji reklamy		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
A.26. Sprzedaż produktów i usług reklamowych <ul style="list-style-type: none"> • Przygotowanie oferty produktów i usług reklamowych • Prowadzenie sprzedaży produktów i usług reklamowych A.27. Organizacja i prowadzenie kampanii reklamowej <ul style="list-style-type: none"> • Tworzenie przekazu reklamowego • Projektowanie środków reklamowych • Tworzenie planu medialnego • Przygotowywanie środków reklamowych • Badanie skuteczności reklamy 		A.26. Sale of advertising products and services <ul style="list-style-type: none"> • Preparing the offer of products and advertising services • Conducting sales of products and advertising services A.27. Organizing and running an advertising campaign <ul style="list-style-type: none"> • Creating advertising campaigns • Designing advertising means • Creating a media plan • Preparing advertising means • Research on advertising effectiveness 	
Czas kształcenia Training Period	4 lat / years (szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Fair Organizations" “Técnico Superior en Asistencia a la Dirección”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Administrar sistemas de información y archivo, en soporte convencional e informático en condiciones de seguridad y estableciendo medidas de control. • Comunicarse oralmente y por escrito de forma precisa en, al menos dos lenguas extrajeras. • Organizar y gestionar la agenda y las comunicaciones de la dirección, coordinando su actividad con otras áreas u organizaciones. • Gestionar la organización de eventos, reuniones y demás actos corporativos, siguiendo normas y protocolos establecidos. • Desarrollar tareas de relaciones públicas en la empresa, mediante la cooperación con otras instancias internas y externas. • Realizar presentaciones de documentos e informes, integrando textos, datos y gráficos, utilizando aplicaciones informáticas. • Realizar tareas básicas de administración de las áreas comercial, financiera, contable y fiscal de la empresa con una visión global e integradora de esos procesos. • Tramitar documentos y comunicaciones internas o externas en los circuitos de información de la empresa. • Elaborar documentos y comunicaciones a partir de órdenes recibidas, información obtenida y/o necesidades detectadas. • Clasificar, registrar y archivar comunicaciones y documentos según las técnicas apropiadas y los parámetros establecidos en la empresa. 		<ul style="list-style-type: none"> • Manage and archive information systems in conventional and computer support in establishing safety and control measures. • Communicate orally and in writing accurately in at least two foreign languages. • Organize and manage your calendar and address communication, coordinating its activities with other areas or organizations. • Manage the organization of events, meetings and other corporate events, following established rules and protocols. • Develop public relations work in the company, through cooperation with other internal and external bodies. • Presentations of papers and reports, integrating text, data and graphics, using computer applications. • Perform basic administration of the commercial, financial, accounting and tax areas of the company with a global and integrated view of these processes. • Processing documents and internal and external communications circuits company information. • Establishing documents and communications from orders received, information obtained and / or needs identified. • Classify, record and archive communications and documents as the proper techniques and parameters established by the company. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Kamuoyu Araştırmacılığı” / "Gallup Poll Staff”		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Fikir haklarına uygun hareket etmek Basında meslek etiği gereklerine uymak Haberleşme ile ilgili yasal düzenlemelere uymak Etkin iletişim kurmak Sağlıklı iletişim kurmak Grup iletişimini kurmak Örgüt iletişimini kurmak Haber analizi yapmak Gündemi takip etmek Haber toplamak Haber yazmak Küçük ve orta format makinelerini hazırlamak Fotoğraf makinesini ayarlamak Kompozisyon kurallarına ve ışığına uygun fotoğraf çekmek Basının toplumsal gelişme üzerindeki etkisini yorumlamak Türkiye’de basının doğuşu ve gelişimini incelemek Radyo ve televizyonun doğuş ve gelişimini incelemek Sunu oluşturmak Sunuş yapabilmek Günlük aktivitelerde dramatik etkinlikleri kullanmak Fotoğrafta genel düzenlemeler yapmak Fotoğraf üzerinde belirli alanlarda çalışmak Bilgisayarda grafik düzenlemeler yapmak Fotoğrafları optimize etmek ve arşivlemek Yazılı medyayı takip etmek Görsel medyayı takip etmek Video kurgu yapmak Dijital video düzenlemesi yapmak Kamuoyu kavramını ve ilgili olduğu alanları çözümlemek 1 Kamuoyu kavramını ve ilgili olduğu alanları çözümlemek 2 Piyasa ve Pazar kavramını çözümlemek Araştırma planı tasarlamak Kaynak taraması ve gözlem yapmak Görüşme yapmak Anket yapmak Biçimine göre soru hazırlamak İçeriğine göre soru hazırlamak İstatistik yöntemleri uygulamak Araştırma sonuçlarını yazmak	Acting with respect to freedom of speech Complying with work ethics in press Complying with legal regulations regarding communication Communicating effectively Establishing group communication Establishing organisational communication Making news analysis Keeping track of agenda Collecting news Writing news Preparing small and medium format machines Setting up a camera Taking photos with respect to composition&lighting rules Commenting on the effects of press on social development Studying the birth and development of Turkish press Studying the birth and development of radio and tv Preparing presentations Presenting presentations Using dramatic activities in daily activities Making general arrangements in a photograph Working on the specific areas on the photograph Performing graphic set-ups in the computer Optimizing and archiving photos Keeping track of written media Keeping track of visual media Doing video fiction Making digital video arrangements Analysing public opinion concept and related fields 1 Analysing public opinion concept and related fields 2 Analysing market and trade concepts Designing a research plan Making literature review and organisations Making interviews Conduction surveys Preparing questions with respect to their formats Preparing questions with respect to its content Implementing statistical methods Writing research results	Country Turkey	

Mesleki Alan Adı: Name of Vocational Department:	“Organizasyon Sorumlusu” / "Organization Responsible Staff"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
<p>İnternette adresle ulaşmak Kişisel özellikleri kavramak Kişiler arası iletişim sorunlarını çözmek Grup yapısını araştırmak Örgütün yapısını ve örgütleme sürecini kavrayabilmek Proje oluşmak, Maliyet hesaplarını yapmak Olası problemleri belirlemek Sunuş için plan yapmak Günlük besin öğelerinden yeterli ve dengeli almak Diyetin sağlığımızdaki yeri ve önemini araştırmak Protokol kurallarına uymak Nokta ile yüzey düzenlemeleri yapmak Objeleri hacimlendirmek Temel geometrik formlardan yüzey düzenlemeleri yapmak Renk çemberi uygulaması yapmak Dokulu objeleri karakalem tekniği ile etüt etmek Yüzey üzerine strüktür çalışmaları yapmak Ses ve ışık sistemini, araştırmak ve temin etmek Tanıtım ve reklam ile ilgili kavramları araştırmak Seyahat rezervasyonunu temin etmek Etkinlik elemanları (manken, host-hostes vb.) temin etmek Organizasyonlarda yiyecek ve içecek (catering) hizmetlerini araştırmak Organizasyonda mekan tasarışımı ile ilgili kavramları tanıtmak ve mekan tasarımu yapmak Stant düzenlemenin önemi ve gerekliliğini araştırmak Vitrin düzenlemenin önemi ve gerekliliğini araştırmak Masa ve sandalye giydirmenin önemi ve gerekliliğini araştırmak Mekân süslemenin önemi ve gerekliliğini araştırmak Piknik organizasyonu düzenleme sürecini takip etmek Özel günler organizasyonu düzenleme sürecini takip etmek Ürün tanıtım organizasyonu düzenleme sürecini takip etmek Yarışma organizasyonu düzenleme sürecini takip etmek Konferans organizasyonu düzenleme sürecini takip etmek Konser organizasyonları düzenleme sürecini takip etmek Bebek doğum partisi düzenleme sürecini takip etmek Randevu düzenlemek ve izlemek Toplantı türü ve yerine uygun hazırlık yapmak Seyehat programı yapmak Mankenliğin çalışma alanlarını araştırmak Günlük moda takibini araştırmak Giym ve kumaş çeşitlerini araştırmak Tekli ve grup koreografi çalışması yapmak Temel yürüyüş şekillerine uygun yürümek Giyim defilesi sunmak Fotoğraf çektiirmek ile ilgili kavramları araştırmak Fotomodelliği araştırmak Gelen belge akışını izlemek, Dosyalama yapmak Kuruma uygun arşiv sistemini seçmek Belgeleri arşiv dosyasına yerleştirmek Farklı özelliklerdeki fotoğraf makinelерini hazırlamak Diyafram ayarı yapmak Fotoğrafla kompozisyon temel kurallarını incelemek Fotoğrafları bilgisayara aktarmak Seçim yapmak ve Seçili alanlarla çalışmak Temel çizim tekniklerini kullanmak Fotoğrafları optimize etmek Gösterilerde hareket ve ritim kalıplarını kullanmak Halk oyunlarının temel figürlerini tanımak Klasik dans temel adımlarını uygulamak Latin Amerikan dansı temel adımlarını uygulamak Salon dansı temel adımlarını uygulamak Aktivitelere uygun müzik seçmek</p>	<p>Finding an address in the web Perceiving personal characteristics Solving communication problems among persons Inquiring group structure Perceiving organisational structure and organising process Making a Project and doing cost calculations Determining probable problems Making plans for a presentation Consuming nutritionally sufficient and balanced food Inquiring about the importance and place of diet for our health Comply with protocol rules Establishing surface arrangements with dots Volumizing objects Making surface arrangements from basic geometrical forms Performing color scale application Studying textured objects using charcoal technique Doing structural work on surfaces Inquiring and providing sound and light systems Doing research on terms related to demonstration and advertising Providing travel booking Providing event staff (Model, host/hostess etc) Searching catering services for organisations Recognising terms related to spatial design in organisations and performing spatial designs Doing research on the importance and necessity of arranging stands Doing research on the importance and necessity of arranging displays Doing research on the importance and necessity of dressing tables and chairs Doing research on the importance and necessity of decorating places Following the process of arranging organisations for special occasions Following the process of demonstration of products Following the process of organising competitions Following the process of organising concerts Following the process of organising a baby shower Making and keeping track of appointments Making appropriate preparations with regard to the type and place of the appointments Making travel programmes Doing research on the work fields of models Doing research on Daily fashion track Doing research on attire and types of fabric Studying group and single choreography Walking in accordance with basic walking styles Presenting a fashion show Doing research on terms related to having one's photo taken Doing research on being a model Keeping track of received documents and filing Selecting the appropriate archiving system for the institution Placing the documents to the archive file Preparing different types of cameras Doing the diaphragm setting Examining the basic rules of photography composition Transferring photographs to the computer Making selections and working on the selected fields Using basic drawing techniques Optimising photographs Using movement and rhythm patterns in the shows Knowing the basic figures of folk dance Using the basic steps of classical dance Using the basic steps of Latin American dance Using the basic steps of saloon dance Selecting the appropriate music for the activities</p>		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	(Organization Responsible Staff) Υπαλλήλων Διοίκησης και Οικονομικών Υπηρεσιών Administrative and Financial Services Personnel
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u></p> <p>1. Κατανοεί τη σχετικότητα των θεωρητικών γνώσεων και των πληροφοριών που σχετίζονται με ένα πεδίο εργασίας ή σπουδών.</p> <p>2. Αξιολογεί και ερμηνεύει δεδομένα για την καθιέρωση βασικών αρχών και εννοιών σε ένα συγκεκριμένο πεδίο εργασίας.</p> <p>3. Κατανοεί δεδομένα και διαδικασίες κατά την εφαρμογή πιο πολύπλοκων εργασιών.</p> <p>4. Επιλέγει και χρησιμοποιεί τις σχετικές γνώσεις που αποκτήθηκαν για να φέρει εις πέρας συγκεκριμένες δράσεις.</p> <p><u>ΔΕΞΙΟΤΗΤΕΣ</u></p> <p>1. Επιδεικνύει αποτελεσματικότητα στην πραγματοποίηση σύνθετων εργασιών και σε άγνωστα και μη προβλέψιμα περιβάλλοντα.</p> <p>2. Επικοινωνεί πιο σύνθετες πληροφορίες και επιλύει προβλήματα με την εφαρμογή βασικών μεθόδων, εργαλεών, υλικών και πληροφοριών που παρέχονται σε ένα περιορισμένο περιβάλλον μάθησης.</p> <p>3. Τηρεί λογιστικά βιβλία</p> <p>4. Εκδίδει, συγκεντρώνει, ελέγχει και κωδικοποιεί τα παραστατικά του λογιστηρίου της Οικονομικής μονάδας</p> <p>5. Παρακολουθεί την κίνηση λογαριασμών των πελατών</p> <p>6. Φροντίζει να εισπράττει λογαριασμούς και να εξοφλεί οφειλές</p> <p>7. Διεκπεραιώνει τραπεζικές εργασίες καθώς και εργασίες σχετικές με τα ασφαλιστικά ταμεία</p> <p>8. Συντάσσει, δακτυλογραφεί και διεκπεραιώνει αλληλογραφία, εκθέσεις, αναφορές και κάθε είδους έντυπα</p> <p>9. Ταξινομεί και αρχειοθετεί εισερχόμενα και εξερχόμενα έγγραφα</p> <p>10. Συγκεντρώνει οικονομικές πληροφορίες από όλα τα τμήματα</p> <p>11. Παρακολουθεί τα αποθέματα διαφόρων αγαθών</p> <p><u>ΙΚΑΝΟΤΗΤΕΣ</u></p> <p>1. Εφαρμόζει γνώσεις και δεξιότητες για την εκτέλεση κάποιων εργασιών συστηματικά.</p> <p>2. Προσαρμόζεται, κατά την επίλυση προβλημάτων, σε περιστάσεις, συμμετέχοντας ενεργά σε δομημένα περιβάλλοντα μάθησης.</p> <p>3. Ως εποπτευόμενος, συνήθως μέσα στο πλαίσιο του</p>	<p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p><u>KNOWLEDGE</u></p> <p>1. Understands the relevance of theoretical knowledge and information related to a field of work or study.</p> <p>2. Evaluates and interprets data to establish basic principles and concepts in a specific field of work.</p> <p>3. Understands data and procedures in the implementation of more complex tasks.</p> <p>4. Selects and uses relevant knowledge acquired to carry out specific actions.</p> <p><u>SKILLS</u></p> <p>1. Demonstrates effectiveness in carrying out complex tasks in unknown and unpredictable environments.</p> <p>2. Communicates more complex information and solves problems by applying basic methods, tools, materials and information provided on a limited learning environment.</p> <p>3. Keeps accounts</p> <p>4. Collects, verifies and encodes the accounting documents of the Economic Unit</p> <p>5. Monitors customer accounts</p> <p>6. Arranges to collect bills and repay debts</p> <p>7. Carries out banking work and work related to pension funds</p> <p>8. Types and handles mail, reports and all kinds of printed documents</p> <p>9. Classifies and archives incoming and outgoing documents</p> <p>10. Gathers financial information from all sectors.</p> <p>11. Monitors the stocks of various goods</p> <p><u>COMPETENCES</u></p> <p>1. Applies knowledge and skills to perform some work systematically.</p> <p>2. Adjusts, when solving problems, in circumstances, by actively participating in structured learning environments.</p> <p>3. Under supervision, usually in the context</p>

<p>επαγγέλματος, χρησιμοποιεί τη δική του πρωτοβουλία με καθορισμένη ευθύνη και αυτονομία.</p> <p>4. Αποκτά βασικές ικανότητες ως βάση για τη δια βίου μάθηση.</p> <p>5. Οργανώνει και διεκπεραιώνει συσκέψεις, ταξίδια, συναντήσεις και συνεντεύξεις ανωτέρων στελεχών</p> <p>6. Διεκπεραιώνει δραστηριότητες δημοσίων σχέσεων</p>	<p>of the profession, uses his own initiative with defined responsibility and autonomy.</p> <p>4. Acquires basic skills as a basis for lifelong learning.</p> <p>5. Organizes and carries out meetings, travel, meetings and interviews senior executives</p> <p>6. Handles public relations activities</p>		
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	"Organization Responsible Staff" <i>“Técnico Superior en Administración y Finanzas”</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Tramitar documentos o comunicaciones internas o externas en los circuitos de información de la empresa. • Elaborar documentos y comunicaciones a partir de órdenes recibidas, información obtenida y/o necesidades detectadas. • Clasificar, registrar y archivar comunicaciones y documentos según las técnicas apropiadas y los parámetros establecidos en la empresa. • Gestionar los procesos de tramitación administrativa empresarial en relación a las áreas comercial, financiera, contable y fiscal, con una visión integradora de las mismas. • Realizar la gestión contable y fiscal de la empresa, según los procesos y procedimientos administrativos aplicando la normativa vigente y en condiciones de seguridad y calidad. • Supervisar la gestión de tesorería, la captación de recursos financieros y el estudio de viabilidad de proyectos de inversión, siguiendo las normas y protocolos establecidos. • Organizar y supervisar la gestión administrativa de personal de la empresa, ajustándose a la normativa laboral vigente y protocolos establecidos. • Realizar la gestión administrativa de los procesos comerciales, llevando a cabo las tareas de documentación y las actividades de negociación con proveedores y de asesoramiento y relación con el cliente. • Tramitar y realizar la gestión administrativa en la presentación de documentos en diferentes organismos y administraciones públicas en plazo y forma requeridos.. 		<ul style="list-style-type: none"> • Processing documents or internal or external communications circuits company information. • Establishing documents and communications from orders received, information obtained and / or needs identified. • Classify, record and archive communications and documents as the proper techniques and parameters established by the company. • Manage business processes administrative procedures in relation to the commercial, financial, accounting and tax areas, with an integrated vision of the same. • Perform accounting and fiscal management of the company, according to the administrative processes and procedures applying current legislation and in safety and quality. • Monitor cash management, raising financial resources and the feasibility study of investment projects following the established rules and protocols. • Organize and supervise the administration of company personnel, in line with existing labor laws and protocols. • Perform the administrative management of business processes, carrying out tasks of documentation and trading activities with suppliers and advisory and customer relations. • Process and make the administrative management of documents in different organizations and public administrations in time and form required. 	
Training Period	2.000 h.	Country	Spain

VOCATIONAL INFORMATORY KITS (VIK) MESLEKİ BİLGİLENDİRME KİTLERİ

**Vocational Qualifications – O7
Mesleki Yeterlilikler – O7**

Agriculture Tarım

Mesleki Alan Adı: Name of Vocational Department:	“Endüstriyel Sebze Meyve Yetiştiriciliği” / "Industrial Crops Cultivation"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Fidanlık İşletmesi Kurmak	Establishing plantation enterprise		
Anaçlık ve kalem damızlık parsellerini kurmak	Setting mature and broodstock parcels		
Fidan Üretmek	Plant production		
Örtü Altı Sistemleri Kurmak	Setting under cover systems		
Sera Kurmak	Setting greenhouse		
Sera İçi Üretim Ortamlarını Tesis Etmek	Setting in greenhouse production environments		
Asma Fidanı Üretimi Yapmak	Doing grape sapling production		
Üzüm yetiştirmek	Producing grape		
Bağlarda budama yapmak	Pruning in vineyards		
Arazide Bağ Aşısı Yapmak	Making graft in land		
Bağlarda Hasat ve Hasat Sonrası İşlemler yapmak	Making harvest and after harvest process in yards		
Meyve Ağaçlarında Budama Yapmak	Pruning on fruit trees		
Yumuşak Çekirdekli Meyveleri Yetiştirmek	Growing fruits with soft seeds		
Sert Çekirdekli Meyveleri Yetiştirmek	Growing fruits with hard seeds		
Sert Kabuklu Meyveleri Yetiştirmek	Growing fruits with hard peels		
Üzümsü Meyveleri Yetiştirmek	Growing garpe-like fruits		
Turnçgilleri Yetiştirmek	Growing citrus fruits		
Muz Yetiştirmek	Growing banana		
Fide Yetiştirmek	Growing seedling		
Patlıcangıl Sebzelerini Yetiştirmek	Growing aubergine-like vegetables		
Kabaklıgil Sebzelerini Yetiştirmek	Growing marrow-like vegetables		
Lahanagıl Sebzelerini Yetiştirmek	Growing cabbage-like vegetables		
Zambakgil Sebzelerini Yetiştirmek	Growing lily-like vegetables		
Şemsiye Çiçekli Sebzeleri Yetiştirmek	Growing vegetables with umbrella flowers		
Baklagıl Sebzelerini Yetiştirmek	Growing legume vegetables		
Ispanakgil Sebzelerini Yetiştirmek	Growing spinach-like vegetables		
Bileşik çiçekli sebzeleri yetiştirmek	Growing combine flowered vegetables		
Sebzelerde tohum üretimi yapmak	Doing seed production for vegetables		
Kültür Mantarı Yetiştirmek	Growing cultivated mushroom		
Genel Zararlılar İle Mücadele Etmek	Fighting with general harmful		
Bağ Hastalıkları İle Mücadele Etmek	Fighting with yard illness		
Meyve Hastalıkları İle Mücadele Etmek	Fighting with fruit illness		
Meyve, Sebze Ve Bağ Zararlıları İle Mücadele Etmek	Fighting with fruit, vegetables and yard harmful		
Sebze Hastalıkları İle Mücadele Etmek	Fighting with vegetable illness		
Meyvelerde hasat yapmak	Harvesting fruits		
Meyveleri sınıflandırmak ve ambalajlamak	Classification and packaging fruits		
Meyveleri muhafaza etmek	Keeping fruits		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Industrial Crops Cultivation” “Istituto tecnico - Indirizzo Agraria, Agroalimentare e Agroindustria – Articolazione: Produzioni e trasformazioni”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> Identificare e descrivere le caratteristiche significative dei contesti ambientali. Organizzare attività produttive ecocompatibili. Gestire attività produttive e trasformative, valorizzando gli aspetti qualitativi dei prodotti e assicurando tracciabilità e sicurezza. Rilevare contabilmente i capitali aziendali e la loro variazione nel corso degli esercizi produttivi; riscontrare i risultati attraverso bilanci aziendali ed indici di efficienza. Elaborare stime di valore, relazioni di analisi costi-benefici e di valutazione di impatto ambientale. Interpretare ed applicare le normative comunitarie, nazionali e regionali, relative alle attività agricole integrate. Intervenire nel rilievo topografico e nelle interpretazioni dei documenti riguardanti le situazioni ambientali e territoriali. Realizzare attività promozionali per la valorizzazione dei prodotti agroalimentari collegati alle caratteristiche territoriali, nonché della qualità dell’ambiente. 		<ul style="list-style-type: none"> Identify and describe the most relevant features of the environmental contexts. Organize environmentally friendly production activities. Manage production and transformative activities, highlighting the qualitative aspects of products and ensuring traceability and safety. Determine business capital and their variation over the years; analyse the results through company balance sheets and efficiency indexes. Develop estimation, cost-benefit analysis reports and environmental impact assessment. To interpret and apply the European, national and regional rules related to integrated farming companies. Participating in the topographic analysis and document interpretations regarding the environmental and territorial situations. Implement promotional activities for the valorization of food products connected to territorial features, as well as the quality of the environment. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(Industrial Crops Cultivation) Σύγχρονης Επιχειρηματικής Γεωργίας Modern Business Agriculture	
Minimum Qualifications for Graduation		
Ελληνικά / Greek	Αγγλικά / English	
Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u> 1. Περιγράφει τα βασικά μέρη των καλλιεργούμενων φυτών, χαρακτηρίζει τα στάδια ανάπτυξής τους και τον βιολογικό τους κύκλο προκειμένου να μπορεί να κάνει επιτυχημένες φυtotεχνικές επεμβάσεις. 2. Περιγράφει τα στάδια των καλλιεργειών από τη σπορά μέχρι τη συγκομιδή. 3. Ξεχωρίζει τις διάφορες κατηγορίες εχθρών, ασθενειών και ζιζανίων των καλλιεργειών, αναφέρει τους τρόπους που υπάρχουν για την αντιμετώπισή τους και αναγνωρίζει τους κινδύνους που συνεπάγεται η χρήση φυτοφαρμάκων. 4. Διακρίνει τις φυλές των εκτρεφόμενων ζώων και πτηνών με κριτήριο το σκοπό της εκτροφής τους (βοοειδών, αιγοπροβάτων, χοίρων κονίκλων, ορνίθων, νησσών, ινδόρνιθας, στρουθοκαμήλου, περιστεριών, χήνας). 5. Αναφέρει και περιγράφει τους τρόπους εκτροφής των ζώων και πτηνών, καθώς και τις φροντίδες για την υγιεινή των σταβλικών εγκαταστάσεων. 6. Περιγράφει το βιολογικό κύκλο των μελισσών και τις απαιτούμενες φροντίδες για την αποδοτική λειτουργία ενός μελισσιού. 7. Περιγράφει τους τύπους των μηχανημάτων κατεργασίας εδάφους, εγκατάστασης φυτειών, περιποίησης, συγκομιδής γεωργικών προϊόντων και χορτοδοτικών φυτών. 8. Αναγνωρίζει τα βασικά εργαλεία, όργανα και μηχανήματα, καθώς και τα διάφορα υλικά και εφόδια που χρησιμοποιούνται στη γεωργία. 9. Περιγράφει τον απαραίτητο εξοπλισμό των γεωργικών εκμεταλλεύσεων και μονάδων μεταποίησης φυτικών και ζωικών προϊόντων. 10. Διακρίνει τους συντελεστές παραγωγής, κατανοεί τα αποτελέσματα της λογιστικής χρήσης και συνθέτει ένα αποτελεσματικό επιχειρηματικό σχέδιο. <u>ΔΕΞΙΟΤΗΤΕΣ</u> 1. Εκτελεί εργασίες εγκατάστασης φυτειών. 2. Επιλέγει την κατάλληλη ποικιλία για σπορά. 3. Προετοιμάζει το έδαφος για καλλιέργεια, σπέρνει και παρέχει τις καλλιεργητικές φροντίδες μέχρι και τη συγκομιδή. 4. Εφαρμόζει τρόπους καταπολέμησης των διαφόρων κατηγοριών εχθρών, ασθενειών και ζιζανίων των καλλιεργειών, λαμβάνοντας τα κατάλληλα μέτρα προστασίας.	Αγγλικά / English The holder of a Vocational Upper Secondary School degree of this specialty: <u>KNOWLEDGE</u> 1. Describes the essential parts of crops, characterizes their development stages and understands the necessity of knowing their biological cycle for successful landscaping interventions. 2. Describes the stages of the crop from sowing to harvesting. 3. Distinguishes between different categories of pests, diseases and weeds in cultivations, reports on the available ways to address them and recognizes the risks associated with pesticide use. 4. Distinguishes between breeds of farm animals and birds with the purpose of breeding them (cattle, sheep, goats, pigs, rabbits, hens, geese, turkey, ostrich, pigeon, goose). 5. Indicates and describes ways of animal and bird raising, as well as the care for the health of livestock buildings. 6. Describes the life cycle of bees and the required care for the efficient operation of a beehive. 7. Describes the types of machines (soil treatment, plantation establishment, care, harvesting of agricultural products and forage plants). 8. Recognizes the basic tools, instruments and machines and various materials and supplies used in agriculture. 9. Describes the necessary equipment of farms and processing plants of plant and animal products. 10. Distinguishes the production factors, understands the effects of the accounting year and composes an effective business plan. <u>SKILLS</u> 1. Performs works for establishing plantations. 2. Selects the appropriate variety for sowing. 3. Prepares the ground for cultivation, sows and provides the cultivation care until harvest. 4. Implements ways to combat the different types of enemies, diseases and pests of crops,	

<p>5. Εφαρμόζει τις κατάλληλες μεθόδους άρδευσης και τον απαιτούμενο εξοπλισμό, ανάλογα με την καλλιέργεια.</p> <p>6. Συγκομίζει και αποθηκεύει τα προϊόντα.</p> <p>7. Εφαρμόζει τους βασικούς κανόνες εκτροφής και υγιεινής μιας εκμετάλλευσης ζωικής παραγωγής.</p> <p>8. Επιλέγει, χρησιμοποιεί και συντηρεί τα γεωργικά μηχανήματα (κατεργασίας εδάφους, εγκατάστασης φυτειών, περιποίησης, άρδευσης, συγκομιδής γεωργικών προϊόντων και χορτοδοτικών φυτών) και προβαίνει σε μικροεπιδιόρθωσεις αυτών.</p> <p>9. Χειρίζεται τα βασικά εργαλεία, όργανα και μηχανήματα, καθώς και τα διάφορα υλικά και εφόδια που χρησιμοποιούνται στη γεωργία.</p> <p>10. Τηρεί αρχεία με τις πάσης φύσεως εργασίες που έχει κάνει.</p> <p>11. Εφαρμόζει τους βασικούς κανόνες της γεωργικής οικονομίας και εμπορεύεται γεωργικά και κτηνοτροφικά προϊόντα.</p> <p>12. Διενεργεί τη μεταποίηση των φυτικών και ζωικών προϊόντων.</p> <p>13. Χειρίζεται και συντηρεί το μηχανολογικό εξοπλισμό της μονάδας μεταποίησης και τυποποίησης.</p> <p>ΙΚΑΝΟΤΗΤΕΣ</p> <p>1. Συνεργάζεται με άλλους τεχνικούς, κατά την εκτέλεση των καθηκόντων του και αντιλαμβάνεται τον τρόπο εφαρμογής των οδηγιών τους.</p> <p>2. Φροντίζει για την εφαρμογή χρονοδιαγραμμάτων, που του έχουν ορίσει οι ανώτεροί του.</p> <p>3. Εργάζεται αυτόνομα αναλαμβάνοντας την ευθύνη για την ολοκλήρωση των εργασιών του.</p> <p>4. Εφαρμόζει ορθές πρακτικές προστασίας του φυσικού περιβάλλοντος και των οικοσυστημάτων.</p> <p>5. Αναπτύσσει βασικές ικανότητες επικοινωνίας.</p> <p>6. Τηρεί τους βασικούς κανόνες υγιεινής και ασφάλειας.</p>	<p>taking appropriate protective measures.</p> <p>5. Applies appropriate irrigation methods and the equipment necessary, depending on the cultivation.</p> <p>6. Harvests and stores products.</p> <p>7. Applies the basic rules of raising and health of a farm animal production.</p> <p>8. Selects, uses and maintains the tractor with the appropriate type of equipment (soil treatment, plantation installation, care, irrigation, harvesting of agricultural products and forage plants), depending on the task and proceed to minor repairs thereto.</p> <p>9. Handles the basic tools, instruments and machines and various materials and supplies used in agriculture.</p> <p>10. Keeps files with all works performed.</p> <p>11. Applies the basic rules of agricultural economy and markets agricultural and livestock products.</p> <p>12. Processes the plant and animal products.</p> <p>13. Operates and maintains the plant of the processing and standardization unit.</p> <p>COMPETENCES</p> <p>1. Collaborates with other artisans in the performance of his duties and understands how to apply the instructions.</p> <p>2. Ensures the observance of timelines set by superiors.</p> <p>3. Works independently by taking responsibility for completing his work.</p> <p>4. Applies the best practices to protect the natural environment and ecosystems.</p> <p>5. Develops basic communication skills.</p> <p>6. Applies the basic rules of health and safety.</p>
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Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece
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Name of Vocational Department:	"Industrial Crops Cultivation" "Técnico en Producción Agroecológica"		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Montar y mantener instalaciones agroganaderas • Preparar el terreno, manteniendo la fertilidad del suelo, para la implantación de cultivos ecológicos. • Sembrar y plantar el material vegetal ecológico, utilizando los medios técnicos y siguiendo la planificación técnica establecida. • Manejar el sistema de riego, manteniendo la actividad microbiana del suelo y verificando que las necesidades hídricas de los cultivos están cubiertas. • Preparar y aplicar el tratamiento fitosanitario necesario interpretando la documentación técnica. • Realizar las operaciones de recolección y poscosecha de los productos ecológicos siguiendo las especificaciones técnicas. • Comercializar y promocionar productos ecológicos utilizando las técnicas de marketing. • Realizar un pastoreo racional aprovechando los recursos herbáceos, arbustivos y arbóreos y mejorando el agrosistema. • Obtener productos apícolas ecológicos, beneficios ambientales y mejora de la producción agrícola manejando las colmenas según la legislación de producción ecológica. 		<ul style="list-style-type: none"> • Assemble and maintain agroganaderas facilities • Prepare the ground, maintaining soil fertility, for the implementation of organic farming. • Sowing and planting ecological plant material, using technical means and following established technical planning. • Managing the irrigation system, keeping the soil microbial activity and verifying that the water needs of crops are covered. • Prepare and implement the necessary phytosanitary treatment interpreting technical documentation. • Perform the harvesting operations and post-harvest of organic products following the technical specifications. • Market and promote organic products using marketing techniques. • Make a rational grazing arable leveraging resources, shrub and tree and improving the agricultural system. • Get ecological bee products, environmental benefits and improved agricultural production hives driving under the laws of organic production.. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Süs bitkileri ve Peyzaj” / "Decorative Plants and Landscaping"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Örtü Altı Sistemleri Kurmak	Setting under cover systems		
Sera Kurmak	Setting greenhouse		
Sera İçi Üretim Ortamlarını Tesis Etmek	Setting in greenhouse production environments		
Fidanlık İşletmesi Kurmak	Establishing plantation enterprise		
Anaçılık ve kalem damızlık parsellerini kurmak	Stting mature and broodstuck parcels		
Fidan Üretmek	Plant production		
Süs bitkilerinde Fide yetiştirmek	Growing seedling for decorative plants		
İğne yapraklı ağaçları yetiştirmek	Growing coniferous trees		
Yapraklı döken süs ağaçlarını yetiştirmek	Growing defoliater decorative trees		
Küçük ağaç ve çalıları yetiştirmek	Growing small trees and bushes		
Cit bitkilerini yetiştirmek	Growing fence plants		
Sarmaşık ve sürüngen bitkileri yetiştirmek	Growing ivy and creeper		
Tek yıllık çiçekleri yetiştirmek	Growing single annual flowers		
Çok yıllık çiçekleri yetiştirmek	Growing multi annual flowers		
Kaya bahçesi bitkilerini yetiştirmek	Growing rock garden plants		
Su Kenarı ve Su İçi Süs Bitkilerini Yetiştirmek	Growing overwater and inwater decorative plants		
Dış mekan süs bitkilerinde budama yapmak	Pruning outdoor decorative plants		
Çiçekleri gösterişli iç mekân bitkilerini yetiştirmek	Growing flowers and indoor plants		
Dekoratif yapraklı iç mekân süs bitkilerini yetiştirmek	Growing indoor garnish plants with decorative leafs		
Sukulent etli yapraklı çiçeklerin yetiştirciliğini yapmak	Growing flowers with succulent fleshy leafs		
Soğanlı ve yumrulu kesme çiçekleri yetiştirmek	Growing cut flowers with bulbous plants		
Çelik, aşı doku kültürü yöntemiyle çoğaltılan kesme çiçekleri yetiştirmek	Growing flowers produced through cutting and graft tissue culture		
Tohum ile çoğaltılan kesme çiçekleri yetiştirmek	Growing flowers augmented through seeds		
Kesme yeşillik yetiştirmek	Growing single cut greens		
Çiçeklerin bakımını yapmak	To care flowers		
Buket yapmak	Making bouquet		
Arajman yapmak	Making arrangement		
Sepet/çelenk yapmak	Making basket and wreath		
Japon çiçek düzenlemesi (ikebana) yapmak	Making Japanese flower shaping (Ikebana)		
Açık, kapalı ve tören alanları süslemesi yapmak	Decorating covered, uncovered and ceremony fields		
Araç süslemesi yapmak	Decorating motorized vehicle		
Genel Zararlılar İle Mücadele Etmek	Fighting with general harmful		
Süs Bitkileri Hastalıkları İle Mücadele Etmek	Fighting with decorative plants illness		
Peyzaj Projesini Okumak	Reading landscape projects		
Projeyi Uygulamak	To apply project		
Çim alanı tesis etmek	To constitute fairway		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	"Decorative Plants and Landscaping" Έργων Τοπίου και Περιβάλλοντος Landscaping and Environment Works
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ</p> <p>1. Διακρίνει τις βασικές κατηγορίες, καθώς και τους τύπους εδαφών βάσει της μηχανικής σύστασής τους.</p> <p>2. Περιγράφει τα διάφορα στάδια προετοιμασίας του εδάφους για την καλλιέργεια των φυτών.</p> <p>3. Αναγνωρίζει και περιγράφει τα στάδια ανάπτυξης των καλλιεργούμενων φυτών.</p> <p>4. Ταξινομεί, διακρίνει και αναφέρει τις κυριότερες ανθοκομικές και κηποτεχνικές καλλιέργειες (εποχιακά φυτά, ετήσια, πολυετή, βολβώδη, θάμνους και δένδρα, ανθοφόρα ή μη), που χρησιμοποιούνται στις κατασκευές κήπων και επίσης να περιγράφει τις καλλιεργητικές εργασίες για την ανάπτυξη και συντήρησή τους.</p> <p>5. Περιγράφει και αξιολογεί το ρόλο των λιπασμάτων στις ανάγκες των φυτών, καθώς και το ρόλο που παιζει η οργανική ουσία στο έδαφος και στα φυτά.</p> <p>6. Διακρίνει τις διάφορες κατηγορίες εχθρών, ασθενειών και ζιζανίων των ανθοκομικών και καλλωπιστικών φυτών, περιγράφει τους τρόπους που υπάρχουν για την αντιμετώπισή τους, λαμβάνοντας τα κατάλληλα μέτρα προστασίας και αναγνωρίζει τους κινδύνους που συνεπάγεται η χρήση φυτοφαρμάκων.</p> <p>7. Αναγνωρίζει και περιγράφει τα γεωργικά μηχανήματα προετοιμασίας του εδάφους και των καλλιεργητικών περιποίησεων και εξηγεί το ρόλο και τη λειτουργία τους.</p> <p>8. Αναγνωρίζει τα εργαλεία (χειρός και μηχανικά) που χρησιμοποιούνται στην κατασκευή και συντήρηση των κήπων, πάρκων και άλλων φυτοτεχνικών έργων, καθώς και τα μηχανήματα για την κατασκευή των κηποτεχνικών έργων (όπως π.χ. πέργκολες, παγκάκια, διάδρομοι, λιμνούλες, γέφυρες, κ.λπ.).</p> <p>9. Αναγνωρίζει και περιγράφει τους χώρους και τις εγκαταστάσεις μιας ανθοκομικής εκμετάλλευσης.</p> <p>10. Περιγράφει τον εξοπλισμό ενός θερμοκηπίου.</p> <p>11. Περιγράφει και αναγνωρίζει τις εγκαταστάσεις, τον εξοπλισμό και τα υλικά που απαιτούνται για τον πολλαπλασιασμό των φυτών και περιγράφει τους τρόπους πολλαπλασιασμού τους.</p> <p>ΔΕΞΙΟΤΗΤΕΣ</p> <p>1. Προετοιμάζει και διαμορφώνει τον περιβάλλοντα χώρο και εγκαθιστά τον κήπο, ακολουθώντας το κηποτεχνικό σχέδιο της κατά περίπτωση μελέτης.</p> <p>2. Εφαρμόζει τις καλλιεργητικές φροντίδες για την ανάπτυξη και συντήρηση των κυριότερων φυτών (ετήσια εποχιακά φυτά, πολυετή φυτά, βολβώδη, θάμνους και δένδρα, ανθοφόρα ή μη), που χρησιμοποιούνται στους κήπους.</p>	

<p>3. Προετοιμάζει κατάλληλα το έδαφος για καλλιέργεια.</p> <p>4. Χρησιμοποιεί τα κατάλληλα λιπάσματα, καθώς και την οργανική ουσία για τη λίπανση των φυτών.</p> <p>5. Παράγει κομπόστ από φυτικά υπολείμματα.</p> <p>6. Εφαρμόζει το κατά περίπτωση αναγκαίο κλάδευμα στα φυτά κάνοντας χρήση των κατάλληλων εργαλείων.</p> <p>7. Προσδιορίζει τις υδατικές ανάγκες των καλλιεργειών, καθώς και τη συχνότητα και τη δόση των αρδεύσεων.</p> <p>8. Περιποιείται τα φυτά ενός κηποτεχνικού έργου ανάλογα με το στάδιο ανάπτυξής τους, το είδος και την εποχή.</p> <p>9. Χειρίζεται, ρυθμίζει και συντηρεί τα γεωργικά μηχανήματα προετοιμασίας τους εδάφους και των καλλιεργητικών εργασιών.</p> <p>10. Χειρίζεται και συντηρεί τα εργαλεία (χειρός και μηχανικά) περιποίησης των κήπων, πάρκων και άλλων φυτοτεχνικών έργων.</p> <p>11. Χειρίζεται και συντηρεί τα μηχανήματα κατασκευής και συντήρησης των κηποτεχνικών έργων (όπως πέργκολες, παγκάκια, διάδρομοι, λιμνούλες, γέφυρες, κλπ.) και προβαίνει στην κατασκευή τους.</p> <p>12. Εφαρμόζει τους τρόπους που υπάρχουν για την αντιμετώπιση των διαφόρων κατηγοριών εχθρών, ασθενειών και ζιζανίων των ανθοκομικών και καλλωπιστικών φυτών, λαμβάνοντας τα κατάλληλα μέτρα προστασίας.</p> <p>13. Συγκομίζει τα ανθοφόρα φυτά, τα διατηρεί και δημιουργεί ανθοσυνθέσεις.</p> <p>14. Ρυθμίζει τον εξοπλισμό ενός θερμοκηπίου, επισκευάζει τα συστήματά του και παράγει φυτά εφαρμόζοντας τις κατάλληλες τεχνικές.</p> <p>15. Πολλαπλασιάζει τα φυτά με την κατάλληλη μέθοδο.</p> <p>16. Τηρεί βιβλία σωστής διαχείρισης της εκμετάλλευσης και ενημερώνεται για τις εξελίξεις στη γεωργία.</p>	<p>cultivation.</p> <p>4. Uses appropriate fertilizers and organic matter for the fertilization of plants.</p> <p>5. Produces compost from plant residues.</p> <p>6. Performs the necessary pruning in plants using appropriate tools.</p> <p>7. Identifies the water needs of crops and the frequency and dose of irrigation.</p> <p>8. Takes care of the plants in a gardening project depending on their growth stage, species and season.</p> <p>9. Handles, regulates and sustains agricultural machinery used for the preparation of soil and farming operations.</p> <p>10. Operates and maintains tools (hand and machine) used for taking care of gardens, parks and other planting projects.</p> <p>11. Operates and maintains the construction and maintenance machinery for gardening projects (such as pergolas, benches, walkways, ponds, bridges, etc.) and carries out the construction thereof.</p> <p>12. Applies the ways available exist for tackling the pest, disease and weed of flowers and ornamental plants, taking appropriate protective measures.</p> <p>13. Harvests flowering plants, maintains and creates floral arrangements.</p> <p>14. Sets the equipment of a greenhouse, repairs systems and produces plants by applying the appropriate techniques.</p> <p>15. Proliferates plants through a suitable method.</p> <p>16. Maintains proper management records for the operation and keeps abreast of developments in agriculture.</p>
ΙΚΑΝΟΤΗΤΕΣ	
<p>1. Συνεργάζεται με άλλους τεχνικούς κατά την εκτέλεση των καθηκόντων του, αντιλαμβάνεται τον τρόπο εφαρμογής των οδηγιών τους και φροντίζει για την εφαρμογή χρονοδιαγραμμάτων, που του έχουν ορίσει οι ανώτεροί του.</p> <p>2. Εργάζεται αυτόνομα αναλαμβάνοντας την ευθύνη για την ολοκλήρωση των εργασιών του.</p> <p>3. Εφαρμόζει ορθές πρακτικές προστασίας του φυσικού περιβάλλοντος και των οικοσυστημάτων.</p> <p>4. Αναπτύσσει βασικές ικανότητες επικοινωνίας.</p> <p>5. Τηρεί τους βασικούς κανόνες υγιεινής και ασφάλειας.</p>	

Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece
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Name of Vocational Department:	"Decorative Plants and Landscaping" "Landscape architecture technician" Technik architektury krajobrazu		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
R.21. Projektowanie, urządżanie i pielęgnacja roślinnych obiektów architektury krajobrazu <ul style="list-style-type: none"> • Przygotowywanie roślin ozdobnych do urządzania obiektów architektury krajobrazu • Wykonywanie i pielęgnacja roślinnych obiektów architektury krajobrazu R.22. Organizacja prac związanych z budową oraz konserwacją obiektów małej architektury krajobrazu <ul style="list-style-type: none"> • Kształtowanie i projektowanie obiektów małej architektury krajobrazu • Urządzanie i konserwacja obiektów małej architektury krajobrazu 		R21. Design, making and maintenance of plant facilities of landscape architecture <ul style="list-style-type: none"> • Preparation of ornamental plants for completing the landscape architecture objects • Implementation and maintenance of plant facilities of landscape architecture R.22. The organization works related to the construction and maintenance of the facilities of landscape architecture <ul style="list-style-type: none"> • Development and design of the facilities of landscape architecture • Arranging and maintenance of the facilities of landscape architecture 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Decorative Plants and landscaping" “Técnico en Jardinería y Floristería”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Realizar replanteos de proyectos de jardinería y restauración del paisaje siguiendo las indicaciones de los planos Preparar el terreno con la maquinaria seleccionada, realizando la regulación de los equipos y garantizando que las labores se realizan según buenas prácticas. Montar y mantener instalaciones, infraestructuras sencillas y equipamiento interpretando planos de instalación y manuales de mantenimiento. Realizar las labores de siembra y/o plantación del material vegetal cumpliendo las especificaciones del proyecto. Realizar las labores de conservación y reposición de los elementos vegetales y no vegetales del jardín aplicando las técnicas adecuadas. Preparar y aplicar el tratamiento fitosanitario necesario interpretando la documentación técnica. Realizar la recolección de frutos y semillas, la propagación y cultivo de plantas y tepes manteniendo las condiciones de seguridad y atendiendo a la programación de trabajo. Manejar equipos y maquinaria, siguiendo las especificaciones técnicas. Manejar el sistema de riego, optimizando el aprovechamiento de agua y verificando que las necesidades hídricas de los cultivos estén cubiertas. Realizar composiciones florales y proyectos de decoración con plantas naturales y/o artificiales aplicando las técnicas establecidas. 		<ul style="list-style-type: none"> Staking gardening projects and landscape restoration following the directions of the planes Preparing the ground with the selected machines, making the regulation of equipment and ensuring that the work is done according to good practice. Assemble and maintain facilities, infrastructure and equipment performing simple installation drawings and maintenance manuals. Perform the tasks of sowing and / or planting of plant material in compliance with the project specifications. Perform the tasks of maintenance and replacement of plant and non-plant elements Garden applying the right techniques. Prepare and implement the necessary phytosanitary treatment interpreting technical documentation. Perform the harvesting of fruits and seeds, propagation and cultivation of plants and sod maintaining security conditions and according to the work schedule. Handling equipment and machinery, following the technical specifications. Managing the irrigation system, optimizing the use of water and verifying that the water needs of crops are covered. Make flower arrangements and decoration projects with natural plants and / or artificial applying the established techniques. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Tarım Alet ve Makinaları” / "Agriculture Tools and Machineries"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Temel mekanik işlemelerini yapmak Temel kaynak işlemelerini yapmak Motorda Günlük Bakım Yapmak Motorda Yağ Ve Yakıt Donanımının Bakımını Yapmak Şanzıman Ve Diferansiyel Bakımını Yapmak Toprak İşleme Alet ve Makinelerinin Bakımını Yapmak Toprak İşleme Alet ve Makinelerinin Ayarlarını Yapmak ve Kullanmak Traktör ve Yardımcı Ekipmanlarını Kullanmak, Bakımını Yapmak Traktörde Lastik/Tekerlek Bakımı, Onarımı ve Ek Ağırlık İlavesi Yapmak Tarım Alet ve Makinelerini Traktöre Bağlamak /Sökme Bitki Bakım Alet Ve Makinelerinin Bakımını Yapmak Bitki Bakım Alet Ve Makinelerinin Ayarlarını Yapmak ve Kullanmak Bitki Koruma Makinelerinin Bakımını Yapmak Bitki Koruma Makinelerinin Ayarlarını Yapmak ve Kullanmak Ekim Dikim Makinelerinin Bakımını Yapmak Ekim Dikim Makinelerinin Ayarlarını Yapmak ve Kullanmak Gübreleme Makinelerinin Bakımını Yapmak Gübreleme Makinelerinin Ayarlarını Yapmak ve Kullanmak Arazi Temizleme ve Toprak Tesviye Alet Ve Makinelerinin Bakımını Yapmak Arazi Temizleme ve Toprak Tesviye Alet Ve Makinelerinin Ayarlarını Yapmak ve Kullanmak Traktörle Kullanılan Hububat Hasat Harman Makinelerinin Bakımını, Ayarlarını Yapmak ve Kullanmak Traktörle Kullanılan Özel Hasat Makinelerinin Bakımını Yapmak Traktörle Kullanılan Özel Hasat Makinelerinin Ayarlarını Yapmak ve Kullanmak Çayır Biçme Makinelerinin Bakımını Yapmak Çayır Biçme Makinelerinin Ayarlarını Yapmak ve Kullanmak Ot Toplama Ve Dağıtma Makinelerinin Bakımını Ve Ayarlarını Yapmak Traktöre Bağlanan Silaj Makinelerinin Bakımını Ve Ayarlarını Yapmak Balya Makinelerinin Bakımını, Ayarlarını Yapmak ve Kullanmak Yem Kırma Ve Kaba Yem Hazırlama Makinelerinin Bakımını, Ayarlarını Yapmak ve Kullanmak Biçerdöverin Ayarlarını Yapmak Biçerdöverle Hasat Yapmak Kendi Yürür Pamuk Hasat Makinesinin Ayarlarını Yapmak ve Kullanmak Kendi Yürür Şeker Pancarı Hasat Makinesinin Ayarlarını Yapmak ve Kullanmak Kendi Yürür Özel Tarım Makinelerinin Ayarlarını Yapmak ve Kullanmak Kendi Yürür Tarım Makinelerinin Genel Bakımını Yapmak Kendi Yürür Tarım Makinelerinin Hidrolik Bakımını Yapmak Tohum Hazırlama Makinelerinin Bakımını, Ayarlarını Yapmak ve Çalıştırmak Kaplama Yapılacak Ürünler İçin Tohum Hazırlama Makinelerinin Ayarlarını Yapmak Geometrik çizimler yapmak Görünüş çıkarmak	Doing basic mechanical processes Doing basic welding processes Daily maintaining of engine Maintaining oil and fuel equipments of engine Maintaining gearbox and differential Maintaining soil processing tools and machines Adjusting and operating soil processing tools and machines Maintaining and operating tractor and its equipments Maintaining, repairing of tyre and weight adding on tractor Connecting/removing farming tools and equipments Maintaining plant processing tools and equipments Adjusting and operating plant processing tools and equipments Maintaining plant protection machines Adjusting and operating plant protection machines Maintaining plant machines Adjusting and operating plant machines Maintaining fertilize machines Adjusting and operating fertilize machines Maintaining field cleaning anf soil levelling tools and equipments Adjusting and operating field cleaning anf soil levelling tools and equipments Maintaining, adjusting and operating grain harvest machines using with tractor Maintaining special harvest machines operating with tractor Adjusting and operating special harvest machines using with tractor Maintaining grass cutting machines Adjusting and operating grass cutting machines Maintaining and adjusting grass collecting and delivering machines Maintaining and adjusting silage machines operating with tractor Maintaining, adjusting and operating bale machines Maintaining, adjusting and operating feed grinder machines Adjusting reaper Harvesting through reaper Adjusting and operating self operated cotton harvest machines Adjusting and operating self operated sugar beet harvest machines Adjusting and operating self operated special farming machines Maintaining self operated farming machines Doing hydrolic maintanance of self operated farming machine Maintaining, adjusting and operating seed preparation machines Adjusting seed preparation machines for productions to be covered Drawing geometric shapes and dimensions		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Agriculture Tools and Machineries” “IeFP - Tecnico Agricolo”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Scegliere l'indirizzo produttivo, il tipo e le forme di produzione, tenendo conto delle specificità del contesto di riferimento • Stabilire gli obiettivi della produzione, determinando le risorse umane e strumentali, i tempi ed i costi necessari per svolgere le produzioni • Effettuare le operazioni amministrativo-contabili dell'azienda, monitorando e valutando i risultati economici • Riconoscere e interpretare le richieste e tendenze del mercato • Predisporre lo stoccaggio e la conservazione di prodotti della produzione aziendale, di derrate e scorte • Definire le esigenze di acquisto di materiali, prodotti, macchine e attrezzature, individuando i fornitori e gestendo il processo di approvvigionamento • Rilevare i bisogni del cliente/committente coniugandoli con le opportunità tecniche e tecnologiche disponibili • Pianificare e organizzare le fasi di lavoro, sorvegliando l'attività di ruoli operativi • Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione 		<ul style="list-style-type: none"> • Select the type and forms of production, taking into account the characteristics of the territory • Establish the production objectives, determining the human resources and materials, necessary time and costs to carry out the productions • Carry out administrative and accounting operations of the company, monitoring and evaluating the financial results • Recognize and interpret the needs and trends of the market • Set up the storage of products for the company's production • Define the requirements of materials, products, machinery and equipment, identifying suppliers and managing the supply process • Identifying the needs of the customer/buyer combining them with the technical and technological tools available • Plan and organize the workingphases, monitoring the activities of the operational profiles • Identify potential situations at risk for the safety, health and environment, by promoting the adoption of correct behavior of prevention 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	“Agriculture Tools and Machineries” ΕΠΑΣ Αγροτικών Μηχανημάτων Agricultural Machines
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας: <u>Γνώσεις:</u> 1. Αναγνωρίζει και περιγράφει τα μέρη που αποτελούν τον κινητήρα του γεωργικού ελκυστήρα, το ρόλο του καθενός, τη λειτουργία των συστημάτων του κινητήρα και των υπολοίπων συστημάτων του ελκυστήρα. 2. Περιγράφει τα διάφορα στάδια προετοιμασίας του εδάφους για καλλιέργεια. 3. Αναγνωρίζει το σπόρο και περιγράφει τα στάδια του φυτρώματος, καθώς και τα στάδια ανάπτυξης των καλλιεργούμενων φυτών. 4. Αναγνωρίζει και περιγράφει τα γεωργικά μηχανήματα προετοιμασίας του εδάφους, καλλιεργητικών φροντίδων, περιποίησεων και συγκομιδής και τα στάδια καλλιέργειας των φυτών. 5. Υπολογίζει τις λιπαντικές και υδατικές ανάγκες των διαφόρων καλλιεργειών, την ποσότητα και συχνότητα των αρδεύσεων. 6. Αναγνωρίζει και περιγράφει τους κύριους τύπους των αντλιών άρδευσης και τον απαιτούμενο λοιπό αρδευτικό εξοπλισμό. 7. Αναγνωρίζει και περιγράφει τον εξοπλισμό των γεωργικών εγκαταστάσεων μιας γεωργικής εκμετάλλευσης ή βιομηχανίας. 8. Αναγνωρίζει τα κατάλληλα εργαλεία για τις συντηρήσεις, επισκευές των γεωργικών μηχανημάτων, αλλά και για τις αγροτικές κατασκευές μιας γεωργικής εκμετάλλευσης.	The holder of an EPAS certificate of this specialty: <u>Knowledge:</u> 1. Identifies and describes the parts that comprise the engine of the agricultural tractor, the role of each part, the operation of the engine's systems, and of the remaining systems of the tractor. 2. Describes the various stages for preparing the soil to be cultivated. 3. Identifies the seed and describes the stages of germination and the growth stages of crops. 4. Identifies and describes agricultural machinery used for soil preparation, crop care, treatments and harvesting and plant cultivation stages. 5. Calculates the fertilisation and water needs of different crops, the quantity and frequency of irrigation. 6. Recognizes and describes the main types of irrigation pumps and the other required irrigation equipment. 7. Identifies and describes the equipment of agricultural plant in a farm or industry. 8. Recognizes the right tools for the maintenance, repair of agricultural machinery, and also for agricultural structures in a farm. <u>Skills:</u> 1. Disassembles and assembles the engine correctly, times and regulates the operation of the systems as well as maintain and repair the engine and other systems of the tractor. 2. Handles appropriate agricultural machinery in the field depending on the growth of crop. 3. Sets, maintains and repairs the tractor with all accessories or towed agricultural machines in the field and the crop harvesting machinery. 4. Sets, maintains and repairs the main types of irrigation pumps and other irrigation equipment and implements appropriate crop irrigation methods, depending on the specificity of culture. 5. Operates the right tools for the maintenance, repair of agricultural machinery, and also for agricultural structures
<u>Δεξιότητες:</u> 1. Αποσυναρμολογεί και συναρμολογεί σωστά τον κινητήρα, τον χρονίζει και ρυθμίζει τη λειτουργία των συστημάτων του, καθώς επίσης συντηρεί και επισκευάζει τον κινητήρα και τα υπόλοιπα συστήματα του ελκυστήρα. 2. Χειρίζεται τα κατάλληλα γεωργικά μηχανήματα στον αγρό αναλόγως του σταδίου ανάπτυξης των καλλιεργούμενων φυτών. 3. Ρυθμίζει, συντηρεί και επισκευάζει το γεωργικό ελκυστήρα με όλα τα παρελκόμενα ή συρόμενα γεωργικά μηχανήματα στον αγρό, καθώς και τα μηχανήματα συγκομιδής των καλλιεργειών. 4. Ρυθμίζει, συντηρεί και επισκευάζει τους κύριους τύπους των αντλιών άρδευσης και τον λοιπό αρδευτικό εξοπλισμό και εφαρμόζει τις ενδεδειγμένες μεθόδους άρδευσης καλλιεργειών, αναλόγως της ιδιαιτερότητας της καλλιέργειας. 5. Χειρίζεται τα κατάλληλα εργαλεία για τις	

<p>συντηρήσεις, επισκευές των αγροτικών μηχανημάτων, αλλά και για τις αγροτικές κατασκευές μιας γεωργικής εκμετάλλευσης.</p> <p>6. Συντηρεί και επισκευάζει τον εξοπλισμό των γεωργικών εγκαταστάσεων μιας γεωργικής εκμετάλλευσης.</p> <p>7. Προμηθεύεται τα κατάλληλα υλικά και εκτελεί αγροτικές κατασκευές.</p> <p>8. Παραλαμβάνει, ταξινομεί και καταχωρεί τα φορολογικά παραστατικά στα βιβλία της φορολογικής νομοθεσίας και συμπληρώνει τα απαραίτητα παραστατικά και έντυπα.</p> <p><u>Ικανότητες:</u></p> <ol style="list-style-type: none"> 1. Ακολουθεί το πρόγραμμα των εργασιών του, το εκτελεί υπό επίβλεψη, φροντίζοντας για την εφαρμογή χρονοδιαγραμμάτων, που του έχουν ορίσει οι ανώτεροί του και συνεργάζεται με άλλους τεχνικούς κατά την εκτέλεση των καθηκόντων του. 2. Εργάζεται αυτόνομα αναλαμβάνοντας την ευθύνη για την ολοκλήρωση των εργασιών του. 3. Αναπτύσσει βασικές ικανότητες επικοινωνίας. 4. Τηρεί τους βασικούς κανόνες υγιεινής και ασφάλειας. 	<p>in a farm.</p> <p>6. Maintains and repairs equipment of agricultural facilities of an agricultural holding.</p> <p>7. Procures appropriate materials and executes rural construction work.</p> <p>8. Receives, sorts and records the tax documents in the books provided by tax law and fills in the necessary documents and forms.</p> <p><u>Competences:</u></p> <ol style="list-style-type: none"> 1. Follows his task program, performs it supervised, ensuring the implementation of timelines that have been set by his superiors and cooperates with other technicians in the performance of his duties. 2. Works independently taking responsibility for completion of his work. 3. Develops core communication competencies. 4. Applies the basic rules of health and safety. 		
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	“Agriculture Tools and Machineries” “Agriculture mechanization technician” Technik mechanizacji rolnictwa		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
M.1. Użytkowanie pojazdów, maszyn, urządzeń i narzędzi stosowanych w rolnictwie <ul style="list-style-type: none"> • Użytkowanie pojazdów stosowanych w rolnictwie • Użytkowanie maszyn, narzędzi i urządzeń stosowanych w rolnictwie M.2. Obsługa techniczna oraz naprawa pojazdów, maszyn i urządzeń stosowanych w rolnictwie <ul style="list-style-type: none"> • Obsługa techniczna i naprawa pojazdów stosowanych w rolnictwie • Obsługa techniczna i naprawa maszyn, urządzeń i narzędzi stosowanych w rolnictwie M.43. Organizacja prac związanych z eksploatacją środków technicznych stosowanych w rolnictwie <ul style="list-style-type: none"> • Planowanie i organizacja prac związanych z obsługą techniczną i naprawą pojazdów, maszyn i urządzeń stosowanych w rolnictwie • Nadzorowanie prac związanych z użytkowaniem maszyn i urządzeń stosowanych w rolnictwie 		M.1. Use of vehicles, machinery, equipment and tools for agriculture <ul style="list-style-type: none"> • Use of vehicles for agriculture • Use of machinery, tools and equipment for agriculture M.2. Maintaining and repairing motor vehicles, machinery and equipment used in agriculture <ul style="list-style-type: none"> • Maintaining and repairing motor vehicles used in agriculture • Maintaining and repairing machinery, equipment and tools used in agriculture M.43. The organization of works related to the operation of technical means used in agriculture <ul style="list-style-type: none"> • Planning and organization of work related to the maintenance and repair of motor vehicles, machinery and equipment used in agriculture • Supervising the work related to the use of machines and equipment for agriculture 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Agriculture Tools and Machineries" "Técnico en Producción Agropecuaria"		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Manejar equipos y maquinaria, siguiendo las especificaciones técnicas. • Montar y mantener instalaciones agroganaderas, interpretando planos de instalación y manuales de mantenimiento. • Preparar el terreno con la maquinaria seleccionada, realizando la regulación de los equipos y garantizando que las labores se realizan según buenas prácticas agrícolas. • Sembrar, plantar y/ o trasplantar el material vegetal utilizando medios técnicos y siguiendo la planificación establecida. • Manejar el sistema de riego, optimizando el aprovechamiento de agua y verificando que las necesidades hídricas de los cultivos estén cubiertas. • Preparar y aplicar el tratamiento fitosanitario necesario, interpretando la documentación técnica. • Recolectar, acondicionar y almacenar los productos y subproductos garantizando su calidad. • Realizar el pastoreo aprovechando los recursos herbáceos, arbustivos y arbóreos del medio. • Realizar operaciones de manejo y producción animal en explotaciones ganaderas asegurando la rentabilidad, calidad, trazabilidad y bienestar animal. • Aplicar procedimientos de calidad, trazabilidad, prevención de riesgos laborales y ambientales, de acuerdo con lo establecido en los procesos de producción. 		<ul style="list-style-type: none"> • Handling equipment and machinery, following the technical specifications. • Agroganaderas assemble and maintain facilities, performing installation drawings and maintenance manuals. • Preparing the ground with the selected machines, making the regulation of equipment and ensuring that the work is done according to good agricultural practices. • Sowing, planting and / or transplant the plant material using technical means and following the established planning. • Managing the irrigation system, optimizing the use of water and verifying that the water needs of crops are covered. • Prepare and implement the necessary phytosanitary treatment, interpreting technical documentation. • Collecting, conditioning and storage products and ensuring quality products. • Perform leveraging grazing herbaceous, shrub and tree resources of the medium. • Operations management and animal production on farms ensuring profitability, quality, traceability and animal welfare. • Apply quality procedures, traceability, prevention of occupational and environmental hazards, according to the provisions of the production processes. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Tarla Bitkileri Yetiştiriciliği” / “Field Plants Cultivation”		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Yapraklarından faydalanan ilaç ve baharat bitkilerini yetiştirmek Çiçeklerinden faydalanan ilaç ve baharat bitkilerini yetiştirmek Meyvelerinden faydalanan ilaç ve baharat bitkilerini yetiştirmek Tohumlarından faydalanan ilaç ve baharat bitkilerini yetiştirmek Bugday ve Çavdar yetiştirmek Arpa, Yulaf ve Tritikale yetiştirmek Mısır ve Darı yetiştirmek Çeltik ve Kuşyemi yetiştirmek Tarla ürünlerinde standardizasyon ve depolama yapmak Genel Zararlılar İle Mücadele Etmek Tarla bitkileri hastalıkları ile mücadele Etmek Tarla bitkileri zararlıları ile mücadele Etmek Yonca, Üçgül ve Burçak yetiştirmek Fiğ, Korunga ve Gazal Boynuzu yetiştirmek Ayırık, Çim, Yumak ve Brom yetiştirmek Çayır Mer'a Tesisi yapmak Çayır Mer'aların Bakımını ve Yönetimini yapmak, Silaj Yapmak Patates ve Şeker Pancarı yetiştirmek Pamuk, Keten ve Kenedir yetiştirmek Soya ve Yerfistiği yetiştirmek Ayçiçeği ve Haşhaş yetiştirmek Susam, Kolza ve Aspir yetiştirmek Tütün ve Şerbetçi Otu yetiştirmek Çay yetiştirmek Fasulye ve Börülce yetiştirmek Bakla ve Bezelye yetiştirmek Nohut ve Mercimek yetiştirmek Traktör ve parçalarını tanımak ve kullanmak Ekim Makinelerinin Ayarlarını Yapmak ve Kullanmak Çayır Biçme Makinelerinin Ayarlarını Yapmak ve Kullanmak Balya Makinelerinin Ayarlarını Yapmak ve Kullanmak Traktörle Kullanan Hububat Hasat Harman Makinelerinin Ayarlarını Yapmak ve Kullanmak Tohum Hazırlama Makinelerinin Bakımını, Ayarlarını Yapmak ve Çalıştırmak		Growing drug and spice plants benefited from leaves Growing drug and spice plants benefited from flowers Growing drug and spice plants benefited from fruits Growing drug and spice plants benefited from seeds Growing wheat, rye, barley, oat, corn and maize Growing triticale, paddy and canary seed Standardization and storage for field productions Fighting general harmfuls Fighting to field plants illnesses Fighting to field plants harmfuls Growing clover and vetch Growing common vetch, trefoil and birdsfoot Growing grass, couch grass, golden oatgrass Building grassland facility Maintaining and managing of grassland Making silage Growing potato and sugar beet Growing cotton, linen and cannabis Growing soy and peanut Growing sunflower and poppy Growing sesame, colza and safflower Growing tobacco and humulus Growing tea, bean and kidney bean Growing broad bean, pea, chickpea and lentil Knowing and operating tractors and its equipments Adjusting and operating planting machines Adjusting and operating grass cutting machines Adjusting and operating bale machines Adjusting and operating grain harvest machines operated with tractor Maintaining, adjusting and operating seed preparation machines	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Industrial Crops Cultivation” (Field Plants Cultivation) “Istituto tecnico - Indirizzo Agraria, Agroalimentare e Agroindustria – Articolazione: Produzioni e trasformazioni”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> Identificare e descrivere le caratteristiche significative dei contesti ambientali. Organizzare attività produttive ecocompatibili. Gestire attività produttive e trasformative, valorizzando gli aspetti qualitativi dei prodotti e assicurando tracciabilità e sicurezza. Rilevare contabilmente i capitali aziendali e la loro variazione nel corso degli esercizi produttivi; riscontrare i risultati attraverso bilanci aziendali ed indici di efficienza. Elaborare stime di valore, relazioni di analisi costi-benefici e di valutazione di impatto ambientale. Interpretare ed applicare le normative comunitarie, nazionali e regionali, relative alle attività agricole integrate. Intervenire nel rilievo topografico e nelle interpretazioni dei documenti riguardanti le situazioni ambientali e territoriali. Realizzare attività promozionali per la valorizzazione dei prodotti agroalimentari collegati alle caratteristiche territoriali, nonché della qualità dell’ambiente. 		<ul style="list-style-type: none"> Identify and describe the most relevant features of the environmental contexts. Organize environmentally friendly production activities. Manage production and transformative activities, highlighting the qualitative aspects of products and ensuring traceability and safety. Determine business capital and their variation over the years; analyse the results through company balance sheets and efficiency indexes. Develop estimation, cost-benefit analysis reports and environmental impact assessment. To interpret and apply the European, national and regional rules related to integrated farming companies. Participate in topographic analysis and document interpretations regarding the environmental and territorial situations. Implement promotional activities for the valorization of food products connected to territorial features, as well as the quality of the environment. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(Field Plants Cultivation) Σύγχρονης Επιχειρηματικής Γεωργίας Modern Business Agriculture
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u></p> <p>1. Περιγράφει τα βασικά μέρη των καλλιεργούμενων φυτών, χαρακτηρίζει τα στάδια ανάπτυξής τους και τον βιολογικό τους κύκλο προκειμένου να μπορεί να κάνει επιτυχημένες φυtotεχνικές επεμβάσεις.</p> <p>2. Περιγράφει τα στάδια των καλλιεργειών από τη σπορά μέχρι τη συγκομιδή.</p> <p>3. Ξεχωρίζει τις διάφορες κατηγορίες εχθρών, ασθενειών και ζιζανίων των καλλιεργειών, αναφέρει τους τρόπους που υπάρχουν για την αντιμετώπισή τους και αναγνωρίζει τους κινδύνους που συνεπάγεται η χρήση φυτοφαρμάκων.</p> <p>4. Διακρίνει τις φυλές των εκτρεφόμενων ζώων και πτηνών με κριτήριο το σκοπό της εκτροφής τους (βοοειδών, αιγοπροβάτων, χοίρων κονίκλων, ορνίθων, νησσών, ινδόρνιθας, στρουθοκαμήλου, περιστεριών, χήνας).</p> <p>5. Αναφέρει και περιγράφει τους τρόπους εκτροφής των ζώων και πτηνών, καθώς και τις φροντίδες για την υγιεινή των σταβλικών εγκαταστάσεων.</p> <p>6. Περιγράφει το βιολογικό κύκλο των μελισσών και τις απαιτούμενες φροντίδες για την αποδοτική λειτουργία ενός μελισσιού.</p> <p>7. Περιγράφει τους τύπους των μηχανημάτων κατεργασίας εδάφους, εγκατάστασης φυτειών, περιποίησης, συγκομιδής γεωργικών προϊόντων και χορτοδοτικών φυτών.</p> <p>8. Αναγνωρίζει τα βασικά εργαλεία, όργανα και μηχανήματα, καθώς και τα διάφορα υλικά και εφόδια που χρησιμοποιούνται στη γεωργία.</p> <p>9. Περιγράφει τον απαραίτητο εξοπλισμό των γεωργικών εκμεταλλεύσεων και μονάδων μεταποίησης φυτικών και ζωικών προϊόντων.</p> <p>10. Διακρίνει τους συντελεστές παραγωγής, κατανοεί τα αποτελέσματα της λογιστικής χρήσης και συνθέτει ένα αποτελεσματικό επιχειρηματικό σχέδιο.</p> <p><u>ΔΕΞΙΟΤΗΤΕΣ</u></p> <p>1. Εκτελεί εργασίες εγκατάστασης φυτειών.</p> <p>2. Επιλέγει την κατάλληλη ποικιλία για σπορά.</p> <p>3. Προετοιμάζει το έδαφος για καλλιέργεια, σπέρνει και παρέχει τις καλλιεργητικές φροντίδες μέχρι και τη συγκομιδή.</p> <p>4. Εφαρμόζει τρόπους καταπολέμησης των διαφόρων κατηγοριών εχθρών, ασθενειών και ζιζανίων των καλλιεργειών, λαμβάνοντας τα κατάλληλα μέτρα προστασίας.</p>	<p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p><u>KNOWLEDGE</u></p> <p>1. Describes the essential parts of crops, characterizes their development stages and understands the necessity of knowing their biological cycle for successful landscaping interventions.</p> <p>2. Describes the stages of the crop from sowing to harvesting.</p> <p>3. Distinguishes between different categories of pests, diseases and weeds in cultivations, reports on the available ways to address them and recognizes the risks associated with pesticide use.</p> <p>4. Distinguishes between breeds of farm animals and birds with the purpose of breeding them (cattle, sheep, goats, pigs, rabbits, hens, geese, turkey, ostrich, pigeon, goose).</p> <p>5. Indicates and describes ways of animal and bird raising, as well as the care for the health of livestock buildings.</p> <p>6. Describes the life cycle of bees and the required care for the efficient operation of a beehive.</p> <p>7. Describes the types of machines (soil treatment, plantation establishment, care, harvesting of agricultural products and forage plants).</p> <p>8. Recognizes the basic tools, instruments and machines and various materials and supplies used in agriculture.</p> <p>9. Describes the necessary equipment of farms and processing plants of plant and animal products.</p> <p>10. Distinguishes the production factors, understands the effects of the accounting year and composes an effective business plan.</p> <p><u>SKILLS</u></p> <p>1. Performs works for establishing plantations.</p> <p>2. Selects the appropriate variety for sowing.</p> <p>3. Prepares the ground for cultivation, sows and provides the cultivation care until harvest.</p> <p>4. Implements ways to combat the different types of enemies, diseases and pests of crops,</p>

<p>5. Εφαρμόζει τις κατάλληλες μεθόδους άρδευσης και τον απαιτούμενο εξοπλισμό, ανάλογα με την καλλιέργεια.</p> <p>6. Συγκομίζει και αποθηκεύει τα προϊόντα.</p> <p>7. Εφαρμόζει τους βασικούς κανόνες εκτροφής και υγιεινής μιας εκμετάλλευσης ζωικής παραγωγής.</p> <p>8. Επιλέγει, χρησιμοποιεί και συντηρεί τα γεωργικά μηχανήματα (κατεργασίας εδάφους, εγκατάστασης φυτειών, περιποίησης, άρδευσης, συγκομιδής γεωργικών προϊόντων και χορτοδοτικών φυτών) και προβαίνει σε μικροεπιδιόρθωσεις αυτών.</p> <p>9. Χειρίζεται τα βασικά εργαλεία, όργανα και μηχανήματα, καθώς και τα διάφορα υλικά και εφόδια που χρησιμοποιούνται στη γεωργία.</p> <p>10. Τηρεί αρχεία με τις πάσης φύσεως εργασίες που έχει κάνει.</p> <p>11. Εφαρμόζει τους βασικούς κανόνες της γεωργικής οικονομίας και εμπορεύεται γεωργικά και κτηνοτροφικά προϊόντα.</p> <p>12. Διενεργεί τη μεταποίηση των φυτικών και ζωικών προϊόντων.</p> <p>13. Χειρίζεται και συντηρεί το μηχανολογικό εξοπλισμό της μονάδας μεταποίησης και τυποποίησης.</p>	<p>taking appropriate protective measures.</p> <p>5. Applies appropriate irrigation methods and the equipment necessary, depending on the cultivation.</p> <p>6. Harvests and stores products.</p> <p>7. Applies the basic rules of raising and health of a farm animal production.</p> <p>8. Selects, uses and maintains the tractor with the appropriate type of equipment (soil treatment, plantation installation, care, irrigation, harvesting of agricultural products and forage plants), depending on the task and proceed to minor repairs thereto.</p> <p>9. Handles the basic tools, instruments and machines and various materials and supplies used in agriculture.</p> <p>10. Keeps files with all works performed.</p> <p>11. Applies the basic rules of agricultural economy and markets agricultural and livestock products.</p> <p>12. Processes the plant and animal products.</p> <p>13. Operates and maintains the plant of the processing and standardization unit.</p>		
ΙΚΑΝΟΤΗΤΕΣ			
<p>1. Συνεργάζεται με άλλους τεχνικούς, κατά την εκτέλεση των καθηκόντων του και αντιλαμβάνεται τον τρόπο εφαρμογής των οδηγιών τους.</p> <p>2. Φροντίζει για την εφαρμογή χρονοδιαγραμμάτων, που του έχουν ορίσει οι ανώτεροί του.</p> <p>3. Εργάζεται αυτόνομα αναλαμβάνοντας την ευθύνη για την ολοκλήρωση των εργασιών του.</p> <p>4. Εφαρμόζει ορθές πρακτικές προστασίας του φυσικού περιβάλλοντος και των οικοσυστημάτων.</p> <p>5. Αναπτύσσει βασικές ικανότητες επικοινωνίας.</p> <p>6. Τηρεί τους βασικούς κανόνες υγιεινής και ασφάλειας.</p>			
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	"Fields Plants Cultivation" “Técnico en Producción Agroecológica”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Montar y mantener instalaciones agroganaderas • Preparar el terreno, manteniendo la fertilidad del suelo, para la implantación de cultivos ecológicos. • Sembrar y plantar el material vegetal ecológico, utilizando los medios técnicos y siguiendo la planificación técnica establecida. • Manejar el sistema de riego, manteniendo la actividad microbiana del suelo y verificando que las necesidades hídricas de los cultivos están cubiertas. • Preparar y aplicar el tratamiento fitosanitario necesario interpretando la documentación técnica. • Realizar las operaciones de recolección y poscosecha de los productos ecológicos siguiendo las especificaciones técnicas. • Comercializar y promocionar productos ecológicos utilizando las técnicas de marketing. • Realizar un pastoreo racional aprovechando los recursos herbáceos, arbustivos y arbóreos y mejorando el agrosistema. • Obtener productos apícolas ecológicos, beneficios ambientales y mejora de la producción agrícola manejando las colmenas según la legislación de producción ecológica. 		<ul style="list-style-type: none"> • Assemble and maintain facilities agroganaderas • Prepare the ground, maintaining soil fertility, for the implementation of organic farming. • Sowing and planting ecological plant material, using technical means and following established technical planning. • Managing the irrigation system, keeping the soil microbial activity and verifying that the water needs of crops are covered. • Prepare and implement the necessary phytosanitary treatment interpreting technical documentation. • Perform the harvesting operations and post-harvest of organic products following the technical specifications. • Market and promote organic products using marketing techniques. • Make a rational grazing arable leveraging resources, shrub and tree and improving the agricultural system. • Get ecological bee products, environmental benefits and improved agricultural production hives driving under the laws of organic production. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Bahçe Bitkileri Yetiştiriciliği” / "Garden Plant Cultivation"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Dış mekân bitkisi yetiştirmek, Açık tohumlu bitkileri sınıflandırmak, Pinaceae familyası bitkilerini yetiştirmek, Taxodiaceae familyası bitkilerini yetiştirmek, Cupressaceae familyası bitkilerini yetiştirmek, Diğer açık tohumlu bitkileri yetiştirmek, Kapalı tohumlu bitkileri sınıflandırmak, Sarılıcı ve tırmanıcı bitkileri yetiştirmek, Otsu yer örtücü bitkileri yetiştirmek, Raununculus familyası bitkilerini yetiştirmek, Curciferea familyası bitkilirini yetiştirmek, Saxifragaceae familyası bitkilerini yetiştirmek, Scropulariceae familyası bitkilerini yetiştirmek, Cabiateae familyası bitkilerini yetiştirmek, Compositae familyası bitkilerini yetiştirmek, Liliaceae familyası bitkilerini yetiştirmek, İridaceae familyası bitkilerini yetiştirmek, Amarilidiceae familyası bitkilerini yetiştirmek, Diğer mevsimlik çiçekleri yetiştirmek	Growing outdoor plants Classification of open seed plants Growing Pinaceae family plants Growing Taxodiaceae family plants Growing Cupressaceae family plants Growing other open seed plants Classification of covered seed plants Growing prehensil and climber plants Growing herbaceous ground wraper plants Growing Raununculus family plants Growing Curciferea family plants Growing Saxifragaceae family plants Growing Scropulariceae family plants Growing Cabiateae family plants Growing Compositae family plants Growing Liliaceae family plants Growing İridaceae family plants Growing Amarilidiceae family plants Growing other seasonal flowers		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Garden Plant Cultivation” “Istituto tecnico - Indirizzo Agraria, Agroalimentare e Agroindustria – Articolazione: Produzioni e trasformazioni”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> Identificare e descrivere le caratteristiche significative dei contesti ambientali. Organizzare attività produttive ecocompatibili. Gestire attività produttive e trasformative, valorizzando gli aspetti qualitativi dei prodotti e assicurando tracciabilità e sicurezza. Rilevare contabilmente i capitali aziendali e la loro variazione nel corso degli esercizi produttivi; riscontrare i risultati attraverso bilanci aziendali ed indici di efficienza. Elaborare stime di valore, relazioni di analisi costi-benefici e di valutazione di impatto ambientale. Interpretare ed applicare le normative comunitarie, nazionali e regionali, relative alle attività agricole integrate. Intervenire nel rilievo topografico e nelle interpretazioni dei documenti riguardanti le situazioni ambientali e territoriali. Realizzare attività promozionali per la valorizzazione dei prodotti agroalimentari collegati alle caratteristiche territoriali, nonché della qualità dell’ambiente. 		<ul style="list-style-type: none"> Identify and describe the most relevant features of the environmental contexts. Organize environmentally friendly production activities. Manage production and transformative activities, highlighting the qualitative aspects of products and ensuring traceability and safety. Determine business capital and their variation over the years; analyse the results through company balance sheets and efficiency indexes. Develop estimation, cost-benefit analysis reports and environmental impact assessment. To interpret and apply the European, national and regional rules related to integrated farming companies. Participate in the topographic analysis and document interpretations regarding the environmental and territorial situations. Implement promotional activities for the valorization of food products connected to territorial features, as well as the quality of the environment. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(Garden Plant Cultivation) Έργων Τοπίου και Περιβάλλοντος Landscaping and Environment Works
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ</p> <p>1. Διακρίνει τις βασικές κατηγορίες, καθώς και τους τύπους εδαφών βάσει της μηχανικής σύστασής τους. 2. Περιγράφει τα διάφορα στάδια προετοιμασίας του εδάφους για την καλλιέργεια των φυτών. 3. Αναγνωρίζει και περιγράφει τα στάδια ανάπτυξης των καλλιεργούμενων φυτών. 4. Ταξινομεί, διακρίνει και αναφέρει τις κυριότερες ανθοκομικές και κηποτεχνικές καλλιέργειες (εποχιακά φυτά, ετήσια, πολυετή, βολβώδη, θάμνους και δένδρα, ανθοφόρα ή μη), που χρησιμοποιούνται στις κατασκευές κήπων και επίσης να περιγράφει τις καλλιεργητικές εργασίες για την ανάπτυξη και συντήρησή τους. 5. Περιγράφει και αξιολογεί το ρόλο των λιπασμάτων στις ανάγκες των φυτών, καθώς και το ρόλο που παίζει η οργανική ουσία στο έδαφος και στα φυτά. 6. Διακρίνει τις διάφορες κατηγορίες εχθρών, ασθενειών και ζιζανίων των ανθοκομικών και καλλωπιστικών φυτών, περιγράφει τους τρόπους που υπάρχουν για την αντιμετώπισή τους, λαμβάνοντας τα κατάλληλα μέτρα προστασίας και αναγνωρίζει τους κινδύνους που συνεπάγεται η χρήση φυτοφαρμάκων. 7. Αναγνωρίζει και περιγράφει τα γεωργικά μηχανήματα προετοιμασίας του εδάφους και των καλλιεργητικών περιποίησεων και εξηγεί το ρόλο και τη λειτουργία τους. 8. Αναγνωρίζει τα εργαλεία (χειρός και μηχανικά) που χρησιμοποιούνται στην κατασκευή και συντήρηση των κήπων, πάρκων και άλλων φυτοτεχνικών έργων, καθώς και τα μηχανήματα για την κατασκευή των κηποτεχνικών έργων (όπως π.χ. πέργκολες, παγκάκια, διάδρομοι, λιμνούλες, γέφυρες, κ.λπ.). 9. Αναγνωρίζει και περιγράφει τους χώρους και τις εγκαταστάσεις μιας ανθοκομικής εκμετάλλευσης. 10. Περιγράφει τον εξοπλισμό ενός θερμοκηπίου. 11. Περιγράφει και αναγνωρίζει τις εγκαταστάσεις, τον εξοπλισμό και τα υλικά που απαιτούνται για τον πολλαπλασιασμό των φυτών και περιγράφει τους τρόπους πολλαπλασιασμού τους.</p> <p>ΔΕΞΙΟΤΗΤΕΣ</p> <p>1. Προετοιμάζει και διαμορφώνει τον περιβάλλοντα χώρο και εγκαθιστά τον κήπο, ακολουθώντας το κηποτεχνικό σχέδιο της κατά περίπτωση μελέτης. 2. Εφαρμόζει τις καλλιεργητικές φροντίδες για την ανάπτυξη και συντήρηση των κυριότερων φυτών (ετήσια εποχιακά φυτά, πολυετή φυτά, βολβώδη, θάμνους και δένδρα, ανθοφόρα ή μη), που χρησιμοποιούνται στους κήπους. 3. Προετοιμάζει κατάλληλα το έδαφος για καλλιέργεια. 4. Χρησιμοποιεί τα κατάλληλα λιπάσματα, καθώς και την οργανική ουσία για τη λίπανση των φυτών. 5. Παράγει κομπόστ από φυτικά υπολείμματα.</p>	<p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p>KNOWLEDGE</p> <p>1. Identifies the basic classes and types of soil based on their mechanical composition. 2. Describes the various soil preparation stages for the cultivation of plants. 3. Identifies and describes the development stages of the crop. 4. Sorts, distinguishes and indicates the main horticultural crops and gardening cultivations (seasonal plants, annual, perennial, bulbous, shrubs and trees, flowering or not), used in garden construction and also describes the cultivation work for the development and maintenance thereof. 5. Describes and assesses the role of fertilizers for plants and the role of organic matter for soil and plants. 6. Identifies the different categories of pests, diseases and weeds of flowers and ornamental plants, describes the methods available to address them, while taking appropriate protection measures, and recognizes the risks involved in the use of pesticides. 7. Identifies and describes the agricultural soil preparation machinery and crop treatments and explains the role and function thereof. 8. Recognizes tools (hand and machine) used in the construction and maintenance of gardens, parks and other technical works and machinery for the construction of landscaping projects (such as pergolas, benches, walkways, ponds, bridges, etc.). 9. Identifies and describes the premises and facilities of a floral exploitation. 10. Describes a greenhouse equipment. 11. Describes and identifies the facilities, equipment and materials required for the proliferation of plants and describe how they proliferate.</p> <p>SKILLS</p> <p>1. Prepares and shapes the surroundings and installs the garden, following the landscaping design of the applicable design. 2. Applies cultivation for the development and maintenance of the main plants (annual seasonal plants, perennials, bulbous, shrubs and trees, flowering or not), used in gardens. 3. Appropriately prepares the soil for cultivation. 4. Uses appropriate fertilizers and organic matter for the fertilization of plants.</p>

<p>6. Εφαρμόζει το κατά περίπτωση αναγκαίο κλάδευμα στα φυτά κάνοντας χρήση των κατάλληλων εργαλείων.</p> <p>7. Προσδιορίζει τις υδατικές ανάγκες των καλλιεργειών, καθώς και τη συχνότητα και τη δόση των αρδεύσεων.</p> <p>8. Περιποιείται τα φυτά ενός κηποτεχνικού έργου ανάλογα με το στάδιο ανάπτυξης τους, το είδος και την εποχή.</p> <p>9. Χειρίζεται, ρυθμίζει και συντηρεί τα γεωργικά μηχανήματα προετοιμασίας τους εδάφους και των καλλιεργητικών εργασιών.</p> <p>10. Χειρίζεται και συντηρεί τα εργαλεία (χειρός και μηχανικά) περιποίησης των κήπων, πάρκων και άλλων φυτοτεχνικών έργων.</p> <p>11. Χειρίζεται και συντηρεί τα μηχανήματα κατασκευής και συντήρησης των κηποτεχνικών έργων (όπως πέργκολες, παιγκάκια, διάδρομοι, λιμνούλες, γέφυρες, κλπ.) και προβαίνει στην κατασκευή τους.</p> <p>12. Εφαρμόζει τους τρόπους που υπάρχουν για την αντιμετώπιση των διαφόρων κατηγοριών εχθρών, ασθενειών και ζιζανίων των ανθοκομικών και καλλωπιστικών φυτών, λαμβάνοντας τα κατάλληλα μέτρα προστασίας.</p> <p>13. Συγκομίζει τα ανθοφόρα φυτά, τα διατηρεί και δημιουργεί ανθοσυνθέσεις.</p> <p>14. Ρυθμίζει τον εξοπλισμό ενός θερμοκηπίου, επισκευάζει τα συστήματά του και παράγει φυτά εφαρμόζοντας τις κατάλληλες τεχνικές.</p> <p>15. Πολλαπλασιάζει τα φυτά με την κατάλληλη μέθοδο.</p> <p>16. Τηρεί βιβλία σωστής διαχείρισης της εκμετάλλευσης και ενημερώνεται για τις εξελίξεις στη γεωργία.</p>	<p>5. Produces compost from plant residues.</p> <p>6. Performs the necessary pruning in plants using appropriate tools.</p> <p>7. Identifies the water needs of crops and the frequency and dose of irrigation.</p> <p>8. Takes care of the plants in a gardening project depending on their growth stage, species and season.</p> <p>9. Handles, regulates and sustains agricultural machinery used for the preparation of soil and farming operations.</p> <p>10. Operates and maintains tools (hand and machine) used for taking care of gardens, parks and other planting projects.</p> <p>11. Operates and maintains the construction and maintenance machinery for gardening projects (such as pergolas, benches, walkways, ponds, bridges, etc.) and carries out the construction thereof.</p> <p>12. Applies the ways available exist for tackling the pest, disease and weed of flowers and ornamental plants, taking appropriate protective measures.</p> <p>13. Harvests flowering plants, maintains and creates floral arrangements.</p> <p>14. Sets the equipment of a greenhouse, repairs systems and produces plants by applying the appropriate techniques.</p> <p>15. Proliferates plants through a suitable method.</p> <p>16. Maintains proper management records for the operation and keeps abreast of developments in agriculture.</p>
ΙΚΑΝΟΤΗΤΕΣ	
<p>1. Συνεργάζεται με άλλους τεχνικούς κατά την εκτέλεση των καθηκόντων του, αντιλαμβάνεται τον τρόπο εφαρμογής των οδηγιών τους και φροντίζει για την εφαρμογή χρονοδιαγραμμάτων, που του έχουν ορίσει οι ανώτεροι του.</p> <p>2. Εργάζεται αυτόνομα ανάλαμβάνοντας την ευθύνη για την ολοκλήρωση των εργασιών του.</p> <p>3. Εφαρμόζει ορθές πρακτικές προστασίας του φυσικού περιβάλλοντος και των οικοσυστημάτων.</p> <p>4. Αναπτύσσει βασικές ικανότητες επικοινωνίας.</p> <p>5. Τηρεί τους βασικούς κανόνες υγιεινής και ασφάλειας.</p>	<p>COMPETENCES</p>

Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece
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Name of Vocational Department:	(Garden Plant Cultivation) "Gardener technician" Technik ogrodnik		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
R.5. Zakładanie i prowadzenie upraw ogrodniczych <ul style="list-style-type: none"> • Prowadzenie produkcji sadowniczej • Prowadzenie produkcji warzywniczej • Prowadzenie produkcji roślin ozdobnych • Eksploatacja środków technicznych stosowanych w ogrodnictwie R.18. Planowanie i organizacja prac ogrodniczych <ul style="list-style-type: none"> • Planowanie prac związanych z uprawą roślin sadowniczych • Planowanie prac związanych z uprawą roślin warzywnych • Planowanie prac związanych z uprawą roślin ozdobnych 		R5. Setting up and running horticultural crops <ul style="list-style-type: none"> • Running orchard production • Running vegetable production • Running production of ornamental plants • Operation of the technical means used in gardening R.18. Planning and organizing gardening activities <ul style="list-style-type: none"> • Planning work associated with the cultivation of fruit plants • Planning work associated with the cultivation of vegetable plants • Planning work associated with the cultivation of ornamental plants 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)		Country Poland

Name of Vocational Department:	"Garden Plant Cultivation" "Técnico en Jardinería y Floristería"		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Realizar replanteos de proyectos de jardinería y restauración del paisaje siguiendo las indicaciones de los planos Preparar el terreno con la maquinaria seleccionada, realizando la regulación de los equipos y garantizando que las labores se realizan según buenas prácticas. Montar y mantener instalaciones, infraestructuras sencillas y equipamiento interpretando planos de instalación y manuales de mantenimiento. Realizar las labores de siembra y/o plantación del material vegetal cumpliendo las especificaciones del proyecto. Realizar las labores de conservación y reposición de los elementos vegetales y no vegetales del jardín aplicando las técnicas adecuadas. Preparar y aplicar el tratamiento fitosanitario necesario interpretando la documentación técnica. Realizar la recolección de frutos y semillas, la propagación y cultivo de plantas y tepes manteniendo las condiciones de seguridad y atendiendo a la programación de trabajo. Manejar equipos y maquinaria, siguiendo las especificaciones técnicas. Manejar el sistema de riego, optimizando el aprovechamiento de agua y verificando que las necesidades hídricas de los cultivos estén cubiertas. Realizar composiciones florales y proyectos de decoración con plantas naturales y/o artificiales aplicando las técnicas establecidas. 		<ul style="list-style-type: none"> Staking gardening projects and landscape restoration following the directions of the planes Preparing the ground with the selected machines, making the regulation of equipment and ensuring that the work is done according to good practice. Assemble and maintain facilities, infrastructure and equipment performing simple installation drawings and maintenance manuals. Perform the tasks of sowing and / or planting of plant material in compliance with the project specifications. Perform the tasks of maintenance and replacement of plant and non-plant elements Garden applying the right techniques. Prepare and implement the necessary phytosanitary treatment interpreting technical documentation. Perform the harvesting of fruits and seeds, propagation and cultivation of plants and sod maintaining security conditions and according to the work schedule. Handling equipment and machinery, following the technical specifications. Managing the irrigation system, optimizing the use of water and verifying that the water needs of crops are covered. Make flower arrangements and decoration projects with natural plants and / or artificial applying the established techniques. 	
Training Period	2.000 h.	Country	Spain

VOCATIONAL INFORMATORY KITS (VIK) MESLEKİ BİLGİLENDİRME KİTLERİ

**Vocational Qualifications – O7
Mesleki Yeterlilikler – O7**

Construction İnşaat

Mesleki Alan Adı: Name of Vocational Department:	“Ahşap Yapı Sistemleri” / "Wooden Construction Systems"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Ahşap Yapı Hazırlığı Yapmak	Preparation wooden construction		
Ahşap Sütun Montajı Yapmak	Assembling wooden column		
Ahşap Taban Ve Başlık Kiriş Montajı Yapmak	Assembling base and heading wooden girder		
Ahşap Ara Kiriş Ve Payanda Montajı Yapmak	Assembling wooden interval girder and buttress		
Ahşap Döşeme-Kiriş Montajı Yapmak	Assembling wooden floor and girder		
Ahşap Yapı Duvarları Yapmak	Making wooden building walls		
Ahşap Merdiven Yapmak	Making wooden ceiling covering		
Ahşap Tavan Kaplama Yapmak	Making wooden stairs		
Ahşap Sundurma Çatı Yapmak	Making wooden shelter roof		
Ahşap Parke Yapmak	Making wooden parquet and panel		
Ahşap Lambri Yapmak	Preparation for wooden cutting		
Ahşap Doğramaya Hazırlık Yapmak	Preparation wooden cutting equipments		
Ahşap Doğrama Elemanlarını Hazırlamak	Making wooden door		
Ahşap Kapı Yapmak	Assembling wooden door		
Ahşap Kapı Montajı Yapmak	Making wooden window		
Ahşap Pencere Yapmak	Assembling wooden window		
Ahşap Pencere Montajı Yapmak	Making wooden shutter and window shutter		
Ahşap Kepenk Ve Panjur Yapmak	Assembling wooden shutter and window shutter		
Kepenk Ve Panjur Montajı Yapmak	Making wooden flynet and separator		
Ahşap Sineklik Yapmak	Drawing wooden joinery		
Ahşap Seperatör Yapmak	Drawing wooden joinery details		
Ahşap Doğrama Çizimi Yapmak	Drawing wooden joints and coverings		
Ahşap Doğrama Detayları Çizimi Yapmak	Drawing wooden construction systems details		
Ahşap Birleşimleri Ve Kaplama Çizimi Yapmak	Drawing wooden stairs		
Ahşap Yapı Sistem Detayları Çizmek	Doing wooden carcass construction		
Ahşap Merdiven Çizimleri Yapmak	investigation		
Ahşap Karkas Yapı Etüdü Yapmak	Drawing wooden construction floor plan		
Ahşap Yapı Kat Planı Çizmek			
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Wooden Construction Systems” “IeFP - Tecnico del Legno”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Rilevare i bisogni del cliente, coniugandoli con le opportunità tecniche e tecnologiche disponibili • Progettare diverse tipologie di manufatto ligneo • Presidiare le fasi di lavoro, coordinando l'attività di ruoli operativi • Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione • Predisporre documenti relativi alle attività ed ai materiali • Identificare le esigenze di acquisto di attrezzature e materiali, curando il processo di approvvigionamento • Effettuare il controllo e la valutazione del prodotto, redigendo la documentazione prevista 		<ul style="list-style-type: none"> • Determinethe customer needs, by merging themwiththe technical and technologicaltools available • Designvarious types ofwoodenartifact • Overseethe working phases, coordinating the activitiesofoperational profiles • Identifypotential situationsat risk for thesafety, healthand the environment, by promotingthe adoption ofcorrect behaviorofprevention • Preparereports related to activities andmaterials • Identifythe purchase needs of equipment andmaterials, taking care of the procurement process • Checking andevaluating the product, and preparingtherequired documentation 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	"Wooden technology technician" Technik technologii drewna		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
A.13. Wytwarzanie wyrobów stolarskich <ul style="list-style-type: none"> • Wykonywanie wyrobów z drewna i tworzyw drzewnych • Wykonywanie napraw, renowacji i konserwacji wyrobów stolarskich A.50. Organizacja i prowadzenie procesów przetwarzania drewna <ul style="list-style-type: none"> • Planowanie procesów technologicznych przetwarzania drewna • Monitorowanie przebiegu procesów przetwarzania drewna 		A.13. Carpentry works <ul style="list-style-type: none"> • Making wood products and wood-based materials • Repairing, renovating and maintaining carpentry products A.50. Organization and carrying out wood processing <ul style="list-style-type: none"> • Planning wood processing • Monitoring wood processing 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Wooden Construction Systems" <i>"Título Profesional Básico en Carpintería y Mueble"</i>
Minimum Qualifications for Graduation	
Spanish	English
<ul style="list-style-type: none"> • Poner a punto el puesto de trabajo, herramientas, maquinaria auxiliar y máquinas necesarios para llevar a cabo las operaciones de mecanizado, acabado y tapizado de elementos de carpintería y mueble. • Seleccionar y acopiar materiales y productos para la fabricación e instalación de elementos de carpintería y mueble de acuerdo a las instrucciones técnicas. • Efectuar operaciones de trazado, corte y mecanizado en madera, tela y derivados, utilizando los procedimientos establecidos. • Realizar uniones en madera, tela y derivados, siguiendo criterios de resistencia, economía y funcionalidad. • Realizar operaciones de acabado y tapizado, a mano y a máquina, preparando previamente las superficies, así como los equipos y materiales para que actúen en óptimas condiciones de calidad y seguridad. • Montar y ajustar muebles mediante herramientas portátiles, incluidos los muebles modulares y tapizados, comprobando la funcionalidad requerida y, en su caso, las condiciones para su embalaje y transporte. • Realizar operaciones auxiliares de transporte, desmontaje, montaje y/o instalación de elementos de carpintería y mueble en las condiciones de abastecimiento y calidad establecidas. • Realizar operaciones básicas en la instalación de parquet, tarima o frisos, aplicando pastas de nivelación, lijando superficies y operando en los procesos de ajustes y acabados. • Atender al cliente, demostrando interés y preocupación por resolver satisfactoriamente sus necesidades. • Realizar las tareas de su responsabilidad tanto individualmente como en equipo, con autonomía e iniciativa, adaptándose a las situaciones producidas por cambios tecnológicos u organizativos. • Adquirir hábitos de responsabilidad y autonomía basados en la práctica de valores, favoreciendo las relaciones interpersonales y profesionales, trabajando en equipo y generando un ambiente favorable de convivencia que permita integrarse en los distintos ámbitos de la sociedad. • Desarrollar hábitos y valores acordes con la conservación y sostenibilidad del patrimonio natural, analizando la interacción entre las sociedades humanas y el medio natural y valorando las consecuencias que se derivan de la acción humana sobre el medio. • Valorar las diferentes manifestaciones artísticas y culturales de forma fundamentada utilizándolas como fuente de enriquecimiento personal y social y desarrollando actitudes estéticas y sensibles hacia la diversidad cultural y el patrimonio artístico. • Comunicarse en diferentes situaciones laborales o sociales utilizando recursos lingüísticos con precisión y 	<ul style="list-style-type: none"> • Commission the workplace, tools, machinery and auxiliary machinery necessary to perform machining operations, finishing and upholstery elements of carpentry and furniture. • Select and collect materials and products for the manufacturing and installation of elements of carpentry and according to the technical instructions furniture. • Perform path operations, cutting and machining of wood, fabric and products, using established procedures. • Make connections in wood, fabric and derivatives, following resistance criteria, economy and functionality. • Finishing operations and upholstered, hand and machine, previously prepared surfaces, as well as equipment and materials to act in optimum quality and safety. • Furniture assembled and adjusted by portable tools, including modular and upholstered furniture, checking the required functionality and, where appropriate, the conditions for packaging and transport. • Perform auxiliary transport operations, disassembly, assembly and / or installation of carpentry and furniture elements in supply conditions and established quality. • Perform basic operations on the installation of parquet flooring or friezes, pastas applying leveling, sanding surfaces and operating processes fit and finish. • Serve customers, showing interest and concern for successfully meet their needs. • To carry out the responsibility, both individually and as a team, with autonomy and initiative, adapting to situations resulting from technological or organizational changes. • Develop habits of responsibility and autonomy based on the practice of values, promoting professional relationships and working together and creating a favorable living environment that enables integrated into the various sectors of society. • Develop habits and values consistent with the conservation and sustainability of natural heritage, analyzing the interaction between human society and the natural environment and assessing the consequences of human action on the environment. • Rate different artistic and cultural

<p>claridad, teniendo en cuenta el contexto y utilizando formas orales y escritas básicas tanto de la propia lengua como de alguna lengua extranjera.</p> <ul style="list-style-type: none"> • Resolver problemas predecibles relacionados con su entorno social y productivo utilizando los elementos proporcionados por las ciencias aplicadas y sociales y respetando la diversidad de opiniones como fuente de enriquecimiento en la toma de decisiones. • Ejercer de manera activa y responsable los derechos y deberes derivados tanto de su actividad profesional como de su condición de ciudadano. 	<p>manifestations of a reasoned using them as a source of personal and social enrichment and developing aesthetic and sensitive attitudes toward cultural diversity and artistic heritage.</p> <ul style="list-style-type: none"> • Communicate in different social and work situations using language resources precisely and clearly, bearing in mind the context and using basic oral and written forms of both the language as a foreign language itself. • Predictable solve problems related to their social and productive environment using the information provided by the applied and social sciences and the diversity of views as a source of enrichment in decision-making. • Active and responsible exercise of rights and duties derived so much of his professional activity as their citizenship. 		
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Çatı Sistemleri” / "Roof Systems"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Ahşap çatı öncesi hazırlık yapmak Ahşap sundurma çatı yapmak Ahşap oturtma çatı yapmak Ahşap askılı çatı yapmak Çelik ve beton çatı öncesi hazırlık yapmak Beton çatı aplikasyonu ve elemanlarını hazırlamak Beton çatı kalıpları yapmak Beton çatı donatısı yapmak ve beton dökmek Çelik çatı aplikasyonu ve bireşim elemanları hazırlamak Çelik çatı perçin ve bulon birleşimi yapmak Çelik çatı kaynak birleşimi yapmak Çelik çatı boyası ve örtü altı kaplama yapmak Çatı tanzim ve şekillerini çizmek Ahşap sundurma çatı çizimi yapmak Ahşap oturtma çatı çizimi yapmak Ahşap askılı çatı çizimi yapmak Beton çatı çizimi yapmak Çelik çatı çizimi yapmak Çatı yalıtım detay çizimleri yapmak Teras çatı yalıtım detay çizimleri yapmak Çatılarda tenekecilik işleri çizimi yapmak Çatı yalıtımına hazırlık yapmak Çatı sistemleri yalıtımı yapmak Teras çatı yalıtımı yapmak Metal, cam ve PVC esaslı çatı kaplamaları yapmak Çimento, kil ve bitüm esaslı çatı kaplamaları yapmak Çatı havalandırma, pencere ve baca elemanları montajı yapmak Çatı saçak, kar kırıcı ve kolektör elemanları montajı yapmak Yağmur iniş sistemleri montajı yapmak		Preparation before wooden roof Making wooden shelter roof Making wooden seating roof Making wooden suspender roof Preparation before steel and concrete roof Preparation of application and equipments of concrete roof Making concrete roof mouldings Making concrete roof fittings and pouring concrete Preparation steel roof application and joining equipments Making rivet and bolt assemblings of steel roof Making steel roof welding connections Making steel roof painting and under cover plating Drawing steel roof's shape and array Drawing wooden shelter roof Drawing wooden seating roof Drawing wooden suspender roof Drawing concrete roof Drawing steel roof Drawing roof insulation details Drawing reverse roof insulation details Drawing roof thinsmithery works Preparation for roof insulation Isolation of roof systems Making reverse roof insulation Making roof coverings made of Metal, glass and PVC Making roof coverings made of Cement, clay and bitumen Assembling roof air conditioner, window and chimney equipments Assembling roof entablature, snow crusher and collector equipments Assembling rain falling systems	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	"Roofer" Dekarz (Roof Systems)		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
B.12. Wykonywanie robót dekarskich <ul style="list-style-type: none"> • Wykonywanie i rozbiórka pokryć dachowych • Wykonywanie obróbek dekarskich i odwodnień połaci dachowych 		B12. Roofing construction works <ul style="list-style-type: none"> • Roof making and dismantling • Roofing processing and roof drainage 	
Czas kształcenia Training Period	...3.....lat / years(zasadnicza szkoła zawodowa/ basic vocational school)	Country	Poland

Mesleki Alan Adı: Name of Vocational Department:	“Restorasyon” / "Restoration"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Bitki motif çizmek Hayvansal motif ve figürlerini çizmek Geometrik motif çizmek Duvar yüzeyine bezeme yapmak Ahşap yüzeye bezeme yapmak Bezemeli eserlerin bakım onarım ve korumasını yapmak Çini yapmak Ahşap oyma yapmak Ahşap eskitme yapmak Ahşap sütun ve duvar yapmak Ahşap tavan ve döseme restorasyonu yapmak Dekupe oyma yapmak Horasan harcı ve malakari yapmak Kâğıt eserlerin onarımını ve korumasını yapmak Kâğıt yüzeyleri temizlemek Taş oyma yapmak Bina ve yerleşimlerin rölöve ölçülerini almak Rölövesi alınan bina plan, kesit, görünüş ve detayları çizmek Restitüsyon projesi çizmek Restorasyon projesi çizmek Bilgisayarla çizim için gerekli ayarları ve hazırlıkları yapmak Katman oluşturarak kapı ve pencere çizmek Bilgisayarla merdivenleri çizmek Bilgisayarla zemin kat planı çizmek Bilgisayarla blok oluşturarak normal kat planı çizmek Bilgisayarla restitüsyon ve restorasyon projesi çizmek Bilgisayarda motif çizmek Varak yapmak Fresco yapmak Sedef kakma yapmak Kündekari yapmak Cam boyamak Mozaik vitray restorasyonu yapmak Alçı vitray restorasyonu yapmak Kurşun ve tiffany vitray restorasyonu yapmak		Drawing plant pattern Drawing animal pattern and figures Drawing geometric pattern Decoration of wall surface Decoration of wooden surface Maintanance, fixing and keeping decorated creations Making tile Making wooden carving Making wooden aging Making wooden columns and walls Making wooden ceiling and floor restoration Making decouple carving Making Horasan mortar and malakari Repairing and protecting of Masonry creations Cleaning masonry surfaces Making stone carving Fitting plan measures of building and settlements Drawing section, dimension, and details of planned bulding Drawing restitution project Drawing restoration project Arrangements and preparation for computerized drawing Drawing window and door making layer Drawing stairs with computer Drawing ground floor plan with computer Drawing normal floor plan with computer making block Drawing restitucion and restoration project with computer Drawing pattern with computer Making leaf Making fresco Making mother of pearl inlaid Making kündekari Painting glass Making mosaic stained glass restoration Making gypsum stained glass restoration Making lead and tiffany stained glass restoration	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Restoration” “ITS - Tecnico superiore per la conduzione del cantiere di restauroarchitettonico”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Rapportarsi e collaborare con gli attori del processo e con gli Enti di controllo; • Pianificare e programmare le attività progettuali ed esecutive; • Identificare le caratteristiche del bene e dei materiali, valutarne lo stato di conservazione, definire e controllare le corrette modalità d'intervento; • Organizzare e gestire il cantiere di restauro/recupero per gli aspetti tecnico-amministrativi, normativi, manutentivi, della sicurezza e della qualità; • Collaborare alla valutazione degli interventi di conservazione e manutenzione per prevenire, limitare e/o rimuovere le cause di degrado e di dissesto. 		<ul style="list-style-type: none"> • Collaborate with stakeholders and supervisory bodies; • Plan and schedule operational and design activities; • Identify the characteristics of the materials, assess the state of conservation, define and control the correct methods of intervention; • Organize and manage the restoration/recovery working place curating technical-administrative, regulatory, maintenance, safety and quality aspects; • Collaborate in the evaluation of conservation and maintenance interventions to prevent, limit and/or remove the causes of deterioration and instability. 	
Periodo di formazione: Training Period:	Post secondaryeducation 1800h	Country	Italy

Name of Vocational Department:	(Restoration) "Architectural restoration technician" Technik renowacji elementow architektury		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
B.25. Wykonywanie i renowacja detali architektonicznych <ul style="list-style-type: none"> • Wykonywanie oraz renowacja sztukatorskich elementów architektury • Wykonywanie oraz renowacja kamieniarskich elementów architektury B.26. Prowadzenie prac renowatorskich elementów architektury <ul style="list-style-type: none"> • Organizowanie i wykonywanie renowacji tynków • Organizowanie i wykonywanie renowacji powłok malarskich • Organizowanie i wykonywanie renowacji murów nieotynkowanych • Organizowanie i wykonywanie renowacji okładzin ceramicznych i kamiennych 			
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Restoration" <i>"Título Profesional Básico en Mantenimiento de Viviendas"</i>
Minimum Qualifications for Graduation	
Spanish	English
<ul style="list-style-type: none"> • Seleccionar materiales, herramientas y máquinas herramientas para la sustitución, montaje o colocación de elementos o reparaciones en las instalaciones, superficies o elementos de mobiliario de la vivienda a partir de órdenes de trabajo o instrucciones • Abrir rozas y zanjas para el tendido de canalizaciones eléctricas, tuberías de evacuación y suministro de agua, circuitos de calefacción y climatización básica. • Ensamblar elementos de tuberías de evacuación y suministro de agua e instalaciones de calefacción. • Montar pequeñas instalaciones de riego automático y, en su caso, elaborar previamente pequeños esquemas de montaje, asegurando la cobertura de toda la superficie y el ahorro de agua. • Instalar equipos sanitarios de la vivienda conectándolos a la red de evacuación y de agua. • Realizar operaciones de montaje de unidades interiores y exteriores de equipos de climatización doméstica y de mantenimiento de primer nivel de las mismas. • Realiza operaciones de ensamblaje de conductos de ventilación en fibra o similar, realizando operaciones de acabado de superficies y de sellado de juntas. • Sustituir elementos sencillos que componen las instalaciones electrotécnicas en el ámbito de vivienda a partir de las instrucciones recibidas o de los manuales de uso. • Reparar zonas deterioradas de revestimientos continuos de paredes y techos, pintado de la superficie afectada y sustitución de elementos cerámicos (solado y alicatado). • Montar y colocar mobiliario prefabricado, complementos mobiliarios y accesorios de hogar, así como realizar las reparaciones básicas y sustitución de herrajes en dicho mobiliario. • Realizar pruebas funcionales de los elementos sustituidos, empleando los instrumentos y el procedimiento requerido. • Mantener en funcionamiento y buen estado de uso las máquinas herramientas, equipos, herramientas y útiles, cumpliendo los procedimientos establecidos en los manuales del fabricante • Resolver problemas predecibles relacionados con su entorno físico, social, personal y productivo, utilizando el razonamiento científico y los elementos proporcionados por las ciencias aplicadas y sociales. • Actuar de forma saludable en distintos contextos cotidianos que favorezcan el desarrollo personal y social, analizando hábitos e influencias positivas para la salud humana. • Valorar actuaciones encaminadas a la conservación del medio ambiente diferenciando las consecuencias de las 	<ul style="list-style-type: none"> • Select materials, tools and machine tools for the replacement, installation or placement of elements or repair facilities, surfaces or items of furniture from the house from work orders or instructions • Open chases and trenches for laying electric conduits, drainage pipes and water supply, heating circuits and basic air conditioning. • Assemble exhaust pipe elements and water supply and heating systems. • Riding small automatic irrigation facilities and, where appropriate, previously develop small assembly drawings, ensuring coverage of the whole surface and water savings. • Install the connecting medical equipment to the drainage water and housing. • Assembly operations indoor and outdoor units of domestic air conditioning equipment and first level maintenance thereof. • Performs assembly operations vents in fiber or the like, performing surface finishing operations and joint sealing. • Replace simple elements that make up electrical installations in the field of housing from the instructions received or manuals. • Repair damaged areas of continuous coatings of walls and ceilings, painted the affected area and replacing ceramic elements (flooring and tiling) surface. • Mount and placing prefabricated furniture, furniture accessories and home accessories as well as perform basic repairs and replacement of hardware on that furniture. • Functional testing of the substituted elements using the tools and the required procedure. • Keep running and good working machine tools, equipment, tools and supplies, following the procedures established in the manuals of the manufacturer • Predictable solve problems related to their physical, social, personal and productive environment using scientific reasoning and the information provided by the applied and social sciences. • Healthily act in various everyday contexts that promote personal and social development, analyzing habits and positive influences on human health. • Rate actions aimed at conserving the environment by differentiating the consequences of everyday activities that may

<p>actividades cotidianas que pueda afectar al equilibrio del mismo.</p> <ul style="list-style-type: none"> • Obtener y comunicar información destinada al autoaprendizaje y a su uso en distintos contextos de su entorno personal, social o profesional mediante recursos a su alcance y los propios de las tecnologías de la información y de la comunicación. • Actuar con respeto y sensibilidad hacia la diversidad cultural, el patrimonio histórico-artístico y las manifestaciones culturales y artísticas, apreciando su uso y disfrute como fuente de enriquecimiento personal y social. • Comunicarse con claridad, precisión y fluidez en distintos contextos sociales o profesionales y por distintos medios, canales y soportes a su alcance, utilizando y adecuando recursos lingüísticos orales y escritos propios de la lengua castellana y, en su caso, de la lengua cooficial. • Comunicarse en situaciones habituales tanto laborales como personales y sociales utilizando recursos lingüísticos básicos en lengua extranjera. • Realizar explicaciones sencillas sobre acontecimientos y fenómenos característicos de las sociedades contemporáneas a partir de información histórica y geográfica a su disposición. • Adaptarse a las nuevas situaciones laborales originadas por cambios tecnológicos y organizativos en su actividad laboral, utilizando las ofertas formativas a su alcance y localizando los recursos mediante las tecnologías de la información y la comunicación. • Cumplir las tareas propias de su nivel con autonomía y responsabilidad, empleando criterios de calidad y eficiencia en el trabajo asignado y efectuándolo de forma individual o como miembro de un equipo. • Comunicarse eficazmente, respetando la autonomía y competencia de las distintas personas que intervienen en su ámbito de trabajo, contribuyendo a la calidad del trabajo realizado. • Asumir y cumplir las medidas de prevención de riesgos y seguridad laboral en la realización de las actividades laborales evitando daños personales, laborales y ambientales. • Cumplir las normas de calidad, de accesibilidad universal y diseño para todos que afectan a su actividad profesional. • Actuar con espíritu emprendedor, iniciativa personal y responsabilidad en la elección de los procedimientos de su actividad profesional. • Ejercer sus derechos y cumplir con las obligaciones derivadas de su actividad profesional, de acuerdo con lo establecido en la legislación vigente, participando activamente en la vida económica, social y cultural. 	<p>affect the equilibrium.</p> <ul style="list-style-type: none"> • Obtain and communicate information to the self-learning and use in different contexts of their personal, social or professional environment using resources at their disposal and own technologies of information and communication. • Act with respect and sensitivity to cultural diversity, historical and artistic heritage and cultural and artistic events, appreciating its use and enjoyment as a source of personal and social enrichment. • Communicate clearly, accurately and fluently in different social and professional contexts and by different means, channels and media at your fingertips, using and adapting own oral linguistic resources and writings of the Spanish language and, if necessary, the official language. • Communicate in everyday situations both work as personal and social using basic linguistic resources in a foreign language. • Perform simple explanations of events and phenomena characteristic of contemporary societies from historical and geographical information available. • Adapt to new work situations caused by technological and organizational changes in their work, using the training offers scope and locating resources through information and communications technology. • Enforce its own autonomy and responsibility level tasks, using criteria of quality and efficiency in the work assigned and if carried out individually or as a team member. • Communicate effectively, while respecting the autonomy and competence of the various people involved in their field of work, contributing to the quality of work performed. • Accept and comply with the measures of prevention and safety risks in performing work activities avoiding personal, labor and environmental damage. • Meet the quality standards of universal accessibility and design for all that affect their work. • Act with entrepreneurial spirit, personal initiative and responsibility in the choice of procedures of his business. • Exercise their rights and meet the obligations arising from his business, in accordance with the provisions of the legislation, actively participating in the economic, social and cultural life. 		
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Yapı Yalıtımı” / "Insulation (Isolation)"
Asgari Yeterlilikler / Minimum Qualifications	
Türkçe / Turkish	İngilizce / English
İş iskelesi kurmak	Setting scaffoldage
Tesviye betonu ve şap dökmek	Pouring leveling and screed concrete
Yalıtma hazırlık yapmak	Preparation for insulation
Döşeme ve duvarlarda ısı yalıtımı yapmak	Making heat insulation on walls and floors
Çatılarda ısı yalıtımı yapmak	Making heat insulation on roofs
Islak hacimlerde su yalıtımı yapmak	Making water insulation on wet fields
Çatılarda su yalıtımı yapmak	Making water insulation on roofs
Depo, havuz, köprü, viyadük ve tünellerde su yalıtımı yapmak	Making water insulation on storage, pool, bridge, viaduct and tunnels
Ses yalıtımı yapmak	Making sound insulation
Yangın yalıtımı yapmak	Making fire insulation
Tesisat yalıtımı yapmak	Making installation insulation
Çatı yalıtım detaylarını çizmek	Drawing roof insulation details
Duvar yalıtım detaylarını çizmek	Drawing wall insulation details
Döşeme ve temel yalıtım detaylarını çizmek	Drawing floor and matrix insulation details
Tesisat ve özel yapılarda yalıtım detaylarını çizmek	Drawing installation and special buildings insulation details
Eğitim Süresi Training Period	4 Yıl / Years
Country	Turkey

Name of Vocational Department:	“Insulation (Isolation)” “IeFP – Tecnico Impianti Termici”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> Condurre le fasi di lavoro sulla base delle specifiche di progetto, presidiando l'attività di realizzazione e/o manutenzione dell'impianto Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente nel luogo di lavoro, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione Recepire i bisogni del cliente coniugandoli con le opportunità tecniche e tecnologiche disponibili Dimensionare impianti termo-idraulici Predisporre documenti relativi alle attività ed ai materiali Identificare le esigenze di acquisto di attrezzature e materiali, curando il processo di approvvigionamento Effettuare le verifiche di funzionamento dell'impianto, predisponendo la documentazione richiesta 		<ul style="list-style-type: none"> Conduct the working phases depending on the design specifications, monitoring the construction and/or maintenance of the systems Identify potential situations at risk for the safety, health and environment in the workplace and promoting correct behavior of prevention Transpose the customer's needs, blending them with the technical and technological opportunities available Sizing thermo-hydraulic systems Prepare documents relating to the activity plan and materials Identify the purchase needs of equipment and materials, taking care of the procurement process Perform system operational checks, and preparing the required documentation 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Mesleki Alan Adı: Name of Vocational Department:	“Yapı İç Mekan Dekorasyonu” / "Interior Decoration"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Alçı sıva yapmak	Making gypsum plaster		
Alçı kartonpiyer hazırlıkları yapmak	Preparation for plasterboard		
Alçı kartonpiyer ve dökme tavan montajı yapmak	Assembling plasterboard and molten ceiling		
Ters kalıp yapmak	Making reverse moulding		
Alçı levha ile kaplama yapmak	Covering with plasterboard		
Alçı levha ile bölme duvar yapmak	Separating with plasterboard		
Çelik yapılara alçı levha kaplama yapmak	Covering with plasterboard of steel buldings		
Cam ve panel duvar yapmak	Making glass and panel wall		
Şömine ve barbekü yapmak	Making chimney and barbecue		
Boyaya hazırlık yapmak	Preparation for paint		
Sentetik boyaya yapmak	Making synthetic paint		
Selülozik boyaya yapmak	Making cellulotic paint		
Su bazlı boyaya yapmak	Making water based paint		
Dekoratif boyaya yapmak	Making decorative paint		
Vernik yapmak	Making varnish		
Duvar kâğıdı ve bakımını yapmak	Making wallpaper and its maintenance		
Alçı kartonpiyer model çizimleri yapmak	Drawing plasterboard models		
Alçı levha kaplama çizimleri yapmak	Drawing plasterboard covering		
Alçı levha duvar çizimleri yapmak	Drawing plasterboard wall		
Çelik yapı elemanlarına alçı levha kaplama çizmek	Drawing plasterboard covering of steel bulding equipments		
Barbekü ve şömine çizmek	Drawing chimney and barbecue		
Cam ve panel duvar çizmek	Drawing glass and panel wall		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Interior Decoration” “ITS - Tecnico superiore per l’innovazione e la qualità delle abitazioni”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Collaborare all'analisi delle necessità del cliente, identificando opportunità e vincoli per lo sviluppo di soluzioni specifiche. • Partecipare alle attività di progettazione e design della soluzione, integrando le diverse tecnologie • Intervenire nelle fasi di individuazione degli strumenti e delle metodologie per la conduzione della attività. • Contribuire alle fasi di sviluppo del servizio o del prodotto utilizzando gli strumenti più appropriati. • Collaborare nelle operazioni di installazione e configurazione del prodotto realizzato. • Partecipare alle attività di collaudo, gestione tecnica, manutenzione e assistenza del servizio o del prodotto realizzato. 		<ul style="list-style-type: none"> • Collaborate to the analysis of customer needs, identifying opportunities and constraints for the development of specific solutions. • Participate in the design phase of the solution, by integrating different technologies • Intervene in the phases of identification of tools and methodologies for carrying on activities. • Contribute to the development phase of services or products using the most appropriate tools. • Collaborate in the installation and configuration of the product. • Participate in testing activities, technical management, maintenance and support of the service or product produced. 	
Periodo di formazione: Training Period:	Post secondary education 1800h	Country	Italy

Name of Vocational Department:	ΕΠΑΣ Σχεδιασμού Εσωτερικών Χώρων Interior design		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u> 1. Γνωρίζει σχεδίαση με γεωμετρικά όργανα και με χρήση Η/Υ. 2. Αναγνωρίζει τα υλικά διακόσμησης. 3. Γνωρίζει τον κόσμο της Τέχνης και της Αρχιτεκτονικής και την επίδραση στην εξέλιξη της διακόσμησης. 4. Οργανώνει αλλά και κατανοεί σχέδια εσωτερικών χώρων σε διάφορες κλίμακες. 5. Χρησιμοποιεί σχέδια ορθών και πλάγιων προβολών για τη διαμόρφωση χώρων. <u>Δεξιότητες:</u> 1. Σχεδιάζει προοπτικά και υπό κλίμακα και αποδίδει σχεδιαστικά και με χρώμα και με κατασκευαστικές λεπτομέρειες, χώρους με σύνθετες λειτουργίες, σύμφωνα με καθιερωμένες συμβάσεις και συμβολισμούς. 2. Σχεδιάζει σε Η/Υ αρχιτεκτονικά σχέδια και αντικείμενα, τα επεξεργάζεται γραφικά και τα τυπώνει. 3. Επιλέγει υλικά λειτουργικά και αισθητικά κατάλληλα για τη χρήση του προς διαμόρφωση χώρου. 4. Κατασκευάζει μακέτα. 5. Φωτογραφίζει, εκτυπώνει, επεξεργάζεται φωτογραφίες με Η/Υ. 6. Εκτελεί προσμετρήσεις και επιμετρήσεις εργασιών. 7. Εφαρμόζει τους κανόνες υγιεινής και ασφάλειας. <u>Ικανότητες:</u> 1. Συνεργάζεται αρμονικά με τους συνεργάτες του. 2. Αφοιγκράζεται τις ανάγκες των ενοίκων των χώρων που διακοσμεί.		<u>Knowledge:</u> 1. Knows how to design using geometric bodies and software. 2. Recognizes decoration materials. 3. Familiar with the world of Art and Architecture and the impact thereof on the evolution of decoration. 4. Organizes and understands interior designs in different scales. 5. Uses plans of straight and side projections for landscaping. <u>Skills:</u> 1. Designs perspective plans and scaled plans, and renders with coloured drawings the construction details, areas with complex functions in accordance with established conventions and symbolisms. 2. Draws in a computer architectural drawings and objects, does graphics processing and prints them. 3. Selects materials that are functionally and aesthetically suitable to use for the area under configuration. 4. Manufactures models. 5. Photographs, prints, processes images using a computer. 6. Performs counting and measurement tasks. 7. Applies the rules of health and safety. <u>Competences:</u> 1. Works in harmony with his colleagues. 2. Listens to the needs of the tenants of the spaces decorated.	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Interior Decoration" “Técnico en Obras de Interior, Decoración y Rehabilitación”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Realizar particiones y trasdosados montando placas prefabricadas comprobando su posición, fijación, planeidad y acabado final. Realizar techos suspendidos con piezas prefabricadas replanteando y montando elementos de sustentación, tirantes, perfiles y placas. Instalar suelos técnicos y mamparas replanteando la posición de sus elementos y montando soportes, perfiles, piezas de pavimentación y registros para instalaciones. Ejecutar trabajos de revestimiento en acabados de construcción con pastas y morteros realizando enfoscados, guarneidos, enlucidos y revocos. Realizar revestimientos de paramentos verticales y horizontales con materiales ligeros (papel, textil, madera, plástico, metálico, entre otros) preparando soportes, fijando láminas y/o piezas y resolviendo uniones y juntas. Realizar acabados con pinturas, esmaltes y barnices en elementos de construcción preparando soportes, realizando mezclas y aplicando las capas especificadas mediante procedimientos manuales y mecánicos. Revestir paramentos horizontales y verticales realizando trabajos de solados con piezas rígidas, chapados y alicatados garantizando la planeidad y la adecuada disposición de las juntas. Organizar la ejecución los trabajos de obras de interior, decoración y rehabilitación planificando actividades, asignando y adaptando materiales, recursos humanos, medios y equipos. Presupuestar trabajos de obras de interior, decoración y rehabilitación midiendo y valorando unidades de obras. Interpretar planos de construcción, identificando sus elementos y obteniendo dimensiones. 	<ul style="list-style-type: none"> Partition and precast trasdosados riding position checking, fixing, flatness and finish. Perform suspended with precast rethinking and mounting support members, braces, profiles and plates ceilings. Install raised floors and screens rethinking the position of its elements and mounting brackets, profiles, pieces of paving and records for facilities. Run coating works construction finishes with pastes and mortars making plaster, trim, plaster and plaster. Coatings perform vertical and horizontal surfaces with lightweight materials (paper, textile, wood, plastic, metal, etc.) preparing brackets, fixing sheets and / or parts and solving seams and joints. Perform finished with paints, enamels and varnishes in preparing construction elements supports, making mixing and applying the layers specified by manual and mechanical means. Horizontal and vertical surfaces coated papers made with rigid pieces of flooring, veneering and tiling ensuring adequate disposition flatness and joints. Organize the implementation work interior works, decoration and rehabilitation planning activities, allocating and adapting materials, human resources, means and equipment. Budget work interior works, decoration and rehabilitation units measuring and evaluating works. Interpret building plans, identifying its elements and obtaining dimensions.. 		
Training Period	2.000 h.	Country	Spain

VOCATIONAL INFORMATORY KITS (VIK)

MESLEKİ BİLGİLENDİRME KİTLERİ

Vocational Qualifications – O7
Mesleki Yeterlilikler – O7

Cosmetics

Kozmetik

Mesleki Alan Adı: Name of Vocational Department:	“Cilt Bakımı Hizmetleri” / "Skin Care Services"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Cilt temizliği ve bakımı yapmak Özel cilt bakımı tekniklerini uygulamak Temel makyaj tekniklerini analiz etmek Kaş ve kirpik şekillendirmek Makyaj uygulamak Temel vücut masajı uygulamak Aromaterapi masajı uygulamak Sir ağda uygulamak Epilasyon uygulamak Manikür-pedikür uygulamak Doğal ve kozmetik ürünlerle el ayak bakımı uygulamak Tırnak süslemesi yapmak		Performing skin cleaning and care Applying special skin care techniques Analysing basic make-up techniques Shaping eye brows and lashes Applying make-up Applying basic body massage Applying aromatherapy massage Applying wax Applying epilation Applying manicure and pedicure Applying hand and foot care with natural and cosmetic products Performing nail art	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Skin Care Services” “IeFP – Tecnico dei trattamenti estetici”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Gestire il planning degli appuntamenti funzionalmente ai servizi richiesti • Predisporre e gestire l'accoglienza e l'assistenza funzionalmente alla personalizzazione del servizio • Organizzare e predisporre la manutenzione dell'ambiente di lavoro • Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione • Gestire l'organizzazione operativa e la promozione dell'esercizio nel rispetto delle normative • Analizzare le caratteristiche e lo stato della pelle, individuando le specificità e le tipologie di intervento più adeguate • Scegliere e predisporre prodotti cosmetici in funzione dei trattamenti da realizzare, verificandone l'applicazione e il risultato • Scegliere gli interventi di trattamento estetico in conformità alla tipologia dello stato di benessere psico-fisico del cliente 		<ul style="list-style-type: none"> • Manage the appointments planning accordingly with the services required • Prepare and manage customer reception accordingly to the service required • Organize and prepare the maintenance of the working environment • Identify potential situations at risk for safety, health and environment, by promoting the adoption of correct behavior of prevention • Manage the operational organization and the promotion of activities according to the national rules • Analyze the characteristics of the skin, identifying the most appropriate types of intervention • Choose and prepare cosmetic products according to the treatment to be carried out by verifying the results • Select aesthetic treatments in accordance with the mental and physical well-being of the customer 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	(Skin Care Services) Αισθητικής Τέχνης Beautician		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u>		<u>Knowledge:</u>	
1. Αποκτά θεωρητικές ή πρακτικές γνώσεις σε γενικά ή ειδικά πεδία που σχετίζονται με τον επαγγελματικό τομέα της Αισθητικής. 2. Αντιλαμβάνεται τα βασικά καθήκοντά του και τις οδηγίες κατά την εφαρμογή σύνθετων μεθόδων, τεχνικών, υλικών, εξοπλισμού και εργαλείων Αισθητικής Προσώπου, Σώματος, μακιγιάζ και μανικιούρ-πεντικιούρ. 3. Συνδυάζει τις γνώσεις του για την επίλυση πιο πολύπλοκων προβλημάτων κατά την εκτέλεση των καθηκόντων του σε συνεργασία με τον επαγγελματία Αισθητικό.		1. Acquires theoretical or practical knowledge on general or specific fields related to the professional field of Salons. 2. Understands his main duties and instructions during the application of composite methods, techniques, materials, equipment and tools used for Face and Body Beautification, Make-up and manicure and pedicure. 3. Combines his knowledge in order to resolve more complicated problems when executing his duties in collaboration with the professional Beautician.	
<u>Δεξιότητες:</u>		<u>Skills:</u>	
1. Εκτελεί μια σειρά από σύνθετες εργασίες σε συνεργασία με τον επαγγελματία Αισθητικό, τόσο σε γνωστά, όσο και σε άγνωστα και μη προβλέψιμα περιβάλλοντα. 2. Χειρίζεται με ασφάλεια εργαλεία, υλικά και εξοπλισμό για την εκτέλεση σύνθετων πρακτικών εργασιών Αισθητικής τηρώντας παράλληλα τους σχετικούς κανονισμούς. 3. Διαθέτει επικοινωνιακές δεξιότητες, μπορεί να χρησιμοποιεί επαγγελματική ορολογία, να είναι σε θέση να αξιολογεί και να παρουσιάζει τα αποτελέσματα των σύνθετων εργασιών του και να συνεργάζεται με το υπόλοιπο προσωπικό του επαγγελματικού χώρου .		1. Performs a series of composite tasks in collaboration with the professional Beautician, both in known and unknown and unpredictable environments. 2. Can safely operate tools, materials and equipment with the purpose of performing composite practical works of Salons, while observing the relevant regulations. 3. Has communication skills and can use professional terminology; he is capable of evaluating and presenting the results of composite works and collaborate with the other personnel of the professional field.	
<u>Ικανότητες:</u>		<u>Competences:</u>	
1. Επιτελεί υπεύθυνα και αυτόνομα εργασίες Αισθητικής σε ένα καθορισμένο πεδίο εργασίας ή σπουδής. 2. Μετέχει σε ομαδικές διαδικασίες, προσφέρει ή ζητά καθοδήγηση για την επίλυση σύνθετων προβλημάτων. 3. Αναλαμβάνει την ευθύνη για την εκτέλεση εργασιών Αισθητικής με ασφάλεια σε συνεργασία με τον επαγγελματία Αισθητικό, παίρνει πρωτοβουλίες στην επίλυση των προβλημάτων σε περιβάλλοντα λιγότερο οικεία.		1. Performs responsibly and autonomously Beautification works in a specific field of work or study. 2. Participates in group procedures, offers or seeks guidance for the resolution of complex problems. 3. Undertakes the responsibility for performing Beautification tasks with safety, in collaboration with the professional Beautician, takes initiatives to resolve problems in environments that are less familiar to him.	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Skin Care Services" <i>"Técnico en Estética y Belleza"</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Atender al cliente durante el proceso, aplicando normas de protocolo diseñadas por la empresa, consiguiendo calidad en el servicio. Mantener el material, equipos e instalaciones en optimas condiciones para su utilización Realizar maquillaje social, personalizándolo y adaptándolo a las necesidades del cliente. Depilar y decolorar el vello utilizando procedimientos mecánicos y productos químicos adecuados. Aplicar técnicas de manicura y pedicura para el embellecimiento y cuidados de las manos, pies y uñas. Elaborar uñas artificiales individualizando la técnica y el diseño según las demandas del cliente. Asesorar sobre perfumes, fragancias y productos naturales teniendo en cuenta las características personales, sociales y profesionales del cliente. Informar al cliente de los cuidados que tiene que realizar, después del tratamiento en la cabina de estética, así como los hábitos de vida saludables. Realizar la promoción y comercialización de productos y servicios en el ámbito de una empresa de imagen personal. 		<ul style="list-style-type: none"> Serve customers in the process, applying rules of protocol designed by the company, getting quality service. Keeping the material, equipment and facilities in good condition for use Make social makeup, customizing and adapting to customer needs. Depilatory and discolor hair using mechanical processes and appropriate chemicals. Apply techniques of manicure and pedicure for the beautification and care of hands, feet and nails. Develop individualized artificial nails technical and design according to customer demands. Advise on perfumes, fragrances and natural products taking into account the personal, social and professional customer characteristics. Inform the customer of the care they have to perform, after treatment in the cabin of aesthetics as well as healthy lifestyle. Perform the promotion and marketing of products and services within a company's self-image.. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Makyaj” / "Make Up"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Temel makyaj ilkelerini analizetmek Kaş ve kirpik şekillendirmek Makyaj uygulamak Çocuklarda yüz ve vücut boyama uygulamaları yapmak Sakal biyıkperukuygulamak Anatomikdeğişiklikleryaparak karakter Yaratmak Geçmişten günümüze makyaj tarihini analiz etmek İrk ve ülkeler makyajı uygulamak Vücut boyamak Yaşlandırmamakyajı uygulamak Yanık derimakyajı uygulamak Cilt kusurlarını canlandırıcı makyaj uygulamak Kaza ve yaralanma makyajı uygulamak Objektif makyajı uygulamak Sahne makyajı uygulamak		Analysing basic make-up techniques Shaping eye brows and lashes Applying make-up Performing face and body painting for kids Applying beard, moustache and wig Creating character by making anatomical changes Analysing make-up history from past up to now Applying ethnical and countries make-up Body painting Applying ageing make-up Applying burnt skin make-up Applying skin renewal make-up Applying accidental and injured make-up Applying objective make-up Applying stage make-up	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	"Make Up" “IeFP – Tecnico dei trattamenti estetici”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Gestire il planning degli appuntamenti funzionalmente ai servizi richiesti • Predisporre e gestire l'accoglienza e l'assistenza funzionalmente alla personalizzazione del servizio • Organizzare e predisporre la manutenzione dell'ambiente di lavoro • Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione • Gestire l'organizzazione operativa e la promozione dell'esercizio nel rispetto delle normative • Analizzare le caratteristiche e lo stato della pelle, individuando le specificità e le tipologie di intervento più adeguate • Scegliere e predisporre prodotti cosmetici in funzione dei trattamenti da realizzare, verificandone l'applicazione e il risultato • Scegliere gli interventi di trattamento estetico in conformità alla tipologia dello stato di benessere psico-fisico del cliente 		<ul style="list-style-type: none"> • Manage the appointments planning accordingly with the services required • Prepare and manage customer reception accordingly to the service required • Organize and prepare the maintenance of the working environment • Identify potential situations at risk for the safety, health and environment, by promoting the adoption of correct behavior of prevention • Manage the operational organization and the promotion of activities according to the national rules • Analyze the characteristics of the skin, identifying the most appropriate types of intervention • Choose and prepare cosmetic products according to the treatment to be carried out by verifying the results • Select aesthetic treatments in accordance with the mental and physical well-being of the customer 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	(Make up) Αισθητικής Τέχνης Beautician		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u>		<u>Knowledge:</u>	
<p>1. Αποκτά θεωρητικές ή πρακτικές γνώσεις σε γενικά ή ειδικά πεδία που σχετίζονται με τον επαγγελματικό τομέα της Αισθητικής.</p> <p>2. Αντιλαμβάνεται τα βασικά καθήκοντά του και τις οδηγίες κατά την εφαρμογή σύνθετων μεθόδων, τεχνικών, υλικών, εξοπλισμού και εργαλείων Αισθητικής Προσώπου, Σώματος, μακιγιάζ και μανικιούρ-πεντικιούρ.</p> <p>3. Συνδυάζει τις γνώσεις του για την επίλυση πιο πολύπλοκων προβλημάτων κατά την εκτέλεση των καθηκόντων του σε συνεργασία με τον επαγγελματία Αισθητικό.</p>		<p>1. Acquires theoretical or practical knowledge on general or specific fields related to the professional field of Salons.</p> <p>2. Understands his main duties and instructions during the application of composite methods, techniques, materials, equipment and tools used for Face and Body Beautification, Make-up and manicure and pedicure.</p> <p>3. Combines his knowledge in order to resolve more complicated problems when executing his duties in collaboration with the professional Beautician.</p>	
<u>Δεξιότητες:</u>		<u>Skills:</u>	
<p>1. Εκτελεί μια σειρά από σύνθετες εργασίες σε συνεργασία με τον επαγγελματία Αισθητικό, τόσο σε γνωστά, όσο και σε άγνωστα και μη προβλέψιμα περιβάλλοντα.</p> <p>2. Χειρίζεται με ασφάλεια εργαλεία, υλικά και εξοπλισμό για την εκτέλεση σύνθετων πρακτικών εργασιών Αισθητικής τηρώντας παράλληλα τους σχετικούς κανονισμούς.</p> <p>3. Διαθέτει επικοινωνιακές δεξιότητες, μπορεί να χρησιμοποιεί επαγγελματική ορολογία, να είναι σε θέση να αξιολογεί και να παρουσιάζει τα αποτελέσματα των σύνθετων εργασιών του και να συνεργάζεται με το υπόλοιπο προσωπικό του επαγγελματικού χώρου .</p>		<p>1. Performs a series of composite tasks in collaboration with the professional Beautician, both in known and unknown and unpredictable environments.</p> <p>2. Can safely operate tools, materials and equipment with the purpose of performing composite practical works of Salons, while observing the relevant regulations.</p> <p>3. Has communication skills and can use professional terminology; he is capable of evaluating and presenting the results of composite works and collaborate with the other personnel of the professional field.</p>	
<u>Ικανότητες:</u>		<u>Competences:</u>	
<p>1. Επιτελεί υπεύθυνα και αυτόνομα εργασίες Αισθητικής σε ένα καθορισμένο πεδίο εργασίας ή σπουδής.</p> <p>2. Μετέχει σε ομαδικές διαδικασίες, προσφέρει ή ζητά καθοδήγηση για την επίλυση σύνθετων προβλημάτων.</p> <p>3. Αναλαμβάνει την ευθύνη για την εκτέλεση εργασιών Αισθητικής με ασφάλεια σε συνεργασία με τον επαγγελματία Αισθητικό, παίρνει πρωτοβουλίες στην επίλυση των προβλημάτων σε περιβάλλοντα λιγότερο οικεία.</p>		<p>1. Performs responsibly and autonomously Beautification works in a specific field of work or study.</p> <p>2. Participates in group procedures, offers or seeks guidance for the resolution of complex problems.</p> <p>3. Undertakes the responsibility for performing Beautification tasks with safety, in collaboration with the professional Beautician, takes initiatives to resolve problems in environments that are less familiar to him.</p>	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Cosmetic service technician" Technik usług kosmetycznych		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
A.61. Wykonywanie zabiegów kosmetycznych twarzy <ul style="list-style-type: none"> • Wykonywanie zabiegów pielęgnacyjnych twarzy • Wykonywanie zabiegów upiększających twarzy A.62. Wykonywanie zabiegów kosmetycznych ciała, dloni i stóp <ul style="list-style-type: none"> • Wykonywanie zabiegów pielęgnacyjnych i upiększających ciała • Wykonywanie zabiegów pielęgnacyjnych i upiększających dloni i stóp 		A 61 Facial cosmetic treatment <ul style="list-style-type: none"> • Facial care treatment • Facial beauty treatment A 62 Body, hands and feet cosmetic treatment <ul style="list-style-type: none"> • Body care and beauty treatment • Hands and feet care and beauty treatment 	
Czas kształcenia Training Period	2 lata/ years (szkoła policealna/ post secondary non - tertiary level)	Country	Poland

Name of Vocational Department:	"Make up" <i>“Técnico Superior en Caracterización y Maquillaje Profesional”</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Gestionar los procesos de caracterización, organizando los recursos materiales, profesionales y técnicos. • Organizar el aprovisionamiento y mantenimiento de los equipos y productos de caracterización, controlando la calidad. • Realizar el diseño de personajes para la caracterización, según las especificaciones del guión y el cliente. • Realizar el proyecto de caracterización, elaborando la documentación técnico-artística y teniendo en cuenta su viabilidad técnica y económica. • Dirigir las actividades de caracterización durante el rodaje o la función, según el plan general de producción. • Diseñar y organizar la realización de prótesis para caracterización, empleando productos, materiales y técnicas. • Supervisar y realizar peinados para producciones audiovisuales y escénicas, aplicando técnicas de peluquería. • Supervisar y realizar la caracterización de personajes, según documentación técnica y condicionantes escénicos. • Diseñar y realizar maquillajes profesionales, adaptándolos a las necesidades de los clientes y de los intérpretes. • Realizar la evaluación del proyecto, asegurando el cumplimiento de las normas de calidad. • 		<ul style="list-style-type: none"> • Manage characterization processes, organizing materials, professional and technical resources. • Organizing the supply and maintenance of equipment and products characterization, quality control. • Make the character design for characterization, as specified by the script and the client. • Realize the project of characterization, developing technical and artistic documentation and taking into account technical and economic feasibility. • Direct the activities of characterization during filming or function, according to the general production plan. • Design and organize the realization of prosthesis for characterization using products, materials and techniques. • Monitor and hairstyles for audiovisual and stage productions, using hairstyling techniques. • Monitor and characterization of characters, according to technical documentation and scenic constraints. • Design and conduct professional makeup, adapting them to the needs of customers and performers. • Conduct the evaluation of the project, ensuring compliance with quality standards. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Saç Bakım Hizmetleri” / "Hair Care Services"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Kuaförlük mesleğini analiz etmek Saçlara maşa-vak rasta uygulamak Saçlara geçici dalga vermek Saçları örmek Saçları toplayarak şekillendir mek Saçlara kalıcı şekil vermek Saçlara boyalama uygulamak Saçların rengini açmak Saçlara röfle- meç uygulamak Saç eklemek Saç kesiminin temelleri analiz etmek Saça düz kesim uygulamak Saça katlı kesim uygulamak Özel saç kesim tekniklerini uygulamak Saç tıraşı yapmak Sakal biyik şekillendirmek Manikür-pedikür uygulamak Doğal ve kozmetik ürünlerle el ayak bakımı uygulamak Tırnak süslemesi yapmak	Analysing hairdressing occupation Applying dreadlocks and curling iron to hair Applying temporary wave to hair Braiding hair Shaping hair by tying one's hair up Giving permanent style to hair Applying dye to hair Bleaching hair Applying highlights and streaks to hair Adding hair Analysing the basics of hair cut Applying straight cut to hair Applying layered hair cut Applying special hair cutting techniques Performing hair cut Shaping beard and moustache Applying manicure and pedicure Applying hand and foot care with natural and cosmetic products Performing nail art		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Hair Care Services” “IePF – Tecnico dell’acconciatura”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Gestire il planning degli appuntamenti funzionalmente ai servizi richiesti • Predisporre e gestire l'accoglienza e l'assistenza funzionalmente alla personalizzazione del servizio • Organizzare e predisporre la manutenzione dell'ambiente di lavoro • Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione • Gestire l'organizzazione operativa e la promozione dell'esercizio nel rispetto delle normative • Effettuare l'analisi dello stato del capello e del cuoio capelluto • Individuare prodotti cosmetici e tricologici in funzione dei trattamenti • Individuare tagli e acconciature funzionali a un servizio personalizzato e in grado di favorire armonia di movimenti, forme, colore e volumi 		<ul style="list-style-type: none"> • Manage the appointments planning accordingly with the services required • Prepare and manage customer reception accordingly to the service required • Organize and prepare the maintenance of the working environment • Identify potential situations at risk for the safety, health and the environment, promoting the adoption of correct behavior of prevention • Manage the operational organization and the promotion of activities according to the national rules • Carry out the analysis of the hair and scalp of the customers • Identify cosmetics and hair treatments according to the service required • Identify cuts and hairstyles for a personalized service taking into account the harmony of movements, shapes, colors and volumes 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	(Hair Care Services) ΕΠΑΣ Κομμωτικής Τέχνης Hair Dressing		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u>		<u>Knowledge:</u>	
1. Κατέχει ειδικές γνώσεις για το τριχωτό της κεφαλής και τη μορφολογία του προσώπου. 2. Αναγνωρίζει τις δερματικές παθήσεις και αποφασίζει αν επιτρέπεται η εφαρμογή τριχοβαφών ή τεχνικών εργασιών. <u>Δεξιότητες:</u> <ul style="list-style-type: none"> 1. Επιτελεί την προετοιμασία και εφαρμογή ολοκληρωμένων εργασιών στο κομμωτήριο. 2. Παίρνει πρωτοβουλίες και συντονίζει τους βοηθούς στο κομμωτήριο σε σχέση με τις επιτελούμενες εργασίες. 3. Διακρίνει και δημιουργεί νέους χρωματικούς τύπους μαλλιών ανάλογα με τον χρωματικό τύπο προσώπου. 4. Σχεδιάζει χτενίσματα και κουρέματα ανάλογα με τον τύπο του προσώπου. <u>Ικανότητες:</u> <ul style="list-style-type: none"> 1. Κατανοεί τις απαιτήσεις του χώρου του κομμωτηρίου και τηρεί τη δεοντολογία του επαγγέλματος. 2. Οργανώνει τον χώρο του κομμωτηρίου και συνεργάζεται με το προσωπικό. 			
<u>Διάρκεια εκπαίδευσης</u> Training Period	2....Έτη / Years	
		Country	
		Greece	

Name of Vocational Department:	"Hair care service technician" Technik usług fryzjerskich		
Minimum Qualifications for Graduation			
polski/Polish		angielski/English	
A.19. Wykonywanie zabiegów fryzjerskich <ul style="list-style-type: none"> • Wykonywanie zabiegów pielęgnacyjnych włosów • Strzyżenie włosów, formowanie fryzur i ondulowanie • Zmiana koloru włosów A.23. Projektowanie fryzur <ul style="list-style-type: none"> • Wykonywanie projektów fryzur • Stylizacja fryzur z wykorzystaniem technik wizualizacji 		A 19 Hair treatment <ul style="list-style-type: none"> • Hair care treatment • Haircut, hair modelling and perm • Hair dying A 23 Hairdo designing <ul style="list-style-type: none"> • Hairdo designing • Hair stylization using visual techniques 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Hair Care Services" "Técnico en Peluquería y Cosmética Capilar"		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Recepcionar, almacenar y distribuir el material de peluquería, controlando su consumo y el stock. • Atender al cliente en todas las fases del proceso, aplicando procedimientos establecidos. • Comprobar el estado del cabello y cuero cabelludo, manejando instrumentos de observación. • Preparar y poner a punto el puesto de trabajo e instalaciones, manteniéndolos en condiciones óptimas para su utilización. • Realizar cambios de forma permanentes en el cabello, siguiendo las especificaciones establecidas. • Teñir y decolorar el tallo capilar seleccionando cosméticos, técnicas y procedimientos. • Cambiar la longitud del cabello seleccionando herramientas, accesorios y útiles según las diferentes técnicas y estilos de corte. • Efectuar peinados y recogidos, con o sin prótesis pilosas, personalizándolos y adaptándolos a las necesidades del cliente. • Aplicar técnicas de manicura y pedicura para el embellecimiento y cuidados de las manos, pies y uñas. • Realizar técnicas de barbería y peluquería masculina identificando las demandas y necesidades del cliente. 		<ul style="list-style-type: none"> • Receive, store and distribute the material hairdresser, controlling consumption and stock. • Serve customers in all phases of the process, using established procedures. • Check the condition of the hair and scalp, managing observation instruments. • Prepare and tune the workplace and facilities, keeping them in good condition for use. • Making changes permanent hair way, following the specifications. • Dyeing and bleaching the hair shaft selecting cosmetics, techniques and procedures. • Change hair length selecting tools and accessories and according to different cutting techniques and styles. • Perform hair and collected, with or without hairy, customizing and adapting to customer needs prosthesis. • Apply techniques of manicure and pedicure for the beautification and care of hands, feet and nails. • Perform techniques Styling and Barbering identifying the demands and customer needs. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Vücut Bakım Hizmetleri” / "Body Care Services"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Vücut analizi yapmak Doğal ve kozmetik ürünler ile vücut bakımı uygulamak Elektrik akım sistemleri ile vücut bakımı uygulamak Vakum ve basınçlı cihazlar ile vücut bakımı uygulamak Isı sistemleri ile vücut bakımı uygulamak Oksijen ve ozon ile vücut bakımı uygulamak Mezoterapi, Karboksiterapi, Lipoliz ve Lazer ile vücut bakımı uygulamalarında sağlık personeline yardımcı olmak SPA ve Wellness kavramlarını analiz etmek Thallasso bakımlarını uygulamak Hamam -Sauna-Buhar Banyosu bakımlarını uygulamak Balneoterapi bakımlarını uygulamak Temel vücut masajı uygulamak Aromaterapi masajı uygulamak Sir ağda uygulamak Epilasyon uygulamak	Doing body analysis Applying hand and foot care with natural and cosmetic products Applying body care using elecrica currency systems Appylying body care with vacuum and pressurized equipment Appylying body care with heat systems Appylying body care with oxygen and ozone Helping paramedics for body care applications implemented with mesotherapy, carboxytherapy, lipolysis and laser Analysing SPA and Wellness terms Applying Thallasso care Appylying Turkish Bath, sauna and steam bath applications Applying Balneotherapy care Applying basic body massage Appylying aromatherapy massage Applying wax Applying epilation		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Body Care Services” “IeFP – Tecnico dei trattamenti estetici”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Gestire il planning degli appuntamenti funzionalmente ai servizi richiesti • Predisporre e gestire l'accoglienza e l'assistenza funzionalmente alla personalizzazione del servizio • Organizzare e predisporre la manutenzione dell'ambiente di lavoro • Identificare situazioni di rischio potenziale per la sicurezza, la salute e l'ambiente, promuovendo l'assunzione di comportamenti corretti e consapevoli di prevenzione • Gestire l'organizzazione operativa e la promozione dell'esercizio nel rispetto delle normative • Effettuare l'analisi dello stato del capello e del cuoio capelluto • Individuare prodotti cosmetici e tricologici in funzione dei trattamenti • Individuare tagli e acconciature funzionali a un servizio personalizzato e in grado di favorire armonia di movimenti, forme, colore e volumi 		<ul style="list-style-type: none"> • Manage the appointments planning accordingly with the services required • Prepare and manage customer reception accordingly to the service required • Organize and prepare the maintenance of the working environment • Identify potential situations at risk for the safety, health and environment, by promoting the adoption of correct behavior of prevention • Manage the operational organization and the promotion of activities according to the national rules • Analyze the characteristics of the skin, identifying the most appropriate types of intervention • Choose and prepare cosmetic products according to the treatment to be carried out by verifying the results • Select aesthetic treatments in accordance with the mental and physical well-being of the customer. 	
Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy

Name of Vocational Department:	(Make up) Αισθητικής Τέχνης Beautician		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u>		<u>Knowledge:</u>	
1. Αποκτά θεωρητικές ή πρακτικές γνώσεις σε γενικά ή ειδικά πεδία που σχετίζονται με τον επαγγελματικό τομέα της Αισθητικής. 2. Αντιλαμβάνεται τα βασικά καθήκοντά του και τις οδηγίες κατά την εφαρμογή σύνθετων μεθόδων, τεχνικών, υλικών, εξοπλισμού και εργαλείων Αισθητικής Προσώπου, Σώματος, μακιγιάζ και μανικιούρ-πεντικιούρ. 3. Συνδυάζει τις γνώσεις του για την επίλυση πιο πολύπλοκων προβλημάτων κατά την εκτέλεση των καθηκόντων του σε συνεργασία με τον επαγγελματία Αισθητικό.		1. Acquires theoretical or practical knowledge on general or specific fields related to the professional field of Salons. 2. Understands his main duties and instructions during the application of composite methods, techniques, materials, equipment and tools used for Face and Body Beautification, Make-up and manicure and pedicure. 3. Combines his knowledge in order to resolve more complicated problems when executing his duties in collaboration with the professional Beautician.	
<u>Δεξιότητες:</u>		<u>Skills:</u>	
1. Εκτελεί μια σειρά από σύνθετες εργασίες σε συνεργασία με τον επαγγελματία Αισθητικό, τόσο σε γνωστά, όσο και σε άγνωστα και μη προβλέψιμα περιβάλλοντα. 2. Χειρίζεται με ασφάλεια εργαλεία, υλικά και εξοπλισμό για την εκτέλεση σύνθετων πρακτικών εργασιών Αισθητικής τηρώντας παράλληλα τους σχετικούς κανονισμούς. 3. Διαθέτει επικοινωνιακές δεξιότητες, μπορεί να χρησιμοποιεί επαγγελματική ορολογία, να είναι σε θέση να αξιολογεί και να παρουσιάζει τα αποτελέσματα των σύνθετων εργασιών του και να συνεργάζεται με το υπόλοιπο προσωπικό του επαγγελματικού χώρου .		1. Performs a series of composite tasks in collaboration with the professional Beautician, both in known and unknown and unpredictable environments. 2. Can safely operate tools, materials and equipment with the purpose of performing composite practical works of Salons, while observing the relevant regulations. 3. Has communication skills and can use professional terminology; he is capable of evaluating and presenting the results of composite works and collaborate with the other personnel of the professional field.	
<u>Ικανότητες:</u>		<u>Competences:</u>	
1. Επιτελεί υπεύθυνα και αυτόνομα εργασίες Αισθητικής σε ένα καθορισμένο πεδίο εργασίας ή σπουδής. 2. Μετέχει σε ομαδικές διαδικασίες, προσφέρει ή ζητά καθοδήγηση για την επίλυση σύνθετων προβλημάτων. 3. Αναλαμβάνει την ευθύνη για την εκτέλεση εργασιών Αισθητικής με ασφάλεια σε συνεργασία με τον επαγγελματία Αισθητικό, παίρνει πρωτοβουλίες στην επίλυση των προβλημάτων σε περιβάλλοντα λιγότερο οικεία.		1. Performs responsibly and autonomously Beautification works in a specific field of work or study. 2. Participates in group procedures, offers or seeks guidance for the resolution of complex problems. 3. Undertakes the responsibility for performing Beautification tasks with safety, in collaboration with the professional Beautician, takes initiatives to resolve problems in environments that are less familiar to him.	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Body Care Services" "Técnico Superior en Estética Integral y Bienestar"		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Gestionar la logística y el almacenamiento, aprovisionando con el material necesario para asegurar el buen funcionamiento de todos los servicios que ofrece la empresa de estética. • Realizar procesos de hidroterapia, aplicando técnicas específicas y complementarias en balnearios o spas y utilizando cosméticos termales. • Aplicar masajes y drenajes linfáticos estéticos, seleccionando técnicas y procedimientos. • Realizar maquillajes correctivos por microimplantación de pigmentos, personalizando y adaptándolos a las necesidades de cada cliente. • Supervisar y desarrollar procesos de eliminación temporal y definitiva del vello, siguiendo las especificaciones establecidas. • Supervisar y desarrollar técnicas electroestéticas y bronceado por radiación ultravioleta, cumpliendo las especificaciones marcadas en la legislación vigente. • Asesorar al cliente, informando de los efectos de los tratamientos y cosméticos, su relación con la fisiología cutánea, los hábitos de vida saludables y las precauciones que hay que seguir antes, durante y después de su aplicación. • Integrar y realizar los servicios estéticos, coordinando la aplicación de diferentes técnicas cosmetológicas, electroestéticas y manuales. 		<ul style="list-style-type: none"> • Manage the logistics and storage provisioning with the necessary equipment to ensure the smooth operation of all services that the company offers aesthetic. • Processes perform hydrotherapy, using specific and complementary techniques using spas or hot spas and cosmetics. • Apply lymphatic drainage massages and beauty selecting techniques and procedures. • Microimplantation perform corrective makeup pigment for customizing and adapting to the needs of each client. • Monitor and develop processes for temporary and permanent hair removal, following the specifications. • Electroestéticas monitor and develop techniques and ultraviolet tanning, meeting the specifications marked on the legislation. • Customer consultation, reporting the effects of treatments and cosmetics, its relationship to skin physiology, healthy lifestyles and precautions to be followed before, during and after application. • Integrate and perform aesthetic services, coordinating the application of different cosmetological, electroestéticas and manual techniques. 	
Training Period	2.000 h.	Country	Spain

VOCATIONAL INFORMATORY KITS (VIK) **MESLEKİ BİLGİLENDİRME KİTLERİ**

Vocational Qualifications – O7
Mesleki Yeterlilikler – O7

Electricity and Electronics **Elektrik ve Elektronik**

Mesleki Alan Adı: Name of Vocational Department:	“Güvenlik Sistemleri” / "Security Systems"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Elektrik Elektronik devre ve şemalarını bilgisayarda çizerek simülasyonu yapmak Elektrik Elektronik devre ve şemalara ait baskı devreleri bilgisayar ortamında çizmek Bilgisayarda proje çizmek Sistem analizi yapıp tespit edilen arızaları gidermek ve katalog okumak Anahtarlama ve tetikleme elemanlarını elektronik devrelerde kullanmak Transduser ve sensörleri elektronik devrelerde kullanmak İşlemsel yükselteçleri elektronik devrelerde kullanmak Temel mantık devrelerini kurmak Bileşik mantık devreleri kurmak Aritmetik mantık devreleri kurmak Ardışık mantık devrelerini kurmak Sayıcı ve kaydedici devrelerini tasarlama ve kurmak ADC-DAC Devrelerini kurmak Mikrodenetleyici seçenek program yüklemek Mikrodenetleyiciyi programlamak Mikrodenetleyici ile dijital işlemleri yapmak Mikrodenetleyici ile analog işlemleri yapmak Yangın algılama ve ihbar sistemlerinin bağlantılarını ve montajını yapmak Yangın algılama ve ihbar sistemleri keşfini yapmak Yangın algılama ve ihbar sistemlerinde bakım ve onarım yapmak Soygun alarm sistemlerinin bağlantılarını ve montajını yapmak Soygun alarm sistemleri keşfini yapmak Soygun alarm sistemlerinde bakım ve onarım yapmak Geçiş kontrol sistemlerinin bağlantıları ve montajını yapmak Geçiş kontrol sistemleri keşfini yapmak Geçiş kontrol sistemlerinde bakım ve onarım yapmak Kapalı devre kamerasının kullanılarak kameraları seçmek Kapalı devre kamerasının eleman ve malzemelerinin bağlantılarını yapmak Kapalı devre kamerasının ünite ve cihazlarını kullanmak Kapalı devre kamerasının kurulumunu yapmak Kapalı devre kamerasının arızalarını gidermek Akıllı ev sistem tasarımlını ve senaryo oluşturulma işlemini yapmak Akıllı ev konfor sistemlerini kurmak programlayarak devreye almak Akıllı ev sistemlerinin güvenlik medya ve uzaktan erişim işlemlerini yapmak Ağ elemanları ve ağ sistemleri seçmek Kablosuz ağ kurmak Ağ işletim sistemi kurmak ve ayarların yapmak Ağ protokol işlemlerini yapmak Web tabanlı uzaktan kontrol yapmak	Drawing electricity and electronics circuit and schemas on computer and making its simulation Drawing printed wiring boards of electricity and electronics circuit and schemas Drawing project on computer repairing faults through system analyzing and reading catalog Using switching and triggering equipments in electronic circuits Using transducer and sensors in electronic circuits Using operative amplifier in electronic circuits Setting basic logic circuits Setting combined logic circuits Setting arithmetic logic circuits Setting sequential logic circuits Designing and setting counter and recorder circuits Setting ADC-DAC circuits Installing program choosing microcontroller Programming microcontroller Making digital procedures with microcontroller Making analog procedures with microcontroller Assembling and connections of fire detection and warning systems Reconnoiting of fire detection and warning systems Maintenance and fixing of fire detection and warning systems Assembling and connections of theft alarm systems Reconnoiting of theft alarm systems Maintenance and fixing of theft alarm systems Assembling and connections of passing control systems Reconnoiting of passing control systems Maintenance and fixing of passing control systems Choosing cameras used in stopper circuit camera systems Assembling equipments and hardware of stopper circuit camera systems Using units and devices of stopper circuit camera system Setting of stopper circuit camera systems Fixing of stopper circuit camera systems Designing smart home systems and making scenario forming procedure Setting smart home comfort systems and switching on via programming Doing security, media and remote connection procedures of smart home systems Choosing network equipments and network systems Setting wireless network Setting network software and adjusting Doing network protocol procedures Doing web based remote control		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Mesleki Alan Adı: Name of Vocational Department:	“Haberleşme Sistemleri” / "Communication Systems"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Elektrik Elektronik devre ve şemalarını bilgisayarda çizerek simülasyonu yapmak Elektrik Elektronik devre ve şemalara ait baskı devreleri bilgisayar ortamında çizmek Bilgisayarda proje çizmek Sistem analizi yapıp tespit edilen arızaları gidermek ve katalog okumak Anahtarlama ve tetikleme elemanlarını elektronik devrelerde kullanmak Transduser ve sensörleri elektronik devrelerde kullanmak İşlemsel yükselteçleri elektronik devrelerde kullanmak Temel mantık devrelerini kurmak Bileşik mantık devreleri kurmak Aritmetik mantık devreleri kurmak Ardışık mantık devrelerini kurmak Sayıcı ve kaydedici devrelerini tasarlama ve kurmak ADC-DAC Devrelerini kurmak Osilatörler ve filtre devreleri kurmak Analog ve sayısal haberleşme sistemlerinde modülasyon işlemini yapmak Yeni nesil iletişim sistemlerini kurmak Uydu haberleşme sistemlerinde gerekli seçim, tanımlama ve hesaplamaları yapmak SMD Elemanlar ve çipsetleri söküp-takmak GSM Telefonlarda arıza tespit etmek GSM Telefonlarda arıza gidermek Telsiz telefon tamiri yapmak Baz istasyonlarının montajını yapmak Bina içi haberleşme ankastre tesisatını yapmak Bina içi haberleşme ankastre tesisatında bakım ve onarım yapmak Erişim şebekesi montajını yapmak Erişim şebekesi bakım ve onarımını yapmak Transmisyon sistemlerinin montajını yapmak Transmisyon sistemlerin bakım ve onarımını yapmak			
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Communication Systems” “Istituto Tecnico – Indirizzo “Informatica e Telecomunicazioni” – Articolazione: Telecomunicazione”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Riconoscere i diversi modelli organizzativi aziendali, documentare le procedure e ricercare soluzioni efficaci rispetto a situazioni date. • Individuare le caratteristiche del mercato del lavoro e collaborare alla gestione delle risorse umane. • Gestire il sistema delle rilevazioni aziendali con l’ausilio di programmi di contabilità integrata. • Applicare i principi e gli strumenti della programmazione e del controllo di gestione, analizzandone i risultati. • Inquadrare l’attività di marketing nel ciclo di vita dell’azienda e realizzare applicazioni con riferimento a specifici contesti e diverse politiche di mercato. • Utilizzare i sistemi informativi aziendali e gli strumenti di comunicazione integrata d’impresa, per realizzare attività comunicative con riferimento a differenti contesti. • Analizzare e produrre i documenti relativi alla rendicontazione sociale e ambientale, alla luce dei criteri sulla responsabilità sociale d’impresa. • Identificare e applicare le metodologie e le tecniche della gestione per progetti. 		<ul style="list-style-type: none"> • Recognize the different business organization models, report procedures and search for effective solutions in specific situations. • Identify the characteristics of the labor market and collaborate in the management of human resources. • Manage the system of business surveys using integrated applications. • Apply the principles and tools of planning and management control, by analyzing the results. • Identify the marketing activities in the life cycle of the company and build applications with reference to specific contexts, and different policies of the market. • Use corporate information systems and integrated business communication tools, to achieve communication activities in relation to different contexts. • To analyze and produce the documents relating to social and environmental reporting, by considering the criteria of corporate social responsibility. • Identify and apply methods and techniques to project management. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

<p>Name of Vocational Department:</p>	<p>(Communication Systems) Ηλεκτρονικών Συστημάτων Επικοινωνιών Communication Electronic Systems</p>
Minimum Qualifications for Graduation	
<p>Ελληνικά / Greek</p> <p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ</p> <ol style="list-style-type: none"> Εξηγεί τις κύριες έννοιες, τα μεγέθη και τις βασικές αρχές της Ηλεκτρονικής στο βαθμό που απαιτείται για την εκτέλεση των επαγγελματικών εργασιών του. Αναγνωρίζει τα βασικά ηλεκτρονικά εξαρτήματα και τα χρησιμοποιούμενα υλικά. Ερμηνεύει σχέδια ηλεκτρονικών κυκλωμάτων. Περιγράφει τη λειτουργία βασικών τηλεπικοινωνιακών και οπτικοακουστικών συσκευών, με τη βοήθεια ηλεκτρονικών δομικών διαγραμμάτων. <p>ΔΕΞΙΟΤΗΤΕΣ</p> <ol style="list-style-type: none"> Χειρίζεται τα βασικά ηλεκτρονικά όργανα και εκτελεί ηλεκτρονικές μετρήσεις. Χειρίζεται τις βασικές συσκευές του ηλεκτρονικού εργαστηρίου. Συγκολλά ηλεκτρονικά εξαρτήματα σε πλακέτα τυπωμένου κυκλώματος, βάσει ηλεκτρονικού σχεδίου. Συναρμολογεί ηλεκτρονικά κυκλώματα βάσει σχεδίου. Ανιχνεύει και αποκαθιστά βλάβες σε τηλεπικοινωνιακές και οπτικοακουστικές συσκευές, με τη βοήθεια των εργαστηριακών οργάνων και συσκευών. Χρησιμοποιεί βασικά λογισμικά ηλεκτρονικών εφαρμογών / επεξεργασίας σήματος. Εγκαθιστά δίκτυα τηλεπικοινωνιακών και οπτικοακουστικών συστημάτων. Ελέγχει και συντηρεί ηλεκτρονικές οικιακές και καταναλωτικού χαρακτήρα συσκευές, ανιχνεύει και αναγνωρίζει τις βλάβες τους. Εγκαθιστά, ρυθμίζει και συντηρεί ραδιοτηλεοπτικές συσκευές καταναλωτικού χαρακτήρα και ηλεκτροακουστικά συστήματα για οικιακή χρήση και πραγματοποιεί ελέγχους για τη σωστή σύνδεσή τους. Επισκευάζει μικροβιλάβες οικιακών ραδιοτηλεοπτικών και ηλεκτροακουστικών συστημάτων / εγκαταστάσεων. Τοποθετεί, ρυθμίζει, ελέγχει και συντηρεί τις εγκαταστάσεις κεραιών επίγειας ή / και δορυφορικής λήψης. Επισκευάζει τις παραπάνω κατασκευές, με την κατάλληλη καθοδήγηση. Συνδέει τη δορυφορική κεραία με τον δορυφορικό δέκτη (RF tuner) και τον δορυφορικό με τον τηλεοπτικό δέκτη και συντονίζει τον δορυφορικό δέκτη. Επισκευάζει τις βλάβες της κεραίας ή/και του tuner. Εγκαθιστά κατόπιν οδηγιών τα απαιτούμενα επαγγελματικά ραδιοτηλεοπτικά και ηλεκτροακουστικά συστήματα για την κάλυψη επαγγελματικών χώρων, συναυλιών και εκδηλώσεων και πραγματοποιεί ελέγχους για τη σωστή σύνδεσή τους. Ρυθμίζει και συντηρεί κατόπιν οδηγιών τα μηχανήματα εγγραφής, επεξεργασίας και μετάδοσης ραδιοτηλεοπτικών προγραμμάτων σε ραδιοτηλεοπτικούς σταθμούς. 	<p>Αγγλικά / English</p> <p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p>KNOWLEDGE</p> <ol style="list-style-type: none"> Explains the key concepts, the sizes and basic principles of Electronics to the extent required for the performance of his professional work. Identifies the basic electronic components and the materials used. Explains electronic circuit diagrams. Describes the function of basic telecommunications and audiovisual devices, using electronic block diagrams. <p>SKILLS</p> <ol style="list-style-type: none"> Operates the basic electronic instrumentation and performs electronic measurements. Operates the key appliances of the electronic laboratory. Welds electronic components on a printed circuit board, based on an electronic drawing. Assembles electronic circuits based on an electronic drawing. Detects and restores damage to telecommunications and electronics equipment, with the help of laboratory instruments and devices. Uses basic computer applications / signal processing software. Installs telecommunications networks and audiovisual systems. Checks and maintains electronic home and consumer appliances and detects and identifies any failures thereto. Installs, adjusts and maintains radio and TV consumer devices and electro-acoustic systems for home use, and verifies the correct connection thereof. Repairs minor damages to home radio and TV, and electro-acoustic systems / facilities. Installs, configures, checks and maintains the installations of land and/or satellite reception antennas. Repairs the above structures, under proper guidance. Connects the satellite antenna to the RF tuner and the RF tuner to the TV tuner, and coordinates the RF tuner. Repairs the malfunctions to the antennal and/or tuner. Installs under instructions the required professional TV and radio and electro-acoustic systems to cover business premises, concerts and events and verifies the proper connection thereof.

<p>17. Επισκευάζει μικροβλάβες επαγγελματικών ραδιοτηλεοπτικών και ηλεκτροακουστικών συστημάτων / εγκαταστάσεων.</p> <p>18. Χειρίζεται και ελέγχει την τεχνική λειτουργία των κυκλωμάτων - μηχανισμών εξοπλισμού εγγραφής και επεξεργασίας ήχου και εικόνας.</p> <p>19. Ελέγχει και χειρίζεται τα συστήματα μετάδοσης και εκπομπής ραδιοτηλεοπτικών προγραμμάτων για επίγειες και δορυφορικές μεταδόσεις.</p> <p>20. Χειρίζεται και ελέγχει τα συστήματα ραδιοεπικοινωνιών, δορυφορικών επικοινωνιών και συστημάτων πολυπλεξίας και ανιχνεύει βλάβες.</p> <p>21. Επισκευάζει βλάβες στον εξοπλισμό κατόπιν οδηγιών.</p> <p>22. Συντάσσει εκθέσεις τεχνικής φύσεως αναφέροντας τις ενέργειες στις οποίες προέβη για οποιαδήποτε τεχνική εργασία του είχε ανατεθεί.</p>	<p>16. Regulates and maintains following instructions the recorders, the processing and TV and radio programme transmission machines in broadcasting stations.</p> <p>17. Repairs minor damages to professional radio and TV, and electro-acoustic systems / facilities.</p> <p>18. Operates and verifies the technical operation of the circuits - machines used in audio and image processing and recording equipment.</p> <p>19. Checks and operates the transmission systems for radio and TV programmes for land and satellite transmissions.</p> <p>20. Operates and checks the radio and satellite communication systems and the multiplexing systems and identifies malfunctions.</p> <p>21. Repairs malfunctions in the equipment following instructions.</p> <p>22. Prepares technical reports indicating the action taken for any technical work assigned.</p>
COMPETENCES	
<p>1. Εφαρμόζει τις προηγούμενες γνώσεις και δεξιότητες σε διαφορετικά περιβάλλοντα εργασίας αναλαμβάνοντας πρωτοβουλίες και προσαρμόζοντας τη συμπεριφορά του στις εκάστοτε συνθήκες.</p> <p>2. Εργάζεται αυτόνομα αναλαμβάνοντας την ευθύνη για την ολοκλήρωση των εργασιών του.</p> <p>3. Είναι ικανός να εκτιμά τις προσωπικές του μαθησιακές ελλείψεις και ανάγκες και να επιλέγει τρόπους και εκπαιδευτικά μέσα για την κάλυψη αυτών των αναγκών.</p> <p>4. Αναζητά, επιλέγει και αξιολογεί πληροφορίες και δεδομένα στο πλαίσιο των επαγγελματικών ή/και μαθησιακών δραστηριοτήτων του.</p> <p>5. Συνεργάζεται αρμονικά με τους τεχνικούς ανώτερης βαθμίδας, καθώς και με τους συναδέλφους του, λειτουργώντας ως μέλος της κοινής ομάδας.</p> <p>6. Είναι ικανός να επιλύει, είτε μόνος του, είτε ζητώντας την κατάλληλη βοήθεια από τρίτους (ανάλογα με την περίπτωση), τα προβλήματα τα οποία ενδέχεται να παρουσιαστούν κατά την εκτέλεση των εργασιών του.</p>	

Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece
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Name of Vocational Department:	(Communication Systems) "Telecommunication technician" Technik telekomunikacji		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
E.2. Montaż, konfiguracja i utrzymanie urządzeń sieci telekomunikacyjnych <ul style="list-style-type: none"> • Montaż podzespołów i urządzeń sieci telekomunikacyjnych • Konfiguracja i utrzymanie urządzeń sieci telekomunikacyjnych E.9. Uruchamianie oraz utrzymanie linii i urządzeń transmisji cyfrowej <ul style="list-style-type: none"> • Uruchamianie i utrzymanie linii telekomunikacyjnych • Uruchamianie i utrzymanie urządzeń dostępowych i abonenckich E.10. Montaż, uruchamianie i utrzymanie sieci transmisyjnych <ul style="list-style-type: none"> • Montaż sieci transmisyjnych • Uruchamianie sieci transmisyjnych • Utrzymanie sieci transmisyjnych 		E.2. Installation, configuration and maintenance of telecommunication networks <ul style="list-style-type: none"> • Installation of components and equipment of telecommunication networks • Configuration and maintenance of telecommunication networks E.9. Setting up and maintaining lines and digital transmission equipment <ul style="list-style-type: none"> • Setting up and maintenance of telecommunication lines • Setting up and maintenance of access and subscriber equipment E.10. Installation, setting up and maintenance of transmission networks <ul style="list-style-type: none"> • Installation of transmission networks • Setting up transmission networks • Maintenance of transmission networks 	
Czas kształcenia Training Period	...4.....lat / years (szkoła ponadgimnazjalna/ technical upper secondary school) 2 lata/ years (szkoła policealna/ post secondary non - tertiary level)	Country	Poland

Name of Vocational Department:	"Communication systems" <i>"Técnico Superior en Sistemas de Telecomunicaciones e Informáticos"</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Configurar, implantar y mantener sistemas de telefonía. • Configurar, implantar y mantener sistemas de radio y televisión. • Configurar, implantar y mantener sistemas informáticos monousuario y multiusuario. • Configurar, implantar y mantener sistemas telemáticos. • Organizar, gestionar y controlar la ejecución y mantenimiento de los sistemas de telecomunicación e informáticos. • Realizar la administración, gestión y comercialización en una pequeña empresa o taller. 		<ul style="list-style-type: none"> • Configure, deploy and maintain telephone systems. • Configure, deploy and maintain systems for radio and television. Configure, deploy and maintain single-user and multi-user computer systems. • Configure, deploy and maintain telematics systems. • Organize, manage and control the execution and maintenance of telecommunication and computer systems. • Perform administration, management and marketing in a small business or workshop. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Yüksek Gerilim Sistemleri” / "High Voltage Systems"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Elektrik Elektronik devre ve şemalarını bilgisayarda çizerek simülasyonu yapmak Elektrik Elektronik devre ve şemalara ait baskı devreleri bilgisayar ortamında çizmek Bilgisayarda proje çizmek Sistem analizi yapıp tespit edilen arızaları gidermek ve katalog okumak Anahtarlama ve tetikleme elemanlarını elektronik devrelerde kullanmak Transduser ve sensörleri elektronik devrelerde kullanmak İşlemsel yükselteçleri elektronik devrelerde kullanmak Direk ve donanımlarının montajını yapmak İzolatör ve bağlantı elemanlarının montajını yapmak Parafudur ve sigortaların montajını yapmak YG Tesislerinde topraklama sistemini yapmak Havai enerji hatlarını çekmek Yeraltı enerji hatlarını çekmek AG/YG plan ve projelerini okumak ve çizmek. Ölçü transformatörlerinin montajını yapmak YG tesislerinde güç ölçme aletlerini seçmek ve bağlantılılarını yapmak Direk tipi trafo merkezi ölçüm pano malzemelerini seçmek ve bağlantılılarını yapmak Kompanzasyon sistemi özelliklerini seçmek ve hesaplamalarını yapmak AG dağıtım ve kompanzasyon pano montaj ve bağlantılılarını yapmak Enerji üretimi santral donanımlarının özelliklerini seçmek Güç transformatörleri yapısı ve özelliklerini seçmek Kesicilerin montajını yapmak Ayırıcıların montajını yapmak Dağıtım transformatör merkezleri özelliklerini seçmek ve montajını yapmak Enerji üretim ve trafo merkezi kuraportör ve ağ sistemini seçmek Kısa devre ve kaçak akım koruma röleleri montaj ve bağlantılılarını yapmak Aşırı akım, isınma koruma, bucholz röleleri montajı ve bağlantılılarını yapmak DA kaynak ve motorları montaj ve bağlantılılarını yapmak OG modüler giriş hücresi montajını yapmak OG modüler ölçüm hücre montajını yapmak OG modüler çıkış hücre montajını yapmak YG tesis bakımını yapmak (trafo merkezleri, kumanda elemanları ve koruma sistemleri) YG tesis bakımını yapmak (direk ve donanımları, hatlar, pano ve ölçüm sistemleri) YG tesisi arıza onarımını yapmak		Drawing electricity and electronics circuit and schemas on computer and making its simulation Drawing printed wiring boards of electricity and electronics circuit and schemas Drawing project on computer Repairing faults through system analyzing and reading catalog Using switching and triggering equipments in electroinc circuits Using transducer and sensors in electronic circuits Using operative amplifier in electronic circuits Assembling pole and its equipments Assembling insulator and its equipments Assembling surge arrester and fuses Making ground connection system in High Voltage (HV) facilities Installation air energy cables Installation ground energy cables Reading and drawing LV/HV plans and projects Assembling measurement transformators Choosing power measure equipments and make connections in HV facilities Choosing power measure equipments and make connections of pole type transformer center Choosing features of compensation system and making calculation Assembling and making connections of LV distribution and compensation board Choosing features of energy production central equipments Choosing structure and features of power transformators Assembling interruptors Assembling separator Choosing features of distribution transformator centers and assembling Choosing energy production, transformer center carrier system and network system Assembling and connections of short circuit and fault current limiter relays Assembling and connections of overcurrent, heating limiter and bucholz relays Assembling and connections of DC weldings and motors Assembling Medium Voltage (MV) modular input cell Assembling MV modular measure cell Assembling MV modular output cell Maintenance HV facility (transformer centers, control equipments and protection systems, pole and its equipments, lines, board and measuresystems) Fixing faults of LV facility	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“High Voltage Systems” “ITS - Tecnico superiore per l’approvvigionamento energetico e la costruzione di impianti”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Individuare i fabbisogni energetici del committente • Individuare le soluzioni per risolvere le criticità rilevate • Applicare la normativa energetica ed espletare le procedure per l’accesso ai finanziamenti • Definire la fattibilità di un intervento anche attraverso strumenti di analisi economica • Monitorare ed elaborare dati sulle prestazioni energetiche di impianti e/o strutture di produzione • Valutare l’impatto ambientale dei sistemi energetici • Scgliere ed applicare tecnologie innovative dell’impiantistica e dei materiali utilizzati • Applicare le normative su sicurezza, qualità e ambiente • Valutare con il committente il bilancio dei costi/benefici delle scelte operate • Utilizzare software dedicati per la progettazione, manutenzione e gestione di sistemi energetici 		<ul style="list-style-type: none"> • Identify the energy requirements of the customers • Identify solutions to address critical issues • Apply the energy legislation and carry out the procedures for accessing funding • Determine the feasibility of an intervention even through economic analysis tools • Monitor and process data on energy performance of infrastructures and/or production installations. • Assess the environmental impact of energy systems • Select and apply innovative technologies • Apply the legislations related to security, quality and environment • Evaluate with the customer the balance of the costs/benefits • Use specific software for the design, maintenance and management of energy systems 	
Periodo di formazione: Training Period:	Post secondary education 1800h	Country	Italy

Name of Vocational Department:	(High Voltage Systems) "Energy production technician" Technik energetyk		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
E.22. Eksploatacja instalacji i urządzeń do wytwarzania i przesyłania energii cieplnej <ul style="list-style-type: none"> • Eksploatacja instalacji i urządzeń do wytwarzania energii cieplnej • Eksploatacja instalacji i urządzeń do przesyłania energii cieplnej E.23. Eksploatacja instalacji i urządzeń do wytwarzania i przesyłania energii elektrycznej <ul style="list-style-type: none"> • Eksploatacja instalacji i urządzeń do wytwarzania energii elektrycznej • Eksploatacja instalacji i urządzeń do przesyłania energii elektrycznej 		E22. The operation of installations and equipment for the production and transport of heat <ul style="list-style-type: none"> • The operation of installations and equipment for the production of thermal energy • The operation of installations and equipment for the transport of heat E.23. The operation of installations and equipment for the production and transmission of electricity <ul style="list-style-type: none"> • The operation of installations and equipment for the production of electricity • The operation of installations and equipment for the transmission of electricity 	
Czas kształcenia Training Period	...4.....lat / years (szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Mesleki Alan Adı: Name of Vocational Department:	“Endüstriyel Bakım Onarım” / “Industrial Maintenance”		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Elektrik Elektronik devre ve şemalarını bilgisayarda çizerek simülasyonu yapmak Elektrik Elektronik devre ve şemalara ait baskı devreleri bilgisayar ortamında çizmek Bilgisayarda proje çizmek Sistem analizi yapıp tespit edilen arızaları gidermek ve katalog okumak Anahtarlama ve tetikleme elemanlarını elektronik devrelerde kullanmak Transduser ve sensörleri elektronik devrelerde kullanmak İşlemsel yükselteçleri elektronik devrelerde kullanmak Mikrodenetleyici seçerek program yüklemek Mikrodenetleyiciyi programlamak Mikrodenetleyici ile dijital işlemleri yapmak Mikrodenetleyici ile analog işlemleri yapmak Elektronik devrelerin ve sistemlerin arızalarını gidermek Temel mantık devrelerini kurmak Bileşik mantık devreleri kurmak Aritmetik mantık devreleri kurmak Ardişik mantık devrelerini kurmak Sayıcı ve kaydedici devrelerini tasarlama ve kurmak ADC-DAC Devrelerini kurmak Lojik entegrelerle temel kumanda devrelerini kurmak Trafo ünitelerindeki kumanda ve koruma Sistemlerini seçmek Endüstriyel sayaçların montaj ve bağlantılarını yapmak Dağıtım pano malzemelerini seçmek ve bağlantılarını yapmak Kompanzasyon sistemi hesaplamaları, malzeme seçimi ve bağlantılarını yapmak Topraklama ve paratoner tesislerinin montaj ve bağlantılarını yapmak Kuvvet tesisatı bakım ve onarımını yapmak Kumanda devre elemanlarını seçmek Asenkron motor kumanda devrelerini kurmak, bakım ve onarımını yapmak Asenkron motor yol verme devrelerini kurmak, bakım ve onarımını yapmak AC ve DC makinelerin bağlantısını, bakım ve onarımını yapmak Pnömatik ve Hidrolik sistem devreleri kurmak Elektropnömatik sistem devreleri kurmak Elektrohidrolik sistem devreleri kurmak PLC ve giriş çıkış elemanlarını seçerek bağlantısını yapmak PLC ile kontrol edilecek sisteme göre programı yaparak PLC'ye yüklemek Ünitelerin PLC ile kontrolünü yapmak Asenkron motorun PLC ile kontrolünü yapmak PLC ile analog veri için program yaparak devresini kurmak Operatör panelini sisteme göre programlamak Step motorun sürücü bağlantısını ve kontrolünü yapmak Servo motor ve sürücülerin bağlantısını ve kontrolünü yapmak	Drawing electricity and electronics circuit and schemas on computer and making its simulation Drawing printed wiring boards of electricity and electronics circuit and schemas on computer Drawing project on computer Repairing faults through system analyzing and reading catalog Using switching and triggering equipments in electronic circuits Using transducer and sensors in electronic circuits Using operative amplifier in electronic circuits Installing programme choosing microcontroller Programming microcontroller Making digital procedures with microcontroller Making analog procedures with microcontroller Repairing electronics circuits and systems Setting basic logic circuits Setting combined logic circuits Setting arithmetic logic circuits Setting sequential logic circuits Designing and setting counter and recorder circuits Setting ADC-DAC circuits Setting Basic control circuits with logic integrateds Choosing control and protection systems in transformer units Assembling and connections of industrial counters Choosing distribution board equipments and making connection Compensation system calculation and choosing equipments and connection Assembling and connection of ground connection and conductor facilities Maintenance and fixing power installation Choosing control circuit equipments Setting of asynchronous motor control circuits maintenance and fixing Setting of asynchronous motor starter circuits maintenance and fixing Connection of AC and DC machines maintenance and fixing Setting pneumatic and hydrolic system circuits Setting electropneumatic system circuits Setting electrohydrolic system circuits Choosing PLC system equipments and connection Making programme according to system to be controlled with PLC and installing into PLC Control units with PLC Control asynchronous motor with PLC Making program for analog data with PLC and setting circuit Programming operator panel according to system Making driver connection of step motor and check it Making connection of servo motor drivers and check it		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Industrial Maintenance” “Istituto Tecnico – Indirizzo “Meccanica, meccatronica ed energia”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Individuare le proprietà dei materiali in relazione all'impiego, ai processi produttivi e ai trattamenti. • Misurare, elaborare e valutare grandezze e caratteristiche tecniche con opportuna strumentazione. • Organizzare il processo produttivo contribuendo a definire le modalità di realizzazione, di controllo e collaudo del prodotto. • Documentare e seguire i processi di industrializzazione. • Progettare strutture, apparati e sistemi, applicando anche modelli matematici, e analizzarne le risposte alle sollecitazioni meccaniche, termiche, elettriche e di altra natura. • Progettare, assemblare, collaudare e predisporre la manutenzione di componenti, di macchine e di sistemi termotecnici di varia natura. • Definire, classificare e programmare sistemi di automazione integrata e robotica applicata ai processi produttivi. • Gestire ed innovare processi correlati a funzioni aziendali. • Gestire progetti secondo le procedure e gli standard previsti dai sistemi aziendali della qualità e della sicurezza. 		<ul style="list-style-type: none"> • Identify the characteristics of materials in relation to their use, production processes and treatments. • Measure, elaborate and evaluate technical specifications with the appropriate instrumentation. • Organize the production process collaborating in the definition of the implementation modalities, product control and testing. • Report and follow industrialization processes. • Designing structures, devices and systems, by applying mathematical models, and analyze their behavior to mechanical, thermal, electrical solicitations. • Design, assemble, test and prepare the maintenance of components, machinery and thermo-technical systems. • Define, classify and schedule integrated automation systems and robotics applied to production processes. • Manage and innovate processes related to company operational functions. • Manage projects according to the procedures and standards of the enterprise systems in relation to quality and safety. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(Industrial Maintenance) Ηλεκτρολογικών Εγκαταστάσεων Electrical Facilities
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ</p> <p>1. Επεξηγεί τις κύριες έννοιες, τα μεγέθη και τους βασικούς νόμους του Ηλεκτρισμού στο βαθμό που απαιτείται για να υπολογίζει, να ερμηνεύει και να αξιολογεί τα διάφορα ηλεκτρικά μεγέθη (τάση, ρεύμα, αντίσταση, ισχύ, ηλ. ενέργεια, συνχρόνητα Ε.Ρ., κ.ά.), στο πεδίο των επαγγελματικών εργασιών του.</p> <p>2. Περιγράφει την αρχή λειτουργίας των ηλεκτρικών καταναλωτών που χρησιμοποιούνται σε συνήθεις ηλεκτρολογικές εφαρμογές, όπως ηλεκτρικές μηχανές, μετασχηματιστές, ανορθωτές, inverters, συσκευές μετατροπής της ηλεκτρικής ενέργειας σε θερμότητα, όργανα μέτρησης, προστασίας και ελέγχου.</p> <p>3. Διακρίνει και περιγράφει τα ηλεκτροτεχνικά υλικά, τις ηλεκτρικές συσκευές και τα μηχανήματα που χρησιμοποιούνται στις ηλεκτρικές εγκαταστάσεις χαμηλής τάσης κτιρίων και βιομηχανικών χώρων, σε εγκαταστάσεις αυτοματισμού και ασθενών ρευμάτων ή αποτελούν τους συνήθεις ηλεκτρικούς καταναλωτές για την εξυπηρέτηση οικιών, καταστημάτων, γραφείων και χώρων παραγωγικών δραστηριοτήτων (αγωγοί, καλώδια, κανάλια και σωλήνες διανομής, ηλεκτρικοί πίνακες, διακοπτικό υλικό, συστήματα αυτοματισμού και προστασίας, φωτιστικά σώματα, διατάξεις γείωσης και αντικεραυνικής προστασίας, ηλεκτρικοί κινητήρες, μετασχηματιστές, ηλεκτρικό μέρος οικιακών συσκευών και κλιματιστικών, διατάξεις πυρανίχνευσης και συναγερμού, καλωδιώσεις για την εξυπηρέτηση τηλεφώνων, Η/Υ, τηλεόρασης, ενδοεπικοινωνίας, κλπ.).</p> <p>4. Περιγράφει τα βασικά φωτοτεχνικά μεγέθη και υπολογίζει τα φωτιστικά σώματα μιας απλής ηλεκτρικής εγκατάστασης φωτισμού σε εσωτερικούς χώρους με βάση προδιαγραφές που θα του δοθούν.</p> <p>5. Ερμηνεύει τους κανονισμούς και τις προδιαγραφές ποιότητας που ισχύουν κάθε φορά για τις διάφορες κατηγορίες ηλεκτρικών εγκαταστάσεων.</p> <p>6. Διακρίνει το πεδίο εφαρμογής των κανόνων ασφάλειας, υγιεινής και προστασίας του περιβάλλοντος που σχετίζονται με τις επαγγελματικές του δραστηριότητες.</p> <p>ΔΕΞΙΟΤΗΤΕΣ</p> <p>1. Χειρίζεται τα βασικά ηλεκτρολογικά εργαλεία και όργανα.</p> <p>2. Ενημερώνει τα ηλεκτρολογικά σχέδια στο πεδίο των επαγγελματικών δραστηριοτήτων του και κατασκευάζει σκαριφήματα και απλά σχέδια ηλεκτρολογικών εγκαταστάσεων.</p> <p>3. Εκτελεί μετρήσεις ηλεκτρικών μεγεθών, καθώς και ελέγχους στις ηλεκτρικές εγκαταστάσεις και αξιολογεί τα αποτελέσματά τους.</p> <p>4. Εκτελεί απλές μελέτες των ηλεκτρικών εγκαταστάσεων κτιρίων, λεβητοστασίων κεντρικής θέρμανσης, βιομηχανικών χώρων, κλπ. με βάση συγκεκριμένες προδιαγραφές και απαιτήσεις (υπολογισμός διατομών γραμμών, επιλογή</p>	<p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p>KNOWLEDGE</p> <p>1. Explains the main concepts, sizes and basic laws of electricity to the extent necessary to calculate, interpret and evaluate the various electrical quantities (voltage, current, resistance, power, AC frequency, etc.), in the field of his professional work.</p> <p>2. Describes the working principle of electrical consumers used in ordinary electrical applications such as electric motors, transformers, rectifiers, inverters, devices converting power to heat, protection and control instrumentation.</p> <p>3. Distinguishes the electrotechnical materials, the electrical devices and machinery used in low voltage electrical installations of buildings and industrial sites, in automation installations and weak currents or constitute the usual electric consumers for serving houses, shops, offices and places of production (pipelines, cables, distribution channels and pipes, electrical panels, switches, hardware, automation and security systems, lighting fixtures, grounding and lightning protection devices, electric motors, transformers, electrical part of household appliances and air conditioners, fire detection and alarm devices, wiring for telephone service, computers, TV, intercom, etc.).</p> <p>4. Identifies the key light technical figures and calculates the lights of a simple electric lighting installation for indoors based on specifications given.</p> <p>5. Interprets the regulations and quality standards that apply for the various categories of electrical installations.</p> <p>6. Distinguishes the scope of the rules regarding safety, health and environmental protection related to his professional activities.</p> <p>SKILLS</p> <p>1. Applies in performing the work the applicable rules of safety, health and environmental protection.</p> <p>2. Uses the basic electrical tools and instruments.</p> <p>3. Performs measurements of electrical quantities and checks on electrical installations and evaluates their results.</p> <p>4. Issues simple designs of electrical installations for buildings, central heating boilers, industrial sites, etc. based on specific standards and requirements (calculation of line profiles, selection of switchgear and protection equipment,</p>

<p>διακοπτικού υλικού και υλικού προστασίας, σχεδιασμός ηλεκτρικών πινάκων, σχεδίαση γραμμών ισχυρών και ασθενών ρευμάτων, τοποθέτηση φωτιστικών σημείων, ρευματοδοτών, υποδοχέων και ηλ. παροχετεύσεων σε κάτοψη του χώρου, υπολογισμός υλικών, εξαρτημάτων και απαιτούμενων εργασιών).</p> <p>5. Κατασκευάζει σύνθετες ηλεκτρικές εγκαταστάσεις (φωτισμού, κίνησης, αυτοματισμού, δομημένης καλωδίωσης, λοιπών ασθενών ρευμάτων), ακολουθώντας οδηγίες, προδιαγραφές και σχέδια που του δίνονται.</p> <p>6. Εγκαθιστά και ελέγχει το κύκλωμα γείωσης και αντικεραυνικής προστασίας της ηλεκτρικής εγκατάστασης.</p> <p>7. Εκτελεί ελέγχους, συντηρεί και προβαίνει στην αντικατάσταση φθαρμένων υλικών και εξαρτημάτων σε μια ηλεκτρική εγκατάσταση με βάση τους ισχύοντες κανονισμούς και τις εκάστοτε προδιαγραφές ποιότητας.</p> <p>8. Εγκαθιστά, συντηρεί και ελέγχει συστήματα αυτοματισμού με ηλεκτρονόμους και με PLC για απλές εφαρμογές αυτοματισμού.</p> <p>9. Εγκαθιστά, συντηρεί, ελέγχει και προβαίνει σε απλές επιτόπιες επισκευές (εφόσον είναι εφικτές) των ηλεκτρικών μηχανών διαφόρων τύπων.</p> <p>10. Ελέγχει και επισκευάζει συνήθεις ηλεκτρικές βλάβες στον ηλεκτρικό θερμοσίφωνα, το ηλεκτρικό μαγειρείο και άλλες απλές οικιακές συσκευές.</p> <p>11. Συντάσσει γραπτές αναφορές προς τους προϊσταμένους του και τις επίσημες αρχές σχετικά με τον προγραμματισμό, την πορεία και τα αποτελέσματα των εργασιών του.</p>	<p>electrical panel design, design of strong and weak current lines, allocation of lights, sockets, connectors, and electrical drains on ground plan, calculation of materials, parts and work required).</p> <p>5. Manufactures complex electrical installations (lighting, motion, automation, structured cabling, other low voltage), following instructions, specifications and drawings given.</p> <p>6. Installs and checks the grounding and lightning protection circuit of the electrical installation.</p> <p>7. Performs checks, maintains and replaces damaged materials and components in an electrical installation according to the applicable regulations and the relevant quality standards.</p> <p>8. Installs, maintains and controls automation systems with relays and PLC for simple automation applications.</p> <p>9. Installs, maintains, monitors and carries out simple repairs on-site (as long as are feasible) of various electric machines.</p> <p>10. Checks and repairs usual electrical faults in the water heater, electric galley and other simple household appliances.</p> <p>11. Prepares written reports to his supervisors and to the official authorities about the planning, progress and results of operations.</p>
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COMPETENCES

1. Applies prior knowledge and skills in different work environments by taking initiatives and adapting his behaviour to the circumstances.
2. Works independently by taking responsibility for completing his work.
3. Understands his personal learning deficiencies and needs and selects ways and educational resources to meet those needs.
4. Looks for, selects and evaluates information and data in the context of professional and / or learning activities.
5. Is capable of working seamlessly with upper tier technicians and with his colleagues, acting as a member of the joint team.
6. Is capable of resolving, either alone, or by seeking appropriate help from others (as appropriate), the problems that may occur during the execution of his work.

Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece
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Name of Vocational Department:	"Industrial Maintenance" "Técnico Superior en Mantenimiento Electrónico"		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Configurar circuitos electrónicos reconociendo su estructura en bloques. • Calcular parámetros de circuitos electrónicos analógicos y digitales identificando los valores de las etapas de entrada-salida y de acondicionamiento y tratamiento de señal. • Verificar el funcionamiento de circuitos analógicos y de electrónica digital microprogramables utilizando equipos de medida y sistemas software de análisis y configuración. • Elaborar el presupuesto del mantenimiento, cotejando los aspectos técnicos y económicos para ofrecer la mejor solución. • Organizar y gestionar las intervenciones para el mantenimiento correctivo de acuerdo al nivel de servicio y optimizando los recursos humanos y materiales. • Gestionar el suministro y almacenamiento de los materiales y equipos, definiendo la logística asociada y controlando existencias. • Desarrollar las intervenciones de mantenimiento atendiendo a la documentación técnica y condiciones de los equipos o sistemas. • Realizar el diagnóstico de las disfunciones o averías en los equipos o sistemas, a partir de los síntomas detectados, información aportada por el usuario, información técnica e historial de la instalación. • Supervisar y/o ejecutar los procesos de mantenimiento preventivo, correctivo y predictivo, controlando los tiempos y la calidad de los resultados. • Realizar la puesta en servicio de los equipos y sistemas electrónicos, asegurando su funcionamiento dentro de los parámetros técnicos de aceptación y asegurando las condiciones de calidad y seguridad. 		<ul style="list-style-type: none"> • Set electronics recognizing its block structure. • Calculate parameters of analog and digital electronic circuits identifying the values of the input-output stages and signal conditioning and processing. • Check the operation of analog circuits and digital electronics microprogrammable using measuring equipment and software systems analysis and configuration. • Maintenance budgeting, comparing the technical and economic aspects to offer the best solution. • Organize and manage corrective maintenance interventions according to the level of service and optimizing human and material resources. • Manage the supply and storage of materials and equipment, defining the associated logistics and inventory control. • Develop maintenance interventions in response to the technical documentation and conditions of the equipment or systems. • The diagnosis of malfunctions or damage to the equipment or systems from the detected symptoms, input from the user, technical information and history of the installation. • Monitor and / or processes run preventive, corrective and predictive maintenance, controlling the timing and quality of results. • Perform the commissioning of the electronic equipment and systems, ensuring their operation within the technical parameters of acceptance and ensuring the quality and safety conditions. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Elektrikli Ev Aletleri Teknik Servisi” / "Electrical Household Tools Technical Services"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Elektrik Elektronik devre ve şemalarını bilgisayarda çizerek simülasyonu yapmak Elektrik Elektronik devre ve şemalara ait baskı devreleri bilgisayar ortamında çizmek Bilgisayarda proje çizmek Sistem analizi yapıp tespit edilen arızaları gidermek ve katalog okumak Anahtarlama ve tetikleme elemanlarını elektronik devrelerde kullanmak Transduser ve sensörleri elektronik devrelerde kullanmak İşlemsel yükselteçleri elektronik devrelerde kullanmak Bir fazlı AC Motor bağlantılarını, bakım ve onarımını yapmak DC Motor bağlantılarını, bakım ve onarımını yapmak Step ve servo motor bağlantılarını yapmak Servo Motorun Bakımını Yapmak Elektrikli sobaların bakım onarımını yapmak Ekmek kızartıcıları, tost makineleri ve fritözlerin bakım ve onarımını yapmak Elektrikli su ısıtıcılarının bakım ve onarımını yapmak Ütülerin bakım ve onarımını yapmak Kesiciler ve parçalayıcıların bakım ve onarımını yapmak Mikrodalga fırınlarının bakım ve onarımını yapmak Elektrikli ve gazlı pişiricilerin bakım ve onarımını yapmak Kişisel bakım ürünlerinin bakım ve onarımını yapmak Aspiratör ve vantilatörlerin bakım ve onarım işlerini yapmak Elektrikli süpürgelerin bakım ve onarımını yapmak Yıkayıcı ve kurutucuların basit su tesisatı işlemlerini yapmak Çamaşır makinelerinin bakım ve onarımını yapmak Bulaşık makinelerinin bakım ve onarımlarını yapmak Kurutucuların bakım ve onarımını yapmak Soğutucu seçimi yapmak Soğutma sistemi elemanlarının bağlantılarını yapmak Soğutucuların bakım ve onarımını yapmak Klima özelliklerini belirleyerek klima seçimi yapmak Klimaların montajını yapmak Klimaların bakım ve onarımını yapmak Elektrikli ev aletlerinin uzaktan kontrolünü yapmak Elektrikli ev aletlerinin kontrolü için mikrodenetleyicileri kullanmak	Drawing electricity and electronics circuit and schemas on computer and making its simulation Drawing printed wiring boards of electricity and electronics circuit and schemas on computer Drawing project on computer Repairing faults through system analyzing and reading catalog Using switching and triggering equipments in electronic circuits Using transducer and sensors in electronic circuits Using operative amplifier in electronic circuits Making connection, maintenance and repairing single phased AC motor Making connection, maintenance and repairing DC motor Making connection of step and servo motors Maintenance of servo motor Maintenance and repairing electrical stove Maintenance and repairing bread roast machine, toaster and deep fryer Maintenance and repairing electrical water heater Maintenance and repairing iron Maintenance and repairing cutters and shredders Maintenance and repairing microwave ovens Maintenance and repairing electrical and gas heater Maintenance and repairing individual care products Maintenance and repairing exhaust and ventilator Maintenance and repairing hoovers Making simple water installation works of washer and dryers Maintenance and repairing washing machine Maintenance and repairing dishwasher Maintenance and repairing dryers Choosing cooler Connection of cooling system equipments Maintenance and repairing coolers Determine airconditioning features and assembling Maintenance and repairing airconditioners Remote control of electrical household tools Using microcontroller to control electrical household tools		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Electrical Household Tools Technical Services” “Istituto Tecnico – Indirizzo “Meccanica, meccatronica ed energia”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Individuare le proprietà dei materiali in relazione all’impiego, ai processi produttivi e ai trattamenti. • Misurare, elaborare e valutare grandezze e caratteristiche tecniche con opportuna strumentazione. • Organizzare il processo produttivo contribuendo a definire le modalità di realizzazione, di controllo e collaudo del prodotto. • Documentare e seguire i processi di industrializzazione. • Progettare strutture, apparati e sistemi, applicando anche modelli matematici, e analizzarne le risposte alle sollecitazioni meccaniche, termiche, elettriche e di altra natura. • Progettare, assemblare, collaudare e predisporre la manutenzione di componenti, di macchine e di sistemi termotecnici di varia natura. • Definire, classificare e programmare sistemi di automazione integrata e robotica applicata ai processi produttivi. • Gestire ed innovare processi correlati a funzioni aziendali. • Gestire progetti secondo le procedure e gli standard previsti dai sistemi aziendali della qualità e della sicurezza. 		<ul style="list-style-type: none"> • Identify the characteristics of materials in relation to their use, production processes and treatments. • Measure, elaborate and evaluate technical specifications with the appropriate instrumentation. • Organize the production process collaborating in the definition of the implementation modalities, product control and testing. • Report and follow industrialization processes. • Designing structures, devices and systems, by applying mathematical models, and analyze their behavior to mechanical, thermal, electrical solicitations. • Design, assemble, test and prepare the maintenance of components, machinery and thermo-technical systems. • Define, classify and schedule integrated automation systems and robotics applied to production processes. • Manage and innovate processes related to company operational functions. • Manage projects according to the procedures and standards of the enterprise systems in relation to quality and safety. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(Electrical Household Tools Technical Services) Ηλεκτρολογικών Εγκαταστάσεων Electrical Facilities
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
<p>Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ</p> <ol style="list-style-type: none"> Επεξηγεί τις κύριες έννοιες, τα μεγέθη και τους βασικούς νόμους του Ηλεκτρισμού στο βαθμό που απαιτείται για να υπολογίζει, να ερμηνεύει και να αξιολογεί τα διάφορα ηλεκτρικά μεγέθη (τάση, ρεύμα, αντίσταση, ισχύ, ηλ. ενέργεια, συνχρόνη Ε.Ρ., κ.ά.), στο πεδίο των επαγγελματικών εργασιών του. Περιγράφει την αρχή λειτουργίας των ηλεκτρικών καταναλωτών που χρησιμοποιούνται σε συνήθεις ηλεκτρολογικές εφαρμογές, όπως ηλεκτρικές μηχανές, μετασχηματιστές, ανορθωτές, inverters, συσκευές μετατροπής της ηλεκτρικής ενέργειας σε θερμότητα, όργανα μέτρησης, προστασίας και ελέγχου. Διακρίνει και περιγράφει τα ηλεκτροτεχνικά υλικά, τις ηλεκτρικές συσκευές και τα μηχανήματα που χρησιμοποιούνται στις ηλεκτρικές εγκαταστάσεις χαμηλής τάσης κτιρίων και βιομηχανικών χώρων, σε εγκαταστάσεις αυτοματισμού και ασθενών ρευμάτων ή αποτελούν τους συνήθεις ηλεκτρικούς καταναλωτές για την εξυπηρέτηση οικιών, καταστημάτων, γραφείων και χώρων παραγωγικών δραστηριοτήτων (αγωγοί, καλώδια, κανάλια και σωλήνες διανομής, ηλεκτρικοί πίνακες, διακοπτικό υλικό, συστήματα αυτοματισμού και προστασίας, φωτιστικά σώματα, διατάξεις γείωσης και αντικεραυνικής προστασίας, ηλεκτρικοί κινητήρες, μετασχηματιστές, ηλεκτρικό μέρος οικιακών συσκευών και κλιματιστικών, διατάξεις πυρανίχνευσης και συναγερμού, καλωδιώσεις για την εξυπηρέτηση τηλεφώνων, Η/Υ, τηλεόρασης, ενδοεπικοινωνίας, κλπ.). Περιγράφει τα βασικά φωτοτεχνικά μεγέθη και υπολογίζει τα φωτιστικά σώματα μιας απλής ηλεκτρικής εγκατάστασης φωτισμού σε εσωτερικούς χώρους με βάση προδιαγραφές που θα του δοθούν. Ερμηνεύει τους κανονισμούς και τις προδιαγραφές ποιότητας που ισχύουν κάθε φορά για τις διάφορες κατηγορίες ηλεκτρικών εγκαταστάσεων. Διακρίνει το πεδίο εφαρμογής των κανόνων ασφάλειας, υγιεινής και προστασίας του περιβάλλοντος που σχετίζονται με τις επαγγελματικές του δραστηριότητες. <p>ΔΕΞΙΟΤΗΤΕΣ</p> <ol style="list-style-type: none"> Χειρίζεται τα βασικά ηλεκτρολογικά εργαλεία και όργανα. Ενημερώνει τα ηλεκτρολογικά σχέδια στο πεδίο των επαγγελματικών δραστηριοτήτων του και κατασκευάζει σκαριφήματα και απλά σχέδια ηλεκτρολογικών εγκαταστάσεων. Εκτελεί μετρήσεις ηλεκτρικών μεγεθών, καθώς και ελέγχους στις ηλεκτρικές εγκαταστάσεις και αξιολογεί τα αποτελέσματά τους. Εκτελεί απλές μελέτες των ηλεκτρικών εγκαταστάσεων κτιρίων, λεβιτοστασίων κεντρικής θέρμανσης, βιομηχανικών χώρων, κλπ. με βάση συγκεκριμένες προδιαγραφές και απαιτήσεις (υπολογισμός διατομών γραμμών, επιλογή 	
Αγγλικά / English	<p>The holder of a Vocational Upper Secondary School degree of this specialty:</p> <p>KNOWLEDGE</p> <ol style="list-style-type: none"> Explains the main concepts, sizes and basic laws of electricity to the extent necessary to calculate, interpret and evaluate the various electrical quantities (voltage, current, resistance, power, AC frequency, etc.), in the field of his professional work. Describes the working principle of electrical consumers used in ordinary electrical applications such as electric motors, transformers, rectifiers, inverters, devices converting power to heat, protection and control instrumentation. Distinguishes the electrotechnical materials, the electrical devices and machinery used in low voltage electrical installations of buildings and industrial sites, in automation installations and weak currents or constitute the usual electric consumers for serving houses, shops, offices and places of production (pipelines, cables, distribution channels and pipes, electrical panels, switches, hardware, automation and security systems, lighting fixtures, grounding and lightning protection devices, electric motors, transformers, electrical part of household appliances and air conditioners, fire detection and alarm devices, wiring for telephone service, computers, TV, intercom, etc.). Identifies the key light technical figures and calculates the lights of a simple electric lighting installation for indoors based on specifications given. Interprets the regulations and quality standards that apply for the various categories of electrical installations. Distinguishes the scope of the rules regarding safety, health and environmental protection related to his professional activities. <p>SKILLS</p> <ol style="list-style-type: none"> Applies in performing the work the applicable rules of safety, health and environmental protection. Uses the basic electrical tools and instruments. Performs measurements of electrical quantities and checks on electrical installations and evaluates their results. Issues simple designs of electrical installations for buildings, central heating boilers, industrial sites, etc. based on specific standards and requirements (calculation of line profiles, selection of switchgear and protection equipment,

<p>διακοπτικού υλικού και υλικού προστασίας, σχεδιασμός ηλεκτρικών πινάκων, σχεδίαση γραμμών ισχυρών και ασθενών ρευμάτων, τοποθέτηση φωτιστικών σημείων, ρευματοδοτών, υποδοχέων και ηλ. παροχετεύσεων σε κάτοψη του χώρου, υπολογισμός υλικών, εξαρτημάτων και απαιτούμενων εργασιών).</p> <p>5. Κατασκευάζει σύνθετες ηλεκτρικές εγκαταστάσεις (φωτισμού, κίνησης, αυτοματισμού, δομημένης καλωδίωσης, λοιπών ασθενών ρευμάτων), ακολουθώντας οδηγίες, προδιαγραφές και σχέδια που του δίνονται.</p> <p>6. Εγκαθιστά και ελέγχει το κύκλωμα γείωσης και αντικεραυνικής προστασίας της ηλεκτρικής εγκατάστασης.</p> <p>7. Εκτελεί ελέγχους, συντηρεί και προβαίνει στην αντικατάσταση φθαρμένων υλικών και εξαρτημάτων σε μια ηλεκτρική εγκατάσταση με βάση τους ισχύοντες κανονισμούς και τις εκάστοτε προδιαγραφές ποιότητας.</p> <p>8. Εγκαθιστά, συντηρεί και ελέγχει συστήματα αυτοματισμού με ηλεκτρονόμους και με PLC για απλές εφαρμογές αυτοματισμού.</p> <p>9. Εγκαθιστά, συντηρεί, ελέγχει και προβαίνει σε απλές επιτόπιες επισκευές (εφόσον είναι εφικτές) των ηλεκτρικών μηχανών διαφόρων τύπων.</p> <p>10. Ελέγχει και επισκευάζει συνήθεις ηλεκτρικές βλάβες στον ηλεκτρικό θερμοσίφωνα, το ηλεκτρικό μαγειρείο και άλλες απλές οικιακές συσκευές.</p> <p>11. Συντάσσει γραπτές αναφορές προς τους προϊσταμένους του και τις επίσημες αρχές σχετικά με τον προγραμματισμό, την πορεία και τα αποτελέσματα των εργασιών του.</p>	<p>electrical panel design, design of strong and weak current lines, allocation of lights, sockets, connectors, and electrical drains on ground plan, calculation of materials, parts and work required).</p> <p>5. Manufactures complex electrical installations (lighting, motion, automation, structured cabling, other low voltage), following instructions, specifications and drawings given.</p> <p>6. Installs and checks the grounding and lightning protection circuit of the electrical installation.</p> <p>7. Performs checks, maintains and replaces damaged materials and components in an electrical installation according to the applicable regulations and the relevant quality standards.</p> <p>8. Installs, maintains and controls automation systems with relays and PLC for simple automation applications.</p> <p>9. Installs, maintains, monitors and carries out simple repairs on-site (as long as are feasible) of various electric machines.</p> <p>10. Checks and repairs usual electrical faults in the water heater, electric galley and other simple household appliances.</p> <p>11. Prepares written reports to his supervisors and to the official authorities about the planning, progress and results of operations.</p>
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COMPETENCES

- Applies prior knowledge and skills in different work environments by taking initiatives and adapting his behaviour to the circumstances.
- Works independently by taking responsibility for completing his work.
- Understands his personal learning deficiencies and needs and selects ways and educational resources to meet those needs.
- Looks for, selects and evaluates information and data in the context of professional and / or learning activities.
- Is capable of working seamlessly with upper tier technicians and with his colleagues, acting as a member of the joint team.
- Is capable of resolving, either alone, or by seeking appropriate help from others (as appropriate), the problems that may occur during the execution of his work.

Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece
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Name of Vocational Department:	(Electrical Household Tools Technical Services) "Electrician" Elektryk		
Minimum Qualifications for Graduation			
polski/Polish		angielski/English	
E.7. Montaż i konserwacja maszyn i urządzeń elektrycznych <ul style="list-style-type: none"> • Montaż maszyn i urządzeń elektrycznych • Konserwacja maszyn i urządzeń elektrycznych E.8. Montaż i konserwacja instalacji elektrycznych <ul style="list-style-type: none"> • Montaż instalacji elektrycznych • Konserwacja instalacji elektrycznych 		E7. Installing and maintaining machinery and electrical equipment <ul style="list-style-type: none"> • Installing machinery and electrical equipment • Maintaining machinery and electrical equipment E.8. Installing and maintaining electrical installations <ul style="list-style-type: none"> • Installing electrical installations • Maintaining electrical installations 	
Czas kształcenia Training Period	...3.....lat / years(zasadnicza szkoła zawodowa/ basic vocational school)	Country	Poland

Name of Vocational Department:	"Electrical household tools Technical Services" <i>“Técnico en Instalaciones Eléctricas automáticas”</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Configurar y calcular instalaciones y equipos. • Montar los elementos componentes de redes de distribución de baja tensión y elementos auxiliares. • Montar los equipos y canalizaciones asociados a las instalaciones eléctricas y automatizadas e infraestructuras de telecomunicaciones en edificios. • Instalar y mantener máquinas eléctricas rotativas y estáticas. • Mantener y reparar instalaciones y equipos. • Establecer la logística asociada al montaje y mantenimiento. • Elaborar presupuestos, documentación técnica y documentación administrativa. • Verificar el funcionamiento de la instalación. 		<ul style="list-style-type: none"> • Configure and calculate installations and equipment. • Assemble the components of distribution networks and low voltage auxiliaries. • Riding equipment and associated piping to electrical and automated facilities and telecommunications infrastructure in buildings. • Install and maintain rotating and static electrical machines. • Maintain and repair facilities and equipment. • Establish logistics associated installation and maintenance. • Budgeting, technical documentation and record keeping. • Check operation of the installation. 	
Training Period	2.000 h.	Country	Spain

VOCATIONAL INFORMATORY KITS (VIK) **MESLEKİ BİLGİLENDİRME KİTLERİ**

Vocational Qualifications – O7
Mesleki Yeterlilikler – O7

Health **Sağlık**

Mesleki Alan Adı: Name of Vocational Department:	“Acil Sağlık Hizmetleri” / "Emergency Health Services"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Vücutun temel yapısını, Hareket sisteminin yapı ve işlevlerini ayırt etmek Sınır sisteminin ve Endokrin sistemin yapı ve işlevlerini ayırt etmek Vücut sıvıları, elektrolitleri ve kanın yapı ve işlevlerini ayırt etmek Dolaşım sisteminin yapı ve işlevlerini ayırt etmek Solunum sisteminin yapı ve işlevlerini ayırt etmek Sindirim sisteminin yapı ve işlevlerini ayırt etmek Boşaltım sisteminin yapı ve işlevlerini ayırt etmek Üreme sisteminin yapı ve işlevlerini ayırt etmek Duyu organlarının yapı ve işlevlerini ayırt etmek İletişim sürecini ayırt etmek, Kişiler arası iletişim kurmak Toplumsal gruplarla iletişim kurmak Sağlık hizmetlerinde etkili iletişim kurmak Enfeksiyon hastalıklarına yol açan etmenleri ayırt etmek Dekontaminasyonu sağlamak Enfeksiyon hastalıklarını ayırt etmek Enfeksiyon hastalıklardan korunmak Psikolojinin etkilerini ayırt etmek Kişilik özelliklerini ayırt etmek Duyguları kontrol altına almak Hasta/yaralı ve yakınlarına psikolojik destek sağlamak Ajet ve travmalarda psikolojik destek sağlamak Meslek etidine uyumak, hak ve sorumlulukları bilmek Aseptik tekniklere uyumak, Güvenliği sağlamak Acil sağlık hizmetlerinin yapısını incelemek Birimler arası haberleşmeyi sağlamak Haberleşme operasyon programını kullanmak İstatistiksel işlem yapmak Vital bulguları almak Hasta veya yaralının birinci değerlendirmesini yapmak Hasta veya yaralının ikinci değerlendirmesini yapmak Hasta veya yaralıya pozisyon vermek Boşaltım uygulamalarını yapmak İlaç hazırlığı ve uygulama yapmak Kas içi (intramüsküler) ilaç uygulamak Damar içi (intravenöz) ilaç/sıvı uygulamak Deri tabakalarına ilaç uygulamak Temel yaşam desteği protokollerini uygulamak Yabancı cisme bağlı solunum yolu tıkanmalarında ilk yardım ve acil bakım uygulamak Oksijen uygulamak Acil havayolu kontrolünü sağlamak EKG çekerek kalp ritim bozukluklarını ayırt etmek Defibrilasyon ve monitörizasyon uygulamasına yardımcı olmak Farmakoloji ile ilgili temel kavramları ayırt etmek Sinir ve endokrin sistem ilaçlarını ayırt etmek Dolaşım ve solunum sisteme etkili ilaçları ayırt etmek Sindirim ve üriner sistem ilaçlarını ayırt etmek Kemoterapötik ilaçları ayırt etmek Solunum sistemi hastalıklarında acil bakım uygulamak Kardiyak acillerde acil bakım uygulamak Sindirim sistemi ve metabolik hastalıklarında acil bakım uygulamak Nörolojik hastalıklarda acil bakım uygulamak Psikiyatrik hastalıklarda acil bakım uygulamak Kemik, eklem, deri, ürogenital ve kan hastalıklarında acil bakım uygulamak Gebelik ve komplikasyonlarında acil bakım uygulamak Doğum ve komplikasyonlarında acil bakım uygulamak Kanamalarda acil yardım uygulamak Şokta acil yardım uygulamak Travmalarda acil yardım uygulamak Hasta veya yaralıyi kurtarmak Triaj uygulamak Hasta veya yaralıları taşımak Ambulansları ayırt etmek Afetlerde acil sağlık hizmetlerini ayırt etmek KBRN tehlikelerde acil yardım uygulamak Çevresel acillerde acil yardım uygulamak	Recognize basic structure of human body, structure and functions of movement system Recognize structure and functions of neural and endocrin susyems Recognize structure and functions of body liquids, elektrolit and blood Recognize structure and functions of circulation and aspiration systems Recognize structure and functions of digestive, excretory and reproductive systems Recognize structure and functions of sense organs Recognize communication process, communicate among people Communicate with social groups Effective communicaition in heath services Recognize factors that cause to infections Provide decontamination Recognize infections Protect himself/herself against infections Recognize impacts of psychology Recognize features of personality Undercontrol emotions Provide psychological assistance to ill, injured and their relatives Provide psychological assistance in case of disaster and trauma Follow the occupational ethics, to know rights and responsibilities Follow the aseptic technics, provide safety Investigate structure of emergency health services Provide communication among units To use communication operation programme To do statistical procedures To take vital symptoms To do first evaluation of ill or injured persons To do second evaluation of ill or injured persons Positioning of ill or injured persons Making evacuation applications Preparation for drug and application Intramuscular drug applications Intravenous drug /liquid application Drug application into skin layers Apply basic life support protocols Apply first aid and emergency care in case respiratory passage blocking depending external object Using oxygen Provide emergency air route control Recognize arrhythmia shooting ECG To help defibrillation and monitorization applications Recognize basic terms related to pharmacology Recognize neural and endocrin system drugs Recognize drugs that effective on circulation and aspiration systems Recognize digestive and urinary system drugs Recognize chemotherapeutic drugs Apply emergency care in case aspiration system illness Apply emergency care in cardiac urgents Apply emergency care in digestive system and metabolic illness Apply emergency care in neurological illness Apply emergency care in psychological illness Apply emergency care in born, joint, skin, urogenital and blood illness Apply emergency care in pregnancy and its complications Apply emergency care in parturition and its complications Apply emergency aid in case bleeding Apply emergency aid in case shock Apply emergency aid in case trauma Rescue ill or injured person Apply triaj Carry ill or injured person Recognize ambulance Recognize emergency heath services in case of disaster Apply emergency aid in case CBRN risks Apply emergency aid in environmental urgents		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	"Emergency Health Services" “Técnico en Emergencias Sanitarias”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Evacuar al paciente o víctima utilizando las técnicas de movilización e inmovilización y adecuando la conducción a las condiciones del mismo, para realizar un traslado seguro al centro sanitario de referencia. • Aplicar técnicas de soporte vital básico ventilatorio y circulatorio en situación de compromiso y de atención básica inicial en otras situaciones de emergencia. • Colaborar en la clasificación de las víctimas en todo tipo de emergencias y catástrofes. • Prestar apoyo psicológico básico al paciente, familiares y afectados en situaciones de crisis y emergencias sanitarias. • Atender la demanda de asistencia sanitaria recibida en los centros gestores de tele-operación y tele-asistencia. • Ayudar al personal médico y de enfermería en la prestación del soporte vital avanzado al paciente en situaciones de emergencia sanitaria. • Verificar el funcionamiento básico de los equipos médicos y medios auxiliares del vehículo sanitario. • Controlar y reponer las existencias de material sanitario. 		<ul style="list-style-type: none"> • Evacuate the patient or victim using the techniques of mobilization and immobilization and adapting driving to the conditions thereof, for a safe transfer reference health center. • Apply techniques ventilatory and circulatory basic life support in a situation of initial commitment and basic care in other emergencies. • Collaborate in the classification of victims in all types of emergencies and disasters. • Provide basic psychological support to the patient, family and affected health crises and emergencies. • Meet the demand for health care received in centers managers tele-operation and tele-assistance. • Help medical and nursing staff in providing advanced patient health emergencies in life support. • Check the basic function of medical equipment and health aids vehicle. • Check and replenish stocks of medical supplies. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Hemşire Asistanlığı” / "Nurse Assistantship"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
<ul style="list-style-type: none"> Sterilizasyon, dezenfeksiyon ve tıbbi atıkların ayırtılmasına yardım eder. Enfeksiyon hastalıklarından korunmak için enfeksiyon etkenleri ve bulaşma yollarını ayırt ederek enfeksiyon kontrol önlemlerini alır. Solunum, dolaşım, sindirim, endokrin, sinir, ürogenital sistem, kan, eklem ve duyu organları hastalıklarını ayırt eder. Ameliyathane, reanimasyon ve yoğun bakım ünitelerinin hazırlanmasına ve yapılan işlemlerde sağlık profesyoneline yardım eder. EEG ve EKG çekiminde, diyaliz, yanık ve transplantasyon ünitelerinde sağlık profesyoneline yardım eder. Farmakoloji ile ilgili temel kavramları, ilaçların farmasötik şekillerini, veriliş yollarını, sistemlere etkili ilaçları ve kemoterapötik ilaçları ayırt eder. Psikoloji ile ilgili temel kavramları, kişilik özelliklerini açıklar, duyguları kontrol altına alarak afet ve travmalarda hasta ve yakınlarına psikolojik destek sağlar. Jinekolojik sorunları ayırt ederek kadın hastalıklarının muayenesinde ve aile planlaması hizmetlerinin yürütülmesinde ebe/hemşireye yardım eder. Yenidoğan ünitesinin hazırlanması, yenidoğanın değerlendirilmesi, yenidoğan ve çocuk sağlığının korunması ve geliştirilmesinde ebe/hemşireye yardım eder. 	<ul style="list-style-type: none"> Helps decomposition of sterilization, disinfection and medical wastes Recognize infection factors and infection ways and takes infection control precautions in order to avoid infection illness Recognize illnesses related to aspiration, circulation, digestion, endocrin, neural and urogenital systems and blood, joint and sense organs Helps health staff to prepare surgery, reanimation and intensive care units and other works Helps health staff during EEG and ECG shooting, dialysis, burn and in transplantation units Recognize basic terms related to pharmacology, pharmasotic shapes of drugs, giving ways, drugs effective on systems and chemotherapeutic drugs Describe basic terms related to psychology and features of personality, provide psychological support for patient and their relatives managing senses in case disaster and trauma Helps to accoucheur/nurse in executing gynecological diseases inspection and family planning services recognizing gynecological problems Helps to accoucheur/nurse in preparation new born units, assessment new borns, protection and develop health of new born and child 		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	"Nurse Assistancehip" <i>“Técnico en Cuidados Auxiliares de Enfermería”</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Preparar los materiales y procesar la información de la consulta/unidad en las áreas de su competencia. • Aplicar cuidados auxiliares de enfermería al paciente/cliente. • Cuidar las condiciones sanitarias del entorno del paciente y del material/instrumental sanitario utilizado en las distintas consultas/unidades/servicios. • Colaborar en la prestación de cuidados psíquicos al paciente/cliente realizando, a su nivel, la aplicación de técnicas de apoyo psicológico y de educación sanitaria. • Realizar tareas de instrumentación en equipos de salud bucodental. 		<ul style="list-style-type: none"> • Prepare materials and process information query / unit in the areas of its competence. • Apply auxiliary nursing care of the patient / client. • Health care conditions of the patient environment and equipment / instruments used in various medical consultations / units / services. • Collaborate in providing psychological care to the patient / client performing at their level, the application of techniques of counseling and health education. Instrumentation tasks in oral health teams. 	
Training Period	2.000 h.	Country	Spain

Name of Vocational Department:	(Nurse Assistancehip) Βοηθών Νοσηλευτών Assistant Nurses		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u> 1. Περιγράφει την ανατομία και φυσιολογία του ανθρώπινου σώματος. 2. Περιγράφει τις νοσηλευτικές τεχνικές. 3. Αναγνωρίζει τους κανόνες ατομικής υγιεινής. 4. Αναγνωρίζει στοιχεία παθολογικών καταστάσεων του ανθρώπου. <u>ΔΕΞΙΟΤΗΤΕΣ</u> 1. Βοηθά τον ασθενή στην τήρηση των κανόνων ατομικής υγιεινής. 2. Βοηθά τον Υπεύθυνο Νοσηλευτή στη χορήγηση φαρμάκων σε άρρωστο και στην εφαρμογή εξειδικευμένων νοσηλευτικών τεχνικών. 3. Συμμετέχει στη λήψη και καταγραφή των ζωτικών σημείων του αρρώστου. 4. Παρέχει φροντίδα ατομικής υγιεινής σε κλινήρεις αρρώστους. 5. Ελέγχει και φροντίζει την ασφαλή μετακίνηση του ασθενούς στον χώρο της νοσηλευτικής μονάδας. 6. Ελέγχει την επάρκεια και ορθή χρήση των αναλώσιμων υλικών του χώρου εργασίας και προτείνει στον Υπεύθυνο την προμήθειά τους. 7. Εφαρμόζει στον ασθενή νοσηλευτικές τεχνικές, σύμφωνα με το σχέδιο εξατομικευμένης νοσηλευτικής φροντίδας του ασθενούς από τον Υπεύθυνο Νοσηλευτή. <u>ΙΚΑΝΟΤΗΤΕΣ</u> 1. Συνεργάζεται αρμονικά με το προσωπικό του Νοσοκομείου. 2. Τηρεί τη δεοντολογία του επαγγέλματος του νοσηλευτή.			
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Mesleki Alan Adı: Name of Vocational Department:	“Ebe (Doğum Uzmanı) Asistanlığı” / "Accoucheur Assistantship"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
<ul style="list-style-type: none"> Sterilizasyon, dezenfeksiyon ve tıbbi atıkların ayrıştırılmasına yardım eder. Enfeksiyon hastalıklarından korunmak için enfeksiyon etkenleri ve bulaşma yollarını ayırt ederek enfeksiyon kontrol önlemlerini alır. Solunum, dolaşım, sindirim, endokrin, sinir, ürogenital sistem, kan, eklem ve duyu organları hastalıklarını ayırt eder. Psikoloji ile ilgili temel kavramları, kişilik özelliklerini açıklar, duyguları kontrol altına alarak afet ve travmalarda hasta ve yakınlarına psikolojik destek sağlar. Kadın ve üreme sağlığı, gebelik ve fetüs fizyolojisini ayırt eder. Doğum öncesi bakım, doğumla ilgili riskli durumlar, doğum ve sonrası bakımında ebeye yardım eder. Jinekolojik sorunları ayırt ederek kadın hastalıklarının muayenesinde ve aile planlaması hizmetlerinin yürütülmesinde ebe/hemşireye yardım eder. Yenidoğan ünitesinin hazırlanması, yenidoğanın değerlendirilmesi, yenidoğan ve çocuk sağlığının korunması ve geliştirilmesinde ebe/hemşireye yardım eder. 		<ul style="list-style-type: none"> Helps decomposition of sterilization, disinfection and medical wastes Recognize infection factors and infection ways and takes infection control precautions in order to avoid infection illness Recognize illnesses related to aspiration, circulation, digestion, endocrin, neural and urogenital systems and blood, joint and sense organs Describe basic terms related to psychology and features of personality, provide psychological support for patient and their relatives managing senses in case disaster and trauma Recognize women and reproduction health, pregnancy and fetus physiology Helps to accoucheur in before born care, risky situations related to born, born and after born care Helps to accoucheur/nurse in executing gynecological diseases inspection and family planning services recognizing gynecological problems Helps to accoucheur/nurse in preparation new born units, assessment new borns, protection and develop health of new born and child 	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Mesleki Alan Adı: Name of Vocational Department:	“Hasta Bakımı” / "Patient Care"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Günlük aktiviteye ve egzersize yardım etmek Sosyal aktivite organizasyonu yapmak Aktivite programı yapmak Seyahat organizasyonu yapmak Zihinsel aktiviteler yaptırmak El becerisi ile ilgili aktiviteler yaptırmak Sanatsal aktiviteler yaptırmak Sağlığını korumak ve hastalanmamak için gerekli önlemleri almak İş yerinde hastalıklardan korunmak için gerekli önlemleri almak Hastalık türüne göre hastanın bakımını sağlamak Hastalarla ve hasta yakınları ile iletişim kurmak Vücut mekanığını korumak Hastaya Pozisyon vermek ve kaldırılmak Bakım planı hazırlamak Günlük bakım yapmak Banyo yaptırmak Kullanılacak ilaçların takibini yapmak Bakım sırasında karşılaşılabilen acil durumlarda sağlık personeli gelinceye kadar önlem almak Ağır hastalık ve vefat durumlarında eşlik etmek ve kişileri bilgilendirmek Besin gruplarından günlük porsiyon miktarlarını tespit etmek Besin öğelerinin kaynaklarını seçmek Hastaya yemek yedirmek Hasta beslenmesini takip etmek Klasik usullerde servis yapmak Kahvaltı servisi yapmak Oda servisi yapmak Oda düzenlemesi yapmak Zemin temizliği yapmak Yüzey temizliği yapmak Çamaşırı yıkamak Çamaşırı ütülemek Çalışma ortamında ilk yardım tedbirlerini almak İlk yardım ekibi gelene kadar hasta veya yaralıya yardımcı olmak Hasta veya yaralıya temel düzeyde ilk yardım yapmak Hasta hizmetlerini yürütmem Tedavi hizmetlerini izlemek		To help daily activity and exersize To do social activity organization To do activity programme To do journey organization To have them made mental activities To have them made activities related to hand skills To have them made artistic activities To take needed precautions against illness and to not to fall sick To take needed precautions against illness in workplace Provide care service for patient according to kind of illness Communicate with patients and their relatives To save body mechanics Positioning of patient and lift To prepare care plan To provide daily care To have them made shower To follow drugs to be used To take precautions in emergency situations can be faced during care service until health staff arrive. Accompany in case of serious disease and death and to inform persons To determine daily portion amounts in nutrition groups To select resources of nutritional elements To have patient eaten meal To follow patient nutirition To do service in classical ways To do breakfast service To make room service To make housekeeping To do floor cleaning To do surface cleaning To do laundry To iron clothes To take first aid precautions in working place To help patient or injured until first aid team arrive To do first aid at basic level for patient or injured To execute patient services To follow treatment services	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Patient Care” “Istituto professionale – Indirizzo “Servizi socio-sanitari”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Utilizzare metodologie e strumenti operativi per collaborare a rilevare i bisogni socio-sanitari del territorio e concorrere a predisporre ed attuare progetti individuali, di gruppo e di comunità. • Gestire azioni di informazione e di orientamento dell’utente per facilitare l’accessibilità e la fruizione autonoma dei servizi pubblici e privati presenti sul territorio. • Collaborare nella gestione di progetti e attività dell’impresa sociale ed utilizzare strumenti idonei per promuovere reti territoriali formali ed informali. • Contribuire a promuovere stili di vita rispettosi delle norme igieniche, della corretta alimentazione e della sicurezza, a tutela del diritto alla salute e del benessere delle persone. • Utilizzare le principali tecniche di animazione sociale, ludica e culturale. • Realizzare azioni, in collaborazione con altre figure professionali, a sostegno e a tutela della persona con disabilità e della sua famiglia, per favorire l’integrazione e migliorare la qualità della vita. • Facilitare la comunicazione tra persone e gruppi, anche di culture e contesti diversi, attraverso linguaggi e sistemi di relazione adeguati. • Raccogliere, archiviare e trasmettere dati relativi alle attività professionali svolte ai fini del monitoraggio e della valutazione degli interventi e dei servizi. 		<ul style="list-style-type: none"> • Use methodologies and operational tools to detect health and social needs of the territory and contribute to the developing of individual, group and community projects. • Manage information actions to simplify the accessibility of public and private services in the territory. • To collaborate in the management of projects and activities of social enterprise and use appropriate tools to promote formal and informal local networks. • Contribute to promote lifestyles according to hygienic rules, nutrition and safety, protecting the health and welfare rights of people. • Use the main techniques for social animation, leisure and cultural activities. • Implement actions in partnership with other professionals to support and protect disabled persons and their family, and promoting integration thus improving the quality of life. • Facilitate communication between people and groups, taking into account cultural diversity and different backgrounds, languages; by using appropriate reporting systems. • Collect, store and report data related to business activities in relation to the monitoring and evaluation of care services. 	
Periodo di formazione: Training Period:	5Anni/Years	Country	Italy

Name of Vocational Department:	(Patient Care) Βοηθών Νοσηλευτών Assistant Nurses		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u> 1. Περιγράφει την ανατομία και φυσιολογία του ανθρώπινου σώματος. 2. Περιγράφει τις νοσηλευτικές τεχνικές. 3. Αναγνωρίζει τους κανόνες ατομικής υγιεινής. 4. Αναγνωρίζει στοιχεία παθολογικών καταστάσεων του ανθρώπου. <u>ΔΕΞΙΟΤΗΤΕΣ</u> 1. Βοηθά τον ασθενή στην τήρηση των κανόνων ατομικής υγιεινής. 2. Βοηθά τον Υπεύθυνο Νοσηλευτή στη χορήγηση φαρμάκων σε άρρωστο και στην εφαρμογή εξειδικευμένων νοσηλευτικών τεχνικών. 3. Συμμετέχει στη λήψη και καταγραφή των ζωτικών σημείων του αρρώστου. 4. Παρέχει φροντίδα ατομικής υγιεινής σε κλινήρεις αρρώστους. 5. Ελέγχει και φροντίζει την ασφαλή μετακίνηση του ασθενούς στον χώρο της νοσηλευτικής μονάδας. 6. Ελέγχει την επάρκεια και ορθή χρήση των αναλώσιμων υλικών του χώρου εργασίας και προτείνει στον Υπεύθυνο την προμήθειά τους. 7. Εφαρμόζει στον ασθενή νοσηλευτικές τεχνικές, σύμφωνα με το σχέδιο εξατομικευμένης νοσηλευτικής φροντίδας του ασθενούς από τον Υπεύθυνο Νοσηλευτή. <u>ΙΚΑΝΟΤΗΤΕΣ</u> 1. Συνεργάζεται αρμονικά με το προσωπικό του Νοσοκομείου. 2. Τηρεί τη δεοντολογία του επαγγέλματος του νοσηλευτή.			
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	"Patient Care" “Técnico en Emergencias Sanitarias”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Evacuar al paciente o víctima utilizando las técnicas de movilización e inmovilización y adecuando la conducción a las condiciones del mismo, para realizar un traslado seguro al centro sanitario de referencia. • Aplicar técnicas de soporte vital básico ventilatorio y circulatorio en situación de compromiso y de atención básica inicial en otras situaciones de emergencia. • Colaborar en la clasificación de las víctimas en todo tipo de emergencias y catástrofes. • Prestar apoyo psicológico básico al paciente, familiares y afectados en situaciones de crisis y emergencias sanitarias. • Atender la demanda de asistencia sanitaria recibida en los centros gestores de tele-operación y tele-asistencia. • Ayudar al personal médico y de enfermería en la prestación del soporte vital avanzado al paciente en situaciones de emergencia sanitaria. • Verificar el funcionamiento básico de los equipos médicos y medios auxiliares del vehículo sanitario. • Controlar y reponer las existencias de material sanitario. 		<ul style="list-style-type: none"> • Evacuate the patient or victim using the techniques of mobilization and immobilization and adapting driving to the conditions thereof, for a safe transfer reference health center. • Apply techniques ventilatory and circulatory basic life support in a situation of initial commitment and basic care in other emergencies. • Collaborate in the classification of victims in all types of emergencies and disasters. • Provide basic psychological support to the patient, family and affected health crises and emergencies. • Meet the demand for health care received in centers managers tele-operation and tele-assistance. • Help medical and nursing staff in providing advanced patient health emergencies in life support. • Check the basic function of medical equipment and health aids vehicle. • Check and replenish stocks of medical supplies. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Yaşlı Bakımı” / "Adult Care"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Günlük aktiviteye ve egzersize yardım etmek Sosyal aktivite organizasyonu yapmak Aktivite programı yapmak Seyahat organizasyonu yapmak Zihinsel aktiviteler yaptırmak El becerisi ile ilgili aktiviteler yaptırmak Sanatsal aktiviteler yaptırmak Yaşlıların fiziksel ve ruhsal durumuna uygun hizmet etmek Sağlıklı yaşılanma ilkelerini uygulamak Yaşlıların sağlık sorunları ile ilgilenmek Bakım hizmetlerinde iletişim kurmak Vücut mekanlığını korumak Yaşlıya pozisyon vermek ve kaldırırmak Günlük bakım yapmak Banyo yaptırmak Bakım planı hazırlamak Yaşlı ilaçlarını takip etmek Vefat durumlarında eslik etmek Olağan dışı durumlarda önlem almak Yaşlıya yemek yedirmek Yaşlı beslenmesini takip etmek Kahvaltı servisi yapmak Oda servisi yapmak Klasik usullerde servis yapmak Oda düzenlemesi yapmak Zemin temizliği yapmak Yüzey temizliği yapmak Çamaşırları yıkamak Çamaşırları ütülemek Çalışma ortamında ilk yardım tedbirlerini almak İlk yardım ekibi gelene kadar hasta veya yaralıya yardımcı olmak Hasta veya yaralıya temel düzeyde ilk yardım yapmak		To help daily activity and exersize To do social activity organization To do activity programme To do journey organization To have them made mental activities To have them made activities related to hand skills To have them made artistic activities To service old persons according to their physical and mental situations To apply healthy live principles To take care of health problem of old persons To communicate in care services To save body mechanics Positioning of patient and lift To prepare care plan To provide daily care To have them made shower To follow drugs to be used Accompany in case of death To take precautions in case ubnormal situations To have patient eaten meal To follow patient nutirition To do breakfast service To make room service To do service in classical ways To make housekeeping To do floor cleaning To do surface cleaning To do laundry To iron clothes To take first aid precautions in working place To help patient or injured until first aid team arrive To do first aid at basic level for patient or injured	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	(Adult Care) Βοηθών Νοσηλευτών Assistant Nurses		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u> 1. Περιγράφει την ανατομία και φυσιολογία του ανθρώπινου σώματος. 2. Περιγράφει τις νοσηλευτικές τεχνικές. 3. Αναγνωρίζει τους κανόνες ατομικής υγιεινής. 4. Αναγνωρίζει στοιχεία παθολογικών καταστάσεων του ανθρώπου. <u>ΔΕΞΙΟΤΗΤΕΣ</u> 1. Βοηθά τον ασθενή στην τήρηση των κανόνων ατομικής υγιεινής. 2. Βοηθά τον Υπεύθυνο Νοσηλευτή στη χορήγηση φαρμάκων σε άρρωστο και στην εφαρμογή εξειδικευμένων νοσηλευτικών τεχνικών. 3. Συμμετέχει στη λήψη και καταγραφή των ζωτικών σημείων του αρρώστου. 4. Παρέχει φροντίδα ατομικής υγιεινής σε κλινήρεις αρρώστους. 5. Ελέγχει και φροντίζει την ασφαλή μετακίνηση του ασθενούς στον χώρο της νοσηλευτικής μονάδας. 6. Ελέγχει την επάρκεια και ορθή χρήση των αναλώσιμων υλικών του χώρου εργασίας και προτείνει στον Υπεύθυνο την προμήθειά τους. 7. Εφαρμόζει στον ασθενή νοσηλευτικές τεχνικές, σύμφωνα με το σχέδιο εξατομικευμένης νοσηλευτικής φροντίδας του ασθενούς από τον Υπεύθυνο Νοσηλευτή. <u>ΙΚΑΝΟΤΗΤΕΣ</u> 1. Συνεργάζεται αρμονικά με το προσωπικό του Νοσοκομείου. 2. Τηρεί τη δεοντολογία του επαγγέλματος του νοσηλευτή.			
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	(Adult Care) "Senior care assistant" Opiekun osoby starszej		
Minimum Qualifications for Graduation			
polski/Polish		angielski/English	
Z.7. Świadczenie usług opiekuńczo-wspierających osobie starszej		Z.7. Providing care and support services for an elderly person <ul style="list-style-type: none"> • Organizing care and support work for the elderly • Care and support duties for the elderly • Activating an elderly person to independent life • Cooperating with organizations for the elderly 	
Czas kształcenia Training Period	2 lata/ years (szkoła policealna/ post secondary non - tertiary level)	Country	Poland

Name of Vocational Department:	"Adult Care" “Técnico en Emergencias Sanitarias”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Evacuar al paciente o víctima utilizando las técnicas de movilización e inmovilización y adecuando la conducción a las condiciones del mismo, para realizar un traslado seguro al centro sanitario de referencia. • Aplicar técnicas de soporte vital básico ventilatorio y circulatorio en situación de compromiso y de atención básica inicial en otras situaciones de emergencia. • Colaborar en la clasificación de las víctimas en todo tipo de emergencias y catástrofes. • Prestar apoyo psicológico básico al paciente, familiares y afectados en situaciones de crisis y emergencias sanitarias. • Atender la demanda de asistencia sanitaria recibida en los centros gestores de tele-operación y tele-asistencia. • Ayudar al personal médico y de enfermería en la prestación del soporte vital avanzado al paciente en situaciones de emergencia sanitaria. • Verificar el funcionamiento básico de los equipos médicos y medios auxiliares del vehículo sanitario. • Controlar y reponer las existencias de material sanitario. 		<ul style="list-style-type: none"> • Evacuate the patient or victim using the techniques of mobilization and immobilization and adapting driving to the conditions thereof, for a safe transfer reference health center. • Apply techniques ventilatory and circulatory basic life support in a situation of initial commitment and basic care in other emergencies. • Collaborate in the classification of victims in all types of emergencies and disasters. • Provide basic psychological support to the patient, family and affected health crises and emergencies. • Meet the demand for health care received in centers managers tele-operation and tele-assistance. • Help medical and nursing staff in providing advanced patient health emergencies in life support. • Check the basic function of medical equipment and health aids vehicle. • Check and replenish stocks of medical supplies. 	
Training Period	2.000 h.	Country	Spain

VOCATIONAL INFORMATORY KITS (VIK) MESLEKİ BİLGİLENDİRME KİTLERİ

**Vocational Qualifications – O7
Mesleki Yeterlilikler – O7**

Mechanics Mekanik

Mesleki Alan Adı: Name of Vocational Department:	“İş Makinaları” / "Heavy Equipments"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Yapılacak işe göre makine seçimi yapmak Dizel Motorları Yakıt Sistemlerinin Bakım ve Onarımını Yapmak Lastik tekerlekli iş makinelerinin yürütüş sistemlerinin bakım ve onarımı yapmak Paletli iş makinelerinin yürütüş sistemlerinin bakım onarımını yapmak Paletli iş makinelerinin dönüş ve fren sistemlerinin bakım onarımını yapmak Isıtma, soğutma (klima) ve havalandırma sistemlerinin bakım onarımını yapmak İş makineleri yönetim sistemlerinin bakım ve onarımını yapmak İş makineleri hidrolik devreleri ve ana hidrolik kontrol valf grubunun bakım onarımını yapmak İş makineleri hidrolik pompaların bakım ve onarımını yapmak İş makineleri hidrolik motorların bakım ve onarımını yapmak Kule (üst yapı) dönüş grubu bakım onarımını yapmak İş makineleri hidrolik silindirlerin bakım ve onarımını yapmak İş makineleri ataşman devrelerinin bakım ve onarımını yapmak Lastik tekerlekli iş makinelerinin direksiyon sistemlerinin bakım onarımı yapmak Fren Sisteminin Bakım Onarımını Yapmak		To select available machine according to works to be done Maintenance and to repair fuel systems of diesel engines Maintenance and to repair running systems of rubber tired working machines Maintenance and to repair running systems of tracked working machines Maintenance and to repair brake and rotation systems of tracked working machines Maintenance and to repair heating, cooling (airconditioning) and ventilation systems Maintenance and to repair managing systems of working machines Maintenance and to repair hydrolic circuits and main hydrolic control valve groups of working machines Maintenance and to repair hydrolic pumps of working machines Maintenance and to repair hydrolic motors of working machines Maintenance and to repair tower rotation group Maintenance and to repair hydrolic cylinders of working machines Maintenance and to repair attachment circuits of working machines Maintenance and to repair steering systems of rubber tired working machines Maintenance and to repair break systems	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Mesleki Alan Adı: Name of Vocational Department:	“Otomotiv Boya” / "Automotive Painting"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Onarım öncesi güvenlik önlemlerini almak Otomobiller üzerinde farklı özellikle yüzeyleri boyaya hazırlamak Otomobiller üzerinde boyacı öncesi yüzeylere dolgu yapmak Otomobiller üzerinde boyacı öncesi yüzeylere astar boyaya yapmak Otomobiller üzerinde solvent bazlı boyaya yapmak Otomobiller üzerinde su bazlı boyaya yapmak Otomobiller üzerinde boyacı hatalarını teşhis etmek ve düzeltmek Otomobiller üzerindeki küçük hasarları ve çizikleri renk farkı oluşturmadan onarmak Otomobil rengine uygun renk hazırlamak Pasta, cila ve boyacı koruma uygulamak Otomobillerde ses ve korozyona karşı izolasyonu sağlamak		To take safety precautions before repairing To prepare different type of surfaces on cars to paint To make filling surfaces on the cars before painting To make undercoat paint on the cars before painting To make solvent based paining on the cars To make water based paining on the cars To diagnose and repair painint mistakes on the cars To repair small damages and scratches on the cars without cause to offshade To prepare color adequate to color of car To apply wax, varnish and paint protection on the car To provide insulation against sound and corrosion on the cars	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Automotive Painting” “IeFP - Operatore alla riparazione dei veicoli a motore - riparazioni di carrozzeria”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> Definire e pianificare fasi/successione delle operazioni da compiere sulla base delle istruzioni ricevute e/o della documentazione di appoggio (schemi, disegni, procedure, distinte materiali ecc.). Approntare strumenti, attrezzature e macchinari necessarie alle diverse attività sulla base della tipologia di materiali da impiegare, delle indicazioni/procedure previste, del risultato atteso. Monitorare il funzionamento di strumenti, attrezzature e macchine, curando le attività di manutenzione ordinaria. Predisporre e curare gli spazi di lavoro al fine di assicurare il rispetto delle norme igieniche e di contrastare l'affaticamento e la malattia professionale. Collaborare all'accoglienza del cliente e alla raccolta di informazioni per definire lo stato del veicolo a motore. Collaborare alla individuazione degli interventi da realizzare sul motoveicolo e alla definizione del piano di lavoro. Collaborare al ripristino e al controllo/collauido della funzionalità/efficienza del veicolo a motore o delle parti riparate/sostituite, nel rispetto delle procedure e norme di sicurezza. CARROZZERIA Eseguire lavorazioni di risagomatura/sostituzione di lamierati, saldatura e verniciatura sulla base delle consegne e dei dati tecnici. 		<ul style="list-style-type: none"> Define and plan phases of the operations to be performed on the basis of instructions received and/or on the basis of supporting documentation (diagrams, drawings, procedures, etc.). Using tools, equipment and machinery necessary to different activities based on the type of materials to be used, the planned procedures, the expected result. Monitor tools, equipment and machines, taking care of routine maintenance activities. Prepare the workspaces according to hygienic rules in order to contrast fatigue and professional illness. Collaborate to the reception of the customers and the collection of information to define the state of the vehicles. Collaborate in the identification of the interventions to be carried on the vehicle and to the definition of the work plan. Collaborate to restore and control/testing of the functionality/efficiency of the vehicle or of the repaired/replaced parts, in compliance with procedures and safety standards. <p><i>Car Body specification:</i></p> <ul style="list-style-type: none"> Perform reshaping/replacement of metal, welding and painting on the basis of technical data. 	
Periodo di formazione: Training Period:	3 Anni/Years	Country	Italy

Name of Vocational Department:	(Automotive Painting) ΕΠΑΣ Αμαξωμάτων Chassis		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u>		<u>Knowledge:</u>	
1. Περιγράφει τα βασικά στοιχεία του εξοπλισμού του αμαξώματος. 2. Αναφέρει βασικά στοιχεία από τα είδη, υλικά και τρόπο κατασκευής, την αντοχή και καταπόνηση των αμαξώματων. 3. Περιγράφει, συγκρίνει και ταξινομεί τα διάφορα είδη των αμαξώματων. 4. Περιγράφει και συγκρίνει τους τρόπους ελέγχου των αμαξώματων. 5. Περιγράφει και συγκρίνει τους τρόπους κατασκευής, επισκευής και συντήρησης των αμαξώματων. 6. Περιγράφει βασικά στοιχεία από τα αμαξώματα φορτηγών, λεωφορείων και ειδικών οχημάτων. 7. Περιγράφει τα είδη και τους τρόπους βαφής, καθώς και τις βασικές αρχές των χρωμάτων (είδη - προσμίξεις). 8. Περιγράφει τον τρόπο και τα υλικά που χρησιμοποιούνται για τη στεγανοποίηση του αμαξώματος.		1. Describes the basics of chassis equipment. 2. Lists key elements of the items, materials and method of manufacture, durability and fatigue of chassis. 3. Describes, compares and classifies the different types of bodywork. 4. Describes and compares how chassis are checked. 5. Describes and compares the methods of manufacture, repair and maintenance of the chassis. 6. Describes the basics of truck, bus and special vehicles chassis. 7. Describes the types and paint modes and the basic principles of colour (types - admixtures). 8. Describes the methods and materials used to the seal the chassis.	
<u>Δεξιότητες:</u>		<u>Skills:</u>	
1. Ελέγχει, επιθεωρεί, επισκευάζει και αντικαθιστά τον εξοπλισμό και τους μηχανισμούς του αμαξώματος (εσωτερικές επενδύσεις καμπίνας, καθίσματα, μηχανισμοί θυρών – καπό – πόρτα μπαγκάζ, κρύσταλλα). 2. Χειρίζεται τα μηχανήματα, συσκευές, όργανα, εργαλεία και υλικά που αφορούν την κατασκευή, τον έλεγχο, την επισκευή και συντήρηση του αμαξώματος. 3. Χρησιμοποιεί τα μηχανήματα, συσκευές, όργανα, εργαλεία και υλικά για την προεργασία βαφής του αμαξώματος. 4. Χειρίζεται τον απαιτούμενο εξοπλισμό του φανοποιείου βαφείου. 5. Εφαρμόζει τις οδηγίες των σχετικών τεχνικών εγχειριδίων. 6. Εφαρμόζει τα μέτρα υγιεινής και ασφάλειας. 7. Εφαρμόζει τις βασικές αρχές ανακύκλωσης υλικών.		1. Controls, inspects, repairs and replaces the chassis equipment and mechanisms (internal cabin linings, seats, door mechanisms - hood - trunk, glass panes). 2. Operates the machines, appliances, instruments, tools and materials concerning the construction, testing, repair and maintenance of the chassis. 3. Uses machines, appliances, instruments, tools and materials for paint preparation of the chassis. 4. Operates equipment needed for the chassis paint shop. 5. Applies the instructions of the relevant technical manuals. 6. Implements health and safety measures. 7. Applies the basic material recycling principles.	
<u>Ικανότητες:</u>		<u>Competences:</u>	
1. Συνεργάζεται με άλλους τεχνικούς κατά την εκτέλεση των καθηκόντων του. 2. Εργάζεται αυτόνομα.		1. Collaborates with other technicians in the performance of his duties. 2. Works independently.	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Automotive Painter" Lakiernik		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
M.28. Wykonywanie prac lakierniczych		M.28. Performing painting work	
<ul style="list-style-type: none"> • Przygotowanie powierzchni do nanoszenia powłok lakierniczych • Przygotowanie powłok lakierniczych • Nanoszenie powłok lakierniczych 		<ul style="list-style-type: none"> • Preparing the surface for applying coatings • Preparation of paint • Applying coatings 	
Czas kształcenia Training Period	...3.....lat / years(zasadnicza szkoła zawodowa/ basic vocational school)	Country	Poland

Name of Vocational Department:	"Automotive Painting" "Mantenimiento de Vehículos"
Minimum Qualifications for Graduation	
Spanish	English
<ul style="list-style-type: none"> • Realizar operaciones de mecanizado básico, seleccionando los equipos, útiles y herramientas adecuadas al proceso, siguiendo las especificaciones técnicas, en las condiciones de calidad y de seguridad. Realizar operaciones de soldadura básicas, seleccionando los equipos, útiles y herramientas adecuadas al proceso, siguiendo las especificaciones técnicas, en las condiciones de calidad y de seguridad. Realizar el mantenimiento básico de los sistemas eléctricos de carga y arranque, aplicando los procedimientos especificados por el fabricante. • Mantener elementos básicos del sistema de suspensión y ruedas, realizando las operaciones requeridas de acuerdo con las especificaciones técnicas. e) Mantener elementos básicos del sistema de transmisión y frenado, sustituyendo fluidos y comprobando la ausencia de fugas según las especificaciones del fabricante. • Realizar la sustitución de elementos básicos del sistema eléctrico de alumbrado y de los sistemas auxiliares, aplicando los procedimientos especificados por el fabricante en las condiciones de seguridad fijadas. • Desmontar, montar y sustituir elementos amovibles simples del vehículo, aplicando los procedimientos establecidos por el fabricante en las condiciones de calidad y seguridad establecidas. • Reparar y sustituir las lunas del vehículo, aplicando los procedimientos especificados por el fabricante en las condiciones de seguridad y calidad requeridas. • Realizar operaciones simples para la preparación de las superficies del vehículo, asegurando la calidad requerida, en los tiempos y formas establecidas. • Realizar el enmascarado y desenmascarado del vehículo, aplicando los procedimientos especificados, utilizando el material y los medios adecuados y acondicionando el producto para etapas posteriores. • Mantener operativo el puesto de trabajo, y preparar equipos, útiles y herramientas necesarios para llevar a cabo las operaciones de mantenimiento de vehículos. • Realizar las tareas de su responsabilidad tanto individualmente como en equipo, con autonomía e iniciativa, adaptándose a las situaciones producidas por cambios tecnológicos u organizativos. • Adquirir hábitos de responsabilidad y autonomía basados en la práctica de valores, favoreciendo las relaciones interpersonales y profesionales, trabajando en equipo y generando un ambiente favorable de convivencia que permita integrarse en los distintos ámbitos de la sociedad. • Desarrollar hábitos y valores acordes con la conservación y sostenibilidad del patrimonio natural, analizando la interacción entre las sociedades humanas y el medio natural y valorando las consecuencias que se 	<ul style="list-style-type: none"> • Basic machining operations, selecting equipment, useful and appropriate tools to process, following the technical specifications, under the conditions of quality and safety. Basic welding operations, selecting equipment, useful and appropriate tools to process, following the technical specifications, in terms of quality and safety. Perform basic maintenance of electric starting and charging systems, using the procedures specified by the manufacturer. • Maintain basic elements of the suspension system and wheels, performing the required operations according to the technical specifications. e) Maintain basic elements of transmission and braking system, replacing fluids and checking for leaks according to the manufacturer's specifications. • Perform the replacement of basic elements of the electrical system of lighting and auxiliary systems, applying the procedures specified by the manufacturer under the conditions set security. • Disassemble, assemble and replace simple removable parts of the vehicle, applying the procedures established by the manufacturer under the conditions established quality and safety. • Repair and replace the moons of the vehicle, applying the procedures specified by the manufacturer in the security and quality required. • Perform simple operations for surface preparation of the vehicle, ensuring the required quality at the time and set forms. • Perform the masked and unmasked the vehicle, applying specified procedures, using the material and the appropriate means and conditioning product for later stages. • Keep operating the workplace, and prepare equipment and tools necessary to perform maintenance of vehicles. • To carry out the responsibility, both individually and as a team, with autonomy and initiative, adapting to situations resulting from technological or organizational changes. • Develop habits of responsibility and autonomy based on the practice of values, promoting professional relationships and working together and creating a favorable living environment that enables integrated

<p>derivan de la acción humana sobre el medio.</p> <ul style="list-style-type: none"> • Valorar las diferentes manifestaciones artísticas y culturales de forma fundamentada utilizándolas como fuente de enriquecimiento personal y social y desarrollando actitudes estéticas y sensibles hacia la diversidad cultural y el patrimonio artístico. • Comunicarse en diferentes situaciones laborales o sociales utilizando recursos lingüísticos con precisión y claridad, teniendo en cuenta el contexto y utilizando formas orales y escritas básicas tanto de la propia lengua como de alguna lengua extranjera. • Resolver problemas predecibles relacionados con su entorno social y productivo utilizando los elementos proporcionados por las ciencias aplicadas y sociales y respetando la diversidad de opiniones como fuente de enriquecimiento en la toma de decisiones. • Ejercer de manera activa y responsable los derechos y deberes derivados tanto de su actividad profesional como de su condición de ciudadano 	<p>into the various sectors of society.</p> <ul style="list-style-type: none"> • Develop habits and values consistent with the conservation and sustainability of natural heritage, analyzing the interaction between human society and the natural environment and assessing the consequences of human action on the environment. • Rate different artistic and cultural manifestations of a reasoned using them as a source of personal and social enrichment and developing aesthetic and sensitive attitudes toward cultural diversity and artistic heritage. • Communicate in different social and work situations using language resources precisely and clearly, bearing in mind the context and using basic oral and written forms of both the language as a foreign language itself. • Predictable solve problems related to their social and productive environment using the information provided by the applied and social sciences and the diversity of views as a source of enrichment in decision-making. • Active and responsible exercise of rights and duties derived so much of his professional activity as their citizenship 		
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Otomotiv Elektromekanik” / "Automotive Electromechanics"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Elektronik Ateşleme Sistemlerinin Kontrollerini Yapmak ve Değiştirmek Elektronik Ateşlemeli Yakıt Enjeksiyon Sistemlerinin Bakım Onarımılarını Yapmak Motor İşletim ve Araç Yönetim Sistemlerinin Araç Bakım ve Onarımını Yapmak Gösterge, güvenlik ve konfor sistemlerinin bakım onarımını yapmak Isıtma, Soğutma (Klima) ve Havalandırma Sistemlerinin Bakım Onarımını Yapmak Dizel Motorları Yakıt Sistemlerinin Bakım ve Onarımını Yapmak Kavrama (debriyaj) sisteminin bakım onarımını yapmak Vites kutusunun bakım onarımını yapmak Şaft, diferansiyel ve aksların bakım onarımını yapmak Direksiyon Sistemlerinin Bakım ve Onarımını Yapmak Süspansiyon Sisteminin Bakım Onarımını Yapmak Ön Düzen Sisteminin Bakım Onarımını Yapmak Fren sisteminin bakım onarımını yapmak Arıza teşhisini yapmak Periyodik kontrol ve bakım yapmak		To control electronic spark ignition systems and replace new ones Maintenance and fixing of fuel injection systems electronic spark ignited Maintenance and fixing engine operating system and vehicle control systems Maintenance display, safety and comfort systems Maintenance heating, cooling (air condition) and ventilating systems Maintenance fuel systems of diesel engines Maintenance clutch (grip) system Maintenance gearbox Maintenance shaft, differential and axles Maintenance steering systems Maintenance suspension systems Maintenance front alignment Maintenance break system To diagnose failures To maintain and control periodically	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Automotive Electromechanics” “IeFP - Operatore alla riparazione dei veicoli a motore - riparazione parti e sistemi meccanici ed elettromeccanici del veicolo a motore”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> Definire e pianificare fasi/successione delle operazioni da compiere sulla base delle istruzioni ricevute e/o della documentazione di appoggio (schemi, disegni, procedure, distinte materiali ecc.) e del sistema di relazioni. Approntare strumenti, attrezzature e macchinari necessari alle diverse attività sulla base della tipologia di materiali da impiegare, delle indicazioni/procedure previste, del risultato atteso. Monitorare il funzionamento di strumenti, attrezzature e macchine, curando le attività di manutenzione ordinaria. Predisporre e curare gli spazi di lavoro al fine di assicurare il rispetto delle norme igieniche e di contrastare l'affaticamento e le malattie professionali. Collaborare all'accoglienza del cliente e alla raccolta di informazioni per definire lo stato del veicolo a motore. Collaborare alla individuazione degli interventi da realizzare sul motoveicolo e alla definizione del piano di lavoro. Collaborare al ripristino e al controllo/collaudo della funzionalità/efficienza del veicolo a motore o delle parti riparate/sostituite, nel rispetto delle procedure e norme di sicurezza. <p>VEICOLI A MOTORE</p> <ul style="list-style-type: none"> Effettuare interventi di riparazione e manutenzione dei vari dispositivi, organi e gruppi sulla base delle consegne, dei dati tecnici e di diagnosi. 		<ul style="list-style-type: none"> Define and plan phases of the operations to be performed on the basis of instructions received and/or on the basis of supporting documentation (diagrams, drawings, procedures, etc.). Using tools, equipment and machinery necessary to different activities based on the type of materials to be used, the planned procedures, the expected result. Monitor tools, equipment and machines, taking care of routine maintenance activities. Prepare the workspaces according to hygienic rules in order to contrast fatigue and professional illness. Collaborate to the reception of the customers and the collection of information to define the state of the vehicles. Collaborate in the identification of the interventions to be carried on the vehicle and to the definition of the work plan. Collaborate to restore and control/testing of the functionality/efficiency of the vehicle or of the repaired/replaced parts, in compliance with procedures and safety standards. <p>MOTOR VEHICLES</p> <ul style="list-style-type: none"> Carry out repairs and maintenance of the various devices, based on technical data and diagnostics. 	
Periodo di formazione: Training Period:	3 Anni/Years	Country	Italy

Name of Vocational Department:	Μηχανικών και Ηλεκτρολογικών Συστημάτων Αυτοκινήτου Automobile Mechanical and Electrical Systems		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ		The holder of a Vocational Upper Secondary School degree of this specialty: KNOWLEDGE	
1. Περιγράφει τα είδη, τα μέρη και τη λειτουργία των μηχανισμών και συστημάτων του αυτοκινήτου. 2. Αναγνωρίζει τους μηχανισμούς και τα συστήματα του αυτοκινήτου και εξηγεί τη μεταξύ τους αλληλεπίδραση. 3. Αναφέρει και περιγράφει τους απαραίτητους ελέγχους που πρέπει να γίνονται στους μηχανισμούς και τα συστήματα του αυτοκινήτου. ΔΕΞΙΟΤΗΤΕΣ 1. Εντοπίζει τις βλάβες των μηχανών και των συστημάτων, αξιολογώντας τα σχετικά συμπτώματα και αποτελέσματα ελέγχων και μετρήσεων. 2. Ελέγχει, ρυθμίζει και επισκευάζει τον κινητήρα και τα συστήματα του αυτοκινήτου. 3. Εκτελεί τη συναρμολόγηση των συστημάτων και μηχανισμών. 4. Πραγματοποιεί ακριβείς μετρήσεις αντοχών και φθορών των μηχανισμών του κινητήρα και των άλλων συστημάτων, χρησιμοποιώντας τα κατάλληλα όργανα. 5. Χειρίζεται τις σύγχρονες συσκευές διάγνωσης βλαβών των οχημάτων, ενσύρματες, ασύρματες, διαδικτυακές. 6. Εφαρμόζει τις οδηγίες τεχνικών εγχειριδίων. 7. Εφαρμόζει τα μέτρα υγιεινής και ασφάλειας. 8. Εφαρμόζει τις βασικές αρχές ανακύκλωσης υλικών. ΙΚΑΝΟΤΗΤΕΣ 1. Συνεργάζεται με άλλους τεχνικούς κατά την εκτέλεση των καθηκόντων του. 2. Εργάζεται αυτόνομα.		The holder of a Vocational Upper Secondary School degree of this specialty: KNOWLEDGE 1. Describes the types, the parts and the mechanisms and systems of the car. 2. Identifies car mechanisms and systems and explains the interaction between them. 3. Indicates and describes the necessary checks to be made to the car mechanisms and systems. SKILLS 1. Identifies the malfunctions of machines and systems, assessing the relevant symptoms and results of tests and measurements. 2. Controls, regulates and repairs the engine and the vehicle systems. 3. Performs the assembly of systems and mechanisms. 4. Carries out precise measurement of tolerances and damages for mechanisms of the engine and other systems using appropriate instruments. 5. Handles modern vehicle diagnostic devices, whether they are wired, wireless, or internet based. 6. Applies the technical manuals instructions. 7. Implements health and safety measures. 8. Applies the basic material recycling principles. COMPETENCES 1. Collaborates with other technicians in the performance of his duties. 2. Works autonomously.	
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	"Automotive Electromechanic" Elektromechanik pojazdów samochodowych		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
M.12. Diagnozowanie oraz naprawa elektrycznych i elektronicznych układów pojazdów samochodowych <ul style="list-style-type: none"> • Diagnozowanie układów elektrycznych i elektronicznych pojazdów samochodowych • Naprawa układów elektrycznych i elektronicznych pojazdów samochodowych 		M 12 Diagnosing and repairing electric and electronic automotive systems <ul style="list-style-type: none"> • Diagnosing electric and electronic automotive systems • Repairing electric and electronic automotive systems 	
Czas kształcenia Training Period	...3.....lat / years(zasadnicza szkoła zawodowa/ basic vocational school)	Country	Poland

Name of Vocational Department:	"Automotive Electromechanics" <i>"Técnico en Electromecánica de Vehículos Automóviles"</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Seleccionar los procesos de reparación interpretando la información técnica incluida en manuales y catálogos. • Localizar averías en los sistemas mecánicos, hidráulicos, neumáticos y eléctricos-electrónicos, del vehículo, utilizando los instrumentos y equipos de diagnóstico pertinentes. • Reparar el motor térmico y sus sistemas auxiliares utilizando las técnicas de reparación prescritas por los fabricantes. • Reparar conjuntos, subconjuntos y elementos de los sistemas eléctricos-electrónicos del vehículo utilizando las técnicas de reparación prescritas por los fabricantes. • Sustituir y ajustar elementos de los sistemas de suspensión y dirección. • Reparar los sistemas de transmisión de fuerzas y frenado aplicando las técnicas de reparación prescritas por los fabricantes. 		<ul style="list-style-type: none"> • Select the repair processes interpreting the technical information in manuals and catalogs. • Troubleshoot mechanical, hydraulic, pneumatic and electrical-electronic, vehicle, using the instruments and equipment relevant diagnostic systems. • Repair the internal combustion engine and its auxiliary systems using repair techniques prescribed by the manufacturers. • Repair assemblies, subassemblies and components of electric-vehicle electronic systems using repair techniques prescribed by the manufacturers. • Replacing and adjusting elements of the suspension and steering systems. • Repair transmission systems and braking forces applied the repair techniques prescribed by the manufacturers. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Otomotiv Gövde” / "Automotive Chassis"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Onarım öncesi güvenlik önlemlerini almak Temel kaynak işlemlerini yapmak Elektrik direnç (punta) kaynağı, lehimleme ve perçinleme yapmak Gazaltı kaynağı yapmak Sac malzemeleri ve metalleri şekillendirmek Dış aksesuarları sökmek takmak, ayarlamak Plastik aksamın onarımını yapmak Kesme ve ayırma işlemlerini yapmak Araç üzerinde panelleri onarmak Araç gövde ve şasi düzeltme işlemlerini yapmak Araç üzerinde cam ile ilgili onarımları yapmak Araç üzerinde kilit, kapı ve kaput ile ilgili onarımları yapmak Kabin iç donanımları ve döşemeleri sökmek ve takmak		To take safety precautions before maintenance To make basic welding processes To make electrical resistance (spot) welding, soldering and rivet To do submerged arc welding To shape metal plate equipments and metals To plug in and out of external accessories To repair plastic equipments To do cutting and separate procedures To repair panels on the car To rectify chassis and body of the car To do fixings related to glass To do restorations related to lock, door and hood on the car To remove and install equipments and floor coverings in the cab	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Automotive Chassis” “IeFP - Operatore alla riparazione dei veicoli a motore - riparazioni di carrozzeria”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> Definire e pianificare fasi/successione delle operazioni da compiere sulla base delle istruzioni ricevute e/o della documentazione di appoggio (schemi, disegni, procedure, distinte materiali ecc.) e del sistema di relazioni. Approntare strumenti, attrezzature e macchinari necessary alle diverse attività sulla base della tipologia di materiali da impiegare, delle indicazioni/procedure previste, del risultato atteso. Monitorare il funzionamento di strumenti, attrezzature e macchine, curando le attività di manutenzione ordinaria. Predisporre e curare gli spazi di lavoro al fine di assicurare il rispetto delle norme igieniche e di contrastare affaticamento emalattie professionali. Collaborare all'accoglienza del cliente e alla raccolta di informazioni per definire lo stato del veicolo a motore. Collaborare alla individuazione degli interventi da realizzare sul motoveicolo e alla definizione del piano di lavoro. Collaborare al ripristino e al controllo/collaudo della funzionalità/efficienza del veicolo a motore o delle parti riparate/sostituite, nel rispetto delle procedure e norme di sicurezza. <p>CARROZZERIA</p> <ul style="list-style-type: none"> Eseguire lavorazioni di risagomatura/sostituzione di lamierati, saldatura e verniciatura sulla base delle consegne e dei dati tecnici. 		<ul style="list-style-type: none"> Define and plan phases of the operations to be performed on the basis of instructions received and/or on the basis of supporting documentation (diagrams, drawings, procedures, etc.). Using tools, equipment and machinery necessary to different activities based on the type of materials to be used, the planned procedures, the expected result. Monitor tools, equipment and machines, taking care of routine maintenance activities. Prepare the workspaces according to hygienic rules in order to contrast fatigue and professional illness. Collaborate to the reception of the customers and the collection of information to define the state of the vehicles. Collaborate in the identification of the interventions to be carried on the vehicle and to the definition of the work plan. Collaborate to restore and control/testing of the functionality/efficiency of the vehicle or of the repaired/replaced parts, in compliance with procedures and safety standards. <p><i>Car Body specification:</i></p> <ul style="list-style-type: none"> Perform reshaping/replacement of metal, welding and painting on the basis of technical data. 	

Periodo di formazione:
Training Period:

3 Anni/Years

Country

Italy

Name of Vocational Department:	(Automotive Chassis) ΕΠΑΣ Αμαξωμάτων Chassis		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u>		<u>Knowledge:</u>	
1. Περιγράφει τα βασικά στοιχεία του εξοπλισμού του αμαξώματος. 2. Αναφέρει βασικά στοιχεία από τα είδη, υλικά και τρόπο κατασκευής, την αντοχή και καταπόνηση των αμαξώματων. 3. Περιγράφει, συγκρίνει και ταξινομεί τα διάφορα είδη των αμαξώματων. 4. Περιγράφει και συγκρίνει τους τρόπους ελέγχου των αμαξώματων. 5. Περιγράφει και συγκρίνει τους τρόπους κατασκευής, επισκευής και συντήρησης των αμαξώματων. 6. Περιγράφει βασικά στοιχεία από τα αμαξώματα φορτηγών, λεωφορείων και ειδικών οχημάτων. 7. Περιγράφει τα είδη και τους τρόπους βαφής, καθώς και τις βασικές αρχές των χρωμάτων (είδη - προσμίξεις). 8. Περιγράφει τον τρόπο και τα υλικά που χρησιμοποιούνται για τη στεγανοποίηση του αμαξώματος.		1. Describes the basics of chassis equipment. 2. Lists key elements of the items, materials and method of manufacture, durability and fatigue of chassis. 3. Describes, compares and classifies the different types of bodywork. 4. Describes and compares how chassis are checked. 5. Describes and compares the methods of manufacture, repair and maintenance of the chassis. 6. Describes the basics of truck, bus and special vehicles chassis. 7. Describes the types and paint modes and the basic principles of colour (types - admixtures). 8. Describes the methods and materials used to the seal the chassis.	
<u>Δεξιότητες:</u>		<u>Skills:</u>	
1. Ελέγχει, επιθεωρεί, επισκευάζει και αντικαθιστά τον εξοπλισμό και τους μηχανισμούς του αμαξώματος (εσωτερικές επενδύσεις καμπίνας, καθίσματα, μηχανισμοί θυρών – καπό – πόρτα μπαγκάζ, κρύσταλλα). 2. Χειρίζεται τα μηχανήματα, συσκευές, όργανα, εργαλεία και υλικά που αφορούν την κατασκευή, τον έλεγχο, την επισκευή και συντήρηση του αμαξώματος. 3. Χρησιμοποιεί τα μηχανήματα, συσκευές, όργανα, εργαλεία και υλικά για την προεργασία βαφής του αμαξώματος. 4. Χειρίζεται τον απαιτούμενο εξοπλισμό του φανοποιείου βαφείου. 5. Εφαρμόζει τις οδηγίες των σχετικών τεχνικών εγχειριδίων. 6. Εφαρμόζει τα μέτρα υγιεινής και ασφάλειας. 7. Εφαρμόζει τις βασικές αρχές ανακύκλωσης υλικών.		1. Controls, inspects, repairs and replaces the chassis equipment and mechanisms (internal cabin linings, seats, door mechanisms - hood - trunk, glass panes). 2. Operates the machines, appliances, instruments, tools and materials concerning the construction, testing, repair and maintenance of the chassis. 3. Uses machines, appliances, instruments, tools and materials for paint preparation of the chassis. 4. Operates equipment needed for the chassis paint shop. 5. Applies the instructions of the relevant technical manuals. 6. Implements health and safety measures. 7. Applies the basic material recycling principles.	
<u>Ικανότητες:</u>		<u>Competences:</u>	
1. Συνεργάζεται με άλλους τεχνικούς κατά την εκτέλεση των καθηκόντων του. 2. Εργάζεται αυτόνομα.		1. Collaborates with other technicians in the performance of his duties. 2. Works independently.	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Automotive Chassis" “Técnico en Carrocería”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Reparar elementos metálicos y sintéticos de la carrocería. • Preparar, proteger y embellecer superficies del vehículo. • Realizar el mantenimiento de primer nivel en máquinas y equipos. • Localizar y diagnosticar deformaciones en las estructuras de los vehículos. • Determinar los procesos de reparación interpretando la información técnica incluida en manuales y catálogos. • Sustituir y ajustar elementos que forman parte de la carrocería del vehículo, mediante uniones fijas o desmontables. • Reparar deformaciones de elementos fijos estructurales de la carrocería. 		<ul style="list-style-type: none"> • Synthetic metal repair and body elements. • Prepare, protect and beautify surfaces of the vehicle. • Perform first level maintenance on machines and equipment. • Locate and diagnose deformations in the vehicle structures. • Determine repair processes interpreting the technical information in manuals and catalogs. • Replacing and adjusting elements that form part of the vehicle body, with fixed or removable connections. • Repair structural deformations fixed body elements 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Tarım Makinaları Tamir ve Bakımı” / "Farm machinery fixing and maintenance"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Toprak işleme alet ve makinelerinin kontrol, bakım ve onarımını yapmak	To control, maintain and fixing soil processing tools and equipments		
Ekim ve dikim alet ve makinelerinin kontrol, bakım ve onarımını yapmak.	To control, maintain and fixing planting tools and equipments		
Gübre dağıtım alet ve makinelerinin kontrol, bakım ve onarımını yapmak	To control, maintain and fixing fertilizer distributor tools and equipments		
Bitki koruma alet ve makinelerinin kontrol, bakım ve onarımını yapmak	To control, maintain and fixing plant protector tools and equipments		
Sulama sistemleri alet ve makinelerinin kontrol, bakım ve onarımını yapmak	To control, maintain and fixing watering systems tools and equipments		
Hasat ve harman alet ve makinelerinin kontrol, bakım ve onarımını yapmak	To control, maintain and fixing harvest tools and equipments		
Traktör donanım sistemlerinin kontrol, bakım ve onarımını yapmak.	To control, maintain and fixing tractor equipment systems		
Traktörün aktarma organlarının kontrol, bakım ve onarımını yapmak	To control, maintain and fixing drivelines of the tractor		
Pnömatik devreleri okuyup standartlarına göre bakımını yapmak	To maintain pneumatic circuits according to standards after reading them		
Standartlarına göre hidrolik devrelerin çizimini okuyup, yorumlamak	To read and comment drawings of hydrolic circuits according to the standarts		
Hidrolik devrelerin çizimini okuyup, yorumlayarak standartlarına göre çizmek.	To read and comment drawings of hydrolic circuits and to draw accordind to teh standarts		
Hidrolik devrelerde basınç, debi, seviye ve sıcaklık ölçümünü yaparak ölçüm sonuçlarını yorumlamak.	To measure pressure, flowrate, level and heat in hydrolic circuits and to comment results		
Dolgu kaynağı modülü ile çeşitli dolgu kaynakları yapmak	To do variety fillet weldings with fillet welding module.		
Dik pozisyon kaynaklarını yapmak	To do vertical position weldings		
Yan ve tavan pozisyon kaynaklarını yapmak	To do side and roof position weldings		
Elektrotla kesme yapmak	To cut with electrode		
Mig-mag ile küt ek kaynağı yapmak	To do blunt joint welding with mig-mag		
Mig-mag ile köşe kaynağı yapmak	To do blunt corner welding with mig-mag		
Mig-mag ile boru ve profil kaynağı yapmak	To do blunt pipe and profile welding with mig-mag		
Mig-mag ile pozisyon kaynakları yapmak	To do blunt position weldings with mig-mag		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	(Farm machinery fixing and maintenance) ΕΠΑΣ Αγροτικών Μηχανημάτων Agricultural Machines
Minimum Qualifications for Graduation	
Ελληνικά / Greek	Αγγλικά / English
<p>Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:</p> <p><u>Γνώσεις:</u></p> <ol style="list-style-type: none"> Αναγνωρίζει και περιγράφει τα μέρη που αποτελούν τον κινητήρα του γεωργικού ελκυστήρα, το ρόλο του καθενός, τη λειτουργία των συστημάτων του κινητήρα και των υπολοίπων συστημάτων του ελκυστήρα. Περιγράφει τα διάφορα στάδια προετοιμασίας του εδάφους για καλλιέργεια. Αναγνωρίζει το σπόρο και περιγράφει τα στάδια του φυτρώματος, καθώς και τα στάδια ανάπτυξης των καλλιεργούμενων φυτών. Αναγνωρίζει και περιγράφει τα γεωργικά μηχανήματα προετοιμασίας του εδάφους, καλλιεργητικών φροντίδων, περιποίησεων και συγκομιδής και τα στάδια καλλιέργειας των φυτών. Υπολογίζει τις λιπαντικές και υδατικές ανάγκες των διαφόρων καλλιεργειών, την ποσότητα και συχνότητα των αρδεύσεων. Αναγνωρίζει και περιγράφει τους κύριους τύπους των αντλιών άρδευσης και τον απαιτούμενο λοιπό αρδευτικό εξοπλισμό. Αναγνωρίζει και περιγράφει τον εξοπλισμό των γεωργικών εγκαταστάσεων μιας γεωργικής εκμετάλλευσης ή βιομηχανίας. Αναγνωρίζει τα κατάλληλα εργαλεία για τις συντηρήσεις, επισκευές των γεωργικών μηχανημάτων, αλλά και για τις αγροτικές κατασκευές μιας γεωργικής εκμετάλλευσης. <p><u>Δεξιότητες:</u></p> <ol style="list-style-type: none"> Αποσυναρμολογεί και συναρμολογεί σωστά τον κινητήρα, τον χρονίζει και ρυθμίζει τη λειτουργία των συστημάτων του, καθώς επίσης συντηρεί και επισκευάζει τον κινητήρα και τα υπόλοιπα συστήματα του ελκυστήρα. Χειρίζεται τα κατάλληλα γεωργικά μηχανήματα στον αγρό αναλόγως του σταδίου ανάπτυξης των καλλιεργούμενων φυτών. Ρυθμίζει, συντηρεί και επισκευάζει το γεωργικό ελκυστήρα με όλα τα παρελκόμενα ή συρόμενα γεωργικά μηχανήματα στον αγρό, καθώς και τα μηχανήματα συγκομιδής των καλλιεργειών. Ρυθμίζει, συντηρεί και επισκευάζει τους κύριους τύπους των αντλιών άρδευσης και τον λοιπό αρδευτικό εξοπλισμό και εφαρμόζει τις ενδεδειγμένες μεθόδους άρδευσης καλλιεργειών, αναλόγως της ιδιαιτερότητας της καλλιέργειας. Χειρίζεται τα κατάλληλα εργαλεία για τις συντηρήσεις, επισκευές των αγροτικών μηχανημάτων, αλλά και για τις αγροτικές κατασκευές μιας γεωργικής εκμετάλλευσης. Συντηρεί και επισκευάζει τον εξοπλισμό των γεωργικών εγκαταστάσεων μιας γεωργικής εκμετάλλευσης. Προμηθεύεται τα κατάλληλα υλικά και εκτελεί αγροτικές κατασκευές. 	
<u>Competences:</u>	

<p>8. Παραλαμβάνει, ταξινομεί και καταχωρεί τα φορολογικά παραστατικά στα βιβλία της φορολογικής νομοθεσίας και συμπληρώνει τα απαραίτητα παραστατικά και έντυπα.</p> <p><u>Ικανότητες:</u></p> <ol style="list-style-type: none"> 1. Ακολουθεί το πρόγραμμα των εργασιών του, το εκτελεί υπό επίβλεψη, φροντίζοντας για την εφαρμογή χρονοδιαγραμμάτων, που του έχουν ορίσει οι ανώτεροι του και συνεργάζεται με άλλους τεχνικούς κατά την εκτέλεση των καθηκόντων του. 2. Εργάζεται αυτόνομα αναλαμβάνοντας την ευθύνη για την ολοκλήρωση των εργασιών του. 3. Αναπτύσσει βασικές ικανότητες επικοινωνίας. 4. Τηρεί τους βασικούς κανόνες υγιεινής και ασφάλειας. 	<ol style="list-style-type: none"> 1. Follows his task program, performs it supervised, ensuring the implementation of timelines that have been set by his superiors and cooperates with other technicians in the performance of his duties. 2. Works independently taking responsibility for completion of his work. 3. Develops core communication competencies. 4. Applies the basic rules of health and safety. 		
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Agriculture mechanization technician" Technik mechanizacji rolnictwa		
Minimum Qualifications for Graduation			
polski/Polish		angielski/English	
M.1. Użytkowanie pojazdów, maszyn, urządzeń i narzędzi stosowanych w rolnictwie <ul style="list-style-type: none"> • Użytkowanie pojazdów stosowanych w rolnictwie • Użytkowanie maszyn, narzędzi i urządzeń stosowanych w rolnictwie M.2. Obsługa techniczna oraz naprawa pojazdów, maszyn i urządzeń stosowanych w rolnictwie <ul style="list-style-type: none"> • Obsługa techniczna i naprawa pojazdów stosowanych w rolnictwie • Obsługa techniczna i naprawa maszyn, urządzeń i narzędzi stosowanych w rolnictwie M.43. Organizacja prac związanych z eksploatacją środków technicznych stosowanych w rolnictwie <ul style="list-style-type: none"> • Planowanie i organizacja prac związanych z obsługą techniczną i naprawą pojazdów, maszyn i urządzeń stosowanych w rolnictwie • Nadzorowanie prac związanych z użytkowaniem maszyn i urządzeń stosowanych w rolnictwie 		M.1. Use of vehicles, machinery, equipment and tools for agriculture <ul style="list-style-type: none"> • Use of vehicles for agriculture • Use of machinery, tools and equipment for agriculture M.2. Maintaining and repairing motor vehicles, machinery and equipment used in agriculture <ul style="list-style-type: none"> • Maintaining and repairing motor vehicles used in agriculture • Maintaining and repairing machinery, equipment and tools used in agriculture M.43. The organization of works related to the operation of technical means used in agriculture <ul style="list-style-type: none"> • Planning and organization of work related to the maintenance and repair of motor vehicles, machinery and equipment used in agriculture • Supervising the work related to the use of machines and equipment for agriculture 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Farm Machinery fixing and maintenance" <i>"Técnico en Producción Agropecuaria"</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Manejar equipos y maquinaria, siguiendo las especificaciones técnicas. • Montar y mantener instalaciones agroganaderas, interpretando planos de instalación y manuales de mantenimiento. • Preparar el terreno con la maquinaria seleccionada, realizando la regulación de los equipos y garantizando que las labores se realizan según buenas prácticas agrícolas. • Sembrar, plantar y/ o trasplantar el material vegetal utilizando medios técnicos y siguiendo la planificación establecida. • Manejar el sistema de riego, optimizando el aprovechamiento de agua y verificando que las necesidades hídricas de los cultivos estén cubiertas. • Preparar y aplicar el tratamiento fitosanitario necesario, interpretando la documentación técnica. • Recolectar, acondicionar y almacenar los productos y subproductos garantizando su calidad. • Realizar el pastoreo aprovechando los recursos herbáceos, arbustivos y arbóreos del medio. • Realizar operaciones de manejo y producción animal en explotaciones ganaderas asegurando la rentabilidad, calidad, trazabilidad y bienestar animal. • Aplicar procedimientos de calidad, trazabilidad, prevención de riesgos laborales y ambientales, de acuerdo con lo establecido en los procesos de producción. 		<ul style="list-style-type: none"> • Handling equipment and machinery, following the technical specifications. • Assemble and maintain facilities, performing installation drawings and maintenance manuals. • Preparing the ground with the selected machines, making the regulation of equipment and ensuring that the work is done according to good agricultural practices. • Sowing, planting and / or transplant the plant material using technical means and following the established planning. • Managing the irrigation system, optimizing the use of water and verifying that the water needs of crops are covered. • Prepare and implement the necessary phytosanitary treatment, interpreting technical documentation. • Collecting, conditioning and storage products and ensuring quality products. • Perform leveraging grazing herbaceous, shrub and tree resources of the medium. • Operations management and animal production on farms ensuring profitability, quality, traceability and animal welfare. • Apply quality procedures, traceability, prevention of occupational and environmental hazards, according to the provisions of the production processes. 	
Training Period	2.000 h.	Country	Spain

VOCATIONAL INFORMATORY KITS (VIK) MESLEKİ BİLGİLENDİRME KİTLERİ

**Vocational Qualifications – O7
Mesleki Yeterlilikler – O7**

Textile Tekstil

Mesleki Alan Adı: Name of Vocational Department:	“Tekstil Laboranlığı” / "Textile Laboratory Assistantship"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Laboratuvara çalışma güvenliğini sağlamak Kütle ölçmek Hacim ölçmek Çözelti hazırlamak Tekstil liflerine kantitatif (nicel) analiz yapmak İşletme suyunun sertliğini analiz etmek Numune almak Baz miktarı tayini yapmak Asit miktarı tayini yapmak Standartları tanıtmak Laboratuvarı ve numuneyi hazırlamak Numune kabulü Yapmak Boyutsal değişim ve görünüm testlerini yapmak Kimyasal testleri yapmak Su ile yapılan renk haslığı testlerini yapmak Kimyasal maddelerle yapılan renk haslığı testlerini yapmak Dokusuz yüzeylere emme testleri yapmak Renk karşılaştırması yapmak Mekanik yapılan renk haslığı testlerini yapmak Mukavemet testlerini yapmak Fiziksel testleri yapmak Aksesuar testlerini yapmak Analitik testleri yapmak Su analizi yapmak			
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Textile Laboratory Assistantship” “IeFP - Tecnico dell’abbigliamento”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Rilevare i bisogni del cliente/committente coniugandoli con le opportunità tecniche e tecnologiche disponibili • Rappresentare graficamente il modello in tutti i suoi componenti, interpretando gli schizzi proposti dallo stilista e secondo le specifiche dell’ufficio stile • Sorvegliare le fasi di lavoro e l’attività di ruoli operativi • Identificare situazioni di rischio potenziale per la sicurezza, la salute e l’ambiente, promuovendo l’assunzione di comportamenti corretti e consapevoli di prevenzione • Predisporre documenti relativi alle attività ed ai materiali • Identificare le esigenze di acquisto di attrezzature e materiali, curando il processo di approvvigionamento • Valutare la rispondenza del prodotto agli standard qualitativi previsti dalle specifiche di progettazione. • Individuare tagli e acconciature funzionali a un servizio personalizzato e in grado di favorire armonia di movimenti, forme, coloree volumi 		<ul style="list-style-type: none"> • Identifying customer/buyer needs according to the technological opportunities available • Representing graphically models and all its components, interpreting sketches proposed by the designer according to the specifications of the style officer • Supervising the work phases and the operational activities • Identify potential situations at risk for safety, health and environment, promoting the adoption of correct behavior of prevention • Prepared documents related to activities and materials • Identify the needs of equipment and materials, taking care the procurement process • Assess the compliance of the product with the quality standards required by the design specifications. • Identify functional cuts and styles to provide a customized service in order to promote harmony of movements, shapes, colors and volumes. 	

Periodo di formazione: Training Period:	4 Anni/Years	Country	Italy
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Name of Vocational Department:	(Textile Laboratory Assistantship) ΕΠΑΣ Σχεδίαση και Παραγωγή Ενδύματος Garment Design and Production		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u>		<u>Knowledge:</u>	
1. Περιγράφει τα είδη, τα μέρη και τη λειτουργία των μηχανών συναρμολόγησης ενδυμάτων. 2. Αναγνωρίζει τους μηχανισμούς και τα συστήματα των μηχανών συναρμολόγησης ενδυμάτων, καθώς και τα κυριότερα υφάσματα. 3. Διαβάζει και ερμηνεύει σκίτσα μοντέλων, σύνθετα σχέδια και τεχνικές οδηγίες και τα εφαρμόζει κατά την εργασία του. 4. Κάνει κοστολόγηση προϊόντος. 5. Επιλέγει το κατάλληλο είδος και την ποιότητα του υφάσματος ανάλογα με το είδος και τον τύπο του ενδύματος. 6. Καθορίζει τεχνικές οδηγίες για να εφαρμοστούν στην κατασκευή των ενδυμάτων. 7. Ακολουθεί τα ποιοτικά πρότυπα (ISO & EN 43000) και ελέγχει την ανταπόκριση της παραγωγής σε προδιαγραφές. 8. Οργανώνει την παραγωγή για κάθε παρτίδα προϊόντος.		1. Describes the types, parts and operation of the garment assembly machines. 2. Recognizes the mechanisms and systems of garment assembly machines and the main fabrics. 3. Reads and interprets sketches of models, complex projects and technical instructions and applies them in his work. 4. Estimates the cost of products. 5. Selects the appropriate type and quality of the fabric depending on the species and type of garment. 6. Specifies technical guidance for implementation in the fabrication of garments. 7. Follows quality standards (ISO & EN 43000) and controls the response of production to specifications. 8. Organizes the production of each batch of product.	
<u>Δεξιότητες:</u>		<u>Skills:</u>	
1. Σχεδιάζει σκίτσα, μοντέλα σύνθετων και πρωτότυπων σχεδίων ενδυμάτων και τα εφαρμόζει για την παραγωγή προτύπων κοπής (πατρόν) και την κατασκευή ενδύματος. 2. Δημιουργεί πρότυπα κοπής (σύνθετα πατρόν), με βάση δικά του σχέδια ή σύμφωνα με τις απαιτήσεις του σχεδιαστή μόδας. 3. Δημιουργεί, οργανώνει και παρουσιάζει προσωπική συλλογή (κολεξίον) με πρωτότυπα σχέδια που συμβαδίζουν με τις τάσεις της μόδας. 4. Παράγει το δειγματολόγιο της παραγωγής κάθε νέας σαιζόν. 5. Χειρίζεται τα προγράμματα CAD για τη δημιουργία μοντέλων ενδυμάτων (πρόγραμμα Design). 6. Χειρίζεται τα προγράμματα CAD για τη δημιουργία και επεξεργασία προτύπων κοπής (σύνθετων πατρόν). 7. Επιλέγει και χρησιμοποιεί τα εργαλεία και τις μηχανές για την επεξεργασία του υφάσματος και την κατασκευή ενδύματος. 8. Εποπτεύει και ελέγχει την καλή λειτουργία των μηχανών παραγωγής ενδυμάτων.		1. Draws sketches, complex and original garment designs models and applies them to produce cutting patterns (templates) and manufacture the garment. 2. Creates cutting standards (composite pattern) based on his own designs or according to the fashion designer requirements. 3. Creates, organizes and presents a personal collection with original designs, in line with fashion trends. 4. Produces a sample of the production of each new season. 5. Handles CAD software to create garment models (Design software). 6. Handles the CAD programs for creating and editing cutting patterns (complex patterns). 7. Selects and uses tools and machines for fabric processing and garment manufacturing. 8. Supervises and checks the proper functioning of garment manufacturing machines.	
<u>Ικανότητες:</u>		<u>Competences:</u>	
1. Συνεργάζεται με άλλους τεχνικούς κατά την εκτέλεση των καθηκόντων του. 2. Εργάζεται αυτόνομα στον χώρο της ειδικότητάς του.		1. Collaborates with other technicians in the performance of his duties. 2. Works independently in his field of expertise.	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Mesleki Alan Adı: Name of Vocational Department:	“Tekstil Boyacılığı” / "Textile Painter"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Reçete ve fulard hesaplarını yapmak Laboratuvara çalışma güvenliğini sağlamak Kütle ölçmek Hacim ölçmek Çözelti hazırlamak Tekstil liflerine kantitatif (nicel) analiz yapmak İşletme suyunun sertliğini analiz etmek Parti oluşturmak Makaslama ve yakma yapmak Selüloz esaslı mamullere ön terbiye yapmak Yünülmamullere ön terbiye yapmak İpekli mamullere ön terbiye yapmak Sentetik mamullerin ön terbiyesini yapmak Örme Mamullerin Ön Terbiyesini Yapmak Elyaf, tops ve iplik boyamak Çektirme yöntemine göre kumaş boyamak Emdirme yöntemine göre kumaş boyamak Bitmiş giyim eşyası boyamak Selüloz esaslı materyali boyamak Protein esaslı materyali boyamak Sentetik materyali boyamak Karışım elyaf boyamak Proses hazırlamak Hedef rengi bulmak		To make formula and fulard calculations To provide work safety in laboratory To measure mass To measure volume To prepare solution To make quantitaive analysis on textile fibres To analize hardness of operating water To constitute lot To make scissoring and firing To make pre treatment on cellulose based products To make pre treatment on woolly products To make pre treatment on silky products To make pre treatment on synthetic based products To make pre treatment on weaved products To paint fiber, tops and string To paint fabric according to puller method principles To paint fabric according to impregnation method principles To paint ended garments To paint cellulose based material To paint protein based material To paint synthetic material To paint mixtured fiber material To prepare process To find target color	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Textile Painter” Istituto Tecnico – Indirizzo Sistema Moda – Articolazione: “Tessile, abbigliamento e moda”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Astrarre topos letterari e/o artistici per ideare messaggi moda. • Produrre testi argomentativi aventi come target riviste di settore. • Analizzare gli sviluppi della storia della moda nel ventesimo secolo. • Individuare i processi della filiera d’interesse e identificare i prodotti intermedi e finali dei suoi segmenti, definendone le specifiche. • Analizzare il funzionamento delle macchine operanti nella filiera d’interesse ed eseguire i calcoli relativi a cicli tecnologici di filatura, tessitura e di confezione. • Progettare prodotti e componenti nella filiera d’interesse con l’ausilio di software dedicati. • Gestire e controllare i processi tecnologici di produzione della filiera d’interesse, anche in relazione agli standard di qualità. • Progettare collezioni moda. • Acquisire la visione sistematica dell’azienda e intervenire nei diversi segmenti della relativa filiera. • Riconoscere e confrontare le possibili strategie aziendali, con particolare riferimento alla strategia di marketing di un’azienda del sistema moda. 		<ul style="list-style-type: none"> • To extract literarytopos and/or artistic fashion to guide the design of fashion products. • To produce argumentative texts that target sectorial magazines. • Analyze the history of fashion developments in the twentieth century. • Identify the chain of the processes by means of intermediate and final products of this market segment, in order to define the specifications. • Analyze the functionalities of the machines operating in this sector and execute calculations related to technological cycles spinning, weaving and packaging. • Design products and components in the process chain with the aid of specific software. • Manage and monitor technological processes of the production chain, in relation to quality standards. • Design fashion collections. • Acquire a systemic vision of the company in order to work in the different segments. • Recognize and compare different business strategies, with particular respect to the marketing strategy in the fashion industry. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	"Textile decorative products technician" Technik włókienniczych wyrobów dekoracyjnych		
Minimum Qualifications for Graduation			
polski/Polish		angielski/English	
A.16. Wytwarzanie, konserwacja i renowacja rękodzielniczych wyrobów włókienniczych <ul style="list-style-type: none"> • Wykonywanie rękodzielniczych wyrobów tkanych i haftowanych • Wykonywanie rękodzielniczych wyrobów dzianych i koronkarskich • Wykonywanie konserwacji i renowacji włókienniczych wyrobów dekoracyjnych A.42. Opracowywanie dokumentacji wytwarzania włókienniczych wyrobów dekoracyjnych <ul style="list-style-type: none"> • Badanie parametrów surowców i wyrobów włókienniczych • Wykonywanie projektów plastycznych włókienniczych wyrobów dekoracyjnych • Planowanie procesów wytwarzania włókienniczych wyrobów dekoracyjnych A.43. Organizacja procesów wytwarzania włókienniczych wyrobów dekoracyjnych <ul style="list-style-type: none"> • Przygotowywanie i nadzorowanie pracy maszyn i urządzeń do wytwarzania włókienniczych wyrobów dekoracyjnych • Kontrolowanie procesów wytwarzania włókienniczych wyrobów dekoracyjnych 		A.16. Production, maintenance and renovation of handicraft textiles <ul style="list-style-type: none"> • Making embroidered and woven handicrafts • Making lace and knitwear handicrafts • Maintaining and renovating decorative textiles A.42. Developing documentation of decorative textile manufacture <ul style="list-style-type: none"> • Checking the parameters of raw materials and textile products • Designing decorative textiles • Planning processes for producing textile decorative products A.43. The organization of the manufacturing processes of decorative textiles <ul style="list-style-type: none"> • Preparing and controlling the work of machines and equipment for the production of decorative textiles • Controlling the manufacturing processes of decorative textiles 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Textile Painter" “Técnico en Fabricación y Ennoblecimiento de Productos Textiles”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Identificar las fases del proceso de fabricación relacionando cada una de ellas con el producto final para interpretar las fichas técnicas. Analizar las propiedades y características de las materias primas describiendo sus aplicaciones y criterios de utilización para seleccionarlas. Interpretar fichas técnicas Identificando procedimientos y materiales para preparar materias primas y otros materiales auxiliares. Interpretar recetas y formulaciones identificando concentraciones y cantidades de productos químicos, y procedimientos para preparar baños y pastas de tratamiento. Reconocer las características de la maquinaria especificando su relación con cada fase del proceso productivo para preparar la maquinaria, los útiles y las herramientas. Identificar procedimientos caracterizando procesos implicados y técnicas para acabar y almacenar productos. Analizar los criterios de comprobación de productos intermedios y finales Identificando los parámetros del proceso que los caracterizan para comprobar las características finales de los productos y su presentación. 		<ul style="list-style-type: none"> Identify the phases of the manufacturing process linking each with the final product to interpret the data sheets. Analyze the properties and characteristics of raw materials describing their applications and use criteria for selection. Interpret technical specifications identifying methods and materials for preparing raw materials and other auxiliary materials. Interpret recipes and formulations identifying concentrations and amounts of chemicals and processes for preparing treatment baths and pastas. Recognize the characteristics of the machinery specifying for each phase of the production process to prepare the machinery, implements and tools. Identify processes involved characterizing procedures and techniques for finishing and store products. Analyze the test criteria of intermediate and final products Identifying process parameters that characterize to check the final features of the product and its presentation. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Tekstil Baskı ve Desenciliği” / "Textile Press and Pattern"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Laboratuvara çalışma güvenliğini sağlamak Kütle ölçmek Hacim ölçmek Yoğunluk ve viskozite ölçmek Desen hazırlamak Deseni raportlamak Desen programını kullanmak Deseni bilgisayar ortamında hazırlamak Parti oluşturmak Düz şablon hazırlamak Rotasyon şablon hazırlamak Baskı patı hazırlamak Numune baskı yapmak Baskı çeşitleri ile baskı yapmak Boyar maddelerle baskı yapmak Tops (vigore) baskı yapan makineler ile baskı yapmak Film druck baskı yapan makineler ile baskı yapmak Rotasyon baskı yapan makineler ile baskı yapmak Rulo baskı yapan makineler ile baskı yapmak Flok ve transfer baskı yapan makineler ile baskı yapmak Parça baskı makineleri ile baskı yapmak Dijital baskı hazırlık işlemlerini yapmak Dijital baskı makinesinde baskı yapmak Özel baskı efektlerini uygulamak Kombine Baskılar Yapmak			
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Textile Press and Pattern” Istituto Tecnico – Indirizzo Sistema Moda – Articolazione: “Tessile, abbigliamento e moda”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Astrarre topoi letterari e/o artistici per ideare messaggi moda. • Produrre testi argomentativi aventi come target riviste di settore. • Analizzare gli sviluppi della storia della moda nel ventesimo secolo. • Individuare i processi della filiera d'interesse e identificare i prodotti intermedi e finali dei suoi segmenti, definendone le specifiche. • Analizzare il funzionamento delle macchine operanti nella filiera d'interesse ed eseguire i calcoli relativi a cicli tecnologici di filatura, tessitura e di confezione. • Progettare prodotti e componenti nella filiera d'interesse con l'ausilio di software dedicati. • Gestire e controllare i processi tecnologici di produzione della filiera d'interesse, anche in relazione agli standard di qualità. • Progettare collezioni moda. • Acquisire la visione sistematica dell'azienda e intervenire nei diversi segmenti della relativa filiera. • Riconoscere e confrontare le possibili strategie aziendali, con particolare riferimento alla strategia di marketing di un'azienda del sistema moda. 		<ul style="list-style-type: none"> • To extract literarytopos and/or artistic fashion to guide the design of fashion products. • To produce argumentative texts that target sectorial magazines. • Analyze the history of fashion developments in the twentieth century. • Identify the chain of the processes by means of intermediate and final products of this market segment, in order to define the specifications. • Analyze the functionalities of the machines operating in this sector and execute calculations related to technological cycles spinning, weaving and packaging. • Design products and components in the process chain with the aid of specific software. • Manage and monitor technological processes of the production chain, in relation to quality standards. • Design fashion collections. • Acquire a systemic vision of the company in order to work in the different segments. • Recognize and compare different business strategies, with particular respect to the marketing strategy in the fashion industry. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(Textile Press and Pattern) ΕΠΑΣ Σχεδίαση και Παραγωγή Ενδύματος Garment Design and Production		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u>		<u>Knowledge:</u>	
1. Περιγράφει τα είδη, τα μέρη και τη λειτουργία των μηχανών συναρμολόγησης ενδυμάτων. 2. Αναγνωρίζει τους μηχανισμούς και τα συστήματα των μηχανών συναρμολόγησης ενδυμάτων, καθώς και τα κυριότερα υφάσματα. 3. Διαβάζει και ερμηνεύει σκίτσα μοντέλων, σύνθετα σχέδια και τεχνικές οδηγίες και τα εφαρμόζει κατά την εργασία του. 4. Κάνει κοστολόγηση προϊόντος. 5. Επιλέγει το κατάλληλο είδος και την ποιότητα του υφάσματος ανάλογα με το είδος και τον τύπο του ενδύματος. 6. Καθορίζει τεχνικές οδηγίες για να εφαρμοστούν στην κατασκευή των ενδυμάτων. 7. Ακολουθεί τα ποιοτικά πρότυπα (ISO & EN 43000) και ελέγχει την ανταπόκριση της παραγωγής σε προδιαγραφές. 8. Οργανώνει την παραγωγή για κάθε παρτίδα προϊόντος.		1. Describes the types, parts and operation of the garment assembly machines. 2. Recognizes the mechanisms and systems of garment assembly machines and the main fabrics. 3. Reads and interprets sketches of models, complex projects and technical instructions and applies them in his work. 4. Estimates the cost of products. 5. Selects the appropriate type and quality of the fabric depending on the species and type of garment. 6. Specifies technical guidance for implementation in the fabrication of garments. 7. Follows quality standards (ISO & EN 43000) and controls the response of production to specifications. 8. Organizes the production of each batch of product.	
<u>Δεξιότητες:</u>		<u>Skills:</u>	
1. Σχεδιάζει σκίτσα, μοντέλα σύνθετων και πρωτότυπων σχεδίων ενδυμάτων και τα εφαρμόζει για την παραγωγή προτύπων κοπής (πατρόν) και την κατασκευή ενδύματος. 2. Δημιουργεί πρότυπα κοπής (σύνθετα πατρόν), με βάση δικά του σχέδια ή σύμφωνα με τις απαιτήσεις του σχεδιαστή μόδας. 3. Δημιουργεί, οργανώνει και παρουσιάζει προσωπική συλλογή (κολεξίον) με πρωτότυπα σχέδια που συμβαδίζουν με τις τάσεις της μόδας. 4. Παράγει το δειγματολόγιο της παραγωγής κάθε νέας σαιζόν. 5. Χειρίζεται τα προγράμματα CAD για τη δημιουργία μοντέλων ενδυμάτων (πρόγραμμα Design). 6. Χειρίζεται τα προγράμματα CAD για τη δημιουργία και επεξεργασία προτύπων κοπής (σύνθετων πατρόν). 7. Επιλέγει και χρησιμοποιεί τα εργαλεία και τις μηχανές για την επεξεργασία του υφάσματος και την κατασκευή ενδύματος. 8. Εποπτεύει και ελέγχει την καλή λειτουργία των μηχανών παραγωγής ενδυμάτων.		1. Draws sketches, complex and original garment designs models and applies them to produce cutting patterns (templates) and manufacture the garment. 2. Creates cutting standards (composite pattern) based on his own designs or according to the fashion designer requirements. 3. Creates, organizes and presents a personal collection with original designs, in line with fashion trends. 4. Produces a sample of the production of each new season. 5. Handles CAD software to create garment models (Design software). 6. Handles the CAD programs for creating and editing cutting patterns (complex patterns). 7. Selects and uses tools and machines for fabric processing and garment manufacturing. 8. Supervises and checks the proper functioning of garment manufacturing machines.	
<u>Ικανότητες:</u>		<u>Competences:</u>	
1. Συνεργάζεται με άλλους τεχνικούς κατά την εκτέλεση των καθηκόντων του. 2. Εργάζεται αυτόνομα στον χώρο της ειδικότητάς του.		1. Collaborates with other technicians in the performance of his duties. 2. Works independently in his field of expertise.	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Textile Press and Pattern" “Técnico Superior Patronaje y Moda”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Definir y elaborar patrones base, transformaciones y escalados ajustados a los diseños propuestos. Participar en el diseño de productos textiles. Planificar la confección de productos de textil, piel, calzado y marroquinería y programar la producción industrial de los mismos. Determinar las características de los materiales que se deben utilizar en la confección de un producto. Organizar los trabajos de elaboración de patrones de productos textiles, de prototipos y muestrarios. Gestionar la producción de la confección industrial de productos de textil, piel, calzado y marroquinería. Lanzar la producción, gestionando la preparación de los procesos, la elaboración de prototipos y preservar de prueba y el ajuste de las líneas de producción. Aplicar las tecnologías de la información y comunicación propias del textil. 		<ul style="list-style-type: none"> Define and develop basic patterns and scaled transformations adjusted to the proposed designs. Participate in the design of textiles. Plan making textile products, leather, footwear and leather goods and industrial production schedule them. Determine the characteristics of the materials to be used in the manufacture of a product. Organize the drafting of textile patterns, prototypes and sample. Manage the production of industrial manufacture of textile products, leather, footwear and leather goods. Launch production, managing the preparation process, prototyping and testing preserves and adjusting production lines. Apply information technology and textile own communication. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Endüstriyel Çorap Örme” / "Industrial Socks Knitting"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
Çorapta örgü analizi yapmak Çorapta selanik örgü analizi yapmak Çorap örmede saç örgülerin analizini yapmak Çorap örmede jakar örgülerin analizini yapmak Desen çizim komutlarını kullanmak Kalıp beyz hazırlamak Mekanik çorap örme makinelerini kullanmak Elektronik çorap örme makinelerini kullanmak Çorap örmede ürün oluşturmak Burun kapama işlemleri yapmak Form işlemleri yapmak Paketleme yapmak Çorapta model araştırmaları yapmak Çorapta artistik çizim yapmak		To make weaving analysis for socks To make Thessaloniki weaving analysis for socks To analysis of hair weaving for socks knitting To analysis of jacquard weaving for socks knitting To use pattern drawing commands To prepare mold base To operate mechanical socks knitting machines To operate electronic socks knitting machines To constitute product in socks knitting To make nose closing procedures To make forming procedures To make package To do model researches To make artistic drawing on socks	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Industrial Socks Knitting” Istituto Tecnico – Indirizzo Sistema Moda – Articolazione: “Calzature e moda”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Astrarre topos letterari e/o artistici per ideare messaggi moda. • Produrre testi argomentativi aventi come target riviste di settore. • Analizzare gli sviluppi della storia della moda nel ventesimo secolo. • Individuare i processi della filiera d’interesse e identificare i prodotti intermedi e finali dei suoi segmenti, definendone le specifiche. • Analizzare il funzionamento delle macchine operanti nella filiera d’interesse ed eseguire i calcoli relativi a cicli tecnologici di filatura, tessitura e di confezione. • Progettare prodotti e componenti nella filiera d’interesse con l’ausilio di software dedicati. • Gestire e controllare i processi tecnologici di produzione della filiera d’interesse, anche in relazione agli standard di qualità. • Progettare collezioni moda. • Acquisire la visione sistematica dell’azienda e intervenire nei diversi segmenti della relativa filiera. • Riconoscere e confrontare le possibili strategie aziendali, con particolare riferimento alla strategia di marketing di un’azienda del sistema moda. 		<ul style="list-style-type: none"> • To extract literarytopos and/or artistic fashion to guide the design of fashion products. • To produce argumentative texts that target sectorial magazines. • Analyze the history of fashion developments in the twentieth century. • Identify the chain of the processes by means of intermediate and final products of this market segment, in order to define the specifications. • Analyze the functionalities of the machines operating in this sector and execute calculations related to technological cycles spinning, weaving and packaging. • Design products and components in the process chain with the aid of specific software. • Manage and monitor technological processes of the production chain, in relation to quality standards. • Design fashion collections. • Acquire a systemic vision of the company in order to work in the different segments. • Recognize and compare different business strategies, with particular respect to the marketing strategy in the fashion industry. 	
Periodo di formazione: Training Period:	5Anni/Years	Country	Italy

Name of Vocational Department:	"Industrial Socks Knitting" <i>"Técnico en producción de Tejidos de Punto"</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Preparar las máquinas y producir tejidos de punto por recogida. Preparar las máquinas y producir tejidos de punto por urdimbre. 		<ul style="list-style-type: none"> Prepare the machines and produce knit fabrics collection. Prepare the machines and produce warp knit fabrics. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Dokuma Desinatörlüğü” / "Weaving Droughtsmanship"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Sağlıklı ve etkili iletişim kurmak ve sürdürmek Öğrenme ihtiyaçları doğrultusunda bilgi ve veri toplamak Uygulanabilir Girişimci (iş) Fikirler Üretmek Girişimci (İş) Fikri Geliştirmek ve Planlamak İşletme kurma ve geliştirmeye ilgili faaliyetleri yürütmek İşçi sağlığı mevzuatına uymak ve iş güvenliği önlemlerini almak Çevreye karşı duyarlı olmak ve çevreyi korumak Kendini geliştirmek ve karşılaştığı problemleri çözmek Temel El Aletlerini kullanmak İplikçiliği sınıflandırmak ve kullanılan hammaddeleri ayırt etmek Numunelerin, terazi ve çırkıçı kullanarak numara metrik hesaplarını yapmak Bantların numara kontrollerini yapmak Filit ve iplik numara kontrollerini yapmak Ana örgüleri çizmek Ana örgülü numune kumaş dokumak Temel Dokuma Sistemlerini tanımak Temel örme sistemlerini ve örme kumaşları tanımak El örme makinelerini kullanmak Endüstriyel örme sistemlerini ayırt etmek Temel dokusuz yüzey uygulamaları yapmak Temel Laboratuar Uygulamaları yapmak Temel boyama işlemlerini yapmak Temel baskı işlemlerini yapmak Temel bitim işlemlerini (Apre) yapmak Temel Haslık testleri yapmak Doğal lifleri ayırt etmek Yapay lifleri ayırt etmek	To provide salutary and effective communication and sustain To collect data and information in line with learning necessities To develope applicable entrepreneur (work) ideas To develope and plan entrepreneur (work) ideas To execute activities related to establish and develope an enterprise To adopt worker health legislations and take precautions for worker health and safety To be sense for environment and protect To develope yourself and to find answer for problems faced To use basic hand tools To classify filature and to recognize used raw materials To make number metric calculations of specimens using scales and spinning wheel To control numbers of tapes To control numbers of piping and string To draw main knittings To weave sample fabric main knitted To identify basic weave systems To identify basic weaving systems and knitting fabrics To operate hand knitting machines To recognize industrial knitting To make basic textureless surface applications To make basic laboratory applications To make basic painting procedures To make basic printing procedures To make basic ending (apre) procedures To make basic purity tests To recognize natural fibers To recognize artificial fibers		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Weaving Droughtsmanship” “IeFP - Operatore del montaggio e della manutenzione delle imbarcazioni da diporto”		
Minimum Qualifications for Graduation			
Italiano/Italian		Inglese / English	
<ul style="list-style-type: none"> • Definire e pianificare la successione delle operazioni di realizzazione di uno scafo o di una sua parte sulla base del progetto e delle istruzioni ricevute e/o della documentazione di appoggio (schemi, disegni, procedure, distinte materiali, ecc.) e del sistema di relazioni. • Approntare strumenti, utensili, attrezzi e macchinari necessari alle diverse fasi di lavorazione sulla base della tipologia di materiali da impiegare, del progetto e delle procedure previste. • Monitorare il funzionamento di strumenti, utensili, attrezzi e macchinari, curando le attività di manutenzione ordinaria. • Predisporre e curare gli spazi di lavoro al fine di assicurare il rispetto delle norme igieniche e di contrastare affaticamento e malattie professionali. • Eseguire il montaggio delle componenti di uno scafo ed eventuali adattamenti e correzioni sui prodotti preassemblati. • Eseguire le operazioni di finitura e completamento dello scafo, nel rispetto delle specifiche progettuali. • Effettuare la manutenzione ordinaria e straordinaria di una imbarcazione da diporto, nel rispetto della normativa specifica di settore. 		<ul style="list-style-type: none"> • Define and plan the sequence of operations needed to create a hull or its parts, on the basis of a project, received instructions and/or supporting documentation (diagrams, drawings, procedures, materials, etc.). • Identify tools, instruments, equipment and machinery required for each different working phase depending on: the type of materials to be used, the project and defined procedures. • Monitor the functionalities of tools, instruments, equipment and machinery, taking care of routine maintenance activities. • Prepare the working spaces in order to ensure the compliance with hygienic standards and to contrast fatigue and working diseases. • Assemble all the components of a hull and perform any adjustments required. • Carry out the operations needed to finalize the hull, in compliance with the design specifications. • Carry out routine maintenance and repairs of a craft, respecting the specific legislation for the sector. 	
Periodo di formazione: Training Period:	3 Anni/Years	Country	Italy

Name of Vocational Department:	"Textile technician" Technik włókiennik		
Minimum Qualifications for Graduation			
polski/Polish		angielski/English	
A.4. Wytwarzanie wyrobów włókienniczych <ul style="list-style-type: none"> • Obsługiwanie maszyn przygotowujących surowce i półprodukty do wytwarzania wyrobów włókienniczych • Obsługiwanie maszyn do wytwarzania liniowych wyrobów włókienniczych • Obsługiwanie maszyn do wytwarzania płaskich wyrobów włókienniczych A.5. Wykańczanie wyrobów włókienniczych <ul style="list-style-type: none"> • Przygotowanie wyrobów włókienniczych do procesu wykańczania • Obsługiwanie maszyn do wykańczania wyrobów włókienniczych A.41. Organizacja i nadzorowanie procesów wytwarzania wyrobów włókienniczych <ul style="list-style-type: none"> • Badanie parametrów surowców i wyrobów włókienniczych • Opracowanie dokumentacji wyrobów włókienniczych • Nadzorowanie procesów wytwarzania wyrobów włókienniczych 			
Czas kształcenia Training Period		...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	
		Country Poland	

Name of Vocational Department:	"Weaving Droughtmanship" <i>“Técnico en producción de Hiladuría y Tejeduría Calada”</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> Preparar las máquinas y realizar la producción de hilaturas y telas no tejidas. Preparar las máquinas y producir tejidos de calada. 		<ul style="list-style-type: none"> Preparing machines and make the production of yarns and nonwoven fabrics. Prepare the machines and produce woven fabrics. 	
Training Period	2.000 h.	Country	Spain

VOCATIONAL INFORMATORY KITS (VIK) MESLEKİ BİLGİLENDİRME KİTLERİ

**Vocational Qualifications – O7
Mesleki Yeterlilikler – O7**

Tourism Turizm

Mesleki Alan Adı: Name of Vocational Department:	“Ön Büro Hizmetleri” / "Front Desk Staff"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Sağlıklı ve etkili iletişim kurmak ve sürdürmek Öğrenme ihtiyaçları doğrultusunda bilgi ve veri toplamak Uygulanabilir girişimci (iş) fikirler üretmek Girişimci (iş) fikri geliştirmek ve planlamak İşletme kurma ve geliştirmeye ilgili faaliyetleri yürütmek İşçi sağlığı mevzuatına uymak ve iş güvenliği önlemlerini almak Çevreye karşı duyarlı olmak ve çevreyi korumak Kendini geliştirerek karşılaştığı problemleri çözmek Konuk giriş hazırlığı yapmak Konuk giriş işlemlerini yapmak (check in) Konuklara oda satışı yapmak Konuk giriş kayıt işlemlerini yapmak Konuk çıkış işlemlerini yapmak (check out) Çıkış kayıt işlemlerini yapmak Genel muhasebe işlemlerini yapmak Önbüroda muhasebe işlemlerini yapmak Rezervasyon almak Rezervasyon kayıt etmek Rezervasyon durum analizlerini yapmak Spa konuk işlemlerini yapmak Vardiye devir teslimi yapmak Sabah ve akşam vardiyası işlemlerini yapmak Gün sonu işlemlerini yapmak Gece işlemlerini yapmak (night audit) Tesise ait istatistikleri çıkarmak Acenta performanslarına ait istatistikleri çıkarmak Konaklama Hizmetleri Otomasyon Programlarını Kullanmak Bilgisayarda Otomasyon Programlarını Kullanarak Doküman Hazırlamak Ve Almak Yabancı Dilde Mesleki Konuları Dinlemek, Konuşmak, Okumak ve Yazmak Yabancı dilde temel kuralları kavramak Kişisel bilgilerle ilgili soru sormak ve sorulara cevap vermek Temel düzeyde günlük ihtiyaçlarını yabancı dilde ifade etmek Temel mesleki konularda yazılı ve sözlü iletişim kurmak Değişik konularda fikirlerini ifade ederek, yazılı ve sözlü tartışmak Belge akışını izlemek Dosyalama sistemi ve hareketlerini izlemek Arşivleme sistemini incelemek Arşivleme hareketlerini incelemek	To provide salutary and effective communication and sustain To collect data and information in line with learning necessities To create applicable entrepreneur (work) ideas To develop and plan entrepreneur (work) ideas To execute activities related to establish and develop an enterprise To adopt worker health legislations and take precautions for worker health and safety To be sense for environment and protect To develop yourself and to find answer for problems faced To make preparations for guest entrance To make guest check in procedures To sell room for the guests To make check in registration procedures of guests To make check out procedures of guests To make check out registration procedures To make general accounting procedures To make front desk accounting procedures To make bookings To save bookings To make booking situation analyses To make SPA guest procedures To make shift handover To make morning and evening shifts procedures To audit end of day procedures To audit night procedures To prepare statistics of facility To prepare statistics belongs to agency performances To operate accomodation services automatization programmes To prepare and receive document operating automatization programmes on computer Listening, speaking, reading and writing vocational subjects in foreign language To find out basic rules in foreign language To ask question related to individual informations and give an answer To describe daily needs in foreign language at basic level To communicate written and oral ways in basic vocational subjects To describe own ideas in several subjects and to discuss written and oral To follow document flowing To follow filing system and its movements To investigate archiving system To investigate archiving movements		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Front Desk Staff” “Istituto Professionale – Indirizzo: Servizi per l'enogastronomia e l’ospitalità alberghiera – Articolazione: Accoglienza turistica”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Cogliere criticamente i mutamenti culturali, sociali, economici e tecnologici che influiscono sull’evoluzione dei bisogni e sull’innovazione dei processi di servizio; • Essere sensibili alle differenze di cultura e di atteggiamento dei destinatari, al fine di fornire un servizio il più possibile personalizzato; • Sviluppare ed esprimere le proprie qualità di relazione, comunicazione, ascolto, cooperazione e senso di responsabilità nell’esercizio del proprio ruolo; • Svolgere la propria attività operando in équipe e integrando le proprie competenze con le altre figure professionali, al fine di erogare un servizio di qualità; • Contribuire a soddisfare le esigenze del destinatario, nell’osservanza degli aspetti deontologici del servizio; • Applicare le normative che disciplinano i processi dei servizi, con riferimento alla riservatezza, alla sicurezza e salute sui luoghi di vita e di lavoro, alla tutela e allavalorizzazione dell’ambiente e del territorio; • Padroneggiare l’uso di strumenti tecnologici con particolare attenzione alla sicurezza nei luoghi di vita e di lavoro, alla tutela della persona, dell’ambiente e del territorio. 		<ul style="list-style-type: none"> • Analysing critically the cultural, social, economic, and technological factors influencing the evolution of needs and innovation of service processes; • Analysing the differences in culture and attitude of the target groups, in order to provide highly personalized service; • Develop specific attitudes in relationship, communication, listening, cooperation and sense of responsibility; • Collaborating with others to work as a team and integrating its expertise with the competences of the others in order to deliver a quality service; • Contributing to satisfy the needs of the target group, according to the ethical aspects of the service; • Apply the regulations related to the service with particular respect to privacy, security and health in the places where people live and work, to the protection and valorization of environment and territory; • Using technological tools with particular focus on the security in the places of life and work, the protection of persons, environment and territory. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(Front Desk Staff) Υπαλλήλων Τουριστικών Επιχειρήσεων Tourism Establishments Personnel		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: ΓΝΩΣΕΙΣ		The holder of a Vocational Upper Secondary School degree of this specialty: KNOWLEDGE	
1. Κατανοεί τη σχετικότητα των θεωρητικών γνώσεων και των πληροφοριών που σχετίζονται με ένα πεδίο εργασίας ή σπουδών. 2. Αξιολογεί και ερμηνεύει δεδομένα για την καθιέρωση βασικών αρχών και εννοιών σε ένα συγκεκριμένο πεδίο εργασίας. 3. Κατανοεί δεδομένα και διαδικασίες κατά την εφαρμογή πιο πολύπλοκων εργασιών. 4. Επιλέγει και χρησιμοποιεί τις σχετικές γνώσεις που αποκτήθηκαν για να φέρει εις πέρας συγκεκριμένες δράσεις. ΔΕΞΙΟΤΗΤΕΣ 1. Επιδεικνύει αποτελεσματικότητα στην πραγματοποίηση σύνθετων εργασιών και σε άγνωστα και μη προβλέψιμα περιβάλλοντα. 2. Επικοινωνεί πιο σύνθετες πληροφορίες και επιλύει προβλήματα με την εφαρμογή βασικών μεθόδων, εργαλείων, υλικών και πληροφοριών που παρέχονται σε ένα περιορισμένο περιβάλλον μάθησης. 3. Βοηθά στο τμήμα υποδοχής του ξενοδοχείου (καταγραφή στοιχείων πελατών, χειρισμός εξοπλισμού, διακίνηση-τήρηση εγγράφων) 4. Να είναι σε θέση να διεκπεραιώνει εξωτερικές εργασίες 5. Παρέχει πληροφορίες σχετικές με τουριστικά αξιοθέατα της περιοχής 6. Παρέχει βοήθεια σε οποιοδήποτε τμήμα με την καθοδήγηση του ειδικευμένου προσωπικού ΙΚΑΝΟΤΗΤΕΣ 1. Εφαρμόζει γνώσεις και δεξιότητες για την εκτέλεση κάποιων εργασιών συστηματικά. 2. Προσαρμόζεται, κατά την επίλυση προβλημάτων, σε περιστάσεις, συμμετέχοντας ενεργά σε δομημένα περιβάλλοντα μάθησης. 3. Ως εποπτευόμενος, συνήθως μέσα στο πλαίσιο του επαγγέλματος, χρησιμοποιεί τη δική του πρωτοβουλία με καθορισμένη ευθύνη και αυτονομία. 4. Αποκτά βασικές ικανότητες ως βάση για τη δια βίου μάθηση.		The holder of a Vocational Upper Secondary School degree of this specialty: KNOWLEDGE 1. Understands the relevance of theoretical knowledge and information related to a field of work or study. 2. Evaluates and interprets data to establish basic principles and concepts in a specific field of work. 3. Understands data and procedures in the implementation of more complex tasks. 4. Selects and uses relevant knowledge acquired to carry out specific actions. SKILLS 1. Demonstrates effectiveness in carrying out complex tasks in unknown and unpredictable environments. 2. Communicates more complex information and solves problems by applying basic methods, tools, materials and information provided on a limited learning environment. 3. Assists in the reception section (recording customer data, handling equipment, archiving documents) 4. Is able to perform external work 5. Provides information about tourist attractions in the area 6. Provides assistance to any department of the hotel under the guidance of qualified staff COMPETENCES 1. Applies knowledge and skills to perform some work systematically. 2. Adjusts, when solving problems, in circumstances, by actively participating in structured learning environments. 3. Under supervision, usually in the context of the profession, uses his own initiative with defined responsibility and autonomy. 4. Acquires basic skills as a basis for lifelong learning.	
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	"Front Desk Staff" <i>"Técnico Superior en Gestión de Alojamientos Turísticos"</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Coordinar los servicios propios de los establecimientos de alojamiento turístico, disponiendo las estructuras organizativas óptimas para la gestión y control de sus departamentos. • Analizar el mercado y comercializar el producto base propio del alojamiento, así como los servicios y productos complementarios. • Organizar y promocionar eventos en el propio establecimiento. • Analizar el mercado y comercializar el producto base propio del alojamiento, así como los servicios y productos complementarios, gestionando las reservas con criterios de eficiencia empresarial. • Controlar y supervisar el departamento de recepción, pudiendo prestar el servicio, en su caso, y asegurando la atención al cliente con los niveles de calidad establecidos. • Organizar y promocionar eventos en el propio establecimiento, en coordinación con los diferentes departamentos implicados, gestionando los recursos humanos y materiales necesarios. • Supervisar la correcta atención al cliente, el servicio postventa y la gestión de quejas y reclamaciones. 		<ul style="list-style-type: none"> • Coordinate the services of tourist accommodation establishments, providing optimal organizational structures for management and control of their departments. • Analyze the market and market housing base product itself, as well as complementary products and services. • Organize and promote events on site. • Analyze the market and market housing base product itself, as well as complementary products and services, managing reserves with business efficiency criteria. • Control and monitor the receiving department can deliver the service, where appropriate, and ensuring the customer with the standards set. • Organize and promote events on site, in coordination with the various departments involved, managing human and material resources. • Monitor the correct customer, the customer service and the management of complaints and claims. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Kat Hizmetleri” / "Housekeeping”		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
<p>Sağlıklı ve etkili iletişim kurmak ve sürdürmek Öğrenme ihtiyaçları doğrultusunda bilgi ve veri toplamak Uygulanabilir girişimci (iş) fikirler üretmek Girişimci (iş) fikri geliştirmek ve planlamak İşletme kurma ve geliştirmeyle ilgili faaliyetleri yürütmek İşçi sağlığı mevzuatına uymak ve iş güvenliği önlemlerini almak Çevreye karşı duyarlı olmak ve çevreyi korumak Kendini geliştirek karşılaştiği problemleri çözmek Otel otomasyon sistemleri ve konaklama hizmetleri işlemlerini yapmak, Bilgisayarda Otomasyon Programlarını Kullanarak Doküman Hazırlamak ve Almak Yabancı Dilde Mesleki Konuları Dinlemek, Konuşmak, Okumak ve Yazmak Oda işlemlerini yapmak Banyo donanımlarını temizlemek Genel alan temizliği yapmak Ofis işlemlerini yapmak Konuk hizmetlerini yürütmek Çamaşırları gruplamak Çamaşırları yıkamak Çamaşırları ütülemek Çamaşırları depolamak Çamaşırılar kuru temizleme yapmak Tefrişatları temizlemek Çeşitli yüzeylerin bakım ve cınlama işlemlerini yapmak Malzeme maliyet takibini yapmak Dekorasyon hizmetlerini yürütmek Belge akışını izlemek Dosyalama sistemi ve hareketlerini izlemek Arşivleme sistemini incelemek Arşivleme hareketlerini incelemek Yabancı dilde temel kuralları kavramak Kişisel bilgilerle ilgili soru sormak ve sorularacevap vermek Temel düzeyde günlük ihtiyaçlarını yabancı dilde ifade etmek Temel mesleki konularda yazılı ve sözlü iletişim kurmak Değişik konularda fikirlerini ifade ederek, yazılı vesözlü tartışmak</p>	<p>To provide salutary and effective communication and sustain To collect data and information in line with learning necessities To produce applicable entrepreneur (work) ideas To develop and plan entrepreneur (work) ideas To execute activities related to establish and develop an enterprise To adopt worker health legislations and take precautions for worker health and safety To be sense for environment and protect To develop yourself and to find answer for problems To make accommodation services procedures and hotel automatization systems To prepare and receive document operating automatization programmes on computer Listening, speaking, reading and writing vocational subjects in foreign language To make room procedures To clean bathroom equipments To make general field cleaning To make office procedures To manage guest procedures To group laundries To wash laundries To iron laundries To storage laundries To make dry cleaning of laundries To clean furnishings To make maintenance and polishing on several surfaces To make equipment cost follow up To manage decorating services To follow document flowing To follow filing system and its movements To investigate archiving system To investigate archiving movements To find out basic rules in foreign language To ask question related to individual informations and give an answer To describe daily needs in foreign language at basic level To communicate written and oral ways in basic vocational subjects To describe own ideas in several subjects and to discuss written and oral</p>		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	(Housekeeping) ΕΠΑΣ Ξενοδοχειακών και Επισιτιστικών Υπηρεσιών Hotel and Catering Services		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u> 1. Περιγράφει τη σύνθεση βασικών εδεσμάτων και παρασκευών. 2. Κατανοεί και επικοινωνεί, με ευκολία, χρησιμοποιώντας αγγλική και γαλλική, ή γερμανική, τουριστική ορολογία. 3. Υπολογίζει το κόστος και καθορίζει τιμές πώλησης για τα τουριστικά προϊόντα και υπηρεσίες. 4. Κατανοεί και εφαρμόζει τους κανόνες υπαλληλικού κώδικα των ξενοδοχείων, εστιατορίων και το περιεχόμενο των συλλογικών συμβάσεων εργασίας. 5. Αναγνωρίζει και περιγράφει τους σημαντικότερους τουριστικούς προορισμούς της Ελλάδας.		<u>Knowledge:</u> 1. Describes the basic composition of dishes and preparations. 2. Understands and communicates with ease, using English and French, or German, tourist terminology. 3. Calculates the cost and determines the selling prices for tourism products and services. 4. Understands and applies the bylaws of hotels, restaurants and the content of collective labour agreements. 5. Identifies and describes the most important tourist destinations in Greece.	
<u>Δεξιότητες:</u> 1. Προετοιμάζει τους χώρους του εστιατορίου και μπαρ για σερβίρισμα ποτών, αφεψημάτων, εδεσμάτων και για τη διεξαγωγή διαφόρων εκδηλώσεων. 2. Υποδέχεται τους πελάτες στο εστιατόριο – μπαρ και εφαρμόζει προκαταρκτικές διαδικασίες εξυπηρέτησης. 3. Παρασκευάζει ποτά και τα προσφέρει. 4. Σερβίρει εδέσματα. 5. Παρέχει υπηρεσίες καθαριότητας, τακτοποίησης και ελέγχου στα δωμάτια πελατών του ξενοδοχείου. 6. Εφαρμόζει κανόνες προσωπικής υγιεινής και υγιεινής και ασφάλειας των χώρων.		<u>Skills:</u> 1. Prepares the restaurant and bar areas for serving drinks, beverages, food and for conducting various events. 2. Welcomes guests in the restaurant - bar and implements preliminary service procedures. 3. Prepares drinks and offers them. 4. Serves dishes. 5. Provides cleaning services, settling and inspection in the hotel guest rooms. 6. Applies rules of personal hygiene and health and safety for the premises.	
<u>Ικανότητες:</u> 1. Εφαρμόζει διαδικασίες πώλησης δωματίων, κράτησης και προετοιμασίας άφιξης. 2. Εκτελεί όλες τις εργασίες άφιξης, υποδοχής και αναχώρησης του πελάτη, καθώς και των υπηρεσιών παροχής διευκόλυνσης, κατά τη διαμονή του. 3. Τηρεί και εκδίδει λογαριασμούς πελατών, με ή χωρίς τη χρήση προγραμμάτων ξενοδοχειακών εφαρμογών. 4. Διενεργεί εργασίες πώλησης και προώθησης εδεσμάτων, κρασιών και ποτών. 5. Εισπράττει λογαριασμούς και συμμετέχει στη διαδικασία κλεισίματος του χώρου εστίασης ή του μπαρ. 6. Επιβλέπει την καθαριότητα και την τακτοποίηση των δωματίων των πελατών στην ξενοδοχειακή επιχείρηση. 7. Επιλέγει συστήματα και μεθόδους καθαρισμού, με οικολογικά και οικονομικά κριτήρια.		<u>Competences:</u> 1. Implements room selling, booking and arrival preparation procedures. 2. Performs all works related to the arrival, reception and departure of the client, and provides facilitation services during their stay. 3. Maintains and issue client bills, with or without the use of hotel software. 4. Conducts operations regarding the sale and promotion of food, wine and drinks. 5. Collects accounts and participates in the closure process of the dining area or bar. 6. Supervises the cleaning and arrangement of guest rooms in the hotel business. 7. Selects systems and cleaning methods, with ecological and economic criteria.	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Housekeeping" “Técnico en Alojamiento y Lavandería”
Minimum Qualifications for Graduation	
Spanish	English

• Preparar y poner a punto habitaciones, zonas nobles y áreas comunes, cumpliendo las normas de seguridad y los requisitos de calidad y protección del medioambiente.

• Colaborar los servicios de montaje de catering y distribución de materias primas y equipos para su uso o conservación.

• Seleccionar y acopiar materiales y productos textiles para la limpieza y arreglos de prendas de vestir y ropa de hogar, de acuerdo con las etiquetas de composición y conservación.

• Realizar los procesos de lavado acuoso y/o de limpieza en seco de artículos textiles, así como el secado, planchado, embolsado y almacenado de los artículos tratados en instalaciones industriales, aplicando el proceso, los métodos y los productos establecidos.

• Realizar las actividades de lavado, planchado y acabado de ropa propia de los establecimientos de alojamiento, cumpliendo las normas de seguridad y los requisitos de calidad y protección del medioambiente.

• Arreglar prendas de vestir o artículos de hogar, aplicando las técnicas específicas básicas de confección textil, asegurando el acabado requerido.

• Recoger de forma selectiva los materiales de desecho o residuos en condiciones de higiene y seguridad, preservando y protegiendo el medio ambiente.

• Atender al cliente, demostrando interés y preocupación por resolver satisfactoriamente sus necesidades.

• Utilizar las normas de cortesía en su relación con los clientes, teniendo en cuenta la imagen corporativa de la empresa o centro de trabajo

• Resolver problemas predecibles relacionados con su entorno físico, social, personal y productivo, utilizando el razonamiento científico y los elementos proporcionados por las ciencias aplicadas y sociales.

• Actuar de forma saludable en distintos contextos cotidianos que favorezcan el desarrollo personal y social, analizando hábitos e influencias positivas para la salud humana.

• Valorar actuaciones encaminadas a la conservación del medio ambiente diferenciando las consecuencias de las actividades cotidianas que pueda afectar al equilibrio del mismo.

• Obtener y comunicar información destinada al autoaprendizaje y a su uso en distintos contextos de su entorno personal, social o profesional mediante recursos a su alcance y los propios de las tecnologías de la información y de la comunicación.

• Actuar con respeto y sensibilidad hacia la diversidad cultural, el patrimonio histórico-artístico y las manifestaciones culturales y artísticas, apreciando su uso y disfrute como fuente de enriquecimiento personal

• Prepare and tune rooms, public areas and common areas, meeting safety standards and requirements for quality and environmental protection.

• Collaborate assembly services catering and distribution of raw materials and equipment for use or conservation.

• Select and collect materials and textiles for cleaning and adjustments of clothing and household linen, according to the labels of composition and conservation.

• Perform aqueous wash processes and / or dry cleaning of textiles, as well as drying, ironing, bagging and storage of articles treated in industrial installations, applying the process, methods and established products.

• Perform activities of washing, ironing and finishing own linen accommodation establishments, fulfilling the safety and quality requirements and environmental protection.

• Arrange clothing or household items, applying specific techniques basic textiles, ensuring the required finish.

• Selectively collect waste materials or waste in hygiene and safety, preserving and protecting the environment.

• Serve customers, showing interest and concern for successfully meet their needs.

• Use the rules of courtesy in their relationship with customers, taking into account the corporate image of the company or workplace

• Predictable solve problems related to their physical, social, personal and productive environment using scientific reasoning and the information provided by the applied and social sciences.

• Healthily act in various everyday contexts that promote personal and social development, analyzing habits and positive influences on human health.

• Rate actions aimed at conserving the environment by differentiating the consequences of everyday activities that may affect the equilibrium.

• Obtain and communicate information to the self-learning and use in different contexts of their personal, social or professional environment using resources at their disposal and own technologies of

<p>y social.</p> <ul style="list-style-type: none"> • Comunicarse con claridad, precisión y fluidez en distintos contextos sociales o profesionales y por distintos medios, canales y soportes a su alcance, utilizando y adecuando recursos lingüísticos orales y escritos propios de la lengua castellana y, en su caso, de la lengua cooficial. • Comunicarse en situaciones habituales tanto laborales como personales y sociales utilizando recursos lingüísticos básicos en lengua extranjera. • Realizar explicaciones sencillas sobre acontecimientos y fenómenos característicos de las sociedades contemporáneas a partir de información histórica y geográfica a su disposición. • Adaptarse a las nuevas situaciones laborales originadas por cambios tecnológicos y organizativos en su actividad laboral, utilizando las ofertas formativas a su alcance y localizando los recursos mediante las tecnologías de la información y la comunicación. • Cumplir las tareas propias de su nivel con autonomía y responsabilidad, empleando criterios de calidad y eficiencia en el trabajo asignado y efectuándolo de forma individual o como miembro de un equipo. • Comunicarse eficazmente, respetando la autonomía y competencia de las distintas personas que intervienen en su ámbito de trabajo, contribuyendo a la calidad del trabajo realizado. • Asumir y cumplir las medidas de prevención de riesgos y seguridad laboral en la realización de las actividades laborales evitando daños personales, laborales y ambientales. • Cumplir las normas de calidad, de accesibilidad universal y diseño para todos que afectan a su actividad profesional. • Actuar con espíritu emprendedor, iniciativa personal y responsabilidad en la elección de los procedimientos de su actividad profesional. • Ejercer sus derechos y cumplir con las obligaciones derivadas de su actividad profesional, de acuerdo con lo establecido en la legislación vigente, participando activamente en la vida económica, social y cultural. 	<p>information and communication.</p> <ul style="list-style-type: none"> • Act with respect and sensitivity to cultural diversity, historical and artistic heritage and cultural and artistic events, appreciating its use and enjoyment as a source of personal and social enrichment. • Communicate clearly, accurately and fluently in different social and professional contexts and by different means, channels and media at your fingertips, using and adapting own oral linguistic resources and writings of the Spanish language and, if necessary, the official language. • Communicate in everyday situations both work as personal and social using basic linguistic resources in a foreign language. • Perform simple explanations of events and phenomena characteristic of contemporary societies from historical and geographical information available. • Adapt to new work situations caused by technological and organizational changes in their work, using the training offers scope and locating resources through information and communications technology. • Enforce its own autonomy and responsibility level tasks, using criteria of quality and efficiency in the work assigned and if carried out individually or as a team member. • Communicate effectively, while respecting the autonomy and competence of the various people involved in their field of work, contributing to the quality of work performed. • Accept and comply with the measures of prevention and safety risks in performing work activities avoiding personal, labor and environmental damage. • Meet the quality standards of universal accessibility and design for all that affect their work. • Act with entrepreneurial spirit, personal initiative and responsibility in the choice of procedures of his business. • Exercise their rights and meet the obligations arising from his business, in accordance with the provisions of the legislation, actively participating in the economic, social and cultural life. 		
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Rezervasyon Elemanı” / "Booking Staff"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
<p>Sağlıklı ve etkili iletişim kurmak ve sürdürmek Öğrenme ihtiyaçları doğrultusunda bilgi ve veri toplamak Uygulanabilir girişimci (iş) fikirler üretmek Girişimci (iş) fikri geliştirmek ve planlamak İşletme kurma ve geliştirmeyle ilgili faaliyetleri yürütmek İşçi sağlığı mevzuatına uymak ve iş güvenliği önlemlerini almak Çevreye karşı duyarlı olmak ve çevreyi korumak Kendini geliştirerek karşılaştığı problemleri çözmek Konuklara Anadolu halk kültürüni tanıtmak Konuklara Türk halk sanatını tanıtmak Konuklara Anadolu çağlarını tanıtmak Konuklara mitolojiyi tanıtmak Konuklara Türkiye'nin kıyı bölgelerini tanıtmak Konuklara Türkiye'nin iç bölgelerini tanıtmak Konuklara seyahatleri süresince rehberlik hizmeti vermek için ön hazırlık yapmak Konuklara seyahatleri süresince rehberlik hizmeti vermek Biletleme işlemlerini yapmak Diğer departmanlarla koordinasyon içerisinde çalışmak Animasyona hazırlık yapmak Aktivite programları hazırlamak İş için hazırlık yapmak Rezervasyon sistemlerini tanımk için ön hazırlık yapmak Rezervasyon işlemlerini gerçekleştirmek Acente rezervasyon otomasyon programlarını kullanmak Acente rezervasyon otomasyon programlarını kullanarak doküman hazırlamak ve çıktı almak Ulaşım ile ilgili işlemleri yabancı dilde gerçekleştirmek Operasyon organizasyonlarını yabancı dilde gerçekleştirmek Belge akışını izlemek Dosyalama sistemi ve hareketlerini izlemek Arşivleme sistemini incelemek Arşivleme hareketlerini incelemek Yabancı dilde temel kuralları kavramak Kişisel bilgilerle ilgili soru sormak ve sorulara cevap vermek Temel düzeyde günlük ihtiyaçlarını yabancı dilde ifade etmek Temel mesleki konularda yazılı ve sözlü iletişim kurmak Değişik konularda fikirlerini ifade ederek, yazılı ve sözlü tartışmak</p>		<p>To provide salutary and effective communication and sustain To collect data and information in line with learning necessities To provide applicable entrepreneur (work) ideas To develope and plan entrepreneur (work) ideas To execute activities related to establish and develope an enterprise To adopt worker health legislations and take precautions for worker health and safety To be sense for environment and protect To develope yourself and to find answer for problems To introduce Anatolian public culture to guests To introduce Turkish public art to guests To introduce Anatolian ages to guests To introduce mythology to guests To introduce coasts regions of Turkey to guests To introduce inner regions of Turkey to guests To make pre-preparation to provide guide services to guests during their travel To provide guide services to guests during their travel To make ticket selling procedures To work together in collaboration with other departments To make preparation for animation activity To prepare activity programmes To make preparation for work To make pre-preparation to identify booking systems To carry out booking procedures To operate travel agency automatization programes To prepare document and print out operating travel agency automatization programes To manage procedures related to transportation in foreign language To manage operation organizations in foreign language To follow document flowing To follow filing system and its movements To investigate archiving system To investigate archiving movements To find out basic rules in foreign language To ask question related to individual informations and give an answer To describe daily needs in foreign language at basic level To communicate written and oral ways in basic vocational subjects To describe own ideas in several subjects and to discuss written and oral</p>	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Booking Staff” ”Istituto Tecnico – Indirizzo Turismo”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Riconoscere e interpretare: <ul style="list-style-type: none"> - le tendenze dei mercati locali, nazionali, globali anche per coglierne le ripercussioni nel contesto turistico; - imacrofenomeni socio-economici globali in termini generali e specifici dell’impresa turistica; • Individuare e accedere alla normativa pubblicistica, civilistica, fiscale con particolare riferimento a quella del settore turistico. • Riconoscere le peculiarità organizzative delle imprese turistiche e contribuire a cercare soluzioni funzionali alle diverse tipologie. • Gestire il sistema delle rilevazioni aziendali con l’ausilio di programmi di contabilità integrata specifici per le aziende del settore turistico. • Analizzare l’immagine del territorio sia per riconoscere la specificità del suo patrimonio culturale sia per individuare strategie di sviluppo del turismo integrato e sostenibile. • Contribuire a realizzare piani di marketing con riferimento a specifiche tipologie di imprese o prodotti turistici. • Progettare, documentare e presentare servizi o prodotti turistici. • Individuare le caratteristiche del mercato del lavoro e collaborare alla gestione del personale dell’impresa turistica. • Utilizzare il sistema delle comunicazioni e delle relazioni delle imprese turistiche. 			
Periodo di formazione: Training Period:	5Anni/Years	Country	Italy

Name of Vocational Department:	(Booking Staff) Υπαλλήλων Τουριστικών Επιχειρήσεων Tourism Establishments Personnel		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u> <ol style="list-style-type: none"> Κατανοεί τη σχετικότητα των θεωρητικών γνώσεων και των πληροφοριών που σχετίζονται με ένα πεδίο εργασίας ή σπουδών. Αξιολογεί και ερμηνεύει δεδομένα για την καθιέρωση βασικών αρχών και εννοιών σε ένα συγκεκριμένο πεδίο εργασίας. Κατανοεί δεδομένα και διαδικασίες κατά την εφαρμογή πιο πολύπλοκων εργασιών. Επιλέγει και χρησιμοποιεί τις σχετικές γνώσεις που αποκτήθηκαν για να φέρει εις πέρας συγκεκριμένες δράσεις. <u>ΔΕΞΙΟΤΗΤΕΣ</u> <ol style="list-style-type: none"> Επιδεικνύει αποτελεσματικότητα στην πραγματοποίηση σύνθετων εργασιών και σε άγνωστα και μη προβλέψιμα περιβάλλοντα. Επικοινωνεί πιο σύνθετες πληροφορίες και επιλύει προβλήματα με την εφαρμογή βασικών μεθόδων, εργαλείων, υλικών και πληροφοριών που παρέχονται σε ένα περιορισμένο περιβάλλον μάθησης. Βοηθά στο τμήμα υποδοχής του ξενοδοχείου (καταγραφή στοιχείων πελατών, χειρισμός εξοπλισμού, διακίνηση-τήρηση εγγράφων) Να είναι σε θέση να διεκπεραιώνει εξωτερικές εργασίες Παρέχει πληροφορίες σχετικές με τουριστικά αξιοθέατα της περιοχής Παρέχει βοήθεια σε οποιοδήποτε τμήμα με την καθοδήγηση του ειδικευμένου προσωπικού <u>ΙΚΑΝΟΤΗΤΕΣ</u> <ol style="list-style-type: none"> Εφαρμόζει γνώσεις και δεξιότητες για την εκτέλεση κάποιων εργασιών συστηματικά. Προσαρμόζεται, κατά την επίλυση προβλημάτων, σε περιστάσεις, συμμετέχοντας ενεργά σε δομημένα περιβάλλοντα μάθησης. Ως εποπτευόμενος, συνήθως μέσα στο πλαίσιο του επαγγέλματος, χρησιμοποιεί τη δική του πρωτοβουλία με καθορισμένη ευθύνη και αυτονομία. Αποκτά βασικές ικανότητες ως βάση για τη δια βίου μάθηση. 			
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	(Booking Staff) "Hotel service technician" Technik hotelarstwa		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
T.11. Planowanie i realizacja usług w recepcji <ul style="list-style-type: none"> • Rezerwacja usług hotelarskich • Obsługa gości przyjeżdżających i wyjeżdżających T.12. Obsługa gości w obiekcie świadczącym usługi hotelarskie <ul style="list-style-type: none"> • Utrzymywanie czystości i porządku w jednostkach mieszkalnych • Przygotowywanie i podawanie śniadań • Organizacja usług dodatkowych w obiekcie świadczącym usługi hotelarskie 		T.11. Planning and implementation of services at the reception desk <ul style="list-style-type: none"> • Booking hotel services • Service for check-in and checking-out guests T.12. Service for the hotel guests <ul style="list-style-type: none"> • Maintaining cleanliness and order in residential units • Preparing and serving breakfast • Organization of additional services at the hotel 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Booking Staff" <i>“Técnico Superior en Agencia de Viajes y Gestión de Eventos”</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Programar y ofertar viajes combinados y otros servicios turísticos complejos que se adecue en calidad, tiempo y precios a las demandas del cliente. • Programar y ofertar servicios para congresos, convenciones, ferias y otros eventos, que se adecuen a las expectativas y necesidades y expectativas del cliente. • Asesorar y proponer al cliente diferentes alternativas de servicios turísticos y análogos, interpretando sus solicitudes y calibrando sus necesidades, para cubrir sus expectativas. • Reservar los derechos de uso de servicios y productos turísticos, calculando las tarifas a aplicar, emitir los bonos y documentos de confirmación de los mismos • Poner en funcionamiento un servicio post-venta aparejado a la oferta y atender el cliente para dar respuesta a sus solicitudes y/o reclamaciones asegurando su satisfacción y la calidad de los servicios • Desarrollar tareas de administración para cumplir los requisitos legales, económicos y empresariales, incluyendo operaciones de facturación, cobros y pagos para así poder liquidar económicaamente con clientes y proveedores. 		<ul style="list-style-type: none"> • Plan and offer package tours and other tourist services complex that fits in quality, time and price to customer demands. • Plan and offer services for conferences, conventions, fairs and other events that fit the expectations and needs and customer expectations. • Customer advise and propose alternatives of tourism and similar services, interpreting their applications and gauging their needs, to meet their expectations. • Reserve the right to use tourism services and products, calculating the tariffs to be applied, issue bonds and documents confirming the same • Implement a post-sales service rigged to supply and serve the customer to respond to your requests and / or claims ensuring their satisfaction and quality of services • Develop management tasks to meet legal, economic and business requirements, including billing operations, collections and payments in order to settle financially with customers and suppliers. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Operasyon Elemanı” / "Operation Staff"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish	İngilizce / English		
Sağlıklı ve etkili iletişim kurmak ve sürdürmek Öğrenme ihtiyaçları doğrultusunda bilgi ve veri toplamak Uygulanabilir girişimci (iş) fikirler üretmek Girişimci (iş) fikri geliştirmek ve planlamak İşletme kurma ve geliştirmeyle ilgili faaliyetleri yürütmek İşçi sağlığı mevzuatına uymak ve iş güvenliği önlemlerini almak Çevreye karşı duyarlı olmak ve çevreyi korumak Kendini geliştirerek karşılaştığı problemleri çözmek Konuklara Anadolu halk kültürünü tanıtmak Konuklara Türk halk sanatını tanıtmak Konuklara Anadolu çağlarını tanıtmak Konuklara mitolojiyi tanıtmak Konuklara Türkiye'nin kıyı bölgelerini tanıtmak Konuklara Türkiye'nin iç bölgelerini tanıtmak Konuklara seyahatleri süresince rehberlik hizmeti vermek için ön hazırlık yapmak Konuklara seyahatleri süresince rehberlik hizmeti vermek Animasyona hazırlık yapmak Aktivite programları hazırlamak İş için hazırlık yapmak Tur organizasyonu hazırlama aşamalarını araştırmak Örnek tur programı hazırlayarak turu gerçekleştirmek Acente operasyon otomasyon programlarını kullanmak Acente operasyon otomasyon programlarını kullanarak doküman hazırlamak ve çıktı almak Ulaşım ile ilgili işlemleri yabancı dilde gerçekleştirmek Operasyon organizasyonlarını yabancı dilde gerçekleştirmek Belge akışını izlemek Dosyalama sistemi ve hareketlerini izlemek Arşivleme sistemini incelemek Arşivleme hareketlerini incelemek Yabancı dilde temel kuralları kavramak Kişisel bilgilerle ilgili soru sormak ve sorularacevap vermek Temel düzeyde günlük ihtiyaçlarını yabancı dilde ifade etmek Temel mesleki konularda yazılı ve sözlü iletişim kurmak Değişik konularda fikirlerini ifade ederek, yazılı vesözlü tartışmak	To provide salutary and effective communication and sustain To collect data and information in line with learning necessities To provide applicable entrepreneur (work) ideas To develop and plan entrepreneur (work) ideas To execute activities related to establish and develop an enterprise To adopt worker health legislations and take precautions for worker health and safety To be sense for environment and protect To develop yourself and to find answer for problems To introduce Anatolian public culture to guests To introduce Turkish public art to guests To introduce Anatolian ages to guests To introduce mythology to guests To introduce coasts regions of Turkey to guests To introduce inner regions of Turkey to guests To make pre-preparation to provide guide services to guests during their travel To provide guide services to guests during their travel To make preparation for animation activity To prepare activity programmes To make preparation for work To research tour organization preparation steps To carry out tour organization preparing sample tour programme To operate travel agency automatization programmes To prepare document and print out operating travel agency automatization programmes To manage procedures related to transportation in foreign language To manage operation organizations in foreign language To follow document flowing To follow filing system and its movements To investigate archiving system To investigate archiving movements To find out basic rules in foreign language To ask question related to individual informations and give an answer To describe daily needs in foreign language at basic level To communicate written and oral ways in basic vocational subjects To describe own ideas in several subjects and to discuss written and oral		
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Operation Staff” “Istituto Professionale – Indirizzo: Servizi per l'enogastronomia e l'ospitalità alberghiera – Articolazione: Accoglienza turistica”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • cogliere criticamente i mutamenti culturali, sociali, economici e tecnologici che influiscono sull’evoluzione dei bisogni e sull’innovazione dei processi di servizio; • essere sensibili alle differenze di cultura e di atteggiamento dei destinatari, al fine di fornire un servizio il più possibile personalizzato; • sviluppare ed esprimere le proprie qualità di relazione, comunicazione, ascolto, cooperazione e senso di responsabilità nell’esercizio del proprio ruolo; • svolgere la propria attività operando in équipe e integrando le proprie competenze con le altre figure professionali, al fine di erogare un servizio di qualità; • contribuire a soddisfare le esigenze del destinatario, nell’osservanza degli aspetti deontologici del servizio; • applicare le normative che disciplinano i processi dei servizi, con riferimento alla riservatezza, alla sicurezza e salute sui luoghi di vita e di lavoro, alla tutela e allavalorizzazione dell’ambiente e del territorio; • padroneggiare l’uso di strumenti tecnologici con particolare attenzione alla sicurezza nei luoghi di vita e di lavoro, alla tutela della persona, dell’ambiente e del territorio. 		<ul style="list-style-type: none"> • analysing critically the cultural, social, economic, and technological factors influencing the evolution of needs and innovation of service processes; • analysing the differences in culture and attitude of the target groups, in order to provide highly personalized service; • develop specific attitudes in relationship, communication, listening, cooperation and sense of responsibility; • collaborating with others to work as a team and integrating its expertise with the competences of the others in order to deliver a quality service; • contributing to satisfy the needs of the target group, according to the ethical aspects of the service; • apply the regulations related to the service with particular respect to privacy, security and health in the places where people live and work, to the protection and valorization of environment and territory; • using technological tools with particular focus on the security in the places of life and work, the protection of persons, environment and territory. 	
Periodo di formazione: Training Period:	5 Anni/Years	Country	Italy

Name of Vocational Department:	(Operation Staff) Υπαλλήλων Τουριστικών Επιχειρήσεων Tourism Establishments Personnel		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου αυτής της επαγγελματικής ειδικότητας: <u>ΓΝΩΣΕΙΣ</u> <ol style="list-style-type: none"> Κατανοεί τη σχετικότητα των θεωρητικών γνώσεων και των πληροφοριών που σχετίζονται με ένα πεδίο εργασίας ή σπουδών. Αξιολογεί και ερμηνεύει δεδομένα για την καθιέρωση βασικών αρχών και εννοιών σε ένα συγκεκριμένο πεδίο εργασίας. Κατανοεί δεδομένα και διαδικασίες κατά την εφαρμογή πιο πολύπλοκων εργασιών. Επιλέγει και χρησιμοποιεί τις σχετικές γνώσεις που αποκτήθηκαν για να φέρει εις πέρας συγκεκριμένες δράσεις. <u>ΔΕΞΙΟΤΗΤΕΣ</u> <ol style="list-style-type: none"> Επιδεικνύει αποτελεσματικότητα στην πραγματοποίηση σύνθετων εργασιών και σε άγνωστα και μη προβλέψιμα περιβάλλοντα. Επικοινωνεί πιο σύνθετες πληροφορίες και επιλύει προβλήματα με την εφαρμογή βασικών μεθόδων, εργαλείων, υλικών και πληροφοριών που παρέχονται σε ένα περιορισμένο περιβάλλον μάθησης. Βοηθά στο τμήμα υποδοχής του ξενοδοχείου (καταγραφή στοιχείων πελατών, χειρισμός εξοπλισμού, διακίνηση-τήρηση εγγράφων) Να είναι σε θέση να διεκπεραιώνει εξωτερικές εργασίες Παρέχει πληροφορίες σχετικές με τουριστικά αξιοθέατα της περιοχής Παρέχει βοήθεια σε οποιοδήποτε τμήμα με την καθοδήγηση του ειδικευμένου προσωπικού <u>ΙΚΑΝΟΤΗΤΕΣ</u> <ol style="list-style-type: none"> Εφαρμόζει γνώσεις και δεξιότητες για την εκτέλεση κάποιων εργασιών συστηματικά. Προσαρμόζεται, κατά την επίλυση προβλημάτων, σε περιστάσεις, συμμετέχοντας ενεργά σε δομημένα περιβάλλοντα μάθησης. Ως εποπτευόμενος, συνήθως μέσα στο πλαίσιο του επαγγέλματος, χρησιμοποιεί τη δική του πρωτοβουλία με καθορισμένη ευθύνη και αυτονομία. Αποκτά βασικές ικανότητες ως βάση για τη δια βίου μάθηση. 	<u>KNOWLEDGE</u> <ol style="list-style-type: none"> Understands the relevance of theoretical knowledge and information related to a field of work or study. Evaluates and interprets data to establish basic principles and concepts in a specific field of work. Understands data and procedures in the implementation of more complex tasks. Selects and uses relevant knowledge acquired to carry out specific actions. <u>SKILLS</u> <ol style="list-style-type: none"> Demonstrates effectiveness in carrying out complex tasks in unknown and unpredictable environments. Communicates more complex information and solves problems by applying basic methods, tools, materials and information provided on a limited learning environment. Assists in the reception section (recording customer data, handling equipment, archiving documents) Is able to perform external work Provides information about tourist attractions in the area Provides assistance to any department of the hotel under the guidance of qualified staff <u>COMPETENCES</u> <ol style="list-style-type: none"> Applies knowledge and skills to perform some work systematically. Adjusts, when solving problems, in circumstances, by actively participating in structured learning environments. Under supervision, usually in the context of the profession, uses his own initiative with defined responsibility and autonomy. Acquires basic skills as a basis for lifelong learning. 		
Διάρκεια εκπαίδευσης Training Period3....Έτη / Years	Country	Greece

Name of Vocational Department:	(Operation Staff) "Touristic service technician" Technik obsługi turystycznej		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
T.13. Planowanie i realizacja imprez i usług turystycznych <ul style="list-style-type: none"> • Planowanie i kalkulacja kosztów imprez i usług turystycznych • Rezerwacja imprez i usług turystycznych • Realizacja imprez i usług turystycznych T.14. Prowadzenie informacji turystycznej oraz sprzedaż usług turystycznych <ul style="list-style-type: none"> • Prowadzenie informacji turystycznej • Prowadzenie sprzedaży usług i imprez turystycznych • Rozliczanie imprez i usług turystycznych 		T.13. Planning and implementation of events and tourist services <ul style="list-style-type: none"> • Planning and calculating costs of events and tourist services • Reservation of events and tourist services • Implementation of events and tourist services T.14. Running tourist information centres and selling tourist services <ul style="list-style-type: none"> • Running tourist information centres • Selling events and tourist services • Accounting for events and tourist services 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Operation Staff" <i>"Técnico Superior en Gestión de Alojamientos Turísticos"</i>		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Coordinar los servicios propios de los establecimientos de alojamiento turístico, disponiendo las estructuras organizativas óptimas para la gestión y control de sus departamentos. • Analizar el mercado y comercializar el producto base propio del alojamiento, así como los servicios y productos complementarios. • Organizar y promocionar eventos en el propio establecimiento. • Analizar el mercado y comercializar el producto base propio del alojamiento, así como los servicios y productos complementarios, gestionando las reservas con criterios de eficiencia empresarial. • Controlar y supervisar el departamento de recepción, pudiendo prestar el servicio, en su caso, y asegurando la atención al cliente con los niveles de calidad establecidos. • Organizar y promocionar eventos en el propio establecimiento, en coordinación con los diferentes departamentos implicados, gestionando los recursos humanos y materiales necesarios. • Supervisar la correcta atención al cliente, el servicio postventa y la gestión de quejas y reclamaciones. 		<ul style="list-style-type: none"> • Coordinate the services of tourist accommodation establishments, providing optimal organizational structures for management and control of their departments. • Analyze the market and market housing base product itself, as well as complementary products and services. • Organize and promote events on site. • Analyze the market and market housing base product itself, as well as complementary products and services, managing reserves with business efficiency criteria. • Control and monitor the receiving department can deliver the service, where appropriate, and ensuring the customer with the standards set. • Organize and promote events on site, in coordination with the various departments involved, managing human and material resources. • Monitor the correct customer, the customer service and the management of complaints and claims. 	
Training Period	2.000 h.	Country	Spain

Mesleki Alan Adı: Name of Vocational Department:	“Garsonluk” / "Waiter"		
Asgari Yeterlilikler / Minimum Qualifications			
Türkçe / Turkish		İngilizce / English	
<p>İş için hazırlık yapmak Servise ön hazırlık yapmak, Masa üstü servis takımlarını hazırlamak, Masa örtüleri ve peçeteleri hazırlamak, Kuver açmak, Taşımak ve boş toplamak, Bar ön hazırlıkları yapmak Konuk tiplerine göre davranmak Olağan dışı durumlar ve olaylara uygun davranış yapmak Konukların kabul ve uğurlama işlemlerini yapmak, Klasik ve modern usullerde servis yapmak, oda servisi yapmak, Kahvaltı servisi yapmak, İçeceklerle verilen bar yiyeceklerini servis etmek Sosların, Çorbaların, hamur işlerinin, sebze yemeklerinin, meyve ve tatlıların, peynirlerin, bar yiyeceklerinin, gazlı içecekler ve meyve sularının ve salataların servisini yapmak Diğer soğuk içecekleri hazırlamak ve servisini yapmak , Çay,Kahve ve çeşitli sıcak içeceklerin servisini yapmak. Aperitiflerin servisini yapmak, Alkollü içeceklerin servisini yapmak.</p>		<p>To make preparation for work To make pre-preparation for service To prepare desktop service equipments To prepare table cloth and napkins To put service plates To carry and collect used ones To make pre-preparations for pub To behave according to kind of guests To behave adequate to abnormal situations and cases To make welcome and show out procedures of guests To make service by classical and modern ways To make room service To make breakfast service To serve pub foods given with beverages To serve souces, soups, pastries, vegetable dishes, fruit and sweets, cheeses, pub foods, beverages and salats To prepare and serve other cold drinkings To serve tea, coffee and several hot drinks To serve aperatifs To serve alcoholic beverages</p>	
Eğitim Süresi Training Period	4 Yıl / Years	Country	Turkey

Name of Vocational Department:	“Waiter” “Istituto Professionale – Indirizzo: Servizi per l'enogastronomia e l'ospitalità alberghiera – Articolazione: Servizi di sala e di vendita”		
Minimum Qualifications for Graduation			
Italiano / Italian		Inglese / English	
<ul style="list-style-type: none"> • Cogliere criticamente i mutamenti culturali, sociali, economici e tecnologici che influiscono sull’evoluzione dei bisogni e sull’innovazione dei processi di servizio; • Essere sensibili alle differenze di cultura e di atteggiamento dei destinatari, al fine di fornire un servizio il più possibile personalizzato; • Sviluppare ed esprimere le proprie qualità di relazione, comunicazione, ascolto, cooperazione e senso di responsabilità nell’esercizio del proprio ruolo; • Svolgere la propria attività operando in équipe e integrando le proprie competenze con le altre figure professionali, al fine di erogare un servizio di qualità; • Contribuire a soddisfare le esigenze del destinatario, nell’osservanza degli aspetti deontologici del servizio; • Applicare le normative che disciplinano i processi dei servizi, con riferimento alla riservatezza, alla sicurezza e salute sui luoghi di vita e di lavoro, alla tutela e allavalorizzazione dell’ambiente e del territorio; • Padroneggiare l’uso di strumenti tecnologici con particolare attenzione alla sicurezza nei luoghi di vita e di lavoro, alla tutela della persona, dell’ambiente e del territorio. 		<ul style="list-style-type: none"> • Analysing critically the cultural, social, economic, and technological factors influencing the evolution of needs and innovation of service processes; • Analysing the differences in culture and attitude of the target groups, in order to provide highly personalized service; • Develop specific attitudes in relationship, communication, listening, cooperation and sense of responsibility; • Collaborating with others to work as a team and integrating its expertise with the competences of the others in order to deliver a quality service; • Contributing to satisfy the needs of the target group, according to the ethical aspects of the service; • Apply the regulations related to the service with particular respect to privacy, security and health in the places where people live and work, to the protection and valorizationof environment and territory; • Using technological tools with particular focus on the security in the places of life and work, the protection of persons, environment and territory. 	
Periodo di formazione: Training Period:	5Anni/Years	Country	Italy

Name of Vocational Department:	(Waiter) ΕΠΑΣ Ξενοδοχειακών και Επισιτιστικών Υπηρεσιών Hotel and Catering Services		
Minimum Qualifications for Graduation			
Ελληνικά / Greek		Αγγλικά / English	
Ο/Η κάτοχος πτυχίου ΕΠΑ.Σ. αυτής της ειδικότητας:		The holder of an EPAS certificate of this specialty:	
<u>Γνώσεις:</u>		<u>Knowledge:</u>	
1. Περιγράφει τη σύνθεση βασικών εδεσμάτων και παρασκευών. 2. Κατανοεί και επικοινωνεί, με ευκολία, χρησιμοποιώντας αγγλική και γαλλική, ή γερμανική, τουριστική ορολογία. 3. Υπολογίζει το κόστος και καθορίζει τιμές πώλησης για τα τουριστικά προϊόντα και υπηρεσίες. 4. Κατανοεί και εφαρμόζει τους κανόνες υπαλληλικού κώδικα των ξενοδοχείων, εστιατορίων και το περιεχόμενο των συλλογικών συμβάσεων εργασίας. 5. Αναγνωρίζει και περιγράφει τους σημαντικότερους τουριστικούς προορισμούς της Ελλάδας.		1. Describes the basic composition of dishes and preparations. 2. Understands and communicates with ease, using English and French, or German, tourist terminology. 3. Calculates the cost and determines the selling prices for tourism products and services. 4. Understands and applies the bylaws of hotels, restaurants and the content of collective labour agreements. 5. Identifies and describes the most important tourist destinations in Greece.	
<u>Δεξιότητες:</u>		<u>Skills:</u>	
1. Προετοιμάζει τους χώρους του εστιατορίου και μπαρ για σερβίρισμα ποτών, αφεψημάτων, εδεσμάτων και για τη διεξαγωγή διαφόρων εκδηλώσεων. 2. Υποδέχεται τους πελάτες στο εστιατόριο – μπαρ και εφαρμόζει προκαταρκτικές διαδικασίες εξυπηρέτησης. 3. Παρασκευάζει ποτά και τα προσφέρει. 4. Σερβίρει εδέσματα. 5. Παρέχει υπηρεσίες καθαριότητας, τακτοποίησης και ελέγχου στα δωμάτια πελατών του ξενοδοχείου. 6. Εφαρμόζει κανόνες προσωπικής υγιεινής και υγιεινής και ασφάλειας των χώρων.		1. Prepares the restaurant and bar areas for serving drinks, beverages, food and for conducting various events. 2. Welcomes guests in the restaurant - bar and implements preliminary service procedures. 3. Prepares drinks and offers them. 4. Serves dishes. 5. Provides cleaning services, settling and inspection in the hotel guest rooms. 6. Applies rules of personal hygiene and health and safety for the premises.	
<u>Ικανότητες:</u>		<u>Competences:</u>	
1. Εφαρμόζει διαδικασίες πώλησης δωματίων, κράτησης και προετοιμασίας άφιξης. 2. Εκτελεί όλες τις εργασίες άφιξης, υποδοχής και αναχώρησης του πελάτη, καθώς και των υπηρεσιών παροχής διευκόλυνσης, κατά τη διαμονή του. 3. Τηρεί και εκδίδει λογαριασμούς πελατών, με ή χωρίς τη χρήση προγραμμάτων ξενοδοχειακών εφαρμογών. 4. Διενεργεί εργασίες πώλησης και προώθησης εδεσμάτων, κρασιών και ποτών. 5. Εισπράττει λογαριασμούς και συμμετέχει στη διαδικασία κλεισμάτος του χώρου εστίασης ή του μπαρ. 6. Επιβλέπει την καθαριότητα και την τακτοποίηση των δωματίων των πελατών στην ξενοδοχειακή επιχείρηση. 7. Επιλέγει συστήματα και μεθόδους καθαρισμού, με οικολογικά και οικονομικά κριτήρια.		1. Implements room selling, booking and arrival preparation procedures. 2. Performs all works related to the arrival, reception and departure of the client, and provides facilitation services during their stay. 3. Maintains and issue client bills, with or without the use of hotel software. 4. Conducts operations regarding the sale and promotion of food, wine and drinks. 5. Collects accounts and participates in the closure process of the dining area or bar. 6. Supervises the cleaning and arrangement of guest rooms in the hotel business. 7. Selects systems and cleaning methods, with ecological and economic criteria.	
Διάρκεια εκπαίδευσης Training Period2....Έτη / Years	Country	Greece

Name of Vocational Department:	"Waiter" Kelner		
Minimum Qualifications for Graduation			
Polski/Polish		Angielski/English	
T.9. Wykonywanie usług kelnerskich <ul style="list-style-type: none"> • Sporządzanie potraw i napojów • Obsługiwanie gości T.10. Organizacja usług gastronomicznych <ul style="list-style-type: none"> • Planowanie usług gastronomicznych • Rozliczanie usług gastronomicznych 		T.9. Waiting services <ul style="list-style-type: none"> • Preparation of food and drinks • Serving guests T.10. Organizing catering services <ul style="list-style-type: none"> • Planning catering services • Accounting for catering services 	
Czas kształcenia Training Period	...4.....lat / years(szkoła ponadgimnazjalna/ technical upper secondary school)	Country	Poland

Name of Vocational Department:	"Waiter" “Técnico en Cocina y Gastroonomía”		
Minimum Qualifications for Graduation			
Spanish		English	
<ul style="list-style-type: none"> • Ejecutar las elaboraciones culinarias. • Ejecutar los procesos de preelaboración y/o regeneración que sea necesario aplicar a las diferentes materias primas. • Realizar la decoración / terminación de las elaboraciones. • Ejecutar los procesos de envasado y/o conservación para cada género o elaboración culinaria. • Determinar las necesidades para la producción en cocina. • Recepcionar, almacenar y distribuir materias primas. • Poner a punto el lugar de trabajo, preparando espacios, maquinaria, útiles y herramientas. • Aplicar los protocolos de seguridad laboral y ambiental, higiene y calidad durante todo el proceso productivo. 		<ul style="list-style-type: none"> • Run the culinary creations. • Run pre-processing processes and / or regeneration need to be applied to different raw materials. • Perform decoration / termination of working. • Run the packaging process and / or maintenance for each genus or culinary preparation. • Determine the needs for production kitchen. • Receive, store and distribute commodities. • Commission the workplace, preparing spaces, machinery, and tools. • Apply protocols occupational and environmental health, safety and quality throughout the production process. 	
Training Period	2.000 h.	Country	Spain



New approaches to strengthened cooperation facilities for VET institutions and labour market (NecVET)

Mesleki eğitim kurumları ve işgücü piyasası için güçlendirilmiş işbirliği olanaklarına yeni yaklaşımlar
(NecVET)

This study has been prepared within the context Erasmus + Strategic Partnership Project called “*New approaches to strengthened cooperation facilities for VET institutions and labour market (NecVET)*” with the aim to be collected of needed minimum qualifications for graduation from a VET institution applied in vocational departments in partner countries. Totally about 250 occupational departments from 10 sectors in 5 partner countries have been qualified according to their basic qualifications.

Bu çalışma “*New approaches to strengthened cooperation facilities for VET institutions and labour market (NecVET)*” adlı Erasmus + Startejik oprtaklık projesi kapsamında ortak ülkelerdeki mesleki eğitim bölümlerinin sahip olduğu mezuniyet için gerekli asgari mesleki yeterliliklerin derlenmesi amacıyla hazırlanmıştır. 5 ülke ve 10 sektörden toplamda 250 ye yakın meslek temel yeterliliklerine göre sıralanmıştır.

NecVET
2014-2016



Erasmus + Strategic Partnership Project
Erasmus + Stratejik Ortaklık Projesi

**“New approaches to strengthened cooperation facilities for VET
institutions and labour market”**
NecVET

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