

**INFORMATION CONTENT AND DEFINITIONS FOR PERSONAL COMPETENCE DEVELOPMENT PLAN (6.2.2018)**

<p><b>Paragraph of subsection 1 of section 9 in Decree 673/2017</b></p> <p>The education and training provider must enter at least the following data in the student's personal competence development plan (PCDP):</p>	<p><b>Fields (minimum data)</b></p>	<p><b>When the data should be entered</b></p>	<p><b>Definition and explanations</b></p> <p>Concepts that have already been defined in the OKSA glossary or reform glossary are not defined in this document.</p>
	<p><b>Print personal and contact details</b></p> <ul style="list-style-type: none"> <li>• Surname</li> <li>• Forenames</li> <li>• Forename normally used</li> <li>• Personal identity code</li> <li>• Learner number</li> <li>• Address</li> <li>• Postal code</li> <li>• Place of residence</li> <li>• Email</li> <li>• Telephone number</li> <li>• Parent or guardian 1               <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> <li>– email</li> <li>– telephone number</li> </ul> </li> <li>• Parent or guardian 2               <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> </ul> </li> </ul>	<p>When approving the plan for the first time</p>	

	<ul style="list-style-type: none"> <li>- email</li> <li>- telephone number</li> </ul> <p><b>School education of student</b></p> <ul style="list-style-type: none"> <li>- Highest completed qualification or degree</li> </ul>		
	<p><b>Dates when the PCDP was drawn up, approved and updated</b></p> <ul style="list-style-type: none"> <li>• PCDP drawn up by <ul style="list-style-type: none"> <li>- forename</li> <li>- surname</li> <li>- role</li> <li>- organisation</li> </ul> </li> <li>• PCDP updated by (when data under the Decree are updated) <ul style="list-style-type: none"> <li>- forename</li> <li>- surname</li> <li>- role</li> <li>- organisation</li> </ul> </li> <li>• PCDP originally approved by <ul style="list-style-type: none"> <li>- forename</li> <li>- surname</li> <li>- role</li> <li>- organisation</li> </ul> </li> <li>• PCDP update approved by (when data under the Decree are updated) <ul style="list-style-type: none"> <li>- forename</li> <li>- surname</li> <li>- role</li> <li>- organisation</li> </ul> </li> <li>• Admission date</li> <li>• Estimated end date of studies</li> <li>• Date when PCDP was originally approved</li> </ul>	Whenever a PCDP is drawn up or modified	

	<ul style="list-style-type: none"> <li>PCDP updated on (date) (when data under the Decree are updated)</li> </ul>		
<p>1) qualification being completed or preparatory education and training or other vocational training as referred to in section 8 of the Act on Vocational Education and Training, qualification or training requirements being observed, competence area (if any), and units in the qualification or training being completed</p>	<p><b>Data for the qualification or training being completed</b></p> <ul style="list-style-type: none"> <li>Register number of qualification or training being completed</li> <li>Qualification title</li> <li>Title of competence area (code)</li> <li>Title of vocational unit (code)</li> <li>Title of subject of common unit (code)</li> <li>Part of vocational unit = vocational competence requirements or targeted learning outcomes (code)</li> <li>Title of preparatory education and training (code)</li> <li>Title of the unit of preparatory education and training (code)</li> <li>Title of vocational training preparing for an occupation</li> <li>Description of vocational training preparing for an occupation</li> <li>Scope and duration of vocational training preparing for an occupation</li> <li>Title of training that deepen or complement vocational competence</li> <li>Description of training that deepen or complement vocational competence</li> <li>Scope and duration of training that deepen or complement vocational competence</li> </ul>	<p>When approving the plan for the first time</p>	<p><i>Description of education or training</i> = concise explanation of the content of the study or training programme</p> <p><i>Scope of education or training</i> = feature of the education or training that describes the amount of competence or workload required to complete the qualification, e.g. courses, credits or competence points</p> <p><i>Duration of education or training</i> = feature of the education or training that describes its duration, e.g. hours, days, weeks, months or years</p>
<p>2) information on the vocational units, subjects of common units or other studies assessed and validated by a competent authority that the education and training provider has included as a part of students' qualification on</p>	<ul style="list-style-type: none"> <li>Title of vocational unit of being completed that is incorporated in the student's qualification purely on the basis of recognition of prior learning</li> <li>Title of the subject of the common unit being completed that is incorporated in the qualification being completed purely on the basis of recognition of prior learning</li> </ul>	<p>When approving the plan for the first time, by qualification unit</p>	

<p>the grounds of recognition of prior learning</p>	<ul style="list-style-type: none"> <li>• Register number of qualification requirements previously completed</li> <li>• Title of previously completed qualification (code)</li> <li>• Title of previously completed competence area</li> <li>• Title of recognised vocational unit previously completed (code)</li> <li>• Title of subject of recognised common unit previously completed (code)</li> <li>• Title of recognised education or training assessed or validated by another competent authority</li> <li>• Description of recognised education or training assessed or validated by another competent authority</li> <li>• Scope and duration of recognised education or training assessed or validated by another competent authority</li> <li>• Name of competent authority who validated the prior learning</li> <li>• Date of completion (applies to all the above)</li> </ul>		
<p>3) information on the vocational units, subjects of common units or other studies assessed and validated by a competent authority that the education and training provider has sent to the assessors it has nominated for the recognition of prior learning</p>	<ul style="list-style-type: none"> <li>• Title of vocational unit (code) being completed to which the recognition of prior learning relates</li> <li>• Title of subject (code) of the common unit being completed to which the recognition of prior learning relates</li> <li>• Register number of qualification requirements previously completed</li> <li>• Title of previously completed qualification (code)</li> <li>• Title of previously completed competence area (code)</li> <li>• Title of recognised vocational unit previously completed (code)</li> <li>• Title of subject of recognised common unit previously completed (code)</li> </ul>	<p>When approving the plan for the first time, by qualification unit</p>	

	<ul style="list-style-type: none"> <li>• Title of recognised education or training assessed or validated by another competent authority</li> <li>• Description of recognised education or training assessed or validated by another competent authority</li> <li>• Scope and duration of recognised education or training assessed or validated by another competent authority</li> <li>• Name of competent authority who validated the prior learning</li> <li>• Date of completion (Applies to all the above)</li>   <li>• Assessor 1 <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> <li>– role</li> <li>– organisation</li> </ul> </li> <li>• Assessor 2 <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> <li>– role</li> <li>– organisation</li> </ul> </li> <li>• Sent for assessment, date</li> </ul>		
<p>4) student's prior learning other than that included in point 2 and 3 and acquired and demonstrated and which is related to the qualification or the preparatory education and training being completed</p>	<ul style="list-style-type: none"> <li>• Title of vocational unit (code) being completed to which the acquired prior learning relates</li> <li>• Title of subject of the common unit (code) being completed to which the acquired prior learning relates</li> <li>• Title of preparatory education and training unit (code) being completed to which the acquired prior learning relates</li>   <li>• Title of other prior learning</li> <li>• Description of other prior learning</li> </ul>	<p>When approving the plan for the first time, by qualification or training unit</p>	

	<ul style="list-style-type: none"> <li>• Documents and other material related to the recognition of other prior learning</li> </ul>		
5) possible exception to vocational competence requirements and targeted learning outcomes as referred to in section 66 of the Act on Vocational Education and Training	<ul style="list-style-type: none"> <li>• Title of vocational unit (code) being completed</li> <li>• Vocational competence requirements (code) for the unit being completed, from which there has been a derogation, i.e. which the student will not complete</li> <li>• Title of subject of common unit (code) being completed</li> <li>• Title of subject of common unit (code) being completed or targeted learning outcomes (code) for the subject, from which there has been a derogation, i.e. which the student will not complete</li> </ul>	When approving the plan for the first time, by qualification unit	
6) need for acquiring vocational education and training or other requisite vocational competence	Outcome of prior learning recognition and recognition process Yes/No	When approving the plan for the first time	
7) Guidance and support for the student (if any) as referred to in section 48 of the Act on Vocational Education and Training	<ul style="list-style-type: none"> <li>• Type of support</li> <li>• Description of type of support</li> <li>• Forms of guidance</li> <li>• Collaboration partners</li> </ul>	When approving the plan for the first time	
8) content of special support (if any) provided for the student as referred to in section 64 of the Act on Vocational Education and Training	<ul style="list-style-type: none"> <li>• Description of the need for special support</li> <li>• Type of special support during the course of the qualification or the preparatory education and training being completed <ul style="list-style-type: none"> <li>– Required pedagogical support</li> <li>– Required teaching and study arrangements</li> </ul> </li> <li>• Start and end date of special support</li> <li>• Collaboration partners</li> </ul>	If necessary, before training/studies start or before signing an apprenticeship or training agreement	
9) if necessary, organising studies supporting learning abilities as referred to in section 63 of the Act on Vocational Education and Training	<ul style="list-style-type: none"> <li>• Title of studies supporting learning abilities</li> <li>• Description of studies supporting learning abilities</li> <li>• Duration (in days) of studies supporting learning abilities</li> <li>• Timing of studies supporting learning abilities</li> </ul>	If necessary, before start of studies supporting learning abilities	<p><i>Description of studies supporting learning abilities</i> = concise summary of the content of studies supporting learning abilities</p> <p><i>Duration (in days) of studies supporting learning abilities</i> = number of days the</p>

			<p>student has participated in studies supporting learning abilities (cf. calculation rules for student years)</p> <p><i>Timing of studies supporting learning abilities</i> = allocation of studies supporting learning abilities expressed in single days or periods of days in the calendar year so that study progress is manifest</p>
<p>10) Times and dates of competence demonstrations, place and organiser of demonstration if it is someone other than the education and training provider</p>	<ul style="list-style-type: none"> <li>• Title of vocational unit (code) being completed</li> <li>• Title of the subject of common unit (code) included in the competence demonstration completed</li> <li>• Name of organiser of competence demonstration (name and code of education and training provider)</li> <li>• Name of place of competence demonstration</li> <li>• Description of place of competence demonstration</li> <li>• Time of competence demonstration</li> <li>• Content of competence demonstration <ul style="list-style-type: none"> <li>– vocational competence requirements (code) of the vocational unit being completed</li> <li>– targeted learning outcomes (code) of the subject of common unit (code) being completed</li> </ul> </li> </ul>	<p>Before the competence demonstration, by qualification unit</p> <p>Before signing an apprenticeship or training agreement, by qualification unit</p>	<p><i>Name of place of competence demonstration</i> = organisation where the competence demonstration is being given</p> <p><i>Description of place of competence demonstration</i> = concise description on the type of place of competence demonstration Brief description of the place, e.g. florist's, spare parts store, vocational institution, simulator</p>
<p>11) equivalent information on other demonstration of competence and, in the case of students in need of special support, tailored assessment of competence and individualised assessment of competence as referred to in subsection 2 of section 64 of the Act on Vocational Education and Training</p>	<p><b>Other means of demonstrating competence</b></p> <ul style="list-style-type: none"> <li>• Title of vocational unit (code) being completed</li> <li>• Title of subject of common unit (code) being completed</li> <li>• Title of the unit of preparatory education and training (code) being completed</li> <li>• Name of organiser of other demonstration of competence (name and code of education and training provider)</li> <li>• Name of place of other demonstration of competence</li> </ul>	<p>Before demonstration of other competence, by qualification or training unit</p> <p>In the PCDP of students in preparatory education and training or in the PCDP of students in vocational upper secondary education (where necessary)</p>	

	<ul style="list-style-type: none"> <li>• Time of other demonstration of competence</li> <li>• Content of other demonstration of competence <ul style="list-style-type: none"> <li>– Targeted learning outcomes (code)</li> </ul> </li> </ul> <p><b>Tailored assessment of competence</b></p> <ul style="list-style-type: none"> <li>• Title of tailored vocational unit (code) being completed</li> <li>• Vocational competence requirement (code) the assessment criteria of which are being tailored</li> <li>• Individualised assessment criteria (1 - 5)</li> <li>• Title of subject of tailored common unit (code)</li> <li>• Targeted learning outcomes (code), which assessment criteria are being tailored</li> <li>• Individualised assessment criteria (1 - 5)</li> </ul>		
12) assessors of competence referred to in section 54 of the Act on Vocational Education and Training	<ul style="list-style-type: none"> <li>• Title of vocational unit (code) being completed</li> <li>• Title of subject of common unit (code) being completed</li> <li>• Title of the preparatory education and training (code) being completed</li> <li>• Assessor 1 <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> <li>– role</li> <li>– organisation</li> </ul> </li> <li>• Assessor 2 <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> <li>– role</li> <li>– organisation</li> </ul> </li> </ul>	Before competence demonstration or other demonstration of competence, by qualification or training unit	
13) career plan for student	<ul style="list-style-type: none"> <li>• Student's aim</li> <li>• Plans for transition to further studies</li> <li>• Plans for transition to working life</li> <li>• Plans for career progress</li> </ul>	Since the start of training to the completion of qualification	<i>The student's aim</i> could be for example becoming an entrepreneur or deeper vocational competence or transition to further studies or a given occupation. The aim impacts the planning of the



	<ul style="list-style-type: none"><li>• Plans to pursue studies where they have been discontinued or the student is being reoriented</li></ul>		content and execution of studies and personal choices.
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<p><b>Paragraph of subsection 2 or 3 of section 9 of Decree (673/2017)</b></p> <p>Based on the needs identified in point 6, the student is in qualification training or engaged in the acquisition of other requisite competence</p>	<p><b>Fields</b></p>	<p><b>When to register</b></p>	<p><b>Definitions</b></p>
<p>1) objectives, content, teaching and other ways and timing for acquiring competence for vocational qualification or for the acquisition of other requisite competence</p>	<ul style="list-style-type: none"> <li>• Title of vocational unit (code) being completed</li> <li>• Title of subject of common unit (code) being completed</li> <li>• Title of the preparatory education and training (code) being completed</li> <li>• Title of the unit of preparatory education and training (code) being completed</li> <li>• Objectives for acquiring competence</li> <li>• Content for acquiring competence</li> <li>• Teaching required</li> <li>• Other ways for acquiring competence</li> <li>• Timing for acquiring competence</li> <li>• Name (and code) of organiser of vocational qualification or other requisite competence being acquired, if other than education and training provider with whom the student was first enrolled</li> </ul>	<p>For students who have been noticed to have missing competence</p> <p>At start of studies or as soon as the need for vocational qualification or other need for acquisition of competence is detected</p> <p>By qualification or training unit</p>	<p><i>Timing of studies to acquire competence</i> = allocation of competence acquisition expressed in single days or periods of days in the calendar year so that study progress is manifest</p>
<p>2) measures designed for special support needs as referred to in part 1 of point 8 above in the course of the qualification training or acquisition of other competence</p>	<ul style="list-style-type: none"> <li>• Title of vocational unit (code) being completed</li> <li>• Title of subject of common unit (code) being completed</li> <li>• Title of the unit of preparatory education and training (code) being completed</li> <li>• Forms of special support during training to complete the related unit of qualification or training <ul style="list-style-type: none"> <li>– Required pedagogical support</li> <li>– Required teaching and study arrangements</li> </ul> </li> </ul>	<p>At start of studies or as soon as the need for special support is detected</p> <p>By qualification or training unit</p>	

	<ul style="list-style-type: none"> <li>• Start and end date of special support in unit of qualification or training</li> </ul>	NOTE: Separate decision required for special support	
1) student's responsible workplace instructor and teacher appointed by education and training provider or, where justified, other representative of education and training provider	<ul style="list-style-type: none"> <li>• Responsible workplace instructor <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> <li>– role</li> <li>– organisation</li> </ul> </li> <li>• Representative of education and training provider <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> <li>– role</li> <li>– organisation</li> </ul> </li> <li>• Others taking part in guidance (in addition to responsible workplace instructor and representative of education and training provider, especially training organised in the workplace) <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> <li>– role</li> <li>– organisation</li> </ul> </li> </ul>	Before signing apprenticeship or training agreement	
2) in addition to the workplace instructor and teacher or other representative of education and training provider referred to in point 1 also the representative of education and training provider where apprenticeship is acquired, if the qualification is organised based on an apprenticeship training as referred to in subsection 1 of section 27 of the Act on Vocational Education and Training	<ul style="list-style-type: none"> <li>• Representative of education and training provider where apprenticeship is acquired <ul style="list-style-type: none"> <li>– forename</li> <li>– surname</li> <li>– role</li> <li>– organisation</li> </ul> </li> </ul>	Before signing apprenticeship agreement	

<p>3) main tasks in the workplace for acquiring the competence specified in the qualification requirements and PCDP</p>	<ul style="list-style-type: none"> <li>• Title of vocational unit (code) being completed</li> <li>• Main tasks in the workplace related to the unit of the vocational qualification being completed</li> <li>• Title of the preparatory education and training (code) being completed</li> <li>• Title of the unit of preparatory education and training (code) being completed</li> <li>• Main tasks in the workplace related to the preparatory education and training being completed</li> <li>• Title of other vocational training being completed</li> <li>• Main tasks in the workplace related to other vocational training being completed</li> </ul>	<p>Before signing an apprenticeship or training agreement, by qualification unit (or in case of training agreement also by training unit)</p>	<p>NOTE: Preparatory education and training cannot be organised in the form of apprenticeship training</p>
<p>4) timing of competence acquisition organised in the workplace based on a training agreement</p>	<ul style="list-style-type: none"> <li>• Timing of training organised in the workplace</li> </ul>	<p>Before signing training agreement, by qualification unit</p>	<p><i>Timing of training</i> = allocation of training expressed in single days or periods of days in the calendar year so that study progress is manifest</p>
<p>5) timing of acquisition of competence during apprenticeship training in other learning environments indicated by the education and training provider and in the workplace</p>	<ul style="list-style-type: none"> <li>• Timing of training organised in the workplace</li> <li>• Timing of competence acquisition in other learning environments</li> </ul>	<p>Before signing an apprenticeship or training agreement, by qualification unit</p>	