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use Europass CV to apply for an internship or a job that suits your qualifications

- Create a free personal profile to highlight your skills, qualifications and experience in a way that is understandable across Europe
- Create different versions of your CV, cover letter and motivational letter according to your needs
- Find information on job offers and study opportunities published anywhere in Europe
- Evaluate your skills and plan your career and study goals
- Choose which types of information to keep and publish on the Europass portal
- Draw up application documents faster with data automatically pulled from your profile
- Keep all your diplomas, certificates and recommendation letters for job applications, studies or qualifications in one place

Which qualifications can I obtain upon graduation?

Which level does my curriculum have?

Which learning outcomes must be achieved to obtain a qualification?

What will help me get an internship or a job?



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Co-funded by the European Union

The preparation of the material was supported by the European Union. The views expressed in this document are the sole responsibility of the authors and editors and can in no way be taken to reflect the views of the European Commission. Reproduction and translation of texts are permitted for free.



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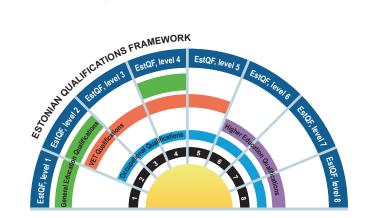
At the beginning of your studies, read the curriculum, think of the qualification and the occupational qualification certificate!

Estonian qualifications framework

Upon graduation many learners need to compare their qualifications to the skills needed at work or qualification requirements in other countries. The eight levels of the European Qualifications Framework (EQF) help describe the person's skills obtained by studying or working. Estonia has its own national qualification framework (EstQF), which also has eight levels. General level descriptions of the EstQF are identical to those of the EQF, level descriptions for qualification types (general education, vocational education, higher education, occupational qualifications) have been specified in more detail.

The EstQF and EQF levels marked on an occupational qualification certificate issued in Estonia always match. The level is determined proceeding from the learning outcomes of the curriculum and level descriptions based on competence. Generally, the qualifications are divided between EstQF levels according to the respective work positions.

Every level describes some skills, knowledge and extent of responsibility. Every occupational qualification has two to three levels and there are many diferent ways to reach them.



Qualifications in formal education	EstQF level	Job classification groups and occupations
 Basic education certificate based on curriculum for students with moderate and severe learning disabilities 	1	
 Basic education certificate based on simplified curriculum Basic education certificate VET without basic education requirement certificate) 	2	Unskilled workers (e.g., assistant gardener, logger)
 VET certificate level 3 (without basic education requirement) 	3	Plant and machine operators, skilled workers and
 Upper secondary general education certificate VET certificate level 4 Upper secondary VET certificate 	4	craftsmen, customer service and sales workers, officials (e.g., electronic equipment assembler, care worker, carpenter, photographer)
VET certificate level 5 (based on upper secondary education certificate	5	Skilled workers, masters, technicians, customer service, sales workers, officials, entrance level management (e.g., automation technician; land surveyor; beautician; sales organiser)
Master's degreeProfessional higher education certificate	6	Specialists, middle management (e.g., archivist; freight forwarder; consultant; architect)
Master's degree	7	Specialists, managers (e.g., IT manager; clinical psychologist; chartered architect)
Doctoral degree	8	Senior specialists, senior managers (e.g., forensic medical doctor; chartered/principal architect)

At the beginning of your studies in a university or a vocational school, it is good to understand, which qualifications you will have upon graduation, and whether you will obtain an occupational qualification with the graduation certificate or will have to apply for it separately.

To find out which skills you will have and which jobs will be available to you, read the learning outcomes of your curriculum, as well as the occupational qualification standard – this will include the job description and required competence.

All occupational qualification standards can be found in the register of occupational qualifications: **www.kutseregiter.ee**. Every holder of an occupational qualification certificate can download the supplements to their certificate in Estonian or English, to better introduce their skills to the future employer.

More information on the occupational qualifications system and the qualification framework is available on the Estonian Qualifications Authority's website **kutsekoda.ee** or the Europass website **europass.ee**.

Is worth acquiring an occupational qualification certificate, as it will help you:

- prove that you have all the skills and knowledge described in an occupational qualification standard, the employer does not have to recheck that
- be more successful on the job market
- figure out your obtained and lacking skills
- plan your career and development
- evaluate and choose fitting training courses.

An occupational qualification certificate makes you a highly valued employee!