



Establishment of National Authority for  
Qualifications  
**Autoritatea Națională pentru Calificări (ANC)**

**CNFPA**

# **Development, Review and Validation of Qualifications in 10 selected sectors**

## **action plan**

Author:  
Bert Hofma

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**Author:** GNH  
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## List of abbreviations

ACPART	– National Agency for Higher Education Qualifications and Partnerships between universities and their social economic environment
COR	– Classification of Occupations
COSA	– Council for Occupational Standards and Assessment
CVT	– Continuing Vocational Training
EQF	– European Qualifications Framework
EU	– European Union
HE	– Higher Education
IES	– Institute of Educational Sciences
ITL	– short term ITexpert
ITVET	– Initial Technical and Vocational Education and Training
LLL	– Lifelong learning
LoC	– List of Classifications (the Nomenclature)
MoER	– Ministry of Education and Research
MoLFEO	– Ministry of Labour, Family and Equal Opportunities
NAE	– National Employment Agency
NAQ	– National Authority for Qualifications
NATB	– National Adult Training Board
NQF	– National Qualifications Framework
PIU	– Phare Implementation Unit
PQNR	– Professional Qualifications National Register
QAE	– short-term key expert for Quality Assurance
QCE	– short-term key expert for Qualifications and Competences Certification
QDE	– long-term key expert for Qualifications Development
QDP	– pool of short-term sectoral experts for Qualifications Development
SC	– sectoral committee
TA	– Technical Assistance
TL	– Team Leader
ToRs	– Terms of Reference
TVET	– Technical and Vocational Education and Training
VET	– Vocational Education and Training



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## 1 Introduction

This document outlines the Action Plan on the Development, Review and Validation of Qualifications in 10 selected sectors, as required by the Terms of Reference of the PHARE-2005 project Establishment of Authority for Qualifications:

“**Purpose I** - Acquiring by the NATB/NAQ and the sectoral committees of the needed competences

R1.1 - Action plan elaborated and the qualifications areas selected for the development/review and validation of the qualifications in ten additional selected sectors. The action plan, including the selection of the qualifications areas to be analysed for each sector, will be developed with the participation of the sectoral committees, taking into consideration the existing qualifications and the needs of the sectors.

A1 - Elaboration of the action plan for the development of the qualifications in 10 selected sectors.

A1.1 - The Consultant shall be responsible for analysing together with the sectoral committees from the 10 selected sectors the existing qualifications in order to develop the action plan for the qualifications development by sectors, taking into consideration the existing qualifications and the strategic needs of the sectors. The areas of qualifications to be analysed under the project will be selected for each sector.

*Outputs:* Action plan for the development of the qualifications for the 10 selected sectors; Areas of qualifications selected for each sector.”

The objective of the action plan is to give an overview of the planned activities and allocation of resources for the development, review and validation of 150 qualifications under the responsibility of 10 Sector Committees:

- Environment / Protecția mediului
- Agriculture, fishing and fishing industry, hunting / Agricultură, piscicultură, pescuit
- Transport / Transporturi
- Manufacture of chemicals and petroleum products / Chimie, petrochimie
- Health, sanitation, social services / Sanătate, igienă, servicii sociale
- Culture, crafts and traditional arts / Cultură, artizanat și meșteșuguri tradiționale
- Textiles and clothing industry / Industrie textile, confecții, pielărie, încălțăminte
- IT, post and communication / Tehnologie informației, comunicații, poșta
- Manufacture of equipment: electrical, electronics, automatics / Electrotehnică, automată, electronică
- Forestry and wood processing (furniture), manufacture of paper and paper products / Silvicultură, exploatarea și prelucrarea lemnului, celuloză și hârtie



In the process of developing these qualifications, four methodologies which are developed and consolidated as the toolbox for the ANC, will be used:

- M1. Methodology for Occupational Analysis
- M2. Occupational Standards and Qualifications Development and Review methodology
- M3. Methodology for Validation of Occupational Standards and Qualification Files
- M4. Qualifications and competences certification systems

The development of 150 qualifications requires a structured, systematic and step-by-step approach for various reasons:

- The large number of qualifications to be developed (150)
- The large number of sector experts recruited for developing the qualifications (64)
- Time constraints
- The correct application of newly developed methodologies
- The involvement and participation of CNFPA and sector committees
- The training and further support activities by TA and local trainers

This action plan gives an overview of all planned (training and workshop) activities, the overall time frame for the development of qualifications, including the specific activities, resources and a detailed schedule for the period in which the occupational analysis will be carried out.

## **2 Scope of work**

### **2.1 Intervention Logic Qualifications Development**

This paragraph describes the intervention logic of the Development, Review and Validation of 150 Qualifications as steps proposed to be implemented by the Sector Committees in the 10 sectors, an average of 15 per sector.

- I Sectoral Need for Occupational Standard identified by Sector Committees; decision upon development taken
- Ia Experts for carrying out QD appointed
- Ib Experts trained in applying methodologies
- Ic Working groups established

Occupational Analysis completed, using M1 Methodology for Occupational Analysis (OA)  
(step 1-2)

- 1 Reliable and valid data collected by expert
- 2 OA grid completed



Occupational Standards reviewed and/or developed, using M2 Occupational Standards and Qualifications Development and Review Methodology (steps 3–9).

- 3 Outline of units designed
- 4 Nature of units determined
- 5 Elements of competence described
- 6 Overall structure of OS reviewed.
- 7 Content of units and elements completed
- 8 Descriptions completed
- 9 Results reviewed

Develop Qualifications, using M2 Occupational Standards and Qualifications Development and Review Methodology (steps 10-11)

- 10 Rules of combination established
- 11 Qualifications elaborated

Validation of standards, using M3 Methodology for Validation of Occupational Standards and Qualification Files.

III The Sector Committees are asked to validate the qualifications developed, using the renewed validation methodology.

## **2.2 Activities**

- 1 Identification of qualifications to be developed per sector by the SC

Criteria:

- Mixture of level 1-3
- Mixture of qualifications from sub sectors
- Future oriented (remember: it may take 4 years before qualified labour force will enter the market!)
- Sound justification
- Assumption: majority listed in the COR
- If applicable: for each Q: name of Q, the occupation to which the Q is linked, the level, a reference to the existing OS, or Q documents

Procedure:

- SC provide list of qualifications: November 2007
- TA and CNFPA check: November / December 2007
- TA and CNFPA approve: 1<sup>st</sup> week of December

The list of qualifications to be elaborated has been finalised.

- 2 Appointment of local QDP / sectoral experts for drafting and writing OS and qualifications. In order to develop 150 qualifications, 64 local QDE or 'writers' have been



recruited and hired. The recruitment procedure is described in 'Recruitment of Qualifications Development Experts' (QDP) and has been executed accordingly. The main tasks are: to develop in close cooperation with the sectoral committee the stated qualifications, according to the developed methodologies; 1 Methodology for Occupational Analysis, 2 Occupational Standards and Qualifications Development and Review Methodology, and 3 Methodology for Validation of Occupational Standards and Qualification files. This implies that they:

- Collect the necessary information and perform a new, or review an existing, job analysis survey and define the occupational standards using the methodology M1.
- Define on the basis of the occupational standards the qualification/ competency units in terms of assessable learning outcomes using the methodology M2 and elements of M4 (assessment and certifications methodology)
- Assist the sectoral committee in the validation of the occupational standards, using the methodology M3
- Provide feedback to the methodology development experts on strong and weak points of the methodologies tested

The recruitment procedure is finalised and sectoral experts have been approved.

- 3 Appointment of a local QDP coordinator. Since the objective implies an immense supervisory challenge (approx. 60 experts and 150 qualifications to be delivered), a local QDP coordinator has been appointed who is responsible for the supervision of the production of the 150 qualifications. This appointment is subordinated to the existing contract related procedures.
- 4 Appointment of three local trainers to deliver the training modules as stated in the ToR is finalised.
- 5 Training of QDP (and other relevant stakeholders) on the approach and the methodologies to be applied, involving TA, local trainers and local QDP coordinator.
- 6 Coaching of QDP by trainers and the expert coordinator during the process of qualifications development
- 7 Monitoring of Qualification Development Process:
  - For each sector a working group was formed: This working group goes through the steps as defined above (See intervention logic) and reports monthly to the Sector Committee that oversees the actions, provides feedback and comments on interim results. The progress of the development work will be part of the SC's meeting agenda. The working groups will also feed back information and experiences regarding the use of the renewed methodologies to the methodology working groups. In the first step the SC's have decided on which qualifications are needed most (on average 15 in each of the 10 sectors). In the last step the SC will validate the qualifications and comment on the methodology used for this.



- Composition and tasks of the working groups:
  - CNFPFA sector coordinator (1): monitors the progress, communicates primarily with QDPC and writers
  - SC representatives (2): supports selection of companies/organizations (OA), takes part in the selection of techniques (OA), monitors progress, reports to SC, disseminates applied tools and techniques in SC (peer learning)
  - Expert Coordinator (QDPC): operational supervisor of the development of qualifications, monitors progress and supervisors by planned milestones, supports, communicates and informs trainers (if needed).

The working groups will be supported by Technical Assistance. The TA is delivered by briefing on anticipated problems to trainers and expert coordinator, support by provision of foreign sources and examples, input in workshops/training events of Sector representatives and sector coordinators, interview demo support, answering to feed back from SC representatives and sector coordinators.

## 8 Validation of qualifications by sectoral committees

### 2.3 Indicative overall timeframe

The activities will be executed between 1 December 2007 and July 2008. This timeframe is based on an assumed duration of activities; the milestones however are fixed. Dates will be fixed as well.

	<b>Activity</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>
I	Sectoral Need for Occupational Standard identified by Sector Committees; decision upon development taken; 150 qualifications selected											
IIa	Experts for carrying out QD appointed											
IIb	Experts trained in applying methodologies											
IIc	Working groups established											
1	<i>Reliable and valid data collected by expert</i>											
2	<i>OA grid completed</i>											
3	<i>Outline of units designed</i>											
4	<i>Nature of units determined</i>											
5	<i>Elements of competence described</i>											
6	<i>Overall structure of OS reviewed.</i>											
7	<i>Content of units and elements completed</i>											



8	<i>Descriptions completed</i>								*				
9	<i>Results reviewed and verified Sets of OS completed</i>								*				
10	<i>Rules of combination established</i>												
11	<i>Qualifications elaborated 150 QS validation papers</i>									*			
III	Qualifications validated												

MILESTONES \*

### 3 Overview of planned training events and workshop activities

A2.3.1/ A2.2	Training of Trainers/ Workshop adaptation training modules and materials	17/18 Jan 08/ 19 Jan 08
A2.3.3a	Training of QDP / Sectoral Experts (writers)	14-16 Feb 08
A2.3.3b	Follow up 2.3.3a Training of QDP / Sectoral Experts (writers)	29 Feb/ 1 Mar 08
A3.1.1	Preparatory workshop for working groups	14/15 Dec 07
A3.1.4	Workshop verifying occupational analysis	14 Mar 08
A3.2.1	Workshop for trainers	12 Mar 08
A3.2.2	Workshop for working groups and OS/Q writers: development/review OS/Q's	28/29 Mar 08
A3.2.3	Workshop for working groups and OS/Q writers: verification of OS/Q's	30/31 May 08
A3.3.2	Workshops validating levels 1-5 for Sectoral Committees	20/21 June- 27/28 June- 4/5 July

A2.3.1	<b>Training of Trainers</b>
Dates and locations	17/18 January 08; CNFPA Board room Bucuresti
Participants	trainers / CNFPA sector coordinators / 2 TA + interpreter + 1 support staff + SE/QDP coordinator
Duration	09.00-17.00
Programme objective	Trainers are familiar with the methodologies and are able to perform their training and support activities 1 Terms of Reference trainers 2 M1 and M2 3 Tips and tools 4 training and coaching 4 Working procedure
Training rooms	CNFPA Board Room shall be equipped with: equipment adequate for presentation; Flipcharts; Notebooks and pens. Internet access will be available for the TA.



Accommodation	If needed
Catering	C&C; lunch

A2.2	<b>Workshop Adaptation of training modules and materials</b>
Dates and locations	19 jan 08
Participants	Trainers / CNFPFA sector coordinators / PIU / QDPC Expert coordinator / 2 TA + interpreter + 1 support staff
Training rooms	CNFPFA Board Room shall be equipped with equipment adequate for presentation.
Duration	09.00-17.00
Accommodation	If needed
Catering	C&C (2x); lunch
Programme	To adapt the Training Materials and Modules

A2.3.3a	<b>Training of QDP / Sectoral Experts (writers)</b>
Dates and locations	14-16 Feb 08 Prahova County/Sinaia
Participants	QDP or SC-experts / CNFPFA Sector Coordinators (representatives)
Duration	Day 1 : 09.00 – Day 3 : 14.00
Programme objective	The QDP are able to develop the qualifications in compliance with the methodologies and guidelines. Themes: <i>Occupational analysis, Occupational Standards, Qualifications Development</i>

A2.3.3b	<b>Training of QDP / Sectoral Experts (writers) –follow up</b>
Dates and locations	29 Febr – 1 Mar 08; Bucuresti
Participants	QDP or SC-experts / CNFPFA Sector Coordinators (representatives)
Duration	2 days
Programme objective	The QDP are able to develop the qualifications in compliance with the methodologies and guidelines. Themes: <i>Occupational analysis, Occupational Standards, Qualifications Development</i>

**Follow up sessions on A.2.3.3:** After the sessions mentioned above, additional “clarification and coaching meetings” will be organised for each target group and respective trainer, to discuss and clarify any aspects related to the topics discussed at the training sessions.

A3.1.1	<b>Preparatory workshop for working groups</b>
Dates / locations	14/15 Dec 07 (2x 09.00-17.00); Bucuresti
Participants	SC representatives (20) related to the list of qualifications, CNFPFA (representatives of sector coordinators)
Duration	2 days
Programme objective	Participants have a clear understanding of the methodologies, the tasks of the working group members and will agree on an approach. Day 1 Presentation of the methodologies M1, M2 and M3; Roles and responsibilities of the working group members; Selection of approaches.



	Day 2 Cases and tests
<b>A3.1.4</b>	<b>Workshop verifying Occupational Analysis</b>
Dates / locations	14 March Bucuresti, boardroom
Participants	10 people SC, nominated by SC
Duration	2 days
Programme	The verification process and tools; Feed back reporting to occupational analysis developers; Cases and tests
<b>A3.2.1</b>	<b>Workshop for trainers on Occupational Standards and Qualification Development</b>
Dates / locations	12 March; Bucuresti/ board room
Participants	Trainers
Programme objective	Brief refresher course 2.3.1. The OS/Qs methodology: techniques and tools Case studies and tests
<b>A3.2.2</b>	<b>Workshop for working groups: development/review OS/Q's (M2)</b>
Dates / locations	28/29 Mar; Bucuresti
Participants	SC 20 and CNFPA (representatives of sector coordinators group)
Duration	2 days
Programme objective	Participants understand and are able to apply the OS/Qs methodology. Themes: Techniques and tools; Roles and responsibilities of the working group members; Case studies and tests; Choices of techniques and tools; Planning and reporting schedule
<b>A3.2.3</b>	<b>Workshop for working groups and OS/Q writers: verification of OS/Q's</b>
Dates / locations	30/31 May; Bucuresti
Participants	SC 20 (verifiers A3.1.4) and CNFPA (representatives of sector coordinators group)
Duration	2 x 1 day
Programme objective	The verification process reviewed; Assessment of sources, procedures and products; Simulation practice; Anticipated problems and solutions
<b>A3.3.2</b>	<b>Workshop validating levels 1-5 for Sectoral Committees</b>
Dates / locations	20/21 June- 27/28 June- 4/5 July 2008
Participants	SC 60 and CNFPA 10
Duration	3 x 2 days
Programme objective	The validation process reviewed / Coordination of approaches for qualification levels / Selection of validating team / Trends analysis and life cycles of qualifications



## 4 Resources

### 4.1 Input

The following is an indication of time to be invested necessary to execute the activities mentioned above to be able to conclude these activities of the project successfully in the month of July 2008.

- CNFPA Sectoral coordinator: 0.5 day per week per person
- Sector Expert / writer (QDP): 20 days max. per qualification, during contract period
- Expert Coordinator / QDPC: 5 days per week, until delivery of qualifications (approx. between December 2007-August 2008)
- SC representatives working group: 2 day per month per person (X 10)
- Trainers: 120 working days
- TA total consultancy days activities for Purpose 2: (incl. steps 1-11): 181 days

The following division of roles and input will be applied in order to facilitate the development process, and to create commitment, ownership and teamwork.

Actor	Action	Remark
Experts	Collects and analyses data Revises after feed back	The choice of tools might cause delays
Trainers	Explains M's, supports in analysis, identifies problems, answers first questions	Share experiences with TA and EC, weekly
Expert Coordinator	Suggests group-wise operations. Lists progress and FAQ's Makes final report	Share main problems and FAQ's with TA weekly
Sector Committee Rep's	Support in approach, company selection and sources, gives feed back to experts/trainers	Contacts during workshops/training or on request
Sector Coordinators	Support in approach and sources, gives feed back on results to experts/trainers	Contacts with TA weekly
TA	Explains M key details, demonstrates if necessary, answers faq's, checks revisions and reports finally	Mr Ger van Zantvoort (KE3) and Mr Bill Fairbairn (KE1) complement each other when absent, distance support remains possible



## 4.2 Expenses

The costs related to the development of OS and made by the QDP need to be budgeted and according to legitimate regulations. This will have an impact on the choice and extent of activities.

Re-imbusement of travel costs will be made on basis of travelling by public transportation, second class or car, up to 50 km away from base. The costs for accommodation will also be budgeted. Re-imbusement will only be made if original and official tickets, bills and invoices are presented.

## 5 Schedule for the period until March 22 / Occupational Analysis

Date	Experts	Trainers	Expert coordinator	SC reps	Sector coordinators	TA
1802	1 <sup>st</sup> round define approach	Support		Suggest approach	Suggest sources	Check contributions
19						Support
20						
21		Collect 1 <sup>st</sup>	List progress/FAQ			Answer FAQ
22						
23		Answer quests	List progress/FAQ			Answer FAQ
25	2 <sup>nd</sup> round			Feed back	Feed back	Demo
26						Demo
27						Demo
28						Demo
29		Collect 2 <sup>nd</sup>				Demo
01		Answer quests	List progress/FAQ	Feed back	Feed back	Answer FAQ
03	3 <sup>rd</sup> round					
04						
05						
06						
07		Collect 3 <sup>rd</sup>				
08		Answer quests	List progress/FAQ	Feed back	Feed back	Answer FAQ
10	4 <sup>th</sup> round					Demo
11						Demo
12						Demo
13						Demo
14		Collect 4 <sup>th</sup>				
15		Answer quests	List progress/FAQ	Feed back	Feed back	Answer FAQ
17	Revise rounds					Check revision
18	Revise rounds					Check



						revision
19	Revise rounds			Feed back	Feed back	Check revision
20	Submission total	Collect revised	Final report			Report
21						
	Workshop/training					

**Anticipated questions in occupational analysis and data collection analysis.**

1. Where to find information of the listed qualifications/occupations? Decision making on relevant techniques and subsequent desk research. Who supports the approach and makes the decision.
2. Identifying relevant companies and relevant job performers.  
Who knows them, the expert, the representatives of the Sector Committees?  
Who introduces the experts? Preferably NATB or Sector Committees by letter of recommendation
3. Search for relevant job data at company level: questionnaire design (example provided) for interview, extra questions for other sources
4. Analysis completeness descriptions and language use (quality) on the questionnaires as indicators. Reference should be the criteria in the verification list from the methodology.

These issues will be addressed and monitored by the expert coordinator, the trainers and TA.



**Annex 1 Monthly Progress Sheet**

**Progres Calificari**

Luna .....2008

Nume si Prenume Short term sectorial expert .....

Sector.....

Cod	Ocupatia	Analiza ocupationala			Standard ocupational			Calificari		
		Gradul de Completare %	Data finalizare preconizata	Data azi	Progres 1 la 4	Data finalizare preconizata	Data azi	Progres 5 la 7	Data finalizare preconizata	Data azi
<i>Prima plata dupa finalizare efectiva, pe baza time sheet-urilor aprobate</i>					<i>A doua plata dupa finalizare efectiva, pe baza time sheet-urilor aprobate</i>			<i>A treia plata dupa pasul 6 pe baza time sheet-urilor aprobate</i>		

Pentru gradul de completare la AO, utilizati 0%, 25%, 75%, 100%

Pentru evaluarea progresului la SO si Q, utilizati

1 = nu a inceput/ it hasn't started yet

2 = unitati de competenta in dezvoltare/ competence ui

3= unitati de competenta + gama de variabile+ metode de evaluare dezvoltate/ unit of comp+range of

4 = SO aprobat/ OS approved

5 = calificare in dezvoltare/ qualification in development

6 = calificare aprobata/ qualification approved

7= calificare validata de CS



**Annex 2 Overview experts, qualifications and planned days**

**EXPERȚI SECTORIALI - PHARE 2005**

cod sector	DENUMIRE SECTOR		NUME EXPERT	CALIFICARI	cod calificare
i	PROTECȚIA MEDIULUI	1	Iuliana Chidu	Ecolog Tehnician conservare biodiversitate Ranger pentru arii protejate	MED 1 MED 2 MED 3
		2	Ion Pasoi	Tehnician hidrometru Tehnician hidrolog	MED 4 MED 5
		3	Ancuta Manea	Tehnician meteorolog Tehnician gestiune date meteorologice	MED 6 MED 7
		4	Domnica Coteș	Operator instalații de monitorizare calitate factori de mediu Tehnician de monitorizare calitate factori de mediu	MED 8 MED 9
		5	Gabriel Mihail Laslu	Operator colectare, sortare si tratare deșeuri Tehnician colectare, sortare si tratare deșeuri Agent ecolog	MED 10 MED 11 MED 12
		6	Cristina Munteanu	Operator tratare si epurare ape uzate Tehnician tratare si epurare ape uzate Responsabil mediu	MED 13 MED 14 MED 15
ii	AGRICULTURĂ, PISCICULTURĂ	1	Aurelia Cuc	Lucrător calificat în creșterea animalelor	AGR 1



	<b>ȘI PESCUIT</b>	2	Gheorghe Vlad	Operator insămânțări artificiale la animale mari si mici Combiner agricol Lucrător calificat în cultura legumelor	<b>AGR 2</b> <b>AGR 3</b> <b>AGR 4</b>
		3	Elena Moldovan	Cioban Lucrător în cultura căpșunilor Lucrător calificat în pomicultură și arbuști fructiferi	<b>AGR 5</b> <b>AGR 6</b> <b>AGR 7</b>
		4	Isidor Negrea	Tractorist agricol Operator abatorizare păsări Crescător de păsări	<b>AGR 8</b> <b>AGR 9</b> <b>AGR 10</b>
		5	Dragomir Damian	Operator în ferme ecologice mixte Lucrător calificat în cultura viței de vie și a hameiului Peisagist – floricultor	<b>AGR 11</b> <b>AGR 12</b> <b>AGR 13</b>
		6	Stanescu Emilian	Operator la fabricarea nutrețurilor combinate Lucrător calificat în cultura și întreținerea pajiștilor	<b>AGR 14</b> <b>AGR 15</b>
iii	<b>TRANSPORT</b>	1	Hrisa Năstase	Conducător autotrailer Operator porturar stivator Conducător autoîncărcător portuar	<b>TRS 1</b> <b>TRS 2</b> <b>TRS 3</b>
		2	Raluca-Virginia Mereanu	Șef echipă docheri Operator porturar expeditor	<b>TRS 4</b> <b>TRS 5</b>
		3	Cristina-Aurelia Drăgan	Impiegat de mișcare Manevrant vagoane	<b>TRS 6</b> <b>TRS 7</b>
		4	Adrian Gherghel	Mecanic locomotivă	<b>TRS 8</b>



			Șef tren	<b>TRS 9</b>
		<b>5</b>	Marius Tudose Conducător activitate transport rutier Recepționar reparații auto	<b>TRS 10</b> <b>TRS 11</b>
		<b>6</b>	Berceanu Razvan Revizor tehnic vagoane	<b>TRS 12</b>
		<b>7</b>	Constantin Cantacuz Radan Șofer profesionist Tehnician transporturi auto	<b>TRS 13</b> <b>TRS 14</b>
<b>iv</b>	<b>CHIMIE</b>	<b>1</b>	Valeria Nastasă Operator cazane Lucrător sisteme alimentare cu apă	<b>CH 3</b> <b>CH 5</b>
		<b>2</b>	Clara Balint Pompagiu	<b>CH 2</b>
		<b>3</b>	Ioan Kugler Compresorist Lucrător în sisteme de canalizare Tehnician sisteme de canalizare	<b>CH 6</b> <b>CH 7</b> <b>CH 8</b>
		<b>4</b>	Alina Marciu Operator la instalațiile de producere produse cosmetice	<b>CH 9</b>
		<b>5</b>	Corina Vasilescu Tehnician in chimie anorganică	<b>CH 10</b>
<b>v</b>	<b>SĂNĂTATE, IGIENĂ, ASISTENȚĂ SOCIALĂ</b>	<b>1</b>	Sandu Iulian Bergher Brancardier	<b>SAN 15</b>
		<b>2</b>	Constanța Tieru Hatu Asistent medical dietetica si nutritie Asistent medical ingrijire persoane varstanice	<b>SAN 13</b> <b>SAN 6</b>
		<b>3</b>	Felicia Delcea Autopsier Asistent medical de laborator	<b>SAN 11</b> <b>SAN 12</b>



			Asistent medical de igiena si sanatate publica	<b>SAN 14</b>
		<b>4</b>	Cristina Popescu Educator specializat Supraveghetor servicii sociale si Invatamant	<b>SAN 1</b> <b>SAN 2</b>
		<b>5</b>	Amalia Ciobanu Ingrijitor la domiciliu Bona	<b>SAN 5</b> <b>SAN 7</b>
		<b>6</b>	Lucian Caciamac Lucrator social Operator prestatii sociale Pedagog de recuperare	<b>SAN 8</b> <b>SAN 10</b> <b>SAN 9</b>
		<b>7</b>	Diana Bolănu Monitor in prevenirea adictiilor Asistent maternal	<b>SAN 3</b> <b>SAN 4</b>
<b>vi</b>	<b>CULTURĂ, ARTIZANAT, MEȘTEȘUGURI TRADIȚIONALE</b>	<b>1</b>	Cristina Petre Ghid obiectiv cultural Impresar artistic	<b>CULT 14</b> <b>CULT 15</b>
		<b>2</b>	Lidia Buluș Instructor dans	<b>CULT 1</b>
		<b>3</b>	Silvia Nestorescu Bibliotecar studii medii	<b>CULT 13</b>
		<b>4</b>	Gigel Andrabulea Cascador	<b>CULT 2</b>
		<b>5</b>	Bruno Mastan Sculptor în lemn Confectioner piese, linguri, spițe, albi, donițe, căzi de unelte, șindrila, ciubere	<b>CULT 5</b> <b>CULT 6</b>
		<b>6</b>	Heinz Karl Mastru Bijutier Gemolog	<b>CULT 11</b> <b>CULT 12</b>

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		7	Adriana Moiescu	Mănuitor/montator decor Recuziter	<b>CULT 3</b> <b>CULT 4</b>
		8	Victoria Guță	Țesător-Restaurator manual covoare Curelar, confecționar harnașamente	<b>CULT 7</b> <b>CULT 8</b>
		9	Paulina Popoiu	Restaurator bunuri culturale Restaurator sarponte si structuri lemn	<b>CULT 9</b> <b>CULT 10</b>
vii	<b>IND.TEXTILĂ ȘI A CONFECȚIILOR, PANTOFI ȘI PRODUSE DIN PIELE</b>	1	Vaduva Iuliana	Operator textile neșesute Mecanic întreținere și reparații utilaje din ind. textilă, confecții, încălțăminte	<b>TEX 1</b> <b>TEX 2</b>
		2	Niculina Stoica	Mastru în industria textilă Operator vopsitor textile Normator in industria textile-pielărie	<b>TEX 3</b> <b>TEX 4</b> <b>TEX 7</b>
		3	Veronia Costin	Operator confecționar industrial Operator țesător Tehnician în industria textilă	<b>TEX 5</b> <b>TEX 6</b> <b>TEX 8</b>
		4	Irina Mihai	Referent de comerț exterior în domeniul textil	<b>TEX 9</b>
		5	Cristea Ana	Operator în filatură Operator finisor Mastru confecționar tipare	<b>TEX 10</b> <b>TEX 11</b> <b>TEX 13</b>
		6	Petcu Ioana	Mastru marochiner Mastru confecționar încălțăminte	<b>TEX 14</b> <b>TEX 15</b>

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viii	IT, POȘTĂ TELECOMUNICAȚII	1	Nica Gălbenuși	Tehnician IT&C Administrator de aplicație informatica	IT 1 IT 2
		2	Marin Florian	Factor poștal Cartator	IT 6 IT 7
		3	Bîtea Camelia-Cecilia	Oficiant poștă Diriginte poștă Agent Poștal	IT 3 IT 4 IT 5
		4	Nicoleta Sorescu	Dezvoltator web Proiectant baze de date	IT 8 IT 9
		5	Oana Cezarina Ștefănescu	Operator monitorizare emițătoare broadcasting Specialist transmisii radiodifuzate cu echipament digital	IT 12 IT 13
		6	Marina Dana Marian	Administrator rețea monitorizare emițătoare broadcasting Tehnician sisteme de electroalimentare	IT 14 IT 15
ix	ELECTRIC, ELECTRONIC ȘI AUTOMATIZĂRI	1	Dan Adrian Bacleşanu	Tehnician telecomunicații Tehnician în automatizari Tehnician electronist	EL 1 EL 2 EL 3
		2	Mihail Soare	Tehnician electronist radio TV și aparatură audio-video Montator și reparator electronist de aparate și echipamente electronice Electronist aparate și echipamente pentru radio si TV	EL 4 EL 5 EL 6
		3	Bogdan Spiridon	Tehnician electromecanic auto	EL 7

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			Electromecanic utilaje și instalații comerciale electrocasnice și de ind.alimentară Electromecanic utilaje și instalații industriale	<b>EL 8</b> <b>EL 9</b>
		<b>4</b>	Ligioara Florea Electrician electronist auto Electronist aparate și echipamente de automatizări	<b>EL 10</b> <b>EL 11</b>
		<b>5</b>	Neacsu Gabriela Electronist rețele de telecomunicații Electronist aparate și echipamente de electronică profesională	<b>EL 12</b> <b>EL 13</b>
		<b>6</b>	Nita Aurelian Tehnician electronist echipamente de telecomunicații Tehnician electronist echipamente de automatizare	<b>EL 14</b> <b>EL 15</b>
<b>X</b>	<b>SILVICULTURA, EXPLOATAREA ȘI PREL.LEMNULUI CELULOZĂ ȘI HARTIE</b>	<b>1</b>	Vlad Mircea Tehnician la instalațiile de uscare și aburire a materialului lemnos Operator la fabricarea plăcilor aglomerate din lemn Preparator-Dozator, adezivi, rășini, lacuri și emailuri în industria lemnului	<b>SIL 1</b> <b>SIL 2</b> <b>SIL 3</b>
		<b>2</b>	Lelioara Iancu Operator la fabricarea placajului și a panelului Operator la fabricarea furnirelor Operator la producerea semifabricatelor din lemn	<b>SIL 4</b> <b>SIL 5</b> <b>SIL 15</b>
		<b>3</b>	Valeriu Georgescu Tehnician reconstrucție ecologică Operator în reconstrucție ecologică	<b>SIL 8</b> <b>SIL 9</b>
		<b>4</b>	Georgeta Ionescu Seghedin Tehnician cadastru forestier Tehnician Amenajist	<b>SIL 6</b> <b>SIL 7</b>

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		5	Petre Deju	Operator la colectatul și manipulatul lemnului Operator la instalarea și colectarea lemnului cu funiculare forestiere Fasonator Mecanic	SIL 10 SIL 11 SIL 12
		6	Barba Constantin	Operator la recoltarea și toaletarea arborilor forestieri Operator la prelucrarea bustenilor și cherestelei	SIL 13 SIL 14

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**Annex 3 Roles and responsibilities** (as presented in meeting with Sector Committees' representative on 16 November 2007)

	<b>CNFPA</b>	<b>Sector Committees</b>	<b>QDP / Sector experts</b>	<b>Companies</b>
<b>M1</b> Occupational analysis	Provide methodology & guide Consult about registered occupations Coordinate	Provide lists of OS experts and list of companies	Develop or review job analysis	Professionals provide information Managers support
<b>M2</b> OS and Q development	Provide methodology & guide Consult about registered occupations Coordinate	Provide experts	Develop or review qualifications	Professionals provide information Managers support
<b>M3</b> Validation	Verify format and methodology Register new Qs in NQR	Coordinate and implement validation	Verifiers check sector internally	Companies might provide validators
<b>M4</b> assessment certification	Provide methods Register certificates and training providers			Recognize certificates



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