

Attachment 1

QUALIFICATION STANDARD

Title of qualification	COVERING INSTALLER
BASIC CHARACTERISTICS OF QUALIFICATION	
CLASSNQFS ¹ / ISCED-F2013	0732 Building and civil engineering
NQFS level ²	3
EQF level ³	3
Type of qualification	Vocational
Scope of qualification	- 3 years; - At least 960 hours of training in non-formal education.
Entry requirements	NQFS level 1 – primary education, primary adult education, primary ballet education and primary music education.
Forms of learning/Ways to acquire qualification	- Formal education - Non-formal education; - Recognition of prior learning.
Type of public document	- Diploma; - Testimonial of passed exams within the completed educational profile programme; - Certificate of the overall qualification standard acquired.
RELEVANCE OF QUALIFICATION FOR EMPLOYMENT AND CONTINUATION OF EDUCATION	
Permeability in the qualification system	NQFS level 4 NQFS level 5
Occupation	7114.07 Terrazzo setter 7122.01 Ceramic setter 7122.03 Parquet installer 7122.04 Floor covering installer
Occupational standard ⁴	-

¹The system for qualification classification and codification in the NQFS, aligned with the International Standard Classification of Education ISCED 13-F.

²National Qualifications Framework of the Republic of Serbia (NQFS)

³ European Qualifications Framework

⁴Until occupational standard is adopted, the relationship between the qualification standard Covering Installer and the labour market is based on the occupational data determined in accordance with the regulations from the work and employment area (in line with: The Law on NQFS, art. 50), as well as the description of work from the initial proposal for qualification standard within the Initiative for the development and adoption of the qualification standard Covering Installer.

LEARNING OUTCOMES

General description of qualification	<p>Covering Installer prepares surfaces for ceramic, terracotta and sub-laying works, and performs the processing of prepared surfaces, installation of coating elements, as well as their finishing, respecting the standards and measures of safety and health at work in construction.</p> <p>Covering Installer is trained for: removing the existing coating and previous layers from the surfaces to be processed; preparation and application of mass for making a leveling layer and leveling surfaces; applying sound, thermal and waterproofing layers; measuring, processing, installation and stacking of various covering elements (tiles, stone, terrazzo slabs, etc.), i.e. different types of floors, manually or mechanically (parquet floors, parquet boards of various formats, floors made of laminate, textile, linoleum, PVC or vinyl, cork, rubber and other materials) in accordance with the technical documentation; manual and mechanical scraping of parquet, smoothing and ironing, and lacquering of parquet; preparation and application of the terrazzo/coulis mixture on the previously prepared surface; protection of treated surfaces and coating of certain types of coverings with finishing coatings, and checking the quality of the works performed.</p> <p>Effectively communicates and cooperates with superiors and colleagues when performing tasks and actively contributes to a culture of respect and cooperation.</p> <p>Purposefully applies technical information, information and communication technologies (ICT) and improves their application through learning and improvement.</p> <p>He continuously follows the news in construction, architecture and urban planning, and improves for the purpose of personal entrepreneurial business and/or meeting the demands of employers.</p> <p>Most often, he works on the installation of floor and wall coverings in buildings and other structures, in accordance with the current regulations in the field of specialised construction works, observing safety and health measures at work.</p> <p>The level of general and professional knowledge, skills, abilities and attitudes within the acquired competencies primarily enables the Covering Installer employment and continuation of education in a given professional field.</p>
Competencies	<ul style="list-style-type: none"> - Preparation of the workplace and organisation of one's own work when performing ceramic, terracotta and sub-laying works; - Performing preparatory and operational ceramic and terracer works;

Competencies	<ul style="list-style-type: none"> - Performing preparatory and operational sub-laying works; - Execution of final ceramic, terracer and sub-laying works; - Key competencies⁵ (in particular: initiative and entrepreneurial competence, digital competence, responsible attitude towards health and responsible attitude towards the environment).
After acquiring qualification, the person will be able to:	
Knowledge	<ul style="list-style-type: none"> - describe the content of the technical documentation and its application depending on the type of work (ceramic, terrazzo or sub-laying), as well as the position of the work; - list the types of building materials and their physical, chemical, technical and mechanical properties according to origin and purpose; - explain the application and method of maintenance of tools, accessories, machines, mechanical devices and electrical devices for ceramic, terrazzo and sub-laying works; - describe the method of making the specification of the necessary materials, tools and equipment for the execution of ceramic, terrazzo and sub-laying works, as well as marking the positions for the execution of the works; - explain the methods of removing existing coverings, previous layers, as well as procedures for preparing surfaces for work; - describe the method of preparation and application of mass for making a leveling layer, as well as leveling of surfaces when performing ceramic and terrazzo works; - describe the procedure and method of preparing and applying insulating materials to the surface on which ceramic/terrazzo tiles are placed; - explain the procedure for measuring and marking surfaces according to the requirements/technical documentation when performing ceramic and terrazzo works; - describe the procedure for preparing and applying appropriate bonding agents (glue, cement mortar, etc.) to previously prepared surfaces; - explain the methods of tailoring and cutting cladding elements; - describe the procedures for placing and stacking various elements (tiles, stone, terrazzo slabs, etc.) according to the technical documentation or the client's request; - describe the procedure of making and applying terrazzo mixture as well as its processing;

⁵ In line with The Rulebook on General Standards of Achievement for the End of General Secondary Education and for the Part of Secondary Vocational Education Consisting of General Education Subjects (RS Official Gazette, No 117/13).

Knowledge	<ul style="list-style-type: none"> - explain the method of preparation and application of the appropriate substrate (contact concrete, primer, cement screed, etc.) on which the coating will be placed; - explain the method of laying the leveling layer and achieving appropriate leveling when performing sub-laying works; - list the types of floor insulation in relation to the selected covering, and explains the method of installing sound, heat and waterproofing on the floor surface; - explain the role and method of installing the substructure for raised floors; - list the types of finishing coverings that are placed on the surfaces, according to different criteria; - describe the procedure for measuring the surfaces on which sub-laying works are performed; - explain the method of cutting, shaping and processing the elements of the final covering during the execution of sub-laying works; - describe the procedure of preparation and application of binders on the prepared surface and lining elements during the execution of sub-laying works; - describe the method of installation of finishing elements (parquet floors, parquet boards of various formats, floors made of laminate, textile, linoleum, PVC or vinyl, cork, rubber and other artificial materials), including on the substructure for raised floors; - specify the sequence of finishing works when performing ceramic, terra-ceramic and sub-laying works; - explain the procedures for surface finishing: preparation of compound for filling joints and grouting, protection of treated surfaces, coating of certain types of coverings with finishing coatings, scraping and varnishing of parquet, etc.; - describe the procedures for checking the quality of the performed works; - explain the method of proper sorting, disposal and storage of waste material when performing ceramic, terracotta and sub-laying works; - describe the importance and purpose of protective equipment and means, safety and health measures at work, as well as measures and procedures in the event of an accident when performing ceramic, terracotta and sub-laying works.
Skills	<ul style="list-style-type: none"> - interpret technical documentation for the performance of ceramic, terracotta and sub-laying works; - independently prepare and maintain the workplace, select and check the technical correctness of tools and equipment for work in accordance with the manufacturer's instructions;

Skills

- create a specification of the necessary material and price calculation for the execution of ceramic, terracotta and sub-laying works;
- carry out transport and storage of materials for the execution of ceramic, terrazzo and sub-laying works;
- preparing the surface for work by removing existing coatings/previous layers and defects;
- prepare and apply compounds for leveling and leveling surfaces, as well as insulating materials (hydro, thermal and sound insulation) when performing ceramic and terracotta works;
- mark and number the elements as necessary in accordance with the technical documentation;
- carry out measurements of the surfaces for the execution of works in accordance with the technical documentation;
- measure, shape, process and cut cladding elements (tiles, stone, terrazzo slabs, etc.) according to technical documentation or client requirements;
- perform the preparation and application of binding agents, and install and arrange various covering elements and specific elements on the floor and wall, in accordance with the technical documentation;
- prepare and apply the terrazzo/coulier mixture to the prepared surface and performs the final treatment (sanding, polishing and rinsing);
- apply appropriate substrates (contact concrete, primer, cement screed, etc.);
- carry out repairs of damaged floor surfaces (reinforcement, planking, bandaging) according to technical documentation or requirements;
- perform the application of the base coating depending on the type of surface and the purpose of the space;
- make a leveling layer and achieve appropriate elevations and leveling in accordance with the technical documentation when performing sub-laying works;
- apply sound, thermal and waterproofing layers in accordance with the technical documentation when performing sub-laying works;
- install supports and substructures for raised floors;
- lay different types of floors on prepared surfaces, manually or mechanically (floors made of parquet, parquet boards of various formats, floors made of laminate, textile, linoleum, PVC or vinyl, cork, rubber and other artificial materials);
- perform filling and processing of joints;

Skills	<ul style="list-style-type: none"> - perform final washing, cleaning and polishing of coated surfaces; - perform protection of treated surfaces and coating of certain types of coverings with finishing coatings (protective coating, decorative coating, etc.); - perform manual and mechanical scraping of parquet, greasing and ironing, as well as lacquering of parquet; - place protective edges, moldings and other additional elements on the floor or wall; - check the quality of the performed works and make corrections as necessary; - read and understand the instructions and documentation for laying coverings in at least one foreign language; - effectively implement the measures of: safety and health at work, fire protection and environmental protection and regulations relevant to the activity of construction and safe handling of construction materials and equipment, including the collection and disposal of construction waste.
Abilities and attitudes	<ul style="list-style-type: none"> - independently, conscientiously, responsibly, orderly and accurately perform the work of a covering layer in accordance with technical-technological procedures, valid regulations and quality standards in the field of specialised construction works, with occasional consultations with superiors; - show positive attitude towards the functionality and technical correctness of the machines, tools and accessories used when performing ceramic, terrazzo and sub-laying works; - follow innovations in technologies and materials in the field of construction, architecture and urban planning, and actively and responsibly participates in lifelong learning; - apply ICT in work, including business communication electronically and keeping records on purchases, stocks and consumption of materials used in the performance of ceramic, terracotta and sub-laying works; - present, promote and sell services, respecting the functional and aesthetic requirements of finished surfaces; - show positive attitude towards the importance of implementing regulations and valid standards in the field of construction, architecture and urban planning; - effectively plan and organise time and activities respecting deadlines;
Abilities and attitudes	<ul style="list-style-type: none"> - demonstrate analytical, self-criticism and objectivity in operational work and entrepreneurial business, respecting professional-ethical norms and values; - collaborate productively with superiors, colleagues and the professional environment and contribute to a culture of respect and cooperation;

	<ul style="list-style-type: none"> - show kindness, communication, unobtrusiveness and flexibility in relation to clients and colleagues; - show willingness to solve problems within the operational work of the coating layer, occasionally and in non-standard situations; - recognise the importance of rational use of materials and energy, as well as proper collection and disposal of waste, from the point of view of environmental protection and sustainable development; - show responsible attitude towards safety, own and others' health, as well as environmental protection.
Type of assessment of learning outcomes	<p>Monitoring the development and progress of students in achieving outcomes and standards of achievement, as well as progress in developing competencies, is done by formative and summative assessment.</p> <p>The assessment is descriptive and numerical.</p> <p>Numerical grades are:</p> <ul style="list-style-type: none"> - excellent (5), - very good (4), - good (3), - sufficient (2) and - insufficient (1). <p>Grade 'insufficient' (1) is not a passing grade.</p> <p>Assessment is carried out by applying different methods and techniques (project, working tasks, etc.).</p> <p>Summative assessment is performed at the end of the semester, end of the school year and on Final Exam.</p> <p>In non-formal education the assessment of learning outcomes achievement is conducted through an exam for the verification of mastery of the programme for acquiring qualification.</p> <p>In the recognition of prior learning process the assessment of mastery of learning outcomes is conducted by assessing previously acquired learning outcomes and competencies that the candidate managed to prove through the prescribed assessment instruments as well as through an exam for the assessment of learning outcomes achievement that combines several assessment methods, of which practical work in a real/simulated work environment is obligatory.</p>

QUALITY ASSURANCE OF QUALIFICATION	
Qualifications of teachers/trainers, etc.	<p>Appropriate education:</p> <ul style="list-style-type: none"> - NQFS level 7 (sublevel 7.1, sublevel 7.2), or in exeptional cases appropriate education - NQFS level 6 (sublevel 6.1, sublevel 6.2), or - secondary education, if for certain subjects no teachers are educated at appropriate educational NQFS level 7, in accordance with the Law on the Foundations of the Education System; <p>For teachers conducting practical teaching appropriate education:</p> <ul style="list-style-type: none"> - NQFS level 6 (sublevel 6.1, sublevel 6.2) or - NQFS level 5 (appropriate specialist or master craftsman education with five years of work experience in the profession), if for certain subjects no teachers are educated at appropriate educational NQFS level 7, in accordance with the Law on the Foundations of the Education System.
Awarding body	<p>Vocational secondary schools</p> <p>Publicly recognised organisers of adult education activities (PROAEA)</p>