

A decorative graphic in the bottom left corner consisting of several overlapping, curved shapes in shades of blue and dark blue, resembling a stylized globe or a series of connected paths.

THE IQS IN A NUTSHELL
SET YOUR PATH
TOWARDS
DEVELOPMENT



Technological advances and the subsequent dynamic pace of change on the Polish labour market mean that both employees and employers must be flexible – ready to meet the challenges of this and able to adapt to market needs. Therefore, to avoid professional stagnation or even exclusion from the market, employees are attaining new qualifications confirmed by a diploma or certificate. Employers, on the other hand, are investing in the development of their companies by placing their stakes on a competent staff.

Qualifications are not just a school certificate or a master’s degree. We acquire knowledge and skills in various places: in schools and universities, but also in the workplace, in courses provided by various training firms or by learning at home. As a result, we often have the competences sought after on the labour market, but lack the certificate to prove it.

**WE LEARN THROUGHOUT LIFE
DISCOVER YOUR POTENTIAL!**

EMPLOYER

Beata, 48, the owner of a small travel agency specialising in walking tours

I’m an accountant by training and have worked in my profession almost all my life. Travel was just my hobby. However, I was tired of my job and needed a change. The idea of opening a travel agency seemed totally unrealistic at first, but when I looked at my experience, skills and interests, I discovered that I had hit the bull’s eye!



EMPLOYEE

Piotr, 23, mountain guide

I’ve loved the mountains since childhood, and hiked many with my parents. Then I started to get my friends involved by taking them on treks. I’m studying management, but until recently, I didn’t know what I wanted to do professionally. It had never occurred to me that mountain trekking could be a way of earning a living...



YOU KNOW THAT YOU KNOW IT, BUT HOW CAN YOU PROVE IT TO EMPLOYERS?

How can you prove that you have the required competences to be a tour guide?

How do you know that the person who will take care of your grandmother will give her good care?

How can you make sure that the candidate for the position of personal data security specialist has the required knowledge?

The Integrated Qualifications System can help with this, making it possible to officially confirm the skills and knowledge gained through independent learning, courses, workshops and on-the-job experience. The IQS also provides public access to a list of qualifications with clearly defined descriptions. Well-described qualifications will tell you what range of skills you have to acquire or what you can specifically expect from job candidates.

Over **150 countries** in the world are working on similar solutions. Each of them adapts the qualifications system to their needs.



The Integrated Qualifications System (IQS) is a solution that allows various qualifications to be described, organised and collected in one publicly available register. The IQS makes it possible to easily confirm your own skills and those of your employees on the Polish and foreign labour markets. The aim of the IQS is to increase the level of human capital in Poland.



INTEGRATED QUALIFICATIONS SYSTEM QUALIFICATIONS FOR EVERYONE!

In Poland, qualifications – understood as properly verified knowledge, skills and social competences – are awarded in schools and universities as, for example, school completion certificates, secondary school completion certificates, master's degrees or doctoral diplomas.

Qualifications can also be attained after completing courses or training workshops and passing an exam confirming the skills acquired there.

The Integrated Qualifications System is a solution that organises commonly accepted and recognised diplomas and certificates. It allows you to better use them in career planning and helps you make informed decisions about the actual needs of the labour market.

The Integrated Qualifications System is innovative, primarily because it allows us to formally confirm our skills without having to attend additional courses. When we gain professional experience or learn on our own, we broaden the scope of our competences, which, after being confirmed within the Integrated Qualifications System, are called market qualifications.

I had quite a challenge at the very beginning – to build a competent team for my travel agency. I realized that one's education can be quite different from one's practical knowledge, experience, and – that which is crucial in the tourist industry – social competences. I also had problems verifying what job candidates had written in their CVs... This will be much easier with IQS certificates!



I don't have my master's degree yet, and I'm not even studying tourism. But I have a lot of trekking experience, I know a lot about the areas where I hike, and I get along well with people. I think these are the most important features of being a tour leader. The IQS will let me check which specific requirements I have to fulfil in order to get such a qualification, and therefore – my dream job!

The IQS makes it possible to collect qualifications from various sectors and industries in one public database, called the Integrated Qualifications Register (IQR).

Everyone will be able to find out:

- which qualifications are awarded in Poland,
- which skills are required to have a given qualification officially confirmed,
- exactly where a certificate can be obtained.

Part of the synopsis of the „Tour leader” qualification's descriptors from the Integrated Qualifications Register: www.kwalifikacje.gov.pl

General information	Learning outcomes	ABs & EQAEs	Other information	History
Qualification name	Tour leader			
Abbreviated name	Tour leader			
Type of qualification	Partial qualification	Polish Qualifications Framework level	4	

A brief synopsis of the qualification describing the activities or tasks that a person with this qualification is able to do.

A person with this qualification is prepared to represent the tour operator during a tourist event. He/she prepares the plan for implementing the tourist event and gathers the relevant organisational and sightseeing information for its implementation. He/she conducts the tourist event, guiding participants along the route and providing them with organisational and sightseeing information. He/she takes care of the tourist event participants and supervises the provision of services enumerated in the contract with the tour operator, while at the same time having utmost consideration of the employer's resources and reputation.

INTEGRATED QUALIFICATIONS SYSTEM

RELIABLY CONFIRM QUALIFICATIONS SUPPORTED BY STRONG PILLARS

PRECISE AND PROFESSIONAL

A qualification included in the IQS is understood the same way by an employer and employee because its description presents a clear, detailed range of skills. The legitimacy of including a qualification in the IQS is provided by industry experts, who evaluate its description in terms of labour market needs and the adequacy of the tasks to be performed by a person with the qualification.

INNOVATIVE AND STANDARDISED

The innovative solutions of the IQS also refer to the methods of assessing a qualification's required competences. The optimal methods of verifying the knowledge and skills presented in each qualification's description are defined. These methods are not confined to traditional tests of knowledge, but can also include, for example, observation in the workplace or an analysis of a work portfolio.

RELIABLE AND QUALITY ASSURED

Awarding bodies operate in accordance with set standards and their operations are evaluated by external quality assurance entities. These entities not only monitor the process of assessing skills and awarding certificates, but can also recommend improvements in the activities of awarding bodies and modify standards.

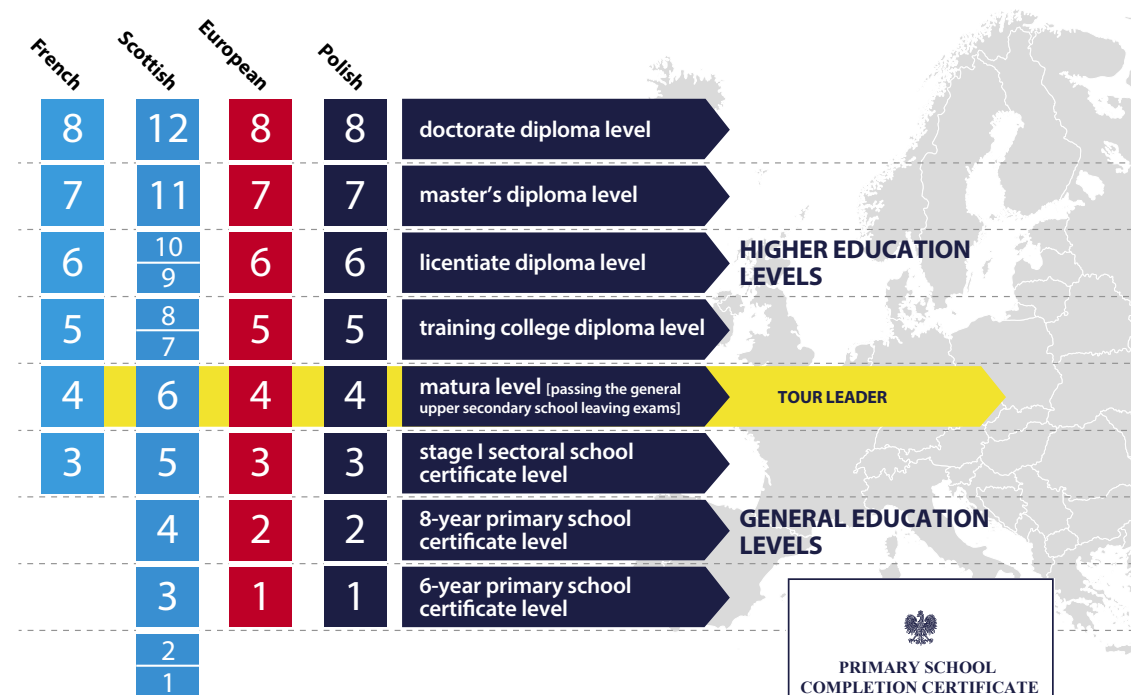


Getting a certificate will make it easier for me to find a job at a travel agency, so that I can make a living by doing what I love! But I don't know what the future will bring... And if I decide to work outside of Poland? I've hiked so many mountain trails that I could easily work as a mountain tour leader in any part of the world. Only will a foreign employer recognise my certificate?

IQS CERTIFICATES – A SYMBOL OF QUALITY IN POLAND AND ABROAD

The Polish Qualifications Framework (PQF) is one of the most important elements of the IQS. It describes the country's structure of qualifications levels, reflecting the increasing degrees of difficulty and complexity of the tasks to be performed. The Polish Qualifications Framework allows qualifications to be compared to each other and to be referenced to those in other countries.

How does it work? It's simple! Look how easy it is to reference the level assigned to the "Tour Leader" qualification to the levels of other European countries and those awarded in Poland in schools and universities.



AS OF 2017, HIGHER EDUCATION DIPLOMAS AND SCHOOL COMPLETION CERTIFICATES INCLUDE THE SPECIAL TRADEMARK OF THE POLISH QUALIFICATIONS FRAMEWORK





INTEGRATED QUALIFICATIONS SYSTEM FOR THE SECTOR BY THE SECTOR – THE BROADER PERSPECTIVE



1 Can't find specialists? Describe what your company needs!

Market qualifications can be included in the Integrated Qualifications System at the request of an interested entity conducting organised activities in an area of the economy, labour market, education or training. Such an entity could be a training company or an organisation of entrepreneurs from a given industry. This ensures that the qualifications functioning in the IQS adequately meet market needs and fill the competence gaps in a given sector.

2 Are you looking for reliable workers? Work with others in your sector to develop quality standards for training and certification!

An interested entity can also apply for the authority to award qualifications, i.e. to obtain the status of an awarding body (AB). In order to maintain the quality standards of issued certificates, an awarding body works with an external quality assurance entity (EQAE).

Being at the forefront of change in your sector is an opportunity for your company to open new paths for development.

3 Do you want to be a leader in your sector? Define what it needs to discover new directions for development!

The IQS also gives you the opportunity to develop the entries of the Polish Qualifications Framework so that they take into account the specific character of a given industry. Sectoral Qualifications Frameworks (SQF) serve this purpose. Their task is to link the language of the PQF with the terminology characteristic of a specific branch of the economy.

When industry representatives come to the conclusion that their sector needs a sectoral qualifications framework, they can begin working on one. Then they have a decisive voice regarding its shape and scope. Work on the framework can also be the beginning of a discussion on the possible directions of development in a given economic sector or on new requirements for the competences of employees. This is why we say that the SQF is developed for the sector by the sector.



The solutions introduced by the IQS will help me find valuable employees with exactly the set of qualifications I'm looking for. But that's not all! The Sectoral Qualifications Framework for Tourism will help me analyse the organisational structure of my company and the competences of my team.

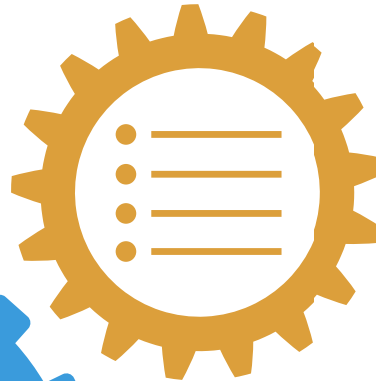
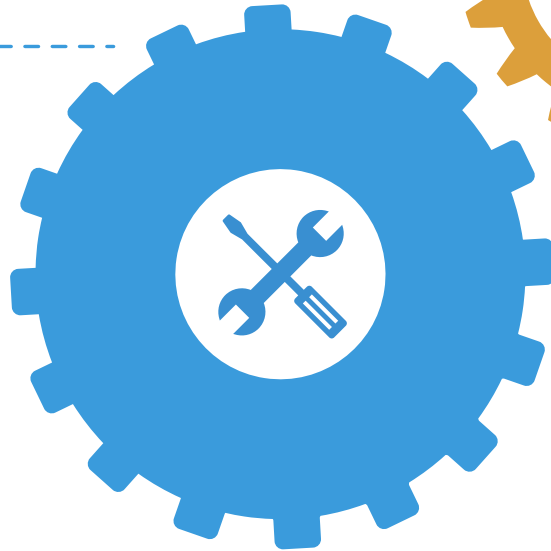


INTEGRATED QUALIFICATIONS SYSTEM THIS WILL WORK ON THE POLISH LABOUR MARKET

1 QUALIFICATIONS | THE POLISH QUALIFICATIONS FRAMEWORK

ORGANISING LABOUR MARKET NEEDS

Qualifications that can be attained in any way and at different stages of life are described in a manner that takes into account labour market needs. Qualifications included in the IQS are assigned a Polish Qualifications Framework level.



5 CERTIFICATE WITH THE POLISH QUALIFICATIONS FRAMEWORK (PQF) LEVEL

A SYMBOL OF QUALITY IN POLAND AND ABROAD

A reliable confirmation of competences recognised by employers.

4 EXTERNAL QUALITY ASSURANCE ENTITY (EQAE)

OVERSEES THE PROCESS OF AWARDING QUALIFICATIONS

An entity working with awarding bodies – monitoring the quality of the activities that assess and confirm competences.

3 AWARDING BODY (AB)

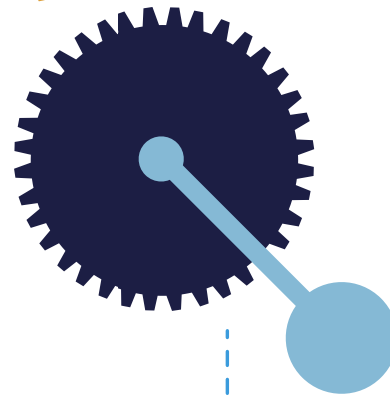
CONFIRMS PROFESSIONALISM

The entity authorised to verify knowledge and skills as well as to award the qualifications included in the IQS.

2 INTEGRATED QUALIFICATIONS REGISTER (IQR)

ALL THE INFORMATION IN ONE PLACE

A public database collecting information about the qualifications included in the IQS and the entities functioning in the Polish qualifications system.





**INTEGRATED QUALIFICATIONS SYSTEM
ACHIEVING SUCCESS TOGETHER**

BENEFITS FOR
EMPLOYERS



MAKES IT EASIER TO ASSESS THE COMPETENCES OF JOB CANDIDATES AND REDUCES THE RISK OF COSTLY RECRUITMENT MISTAKE



INCREASES THE CREDIBILITY OF YOUR CERTIFICATES AND CREDENTIALS, MAKING IT EASIER TO FIND A JOB

MAKES IT POSSIBLE TO DEVELOP NEW QUALIFICATIONS, "TAILOR-MADE" TO THE NEEDS OF THE EMPLOYER AND LOCAL LABOUR MARKET



SUPPORTS CAREER PLANNING AS WELL AS A CHANGE OF PROFESSION OR SECTOR

HELPS TO IMPROVE THE PROMOTION SYSTEM, DETERMINE SALARY LEVELS AND ACCURATELY SELECT RELEVANT TRAINING FOR EMPLOYEES



MAKES IT POSSIBLE TO FORMALLY CONFIRM KNOWLEDGE, SKILLS AND SOCIAL COMPETENCES ACQUIRED THROUGH SELF-LEARNING

IMPROVES A COMPANY'S COMPETITIVENESS IN BIDDING FOR CONTRACTS AT HOME AND ABROAD THANKS TO QUALIFIED EMPLOYEES WITH CERTIFICATES THAT HAVE THE PQF TRADEMARK



PRESENTS YOUR QUALIFICATIONS IN AN UNDERSTANDABLE WAY TO EMPLOYERS FROM ABROAD – SUCH AS IN EU COUNTRIES

BENEFITS FOR
EMPLOYEES



WWW.KWALIFIKACJE.GOV.PL

ALL OF THE OFFICIAL INFORMATION ON THE INTEGRATED
QUALIFICATIONS SYSTEM AND ACCESS TO THE
INTEGRATED QUALIFICATIONS REGISTER

WWW.KWALIFIKACJE.EDU.PL

NEWS, CALENDAR OF EVENTS AND A COMPENDIUM
OF KNOWLEDGE ABOUT THE INTEGRATED
QUALIFICATIONS SYSTEM

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