

Pursuant to Article 10 paragraph 3 of the Law on the National Qualification Framework (Official Gazette of Montenegro, number 80/2010), and after obtaining opinion of the National Council for Education and Council for Higher Education, the Ministry of Education and Sport passed the following

## **RULEBOOK ON DESCRIPTION OF QUALIFICATION LEVELS AND SUBLEVELS**

### **Content of the Rulebook**

#### **Article 1**

The present Rulebook shall lay down the description of qualification levels and sublevels, which are categorized into eight levels within the National Qualification Framework.

#### **Concept**

#### **Article 2**

The description of qualification levels and sublevels is a measurable indicator of complexity of knowledge, skills and competences acquired by a person through learning and proved upon completing the learning process.

#### **Level One (I)**

#### **Article 3**

Level one shall have two sublevels, specifically: sublevel one (I1) and sublevel two (I2).

Sublevel one (I1) shall be described through the knowledge, skills and competences, specifically:

1) knowledge: basic knowledge of simple facts and notions within the field of work or disciplines;

2) skills: basic linguistic and mathematical literacy; development of practical skills in performance of a smaller number of familiar repetitive tasks, using basic tools and materials;

3) competences: work in entirely predictable and familiar repetitive situations; very low independence in performance of tasks and activities; performance

of tasks and activities is under direct supervision; no responsibility for the work of others.

Sublevel two (I2) shall be described through knowledge, skills and competences, specifically:

1) knowledge: basic general knowledge, knowledge of basic facts and notions within a discipline or field of work, or a discipline enabling further systematic learning;

2) skills: basic linguistic, mathematical and computer literacy; basic knowledge of natural and social sciences and basics of civic competence; performance of basic tasks planned beforehand, in familiar, seldom changing circumstances, using basic methods, tools and materials, under clear guidelines;

3) competences: performance of activities and tasks in predictable and familiar situations; limited independence in performance of simple, familiar tasks and activities under direct supervision; evaluation of performance is done according to simple criteria; no responsibility for the work of others.

## **Level Two (II)**

### **Article 4**

Level two (II) shall be described through knowledge, skills and competences, specifically:

1) knowledge: basic general and functional professional knowledge that can be applied in practice within a field of work or discipline;

2) skills: basic functional linguistic, mathematical, computer literacy, use of basic knowledge of natural and social sciences and basics of civic literacy; performance of less demanding, previously defined tasks and activities in familiar conditions; handling machines with simple procedures and with simple tools and devices, according to detailed instructions;

3) competences: performance of activities under periodic supervision, ability to cope with simple problems in situations related to a certain area or discipline; evaluation of one's own performance is done according to the basic criteria in the field of work, with limited responsibility for quality.

## **Level Three (III)**

### **Article 5**

Level three (III) shall be described through the knowledge, skills and competences, specifically:

1) knowledge: basic general and professional knowledge, along with knowledge of facts, principles and processes in the field of work or discipline;

2) skills: cognitive and practical skills that enable handling familiar and less familiar situations; fairly demanding, less standardized and relatively clear tasks and activities, involving different materials, tools, equipment and devices in production and services;

3) competences: ability to perform tasks and activities that are not always defined beforehand, with a higher degree of responsibility and independence; work is conducted in line with general instructions; within the authorities given in advance, planning, preparing, organizing and evaluating one's own performance and the performance of individuals and a smaller group, within one's own scope of work.

## **Level Four (IV)**

### **Article 6**

Level four shall have two sublevels, specifically: sublevel one (IV1) and sublevel two (IV2).

Sublevel one (IV1) shall be described through knowledge, skills and competences, specifically:

1) knowledge: systematic and comprehensive general and professional knowledge in a discipline or a field of work, which include linking facts and theoretical principles and enable further systematic learning;

2) skills: application of different cognitive and practical skills, based on theoretical knowledge and principles, required for problem solving and performance of different tasks in a field of work or discipline;

3) competences: independence in resolving tasks within a discipline or a field of work, along with predicting consequences concerning the decisions made and actions taken; responsibility for one's own work and the work of a group, as well as evaluation of performance is done according to the set criteria.

Sublevel two (IV2) shall be described through knowledge, skills and competences, specifically:

a) knowledge: specialized professional knowledge concerning processes, tools, materials and devices within the narrow area of expertise;

b) skills: understanding of theoretical principles and their practical application in problem solving; performance of various, more demanding and specific tasks in partly unpredictable situations, including the use of different tools, devices and methods;

c) competences: independence in handling different and specific problems within the area of expertise; preparation and organization of one's own work and the work of others, including responsibility for their work; ability of transferring knowledge related to one's own scope of work to others; evaluation of one's own performance and performance of a group is done according to the general and specific criteria in the area of expertise.

## **Level Five (V)**

### **Article 7**

Level five (V) shall be described through knowledge, skills and competences, specifically:

1) knowledge: comprehensive systematic professional knowledge in a specific field of work, which enables critical understanding of concepts, principles, technologies and methods of work;

2) skills: performance of a large number of diverse and complex tasks in new and unfamiliar situations, using different methods, techniques and procedures;

3) competences: independence in decision making in new and unfamiliar situations within the scope of work, introduction of modifications and improvements in planning and organizing processes affecting quality improvement of tasks and activities; responsibility for performance of a group, evaluation of one's own work, work of a group and processes.

## **Level Six (VI)**

### **Article 8**

Level six (VI) shall be described through knowledge, skills and competences, specifically:

1) knowledge: showing a wide and integrated range of theoretical and practical knowledge from the related subject or discipline enabling the understanding and application of professional knowledge in the field of studying; use of knowledge based on current developments and critical reflection on a certain subject or discipline; showing critical reflection on one's own creative potential and the ability to

choose and apply main theories and principles, concepts and terminology within a given field; perceiving arguments for resolving problems within one's own field and being able to defend them;

2) skills: having command of certain methods, skills, techniques/practice and materials related to a subject or a discipline, some of which are specialized or advanced; applying routine methods of enquiry and/or research; collecting and interpreting relevant data in one's own field, using an entire range of sources; providing critical evaluation of problems and/or synthesis of ideas, concepts, information and matters; using a range of general skills, monitoring and applying the development of new techniques and technologies; recognizing main problems on the basis of research and by integrating knowledge from the new or interdisciplinary fields, showing the ability to perform selection and apply relevant approaches and tools in order to resolve problems and complete tasks: applying knowledge in manners reflecting professional approach to work and practice, as well as showing the ability to develop ideas and arguments, and the ability of problem solving; being able to form opinions on the basis of incomplete or limited information; showing awareness of one's own potentials and motivation for upgrading one's own knowledge, skills and competences;

3) competences: showing the ability of management, as well as innovative abilities in unfamiliar and unpredictable work contexts using a range of techniques; resolving problems that involve many factors in conditions in which there are no adequate sources of relevant information; being independent in taking initiative in some less demanding activities concerning implementation of a certain subject/discipline; taking certain responsibility for the work and training of others and making constant evaluation of one's own work and responsibility towards work; showing teamwork abilities under leadership of other competent persons; showing creativity in development of projects and initiatives; making judgment on the basis of social and ethical matters that occur during the course of work and studying, requesting guidelines (instructions) where necessary.

## **Level Seven (VII)**

### **Article 9**

Level seven has two sublevels, specifically: sublevel one (VII1) and sublevel two (VII2).

Sublevel one (VII1) shall be described through the knowledge, skills and competences, specifically:

1) knowledge: showing theoretical and practical experience which represents a basis for originality in professional work and/or application of ideas; integrating a majority of main professional fields, terminology and conventions on the level of a discipline (or a set of related subject areas as is the case in medicine), developing highly specialized theoretical and practical knowledge within a certain subject/discipline in a range of related subject areas based on the relevant scientific discoveries; showing knowledge of current matters and trends in one or more subjects/disciplines and related subject fields and showing awareness and understanding of main theories, principles, concepts and the ability of their application; critically considering, consolidating and expanding knowledge, skills and practice in one's own subject/discipline; acquired knowledge forms the basis for development and application of original ideas and solutions, as well as good basis for further specialization and education continuance, with a view to progression towards higher qualification levels.

2) skills: use of a range of main skills, techniques, practices and/or materials related to a field/discipline (or a set of related subject fields such as those in medicine); monitoring and applying new techniques and technologies; applying certain skills, practices and/or materials that are more specialized or advanced; applying a range of standards and specialized research tools and inquiry techniques and showing the ability of participating in scientific research; diagnosing, defining and analyzing complex problems in one's own field, drawing conclusions and giving recommendation by use and integration of all knowledge from one's own, as well as other related fields; developing original and creative answers to certain problems and questions; showing the ability to make critical evaluation one's own performance and motivation for continuous upgrade of one's own knowledge, skills and competences; having skills for teamwork in scientific research, as well as special contribution of individual work;

3) competences: showing the ability to efficiently work on a specific and/or multidisciplinary subject as a member, contributing to a new manner of thinking and problem solving; working professionally under leadership, in cooperation with colleagues and qualified persons from the area of practice; taking responsibility for one's own work and/or responsibility for the work of others; critically reviewing one's own and other people's roles and responsibilities, showing the ability to work and

handle a situation in various unfamiliar and complex work conditions and exploration fields and resolving problems within those contexts, being independent and taking initiative in tasks or activities related to work and/or research, participating in professional discussions, formulating and presenting arguments and solutions for main problems from the academic and vocational area; dealing with complex ethical and professional matters in line with the existing regulations and professional orientation.

Sublevel two (VII2) shall be described through knowledge, skills and competences, specifically:

1) knowledge: showing highly-specialized theoretical and practical knowledge which integrates most of the major fields of a subject/discipline, knowledge of terminology and conventions; using theoretical and practical knowledge related to the latest scientific achievements; showing critical understanding of main theories, principles, concepts and matters related to the subject/discipline in their own field and intersections of different areas; showing originality and creativity in application of one's own knowledge; having good basis for engaging in scientific research and making further progress in science aimed at obtaining a PhD degree;

2) skills: using a wide range of skills, techniques, practices and/or materials related to a subject/discipline, including a range of specialized ones which represent the latest achievements; using information from the latest scientific discoveries, using a range of advanced and specialized general skills; being able to apply a range of standards and specialized research or equivalent tools and techniques in research; identifying problems on the basis of research by use of latest discoveries or practices from one's own field or from interdisciplinary fields; addressing complex issues and making conscious decisions in situations lacking complete or consistent data/information; showing originality and creativity in application of knowledge, skills, practices during the work on a subject; communicating with one's own colleagues, colleagues of higher rank and specialists; showing motivation for continuous improvement of personal scientific knowledge; being capable of explaining the results and methods of projects to both professional audience and laypersons, by use of adequate techniques;

3) competences: having a significant autonomy and initiative in conducting activities, showing the ability to manage and introduce novelties in complex and unfamiliar working and teaching contexts; having the ability to resolve problems in the absence of relevant information; taking responsibility for one's own work as well

as a significant part of responsibility of others; performing evaluation of team performance, showing skills required for project management; possessing innovation ability of reasoned problem solving; showing leadership skills and/or taking initiative; being able to work in complex ethical and social circumstances and making decisions related to matters for which there are currently no regulations or guidelines.

## **Level Eight (VIII)**

### **Article 10**

Level eight (VIII) shall be described through knowledge, skills and competences, specifically:

1) knowledge: showing a wide range of knowledge of a certain field of research; using professional knowledge for critical analysis, evaluation and relation of complex ideas that are entirely new in a certain field; enriching or redefining the existing knowledge and/or professional practice in one and/or several overlapping fields; forming or managing scientific and research team, independently connecting, interpreting and presenting results of scientific research.

2) skills: selecting and using appropriate methodologies; showing advanced skills in collecting, managing, obtaining and analyzing data in complex environments; applying highly developed informational, scientific and educational, technological skills, as well as skills for managing projects and expertise in scientific research; having abilities to interpret data and defend arguments; possessing skills for high level communication with scientific community; showing expertise in dissemination and publishing of scientific results and works; possessing the ability of scientific networking with colleagues within the research fields; having the ability of excellent communication in one of the most common foreign languages in international research community, leading, researching and developing a project being managed, diagnosing a problem and bringing solution on the basis of incomplete and limited information;

3) competences: identifying the field of research; showing the ability to lead research independently, resolving problems by integration of complex and at times incomplete sources of knowledge in new and unfamiliar contexts; choosing, planning and initiating research work in a manageable way; respecting ethical principles in research; contributing to originality of research within a given field; having the ability of upgrading knowledge or applying knowledge in the new context (previously not explored) or improvement of methodology; reacting to social, ethical problems that



occur during work and studying; showing quality in management and abilities for innovation in unfamiliar, complex or unpredictable work or teaching contexts; showing commitment, determination and persistence in work.

### **Entry into Force**

#### **Article 11**

The present Rulebook shall enter into force on the eight day following that of its publication in the Official Gazette of Montenegro.

**Number: 01-345/4**

**Podgorica, 6 October 2011**

**MINISTER**

**Slavoljub Stijepović**