



Europass certificate supplement (*)



1. Title of the certificate ⁽¹⁾

IKT-Driftsfag

⁽¹⁾ In the original language

2. Translated title of the certificate ⁽¹⁾

ICT operations

⁽¹⁾ If applicable. This translation has no legal status.

3. Profile of skills and competences

The holder of this document has the competence to work with operating and maintenance ICT systems. S/he

- has knowledge of service, respect and guidance as well as good communicative skills in Norwegian and English
- is qualified to plan, carry out, document and assess own work and learning, as well as to cooperate with others
- is capable of using knowledge and concepts relating to the structure and function of ICT systems in his/her work, and is capable of being creative and critical, and can use the technology to solve work tasks
- is capable of using technical documentation in Norwegian and English
- is familiar with requirements relating to job restructuring, and is capable of applying knowledge in new contexts
- is capable of dealing with information ethically, complying with relevant legislation, regulations and agreements, and of working in a proper manner bearing in mind health, safety and the environment
- has knowledge of the company's tasks locally and is familiar with the structure of the company as well as his/her own position and function and is capable of giving priority to tasks in keeping with the company's requirements for profitability and quality
- is capable of giving guidance in the use of workstations and guiding others in the use of the company's systems
- is capable of planning and carrying out installation of a workstation based on the needs of the user and the enterprise, carrying out quality control and documenting the setup
- is capable of operating a network as well as defining and documenting network safety and security procedures
- is capable of contributing to the work with assessing, adapting and maintaining ICT systems and documenting the maintenance process
- masters methods for logical and systematic troubleshooting

The final on-the-job training in a company comprises the modules 1: User support, 2 Workstation, 3: Network operations, 4: System maintenance.

The holder of this document also has skills on the upper secondary school level in Norwegian, English, mathematics, natural science, social studies and physical education. Adult students may in some cases be exempted from the requirement for these common-core general studies subjects.

4. Range of occupations accessible to the holder of the certificate ⁽¹⁾

Craft certificate as an ICT operator

⁽¹⁾ If applicable

⁽¹⁾ Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.eu.int>

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5. Official basis of the certificate	
Name and status of the body awarding the certificate Craft certificate issued by the county administration through the Vocational Training Board	Name and status of the national/regional authority providing accreditation/recognition of the certificate The Royal Norwegian Ministry of Education and Research
Level of the certificate (national or international) No certificate levels are used in Norway. The education/training corresponds to completed upper secondary education	Grading scale / Pass requirements Passed with distinction, Passed, Failed
Access to next level of education/training The training/education together with further instruction in general studies subjects qualifies the candidate for admission to higher education	International agreements
Legal basis Act dated 17 July 1998 no 61: Act relating to Primary and Secondary Education (The Education Act), Regulations dated 28 June 1999 no 722: Regulations relating to the Education Act, and the General Curriculum (with subject syllabuses) for Upper Secondary Education	

6. Officially recognised ways of acquiring the certificate		
Description of vocational education and training received	Percentage of total programme (%)	Duration (hours/weeks/months/years)
School-/training centre-based	50	2 years
Workplace-based	50	2 years
Accredited prior learning		
Total duration of the education/ training leading to the certificate		4 years
Entry requirements		
Additional information The first two years of the training take place in a school/training centre. This comprises a total of 19 periods per week in general studies subjects, 47 periods per week in specialised subjects and four periods per week in elective subjects. This is followed by two years of training in a company, where one year is training and one year is value creation. Adult students may in some cases be exempted from the requirement for the general studies subjects.		
More information (including a description of the national qualifications system) available at: www.nonrp.no		
National reference point www.nonrp.no		