

Certificate Supplement

1. Legally protected title of the qualification

Fachfrau / Fachmann Information und Dokumentation mit Fähigkeitszeugnis (FZ)

2. Translated title of the qualification

Information and Documentation Specialist

Diploma of Vocational Education and Training

3. Profile of skills and competences

Holders of this qualification possess specialist knowledge, broad general knowledge and practical knowledge in the various areas of documentary information. They:

- select media according to the collection profile of the company; they order information, information media and licenses from various suppliers and monitor acquisitions
- provide access to information in accordance with internal rules and international standards
- maintain directories both in analogue and digital format
- work with various reproduction methods and information technologies
- process information media to enable circulation and use over a long period of time
- Contribute to the sharing of information and cultural heritage
- offer services in their area of responsibility that are tailored to suit the needs of target groups
- advise customers and handle their enquiries
- receive research requests, use search strategies and research tools and use their contacts with partner institutions
- observe the legal requirements in dealing with customers and suppliers (data protection, copyright, etc.)

4. Range of occupations accessible to the holder of the qualification

Holders of this qualification work in archives, libraries, documentations or in other information management offices.

Their activities include the acquisition, indexing, storage, preservation and researching of information as well as the sharing of information and media.



5. Official basis of the qualification

Name and status of the national authority responsible for issuing the qualification:

- Amt für Berufsbildung und Berufsberatung (ABB), Postplatz 2, 9494 Schaan, Liechtenstein
Postadresse: Postfach 684, 9490 Vaduz, Liechtenstein
www.abb.llv.li; phone: +423 236 72 00; mail: info.abb@llv.li

Level of the qualification (national or international):

National Qualifications Framework for the VPET system:	Level 4
European Qualifications Framework:	Level 4

Grading scale/Pass requirements:

- 6 = very good
- 5 = good
- 4 = satisfactory
- 3 = unsatisfactory
- 2 = poor
- 1 = unusable

Minimum passing grade: 4

Legal basis of the qualification:

- Verordnung vom 26. Oktober 2010 über Fachfrau/Fachmann Information und Dokumentation (FZ)
- Verordnung über den Nationalen Qualifikationsrahmen für Abschlüsse der Berufsbildung vom 27. August 2014 (RS 412.105.1)

6. Officially recognised ways of acquiring the qualification

Training for the Information and Documentation Specialist, VET Diploma lasts 3 years. Training content is usually distributed across two different learning locations: classroom instruction at a vocational school and apprenticeship training at a host company. However, depending on the VET programme, learners will also attend branch courses at a branch training centre. Professional competences required for the given occupation are decided by the sponsor of the VET programme.

- Host companies provide learners with practical skills associated with the occupation. Learners usually work an average of 3.5 day(s) per week.

- Vocational schools provide classroom instruction in vocational subjects and subjects falling under the category of language, communication and society (LCS). Learners usually attend classes an average of 1.5 day(s) per week; total number of lessons: 1680.

- Branch training centres provide learners with additional skills that are intended to complement classroom instruction and apprenticeship training, total duration of branch courses: 29-31 days.

The qualification procedure and final examination includes the following:

- Practical project covering 3,5 hours



- (Written and/or verbal) testing of knowledge gained from vocational instruction covering 3 hours
- LCS

The calculation of the overall grade takes into account the grades obtained for individual areas of competence and the grades obtained from classroom instruction at the vocational school.

Other equivalent qualification procedures are possible.

National referencing body:

AIBA

This certificate supplement draws its legal basis in Article 4 paragraph 1 of the Ordinance of 27 August 2014 on the National Qualifications Framework for Vocational and Professional Qualifications (NQF-VPQ-O, SR 412.105.1). This certificate supplement follows the model recommended by the European Parliament and Council (Decision No. 2241/2004/EC). The purpose of the certificate supplement is to provide sufficient data to improve the international transparency and fair professional recognition of qualifications (diplomas, certificates etc.). It describes the nature, level, context, content and type of training and education pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. The certificate supplement is free from value, judgements, equivalence statements or recommendations on recognition.

Additional information can be found at: www.nqfl.li

