




descriptors measurable visible behaviour employee /student levels 1 up to level 5

	NLQF 1	NLQF 2	NLQF 3	NLQF 4	NLQF 5
Descriptor NLQF	Measurable /visible behaviour	Measurable /visible behaviour	Measurable /visible behaviour	Measurable /visible behaviour	Measurable /visible behaviour
Context	Employee/candidate carries out routine tasks that are restricted to the personal work place.	Employee/candidate carries out tasks that are restricted to the personal environment. Employee/candidate carries out varied tasks if necessary.	Employee/candidate carries out tasks in a familiar environment, but with varying tasks and playing different roles: cooperative and/or leading.	Employee/candidate carries out tasks in a dynamic environment, playing a leading role.	Example: “the spider in the web” at a small building contractor who does on-site planning, work preparation, administration, procurement etc. and in the meantime manages all foremen, including the subcontractors. Employee/candidate takes a leading position, initiates and chairs team meetings; has meetings with higher echelons on a regular basis.
Knowledge	Employee/candidate knows basic principles and operates in accordance with these principles. Employee/candidate can explain in his own words the meaning of a basic principle.	Employee/candidate knows the ‘how’ and ‘why’ of tasks on an implementation level. (for example: safety, reliability and durability e.g. VCA) Employee/candidate knows basic principles and operates in accordance with these principles. Employee/candidate can explain in his own words the meaning of a certain principle.	Employee/candidate can explain the ‘how’ and ‘why’ of professional content and procedures to third parties.	Employee/candidate can explain terms to others. Employee/candidate can abstract and explain relations between terms. Employee/candidate is helpdesk for organisational policies on a tactical and operational level.	Employee/candidate passes on knowledge and explains to others, e.g. colleagues and subordinates. Employee/candidate oversees the professional discipline and work area, as well as of specialists who work under his responsibility and knows what knowledge is required.
Applying knowlegde	Employee/candidate can rephrase instructions in his own words. Employee/candidate explains in his own words which tasks he carries out. Discrepancies in tasks are noticed by the employee.	Employee/candidate tells in his own words how and why procedures should be carried out in a certain manner. Employee/candidate applies knowledge at the right moment in a manner that is pro-active and suitable for the situation.	Employee/candidate instructs staff about procedures. Employee/candidate takes action when he finds himself or staff in lack of knowledge. Employee/candidate takes well-founded decisions about his own work.	Employee/candidate takes action when he finds himself or staff in lack of knowledge. Employee/candidate takes well-founded decisions based on information from different sources. Employee/candidate maps the impact of policy changes for his organisation and work processes and translates them to an adapted execution or adapted work processes, if necessary in consultation with his manager.	Employee/candidate takes action on his own initiative when he finds himself or staff in lack of knowledge. Employee/candidate analyses complex and abstract occupational tasks. Carries out these occupational tasks while following procedures when necessary but also using his own ideas and creativity. Employee/candidate maps the consequences of strategic decisions or changes (from the outside and from the inside) and translates this to a tactical and operational level. Employee/candidate operates within related sectors inside and outside the existing profession.
Problem solving ability	Employee/candidate asks for help when confronted with unfamiliar matters, deviations and problems. Employee/candidate solves unknown/abnormal problems after having had instructions to do so.	Employee/candidate solves simple problems (i.e. problems that fall within the procedure) by himself. Employee/candidate asks for help when confronted with problems he cannot solve on his own.	Employee/candidate solves routine problems. Employee/candidate asks for help from his manager when confronted with more complicated problems. Employee/candidate agrees with his manager upon a solution if this solution is not compliant with procedures. Employee/candidate acts as helpdesk for others in case of problems.	Employee/candidate solves problems beyond standard procedures and protocol by himself to the benefit of the company and for the long term. Employee/candidate uses and combines information from different sources for these solutions.	Employee/candidate asks questions and uses and combines information from different sources to identify the cause and nature of problems and to solve them. Employee/candidate solves problems which are beyond procedures because of their nature and cause and is able to make suggestions for new procedures. Employee/candidate keeps an overview in situations when various factors may cause unpredictable changes.
Learning and developing skills 	Employee/candidate asks questions when in lack of clarity. Employee/candidate also carries out similar tasks (e.g. other department, same work)	Employee/candidate asks questions if he doesn’t know something (first to colleagues, then to manager) Employee/candidate can look up information (for instance in a manual or on the local firm	Employee/candidate can formulate his own learning points. Employee/candidate indicates activities to deal with his learning points. Employee/candidate carries out frequently changing tasks (also	Employee/candidate formulates his own learning points. Employee/candidate indicates activities to deal with his learning points. Employee/candidate carries out constantly changing	Employee/candidate views from various angles, including those contributed by others, can switch and subsequently come to a decision. Employee/candidate evaluates his own learning process autonomously and self-managing, and identifies learning needs. Employee/candidate shows that he wants to learn and