

1. Title of the certificate (NL)
Ervaringsbewijs: toneelmeester (m/v)
In the original language

2. Translated title of the certificate
Certificate of professional competence: stage manager (m/f) (EN)
Titre de compétence professionnelle: régisseur général (h/f) (FR)
This translation has no legal status.

3. Profile of skills and competences
<i>The standard was developed and approved by the sectoral social partners.</i>
<p>The holder of the certificate of professional competence can:</p> <p>plan and organize:</p> <ul style="list-style-type: none"> ➤ create work schedules for the employees, taking into account the regulations and the requirements of the production ➤ adapt work schedules to changing conditions, ensuring compliance with the regulations ➤ decide to rent or to buy additional equipment based on the available budget and the technical documentation of a production. <p>prepare productions:</p> <ul style="list-style-type: none"> ➤ put the technical documentation of a production together, ensuring that, in a concise way, planning, logistics and technical needs are defined ➤ determine bottlenecks in the realisation of a production in a given space, based on technical documentation ➤ explain bottlenecks in the production to the designer / director or the stage manager of the visiting group ➤ present technical solutions to the designer / director in order to realise the artistic concept taking into account the constraints of location and resources ➤ adapt their vocabulary when discussing the production with people without technical backgrounds. <p>coordinate productions:</p> <ul style="list-style-type: none"> ➤ organise the fit up and de-rig of technical components in an order that ensures activities do not interfere with each other ➤ provide relevant information and indications to the staff installing and setting up the technical components ➤ agree with staff over the running of the performance; ➤ verify that all technical components are ready before giving the signal to open the auditorium ➤ inform all employees (technical, artistic, logistics) to ensure they are ready and the performance can start on time ➤ give cues based on a script / scenario during the performance so that people execute their tasks at the desired moment and in the agreed manner ➤ intervene when problems occur to ensure the continuity of the performance is guaranteed

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.europa.eu>

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guide a team:

- give clear tasks to staff
- give assignments according to the skills of staff
- give an employee a new assignment after the previous one is finished
- checks all allocated task
- intervenes on improper work or conduct
- gives an employee feedback on the finished task
- listen to questions, suggestions or comments from the staff.

work safely:

- consult and apply the relevant safety legislation if ambiguities occur
- verify that all used equipment, products and procedures meet the safety requirements
- identify potential risks and prevention measures to staff and management
- intervene when an employee compromises the security
- respond to situations compromising public, staff or artist safety, even if they are not in the security legislation

4. Range of sectors and occupations relevant to the holder of the certificate

The holder of the certificate of professional competence can work as a stage manager, in the live performance industry and social profit (theatres, cultural centres, operas, theatre, dance and music companies, production of live performance and rental of stage equipment).

5. Official basis of the certificate

Name and status of the body awarding the certificate <i>Test centre recognized by the Flemish government</i>	Name and legal status of the national/regional authority providing accreditation/recognition of the certificate <i>Flemish Ministry of Employment and Social Economy</i> <i>Koning Albert II laan 35 box 21</i> <i>B-1030 Brussels</i>
Level of the certificate (national or international) <i>Flemish level</i> <i>RAC (Recognition of Acquired Competences)</i>	Grading scale / Pass requirements <i>All competences as described in point 3 must be proved.</i>
International and European agreements	
Legal basis <ul style="list-style-type: none"> • <i>Flemish Government Order of 23 September 2005 implementing the Decree of 30 April 2004 on obtaining a certificate of occupational competence</i> • <i>Ministerial Order of 27 April 2009 on the recognition as an assessment body within the framework of the recognition and assessment procedure for obtaining a certificate of professional competence</i> • <i>Ministerial Order of 21 January 2008 determining the standard for the title of stage manager (= certificate of professional competence)</i> 	

6. Officially recognized ways of acquiring the certificate

Description of vocational education and training received	Percentage of total programme (%)	Duration (hours/weeks/months/years)
Recognition of acquired competences	100 %	Max. 8 hours
Total duration of the education/ training leading to the certificate		Max. 8 hours

Additional information

The assessment was developed according to the stage manager standard, as established and approved by employee and employer representatives from the sectors of live performance and social profit. The assessment consists of an optional portfolio evaluation and the actual assessment by 2 evaluators according to the stage manager standard.

More information is available at:

www.ervaringsbewijs.be

Flemish overview of Europass certificate supplements:

You can download the Flemish Europass Certificate supplements in different languages and find a description of the national and regional systems for qualifications at:

www.europass-vlaanderen.be/cs