

tekom Qualification Consultation

as of: 06/05/2014

Dear Candidate,

Thank you for your interest in a qualification consultation session with a tekomp counselor. This qualification consultation is a service of tekomp and **free of charge for tekomp members**. Please note that you must be a tekomp **member** for 3 months to be eligible for this free qualification consultation. The session costs 75.00 Euro plus VAT for non-members. For unemployed members, the fees are 25.00 Euro plus VAT.

For whom is the qualification consultation intended?

The tekomp qualification counseling is aimed primarily at people who are already active in the field of technical communication and who wish to determine their current state of knowledge in this area. People considering becoming active in technical communication, who want to learn more about the competency requirements, fields of activity, and an assessment of the knowledge and skills they have already obtained from their professional background, can also make use of the qualification counseling.

The tekomp qualification counseling and the tekomp certification exam are independent from one another: People can take part in the qualification counseling even if they do not specifically intend to take part in the tekomp certification examination. On the other hand, for certification participants with more than 2 years of professional experience in the technical communication, the qualification counseling is prerequisite for the tekomp certification examination.

What are the main goals of the qualification consultation?

The primary goal of the consultation session is to support you in realistically estimating your current level of knowledge in the area of technical communication or, if you are not yet active in the area, to obtain detailed information about the competency requirements, to learn more about the different fields of activity and to assess any training required. The consultation session is based on the document "tekomp qualification modules". The qualification modules were written by tekomp experts and describe the current knowledge required by a technical communicator.

How does the qualification consultation work?

You can arrange an appointment yourself for a consultation session with one of the tekomp counselors listed below. Please refer to the list to determine which counselors also offer the consultation in English. International consultation is usually conducted online via Skype or GoToMeeting. One hour is planned for a consultation session. To put this time to the best possible use requires comprehensive preparation on your part.

Proceed as follows:

1. Read the "**Qualification modules**" thoroughly.
2. Send your **written registration for a qualification** consultation by post or fax to tekomp. The address is provided on the form. Please also send the **declaration of consent for data protection** signed by you by post or fax to tekomp. This is a prerequisite for your participation in the consultation. You will also receive it as an attachment.
3. **Arrange an appointment** via email with the counselor of your choice.
4. Fill out the "**Questionnaire for qualification consultation**" (**Word form**) **electronically**. The survey is essentially oriented towards the qualification modules. Here, you'll provide information on how your knowledge stands up against the modules.
5. Please complete the entire questionnaire and send it by mail to the email address of your qualification counselor. (We recommend that you organize an appointment for consultation in advance in any case.)
6. Attend the **consultation appointment**.
7. You will receive a **record of the consultation** from your counselor after the consultation. You have the option of raising any objections against it within 14 days.
8. Your counselor will send the consultation record to tekomp for **archiving** after completing the consultation.

All important documents for the qualification consultation are enclosed. Please arrange an appointment with one of these counselors (names in alphabetical order):

Dr. Ricci, Ottavio

Via Passo Lanciano, 78
65124 Pescara, ITALY
Phone: +39 348 8868453
Email: oricci@athenacongressi.it

Sapara, Jürgen

Sonnenallee 1
34266 Niestetal, GERMANY
Phone: +49 561 9522-3960
Fax: +49 561 9522-3989
Email: juergen.sapara@SMA.de

Voß, Karsten

05-462 Wiazowna
ul. Sasnia, POLEN
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