Education Field Index

"Education" tab

Field name	Field type	Description
Educational institution	Dropdown	with a selection list of all Austrian educational institutions
Website	Text field	filled in automatically based on the selected educational institution; it can be supplemented
Field of study	Text field	for more detailed definition at educational institutions with different branches
Institution type	Text field	filled in automatically based on the selected educational institution; it can be supplemented
Highest education	Checkbox	if the employee's highest qualification was obtained at this educational institution
Status	Dropdown	with a selection list ("Current", "Completed", "Unknown", "Not completed")
ISCED2011	Dropdown	with a selection list for classification according to the international standard classification of education
from	Dropdown	with a selection list for entries in the form month/year
to	Dropdown	with a selection list for entries in the form month/year

"Training & Seminars" tab

Field name	Field type	Description
from	Date field	with a calendar
to	Date field	with a calendar
Training title	Text field	for more detailed definition of the type of training
Ref. training institution	Text field/Dropdown	can be filled in individually and comes with a selection list of all Austrian educational institutions
Educational institution	Text field	filled in automatically when the selection list for Ref. training institution is used; text entry is possible
Institution type	Text field	filled in automatically based on the selected educational institution; it can be supplemented

Duration (in hours)	Text field	for entering the total time spent on the training, in hours
Duration (in hours)	Text field	for entering the total number of days spent on the training
Status	Dropdown	with a selection list ("Planned", "Completed", "Canceled")
Costs (EUR)	Text field	for the training/course costs incurred
Cost center	Dropdown	with a selection list of the cost centers created according to the organization chart
Comment	Text field	for entering further information
Website	Text field	filled in automatically based on the selected educational institution; it can be supplemented
Seminar group	Dropdown	Field with a selection list of the seminar groups that have been created

"Certificates" tab

Field name	Field type	Description
Certificate name	Text field/Dropdown	with a selection list (first aid, fire protection, safety representative, driver's license classes) and can be filled in individually
Certificate group	Dropdown	Mandatory field, with a selection list
Issuer	Text field	Mandatory field, information on the certificate issuer
Issued	Date field	with calendar
Comment	Text field	for additional information
Valid from	Date field	Mandatory field, with calendar
Valid until	Date field	Mandatory field, with calendar

"Professional Career" tab

Field name	Field type	Description
Company	Text field/Dropdown	for noting previous employers; a selection list can be provided
Function performed	Text field	Mandatory field, for crediting previous periods of service or similar
Homepage	Text field	Homepage of the previous employer

Industry	Text field/Dropdown	with a selection list or can be filled in individually
Company size	Text field	Number of employees of the employer
Employment code	Text field/Dropdown	with a selection list or can be filled in individually; describes the type of employment relationship
Salary	Text field	Entry of the salary in numbers
Comment	Text field	for further information
Valid from	Date field	Mandatory field, with calendar
Valid until	Date field	Mandatory field, with calendar

Note
If required, it is possible to add further fields in the "Education" area to capture data specific to your company. Please contact our specialists and experts for this!