



## 1. Title of the certificate (LT)<sup>1</sup>

Kvalifikacijos pažymėjimas. Smulkaus verslo paslaugų teikėjo mokymo programa (valstybinis kodas 362041704)

<sup>1</sup>in original language

## 2. Translated title of the certificate (EN)<sup>1</sup>

Qualification certificate. Small business service conveyor training programme (state code 362041704)

<sup>1</sup>If applicable. This translation has no legal status.

## 3. Profile of skills and competences

The holder of this certificate must:

1. Know the participants in the economic process and the relationship among them.
2. Manage company accounts.
3. Prepare a business plan.
4. Follow the legal acts of the Republic of Lithuania.
5. Organise the activities of a company.
6. Perform an internal audit.
7. Prepare and administer company records.
8. Perform market research.
9. Use the national language.
10. Observe professional ethics when communicating with customers.
11. Communicate in a foreign language.
12. Use information technologies.

## 4. Range of occupations accessible to the holder of the certificate<sup>1</sup>

The holder may work for various organisations or companies or establish his/her own business and work individually.

<sup>1</sup> If applicable

### (\*) 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.

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5. Official basis of the certificate		
<b>Name and status of the body awarding the certificate</b> Legal entity with licence to provide formal vocational training programmes	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education and Science of The Republic of Lithuania	
<b>Level of the certificate (national or international)</b> ISCED 454; LTKS III; EKS 3	<b>Grading scale / Pass requirements</b> 10 grade scale. A Pass Grade - Grade 7-10 or entry "Passed"	
<b>Access to next level of education/training</b> Possibility to continue studies at the higher level of education programme	<b>International agreements</b>	
<b>Legal basis</b> Law on Education of the Republic of Lithuania Law on Vocational Education and Training of the Republic of Lithuania Resolution No. 535 of 4 May 2010 of the Government of the Republic of Lithuania "On the approval of the description of the National Qualifications Framework		
6. Officially recognised ways of acquiring the certificate		
<b>Aggregate duration of learning required to get the certificate (in weeks):</b> 13 <b>Ratio of theoretical and practical learning (%):</b> 30/70 <b>Duration and place of apprenticeship (in weeks):</b> In an enterprise (0)		
<b>Possibility to include passed education:</b> passed education included by evaluating the knowledge		
Description of vocational education and training received	Part of programme (%)	Duration (in weeks)
School-/training centre-based	30	4
Workplace-based	70	9
Accredited prior learning		
<b>Total duration of the education/ training leading to the certificate</b>		13
<b>Entry requirements</b>		
<b>Additional information</b> More information (including the description of the national system of qualifications) at: <a href="http://www.aikos.smm.lt">www.aikos.smm.lt</a> , <a href="http://www.europass.lt">www.europass.lt</a> , <a href="http://www.euroguidance.lt">www.euroguidance.lt</a> , <a href="http://www.kpmc.lt">www.kpmc.lt</a>		
<b>The National Reference Points:</b> <a href="http://www.europass.lt">www.europass.lt</a> , <a href="http://www.smpf.lt">www.smpf.lt</a>		