

1. Title of the certificate (LT) ¹
Kvalifikacijos pažymėjimas. Administracijos darbuotojo mokymo programa (valstybinis kodas 362041301)
¹ in original language

2. Translated title of the certificate (EN) ¹
Qualification certificate. Administrative worker training programme (state code 362041301)
¹ If applicable. This translation has no legal status.

3. Profile of skills and competences
<p>1. Know the laws regulating the economic and commercial activity of companies and organizations and have basic knowledge of labour laws;</p> <p>2. Have basic filing skills;</p> <p>3. Know the basics of management and marketing;</p> <p>4. Know requirements for the selection of employees;</p> <p>5. Know the rules of communication, business meetings, and business etiquette;</p> <p>6. Be computer literate;</p> <p>7. Handle a company's documentation and prepare the paperwork a company uses to organize its affairs;</p> <p>8. Use modern communication devices and other office machines;</p> <p>9. Organize telephone conversations inside and outside the office;</p> <p>10. Receive visitors and guests;</p> <p>11. Know Lithuanian and at least one foreign language and be able to write business letters;</p> <p>12. Plan a workplace;</p> <p>13. Carry out the initial selection of potential employees and administer the personal files of employees.</p>

4. Range of occupations accessible to the holder of the certificate ¹
Can work as an administrative employee in various enterprises, companies and organizations.
¹ If applicable

<p>(*) Explanatory note</p> <p>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.</p> <p>© European Union, 2002-2014 http://europass.cedefop.europa.eu</p>

5. Official basis of the certificate

Name and status of the body awarding the certificate Legal entity with licence to provide formal vocational training programmes	Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education and Science of The Republic of Lithuania
Level of the certificate (national or international) ISCED 454; LTKS III; EKS 3	Grading scale / Pass requirements 10 grade scale. A Pass Grade - Grade 7-10 or entry "Passed"
Access to next level of education/training Possibility to continue studies at the higher level of education programme	International agreements
Legal basis 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

Aggregate duration of learning required to get the certificate (in weeks): 16 Ratio of theoretical and practical learning (%): 43/57 Duration and place of apprenticeship (in weeks): (1)		
Possibility to include passed education: passed education included by evaluating the knowledge		
Description of vocational education and training received	Part of programme (%)	Duration (in weeks)
School-/training centre-based	43	7
Workplace-based	57	9
Accredited prior learning		
Total duration of the education/ training leading to the certificate		16
Entry requirements		
Additional information More information (including the description of the national system of qualifications) at: www.aikos.smm.lt , www.europass.lt , www.euroguidance.lt , www.kpmc.lt		
The National Reference Points: www.europass.lt , www.smpf.lt		