



1. Title of the certificate (LT) ¹
Kvalifikacijos pažymėjimas. Sekretoriaus mokymo programa (valstybinis kodas 362041501)
¹ in original language

2. Translated title of the certificate (EN) ¹
Qualification certificate. Secretary training programme (state code 362041501)
¹ If applicable. This translation has no legal status.

3. Profile of skills and competences
<p>1. Know the key areas of activities, organisational structure, work procedure, subordinate agencies, and regular correspondents of a company.</p> <p>2. Know the basics of business economics, bookkeeping, the labour law, and the laws regulating the economic and commercial activities of companies and agencies.</p> <p>3. Complete organisational, regulative, and information documents and administer office documentation.</p> <p>4. Use modern communications and office equipment and a PC.</p> <p>5. Receive visitors and guests.</p> <p>6. Know the Lithuanian language and at least one foreign language (English or German) and communicate with office visitors.</p> <p>7. Organise telephone calls within the company and outside the company.</p> <p>8. Administer business trips and prepayment accounts.</p> <p>9. Arrange the office aesthetically, look after office plants, and make flower arrangements.</p> <p>10. Plan one's workplace according to safety and aesthetic requirements.</p>

4. Range of occupations accessible to the holder of the certificate ¹
A secretary may work at various companies and organisations.
¹ 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.

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): 14 Ratio of theoretical and practical learning (%): 85/15 Duration and place of apprenticeship (in weeks): At enterprise (2) 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	85	12
Workplace-based	15	2
Accredited prior learning		
Total duration of the education/ training leading to the certificate		14
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		