



| |
|---|
| 1. Title of the certificate (LT) ¹ |
| Profesinio mokymo diplomas. Apskaitininko ir kasininko mokymo programa (valstybinis kodas 330041101) |
| ¹ in original language |

| |
|--|
| 2. Translated title of the certificate (EN) ¹ |
| Qualified worker's Diploma. Accounting clerk-cashier training programme (state code 330041101) |
| ¹ If applicable. This translation has no legal status. |

| |
|--|
| 3. Profile of skills and competences |
| <ol style="list-style-type: none"> 1. Administer the documents related to the accounting of assets. 2. Administer the documents related to the accounting of capital and liabilities. 3. Administer the accounting of work time and salaries/wages. 4. Prepare accounting documents for archiving. 5. Complete primary accounting documents. 6. Administer the documents relating to goods that have been received. 7. Register business operations in accounts. 8. Calculate the amount of cash in the cash register. 9. Complete cashier accounting. 10. Complete banking documents. |

| |
|---|
| 4. Range of occupations accessible to the holder of the certificate ¹ |
| The administration of documentation related to assets, capital, and liabilities, accounting of salaries/wages, registering of business operation in accounts, organisation of a cash register, and performance of a cashier's operations. |
| 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 | |
| <p>Name and status of the body awarding the certificate Legal entity with licence to provide formal vocational training programmes</p> | <p>Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education and Science of The Republic of Lithuania</p> |
| <p>Level of the certificate (national or international) ISCED 354; LTKS IV; EKS 4</p> | <p>Grading scale / Pass requirements 10 grade scale. A Pass Grade - Grade 4-10 or entry "Passed"</p> |
| <p>Access to next level of education/training Possibility to continue learning at the higher level of education programme</p> | <p>International agreements</p> |
| <p>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"</p> | |



6. Officially recognised ways of acquiring the certificate

Aggregate duration of learning required to get the certificate (in weeks): 116

Ratio of theoretical and practical learning (%): 61/39

Duration and place of apprenticeship (in weeks): (15)

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 | 61 | 71 |
| Workplace-based | 39 | 45 |
| Accredited prior learning | | |
| Total duration of the education/ training leading to the certificate | | 116 |

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