



1. Title of the certificate (LT)¹

Profesinio mokymo diplomas. Smulkiojo verslo paslaugų teikėjo mokymo programa (valstybinis kodas 330041710)

¹in original language

2. Translated title of the certificate (EN)¹

Qualified worker's Diploma. Small Business Services Provider Training Programme (state code 330041710)

¹If applicable. This translation has no legal status.

3. Profile of skills and competences

1. Investigate the market.
2. Establish a small business enterprise.
3. Take and motivate business decisions.
4. Plan an enterprise's (division's) work.
5. Prepare a business plan.
6. Organise the work of a small business enterprise.
7. Organise an enterprise's accounts management.
8. Describe employees' role in an enterprise.
9. Select employees' motivational tools.
10. Define professional performance evaluation criteria.
11. Manage documentation of a small enterprise.
12. Communicate and cooperate with business partners and customers.
13. Collect, systemise and generalise information.
14. Create the image of an enterprise.

4. Range of occupations accessible to the holder of the certificate¹

Establishment of a small business enterprise, planning and organising activities of a small business enterprise, coordination of employees' work in a small business enterprise and communication and cooperation.

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.

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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 354; LTKS IV; EKS 4	Grading scale / Pass requirements 10 grade scale. A Pass Grade - Grade 4-10 or entry "Passed"
Access to next level of education/training Possibility to continue learning 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): 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		