



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

Profesinio mokymo diplomas. Pardavimų konsultanto mokymo programa (valstybinis kodas 440041710)

<sup>1</sup>in original language

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

Qualified worker's Diploma. Trade Consultant Training Programme (state code 440041710)

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

## 3. Profile of skills and competences

1. Work safely.
2. Formalise various documents of an enterprise's activities.
3. Provide production and trading enterprises with resources, materials, semifinished products and assembly parts.
4. Store materials and finished products.
5. Register economic operations and use an account plan.
6. Manage accounting of assets, proprietors' ownership and an enterprise's liabilities.
7. Calculate salaries and taxes paid by an enterprise.
8. Register short-term disputable debts to an enterprise.
9. Formalise employment contracts.
10. Evaluate the business environment.
11. Prepare a business plan for a small enterprise.
12. Use information technologies.
13. Communicate with business partners.

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

Ordering and storage of materials needed for an enterprise, preparation of commercial proposals and purchase-sales contracts and handling of accounting and documentation.

<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.



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 IV; EKS 4	<b>Grading scale / Pass requirements</b> 10 grade scale. A Pass Grade - Grade 4-10 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> 78 <b>Ratio of theoretical and practical learning (%):</b> 39/61 <b>Duration and place of apprenticeship (in weeks):</b> (15)		
<b>Possibility to include passed education:</b> passed education included by evaluating the knowledge		
<b>Description of vocational education and training received</b>	<b>Part of programme (%)</b>	<b>Duration (in weeks)</b>
School-/training centre-based	39	31
Workplace-based	61	47
Accredited prior learning		
<b>Total duration of the education/ training leading to the certificate</b>		78
<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>		