



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

Kvalifikacijos pažymėjimas. Kompiuterio vartojimo pagrindai mokymo programa (valstybinis kodas 361061101)

<sup>1</sup>in original language

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

Qualification certificate. Computer-usage basics training program (state code 361061101)

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

## 3. Profile of skills and competences

1. Know the layout of the components that are part of the computer system and be able to replace easily removable components of the system;
2. Know the main and the newest external devices and be able to connect external devices to the computer and use data storage devices;
3. Be able to maintain laser and inkjet printers;
4. Be able to scan texts and pictures and take photos with a digital camera;
5. Know computer software: the main operational systems (Windows, Unix, Linux) and applied programmes;
6. Be able to use and configure the Windows XP OS and work with the main Windows XP programmes;
7. Be able to use the Linux operational system with the KDE desktop;
8. Be able to use the main Microsoft Office programmes;
9. Be able to use the main KDE and StarOffice programmes;
10. Share files and folders within an internal computer network;
11. Know methods to connect to the internet and be able to use browsers, search engines, and electronic mail;
12. Be able to create a simple html file and upload it in the internet using FTP.

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

Can use a computer in any institution.

<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><br>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><br>Ministry of Education and Science of The Republic of Lithuania |
| <b>Level of the certificate (national or international)</b><br>ISCED 454; LTKS ; EKS  |                              | <b>Grading scale / Pass requirements</b><br>10 grade scale.<br>A Pass Grade - Grade 7-10 or entry "Passed"   |
| <b>Access to next level of education/training</b><br>Possibility to continue studies at the higher level of education programme   |                              | <b>International agreements</b>  |
| <b>Legal basis</b><br>Law on Education of the Republic of Lithuania<br>Law on Vocational Education and Training of the Republic of Lithuania<br>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> 4<br><b>Ratio of theoretical and practical learning (%):</b> 50/50<br><b>Duration and place of apprenticeship (in weeks):</b> (0)<br><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   | 50                           | 2  |
| Workplace-based   | 50                           | 2  |
| Accredited prior learning   |                              |  |
| <b>Total duration of the education/ training leading to the certificate</b>   |                              | 4  |
| <b>Entry requirements</b>   |                              |  |
| <b>Additional information</b><br>More information (including the description of the national system of qualifications) at:<br><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><br><a href="http://www.europass.lt">www.europass.lt</a> , <a href="http://www.smpf.lt">www.smpf.lt</a>  |                              |  |