



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

Profesinio mokymo diplomas. Smulkiojo verslo organizatoriaus mokymo programa (valstybinis kodas 330041702)

<sup>1</sup>in original language

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

Qualified worker's Diploma. Small scale business organiser training programme (state code 330041702)

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

## 3. Profile of skills and competences

1. Research market.
2. Establish a small business.
3. Make and justify business decisions.
4. Plan the work schedule of a company (or branch of a company).
5. Prepare a business plan.
6. Organise the work of a business.
7. Organise the administration of company accounting.
8. Provide job descriptions for the employees of a company.
9. Select forms of motivating employees.
10. Set assessment criteria for professional activity.
11. Manage the documentation of a small business.
12. Communicate and cooperate with business partners and customers.
13. Collect, classify, and summarise information.
14. Create a company image.

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

Creation of a small business, planning and management of company activity, coordination of the activities of company employees, and communication and cooperation.

<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.

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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 354; 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 learning 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> 116 <b>Ratio of theoretical and practical learning (%):</b> 61/39 <b>Duration and place of apprenticeship (in weeks):</b> (15)		
<b>Possibility to include passed education:</b> 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		
<b>Total duration of the education/ training leading to the certificate</b>		116
<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>		