



1. Title of the certificate (LT)¹

Kvalifikacijos pažymėjimas. Sekretoriaus-referento mokymo programa (valstybinis kodas 362041502)

¹in original language

2. Translated title of the certificate (EN)¹

Qualification certificate. Secretary-reviewer training programme (state code 362041502)

¹If applicable. This translation has no legal status.

Profile of skills and competences

1. Know the work procedure of a company, standards of the Republic of Lithuania for completing documents, and basics for organising documentation.

2. Know the rules for receiving, saving, storing, and transferring information. 3. Know the basics of management and the labour law and be familiar with the laws regulating the economic and

commercial activities of a company.

4. Know business etiquette; the rules for business communication; rules of the Lithuanian language; and requirements for the appearance, clothing, and make-up of a secretary.

5. Know office aesthetics, look after office plants, and make flower arrangements on certain occasions.

6. Complete organisational, regulative, and informational documents and administer office documentation.

7. Use modern communications and office equipment and a PC.

8. Organise meetings and receive visitors and guests.

9. Communicate with visitors in the Lithuanian language and at least one foreign language and compose business letters.

10. Organise telephone calls and administer business trips and prepayment accounts.

11. Take notes and prepare presentations.

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

A secretary/assistant may work at various companies and organisations.

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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