



1. Title of the certificate (LT) ¹
Profesinio mokymo diplomas. Biuro veiklos tvarkytojo mokymo programa (valstybinis kodas 267041501)
¹ in original language

2. Translated title of the certificate (EN) ¹
Qualified worker's Diploma. Training program for the office work keeper (state code 267041501)
¹ If applicable. This translation has no legal status.

3. Profile of skills and competences
<p>1. To print papers. To work with organization office equipment in a safe manner.</p> <p>2. To work with computer-aided programmer. To prepare and process documents.</p> <p>3. To file and account documents.</p> <p>4. To apply the electronic documents management system. To assist in organizing a work of an institution's archive. To see visitors of an institution. To communicate with visitor in the official language and at least in one foreign language. To assist the head in planning an agenda and organizing events.</p> <p>5. To organize a welcome and reception of guests.</p>

4. Range of occupations accessible to the holder of the certificate ¹
Work with organizational office equipment; document management; organization of a work of secretariat (clerk office).
¹ If applicable

<p>(*) 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.</p> <p>© European Union, 2002-2014 http://europass.cedefop.europa.eu</p>
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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 351; LTKS II; EKS 2	Grading scale / Pass requirements 10 grade scale. A Pass Grade -
Access to next level of education/training Possibility to continue learning at the same level and in the same subgroup 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): 0

Ratio of theoretical and practical learning (%): /

Duration and place of apprenticeship (in weeks): (0)

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		0
Workplace-based		0
Accredited prior learning		
Total duration of the education/ training leading to the certificate		0

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